TRI STATE SUPPLY COMPANY

SAFETY

MANUAL

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# TRI STATE SUPPLY SAFETY MANUAL

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Overview:
This plan has been developed and must be followed to provide direction, guidance and control of blood-borne pathogens including the transmission of HIV (Human Immunodeficiency Virus) and HBV (Hepatitis B Virus) infection while treating first aid injuries. The plan is intended for those employees who the company “reasonably anticipates” will have occupational exposure to infectious material. A copy of this Exposure Control Plan must be accessible to employees at the job-site.

*Occupational Exposure* means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties. For Tri State Supply Company, employees with a job function of *First Responders* or those assigned to provide *First Aid* on a job-site are considered to potentially have occupational exposure.

**Signs and Labels**

The following is the sign / label for warning of infectious materials. Any material that is potentially contaminated with blood-borne pathogens must be labeled accordingly with the following sign or label:

![Biohazard Sign](image)

**Training**

All employees with occupational exposure to blood-borne pathogens must participate in a training program. Employees will be provided training at the time of initial assignment & annual training for all employees will be provided on an annual basis.
**Washing Facilities or Antiseptic Solutions / Towelettes**

Hand washing facilities are available at all Tri State Supply locations. Antiseptic solutions/towelettes are provided at remote work sites.

**Protective Procedures**

1. Universal precautions must be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

2. The person administering first aid should be wearing safety glasses and latex exam gloves prior to attending to superficial open wounds. All PPE will be provided at no cost to employees.

3. If time permits, clean up any spilled blood or droplets with an alcohol wipe to prevent exposure to others. Place these items in a sealed bag and label it "BIO-HAZARD." If spilled blood cannot be cleaned up immediately, alert others of the hazard by placing a warning barricade.

4. Do not eat, drink, smoke, apply cosmetics or handle contact lenses where you may be exposed to blood or other potentially infectious materials.

5. Make sure food and drinks are not placed on surfaces where first aid procedures are being performed.

6. Place all contaminated items such as gloves, gauze, bandages, rags, etc. in sealed plastic bags and label "BIO-HAZARD."

7. If blood does come in contact with skin, wash the area immediately with soap and water.

8. Wash any contaminated tools, such as scissors, in soap and water. **DO NOT TRY TO RE-USE GLOVES.**

9. When removing gloves which are contaminated, peel one glove off from top to bottom and hold it with the gloved hand. With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second. Dispose of entire bundle and wash hands thoroughly.

10. Do not pick up glass or sharp objects which may be contaminated with gloved or bare hands. Use tongs or a brush and dust pan.

11. Clean and decontaminate all surfaces which may have been contaminated with potentially infectious materials.
12. An accurate record for each employee with occupational exposure will be maintained in accordance with OSHA 1910.1020. Training records will include the following: Dates and Contents of Training, Names and Job Titles of persons attending. Training records will be maintained for 3 years from the date of training and medical records will be maintained for at least the duration of employment plus 30 years.

13. All records required by OSHA will be made available upon request of employees. Medical records must have written consent of employee before released. Tri State Supply Company will comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

14. Hepatitis B Vaccine will be made available to all employees with occupational exposure at no cost to employee.
Overview: Only qualified persons may work on energized parts or equipment!

A. Electrical Safe Work Procedures

1. Purpose
   The purpose of this program is to establish safe work procedures to be followed at any work site where employees are exposed to the hazards of energized electrical systems including electrical shock, arc flash and arc blast hazards.

2. Responsibility
   It is the responsibility of the Tri State Supply Supervision to ensure that employees who may potentially be exposed to an electrical hazard have the essential knowledge and Safety Training to safely work with or around the particular hazard. Employees of Tri State Supply are responsible to comply with this procedure and any additional instructions, procedures, or training provided.

3. General Requirements
   a) Electrical systems greater than 50 volts which an employee may be exposed shall be de-energized before the employee works on or near them, unless it can be demonstrated that de-energizing introduces additional or increased hazards, or is infeasible due to equipment design or operational limitations.

   b) Un-Qualified Workers – In order for Un-Qualified employees to work on or near electrical equipment, the equipment must be placed in a Safe Work Condition through guarding or de-energizing and Lock-Out / Tag-Out being performed. If electrical equipment is not locked out it must be considered energized.

   **Note:** Working on or near energized equipment does not mean performing live “hot work”. Whenever work, whether electrical or not, is done near exposed conductors or whenever work is done on electrical equipment that is energized even though no live parts will be exposed, employees must be trained to recognize the hazards involved. Examples of work on or near energized equipment include:

   1) Opening disconnect switches or circuit breakers above the 120/240V panel board level.
   2) Removing covers or doors to energized equipment.
   3) Performing a lockout-tag-out of electrical equipment and taking voltage readings.
   4) Racking breakers in and out of cubicles or removing buckets from motor control centers. Even though no energized conductors are exposed during these operations live bus is being manipulated through breaker disconnect fingers, etc.
5) Moving materials or equipment in an Electrical room (housekeeping or work performed by other crafts).

4. Procedures

a) Pre-Job Evaluation

Before any work is done on or near electrical equipment a pre job evaluation of the equipment must be performed by Tri State Supply supervision to determine:

1) The voltage level of the equipment involved
2) The condition of the equipment
3) The hazards associated with this equipment due to shock or electrocution
4) The hazards associated with this equipment due to arc flash or burn
5) The tools and protective equipment that will be required to minimize the hazards.
6) The skill level and qualifications of the people who will be performing the work and determine if additional training is necessary for these people before the work is started.
7) If at all possible the equipment should be de-energized and placed in an “Electrically Safe Condition” using the proper procedures. If this is done then employees need not be trained with regard to electrical hazards as no electrical hazards should exist.

Note: When electrical hazards are to be eliminated through de-energizing and Lock-Out / Tag-Out, it should be noted that the lockout procedure itself is hazardous and must be done by trained employees wearing the proper safety equipment. Simply opening disconnect switches or breakers in many instances requires protective equipment be worn. Also remember that electrical equipment must be considered energized until proven otherwise. If voltage readings are to be taken to verify a de-energized state the person performing the voltage readings must wear safety equipment required as if the equipment were energized.

b) Work Performed by “Un-Qualified” Workers near energized electrical conductors or circuit parts.

In order for Un-Qualified employees to work near energized equipment either Lock-out / Tag-out of the equipment must be done or suitable guarding placed to prevent inadvertent contact with energized conductors. These safety measures must be performed by “Qualified” workers.

A. Lock-Out Tag-Out

1) Use proper voltage rated tools to remove fuses if one or both terminals are energized
2) Follow Tri State Supply’s “12 Lockout tag out” policy
3) Verify no voltage using appropriate tester and PPE
4) Wear appropriate PPE when taking voltage readings or opening equipment that has not been verified to be de-energized.

B. Guarding
1) Required if working where exposure to live parts exists
2) Place signs
3) Advise employees of hazards involved and protective measures taken.

C. Place barriers

D. Unqualified persons must be kept away from exposed conductors through the use of barricades or attendants according to minimum distances given in Table 2 unless continuously escorted by a qualified person. In no case should an unqualified person approach energized conductors or parts closer than the distances given in Table 3. This means that when opening panels, disconnect switches or other electrical equipment and exposing live bus or verifying de-energized bus, barricades or attendants must be used to keep unqualified individuals away.

Table 2- Approach Boundaries to Energized Electrical Conductors or Circuit Parts (Un-Qualified Person)

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance from exposed movable energized conductors unless continuously escorted.</th>
<th>Minimum distance from exposed, fixed, energized parts unless continuously escorted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-750volts</td>
<td>10’-0”</td>
<td>4’</td>
</tr>
<tr>
<td>751v -15 KV</td>
<td>10’-0”</td>
<td>5’</td>
</tr>
<tr>
<td>15.1 KV – 36 KV</td>
<td>10’-0”</td>
<td>6’</td>
</tr>
<tr>
<td>36.1KV - 72.5 KV</td>
<td>10’</td>
<td>8’</td>
</tr>
<tr>
<td>72.6 KV – 121 KV</td>
<td>10’-8”</td>
<td>8’</td>
</tr>
<tr>
<td>138 KV – 145 KV</td>
<td>11’</td>
<td>10’</td>
</tr>
<tr>
<td>Over 145 KV</td>
<td>Contact Tri State Supply Safety for approval.</td>
<td></td>
</tr>
</tbody>
</table>

c) Work Performed by “Qualified” Workers on or near energized electrical conductors or circuit parts.
In order for qualified workers to work on or near energized equipment the following precautions must be taken:

1) The area should be well lit. Employees may not enter any area containing exposed energized parts unless illumination is provided that allows employees to work safe.
2) Work in confined spaces with exposed energized parts requires protective shields or barriers.
3) Conductive materials and equipment shall be handled in a manner that will prevent them from contacting exposed energized parts. Where long objects such as conduit and unistrut are handled, additional safeguards should be utilized.
4) Ladders used must be non-conductive.
5) Conductive jewelry and clothing must be removed.
6) Appropriate PPE for the shock and arc flash hazards must be worn where required.
7) Voltage rated boots should be worn.
8) Qualified workers should maintain the following distances from energized conductors unless the person is wearing voltage rated gloves and sleeves, if necessary, rated for the voltage involved.

Table 3- Approach Boundaries to Energized Electrical Conductors or Circuit Parts Unless Insulated Gloves or Barriers are used. (Qualified Person)

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance from exposed energized conductors or Parts. (includes Inadvertent movement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 – 300 volts</td>
<td>Avoid Contact</td>
</tr>
<tr>
<td>301-750 volts</td>
<td>1’</td>
</tr>
<tr>
<td>751v - 15 KV</td>
<td>2’ 2”</td>
</tr>
<tr>
<td>15 KV – 36 KV</td>
<td>3’</td>
</tr>
</tbody>
</table>

Note: table 3 addresses voltage hazards only. The arc flash hazard associated with the equipment also needs to be determined and will require additional clothing.

d) Energized “Hot” Work. In general all work should be done on electrical equipment in the de-energized state. If qualified workers must get closer than the distances given in table 4 to exposed conductors, the work is to be considered “Hot” work and a Energized Electrical “Hot” Work Permit must be issued by the Safety department.

Table 4 Limited Approach Boundary (Qualified Worker)

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance from exposed energized conductors or Parts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>50V – 750V</td>
<td>3’-6”</td>
</tr>
<tr>
<td>751V- 15KV</td>
<td>5’</td>
</tr>
<tr>
<td>15.1 KV-36 KV</td>
<td>6’</td>
</tr>
<tr>
<td>36.1 KV-121 KV</td>
<td>8’</td>
</tr>
</tbody>
</table>

Note: the only exception to the hot work permit rule is voltage testing or troubleshooting which requires the test leads contact the energized bus. Any other activity which requires tools, equipment or body parts whether insulated or not, to approach energized equipment closer than the distances given in table 4, requires an Energized “Hot” Work Permit.

e) Outdoor Substation, Pole Line Work, and work near overhead power lines
1) Working on energized equipment requires approval from Tri State Supply Safety department.
2) De-energized lines must be grounded to ensure they are de-energized. Table 1 PPE requirements must be met when applying grounds.
   a) When attaching grounds the ground end should be attached first
   b) When removing grounds the ground end shall be removed last
3) Operating voltage of the lines or equipment shall be determined prior to working near energized parts.

4) When de-energizing equipment hot sticks and gloves insulated for the voltage involved shall be used. In no case shall an employee, when de-energizing, approach or take any un-insulated object closer than the following distances:

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 15KV</td>
<td>2'-0&quot;</td>
</tr>
<tr>
<td>15.1 KV to 37.5 KV</td>
<td>3'-6&quot;</td>
</tr>
<tr>
<td>Above 37.5 KV</td>
<td>Contact Safety Department</td>
</tr>
</tbody>
</table>

5) Cranes, vehicles, man lifts and mechanical equipment must maintain the following clearances:

<table>
<thead>
<tr>
<th>Voltage (nominal, kV, AC)</th>
<th>Minimum clearance distance (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 50</td>
<td>10</td>
</tr>
<tr>
<td>over 50 to 200</td>
<td>15</td>
</tr>
<tr>
<td>over 200 to 350</td>
<td>20</td>
</tr>
<tr>
<td>over 350 to 500</td>
<td>25</td>
</tr>
<tr>
<td>over 500 to 750</td>
<td>35</td>
</tr>
<tr>
<td>over 750 to 1000</td>
<td>45</td>
</tr>
</tbody>
</table>

6) Workers working on the ground near overhead lines must not bring any conductive object closer to energized lines than the distances given above for cranes.

7) Workers working in lifts near overhead lines must be positioned such that the longest conductive object they may contact cannot come any closer than the distances specified above for cranes.

8) If work is to be done within the 10’ and 15’ zones specified above, then an arc flash analysis must be done and the appropriate PPE or arc flash equipment worn for the task to be performed.

9) Rubber Insulating Equipment must be given a periodic test as follows:

<table>
<thead>
<tr>
<th>Rubber Insulating Equipment</th>
<th>Maximum Test Intervals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Frequency</td>
</tr>
<tr>
<td>Gloves *t</td>
<td>Before first issue, Every 6 months</td>
</tr>
<tr>
<td>Blankets *t</td>
<td>Before first issue, Every 12 months</td>
</tr>
<tr>
<td>Sleeves *t</td>
<td>Before first issue, Every 12 months</td>
</tr>
<tr>
<td>Covers</td>
<td>If insulating value is suspect</td>
</tr>
<tr>
<td>Line Hose</td>
<td>If insulating value is suspect</td>
</tr>
</tbody>
</table>

*t : Requires date stamp of test.
10) Gloves and rubber insulating equipment shall be visually inspected prior to each use. In addition, gloves shall be given an “air” test.
   a) Insulating equipment and gloves with the following defects shall not be used and be removed from service
      1) Holes or tears
      2) Ozone cutting or checking
      3) Embedded foreign objects
      4) Noticeable texture changes including swelling, softening, hardening or becoming sticky or inelastic.
   b) Leather protector gloves shall be worn over rubber insulating gloves.

   f) **Arc Flash hazards and Equipment Requirements**
   Any time work is to be performed “ON” or “NEAR” energized electrical equipment, the arc flash hazard associated with the equipment must first be determined and appropriate PPE selected.

   Working “ON” energized equipment means taking tools, equipment or body parts closer to the energized equipment than the distances given in table 4. Note that other activities that require manipulation of energized bus such as opening and closing disconnects and racking breakers in and out of cubicles are also considered working “ON” energized equipment.

   Working “NEAR” energized equipment means performing work or taking tools near exposed bus closer than the distances given in table 5. Note that working near energized equipment also includes activities such as opening panel doors and removing covers behind which energized conductors exist.

   **Table 5 - Limited Approach Boundary**
<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance that must be maintained from energized equipment to limit arc flash protection requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 V- 50 KV moveable (overhead lines, etc)</td>
<td>10'-0”</td>
</tr>
<tr>
<td>50 KV-200 KV moveable (overhead lines, etc)</td>
<td>15'-0”</td>
</tr>
<tr>
<td>50 V- 750 V fixed (Bus, gear, etc)</td>
<td>4’</td>
</tr>
<tr>
<td>751 V-15 KV fixed (Bus, gear, etc)</td>
<td>5'-0”</td>
</tr>
<tr>
<td>15.1 KV-36 KV fixed (Bus, gear, etc)</td>
<td>6'-0”</td>
</tr>
<tr>
<td>36.1 KV-121 KV fixed (Bus, gear, etc)</td>
<td>8'-0”</td>
</tr>
<tr>
<td>138 KV-145 KV fixed (Bus, gear, etc)</td>
<td>10'-0”</td>
</tr>
</tbody>
</table>

   Once it has been determined that work will be done “ON” or “NEAR” electrical equipment then the following must be determined:

   1) The flash protection boundary
2) The PPE requirements for personnel working within the flash protection boundary.

Flash protection boundary - This is the distance from the exposed energized conductor or part that must be maintained or flash protection gear must be worn. If the facility you are working in has arc flash labels on their electrical equipment, the arc flash boundary on this label must not be crossed unless the appropriate PPE is worn. If the Facility does not have labels the minimum distance is 4’ for up to 600V. Over 600V the distance can be calculated or everyone not wearing flash protection gear must leave the room. Note that work on energized electrical equipment should never be done alone so at least two people, properly suited, are necessary in these instances.

The 4’ minimum rule for up to 600V is a minimum value only. Individuals should recognize that large or stout power systems have considerably more energy available than smaller ones. This distance may be substantially greater for these types of systems. Evidence of these types of systems is bus with high current capacity, large transformers feeding them or close proximity electrically to the utility supply.

Arc flash PPE Requirements - If the facility you are working in has arc flash labels on their electrical equipment, the level of PPE specified on these labels must be worn. This level is usually specified as a category 0 through 4. Table 6 gives you the PPE levels required for the different categories. If the facility you are working in does not have arc flash labels the table 1 may be used to determine the required PPE requirements. If the task you are performing is not listed in table 1 the Tri State Supply’s safety department should be contacted for the appropriate PPE requirements.

The PPE requirements given in table 1 are minimum values only. Individuals should recognize that large or stout power systems have considerably more energy available than smaller ones. The PPE requirements may be substantially greater for these types of systems. Evidence of these types of systems is bus with high current capacity, large transformers feeding them or close proximity electrically to the utility supply.
This page intentionally left blank.
<table>
<thead>
<tr>
<th>Hazard/Risk Category</th>
<th>Clothing Description</th>
<th>Required Minimum Arc Rating of PPE [J/cm²(cal/cm²)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Nonmelting, flammable materials (i.e., untreated cotton, wool, rayon, or silk, or blends of these materials) with a fabric weight at least 4.5 oz/yd²</td>
<td>N/A</td>
</tr>
<tr>
<td>1</td>
<td>Arc-rated FR shirt and FR pants or FR coverall</td>
<td>16.74 (4)</td>
</tr>
<tr>
<td>2</td>
<td>Arc-rated FR shirt and FR pants or FR coverall</td>
<td>33.47 (8)</td>
</tr>
<tr>
<td>3</td>
<td>Arc-rated FR shirt and pants or FR coverall, and arc flash suit selected so that the system arc rating meets the required minimum</td>
<td>104.6 (25)</td>
</tr>
<tr>
<td>4</td>
<td>Arc-rated FR shirt and pants or FR coverall, and arc flash suit selected so that the system arc rating meets the required minimum</td>
<td>167.36 (40)</td>
</tr>
</tbody>
</table>

Note: Arc rating is defined in Article 100 and can be either ATPV or $E_{BT}$. ATPV is defined in ASTM F 1959, Standard Test Method for Determining the Arc Thermal Performance Value of Materials for Clothing, as the incident energy on a material or a multilayer system of materials that results in a 50% probability that sufficient heat transfer through the tested specimen is predicted to cause the onset of a second-degree skin burn injury based on the Stoll curve, cal/cm². $E_{BT}$ is defined in ASTM F 1959 as the incident energy on a material or material system that results in a 50% probability of breakopen. Arc rating is reported as either ATPV or $E_{BT}$, whichever is the lower value.
### Table 1 Minimum Arc Flash PPE Requirements for Electrical Activities

<table>
<thead>
<tr>
<th>Voltage Required</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voltage Rated Hard Hat, safety glasses, voltage rated boots, ear protection, cotton long sleeve shirt, cotton long pants, leather gloves</td>
<td>4 cal/cm shirt, jeans and face shield</td>
<td>8 cal/cm pants, shirt and flash hood</td>
<td>40 cal/cm pants, shirt and flash hood</td>
<td>Voltage rated gloves</td>
</tr>
</tbody>
</table>

#### Switching Operations

<table>
<thead>
<tr>
<th>Activity</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuit breaker or switch operation in equipment with covers on up to 600V</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High voltage fused starter operation up to 7200V with covers on</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circuit breaker or switch operation in equipment with covers on above 600V</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor substation switch operation with hookstick</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Outdoor substation switch operation with switch operator at grade</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>120/240 V Breaker operation with covers off</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaker or switch operation above 120/240 V up to 600V with covers off</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High voltage fused starter operation up to 7200V with covers off</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circuit breaker or fused switch operation with door off above 1000V</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

#### Cover Removal/Door Opening

<table>
<thead>
<tr>
<th>Activity</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
<th>PPE Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>120/240 or 120/208V panel cover removal or opening to expose energized parts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>480/277V panelboard bolted cover removal to expose energized parts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>480/277V panelboard hinged door opening to expose energized parts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCC (Below 600V) removal of bolted covers to expose energized parts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCC (Below 600V) opening of hinged covers to expose energized parts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600V and below power switchgear Bolted cover removal to expose energized parts</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>600V and below power switchgear hinged cover opening to expose energized parts</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Removal of bolted covers on equipment above 1000V to expose energized equipment</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Opening of hinged covers on equipment above 1000V to expose energized equipment</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Voltage Testing and/or Troubleshooting While Energized</td>
<td>Voltage Rated Hard Hat, safety glasses, voltage rated boots, ear protection, cotton long sleeve shirt, cotton long pants, leather gloves</td>
<td>4 cal/cm shirt, jeans and face shield</td>
<td>8 cal/cm pants, shirt and flash hood</td>
<td>40 cal/cm pants, shirt and flash hood</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>--------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>120/240 or 120/208V panelboards</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>480/277V panelboards</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600V Disconnect Switches</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Control Centers</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600V Class power switchgear</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voltage Testing above 600V</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600V equipment control circuits where voltage 120V or less is present</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600V equipment control circuits where voltage greater than 120V is present</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium voltage motor startes up to 7.2 KV control circuits where voltage 120V or less is present</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium voltage motor startes up to 7.2 KV control circuits where voltage greater than 120V is present</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other switchgear 1KV and above voltage testing where voltage 120V or less is present</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other switchgear 1KV and above voltage testing where voltage greater than 120V is present</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breaker/Bucket Removal and Racking</th>
<th>Voltage Rated Hard Hat, safety glasses, voltage rated boots, ear protection, cotton long sleeve shirt, cotton long pants, leather gloves</th>
<th>4 cal/cm shirt, jeans and face shield</th>
<th>8 cal/cm pants, shirt and flash hood</th>
<th>40 cal/cm pants, shirt and flash hood</th>
<th>Voltage Rated Gloves</th>
</tr>
</thead>
<tbody>
<tr>
<td>120/240v Panelboard breaker removal/installation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600V MCC bucket removal/installation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Racking breakers in or out up to 600V with doors closed</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Racking breakers in or out up to 600V with doors open</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Racking breakers in or out above 600V with doors closed</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Racking breakers in or out above 600V with doors open</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Ground Removal/Installation</th>
<th>Voltage Rated Hard Hat, safety glasses, voltage rated boots, ear protection, cotton long sleeve shirt, cotton long pants, leather gloves</th>
<th>4 cal/cm shirt, jeans and face shield</th>
<th>8 cal/cm pants, shirt and flash hood</th>
<th>40 cal/cm pants, shirt and flash hood</th>
<th>Voltage Rated Gloves</th>
</tr>
</thead>
<tbody>
<tr>
<td>600V And Below</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above 600V</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Misc Activities</th>
<th>Voltage Rated Hard Hat, safety glasses, voltage rated boots, ear protection, cotton long sleeve shirt, cotton long pants, leather gloves</th>
<th>4 cal/cm shirt, jeans and face shield</th>
<th>8 cal/cm pants, shirt and flash hood</th>
<th>40 cal/cm pants, shirt and flash hood</th>
<th>Voltage Rated Gloves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insertion/removal of electric meters from meter sockets</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable Tray cover removal less than 600V</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulated cable examination greater than 1000V open area</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulated cable examination greater than 1000V manhole or vault</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: PPE values are the minimum that should be worn. If the equipment has arc flash labeling the PPE required by the labeling shall be worn.

Note: Additional PPE may be required on large equipment or power systems (consult safety department if in doubt).
### Table 2 - Approach Boundaries to Energized Electrical Conductors or Circuit Parts (Un-Qualified Person)

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance from exposed movable energized conductors unless continuously escorted.</th>
<th>Minimum distance from exposed energized parts unless continuously escorted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>50- 750volts</td>
<td>10'-0”</td>
<td>4'</td>
</tr>
<tr>
<td>751v -15 KV</td>
<td>10'-0”</td>
<td>5'</td>
</tr>
<tr>
<td>15.1 KV – 36 KV</td>
<td>10'-0”</td>
<td>6'</td>
</tr>
<tr>
<td>36.1KV - 72.5 KV</td>
<td>10’</td>
<td>8’</td>
</tr>
<tr>
<td>72.6 KV – 121 KV</td>
<td>10'-8”</td>
<td>8’</td>
</tr>
<tr>
<td>138 KV – 145 KV</td>
<td>11’</td>
<td>10’</td>
</tr>
<tr>
<td>Over 145 KV</td>
<td>Contact Tri State Supply Safety for approval.</td>
<td></td>
</tr>
</tbody>
</table>

### Table 3 - Approach Boundaries to Energized Electrical Conductors or Circuit Parts Unless Insulated Gloves or Barriers are used. (Qualified Person)

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance from exposed energized conductors or Parts. (includes Inadvertent movement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 – 300 volts</td>
<td>Avoid Contact</td>
</tr>
<tr>
<td>301-750 volts</td>
<td>1’</td>
</tr>
<tr>
<td>751v - 15 KV</td>
<td>2’ 2”</td>
</tr>
<tr>
<td>15 KV – 36 KV</td>
<td>2’ 7”</td>
</tr>
</tbody>
</table>

### Table 4 Prohibited Approach Boundary (Qualified Worker)

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance from exposed energized conductors or Parts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 300V</td>
<td>Avoid contact</td>
</tr>
<tr>
<td>301V-750V</td>
<td>1 inch</td>
</tr>
<tr>
<td>751V-15KV</td>
<td>7 inches</td>
</tr>
<tr>
<td>15 KV-36 KV</td>
<td>10 inches</td>
</tr>
</tbody>
</table>

### Table 5 - Limited Approach Boundary

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum distance that must be maintained from energized equipment to limit arc flash protection requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 V- 50 KV moveable (overhead lines, etc)</td>
<td>10'-0”</td>
</tr>
<tr>
<td>50 KV-200 KV moveable (overhead lines, etc)</td>
<td>15'-0”</td>
</tr>
<tr>
<td>50 V- 750 V fixed (Bus, gear, etc)</td>
<td>4’</td>
</tr>
<tr>
<td>751 V-15 KV fixed (Bus, gear, etc)</td>
<td>5'-0”</td>
</tr>
<tr>
<td>15.1 KV-36 KV fixed (Bus, gear, etc)</td>
<td>6'-0”</td>
</tr>
<tr>
<td>36.1 KV-121 KV fixed (Bus, gear, etc)</td>
<td>8'-0”</td>
</tr>
<tr>
<td>138 KV-145 KV fixed (Bus, gear, etc)</td>
<td>10'-0”</td>
</tr>
<tr>
<td>Hazard/Risk Category</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Table 130.7(C)(10) Protective Clothing and Personal Protective Equipment (PPE)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hazard/Risk Category 0</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Protective Clothing, Nonmeling (according to ASTM F 1506-00) or Untreated Natural Fiber | Shirt (long sleeve)  
|  | Pants (long)  
| FR Protective Equipment | Safety glasses or safety goggles (SR)  
|  | Hearing protection (ear canal inserts)  
|  | Leather gloves (AN) (Note 2)  
| **Hazard/Risk Category 1** |  
| FR Clothing, Minimum Arc Rating of 4 (Note 1) | Arc-rated long-sleeve shirt (Note 3)  
|  | Arc-rated pants (Note 3)  
|  | Arc-rated coverall (Note 4)  
|  | Arc-rated face shield or arc flash suit hood (Note 7)  
|  | Arc-rated jacket, parka, or rainwear (AN)  
| FR Protective Equipment | Hard hat  
|  | Safety glasses or safety goggles (SR)  
|  | Hearing protection (ear canal inserts)  
|  | Leather gloves (Note 2)  
|  | Leather work shoes (AN)  
| **Hazard/Risk Category 2** |  
| FR Clothing, Minimum Arc Rating of 8 (Note 1) | Arc-rated long-sleeve shirt (Note 5)  
|  | Arc-rated pants (Note 5)  
|  | Arc-rated coverall (Note 6)  
|  | Arc-rated face shield or arc flash suit hood (Note 7)  
|  | Arc-rated jacket, parka, or rainwear (AN)  
| FR Protective Equipment | Hard hat  
|  | Safety glasses or safety goggles (SR)  
|  | Hearing protection (ear canal inserts)  
|  | Leather gloves (Note 2)  
|  | Leather work shoes  
| **Hazard/Risk Category 3** |  
| FR Clothing, Minimum Arc Rating of 25 (Note 1) | Arc-rated long-sleeve shirt (AR) (Note 8)  
|  | Arc-rated pants (AR) (Note 8)  
|  | Arc-rated coverall (AR) (Note 8)  
|  | Arc-rated arc flash suit jacket (AR) (Note 8)  
|  | Arc-rated arc flash suit pants (AR) (Note 8)  
|  | Arc-rated arc flash suit hood (Note 8)  
|  | Arc-rated jacket, parka, or rainwear (AN)  

### Table 130.7(C)(10) Continued

<table>
<thead>
<tr>
<th>Hazard/Risk Category</th>
<th>Protective Clothing and PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR Protective Equipment</td>
<td>Hard hat</td>
</tr>
<tr>
<td></td>
<td>FR hard hat liner (AR)</td>
</tr>
<tr>
<td></td>
<td>Safety glasses or safety goggles (SR)</td>
</tr>
<tr>
<td></td>
<td>Hearing protection (ear canal inserts)</td>
</tr>
<tr>
<td></td>
<td>Arc-rated gloves (Note 2)</td>
</tr>
<tr>
<td></td>
<td>Leather work shoes</td>
</tr>
</tbody>
</table>

**Hazard/Risk Category 4**

| FR Clothing, Minimum Arc Rating of 40 (Note 1) | Arc-rated long-sleeve shirt (AR) (Note 9) |
|                                               | Arc-rated pants (AR) (Note 9)              |
|                                               | Arc-rated coverall (AR) (Note 9)           |
|                                               | Arc-rated arc flash suit jacket (AR) (Note 9) |
|                                               | Arc-rated arc flash suit pants (AR) (Note 9) |
|                                               | Arc-rated arc flash suit hood (Note 9)      |
|                                               | Arc-rated jacket, parka, or rainwear (AN)   |
| FR Protective Equipment                       | Hard hat  |
|                                               | FR hard hat liner (AR)                      |
|                                               | Safety glasses or safety goggles (SR)       |
|                                               | Hearing protection (ear canal inserts)       |
|                                               | Arc-rated gloves (Note 2)                   |
|                                               | Leather work shoes                          |

AN = As needed (optional)  
AR = As required  
SR = Selection required

**Notes:**

1. See Table 130.7(C)(11). Arc rating for a garment or system of garments is expressed in cal/cm².
2. If rubber insulating gloves with leather protectors are required by Table 130.7(C)(9), additional leather or arc-rated gloves are not required. The combination of rubber insulating gloves with leather protectors satisfies the arc flash protection requirement.
3. The FR shirt and pants used for Hazard/ Risk Category 1 shall have a minimum arc rating of 4.
4. Alternate is to use FR coveralls (minimum arc rating of 4) instead of FR shirt and FR pants.
5. FR shirt and FR pants used for Hazard/ Risk Category 2 shall have a minimum arc rating of 8.
6. Alternate is to use FR coveralls (minimum arc rating of 8) instead of FR shirt and FR pants.
7. A face shield with a minimum arc rating of 4 for Hazard/Risk Category 1 or a minimum arc rating of 8 for Hazard/Risk Category 2, with wrap-around guarding to protect not only the face, but also the forehead, ears, and neck (or, alternatively, an arc-rated arc flash suit hood), is required.
8. An alternate is to use a total FR clothing system and hood, which shall have a minimum arc rating of 25 for Hazard/Risk Category 3.
9. The total clothing system consisting of FR shirt and pants and/or FR coveralls and/or arc flash coat and pants and hood shall have a minimum arc rating of 40 for Hazard/Risk Category 4.
10. Alternate is to use a face shield with a minimum arc rating of 8 and a balaclava (sock hood) with a minimum arc rating of 8 and which covers the face, head and neck except for the eye and nose areas.
Definitions

Accessible (as applied to equipment) – Admitting close approach; not guarded by locked doors, elevation, or other effective means.

Accessible (as applied to wiring methods) – Capable of being removed or exposed without damaging the building structure or finish or not permanently closed in by the structure or finish of the building.

Accessible, Readily (Readily Accessible) – Capable of being reached quickly for operation, renewal, or inspections without requiring those to whom ready access is requisite to climb over or remove obstacles or to resort to portable ladders, and so forth.

Arc Flash Hazard - A dangerous condition associated with the possible release of energy caused by an electric arc. The hazard can occur with exposed parts or when they are within equipment in a guarded or enclosed condition, provided a person is interacting with the equipment in such a manner that could cause an electric arc. Under normal operating conditions, enclosed energized equipment that has been properly installed and maintained is not likely to pose an arc flash hazard.

Arc Rating - The value attributed to materials that describes their performance to exposure to an electrical arc discharge. Expressed in Cal/cm².

Barricade - A physical obstruction such as tapes, cones, or A-frame-type wood or metal structures intended to provide a warning about and to limit access to a hazardous area.

Barrier - A physical obstruction that is intended to prevent contact with equipment or live parts or to prevent unauthorized access to a work area.

Boundary, Arc Flash Protection - An approach limit at a distance from a prospective arc source within which a person could receive a second degree burn if an electrical arc flash were to occur.

Boundary, Limited Approach - An approach limit at a distance from an exposed energized electrical conductor or circuit part within which a shock hazard exists.

Boundary, Prohibited Approach - An approach limit at a distance from an exposed energized electrical conductor or circuit part within which work is considered the same as making contact with the electrical conductor or circuit part.

Boundary, Restricted Approach - An approach limit at a distance from an exposed energized electrical conductor or circuit part within which there is an increased risk of shock, due to arc over combined with inadvertent movement, for personnel working in close proximity to the energized electrical conductor or circuit part.

Bus - A conductor or a group of conductors that serves as common connections for two or more circuits.

Conductor, Bare - A conductor having no covering or electrical insulation whatsoever.

Conductor, Covered - A conductor encased within material of composition or thickness that is not recognized as electrical insulation by accepted national standards.

Conductor, Insulated - A conductor encased within material of composition and thickness that is recognized by accepted national standards as electrical insulation.

De-energized - Free from any electrical connection to a source of potential difference and from electrical charge; not having a potential different from that of the earth.
**Electrical Hazard** - A dangerous condition such that contact or equipment failure can result in electric shock, arc flash, thermal burn, or blast.

**Electrically Safe Work Condition** - A state in which an electrical conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absences of voltage, and grounded if determined necessary.

**Enclosed** - Surrounded by a case, housing, fence, or wall(s) that prevents persons from accidentally contacting energized electrical conductors or parts.

**Energized** - Electrically connected to, or is, a source of voltage.

**Exposed (as applied to energized electrical conductors or circuit parts)** - Capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to electrical conductors or circuit parts that are not suitably guarded, isolated, or insulated.

**Exposed (as applied to wiring methods)** – On or attached to the surface or behind panels designed to allow access.

**Guarded** - Covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms, to remove the likelihood of approach or contact by persons or objects to a point of danger.

**Insulated** - Separated from other conducting surfaces by a dielectric (including air space) offering a high resistance to the passage of current.

**Isolated (as applied to location)** - Not readily accessible to persons unless special means for access are used.

**Live parts** - Energized conductive components.

**Near (Exposed Energized electrical conductors or circuit parts)** - working within arc/reaching distance of exposed energized conductors or circuit parts (whichever distance is greater).

**Qualified Person** - One who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training to recognize and avoid the hazards involved.

**Un-Qualified Person** - One who does not have the skills and knowledge related to the construction and operation of the electrical equipment and installations and has not received safety training to recognize and avoid the hazards involved.

**Working On (energized electrical conductors or circuit parts)** - Coming in contact with energized electrical conductors or circuit parts with the hands, feet, or other body parts, with tools, probes, or with test equipment, regardless of the personal protective equipment a person is wearing.

**“Working On” (Diagnostic Testing)** - taking readings or measurements of electrical equipment with approved test equipment that does not require making any physical change to the equipment.

**“Working On” (Repair)** - is any physical alteration of electrical equipment (such as making or tightening connections, removing or replacing components, etc.)
A. Overview

The purpose of the Fall Protection Program is to provide requirements and criteria for fall protection of Tri State Supply Company employees. The content of the program is based on the OSHA Fall Protection Standard 29 CFR 1926, Subpart M. Implementation of this program will assist Tri State Supply Company and its employees to identify, correct and control fall hazards in the work place.

**** Height at which Fall Protection Systems must be used --- 15’ (feet). *****

B. Definitions

**Anchorage:** A secure point of attachment for lifelines, lanyards or deceleration devices.

**Body Harness:** Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

**Connector:** A device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system such as a carabiner. Or it may be an integral component of part of the system such as a buckle or “D” ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard.

**Controlled Access Zone (CAZ):** An area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled. This system is used only with customer approval and where no other alternate methods have been implemented. A safety monitoring system must be implemented in accordance with OSHA 1926.502(h).

Note: A controlled Access Zone (CAZ) is not a commonly used fall protection system on Tri State Supply Company projects. Should there be a need for this system, the Tri State Supply Company Superintendent will be responsible for the site specific program including set-up, training and implementation of such a system.

If a CAZ is used a competent person will be assigned to:

1. Recognize fall hazards.
2. Warn employees if they are unaware of a fall hazard or is acting in an unsafe manner.
3. Be on same working surface and in visual sight.
4. Stay close enough for verbal communication.
5. Not have other assignments that would take monitor's attention from the monitoring function.

**Dangerous Equipment**: Equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

**Deceleration Device**: Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifeline/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.

**Deceleration Distance**: The additional vertical distance a falling employee travels excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employees body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

**Free Fall**: The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

**Free Fall Distance**: The vertical displacement of the fall arrest attachment point on the employee’s body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

**Guardrail System**: A barrier erected to prevent employees from falling to lower levels.

**Hole**: A gap or void two inches (5.2cm) or more in its least dimension, in a floor, roof, or other walking/working surface.

**Lanyard**: A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body harness to deceleration device, lifeline, or anchorage.

**Leading Edge**: The edge of a floor, roof, or form work for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or form work sections are placed, formed, or constructed. A leading edge is considered to be an “unprotected side and edge” during periods when it is not actively and continuously under construction.
**Lifeline**: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorage’s at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a person’s fall arrest system to the anchorage.

**Lower Levels**: Those areas or surfaces to which an employee can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

**Opening (wall)**: A gap or void 30 inches (76 cm) or more high and 18 inches (48 cm) or more wide, in a wall or partition, through which employees can fall to a lower level.

**Personal Fall Arrest System**: A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

**Rope Grab**: A deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.

**Self-Retracting Lifeline/Lanyard**: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

**Snap Hook (Locking)**: A hook-shaped member generally on the ends of a lanyard with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection.

**Unprotected Sides and Edges**: Any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches (1.0 m) high.

**Warning Line**: A highly visible barrier erected on a roof or elevated surface that is at least 15 feet from a fall hazard and which designates a perimeter area in which workers cannot walk or work beyond without the use of a Guardrail System, Safety Net System, or Personal Fall Arrest System. Warning lines must be installed as follows:

1. The warning line must be erected around all sides of the travel and work area.
2. If walkway is needed to travel to roof edge then a Guardrail System or Personal Fall Protection System must be used from the 15 feet to the leading edge.
3. Warning lines must be constructed of rope, wire, or chains on stanchions no less that 34 inches and no more than 39 inches off the elevated surface.
4. Warning lines must be flagged with highly visible material every six feet.
5. Stanchions must be capable of withstanding a horizontal force of sixteen pounds applied at the top of the stanchion.
6. Warning lines must be securely tied to stanchions in such a way that pulling on one section of the line between the stanchions will not result in slack being taken up in adjacent areas before stanchions tip over.
7. Signs must be posted on the inside of the warning line (every 10 feet) reading:

   **Danger**
   **Fall Protection Required**
   **Beyond This Line**

C. Fall Protection Systems

The following are descriptions and specifications of fall protection systems that will be used at this facility:

1. **Guardrail System**
   a. Top rail of guardrail must be 42” from work surface.
   b. Mid-rail must be installed halfway between top rail and work surface.
   c. Guardrail system must be able to withstand a 200-pound force in any direction. Top rail cannot deflect downward below 39”.
   d. Top rails need to be free of rough surfaces and splinters.
   e. If wire rope is used as a top rail, it must be 1/4” minimum diameter, flagged at 6’ intervals and highly visible.
   f. When guardrails are used at hoisting area, a chain, gate, or removable guardrail section must be used when hoisting is not taking place.
   g. Manila, plastic, or synthetic rope cannot be used for top rails or mid-rails on guardrails.
   h. Toe-boards must be installed on all guardrails that have the potential for material or tools to fall onto workers, equipment or systems at lower levels. Exception: Areas below pipe racks, etc., which have a clear space between the work area and the ground can be barricaded and posted in lieu of using toeboards.

2. **Safety Net System**
The use of safety nets at Tri State Supply Company sites is uncommon due to the fact that other fall protection systems are more feasible. If safety net systems are used, they will meet the requirements of OSHA 1926.502(c). If safety nets are selected as a means of fall protection, the Safety Department must be notified in order to provide adequate training.

3. **Personal Fall Arrest Systems**
   a. A personal fall arrest system consists of:
      1. Full-body harness
      2. Lanyard or deceleration lanyard with locking snaphooks
      3. Connectors, rings and snaphooks capable of withstanding 5,000 pound capacity.
4. Anchorage point capable of withstanding a 5,000 pound capacity.

5. Lifelines, if need (horizontal, vertical)
   **Note:** All lifelines and lanyards must have a minimum breaking strength of 5,000 pounds.

b. When vertical lifelines are used, each employee must be attached to their own lifeline.

c. The total free-fall distance using fall arrest equipment must be limited to six feet. Workers must keep in mind that a deceleration device can add an additional 3 1/2 feet after the device is activated.

d. Lanyards must be attached on the “D”-ring in the center of the back at shoulder level.

e. If any component of the fall arrest system is subjected to impact loading, the equipment must be taken out of service and inspected for damage by a competent person.

f. When horizontal lifelines are used, they must be designed, installed, and used under the supervision of a qualified person.

g. When horizontal lifelines are used on suspended platforms, the device that connects the lanyard to the lifeline must be capable of locking in both directions.

h. When synthetic lifelines are used, they must be inspected by a competent person on a regular basis. Care must be taken not to damage lifelines.

i. Anchorage’s used for attachment of fall arrest equipment must be independent of any other suspended equipment/material and capable of supporting at least 5,000 pounds.

j. All employees using fall arrest equipment must inspect the equipment prior to each use for wear damage; report any such damage to their supervisor who will remove the damaged equipment from service.

k. Fall arrest equipment cannot be attached to guardrail/handrail systems.

D. Other Protective Measures

1. **Covers**
   a. Covers in roadways or where vehicles will pass over them must be capable of supporting, without failure, twice the maximum load of the largest vehicle expected to cross over it.

   b. All other covers must be able to support twice the load of employees, equipment and materials that may pass over it any one time.

   c. Covers must be secured to prevent displacement.

   d. Top of cover must be marked “hole” or “cover”.

2. **Protection From Falling Objects**
   a. Toe-boards are required if floor opening, wall opening or other elevated working edge exposes those below to a falling object hazard.

   b. Toe-boards must be at least 3 1/2” high and capable of withstanding a fifty pound force in any direction.

   c. Materials and equipment cannot be stored within six feet of any roof edge.

E. **Situations**
1. **Unprotected Sides and Edges**: Any employee working on an unprotected side or edge of a work area which is six feet above a lower level must be protected by using a guardrail, safety net, or personal fall arrest system. The use of these systems is not contingent on distance from the fall hazard.

2. **Holes**: Any employee working on surfaces which have a hole more than six feet above a lower level must be protected by a guard rail, safety net or personal fall arrest system.

3. **Ramps, Runways and Walkways**: All ramps, runways and walkways six feet or more above a lower level must have a guardrail system.

4. **Excavations**: Any employee working at the edge of an excavation which is six feet or more in depth must be protected by a guardrail system or barricade.

5. **Dangerous Equipment**: Employee working less than six feet above dangerous equipment must be protected by a fall arrest system, guards or a guardrail system.

6. **Work on Roofs or other Elevated Surface**: Listed below are guidelines for Fall Protection and safe access for employees working on flat/low slope roofs or other elevated surface with a fall hazard greater than six feet above the ground.
   a. **Access from protected area (adjacent building door or protected walkway) to roof with leading edge greater than 15 feet away**:
      1. Establish a walkway using “Warning Line” criteria that remains greater than 15 feet from fall hazard.
      2. If work area is greater than 15 feet from fall hazard, continue warning line around perimeter of work area.
      3. If fall hazard is created by work such as cutting through roof, a fall protection system (section III) must be used.
   b. **Access from protected area (adjacent building door) to roof with leading edge less than 15 feet away**:
      1. A guardrail system, Safety Net System or Fall Arrest System must be used.
      2. An adequate anchorage point must be installed and used performing any work including the erection of a Guardrail System.
   c. **Access from protected ladder (cage ladder) or protected elevating work platform to roof with leading edge less than 15 feet away**:
      1. An adequate anchorage point must be established and used prior to stepping onto elevated surface.

7. **Wall Openings**: Where employees are working on, at or near a wall opening which is six feet or more above another level, they must be protected by guardrails, nets, or a personal fall arrest system. **Note: In all of the above situations, precautions must be taken to prevent falling objects (i.e. toeboards) or barricade areas where objects could fall.**
F. **Training Verification**

The Tri State Supply Company Safety Orientation Video provides instruction and examples of specific fall protection requirements. If an employee is unfamiliar with any part of the fall protection equipment or if an employee has not used personal fall protection equipment then the supervisor will ensure that adequate training is provided prior to assigning the individual to a task requiring its use. The training will enable the employee to recognize fall hazards and the appropriate procedures to minimize these hazards.

1. **Training Outline**
   a. The Nature of fall hazards in the work area.
   b. Types of Fall Protection Systems.
   c. The use and operation of personal fall arrest systems.
   d. Correct procedures for handling and storing Fall Protection equipment.
   e. The OSHA Standard 1926, Subpart M.

2. **Documentation**

A training “Feedback” sheet will be used to document understanding and comprehension of the instruction provided. This record will be kept on file at the site or home office.

3. **Retraining**

Retraining must occur if it is determined that employees do not have the knowledge/skill required, if there is a change in the work place, or if there is a change in the fall protection systems or equipment that renders previous training obsolete.

G. **Enforcement**

Disciplinary action for fall protection violations will conform to the following progression:

- 1st offense – verbal warning
- 2nd offense – written warning and a safety review meeting
- 3rd offense – time off (or dismissal)

Depending on severity of the violation and the actions of the employee, an employee may be removed from the project for a first or second offense.

H. **Rescue Services**

For all situations where personal fall protection is used, provisions must be made in advance for the prompt rescue of workers should a fall occur. In many situations this will involve the use of an aerial lift, however, if an area is not accessible to a lift, then alternative methods must be made such as a contracted rescue service.
I. Incidents/Accidents

All fall protection related accidents and serious incidents (near accidents) must be investigated to determine root causes. Corrective actions involving a change in procedures, equipment or Fall Protection Plan must be implemented as necessary.

J. Procurement of Equipment

All newly purchased fall protection equipment must conform to current ANSI & ASTM requirements.
The purpose of this procedure is to establish safe work rules to be followed at any work site where Tri State Supply Company supervision deems it safer to use an aerial work platform to gain access to an elevated location than other conventional methods. Prior to using this procedure, verify compliance with customer / owner safety procedures.

OSHA will issue citations for exiting aerial work platforms at an elevated work location. Therefore it is very important the Site Superintendent evaluate the use of a work platform to determine if a transition procedure is warranted. It shall be the responsibility of the Site Superintendent to determine that conventional methods create more of a hazard, and if transitioning is needed, all employees are trained, understand and follow the safe work procedure.

A. GENERAL REQUIREMENTS

Tri State Supply Company performs work at some jobsites where employees may be exposed to hazards due to the use of conventional access equipment. If a safer method of access is to utilize an aerial work platform then the following requirements shall be followed:

1. **Written Procedure**
   - Site Superintendent shall evaluate each job where transitioning is needed to determine if conventional methods create more of a hazard than the use of an aerial work platform.
   
   - Once this is determined that transitioning is warranted, the Site Supervision shall sign off on the Pre-Task card. The Pre-Task shall state a description of the work and duration. The pre-task will be written for that specific job activity.

2. **Training**
   - It is the responsibility of the Site Superintendent to assure that each employee working under this procedure understands the safe work rules that need to be followed.

3. **Enforcement**
   - It is the responsibility of the Site Superintendent to assure that each employee, working under this procedure, is following the established safe work procedure.
4. **Procedure For Exiting**

- Each employee will have already been trained in aerial work platform safety. All safe work procedures will be followed while positioning an aerial work platform. This includes the use of proper fall protection equipment.

- The employee operating the work platform will position it in a manner that is safe to exit from.

- Once in a safe position, the employee will remove his or her foot from the foot control (if the work platform is equipped).

- Once the work platform is stationary the employee will unhook his or her lanyard from the aerial work platform (if required to be attached) and attach it to a structural support outside the work platform. The lanyard must not be positioned through the guardrail system of the work platform, and if a double lanyard is used an employee shall not be hook off to the work platform and structural support at the same time.

- Once the anchorage point is established, and employee attached, the employee will then exit the work platform either through the gate, or in a manner, which will protect them from being injured from work platform movement.

5. **Procedure For Entering**

- Employee will be hooked off to a structural support and enter the work platform either through the gate, or in a manner, which will protect them from being injured from work platform movement.

- Once inside the work platform the employee will make sure that he or she is protected from falling by a complete guardrail system (gate is closed), he or she will then unhook his or her lanyard from the structural support and attach it to the work platform (if required).
May 3, 2001

Douglas L. Easter
H B Training & Consulting
84-A Jopenea Blvd.
Hoschton, GA 30548

Re: §1926.453(b)(2); aerial lifts; scissor lifts

Dear Mr. Easter:

This is in response to your letter of July 26, 2000, requesting interpretations on the use of aerial lifts to transport workers to and from elevated workstations and the applicability of §1926.453(b)(2)(iii) to scissor lifts. We apologize for the lateness of this response.

Question 1: Do the OSHA standards permit employers to use aerial lifts to transport workers to and from elevated work stations where the basket is either set down on an elevated surface or placed at the edge of a structure?

Answer: OSHA standards do not prohibit employees from exiting or entering an aerial lift basket that rests on or adjacent to an elevated surface. Section 1926.453(b)(2)(v) requires that employees working from aerial lifts be tied-off. On the other hand, when employees move from the basket to the elevated surface, the requirements in 29 CFR Part 1926 Subpart M apply. In particular, §1926.501(b)(1) requires fall protection at 6 feet above a lower level. A worker may enter or exit an aerial lift (at heights above 6 feet) provided that fall protection such as guardrails or a fall arrest system is used while the worker moves between the lift and the working surface. A fall arrest system and its components must meet the criteria in §1926.502(d). During entry to and egress from the lift, a worker may tie-off to the lift (if the lift is designed to withstand the vertical and lateral loads imposed by the employee's movement itself or by an arrested fall) or to an appropriate nearby structure.

Question 2: Do the provisions of §1926.453(b)(2)(iii) apply to scissor lifts?

Answer: No. Section 1926.453(b)(2)(iii), which prohibits "belting off to an adjacent pole, structure, or equipment while working from an aerial lift," does not apply to scissor lifts. The aerial lift requirements (§1926.453) incorporate by reference the definition of aerial lifts used in the American National Standards Institute (ANSI) A92.2-1969 standard. Scissor lifts are not addressed in that ANSI standard, and therefore are not covered by the aerial lift provisions. Since scissor lifts are a type of work platform, they are covered under the specific requirements for mobile scaffolds in §1926.452(w) and the general requirements for scaffolds in §1926.451.

Sections 1926.452(w) and 1926.451 do not address hazards associated with tying-off to an adjacent pole, structure, or equipment while working from a scissor lift. Under Section
5(a)(1) (the "General Duty Clause") of the Occupational Safety and Health Act of 1970 (OSH Act), you would be prohibited from tying-off to the adjacent structure only in those situations where that practice is recognized as a hazard by the industry or by safety experts and another means of fall protection is feasible.

If you need additional information, please contact us by fax at: U.S. Department of Labor, OSHA, Directorate of Construction, Office of Construction Standards and Guidance, fax # 202-693-1689. You can also contact us by mail at the above office, Room N3468, 200 Constitution Avenue, N.W., Washington, D.C. 20210, although there will be a delay in our receiving correspondence by mail.

Sincerely,

Russell B. Swanson, Director
Directorate of Construction
PURPOSE AND SCOPE:

To educate all Tri State Supply employees in the proper use of a fire extinguisher and comply with OSHA regulation 29CFR1910.157; the scope of this policy is Tri State Supply wide.

Fire extinguishers (and first aid kits) are strategically located throughout the premises and in all delivery vehicles. Please refer to the nearest escape route maps for locations. Remember, for EMERGENCY assistance, dial 911.

Training will be standard protocol for all new hire and existing employees; annually thereafter coinciding with the annual fire extinguisher maintenance certifications.

Training and review will consist of:
- Fire Extinguisher LOCATION
- Fire Extinguisher Use
- Hazards involved in incipient state fire fighting

This training will be managed by the Safety Committee Leader and administered by the Maintenance Personnel and respective Branch Coordinators.

Portable Fire Extinguishers Inspections are REQUIRED:
- Monthly Visual Inspections by trained maintenance personnel
- Annual Maintenance Certifications* are managed by Washington Warehouse Manager, at extension 205. Branches send their extinguishers to Washington in the fall in two phases

*Annual Inspection & Maintenance is done by Farner Fire (formally C. Bennet Auto Supply), Washington, PA (724) 223-4100; date tag is attached with service information.

Fire Extinguishers

Overview of Topic

Fire=Heat+Fuel+Oxygen

This equation is sometimes referred to as the “fire triangle” because it has three components. If you can take away one of these elements, then you can successfully put out a fire. This is the key to all fire fighting and how an extinguisher works, but before we discuss the portable fire extinguishing process, let’s first look at the classes of fires that extinguishers were designed to put out.

The four classes of fires defined by the National Fire Protection Association

The National Fire Protection Association (NFPA) has identified four general types of fires, based on the combustibles involved and the extinguisher needed to put them out. Each has a unique symbol and color to help identify the type of fire and the correct response to it. Fire extinguishers are coded according to this system. The four types of fire are:

Class A – the most common fire, involves ordinary materials such as wood, paper, rubber, and plastics. A green triangle represents a Class A fire. The common extinguishing agent is water, but dry chemicals are also effective.
Class B – fires are denoted by a red square. Flammable liquids, gases and greases make up this class. They are harder to fight and require a special kind of extinguisher. Use foam, carbon dioxide, and dry chemical extinguishers on Class B fires. Also, water fog and vaporizing liquid extinguishers can be used.

Class C – electrical fires are the most common sources of industrial fires. A blue circle indicates a Class C fire. Carbon dioxide and dry chemical extinguishers are appropriate for this type of fire.

Class D – Fires are caused by combustible metals including magnesium, titanium, zirconium, and sodium. They are represented by a yellow star symbol. These fires require specialized techniques to extinguish them. None of the common extinguishers should be used since they can increase the intensity of the fire by adding an additional chemical reaction.

Extinguishers work because they contain an agent which eliminates one of the vital elements of the fire (heat, fuel, or oxygen). A fire is deprived of oxygen when an extinguishing agent smothers the fire with a gas, foam, or powder. The fuel of the fire is eliminated when it is wetted by foam. A fire is cooled when an extinguishing agent covers the fire source.

Many types of extinguishing agents are available. Each agent is made to extinguish one or more classes of fires. Be sure to use your fire extinguisher only on fires for which it is designed.

When to fight a fire

Because fires are dangerous, you must know when it is appropriate to attempt to fight one with a portable fire extinguisher. You should meet the following criteria before fighting a fire:

- The fire alarm has been sounded (someone has summoned the fire department).
- The building has been evacuated or is in the process of being evacuated.
- The fire is small and confined.
- You can fight the fire with your back toward a non-threatened escape.
- Your extinguisher matches the type of fire you face.
- Your extinguisher works effectively.

When not to fight a fire

Do not use a portable fire extinguisher under the following conditions:

- The fire is already large or has grown beyond its original confined space
- Your escape path is threatened.
- You are not sure if your extinguisher is the right type for your fire (you may not always know what elements are contributing to a fire).

Using the PASS method to fight a fire

When using a typical fire extinguisher, follow the “PASS” method. Hold the extinguisher upright and:

- Pull the pin (some extinguishers have a cartridge you need to push), stand back eight to ten feet.
- Aim at the base of the fire.
- Squeeze the handle to release the extinguishing agent.
- Sweep at the base of the fire with the extinguishing agent. If you aim high at the flames, you won’t put out the fire.

Fire prevention measures

Controlling the consequences of a fire depends to a large extent on trying to prevent one. Always:

- Keep work areas clean and clutter free.
- Know how to handle and store chemicals.
- Know what you are expected to do in case of a fire emergency.
- Call professional help immediately; don't let a fire get out of control.
- Know what chemicals you work with – you might have to advise fire fighters on the scene of a chemical fire concerning the type of hazardous substances involved.
- Become familiar with your company’s emergency action plan for fire.

**For more information refer to:**

29 CFR 1910.157 – Portable fire extinguisher

**Regulations and Guidelines**

- The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury. Only approved portable fire extinguishers shall be used to meet the requirements of this section.

- The employer shall assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

- The employer shall distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

- The employer shall distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

- The employer shall distribute portable fire extinguishers used for Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

- The employer shall distribute portable fire extinguishers or other containers of Class D extinguishing agent for use by employees so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less. Portable fire extinguishers for Class D hazards are required in those combustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

- The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace. The employer shall assure that portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available to the Assistant Secretary upon request.

- The employer shall assure that trained personnel with suitable testing equipment and facilities perform hydrostatic testing.

- Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

- The employer shall provide the training required in this section upon initial assignment to the designated group of employees and at least annually thereafter.

- Extinguishers with a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than 3½ ft. above the floor. All extinguishers are to be clearly visible along normal pathways. They must be clearly marked with OSHA approved signs located above extinguisher at eye level.
OVERVIEW:
First aid kits and (fire extinguishers) are strategically located throughout the premises and in all delivery vehicles. Remember, for EMERGENCIES assistance, dial 911.

Tri State Supply will train, certify and document at least one employee in first aid to the American Red Cross standards or equivalent.

If medical assistance is not reasonably accessible in terms of time and distance to the worksite, a person who has a valid certificate in first aid shall be available to render first aid.

Current First Aid Equipment
Washington:
   - First Aid Kits
   - Eye Flushing Station in men’s room
   - AED Automated External Heart Defibrillator

Branches:
   - First Aid Kit

CHECK LIST: In the event of an accident:

Is anyone around to assist?

   YES: are they FIRST-AID CERTIFIED
   NO: direct them to help you as needed

Is it Serious and/or Life Threatening?”
   YES: look for co-workers or another person, call appropriate emergency number
      On Tri State Telephone   311
      Any other phone 911

All first aid kits are to be restocked on the monthly maintenance check
   Or after use, which ever occurs first

First aid kits are to be stocked with standard general supplies, such as adhesive bandages in two sizes, tape roll, finger splints, instruction guide, protective examination gloves, instant chemical cold pack, antibacterial ointments, alcohol prep pads, antiseptic towelettes, ibuprofen tablets, non-aspirin tablets and sterile sponge dressings in two sizes.
Co-Employees and/or supervisors need to make the decision if the injured employee should
  Drive self to medical care
  Have a co-worker take him to medical care
  Call appropriate emergency number
    On Tri State Telephone  311
    Any other phone 911
Tri State Supply Company Inc.
Revision: 2
Date: 05/22/19
Ref:
Related Forms: Monthly Vehicle Self Inspection Report
Procedure: 6

OVERVIEW:
Overall safety is first and foremost to the operations at Tri State Supply Company. To that end, Tri State Supply has developed, implemented and will monitor the following safety policies:

1. Bloodborne Pathogen Exposure Control Plan
2. Electrical Safety
3. Fall Prevention
4. Fire Protection Extinguishers
5. First Aid
6. General Safety (this one)
7. General Waste Management
8. Hazard Communication
9. Hazard Identification & Risk Assessment
10. Incident Investigation and Reporting
11. Injury & Illness Recordkeeping
12. Lock Out Tag Out
14. Noise Awareness
15. Personal Protective Equipment Assessments
16. Rigging Safety
17. Stop Work Authority
18. Welding

Safety Meetings
Are held to review any incidents, review any new hazards, safety walk-through and worksite inspections.

Training
As a part of employee safety training, employees will be educated/trained in the recognition and avoidance of unsafe conditions in their respective work environment.

Monthly / Quarterly Maintenance Checklist
In addition to our in-house inspections of materials and equipment, additional inspections are required of job sites, and their materials and equipment by competent personnel (ie. Maintenance Manager).

Motor Vehicle Inspections
All vehicles shall be inspected monthly. As part of this inspection, you will use the “Monthly Vehicle Self Inspection Report” and you will send it to Gary Hunter.

Forklifts
Only company certified employees are permitted to operate forklifts. Certification requires that the employee be educated, instructed and then to be able to demonstrate safe use.

Certification Steps:
Candidate is presented Operating Procedures to read
Candidate successfully answers related Questionnaire
Certified Trainer does hands-on demonstration
After a probation period, certified trainer determines if candidate is certifiable or not.

Think Safety - Please Watch Out for Your Fellow Employee
In an effort to minimize accidents and injuries, any employee observing conduct contrary to SAFETY with respect to hard hat areas, safe climbing, lifting, wire cutting, driving; shall bring the matter to the attention of the person responsible for such conduct. This shall be done in a courteous manner reflecting the employee’s concern for mutual safety and adherence to Company policies. Belligerent or dictatorial expressions shall be avoided. In the event this does not produce the desired results, the employee shall bring the matter to the attention of the Warehouse Manager, Branch Manager, and/or Management.
OVERVIEW
Tri State Supply will estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined. Generally wastes or scrap materials are generated for every project and do not require special permitting or specialized containers.

Tri State Supply management will coordinate with the project site or owner to ensure proper disposal of wastes or scrap materials. Management will communicate with site representatives to ensure they are aware of what materials will be taken off site or will be disposed of on the owner's site.

Employees must be instructed on the proper disposal method for wastes. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

Waste & Scrap Storage
Safe practices must be used for the immediate storage and handling of waste, scrap, or leftover materials that are present. If PPE or other precautions are necessary to handle waste, these need to be specifically identified and communicated to all affected employees. Additional training may be necessary to ensure employees are prepared to safely work with the materials.

Spill Control
Waste materials must be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

Reuse & Recycle
Tri State Supply should encourage the proper segregation of waste materials to ensure opportunities for reuse or recycling. If materials are able to be re-used, they should be segregated and made readily available to all crafts for reuse.
Purpose

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

Introduction

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

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

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

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

Scope

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

Responsibilities

Tri State Supply has a written Hazard Communication program. A written hazard communication program shall be developed, implemented, and maintained at each workplace that describes how labels and other forms of warning, safety data sheets, and employee information will be met.

Safety Manager or Designee

The Safety Manager, or designee, is responsible for administering the hazard communication program. This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals.
- Maintaining a list of all hazardous chemicals and a master file of SDSs.
- Ensuring that all containers are labeled, tagged or marked properly.
- Providing new-hire and annual training for employees.
Tri State Supply Tri State Supply Inc.
8 Hazard Communication (GHS)
Revision: 2
Date: 10/06/17
Ref: 
Related Forms: 
Procedure: 1

- Maintaining training records.
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks.
- Informing outside contractors who are performing work on Tri State Supply property about potential hazards.
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state or local hazard communication requirements.

**Employees**

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

**Procedure**

**List of Hazardous Chemicals**

An inventory/list of hazardous chemicals is maintained. An inventory of all hazardous chemicals used by Tri State Supply should be maintained. Each chemical on the list should have the same name as shown on its corresponding Safety Data Sheet (SDS).

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

**Safety Data Sheets (SDS)**

Safety Data Sheets (SDS) are obtained for all hazardous chemicals. Chemical manufacturers are responsible for developing SDSS. Tri State Supply shall have a SDS for each chemical used.

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

Safety Data Sheets (SDS) are readily available to employees. SDSs shall be maintained and readily accessible in each work area. SDSs can be maintained at the primary work site. However, they should be available in case of an emergency. SDS must be made available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director.
The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.

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

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

SDS’ for hazardous materials to which Tri State Supply employees have been exposed must be maintained after the employee leaves the employment of Tri State Supply.

Methods to be Used to Inform Employees of the Hazards of Non-Routine Tasks
The methods that Tri State Supply will use to inform employees of the hazards of non-routine tasks (i.e., the cleaning of reactor vessels, etc.) and the hazards associated with chemicals contained in unlabeled pipes in their work areas include:

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

The Use and Care of Labels and Other Forms of Warning
Containers of hazardous chemicals are labeled. Container labels should contain the following information:

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

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

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

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

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

Tri State Supply will use the GHS labeling system for secondary containers.

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label.
If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled.

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

Pictograms and Hazards
Multi-Employer Job Sites and/or Multi Work Site

Chemical information is provided to employees on multiple worksites or multiple employer worksites.

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

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

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

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

Training

Employees are provided with information and training on the hazardous chemicals they may be exposed to. Employees shall be provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.
Additional training will be provided whenever a new chemical hazard is introduced into the work area. To reinforce the importance of handling chemicals properly when performing new or non-routine tasks supervisors will conduct supplementary training as needed.

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

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

- Operations in the work area where hazardous chemicals are present.
- Location and availability of the hazard communication program, chemical inventory list and SDSs.
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released.
- Explanation of the labels received on shipped containers.
- Explanation of the workplace labeling system.
- Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information.

The Manager shall ensure records of employee training are maintained.

**Implementation Requirement**

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

Tri State Supply will assess their work site and identify existing or potential hazards before work begins or prior to the construction of a new work site.

2.0 Purpose

To provide safety requirements and guidelines for identifying, assessing, and controlling workplace hazards. As well as potential hazards of new processes and materials while identifying the tasks that will require a risk assessment.

3.0 Application

This Hazard Identification and Risk Assessment Program applies to all employees and contractors working for Tri State Supply. Training provided to employees covers all aspects of this program.

4.0 Responsibilities

4.1 Management

A. Ensure New employees are trained on the contents of the program.

B. Maintain training records (i.e. document training certificates, sign-in sheets and trainer).

C. Ensure employees working for Tri State Supply comply with the program requirements and are trained in the process of identifying hazards.

4.2 On-site manager will make an assessment of a worksite prior to the start of work when;

A. Work begins at a new site
B. Scope of work changes at existing site

5.0 Hazard Identification and Risk Assessment
5.1 The hazard identification process will be used for routine, non-routine and new process work activities.

A. The onsite safety manager shall conduct a preliminary worksite hazard identification assessment.
B. The onsite safety manager shall include all activities / job tasks hazards that can be reasonably anticipated.
C. The preliminary worksite hazard assessment should include but not limited to:
   A. Scope of work
   B. Energy control/isolation
   C. Walk though of job site
   D. Required PPE
   E. Confined Spaces
   F. Cranes
   G. Rail Road Safety
   H. Elevated work/Fall Protection
   I. Industrial Hygiene
   J. Mobile Equipment
   K. Housekeeping
   L. Emergency Procedures
   M. Excavation/Trenching
   N. Material Handling

5.2 All employees and subcontractors will be involved/ aware of the hazard identification process

5.3 Unsafe hazards or new hazards must be reported immediately and addressed by the supervisor.

5.4 The supervisor will then discuss the new hazard with the employees and subcontractor.

6.0 Review of Hazard Identification

6.1 Existing worksite hazard identifications are formally documented and reviewed periodically and annually to prevent the development of unsafe and unhealthy work conditions.

6.2 Hazard Identifications and Risk Assessments are updated prior to the start of each work shift, when new tasks are to preformed that have not previously been assessed and/or when significant additions or alterations to job site are made.
7.0 Risk Assessment

7.1 Hazards are classified and ranked based on severity.

7.2 Hazards are classified /prioritized and addressed based on the risk associated with the task or job.

**Note:** See attached Risk Assessment Matrix

<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>PROBABILITY</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Severity</strong></td>
<td>People</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Low</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Slight</td>
<td></td>
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<tr>
<td>2</td>
<td>Major</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>Single</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Multiple</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key</td>
<td>Manage for continuous improvement (Low)</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.0 Risk Controls

8.1 Risk assessed hazards will be addressed and appropriately mitigated with implemented controls and methods such as engineering, administrative and / or personal protective equipment.

8.2 No work will begin before the worksite assessment is completed.

8.3 No task or job assessed as high or intolerable shall be performed.

9.0 Emergency Controls of Hazards
9.1 Only Employees competent in correcting an emergency hazard may be exposed to the hazard.

9.2 All other employees shall leave the area. Only employees with training on will attempt to resolve emergency control of a hazard.

9.3 Tri State Supply will make every effort to control the hazard while the condition is being corrected under supervision of client emergency response personnel in every emergency.

10.0 Job Safety Analysis

10.1 For jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed.

11.0 Review Process

11.1 The Hazard Identification and Risk Assessment program will be reviewed annually to ensure no new hazards are derived from the corrective measures.
Witness Statement

DATE: ___________  JOB NO.: ___________  LOCATION: _______________________

EMPLOYEE’S NAME: _______________________________ CRAFT: __________________

ADDRESS: ________________________________

TELEPHONE # __________________________

[ ] STATEMENT OF WITNESS  [ ] STATEMENT OF INJURED

_____________________________________

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Signed: __________________________________________
OVERVIEW:
**REPORTING DEADLINES of Incident(s)** to Appropriate Regulatory Agencies and Host Facility/Client.

Minimum Reporting Deadlines
- 8 Hours Agencies
- 24 Hours Host Facility/Client

All accidents, incidents or near accidents must be thoroughly investigated to identify root causes and establish preventative measures to avoid a reoccurrence. Investigations will be performed for all incidents regardless if there was an injury or property damage.

Tri State Supply Management is primarily responsible for completing the investigation report; however, an investigation team may also be used to assist in identifying all factors contributing to the incident. The accident investigation form and injury report will be used to ensure all pertinent information is gathered and documented.

Investigations are to begin as soon as possible following an occurrence in order to preserve the facts and circumstances surrounding the event.

TRAINING:
Members of the investigation team must be trained in their roles and responsibilities for incident investigation techniques. The basis for training will be the material outlined in this procedure.

EQUIPMENT:
Equipment needed to perform the investigation may include some or all of the following items; writing equipment such as pens/paper, measurement equipment such as tape measures and rulers, cameras, small tools, audio recorder, PPE, marking devices such as flags, equipment manuals, etc.

ROOT CAUSE:
This information is designed to offer the investigation team some guidelines and description for gathering facts and determining Root Cause of incidents or injury.

It will be the responsibility of the line supervision to initiate the investigation immediately upon notification of an incident or injury.

The following guidelines must be followed in order to arrive at a sound Root Cause identification of the incident or injury.

1. **Timing** of the investigation is of utmost importance in order to get the facts necessary for evaluation. The interviewer should ask for a detailed step by step chain of events leading to the incident/injury from each person interviewed. The following guidelines will assist you:
A. Start the investigation immediately (within 48 hours) before facts are forgotten, conditions change due to weather or equipment location, employees become unavailable due to breaks, shift change, or vacation etc.

B. Collect any Evidence - Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

C. Collect the facts from all involved employees, ask the following in a detailed step by step description of the incident. (Witness Statement Form 45)
   1) What he or she was doing?
   2) How was he or she doing the task?
   3) How does he or she think the incident or injury occurred?

The interview should be conducted at the scene so sketches, pictures, and/or other important details can be verified and recorded about the incident. If questions arise ask them to get clarification of the events so you (the investigator) and/or team understand the events leading to the incident.

D. Interview any witnesses to the incident or injury. They sometimes have a better view of what actually happened and may offer more accurate details. Have witnesses fill out a witness statement.

E. Inspect the scene of the incident or injury for possible unsafe conditions, equipment condition or failure, or unsafe acts that may have contributed to the incident.

F. Review all written procedures or instructions. The procedures and instructions must include a detailed description of the tasks, Safety requirements, and safety hazards associated with the task.

G. Review all training records that may pertain to the task looking for improper, incomplete or poor training.

H. Collect any other information pertaining to the incident or injury. Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc.

2. Determine Sequence of Events by setting up a sequence of events flow chart from the information collected in the interviews. The use of this flow chart will aid the investigator(s) in identifying how the incident/injury happened and will help guide the investigation to the less obvious possibly more important questions. It can be very simple or extremely complex determined by the number of outside factors influencing the incident/injury. This chart can identify multiple root causes or may lead the team to focus on other areas of concern in the investigation. After reviewing the sequence of events chart, additional interviews may be in order to fill in any missing points.
3. **Determining the Root Cause.** This step is the most crucial of the investigation. From this determination the recommendations to prevent future occurrence will be derived. It is important to consider each of the following carefully and have an understanding of each causal factor.

   A. **Human Error:** This cause is attributed to the employee or other person’s decision to not follow a procedure, practice, policy or seek supervisory assistance in dealing with a situation or task. This causal factor is referred to as an unsafe act. Unsafe acts are best described as injury or incidents caused:
      1) Through personal neglect and are completely controlled by the individual
      2) Not through personal neglect and are usually caused by others, or poor training, incomplete instruction, supervision, etc.

   B. **Mechanical Failure:** A failure of a piece of equipment, piping, valve, or programming that caused the incident or injury to occur. Not to be mistaken by an employee failure to adjust, maintain, open/close or other task required to be performed that may have prevented the occurrence. This would then become a Human Error causal factor.

   C. **Procedural Inadequacy Failure:** This Root Cause addresses the lack of or inadequately prepared procedures, the procedure did not cover the job to include safety hazards, safety requirements and/or protective equipment. If there are special requirements or circumstances, they should be highlighted or attention drawn to them. The failure to have a procedure is the worst condition because it may be perceived by a new employee to have no safety hazard or concerns associated to the task.

   D. **Lack of Training or Understanding:** This Root Cause is hard to detect because it is difficult to determine if an employee has comprehended the instructions given. How many times have you heard the answer “I thought you meant!” **Communicating the instructions** is as crucial as the understanding of the person receiving them. Many times training in the form of instructions are assumed to be understood by the supervisor but **seldom required** to be demonstrated by the person receiving the instruction.

   E. **Natural Phenomenon:** This very seldom is a Root Cause however if it were, there is very little or nothing that can be done in the way of recommendations.

4. **Recommendations:** Once the Root cause(s) are determined the investigator and team must make recommendations to insure the incident or injury does not re-occur. All recommendations should include or consider the following points:

   A. **Must be feasible to implement and make sense.**

   B. **Have a person responsible for the implementation and timing for completion.**

   C. **They should be specifically stated, i.e.:** Employee was not paying attention to the assigned task.
      The recommendation should be written to say, “Supervisor will discuss the need for awareness and consequences of not paying attention to the task”. **NOT** stated as “employee should be more careful”.

Created on 9/6/2011 11:33:00 AM
5. **The Report:** The investigation team will dictate the information presented in the report. This information must be clearly stated and to the point but not so brief as to lose the content. **Follow-Up:** Follow-up is as important requirement as the investigation itself. If the recommendations are not followed then the investigation served no purpose. It is important for all employees, supervision, and management to be totally committed to the incident or injury investigation completion and implementation of all recommendations in a timely manner.

Note: For an investigation to be effective it must be:

PROMPT  
THOROUGH  
INCLUDE MEANINGFUL RECOMMENDATIONS  
FOLLOWED-UP

6. **Lessons Learned:**  
Lessons learned should be reviewed and communicated to others in order to prevent a similar occurrence at other locations. This is usually coordinated through the corporate safety department by issuance of a “Safety Alert”. Changes to policies / procedures will be decided by the Safety Department and formally communicated and implemented in a timely manner.
Form # 1
Accident / Incident Report

This Report is For:
- [ ] Injury
- [ ] Property Damage
- [ ] Auto Accident
- [ ] For Information Only
- [ ] Near Accident

Report Date: 
Date of Injury: 
Time of Injury: 

Job Name  
Job #  


List Of All Persons Involved Including Witnesses:

<table>
<thead>
<tr>
<th>Injured Employee</th>
<th>Employee #</th>
<th>Last 5 Digits S.S. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Age</td>
<td>XXX – X –</td>
</tr>
<tr>
<td>Address</td>
<td>Date of Birth</td>
<td>Craft</td>
</tr>
<tr>
<td>Phone #</td>
<td></td>
<td>Hire Date</td>
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Description of Incident (What Happened?)

Location of Incident (Specific Location at Site)

Type of Injuries (Sprain, Strain, Laceration, Bruise, Etc.)

Body Part (Left Hand, Right Arm, Etc.)

Treatment Provided
- [ ] First Aid By Tri State
- [ ] First Aid by Plant
- [ ] Outside Facility
- [ ] None Required

Facility Name  
Doctor Name  
Facility Address  
Doctor Address  
Facility Phone  
Doctor Phone  

Was a Drug/Alcohol Test Performed?  
[ ] Yes  
[ ] No

Return to Work:
Did Employee Return to Work?  
If So, Date  
Time  

If Employee Returned to Work, Is He/She Performing the Same Job?

If Employee Returned to Work, Does He/She Have Medical Restrictions?  
If So, Explain.

Supervisor’s Name (Print)  
Supervisor’s Name (Signature)  
Date

This Form Must Be Completed & Faxed to the Controller at the Washington Office Within 8 Hours of the Incident Along with Any Supporting Documentation
**ACCIDENT / INCIDENT INVESTIGATION REPORT**

**REPORT #:**

**COMPANY:**

**SUPERVISOR:**

**JOB NAME/#:**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>DATE OF ACCIDENT:</th>
<th>TIME OF ACCIDENT:</th>
<th>AM/PM</th>
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<tr>
<th>WHO</th>
<th>INJURED PERSON:</th>
<th>OCCUPATION:</th>
<th>SOCIAL SECURITY #:</th>
<th>AGE:</th>
<th>PHONE #:</th>
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<tr>
<th>INJURY / LOSS</th>
<th>EXTENT OF INJURY:</th>
<th>WHERE WAS INJURED TREATED:</th>
<th>WAS ANYONE ELSE INJURED YES / NO</th>
<th>IF YES, WHO?</th>
</tr>
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<tr>
<th>WHERE</th>
<th>NAME OF CUSTOMER:</th>
<th>PLANT/FACILITY:</th>
<th>EXACT LOCATION WITHIN FACILITY:</th>
</tr>
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<tr>
<th>WHAT / HOW</th>
<th>REQUIRED DUTIES AT TIME OF ACCIDENT:</th>
<th>WAS EMPLOYEE DOING SOMETHING OTHER THAN REQUIRED DUTIES AT TIME OF ACCIDENT? IF SO, WHAT:</th>
</tr>
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<tr>
<th>DESCRIPTION OF ACCIDENT (DETAIL WHAT EMPLOYEE WAS DOING, HOW HE/SHE WAS DOING IT, AND WHAT PHYSICAL OBJECTS, TOOLS, MACHINES, STRUCTURES OR EQUIPMENT WERE INVOLVED):</th>
</tr>
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**WHY**

CHECK ACCIDENT CAUSES ON REVERSE SIDE OF THIS REPORT AND COMMENT FULLY HERE:

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ACCIDENT INVESTIGATION REPORT
### ACCIDENT CAUSE ANALYSIS

#### ENVIRONMENTAL

1. **INADEQUATE SAFEGUARDS**
   - Lack of handling or safety devices; unsafe design; unguarded machinery.

2. **IMPROPER OR DEFECTIVE EQUIPMENT**
   - Poorly maintained equipment; worn, cracked, broken, rough, slippery surfaces.

3. **HAZARDS OF LOCATION**
   - Poor layout; congestion; insufficient space for storage; poor lighting, etc.

4. **POOR HOUSEKEEPING**
   - Improper piling or placing; clutter, spillage or breakage.

5. **NOT OTHERWISE CLASSIFIED (EXPLAIN)**

#### PERSONAL

1. **BODILY CONDITIONS**
   - Overweight, emotional upset, fatigue, intoxication, illness, age, poor eyesight, lack of strength, other physical handicaps, etc.

2. **LACK OF SKILL OR KNOWLEDGE**
   - Improperly trained, inexperienced, uninformed, unaware, etc.

3. **LACK ADEQUATE SKILL OR KNOWLEDGE, BUT FAILURE IN EXECUTION**
   - Chance taking; unauthorized or unnecessary use of equipment or tools; failure to use or deliberately making safety or control devices ineffective; failure to do what should have been done in the particular situation.

4. **IMPROPER APPAREL**
   - Rundown shoes; lack of personal protective equipment; loose sleeves; torn clothing.

5. **NOT OTHERWISE CLASSIFIED (EXPLAIN)**
OVERVIEW: All Accidents, Incidents or Near Accidents

As part of Tri State Supply’s NEW employee enrollment process, employees must sign an Injury & Accidents: and our Workers Compensation Policy (Ref: Form 3) acknowledging their responsibility to notify management in an event of injury and accidents at the workplace.

Accidents and Incidents must be immediately called in and reported to your supervisor as soon as possible following the occurrence. Reports must also be filed with the designated owner / customer representative according to the customer policy. As a minimum, incidents involving injuries, spills, property damage, fires, explosions, and vehicle damage need to be reported. The written reports must be completed no later than the end of the shift. (Ref. Form 1)

Record Keeper: the Controller or respective appointed person shall keep respective OSHA records. These records must be completed to OSHA (see next paragraph), Pennsylvania and our insurance company standards.

OSHA Reporting Requirements are as follows:
- All recordable illnesses or injuries must be recorded on the OSHA 300 Log within seven calendar days of receiving information that the injury occurred.
- The OSHA 300A Summary will be signed by a company official.
- The annual OSHA 300A summary must be posted in a place visible to employees.
- The summary must be posted from February 1st through April 30th.
- Recordkeeping forms must be maintained for 5 years.

Accident / Incident Report

Accident / Incident Reports (Ref. Form 1) must be completed for the following situations:
- Any injury involving medical treatment including first aid.
- Any vehicle accident.
- Any incident involving damage to customer or Tri State Supply Company property.
- Any “Near Accident” situation where the potential exists for serious injury or property damage.
- Any minor condition or injury requiring no treatment (“Information Only”)
**Accident Investigation Report**

Accident Investigation Reports (Ref. Form 2) must be completed for the following situations:

- Any injury involving medical treatment.
- Any incident involving damage.
- Any “Near Accident” situation where the potential exists for serious injury or property damage.

Investigation reports should be filled out as soon as possible following an incident in order to gather the most accurate information. Remember to include witness statements if possible.

**Recordable Injury Procedure (“Medical Only” or “Lost Time Cases”)**

**Step 1:**

The superintendent or foreman must contact Mike Warco, Jeff Van Zandt, or Jim Van Zandt as soon as a recordable injury occurs or as soon as an injury is determined to be a recordable.

**Step 2:**

The Accident/Incident will be discussed with the President and Safety Chairman in a timely manner. This meeting will serve to review the incident and all relevant information to confirm the root cause and determine what corrective actions are needed to prevent a future occurrence.

**OSHA Required Reporting**

OSHA requires that a report be filed within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of employee(s) as a result of a work-related incident. This report is to be called in by the Tri State Supply Management only.

**OSHA & Customer Reporting**

Required incidents must be verbally reported to OSHA within 8 hours of their discovery. Incidents must also be reported to the owner client as soon as possible, or in a timely manner (within 24 hours of incident).
Overview:
Positive lock-out and tag-out methods shall be used for electrical, steam, chemical, and mechanical equipment where bodily injury could occur if the equipment was inadvertently energized during maintenance, repair, installation or adjustment. The particular program which is used depends on the plant procedures which are in affect at the project location.

A. DEFINITIONS

1. PRIMARY AUTHORIZED EMPLOYEE is the authorized employee who exercises overall responsibility for adherence to the company lock-out/tag-out procedure. This will normally be the company safety supervisor.

2. PRINCIPLE AUTHORIZED EMPLOYEE is an authorized employee who oversees or leads a group of workers.

B. TRAINING

All authorized and affected employees involved in a Lock-Out / Tag-Out, must be trained prior to participating in the lock-out / tag-out process. Training will include:

1. Overall concept of isolating an energy source for personal protection,

2. recognition of hazardous energy sources,

3. types and magnitude of energy available,

4. Lock-Out / Tag-Out procedures,

5. limitations of a tagging system,

6. methods and means necessary for energy isolation and control.

Re-training is required when there is a change in job assignment, change in machines, a change in energy control procedures, or a new hazard is introduced. All training and re-training must be documented, signed and certified.

C. PROCEDURES:
The following are procedures for a simple lock-out/tag-out/try-out program.

1. Prior to any system being shut down or mechanism being operated to facilitate lock-out/tag-out, the Principle Authorized Employee must attain approval from the responsible owner representative. The Primary Authorized Employee must have knowledge of the type and magnitude of energy involved, the hazards of the energy to be controlled, and the methods and means of controlling the energy. Care must be taken not to shut-down or turn-on processes which are unrelated to our portion of work.

2. Verify all types and sources of energy to be isolated.

3. Shut down the system according to the plant directions and procedures.

4. The Principle Authorized Employee will Place a lock and completed tag on the isolating devices and oversee the placement of individual affected employee locks on either isolating devices or lock-boxes. Lock-Out / Tag-Out devices must be placed on each isolating device by the Authorized Employee. Lock-Out devices must be placed in a manner that will hold the energy isolating devices in a “safe” or “off” position. Each affected employee must have his or her own personal lock. If more than one individual is working on the tagged-out system, a scissors lock device will be used with individual locks for each worker.

5. Tag-Out devices, when used under an established Owner Administered Tag-Out Program, must be affixed in a manner as will clearly indicate that the operation or movement of the energy isolating devices from a safe or off position. Where tag-out devices are used with energy isolating devices designed with the capability of being locked out, the tag attachment must be fastened at the same point at which the lock would have been attached. Where a tag cannot be attached directly to the energy isolating device, the tag must be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

6. The Principle Authorized Employee will ensure that the system is at a zero mechanical state. Zero mechanical state is:

   a. Every power source that can produce a machine member movement has been locked out;

   b. Pressurized fluid (air, oil, or other) power lock offs (shut-off valves) if used, will block pressure from the power source and reduce pressure on the machine side of the valve by venting to atmosphere or draining to tank;

   c. All accumulators and air search tanks are reduced to atmospheric pressure or treated as power sources to be locked off;
d. The mechanical potential energy of all portions of the machine is reduced through the opening of pipes, tubing and hoses so that actuation of any valves will not allow movement of parts which may cause injury;

e. Pressurized fluid (pneumatic, hydraulic or other) trapped in the machine lines, cylinders or other components are not capable of producing machine motion upon actuation of any valves;

f. The kinetic energy (gravity, tension, etc.) of machine parts are reduced to their lowest possible value;

g. Loose or freely movable machine portions are secured against accidental movement; and

h. A work piece or material supported, retained, or controlled by the machine shall be considered as part of the machine if the work piece or material can move or cause machine movement.

7. Try-Out - buttons and other auxiliary devices and verify that energy has been isolated.

8. Relieve, restrain, or remove any accumulated or 4 energy from the system. If reaccumulation is possible, continue the energy removal cycle until energy depletion or until the possibility of energy accumulation no longer exists.

9. Perform the repair or installation.

10. Temporary Removal of Safety Isolation Devices – If isolating devices must be removed temporarily for testing or check-out purposes, all affected employees must clear the area of personnel, tools and material; personal locks must be removed, a pre-start check of equipment must be made by the Principle Authorized Employee, Testing performed and system de-energized and locked out as previously performed.

11. When work is complete, make sure the equipment is safe to operate.

12. Contact the appropriate plant personnel for authorization to re-energize.

13. Verify that all persons working on the system are clear of the isolated operation.

14. Remove locks, tags and isolating devices.

15. Verify that the system is back in operation and running properly. If hot work was performed, make sure that all areas are fire-safe.

**NOTE**: If lock is to be removed, the employee must be contacted, if they are not in the facility. Use a lock removal (Lock Removal Form.doc Form #25).
D. NEW INSTALLATIONS:

When installing a new process/system, equipment or line, it is essential that lock-outs/tag-outs be placed as soon as an energy source could be introduced or turned on to the new system. To provide protection during all phases of construction, it is important to:

1. Establish existing components to be locked out to facilitate the new process
2. Determine a time line of when lock-outs will be placed or transferred to newly-installed isolation devices. Lock-out devices should remain in place until the owner takes over the control of the new system.

E. LOCKS & TAGS

1. Personal lock-out locks will be a “Master” type lock with an exclusive individual key. This is to facilitate employees being on a “one lock, “one key” system. No locks will be keyed alike in order to preserve the personal lock and key system.
2. All locks must be accompanied by a lock-out tag indicating the employees name and contact number.
3. Tags must be weather and chemical resistant, standardized in size, color, with wording warning of hazardous energy.

F. INSPECTIONS & AUDITS

1. Periodic inspections and audits will be made by the safety department to ensure compliance of procedures and effectiveness of the overall policy. Inspections and audits will be documented.

GROUP LOCK-OUT/ TAG-OUT/TRY OUT SYSTEM

A. Purpose

1. The purpose of this procedure is to ensure that when a system with multiple lockout points is being serviced, maintained, or adjusted, all hazardous energy in the system is isolated or controlled and there is a method for every employee working on the machinery, equipment, or connected process to attach their personal locks and secure the energy of the system. A customers group Lock-Out program may be used in place of this procedure if it provides an equal or greater level of employee protection.

B. Definitions
1. **PRIMARY AUTHORIZED EMPLOYEE** is the authorized employee who exercises overall responsibility for adherence to the company lock-out/tag-out procedure. This will normally be the company safety supervisor.

2. **PRINCIPLE AUTHORIZED EMPLOYEE** is an authorized employee who oversees or leads a group of workers.

3. **MASTER LOCKBOX** is the lockbox into which all keys from the lockout devices securing equipment or machinery are inserted and which would be secured by locks of principle authorized employees representing individual crews.

4. **SATELLITE LOCKBOX** is a secondary lockbox or lockboxes which are controlled by principle authorized employees and to which each authorized employee affixes his or her personal lock.

C. **General Rules**

1. Satellite boxes will be assigned to principle authorized employees who will be responsible for all those persons whose locks are on the satellite box.

2. The keys which are placed inside a satellite box will operate locks which may be placed either on the isolating device (disconnect, valve, etc.) or the "master lockbox".

3. The keys which are placed inside the "master lockbox" will operate locks on isolating devices only.

4. All lockout locks which are used on either isolating devices or on lockboxes must have a tag which identifies the person or group it belongs to, contact phone number and any other pertinent information.

D. **Procedures**

There are three different group lockout methods which can be used to facilitate multiple persons locking out multiple energy sources. The three arrangements are as follows:

1. **Lockbox Lock-Out** -- In this situation a lock is placed on each energy isolation device after de-energization. The keys are then placed into a lockbox. Each authorized employee assigned to the job then affixes his/her personal lock to the lockbox. As a member of the group, each assigned authorized employee verifies that all hazardous energy has been rendered safe. The lockout devices cannot be removed or the energy isolating device turned on until all personal locks are removed from the lockbox which contains the only key(s) to the lockout locks.

2. **Master Lockbox Lock-Out** -- In this situation a lock is placed on each energy isolation device and the keys placed into a master lockbox. Each principle employee who has a
satellite box places a lock on the master box and places the key for that master lockbox into the satellite box. All authorized employees in that group (or craft) then place their personal locks onto the satellite box. Only after the functions of the specific sub-group have been completed and the personal locks removed from the satellite lockbox can the principle authorized employee obtain the key which unlocks the group lock that was placed on the master lockbox.

3. **Multiple Shift Lock-Out** -- During operations to be conducted over more than one shift it may be necessary to have several groups on various shifts lock out the same energy source. This lockout procedure is the same as a simple lockbox or master lockbox except that all authorized employees must remove their personal locks from the lockbox to avoid a situation of not being able to energize due to the lock of an off-shift employee.

   In multiple shift situations, the Principle and Primary Authorized employees from each shift must coordinate lock removal and placement during shift change. To maintain integrity of isolation source locks, a Principle or Primary lock must remain on the end (hasp) position of a group lock box. If isolation sources have been added or removed during a shift, these changes must be communicated to the on-coming affected employees prior to placement of their personal locks.
OVERVIEW:
Employee must be aware that Tri State Supply Company does not expect anyone, this means you, to lift anything beyond your ability. Furthermore, Tri State Supply spends lots of money to provide appropriate equipment to assist the employee in getting the job done without injury. Also, when in doubt, GET HELP or SEE YOUR SUPERVISOR!

All employees are verbally told this, and a demonstration on their first day of work and again verbally (including the fact that once your back is injured you will live with the injury the rest of your life) when the Human Resource Department processes them as a new employee.

Checklist for Lifting and Hazard Assessment
- Assessment needs to be completed before lifting is started
- Assessment will determine if additional manpower and/or manual equipment is required
- If lifting equipment is impractical, additional manpower is to be used

Evaluation of Work Station Configurations and Employee Work Techniques
Supervisor Evaluation of Work Station Configurations and Employee Work Techniques are to be evaluated for potential and prevention of injuries at the safety meetings.

Investigation
Recent injuries and their prevention are investigated and discussed in the next Safety Meeting. Note, the safety committee is made up of the Warehouse Manager and warehouse and salaried employees.

Think Safety - Please Watch Out for Your Fellow Employee
In an effort to minimize accidents and injuries, any employee observing conduct contrary to SAFETY with respect to hard hat areas, safe climbing, lifting, wire cutting, driving; shall bring the matter to the attention of the person responsible for such conduct. This shall be done in a courteous manner reflecting the employee’s concern for mutual safety and adherence to Company policies. Belligerent or dictatorial expressions shall be avoided. In the event this does not product the desired results, the employee shall bring the matter to the attention of the Warehouse Manager, Branch Manager, and/or Management.
MANUAL HANDLING
SAFE LIFTING TECHNIQUE

Manual Handling Definition:
Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

Manual Handling Governance:
• The OHS Act in each of the States and Territories.
• The OHS Regulations in each of the States and Territories.
• National Standard for Manual Tasks 2007
• National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Manual Tasks at Work 2007

Responsibilities under governance:
Employers:
• Identify any foreseeable hazards arising from manual handling
• Assess the risks from the hazards identified
• Eliminate or control those risks using the Hierarchy of control
  1. Elimination
  2. Engineer
  3. Design
  4. Administrative
  5. Personnel Protective Equipment
• Provide instruction, training and information

Employees:
• Where an employee has received appropriate training in safe manual handling techniques, the employee must use those techniques at all times.
• Where an employee has received and undergone appropriate training in the correct use of mechanical aids, personal protective equipment or team lifting procedures, the employee must use those aids, equipment and training at all times.

What are the present weight limits for lifting?
There is no longer a prescribed maximum weight limit for lifting for either men or women.

The weight of the load needs to be considered in relation to a number of other risk factors such as the:
• Actions and movements
• Working posture and position when lifting
• Duration and frequency of manual handling
• Location of loads and the distances moved
• Characteristics of the load

Light loads can still be a problem, if for example they are lifted incorrectly or if light loads are lifted in an environment that is unsafe.

The National Code of Practice for Manual Handling indicates that the risk of injury increases when:

Lifting weights of more than 10 lbs. while seated
Lifting weights above the range of 35-44 lbs. (weights over 120 lbs. should not be lifted without mechanical assistance or team lifting)
Pushing, pulling and sliding objects that are difficult to move

Young workers under the age of 18 years of age should not be required to lift, lower or carry more than 16 kg without mechanical or other assistance.
Safe Lifting Technique
Correct lifting procedures are to be used at all times. There are 7 positive steps to follow to minimize the risks of injury when lifting.

1. PREPARATION
The first step in any lifting operation is preparation. Plan how you will carry out the lift and clear away any obstacles. By visualizing the lift, you will automatically make your stomach muscles contract. These muscles brace your back and will significantly contribute to injury prevention.

2. SIZE UP THE LOAD
By moving the load sideways and forwards you will be able to ascertain whether it is within your capacity. Always imagine that the object you are about to lift is much heavier than it actually is.

3. PROPER FOOT POSITION
As a general rule the front foot should be beside the object. The back foot should be slightly behind and be hip width from the front foot. This achieves a stable base and allows for even distribution of weight.

4. PROPER HOLD
Ideally with the proper hold the hands should be diagonally opposite for security and comfort. Use the full length of the fingers and where possible the palms to avoid fatigue.

5. BEND THE KNEES
Bend your knees to get down to the load and use the legs to lift it. This way thigh and leg muscles are used and these are the strongest part of your body (your back muscles are only for bracing).

5. STRAIGHT BACK
Keep your back as near to straight as possible; raise your head, keeping your chin in. This will keep your spine straight and enable you to see where you are going.

Always remember that regardless of the shape of the object, the principles of safe lifting remain the same. When setting down objects the reverse procedure to lifting should be applied.

By following these simple steps you will significantly reduce the risk of injury when lifting.

The golden rule when lifting is, Know your limitations... The essential lifting message is that the more you bend your knees, the less you use your back.

Team lifting
Whenever team lifting is used, it is essential to co-ordinate and carefully plan the lift. When organizing a lift, ensure:

- An adequate number of employees are chosen to help in the lift.
- Team members are of similar height.
- One person is appointed “leader” of the team to perform the lift.
- There is enough area for the team members to maneuver as a group.
- Team members know their roles and responsibilities.
- Training in team lifting has been provided and the lift is rehearsed.
- Emergency procedures are in place.

Summing Up
It is crucial that if you feel an item is outside of your limitation that you gain assistance with the lift or obtain mechanical assistance.

If you are not able to do this see your Supervisor.
OVERVIEW:
In order to minimize an employee’s exposure to higher levels of noise, employees are to wear hearing protection.

Hearing protection is to be worn when working with:
A.) Drills, grinders, saws and like equipment. Normally, this type of environment will be found in the Mod Shop and when performing various maintenance.
B.) Cutting grass
C.) Using the snow blower

Training – Initial and Annual
The supervisor is responsible for administering ‘noise awareness training’ before the employees initial assignment and on an annual basis.

Update training to keep up with PPE and work processes for proper use and fit of hearing protectors. To be monitored by Safety Committee.

Proper hearing protection will be made available to the employee at no cost
Respective hearing protection will be available from stock or the Purchasing Department upon request and approval.

Think Safety - Please Watch Out for Your Fellow Employee
In an effort to minimize accidents and injuries, any employee observing conduct contrary to SAFETY with respect to hard hat areas, safe climbing, lifting, wire cutting, driving; shall bring the matter to the attention of the person responsible for such conduct. This shall be done in a courteous manner reflecting the employee’s concern for mutual safety and adherence to Company policies. Belligerent or dictatorial expressions shall be avoided. In the event this does not produce the desired results, the employee shall bring the matter to the attention of the Warehouse Manager, Branch Manager, and/or Management.
Tri State Supply Company Inc.
15 Personal Protective Equipment Assessments – (PPE) – US
Revision: 1
Date: 6/1/13
Ref:
Related Forms:
Procedure: 15

OVERVIEW:
Employees are trained on PPE requirements, proper usage, condition and proper fit, based on location and job tasks within Tri State Supply. If employee-owned equipment is used, the employee and his supervisor is jointly responsible for the assurances of its adequacy, maintenance & sanitation. DEFECTIVE AND/OR DAMAGED EQUIPMENT SHALL NOT BE USED.

New employees receive PPE training as well as any employee changing positions or being assigned new tasks. Provided PPE is to be used and maintained in a sanitary and reliable condition. This training is to be document by Warehouse Manager.

Tri State Supply employees that visit customer locations must adhere to all customer safety PPE requirements including onsite PPE training. Tri State Supply employees receive retraining by customers in accordance to customer policy.

Written Hazard Assessment
The hazard assessment must done to determine if hazards are present or are likely to be present, which would necessitate the use of PPE. This assessment must be performed by a supervisor and contain Certifier's name, signature, date(s) & identification of assessment documents.

Tri State locations –
Personal Protective Equipment Assessments (PPE) is required at the following areas: Modification Shop, two identified hard hat areas and when operating the following; Wire Cutting Machine, Lawn Mower, Snow Blower, Drills, grinders, saws and like equipment. PPE is also worn when performing routine maintenance, and when required for testing / handling electrical equipment.

Customer locations – Tri State employees strictly follow the PPE policies at customer locations. This includes hard hats, hearing protection, safety glasses, FR clothing, reflective material, and metatarsal boots. Employees attend customer training sessions on location to understand the PPE required.
Hearing Protection
Employees are to wear hearing protection when working with:

A.) Drills, grinders, saws and like equipment. Normally, this type of environment will be found in the Modification Shop and when performing various maintenance activities.

B.) Cutting grass

C.) Using the snow blower

Gloves and Safety Glasses are required at the wire cutting machine.

Tri State Supply employees follow all customer hearing protection requirements when visiting customer locations.

Hard Hats are required in the record retention area located on the second floor over the inside-sales office and the Panduit mezzanine loft.

Tri State Supply employees follow all customer hard hat requirements when visiting customer locations.

Oil and Gas delivery locations
Tri State Supply employees follow all customer PPE and safety training requirements when visiting customer well pads, compressor stations, processing plants and pipelines.

7 Think Safety First - Please Watch Out for Your Fellow Employee
In an effort to minimize accidents and injuries, any employee observing conduct contrary to SAFETY with respect to hardhat areas, safe climbing, lifting, wire cutting, driving, noise pollution; shall bring the matter to the attention of the person responsible for such conduct. This shall be done in a courteous manner reflecting the employee’s concern for mutual safety and adherence to Company policies. Belligerent or dictatorial expressions shall be avoided. In the event this does not produce the desired results, the employee shall bring the matter to the attention of the Warehouse Manager, Branch Manager, and/or Management.
OVERVIEW: When rigging is required, the following procedure is required:
1. All rigging operations shall be conducted in accordance to applicable codes and standards, and shall be under the supervision of competent personnel.

2. All rigging equipment must be inspected for defects regularly and prior to each use. Defective equipment must be repaired or destroyed to prevent future use.

3. Rigging equipment shall not be loaded beyond its recommended capacity.

4. When not in use, rigging equipment shall not be exposed to the elements, nor shall it be left where it may become damaged or present a hazard to personnel.

5. Slings should be protected from the sharp edges and corners of a load. A load must not be bounced when it is being transported since this may triple the load on the sling.

6. Rigging operations shall be performed in a safe manner. Adequate barriers or an equivalent means of controlling personnel shall be established.

7. Personnel shall not ride loads nor walk under suspended loads. Suspended loads shall not be left unattended.

8. Do not leave unsecured and unattended loads that are suspended.

9. Workers should be aware of pinch points when rigging and keep hands away from areas where hands or fingers could be caught between the rigging and the load or between the load and other structures.

10. Refer to manufactures data for rated capacities of all rigging equipment.

11. All employees must be kept clear of loads about to be lifted and of suspended loads.

12. Tag lines will be used on lifts that require additional direction, guidance, steering, etc..

13. Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies must be of a type that can be closed and locked, eliminating the hook throat opening.
OVERVIEW:
Stop Work Authority (SWA) establishes the responsibility and authority of any individual to stop work when an unsafe condition or act could result in an undesirable event. In general terms, the SWA process involves a stop, notify, correct, and resume approach for the resolution.

1. Roles and Responsibilities:
   - Tri State Supply Management: Establish clear expectations and accountability, and create the culture necessary to promote SWA. Model SWA behavior and ensure that there is support, not reprisal, for using Stop Work Authority.
   - Supervisors: Create a culture where SWA is exercised freely, honor SWA requests, resolve issues before operations resume and recognize proactive participation.
   - Company employees: Initiate Stop Work and support interventions of others.
   - Safety Committee: Training, documentation, compliance and support of the Stop Work Authority program.

2. Situations that Initiate the Use of Stop Work:
   - Unsafe conditions
   - Incident occurs
   - Significant near-loss
   - Emergency situation
   - Alarm sounds
   - Change in conditions
   - Change in scope of work
   - Change in work plan
   - Control of the HSE risk is not established or understood
   - Anytime anyone feels that personnel, the environment, or equipment is at risk

3. How to Stop Work
   1) When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event, they must immediately initiate a stop work intervention with the person(s) potentially at risk.
   2) If the affected person(s) are not in immediate risk and the supervisor is readily available, the stop work action should be coordinated through the supervisor. If the supervisor is not readily available or the affected person(s) are at immediate risk, the stop work intervention
should be initiated directly with those at risk.

3) Stop work interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with, “I am using my stop work authority because…” Using this phrase will clarify the user’s intent and set proper expectations.

4) Notify affected personnel and supervision of the stop work issue. If necessary, stop associated work activities, remove person(s) from the area, stabilize the situation, and make the area as safe as possible.

5) Affected parties shall discuss and gain agreement on the stop work issue.

6) If determined and agreed that the task or operation is okay to proceed as is (i.e., the stop work initiator was unaware of certain facts or procedures), the affected persons should thank the initiator for their concern and proceed with the work.

7) If determined and agreed that the stop work issue is valid, then every attempt should be made to resolve the issue to affected persons’ satisfaction prior to starting work.

8) If the stop work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the stop work issue or adequacy of the resolution actions, the person in charge at the location shall make the final determination. Details regarding differences of opinion and resolution actions should be included in the documented report.

9) Positive feedback should be given to affected personnel regarding resolution of the stop work issue. Under no circumstances should retribution be directed at any person(s) who exercise in good faith their stop work authority as detailed in this program.

4. SWA Conflict Resolution

When opinions differ regarding the validity of a stop work intervention or the decision to resume work, a clear protocol must be established to properly resolve the conflict. Persons who are not party to the conflict should be identified to resolve such issues. This proper authority may not reside at the location where the conflict occurred.

5. Reporting

Stop work interventions should be formally documented and reported in order to:

1. Measure participation
2. Determine quality of interventions and follow up
3. Trend common issues and identify opportunities for improvement
4. Facilitate sharing of learnings
5. Contribute to recognition schemes

Reporting can be achieved either by developing a stand-alone reporting process or using the incident reporting processes. Whatever method is selected, separate detail regarding stop work interventions should be maintained as a demonstration of process maturity and value.

Observers are encouraged to document when Stop Work Authority is exercised during an observation.
When opinions differ regarding the validity of the stop work issue or adequacy of the resolution actions, the person in charge at the location shall make the final determination. Stop work reports will be reviewed by safety committee and management to determine corrective actions and implementations.

6. Follow-up

Stop work interventions that identified Health, Environment and Safety concerns should be addressed to the satisfaction of all involved persons prior to the resumption of work. Although most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective Stop Work Authority actions may be required to identify and address root causes. Corrective actions should be addressed and followed through to completion.

7. Training

Awareness training with regard to SWA policy, expectations, and processes should be developed and administered at a frequency required to maintain competency. SWA training is covered at in-house training during new employee orientations for all employees and contractors. Training is documented and stored in an employee file.

Tools

8. SWA Drills

SWA drills provide the opportunity to reinforce the use of stop work and exercise the behaviors associated with this action. The SWA Drill Protocol example lists suggested steps for this type of drill.

9. Communications and Training

The ability to effectively stop work when necessary is a critical component in our journey to IncidentFree Operations (IFO). In addition, an effective stop work program includes the written and verbal reinforcement of these expectations. This can be accomplished through many means including tailgate meeting, SWA posters in the workplace, SWA pocket cards, as well as SWA drills.

10. Measuring Participation

To ensure that we are using SWA in our workplace, we should recognize and evaluate its use. The SWA Documentation Form can be used to document your SWA efforts for sharing and communication with individual work groups.
OVERVIEW: When Welding, the following procedure is required:

Permit for Welding

A “Welding” permit is required in all facilities where we perform work prior to any welding operation. Since plant personnel are more familiar with the physical hazards and composition of process materials, it is logical that these people be consulted prior to welding activities. If a permit system is not established at a job site, you are responsible for making an assessment, and issuing the Tri State Supply Welding Permit based on the following criteria:

Before you begin welding you are responsible for making an **ASSESSMENT** on the following criteria:

1. Are there combustibles or flammables stored in the hot work area which need to be relocated?
2. Are combustibles or flammables being stored in adjacent areas or under open grating which could be a fire hazard due to migrating sparks or slag?
3. Is there a possibility that flammable or explosive gases are in the area?
4. Where is the location of fire alarm stations and fire extinguishers?
5. Is ventilation adequate in the weld/burn area?
6. Are respirators required?

The following is a list of common **RULES** which must be followed for hot work:

1. Those performing Welding and Cutting or assigned Fire Watcher activities must be qualified and have suitable training in the safe operations of their equipment and safe work practices for performing hot work.
2. A fire extinguisher must be located at all weld operations. An assigned Fire Watcher must be used for fire extinguishing and for sounding an alarm in the event of a fire.
3. Fire extinguishers will be made readily available at hot work locations and a fire watch shall be maintained at least a half an hour after the welding or cutting operation is completed.
4. All exposed combustible materials must be covered or moved away from weld/burn locations. If all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards. After all this, if the Welding cannot be performed safely, then the work cannot be performed.
5. A “Fire-Watch” must be used under any of the following conditions:
   A. In locations where other than a minor fire might develop, and/or
   B. Combustibles are more than 35 feet away but easily ignitable, and/or
   C. Wall or floor openings expose combustible materials, and/or
   D. Combustible materials are located on the opposite side of metal partitions, ceilings or roofs.

6. Verify that areas adjacent or below weld/burn operations are protected from migrating sparks or molten metal.

7. Each welder is responsible for containing sparks and slag.

8. Inspect leads, hoses, torches and fittings for defects and integrity prior to use. If defects, damage or safety hazards are found, discontinue use until the hazard is eliminated and repairs are completed by a qualified person.

9. Ventilation must be adequate for the material being welded. Avoid breathing fumes. An exhaust system or respirator should be used as needed. If fumes, gases or dust accumulate or continue to build regardless of the ventilation being used, work must be stopped and the ventilation re-evaluated.

10. Workers assigned to operate arc welding equipment will be properly instructed and qualified to operate such equipment. Welding will only be performed by employees who have been trained in these activities through their respective skilled craft training program.

11. Workers assigned to operate or maintain equipment will be familiar with safety requirements outlines in section (1910.254) and with 1910.252(a)(b) & (c) of the OSHA standards.

12. Confined Space – If hot work is to be performed in confined spaces, a separate confined space permit must be issued and an assessment performed regarding ventilation and level of airborne hazards generated. Other requirements for confined space include:
   A. Confined Space danger signs must be posted outside the space,
   B. Welding electrodes must also be removed from their holders immediately following each use.

13. Do not run weld lead and burning hose across walkways or through stairs.

14. The weld/burn area must be checked 30 minutes after the operation is complete to ensure that it is safe.

15. When other workers or bystanders are near welding operations, arc screens or other barriers must be used to protect others from exposure to arcs.
16. Remove the weld rod from the stinger when laying it down.

17. Attach grounds as close to the work piece as possible.

18. Break down all burning rigs at the end of the shift. Remove the regulators and replace the caps.

19. Proper clothing and eye/face protection must be used when burning and cutting.

20. Weld cables cannot have any repairs or splices within 10 feet of the electrode holder.

21. First aid equipment must be available at all times.
Purpose

The purpose of this program is to provide a process to minimize employee-hearing loss caused by excessive occupational exposure to noise.

Scope

This program is applicable to all employees who may be exposed to noise in excess of 85 decibels (decibels). When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers Tri State Supply Company Inc. employees and contractors and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent.

Definitions

Audiometric testing - means detection by the person being tested of a series of pure tones. For each tone, the person indicates the lowest level of intensity that they are able to perceive.

Decibels – means the sound energy measured by a sound level meter using the “A” scale. The “A” scale is electronically weighted to simulate the response of the human ear to high and low frequency noise.

Slow Response – means the setting on the sound level meter that averages out impulses of brief duration that would cause wide fluctuation in the sound level meter reading.

Standard Threshold Shift – means a change in hearing threshold relative to the baseline audiogram of an average of 10 dB (corrected for age) at 2000, 3000 and 4000 Hz in either ear.

Key Responsibilities

Managers and Supervisors

• Ensure requirements of this program are established and maintained.
• Ensure employees are trained and comply with the requirements of this program.

Employees

• Wear hearing protection when required, attend the training, and cooperate with testing and sampling.

Procedure

Occupational hearing loss is a cumulative result of repeated or continued absorption of sound energy by the ear; employee protection is based on reduction of the noise level at the ear or limiting the employee’s exposure time. Tri State Supply Company Inc. shall offer hearing protection to all employees exposed to potential high noise levels in working areas and to those employees requesting hearing protection.
Hearing Conservation Program
Tri State Supply Company Inc. shall implement a hearing conservation program for employees exposed to sound levels 85dbA or greater. A continuing effective hearing conservation program shall be administered when employees are exposed to sound levels greater than 85 dbA on an 8 hour time-weighted average basis.

Employees will wear hearing protection in signed areas while on an owner client facility.

Monitoring Procedures to be Used When Exposure Limits Exceed the Established Level
When information indicates that employee exposure may equal/exceed the 8 hour time-weighted average of 85 decibels, a monitoring program shall be implemented to identify employees to be included in the hearing conservation program.

Surveys
Surveys will be conducted by a qualified employee or third party.

To evaluate noise exposure in terms of possible hearing damage, it is necessary to know the overall sound level ("A" scale measurement), the exposure time of the individual in hours per day and the length of time the individual has worked in the area being surveyed. This data shall be supplemented by the following:

- Name of area and location
- Date and time of survey
- Name of person conducting survey
- Description of instrument used, model and serial number
- Environmental conditions
- Description of people exposed

Tri State Supply Company Inc. shall notify each employee of their monitoring results, or, if their job is exposed to noise 85 decibels or greater.

A plot of noise levels must be made for owned facilities. The plot must be filed or posted at the facility.

Tri State Supply Company Inc. shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. The adequacy of hearing PPE shall be reevaluated whenever noise exposures increase to the point that the PPE provided may no longer provide adequate protection. Tri State Supply Company Inc. shall then provide more effective PPE where necessary.

All sound measuring equipment must be calibrated before and after each survey. Records of sound measuring equipment calibration and noise level surveys shall be kept for 20 years.

Noise Surveys must be repeated whenever changes in the workplace may expose additional personnel to high noise or hearing protection being used by employees may not be adequate to reduce the noise exposure to a level below 85 decibels.

**Sound Level Surveys**
- All owned facilities that are suspected of having noise levels exceeding 85 decibels must be screened.
Exposure Surveys:
- A representative sampling of employees shall be conducted to determine the exposure to noise over a period of time.
- Noise dosimeters must be capable of integrating all continuous, intermittent and impulsive sound levels from 80 dB to 130 dB and must be calibrated so a dose of 50% corresponds to a time weighted average of 85 dB.

Signage
Clearly worded signs shall be posted at entrances to, or on the periphery of, areas where employees may be exposed to noise levels in excess of 85 decibels. These signs shall describe the hazards involved and the required protective actions.

Audiometric Testing
Tri State Supply Company Inc. must establish and maintain an audiometric testing program for all employees whose exposures equal or exceed the 8 hour time-weighted average of 85 dbA and making audiometric testing available to all employees whose exposures equal or exceed an 8 hour time-weighted average of 85 decibels.

Baseline Testing Guidelines
- Tri State Supply Company Inc. shall establish a baseline audiogram for each exposed employees within 6 months of their first exposure. Within 6 months of an employee's first exposure at or above the action level, a valid baseline audiogram shall be established against which future audiograms can be compared.
- When a mobile van is used the baseline shall be established within one year.
- A qualified third party shall perform all audiometric testing, evaluation, reporting and retesting.
- Prior to establishment of a baseline audiogram at least 14 hours without exposure to workplace noise is observed. Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet the requirement. Employees shall also be notified to avoid high levels of noise.

Annual Testing Guidelines
Tri State Supply Company Inc. shall provide an annual audiogram and if a standard threshold shift has occurred the employee will be notified in writing within 21 days of determination. At least annually after obtaining the baseline audiogram, Tri State Supply Company Inc. shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

Steps That Are Taken When Standard Threshold Shift Occurs
- Hearing protection shall be re-evaluated and/or refitted and,
- If necessary a medical evaluation may be required and
- The employee shall be advised to wear hearing protection and if necessary a reassignment of duties may be deemed appropriate.
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**Required Recordkeeping**
Tri State Supply Company Inc. shall maintain accurate records of all employee exposure measurements and all records are maintained as required by CFR 1910.95 (Occupational Noise Exposure).

Employee audiograms are considered medical/exposure records. These records must be kept for the length of employment plus 30 years.

**Hearing Protection Devices**
- Hearing protectors are available to all employees exposed to an 8 hour time-weighted average of 85 decibels at no cost to the employee.
- Hearing protection shall be replaced as necessary.
- Tri State Supply Company Inc. shall ensure that hearing protectors are worn. Employees shall be properly trained in the use, care and fitting of protectors. This is done at no cost to employees.
- Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by Tri State Supply Company Inc.

**TRAINING**
Employees must be provided with training on at least an annual basis and shall be updated to be consistent with changes in the PPE and work processes.

A training program shall be provided for all employees who are exposed to action level noise.

The training shall be repeated annually for each employee. Training shall be updated consistent to changes in PPE and work processes. Tri State Supply Company Inc. shall make available to affected employees copies of the noise exposure procedures and shall also post a copy in the workplace. Tri State Supply Company Inc. shall also allow the Assistant Secretary and the Director access to records.

All training must and shall be documented.

All staff shall have a copy of this program, noise exposure procedures and it shall be posted at the worksite and a copy made available to all employees and their representatives if applicable.
Purpose

The purpose of this program is to establish a firm but fair disciplinary action policy to enforce the safety system.

Scope

This document is applicable to all employees.

Responsibilities

It is the responsibility of each and every person employed by Tri State Supply Company Inc. to work in a safe and efficient manner. The safety system provides guidelines and procedures to help ensure that safe work practices are observed. In the event that any employee violates provisions of the Tri State Supply Company Inc. safety system or works in a manner that threatens his own health and safety or the health and safety of the employees around him, he will be subject to disciplinary action, up to and including termination of employment.

The safety manager, operations managers, supervisors and foremen hold positions responsible for enforcing the safety system and for issuing disciplinary action as required by this section of the safety manual.

Tri State Supply Company Inc. is committed to safety and senior management holds all supervisory staff responsible and accountable for safety within their respective areas.

Physical inspections by Tri State Supply Company Inc. officials or insurance representatives shall occur. Company officials must conduct periodic inspections of work areas to ensure compliance with safety rules and policies.

Requirements

Safety is a core value and a condition of employment at Tri State Supply Company Inc. The following actions constitute a safety violation:

- Not following verbal or written safety procedures, guideline or rules of Tri State Supply Company Inc. or our clients
- Horse play, failure to wear required PPE, and or abuse of PPE
- Being under the influence of drugs or alcohol during work
- Bringing weapons on the job site
- Failure to report incidents or injuries
- Attempted or actual physical force to cause injury, threatening statements or other actions to cause an employee to feel they are at risk of injury.

Procedure

The following procedures will be following after issuing a safety violation notice:

- The first offense will result in a verbal warning. The employee will be met with and informed that he or she is being issued a verbal warning and informed of the infraction, rule or procedure that was violated and the corrective action to be taken. Proper procedure will be discussed to clarify the situation and allow the employee to correct his behavior. The person making this verbal warning will inform the operations
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A manager of his branch that this warning has been issued so the operations manager may make a written record of the warning.

- The second offense will result in a written reprimand and additional training. The reprimand will be written on the standard Safety Reprimand form (see below) and will describe the unsafe activity or behavior that needs correction. Refer to the section of the safety program that was violated (when applicable). The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.

- The third offense will result in another written reprimand (using the standard form) and punitive layoff, the duration of which will be decided at the time of the disciplinary action and is to be weighed by the severity of the offense. Again, the employee may submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment records.

- The fourth offense may result in the termination of the offending employee.

The above actions are to be placed against a sliding twelve month scale. If an employee receives a reprimand on January 1 and commits his fourth offense on or before December 31st of the same year, he is terminated. The employee does not have to commit the same violation each time to receive further reprimands. He could receive a verbal reprimand for smoking in a no smoking area on his first offense and get a written reprimand for his second offense which might be a forklift violation and yet another for failing to use proper personal protective equipment. He will be terminated upon his fourth offense in the last twelve months.

In the case of serious safety violations such as by-passing guarding or other unsafe activities that put the violator or other employees at serious risk of injury, the manager may move the violator directly to the second or third warning level. If the violator’s actions put him or others at risk of death or dismemberment the manager has the option to terminate him with no further warning.
Safety Reprimand Form

Date: ___________________________  Reprimand # ____

Issued To:  ___________________________________________________

Signature:  ___________________________________________________

Issued By:  ___________________________________________________

Signature:  ___________________________________________________

Violation (Describe in Detail):

Follow up Training:  ____________________________________________

Presented by:  _________________________________________________

Date of Training:  _____________________________________________

Trainee Signature:  ____________________________________________
Purpose

The purpose of the program is to prescribe rules and establish minimum requirements for the construction, care, and use of the common types of ladders.

All ladders that are purchased and placed into service; or, any ladders that are engineered, manufactured and installed on any Tri State Supply Company Inc. equipment shall follow the requirements set forth by this program.

Scope

This program is applicable to all employees who may utilize ladders. When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers Tri State Supply Company Inc. employees and contractors and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent.

Definitions

Ladder - an appliance usually consisting of two side rails joined at regular intervals by cross-pieces called steps, rungs, or cleats, on which a person may step in ascending or descending.

Stepladder - a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails.

Single ladder - a non-self-supporting portable ladder, nonadjustable in length, consisting of but one section. The overall length of the side rail designates its size.

Extension ladder - a non-self-supporting portable ladder adjustable in length. It consists of two or more sections traveling in guides or brackets so arranged as to permit length adjustment. Its size is designated by the sum of the lengths of the sections measured along the side rails.

Fixed ladder - a ladder permanently attached to a structure, building, or equipment.

Individual-rung ladder - a fixed ladder each rung of which is individually attached to a structure, building, or equipment.

Cage - a guard that may be referred to as a cage or basket guard, which is an enclosure that is fastened to the side rails of the fixed ladder or to the structure to encircle the climbing space of the ladder for the safety of the person who must climb the ladder.

Key Responsibilities

Managers and Supervisors

- Managers and supervisors are responsible for ensuring that all employees, and/or contractors have been trained in the use and inspection of ladders in accordance to the manufactures guidelines.
Managers and supervisors are responsible for ensuring that all employees and contractors are aware that if an inspection discovers a defect, the ladder shall not be used and taken out of service.

**Employees**

- Employees shall inspect ladders prior, during and at the completion of each use to ensure the condition of the ladder and the safety of its occupants.
- Employees are responsible for following this program and reporting any damage or repairs that may be needed to their supervisor.

**Procedure**

**Inspection, Care and Safe Work Practices of Ladders**

**Inspection**

Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

- Ladder rungs must be uniformly spaced or meet OSHA/ANSI specifications. Ladder rungs, cleats, and steps shall be parallel, level, and uniformly spaced, when the ladder is in position for use.
- Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "Do Not Use" or similar language, and shall be withdrawn from service until repaired.
- If a ladder is tipped over, it shall be inspected by a competent person for side rail dents or bends, or excessively dented rungs; check all rung to side rail connections; check hardware connections; check rivets for shears.
- Ladders with broken or missing steps, rungs, or cleats, broken side rails, or other faulty equipment shall not be used; improvised repairs shall not be made.
- All wood parts shall be free from sharp edges and splinters; sound and not painted.

**Care**

- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.
- Metal bearings of locks, wheels, pulleys, etc., shall be frequently lubricated.
- Frayed or badly worn rope shall be replaced. Safety feet and other auxiliary equipment shall be kept in good condition to ensure proper performance.
- Rungs shall be kept free of grease and oil.
- Ladders shall be stored in a well-ventilated area in a manner to prevent sagging and warping.

**Ladder Safe Work Practices**

- Ladders shall be used only for the intended purpose for which they were designed.
- The ladder shall be secured at the top or held by another person at the base.
- The footing of the ladder shall be placed on a stable and level surface.
• Extension ladders shall be placed at a 4:1 ratio. Ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder (the distance along the ladder between the foot and the top support).
• When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
• Ladders shall not be placed on boxes, barrels, or other unstable bases to obtain additional height.
• Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
• Ladders shall not be used by more than one man at a time.
• Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
• If a ladder is used in a high traffic area, barricades shall be placed to avoid accidental displacement due to collisions.
• Do not stand on the top two rungs or top of step ladders.

On two-section extension ladders the minimum overlap for the two sections in use shall be as follows:

<table>
<thead>
<tr>
<th>Size of Ladder (feet)</th>
<th>Overlap (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 36'</td>
<td>3</td>
</tr>
<tr>
<td>Over 36 up to and including 48'</td>
<td>4</td>
</tr>
<tr>
<td>Over 48 up to and including 60'</td>
<td>5</td>
</tr>
</tbody>
</table>

• Ladders shall extend a minimum of 3 feet above top of upper landing surface. The ladder side rails shall extend at least 3 feet (.9m) above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
• The employee shall maintain a three (3)-point grip on the ladder at all times and carry tools/equipment on a belt or hoist up. Do not carry anything in the hands that could cause injury in case of fall.
• The employee shall face the ladder while ascending or descending.
• The bracing on the back legs of stepladders is designed solely for increasing stability and not for climbing.
• The ladder shall not be moved while occupied.

**Portable Ladders**
Stepladders shall not be longer than 20 feet. Single ladders shall not be longer than 30 feet.

A two-section extension ladders shall not be longer than 60 feet. All ladders of this type shall consist of two sections, one to fit within the side rails of the other, and arranged in such a manner that the upper section can be raised and lowered.

Keep all ladders at least ten (10) feet away from power lines.

Ladders shall have the correct load capacity for the task and not be loaded beyond the maximum intended load for which they were built nor in excess of the manufacturer’s rated capacity. Weight includes the combined weight of the climber and his tools/equipment. Ladders are rated as the following:

- I (holds 250 lbs)
- I-A (holds 300 lbs)
Fixed Metal Ladders
Ladders shall be constructed to withstand a minimum of 200 pounds.

All metal rungs shall have a minimum diameter of ¾ inches and wooden rungs shall have a minimum diameter of 1 1/8 inches.

Rungs shall not be more than 12 inches apart and shall be uniform throughout the length of the ladder.

Rungs shall be a minimum length of 16 inches and provide protection so a foot cannot slip off the end.

Rungs shall have a minimum of 7 inches between itself and the structure behind it.

A fall restraint system must be provided for all fixed ladders greater than six feet in length.

- A Cage is required when the fixed ladder is at least twenty feet tall.
- Cages on fixed ladders shall not begin at a point less than 7 feet nor greater than 8 feet from the walking surface below the cage.
- Cages shall provide a clear width of 15 inches in each direction of the rung’s centerline.
- Cages shall not extend less than 27 inches, but not greater than 28 inches from the centerline of the rung.
- A climbing fall restraint system may be substituted for a ladder cage.
Purpose

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

Scope

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

Responsibilities

Managers and Supervisors

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

Safety Manager

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

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

Procedure

Written Compliance Program

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

Permissible Exposure Limits

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

Exposure (Air) Monitoring

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

If the initial determination exceeds the PEL, monitoring will be performed quarterly until two (2) samples taken at least seven (7) days apart are below the PEL but above the Action Level, and the monitoring frequency described above will be used.

Within 15 working days after the receipt of the results of any monitoring, Tri State Supply Company Inc. shall notify all affected employees of these results either individually in writing or by posting the results in an appropriate location that is accessible to affected employees.

Whenever the results indicate that the exposure, without regard to respirators, exceeds the permissible exposure limit, Tri State Supply Company Inc. shall include in the written notice a statement that the permissible exposure limit was exceeded and a description of the corrective action taken or to be taken to reduce exposure to or below the permissible exposure limit.

Control Measures

Engineering Controls

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

Administrative Controls

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

  WARNING  
  LEAD WORK AREA  
  POISON  
  NO SMOKING OR EATING  

Personal Protective Equipment

- Respirators shall be used during the time period required to install or implement control if engineering and work practices are insufficient as well as for emergency use.
PPE will be selected on the basis of its ability to prevent absorption, inhalation and ingestion and will be provided to employees at no cost.

PPE will reflect the needs of the employee based on work conditions, amount and duration of exposure and other known environmental factors.

If respirators are required, they will be NIOSH certified and all employees will follow the Tri State Supply Company Inc. Respiratory Protection Program.

An employee may choose a NIOSH certified powered, air purifying respirator (PAPR) at no extra cost to the employee. The respirator shall be used during the time period necessary to install or implement engineering or work practice controls.

Gloves, hats, vented goggles, shoes or disposable shoe covers shall be provided at no cost. Protective clothing shall be clean and dry. Protective clothing shall be cleaned, laundered, repair and replaced as necessary and disposable clothing shall be identified and handled properly.

Medical Surveillance

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

Medical Removal

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

Recordkeeping

- Medical surveillance records shall be maintained for 30 years after termination of employment.
Exposure monitoring records shall be maintained for 30 years after completion of the project.

Exposure and medical monitoring records shall be made available to affected employees or their representatives and to regulatory agencies upon request.

### Training

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

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

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

The purpose of this program is to provide establish requirements for the safe operation of hand and power tools and other portable tools, including proper guarding. All hand and power tools shall be maintained in a safe condition.

This program applies to all Tri State Supply Company Inc. employees who use hand and power tools.

Scope

This program is applicable to all Tri State Supply Company Inc. employees while engaged in work at Tri State Supply Company Inc. facilities and/or facilities operated by others.

Responsibilities

Any tool which is not in compliance with any applicable requirement of this plan is prohibited and shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.

Managers/Supervisors

- Ensure that all employees using portable tools have been trained and fully understand the operations and maintenance procedures of such tools, including their proper use.
- Provide and train employees with all additional PPE that may be needed for the safe operation of portable tools.

Employees

- Shall ensure they have and properly use the correct tool for each task.
- Shall follow manufactures safety and operating instructions before using

Requirements

General

All tools, regardless of ownership, shall be of an approved type and maintained in good condition.

- Tools are subject to inspection at any time.
- All employees have the authority and responsibility to condemn unsafe tools, regardless of ownership.

Unsafe tools shall be tagged with a “DO NOT USE OR OPERATE” tag to prevent their use.

Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.

Hammers with metal handles, screwdrivers with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment.
Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool bags/buckets firmly attached to hand lines.

Tools shall never be placed unsecured on elevated places.

Impact tools such as chisels, punches, and drift pins that become mushroomed or cracked shall be dressed, repaired, or replaced before further use.

Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

Shims shall not be used to make a wrench fit.

Wrenches with sprung or damaged jaws shall not be used.

Tools shall be used only for the purposes for which they have been approved.

Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets unless suitable protectors are in use to protect the edge. They shall not be carried in pockets unless suitable protectors are in use to protect the edge.

Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire. The handle shall not be taped or lashed with wire.

Tools shall not be left lying around where they may cause a person to trip or stumble.

When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present or the danger area shall be barricaded or guarded.

The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).

**Portable Electric Tools**
The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:

- The tool is an approved double-insulated type, or
- The tool is connected to the power supply by means of an isolating transformer or other isolated power supply.

All powered tools shall be examined prior to use to ensure general serviceability and the presence of all applicable safety devices.

Powered tools shall be used only within their design and shall be operated in accordance with manufacturer’s instructions. The use of electric cords for hoisting or lowering tools shall not be permitted.
All tools shall be kept in good repair and shall be disconnected from the power source while repairs or adjustments are being made.

Electrical tools shall not be used where there is hazard of flammable vapors, gases, or dusts without a valid Hotwork Permit.

Ground fault circuit interrupters or use of an Assured Grounding Program shall be used with portable electric tools. This does not apply to equipment run off of portable or truck mounted generators at 5kw or less that are isolated from ground or to equipment ran directly off of secondaries.

**Pneumatic Tools**

Pneumatic tools shall never be pointed at another person.

Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.

Compressed air shall not be used to blow dust or dirt from clothing.

The manufacturers stated safe operating pressure for hoses, pipes, valves, filters, and other fitting shall not be exceeded.

The use of hoses for hoisting or lowering tools shall not be permitted.

Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

Compressed air tools, while under pressure, must not be left unattended.

All connections to air tools shall be made secure before turning on air pressure.

Air at the tool shall not be turned on until the tool is properly controlled.

All couplings and clamps on pressurized air hose shall be bridged (pinned) with suitable fasteners.

Hose and hose connections used for conducting compressed air to utilization equipment shall be designed for the pressure and service to which they are subjected.
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Use only approved end-fitting clamps (screw type heater hose clamps are not acceptable).

While blowing down hose, do not point it toward people.

Power tools are to be operated only by competent persons who have been trained in their proper use.

Conductive hose should not be used near energized equipment.

Foot protection shall be worn while operating paving breakers, tampers, rotary drills, clay spades, and similar impactor-type tools or at other times when instructed by supervision.

All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 psi. pressure at the tool shall have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.

Airless spray guns of the type which atomize paints and fluids at high pressures (1,000 pounds or more per square inch) shall be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released.

In lieu of the above, a diffuser nut (which will prevent high pressure), high velocity release (while the nozzle tip is removed), plus a nozzle tip guard (which will prevent the tip from coming into contact with the operator), or other equivalent protection, shall be provided.

**Powder Actuated Tools (Tools actuated by an explosive charge)**

Only those employees who have been certified in their use shall operate these tools.

Explosive charges shall be carried and transported in approved containers.

Operators and assistants using these tools shall be protected by means of eye, face, and hearing protection.

Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started to determine its suitability and to eliminate the possibility of hazards to the operator and others.

Prior to use, the operator shall ensure that the protective shield is properly attached to the tool.

Before using a tool, the operator shall inspect it to determine to his satisfaction that it is clean, that all moving parts operate freely, all guards and safety devices are in place, and that the barrel is free from obstructions.

Before using tools the operator shall read and become familiar with the manufacturers operating guidelines and procedures.

When a tool develops a defect during use, the operator shall immediately cease to use it, until it is properly repaired in accordance with the manufactures specifications.
Tools shall not be loaded until just prior to the intended firing time, nor shall an unattended tool be left loaded. Empty tools are to be pointed at any workmen.

In case of a misfire, the operator shall hold the tool in the operating position for at least 30 seconds. He shall then try to operate the tool a second time. He shall wait another 30 seconds, holding the tool in the operating position; then he shall proceed to remove the explosive load in strict accordance with the manufacturer's instructions.

A tool shall never be left unattended in a place where it would be available to unauthorized persons.

Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, or hollow tile.

Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

Tools shall not be used in an explosive or flammable atmosphere.

**Hydraulic Power Tools**

The fluid used in hydraulic powered tools shall be fire-resistant fluids approved under Schedule 30 of the U.S. Bureau of Mines, Department of the Interior, and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings shall not be exceeded.

All hydraulic tools, which are used on or around energized lines or equipment, shall use non-conducting hoses having adequate strength for the normal operating pressures.

**Hydraulic Jacks**

*Loading and Marking*

- The operator shall make sure that the jack used has a rating sufficient to lift and sustain the load.
- The rated load shall be legibly and permanently marked in a prominent location on the jack by casting, stamping, or other suitable means.

*Operation and Maintenance*

- In the absence of a firm foundation, the base of the jack shall be blocked. If there is a possibility of slippage of the cap, a block shall be placed in between the cap and the load.
- The operator shall watch the stop indicator, which shall be kept clean, in order to determine the limit of travel. The indicated limit shall not be overrun.
- After the load has been raised, it shall be cribbed, blocked, or otherwise secured at once.
- Hydraulic jacks exposed to freezing temperatures shall be supplied with adequate antifreeze liquid.
- All jacks shall be properly lubricated at regular intervals.

Each jack shall be thoroughly inspected before each use. Jacks, which are in unsafe condition, shall be tagged accordingly, and shall not be used until repairs are made.
Abrasive Blast Cleaning Nozzles
The blast cleaning nozzles shall be equipped with an operating valve, which must be held open manually. A support shall be provided on which the nozzle may be mounted when it is not in use.

Fuel Powered Tools
All fuel-powered tools shall be stopped while being refueled, serviced, or maintained, and fuel shall be transported, handled, and stored in accordance with the Flammable and Combustible Liquids Program.

When fuel powered tools are used in enclosed spaces, the applicable requirements for concentrations of toxic gases and use of personal protective equipment, shall be adhered to.

Guarding Portable Tools
Guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such a way that will compromise its integrity or compromise the protection it is intended to provide. Guarding shall meet the requirements set forth in ANSI B15.1.

Portable Circular Saws
- All portable, power-driven circular saws having a blade diameter greater than 2 in. shall be equipped with guards above and below the base plate or shoe.
- The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts.
- The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
- When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to covering position.
- All cracked saw blades shall be removed from service.

Switches and Controls
- All hand held powered tools, circular saws, drills, tappers, fastener drivers, horizontal or vertical angle grinders, etc., shall be with a constant pressure switch or control, and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.
- All hand-held powered circular saws having a blade diameter greater than 2 inches, electric, hydraulic or pneumatic chain saws, and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released. All hand-held gasoline powered chain saws shall be equipped with a constant pressure throttle control that will shut off the power to the saw chain when the pressure is released.
- The operating control on hand-held power tools shall be so located as to minimize the possibility of its accidental operation, if such accidental operation would constitute a hazard to employees.
- Grounding of portable electric powered tools shall meet the electrical requirements that can be found in the Electrical Safety Program. All electric power tools shall be equipped with a three-prong plug.

Portable Abrasive Wheels

Safety Guards Exceptions
- Wheels used for internal work while within the work being ground.
- Mounted wheels used in portable operations 2 inches and smaller in diameter.
Types 16, 17, 18, 18R, and 19 cones, plugs, and threaded hole pot balls where the work offers protection.

- Guards shall be made of steel or other material with adequate strength.
- A safety guard shall cover the spindle end, nut and flange projections. The safety guard shall be mounted so as to maintain proper alignment with the wheel, and the strength of the fastenings shall exceed the strength of the guard.
- Exception: safety guards on all operations where the work provides a suitable measure of protection to the operator may be so constructed that the spindle end, nut and outer flange are exposed. Where the nature of the work is such as to entirely cover the side of the wheel, the side covers of the guard may be omitted.
- Exception: the spindle end, nut, and outer flange may be exposed on portable machines designed for, and used with, type 6, 11, 27, and 28 abrasive wheels, cutting off wheels, and tuck pointing wheels.

**Mounting and Inspection of Abrasive Wheels**

- Immediately before mounting, all wheels shall be closely inspected and a ring test performed, to make sure they have not been damaged in transit, storage, or otherwise.
- Ring test – “tap” wheels about 45 degrees each side of the vertical centerline and about 1 or 2 inches from the periphery; then rotate the wheel 45 degrees and repeat the test; a sound and undamaged wheel will give a clear metallic tone - If cracked, there will be a dead sound and not a clear “ring.”
- The spindle speed of the machine shall be checked before mounting of the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel.
- Grinding wheels shall fit freely on the spindle and remain free under all grinding conditions.
- A controlled clearance between the wheel hole and the machine spindle (or wheel sleeves or adaptors) is essential to avoid excessive pressure from mounting and spindle expansion.
- The machine spindle shall be made to nominal (standard) size plus zero minus .002 inch, and the wheel hole shall be made suitably oversize to assure safety clearance under the conditions of operating heat and pressure.
- All contact surfaces of wheels, blotters, and flanges shall be flat and free of foreign matter.
- When a bushing is used in the wheel hole it shall not exceed the width of the wheel and shall not contact the flanges.

**Portable Grinders**

Special "revolving cup guards" which mount behind the wheel and turn with it shall be used. They shall be made of steel or other material with adequate strength and shall enclose the wheel sides upward from the back for one-third of the wheel thickness. It is necessary to maintain clearance between the wheel side and the guard. The clearance shall not exceed one-sixteenth inch.

Vertical portable grinders, also known as right angle grinders, shall have a maximum exposure angle of 180 degrees and the guard shall be located between the operator and the wheel during use. Adjustment of the guard shall ensure that pieces of an accidentally broken wheel will be deflected away from the operator.

**Other Portable Grinders**

The maximum angular exposure of the grinding wheel periphery and sides for safety guards used on other portable grinding machines shall not exceed 180 degrees and the top half of the wheel shall be enclosed at all times.
Personal Protective Equipment
Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists, vapors or gases shall be provided with the particular PPE necessary to protect them from the hazard.
Purpose

The purpose of this program is to provide procedures and guidelines to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools. This program applies to all sites, employees and contractors and shall be used on owned premises.

Definitions

Competent Person - one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Ground Fault Circuit Interrupter - a device for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

Responsibilities

Supervisors are designated as competent persons for the Assured Equipment Grounding Conductor Program and are responsible for program execution. One or more competent persons must be designated (as defined in 1926.32(f) to implement and execute the program.

Employees are responsible for following the requirements of this program, to perform visual inspections and to take defective equipment out of service.

Procedures and Guidelines to Eliminate Injuries

The following procedures and guidelines are designed to eliminate all injuries resulting from possible malfunctions, improper ground and/or defective tools.

Assured Grounding Site Program Requirement
An assured grounding conductor program must be implemented on all Tri State Supply Company Inc. sites covering all cord sets, receptacles which are not part of the building or structure & equipment connected by cord and plug which are available for use or used by employees.

Ground Fault Circuit Interrupters
All 120-volt, single-phase 15 and 20 ampere receptacle outlets on construction or maintenance sites, which are not part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground fault circuit interrupters for personnel protection.

- All hand portable electric tools and extension cords shall use a GFCI.
- Additionally, approved GFCI’s shall be used for 240-Volt circuits in the same service as described above.
- GFCI’s must be used on all 120 volt, single-phase 15 amp and 20 amp receptacles within 6 feet of a sink, damp areas or on installed outdoor equipment.
- The GFCI must be the first device plugged into a permanent receptacle.
- The GFCI must be tested before each use.
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Assured Equipment Grounding Conductor Program
The Assured Equipment Grounding Conductor Program (AEGCP) shall cover all cord sets, receptacles not a part of
the permanent wiring of a structure and equipment connected by cord and plug on all construction and
maintenance sites.

This written description of the program shall be kept at the jobsite for inspection and copying by OSHA and any
affected employee.

Removing Equipment
Restrictions for the use of equipment that does not meet requirements or if is found to be defective shall be
applied and enforced. Any equipment which has not met the requirements of this program shall not be available
or permitted to be used by Tri State Supply Company Inc.. Damaged items shall not be used until repaired.

How Often Inspection of Cords and Equipment are to be Made
Daily Visual inspections – The following shall be visually inspected before each day’s use for external defects (such
as deformed or missing pins or insulation damage) and for indication of possible internal damage:

- Cord sets;
- Attachment caps;
- Plug and receptacle of cord sets;
- Any equipment connected by cord and plug (with the exception of cord sets and receptacles which are
  fixed and not exposed to damage) such as deformed or missing plug, and
- Insulation damage
- Damaged items shall not be used until repaired or shall be discarded.

How and When Tests are Performed and What Records are Maintained
All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.

Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding
conductors. The equipment grounding conductor shall be connected to its proper terminal.

When tests are performed:

- Before each use.
- Before equipment is returned to service following any repairs.
- Before equipment is used such as when a cord has been run over.
- At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not
  exposed to damage shall be tested at intervals not exceeding 6 months.

Tests performed as required by this program shall be recorded as to the identity of each receptacle, cord set and
cord and plug connected equipment that passed the test and shall indicate the last date tested or interval for
which is was tested. This record shall be kept by means of logs, color coding or other effective means and shall be
maintained until replaced by a more current record. These records shall be made available at the job site for
inspection by the Assistant Secretary and any affected employees.
All tested cord sets and cord and plug-connected equipment shall be marked, one or both ends, with colored tape to denote the month that the tests were performed. The below color code chart that must be followed for marking.

<table>
<thead>
<tr>
<th>Month #</th>
<th>Month</th>
<th>Color of Tape to Apply to Cords</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan</td>
<td>Red</td>
</tr>
<tr>
<td>2</td>
<td>Feb</td>
<td>Yellow</td>
</tr>
<tr>
<td>3</td>
<td>Mar</td>
<td>Green</td>
</tr>
<tr>
<td>4</td>
<td>Apr</td>
<td>Blue</td>
</tr>
<tr>
<td>5</td>
<td>May</td>
<td>Brown</td>
</tr>
<tr>
<td>6</td>
<td>Jun</td>
<td>White</td>
</tr>
<tr>
<td>7</td>
<td>Jul</td>
<td>Start over with Red and repeat</td>
</tr>
</tbody>
</table>
We recognize that our products and services may have a significant impact on the environment and that practical concern for the environment is an integral and fundamental part of our business and that of our clients.

We are committed to promoting continual improvement of our environmental performance and to the prevention of pollution. We aim to operate our business in an environmentally sustainable manner. We endeavor to achieve this through the development and implementation of an environmental management system.

The Company will aim to ensure that, where practicable, materials purchased will have a recycled content and have a minimal negative impact on the environment.

We seek to comply with pertinent environmental legislation and regulations concerning our activities whilst delivering quality products efficiently, cost effectively and with minimum disruption to the environment. These decisions are based on professional advice and close liaison with relevant authorities and agencies to minimize adverse environmental impact.

Waste Policy

Tri State Supply is committed to good environmental practice and to sustainable waste management.

Our waste minimization goals are to:-

- Prevent and/or reduce waste.
- Reuse materials.
- Recycle waste.
- Send minimum amounts of waste to landfill.

To achieve our goals for waste minimization, the Company will:-

- Cultivate a work ethic with a high level of awareness of waste minimization and recycling through providing advice and guidance to employees.
- Encourage the purchase of recycled materials and those that are suitable for disposal by recycling, and conserve natural resources.
Keep abreast of current technologies available for recycling waste, and investing in equipment where economic to do so.

Minimize waste by encouraging the exchange and reuse of equipment and materials amongst departments.

Promote economy in the use of paper and the selection of print formats and document styles.

We will endeavor to manage waste in a cost effective manner that maximizes environmental benefits and minimizes long term financial liability.
Safety Committee Program

Purpose

We at Tri-State Supply Co. Inc. are committed to the safety and health of our employees, and know that a safety committee is key to achieving safety success and improvement. We strive to provide for an effective safety committee that involves representatives from both management and our employees. This written Safety Committee Program is intended to provide the basic, agreed-upon ground rules from which all safety committee activity will follow. In this way, committee actions will be consistent, understood, and effective.

Administrative Duties

The Safety Committee Director is responsible for developing and maintaining the written Safety Committee Program, based on input from the safety committee. The Safety Committee Program is kept at the following location:

- Sales Department with the Safety Director.

Purpose of Committee

The purpose of our safety committee is to promote a safe working environment for the Staff and the General Public by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents throughout the company, and to identify corrective measures needed to eliminate or control recognized safety hazards.

Goal of Committee

The goal of our safety committee is to reduce the incidence of or potential for injuries and illnesses in the workplace and to improve safety in the work environment; providing a means for communicating safety issues.

Objectives of Committee

Our safety committee has many objectives:
1. Holding committee meetings.
2. Reviewing accident reports and employee suggestions and recommending appropriate actions.
3. Conducting safety inspections and identifying and reducing or eliminating hazards.
4. Preparing hazard reports.
5. Creating and administering safety incentive programs to maintain interest in safety at the departmental and employee levels.
6. Checking how supervisors are handling safety meetings.
7. Providing (or supporting supervisors in providing) all required safety training.
8. Creating and evaluating the company safety and health program and all safe work practices and amending them as necessary.
9. Evaluating the safety committee program.

Membership

While broad representation is important, the size of the committee should be as small as possible within the scope of achieving desired representation. A smaller committee operates more effectively than a larger committee. The minimum number of representatives on the committee is four (4).

Our safety committee will comprise of 50% administration and 50% non-administration employees. Management and employee representatives are selected by reaching out for volunteers and approved by the committee.

Membership lasts as long as the member is willing to stay on and may be staggered so that the committee consists of existing and new members at all times. Committee members will be paid their regular wage during committee meetings, training, and other committee work. Committee members who no longer want to participate on the safety committee will need to put it in writing and present to the safety director, the committee will review and reach out to select a new replacement.

Committee members will select a Chairperson, a Co-chairperson, and a Secretary by committee review and recommendation from the Vise President of Operations. Their duties include:

1. Meetings

To accomplish committee objectives, the safety committee will meet at a minimum of every three months according to OSHA 29CFR-1960.37(b) (3) (i). Each member will attend meetings and participation is required. If a circumstance beyond your control keeps you from attending, this is acceptable as long as an explanation of the circumstance is given to the safety director. The meetings will begin on time. All committee decisions are made by the Vise President of Operations, and the Safety Director.
Due to conflicting schedules the dates may vary depending on scheduling; shifting safety meeting times on a consistent basis is not recommended. A date must be firm and as long as there are equal numbers of administration to non-administrative members, the meeting must be held. The meeting shall be conducted in a professional manner and treat all members with respect. The Safety Director has the right to remove a member if he/she feels that a member is acting inappropriately.

2. Incident Investigation

No matter how conscientious the safety effort at a company, incidents happen occasionally due to all sorts of factors. Incidents can include injuries, illnesses, property damage, or near misses. It is essential to do a thorough and proper incident investigation and follow-up.

The safety committee will investigate all incidents as soon as possible while the facts are still fresh. The emphasis for the investigation should be on fact finding, not fault finding. Committee members should be aware that many factors (sometimes more than one at one time) may contribute to an incident, including, but not limited to, the following: training, procedures, hazards and conditions, equipment, the site itself, planning, communication, weather, ergonomics, fatigue, and being rushed.

The supervisor of the area involved should make an immediate report of incidents to the Safety Director and fill out the Accident/Incident Report. This report is then supplied to the safety committee which, in turn, determines which members of the committee will perform an incident investigation and complete an investigation report form. This report is reviewed by the safety director. The first action of investigation will take place first including the safety director, controller, immediate supervisor, and employee injured. If appropriate, this meeting will determine and report any recommended corrective or follow-up actions to management. The incident will in turn be discussed in the next scheduled safety committee for further review.

3. Inspections

At least after every safety meeting, the committee will establish a trained inspection team consisting of at least one management representative and two non-administrative employee representatives to conduct a workplace inspection of entire facility.

Inspection methods may involve inspection checklists, reviewing injury and illness records, reviewing workers compensation claims, reviewing statistics, analyzing changed processes/equipment, observing new employees, performing job safety analyses, and asking for employees' safety recommendations.
The inspection team will document the date of the inspection, the location and identity of hazards or potential hazards, and any recommendations they may have for correcting those hazards. This report will then be reviewed by the safety committee and submitted to management.

4. Regulatory Monitoring

As a safety committee member, it is vital to know about safety regulations, including any new or amended safety regulations that affect the company. However, the committee itself is not obligated to monitor these changes. The VP of Operations, Controller, and Safety Director are responsible for notifying the safety committee of all regulatory changes that affect the company. The committee in turn, will work with the VP of Operations, Controller, and Safety Director to provide input in finding the best ways to comply with these changes.

Employee Involvement

Our company encourages employees to report safety hazards and submit safety suggestions. All employee reports and suggestions are taken seriously. We use the following method of reporting safety hazards:

1. Report directly to their manager and fill out an accident report form #1 "Accident/Incident Report".
2. The Safety Director promptly responds to a report if necessary and submits the report to the committee for review.
3. Submit a suggestion to their manager for review.

We use the following method of collecting safety suggestions:
- Email
- Written notes to manager

Suggestions are brought to the committee for review. The Secretary/Recorder will forward an initial committee response to the employee within 30 days of the committee review.

For each report or suggestion, the Secretary/Recorder records date received, committee recommendations, date solved. Finally, if an employee has questions about the safety committee process or activities, he/she may contact any member of the safety committee.
Training

Safety Director will make arrangements with department management to schedule safety committee training for all new committee members. J.J. Keller Training on Demand is responsible for conducting training scheduled by the Safety Director which administers the entire program. Training topics the safety committee members will go over include:

- All occupational OSHA standards.

Recordkeeping

The Secretary/Recorder is responsible for maintaining committee minutes, incident reports, and any other safety related material. Safety Committee Minutes will be processed in this manner:

1. After minutes are taken, Secretary will prepare and send to Safety Director.
2. Once Safety Director has approved the minutes, The Secretary will distribute them to all safety committee members; all branches will have their minutes sent via interoffice envelopes.
3. On the day of the meeting, the Secretary will distribute a meeting agenda to all present personnel.

Program Evaluation

The committee reviews the written Safety Committee Program and the activities of the safety committee once yearly. The review is intended to ensure that the ground rules meet with member approval and that the safety committee is functioning as intended. Committee members will consult employees to assess their views on program effectiveness and to identify any problems.
Scope

This policy is applicable to all TRI STATE SUPPLY non-DOT employees. If subcontractors are used they are required to comply with their Tri State Supply policy that must equal or exceed this program.

Testing Requirements

Pre-Employment/Post-Offer Testing of Individuals
Drug and alcohol testing is a requirement prior to employment; Tri State Supply has the right to random drug testing.

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

Drug and Alcohol Testing for Reasonable Cause as Determined by a Tri State Supply Official (or Other Person Considered Competent)
If a Tri State Supply official or competent person has determined that there is reasonable cause or suspicion that an individual is performing work under the influence, then that individual will be required to submit to a drug and alcohol test.

Post Incident Testing
TRI STATE SUPPLY shall administer drug and alcohol tests to any employees involved in a work-related incident. All employees involved in a work-related incident will be required to submit to a drug and alcohol test.

Drugs Being Tested For

The names of the drugs being tested for include:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine
- Alcohol
- Barbiturates
- Benzodiazepines
- Ecstasy (MDMA)
- Inhalants
- LSD
- Methamphetamine
- Methadone
- Methaqualone
- Opiates
- Oxazepam
- PCP
- Propoxyphene
- Prescriptions written for other than the employee
- Other designer or look alike substance
- Any drug which can impair full functionality

Records

TRI STATE SUPPLY must ensure that it will maintain appropriate records for as long as we have a contract with a client and then for 3 years after the termination of the contract. Examples include:

- Chain of custody forms
- Alcohol testing forms
- Signed acknowledgment/consent forms
Policy

Any employee or subcontractor on duty or on TRI STATE SUPPLY property who possesses, sells, receives, is impaired or is determined to have measurable levels of any alcohol or illegal drug in their blood or urine (no matter the amount), post drug/alcohol screen, will be subject to immediate disciplinary action or contract dismissal.

We have a Zero Tolerance policy. ANY violation to the policy will result in the permanent removal of the employee from TRI STATE SUPPLY or our client’s premises. TRI STATE SUPPLY does not have a return to duty process and any employee or subcontractor violating this policy will be permanently banned from TRI STATE SUPPLY or client property.

Drug and alcohol testing will be performed when there is reasonable suspicion or reasonable cause to suspect the employee of being under the influence of a prohibited substance. The employee(s) or subcontractor(s) removed for reasonable cause testing will not be allowed to return to work until receipt of a negative drug and alcohol test is received.

Alcohol testing must be performed by a breath, blood or saliva (with breath confirmation) test.

Drug and alcohol testing may be performed after an accident or incident.

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

If an employee or subcontractor returns to work following an absence of more than 90 days a return to work screening shall occur. Follow up drug screening shall be applied when appropriate as determined by management at the expense of the employee.

TRI STATE SUPPLY must ensure that all employees who will be working on our client’s jobsite must have received a negative result on a drug within the past 2 months.

TRI STATE SUPPLY prohibits the misuse of prescription or over the counter medications. Some types of medications could have undesirable effects, and these can create a safety risk and endanger the employee and others. Employees must notify his/her supervisor if taking a medication that might impair their ability.

Periodically, unannounced inspections (Tri State Supply reserves the right to inspect) may be made of persons entering or leaving TRI STATE SUPPLY work sites by authorized TRI STATE SUPPLY representatives. Entry onto TRI STATE SUPPLY or client property is deemed to have provided consent to an inspection of a person, locker, vehicle or any other personal effects. Our clients have the right to conduct unannounced searches of your personnel and property and any employee who refuses to cooperate with the searches shall be removed from our clients' property.

Any refusals to submit to a drug/alcohol screen will be treated as a positive test, resulting in immediate contract dismissal or disciplinary action, up to and employment termination. The subcontractor or employee refusing to
submit to the test will be asked to sign a refusal document. If they refuse to sign the document, it will be noted and kept on file.

All results are treated with confidentiality. The switching or adulterating any urine, blood or any other samples is a violation of this policy.

If another subcontractor or employee comes to management with concern regarding another subcontractor or employee in reference to alcohol or substance abuse, we will treat that with discretion and confidentiality. We will pursue investigation and decide accordingly whether a drug and or alcohol screen is the appropriate step to take.

All subcontractors and employees are subject to the policies explained above.
DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT FORM

I acknowledge that I have been provided a copy of the TRI STATE SUPPLY Non-DOT Drug and Alcohol Policy requirements. I understand that disciplinary action, up to and including termination, will result if I violate this policy.

____________________  ______________________
Employee Signature       Date

____________________  ______________________
Employee Printed Name     Social Security Number (last 4 digits)

CONSENT AND AUTHORIZATION FOR DISCLOSURE TO CLIENTS OF TRI STATE SUPPLY OF ALCOHOL AND DRUG TEST RESULTS AND RELATED INFORMATION

I hereby consent to disclosure by TRI STATE SUPPLY and its agents, including, but not limited to, any collecting and testing agencies, of the test results identified above and any related information to clients of TRI STATE SUPPLY and its authorized agents, assigns, or representatives on an as needed basis.

____________________  ______________________
Employee Signature       Date

____________________  ______________________
Employee Printed Name     Social Security Number (last 4 digits)
Scope

This policy is applicable to all TRI STATE SUPPLY employees and subcontractors who are governed by DOT REG 49CFR40 & 49CFR199. If subcontractors are used they are required to comply with our policy and testing requirements. Subcontractors are responsible for all costs incurred to comply. TRI STATE SUPPLY will also validate that the employees of the subcontractor have been tested to meet our client’s requirements. The subcontractor is responsible for supplying TRI STATE SUPPLY with all proof of this documentation. TRI STATE SUPPLY is in full compliance with DOT REGs 49CFR40 and 49CFR199. As a contractor who works extensively with natural gas and hazardous liquid pipeline operators and operators of liquefied natural gas facilities, we are required to be in compliance with DOT regulations. As of January 1, 1995, TRI STATE SUPPLY implemented the Research and Special Programs Administration (RSPA) Alcohol regulations as set forth in 49 CFR Part 199, B and 49 CFR Part 40, Subpart C.

Testing Requirements

Drug testing is performed using a certified collector to collect the urine specimen then sent to a SAMHSA (Substance Abuse and Mental Heal Services Administration) certified laboratory for analysis. Quick screen and dip stick tests are not acceptable.

Frequency for Testing of Drugs and Alcohol

- Pre-Employment-Drivers and Operators
- Post-Accident
- Random
- Reasonable Cause
- Return to Work
- Follow-Up as required

Drugs Being Tested For

The names of the drugs being tested for include:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine
- Alcohol
- Barbiturates
- Benzodiazipines
- Ecstasy (MDMA)
- LSD
- Methamphetamine
- Methadone
- Opiates
- PCP
- Propoxyphene
- Prescriptions written for other than the employee
- Other designer or look alike substance
- Any drug which can impair full functioning ability

Records

TRI STATE SUPPLY must ensure that it will maintain appropriate records for as long as we have a contract with a client and then for 3 years after the termination of the contract. Examples include:

- Chain of custody forms
- Alcohol testing forms
- Signed acknowledgment/consent forms
Tri Supply Company, Inc.
27 Drug and alcohol Policy
Revision 1
Date: 09/02/2014
Reference: DOT REG 49CFR40 & 49CFR199
Related Forms:
Procedure Part 2

Policy

Any employee or subcontractor on duty, on customer property or on TRI STATE SUPPLY property who possesses, sells, receives, is impaired or is determined to have measurable levels of any alcohol or illegal drug in their blood or urine (no matter the amount), post drug/alcohol screen, will be subject to immediate disciplinary action or contract dismissal.

We have a Zero Tolerance policy. ANY violation to the policy will result in the permanent removal of the employee from TRI STATE SUPPLY or our client’s premises. TRI STATE SUPPLY does not have a return to duty process and any employee or subcontractor violating this policy will be permanently banned from TRI STATE SUPPLY or client property.

TRI STATE SUPPLY prohibits firearms, weapons, explosives, etc. when working on TRI STATE SUPPLY or customer premises.

Drug and alcohol testing may be performed when there is reasonable suspicion or reasonable cause to suspect the employee of being under the influence of a prohibited substance. The employee(s) or subcontractor(s) removed for reasonable cause testing will not be allowed to return to work until receipt of a negative drug and alcohol test is received.

Alcohol testing must be performed by a breath, blood or saliva (with breath confirmation) test.

Drug and alcohol testing will be performed after an accident or incident. The employee(s) or subcontractor employee(s) will not be allowed to return to work on our clients' premises until documentation has been received showing the negative drug and alcohol test.

If an employee or subcontractor returns to work following an absence of more than 90 days a return to work screening shall occur. Follow up drug screening shall be applied when appropriate as determined by management.

TRI STATE SUPPLY prohibits the misuse of prescription or over the counter medications. Some types of medications could have undesirable effects, and these can create a safety risk and endanger the employee and others. Employees must notify his/her supervisor if taking any medication that might impair their ability.

Periodically, unannounced inspections will be made of persons entering or leaving TRI STATE SUPPLY work sites by authorized TRI STATE SUPPLY representatives. Entry onto TRI STATE SUPPLY or client property is deemed to have provided consent to an inspection of a person, locker, vehicle, or any other personal effects. Our clients have the right to conduct unannounced searches of your personnel and property and any employee who refuses to cooperate with the searches shall be removed from our clients' property.

Any refusals to submit to a drug/alcohol screen will be treated as a positive test, resulting in immediate contract dismissal or disciplinary action, up to and employment termination. The subcontractor or employee refusing to submit to the test will be asked to sign a refusal document. If they refuse to sign the document, it will be noted and kept on file.
Drug and alcohol screening will be performed by an approved and qualified medical clinic with a medical review officer authorized to perform the tests. All results are treated with confidentiality. The switching or adulterating any urine, blood, or any other samples is a violation of this policy and shall result in immediate termination.

If another subcontractor or employee comes to management with concern regarding another subcontractor or employee in reference to alcohol or substance abuse, we will treat that with discretion and confidentiality. We will pursue investigation and decide accordingly whether a drug and or alcohol screen is the appropriate step to take.

All subcontractors and employees are subject to the policies explained above. This policy is to be posted in all facilities by the site supervisor.
DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT FORM

I acknowledge that I have been provided a copy of the TRI STATE SUPPLY Drug and Alcohol Policy requirements. I understand that disciplinary action, up to and including termination, will result if I violate this policy.

____________________ ______________________
Employee Signature Date

____________________ ______________________
Employee Printed Name Social Security Number (last 4 digits)

CONSENT AND AUTHORIZATION FOR DISCLOSURE TO CLIENTS OF TRI STATE SUPPLY OF ALCOHOL AND DRUG TEST RESULTS AND RELATED INFORMATION

I hereby consent to disclosure by TRI STATE SUPPLY and its agents, including, but not limited to, any collecting and testing agencies, of the test results identified above and any related information to clients of TRI STATE SUPPLY and its authorized agents, assigns, or representatives on an as needed basis.

____________________ ______________________
Employee Signature Date

____________________ ______________________
Employee Printed Name Social Security Number (last 4 digits)
**Purpose:**

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for Tri State Supply. All employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and customers are protected from any further harm during an emergency situation.

Each TRI STATE SUPPLY location shall have a written Emergency Action Plan, appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Action Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include fire or other emergencies.

The Emergency Action Plan must be available to all employees to review. An Emergency Action Plan must be in writing, kept in the workplace and available to employees for review. However, if a site has 10 or fewer employees the plan may be orally to employees.

**Authority**

OSHA Regulation: Occupational Safety and Health Standards 1910.38

**Emergency Response Planning, Issuing, and Annual Review Guidelines**

Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.

Emergency Action Plans shall be established, implemented, reviewed, maintained and updated annually in conjunction with:

- Client emergency services department requirements.
- CED/TRI STATE SUPPLY safety staff and management.
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, and products or services which warrant new emergencies situations.

**Reviewing the Emergency Action Plan with Employees**

A review of the Emergency Action Plan should occur with employees:

- When the Emergency Action Plan is developed or the employee is assigned initially to a job.
- When the employee’s responsibilities under the Emergency Action Plan change.
- When the Emergency Action Plan is changed.
Procedures for Emergency Evacuation Planning

The Emergency Action Plan must include procedures for emergency evacuation. An Emergency Action Plan must include at a minimum procedures for emergency evacuation, including type of evacuation and exit route assignments.

The individual site evacuation procedure shall be appropriate to the risk must be developed and implemented to:

- Notify staff, including the first aid attendant, of the nature and location of the emergency,
- Evacuate employees safely and procedures to account for all employees after evacuation,
- Check and confirm the safe evacuation of all employees,
- Notify the fire department or other emergency responders, and
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

Scope:

This Emergency Action Plan covers those designated actions managers and employees must take to ensure employee and customer safety from fire and other emergencies. This Emergency Action Plan includes: emergency escape procedures and emergency escape route assignments; procedures for employees who have to stay to operate critical facility operations before they evacuate (if applicable); procedures to account for employees after emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the Emergency Action Plan. Department Managers are to insure all employees within their department are familiar with this Emergency Action Plan.

Responsibility

a. Persons responsible for Emergency Action Plan and information are:
   - Jim Walker-General Manager
   - Tim McCarthy-Safety Director

b. Responsibilities of the Emergency Response Team

   The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and customers from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Response Team are as follows:

   - Be familiar and comfortable with the context of this Emergency Action Plan.
   - Alert staff of emergency situations.
   - Ensure that all staff and customers inside have appropriately evacuated the facility or area. Please use the escape route assignments to exit the premises accordingly.
   - (See diagrams at end of document).
   - Assist in the evacuation of customers and staff with disabilities during emergency situations. Notify the emergency responders directly (fire or police personnel) of the last known location of the individuals.
   - Extinguish small fires with the use of a fire extinguisher.
   - In case of emergency have all customers and employees relocate to designated area away from the facility. Make an account of all employees and customers at the designated meeting location(s). Locate the other primary responder(s) to verify that all are accounted for accurately.
c. **Sweep Check by TRI STATE SUPPLY Designated Responders**

- TRI STATE SUPPLY trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.
- If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the client emergency services personnel.
- Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.
- In the event of inclement weather, the client will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

**Information will be provided to employees who need additional information pertaining to the Emergency Action Plan or to their respective duties, please see the list below.**

**Primary Responders for Washington Location:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fred Cuccaro</td>
<td>Counter Sales</td>
<td>Counter</td>
<td>1</td>
<td>240</td>
</tr>
<tr>
<td>Jeff Mastic</td>
<td>Warehouse Manager</td>
<td>Warehouse</td>
<td>2</td>
<td>206</td>
</tr>
<tr>
<td>Bri Mock</td>
<td>Accounting</td>
<td>Accounting Office</td>
<td>3</td>
<td>227</td>
</tr>
</tbody>
</table>

**Primary Responders for Butler Location:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Fair</td>
<td>Inside Sales</td>
<td>Entire Building</td>
<td>1</td>
<td>412</td>
</tr>
<tr>
<td>Bobby Webber</td>
<td>Counter Sales</td>
<td>Entire Building</td>
<td>2</td>
<td>417</td>
</tr>
</tbody>
</table>

**Primary Responders for Beaver Location:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Fenchel</td>
<td>Inside Sales</td>
<td>Entire Building</td>
<td>1</td>
<td>414</td>
</tr>
<tr>
<td>Deb Buchanan</td>
<td>Inside sales</td>
<td>Entire Building</td>
<td>2</td>
<td>614</td>
</tr>
</tbody>
</table>
Primary Responders for **CDC** Location:

<table>
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<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim McCarthy</td>
<td>IT/Safety Manager</td>
<td>Sales Office</td>
<td>1</td>
<td>205</td>
</tr>
<tr>
<td>Brad Ealy</td>
<td>CDC WHSE Manager</td>
<td>Entire Building</td>
<td>2</td>
<td>277/280</td>
</tr>
</tbody>
</table>

Primary Responders for **St. Clairsville** Location:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason McMillen</td>
<td>Branch Coordinator</td>
<td>Entire Building</td>
<td>1</td>
<td>318</td>
</tr>
<tr>
<td>Vinnie Cecchine</td>
<td>Inside Sales Asst.</td>
<td>Entire Building</td>
<td>2</td>
<td>314</td>
</tr>
</tbody>
</table>

d. **Training**

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

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

e. **Responsibilities of the Employees**

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner. The emergency action plan must include procedures to account for all employees after the evacuation.

**Before** an emergency, employees shall:

- Become familiar with the context of this plan to be aware of whom to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills (given randomly) and treat them as if they are real.
- Make sure their work area doorways and passage ways are clear at all times.
During an emergency:

- Assist an Emergency Response Team member.
- Wait until instructed as to how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Upon leaving your area, be certain all personnel have left the room close the doors. Warehouse is too close all doors including Garage doors.
- After warehouse responder checks in, they must standby main yard entrance to ensure no customers enter the building. This pertains to all branches.
- Report any emergencies such as a bomb threat or threats of violence to your manager first. This must be done immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- All evacuated employees, and customers, must report immediately to the designated meeting location after exiting the facility. Do NOT journey elsewhere, beforehand.
- Never go back into the facility to retrieve personal belongings.

Reporting Emergencies

A. Report fire or other emergencies immediately,
   - First to your supervisor
   - Then to the responsible person(s) listed above.
   - When permitted, CALL 911.

Direct Emergency Numbers

**Washington**

**Washington Police Department**
(724) 223-4226
56 W. Strawberry Ave.
Washington, PA 15301

**Washington Fire Department**
(724) 223-4227
45 West Wheeling St.
Washington, PA 15301

**Beaver (New Brighton)**

**Beaver Police Department**
(724) 773-6702
469 3rd Street
Beaver, PA 15009

**Beaver Fire Department**
(724) 773-6713
165 Market Street
Beaver, PA 15009

**St. Clairsville**

**St. Clairsville Police Department**
(740) 695-5147
142 South Marietta St
St Clairsville, OH 43950

**St. Clairsville Fire Department**
(740) 695-0123
100 North Market St. Ext.
St. Clairsville, OH 43950

**Butler**

**Butler Police Department**
(724) 287-7743
200 W. New Castle Street
Butler, PA 16001

**Butler Fire Department**
(724) 283-3100
110 North Washington Street
Butler, PA 16001
**Certified in CPR:**

CDC – Brad Ealy; Butler-Randy Fair; Washington-Jeff Mastic; Beaver-Conrad Bianco; STC-Vinnie Cecchini

B. Be prepared to provide the responder with the nature and the address of the emergency. Our address is:

**Washington:**
Tri State Supply
371 W. Chestnut Street
Washington, PA 15301
Major Cross Street is Jefferson Ave.
(724)-225-8311

**Beaver:**
Tri State Supply
1231 3rd Street
Beaver, PA 15009
(724)-847-9064

**St Clairsville:**
Tri State Supply
67037 Executive Dr.
Fox Commerce Park
St. Clairsville, OH 43950
(304)-233-8311

**Butler:**
Tri State Supply
101 Dinnerbell Road
Butler, PA 16002
(724)-586-7000

**Washington CDC:**
Tri State Supply
100 Buffalo Center Lane
Washington, PA 15301
(724)-225-8311

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**III. Employee Alarm Systems**

Each Emergency Action Plan for TRI STATE SUPPLY shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of emergency notification should be identified and reviewed with workers prior to commencing work activities.

**Alarm System**

A system must be in place to alert employees. The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.
Communications
TRI STATE SUPPLY responders and security use telephones, cell phones and radios in conjunction with emergency response.

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

- **Around the facility, in different locations, are Emergency Fire Pull Stations. This will notify personnel of an emergency by strobes and horns.**
- Locations include:
  - **Washington**-Lobby door, Counter door, Rear Warehouse door, and Shipping and Receiving area.
  - **CDC**-Upper Sales entrances, all building exits, Warehouse stairwells.
  - **All other locations do not have pull stations or alarms therefore these locations with 10 or fewer employees in a particular workplace; direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm.

**To activate an alarm:**
1. Go to the nearest fire alarm pull station and pull the lever down to activate an emergency.
2. Follow the locations escape route map and evacuate the building immediately.
3. Go to the designated meeting area (Muster Point(s)) for reporting.
   a. **Washington Location** (Front of building in parking lot located on Washington Street by yard fence).
   b. **Beaver Location** – at front of building...parking lot to the left by large sign
   c. **Butler Location** - front of building on the gravel parking lot
   d. **St. Clairsville Location** - front of building in parking lot
   e. **Washington CDC Location** –
      i. Warehouse - Large lawn across front of the building far as possible
      ii. Sales Office and Conference Room Areas – Back parking lot at Pipe yard

IV. Evacuation Route and Employee Accountability Assembly Area Map/First Aid Kits

f. **Evacuation Routes and Maps**

All employees must evacuate the facility by the nearest exit in their prospective location. Remember to check your area is unoccupied and close all doors. The evacuation routes and assembly area maps are posted by every work area. Employees are to become familiar with all evacuation routes and their assembly point; see diagrams at end of document for evacuation maps for each floor(s) of this facility.

g. **Location of First Aid Kits**
As noted on the evacuation maps, the First Aid Kits are located:
1. **Washington Location**-by Men’s lower bathroom, outside back wall of Counter office, in counter office, and Mod Shop.
2. **Beaver Location** - just on the other side of the Counter back hallway
3. **Butler Location** – inside both bathrooms.
4. **St. Clairsville Location**- on shelf in the warehouse as you enter on file cabinet
5. **Washington CDC Location** – Bottom of stairs of Sales Office; isle to PLC room.
h. Location of Eye Wash Stations
   1. Washington Location - by Men’s lower bathroom and Mod Shop.
   2. Beaver Location – just on the other side of the Counter back hallway
   3. Butler Location – wall mounted outside the warehouse restroom.
   5. Washington CDC Location – on wall opposite the packing table in warehouse.

Designated Meeting Locations

An emergency action plan must include at a minimum procedures to account for all employees after evacuation. Each muster or assembly point will have a blank roster for evacuees to enter their name. All completed rosters will be gathered and checked against a master list of employees assigned or checked in at the facility to verify all employees are accounted for.

When an evacuation signal is given, the designated responder will assist all personnel in the vicinity to evacuate. The assigned responder will insure that all personnel within the building have evacuated and will, also, provide assistance to employees that need evacuating.

Once employees have evacuated the facility, they must meet at their designated location listed above to check in with the first responder who will be accounting for individuals.

- Employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

NO ONE is to re-enter the building for any reason until the Fire Department or other responsible agency has notified us the building is safe for re-entry.

Washington Branch: After a head count has been completed, a person will be selected by the first responder to station themselves by the entrance gate in the conduit yard to ensure no customers enter the area.

i. Procedures for Critical Plant Operations

The operation of this facility does not require individuals to block, isolate, or secure contents that may result in further harm to the occupants of the facility. Therefore procedures are not necessary for those who may need to operate critical plant operations during an evacuation.

V. Fire Emergency Procedures

a. Remove anyone in immediate danger.

b. Once an employee is alerted of the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.

c. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.

d. Attempt to extinguish the fire only if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely. (Use of fire extinguishers requires additional training and procedures. In most cases employees are at less risk if they do not use fire extinguishers. Each organization must determine its own policy regarding fire extinguisher use).

e. Disabled and/or non-ambulatory (unable to walk) personnel should request assistance from those nearest to them. If unable to get individuals, who require assistance, out safely the Fire Department, or
VI. Earthquake Emergency Procedures

a. If you are indoors, stay there. Take shelter under a desk, table, or in a doorway. If you cannot get under something sturdy or stand in a doorway, get on your knees and cover your head with your hands and arms. (covering your head with a thick book can be useful as well)

b. If you are outdoors, go to an open area away from trees, buildings, walls, roadways and power lines.

c. If the building is evacuated, do not return until authorized.

BEWARE of the following potential dangers after an earthquake:
Escaping gas, unstable building structures, electrical hazards, etc... Also beware of aftershocks.

VII. Evacuation of the Disabled

a. Persons with a disability (including a short term disability) limiting them from using the stairs will gather in the lobby area where they will be assisted by either an Emergency Responder or law enforcement personnel.

b. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.

VIII. Serious Injury

a. Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.

b. Call 911 immediately if the victim is unconscious.

c. Call for an ambulance if the victim has trouble breathing or is breathing in a strange way, has pressure or pain in the chest or abdomen, is bleeding severely, has slurred speech, appears to have been poisoned. Has injuries to the head, neck, or back; or has possible broken bones.

d. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas (A list of these employees is included in this document). A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel and security arrives.

IX. Hazardous Materials

Hazardous material: Dangerous goods are solids, liquids, or gases that can harm people, other living organisms, property, or the environment.

Health hazard: Is a toxic substance that can cause chronic health effects that can damage eyes, lungs, or skin.

a. A Material Safety Data Sheet (MSDS) is required for all hazardous substances in use within the department.

1. Employees will be provided with training on the safe use of all chemicals they will be exposed to.

b. In the event of a hazardous material emergency:

i. Evacuate the area, securing access to the area when possible.

ii. Immediately call 911 and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the MSDS.
iii. If safe, remain in the immediate area and call your manager.

d. The MSDS INFORMATION CD is located:
   i. **Washington**- On Main Bulletin Board
   ii. **Beaver** - in the office area near the printer
   iii. **St. Clairsville** - in the counter area bulletin board
   iv. **Butler** – just outside the office.

X. **Bomb Threats**

a. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor. The supervisor shall immediately notify the department head of the situation.

b. In the event of a bomb threat by telephone:
   i. Get someone’s attention and convey the nature of the call. Have them make the above notifications.
   ii. Try to get as much information as possible from the caller. Ask the following questions:
      1. Where is the bomb?
      2. When is it going to explode?
      3. What does it look like?
      4. What kind of bomb is it?
      5. What is the person’s name or organization?
   iii. Record the following information:
      1. Date and time of call
      2. Phone number if it is not blocked
      3. Exact words of caller
      4. Age, sex, adult, or child
      5. Any speech pattern or accent
      6. Background noises

c. For bomb threats by mail or for suspicious objects discovered:
   i. Do not handle the letter, envelope, or package any further.
   ii. Immediately notify 911.
   iii. Notify your immediate supervisor or department head.
   iv. Evacuate the immediate area if instructed to do so.

XI. **Gas Leaks/Chemical Spills**

a. Upon smelling or noticing a gas leak or unusual vapors, or a chemical spill:
   1. Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit
   2. Proceed to the Emergency Assembly Area
   3. Contact local emergency response personnel by phone or radio
   4. Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

   a. If employees are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, TRI STATE SUPPLY COMPANY, INC. shall provide:

      1. Adequate written safe work procedures and documented training.
      2. Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
3. Material or equipment necessary for the control and disposal of the hazardous substance.

XII. Workplace Violence
   • Notify security immediately by phone or radio and report the occurrence.
   • Do NOT attempt to physically intervene. Protect yourself first at all costs.

XIII. Explosions
   • Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
   • Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
   • Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Inspection & Maintenance Records

Maintenance records must be kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance on emergency response equipment.

Ropes and associated equipment must be inspected visually and physically by qualified employees after each use for rescue, evacuation or training purposes.

The TRI STATE SUPPLY designated representative will perform and maintain the TRI STATE SUPPLY Emergency Inspection Checklist Form on a monthly basis. The checklist shall be maintained for retention in active files for two years and in on site archives for seven years.

Media Response Plan

TRI STATE SUPPLY COMPANY, INC. employees must not be interviewed by anyone unless the Legal Department has given prior approval. In most cases the Legal Department will have an attorney present for such interviews.

Note: If after TRI STATE SUPPLY personnel have received approval for an interview from the Legal Department and another party’s attorney appears unannounced, you should politely adjourn the interview until the TRI STATE SUPPLY Legal Department can be contacted. Personnel must not give any work related interviews, affidavits, written or recorded statements, or depositions without the express approval from the TRI STATE SUPPLY Legal Department.

In the case of interviews of TRI STATE SUPPLY employees by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the Legal Department before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

All media requests should be referred to the TRI STATE SUPPLY Chief Operating Officer. Unless requested to do so by the Legal Department, other Tri State Supply Company, Inc. personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from a TRI STATE SUPPLY representative and not the media.
**Emergency Response Program Management**

Contact information will be provided to employees who need additional information pertaining to the Emergency Action Plan or to their respective duties. The TRI STATE SUPPLY site manager may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

For the purpose of this Emergency Action Plan guidance the Emergency Coordinator will be designated by the TRI STATE SUPPLY site manager. His/her alternate will be the TRI STATE Supply site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

**Duties**

**TRI STATE SUPPLY Emergency Coordinator**

The TRI STATE SUPPLY Emergency Coordinator ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up to date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the TRI STATE SUPPLY Emergency Coordinator:

- Coordinates activities in accordance with either local authorities or the client Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the TRI STATE SUPPLY Emergency Coordinator:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

**TRI STATE SUPPLY Site Safety Supervisor**

Assist the TRI STATE SUPPLY Emergency Coordinator when requested.

**Fire Wardens**

- Be equipped with radios and reflective vests. The equipment is to be handed into the TRI STATE SUPPLY Emergency Coordinator and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster stations for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.
- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.
- In order to account for all employees after evacuation the fire wardens or designated personnel shall complete a head count and reconcile the evacuees with the attendance or daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.
- Residents, Contractors & Visitors
• All employees, users, contractors and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.
• Know the two safest and most direct evacuation routes from their work area(s).
• Know the designated evacuation assembly point for the building.
# TRI STATE SUPPLY COMPANY, INC. Emergency Inspection Checklist

**Department:**  
**Location:**  
**Date of Inspection:**  

**Inspected by:**  
**Title:**  
**Ext:**  

*This form is to be used quarterly.*

<table>
<thead>
<tr>
<th>EGRESS</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?</td>
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<tr>
<td>Are exits signs lit?</td>
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<tr>
<td>Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?</td>
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<tr>
<td>Are doors that aren’t exits that could be mistaken as one, clearly marked “Not an Exit”?</td>
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<tr>
<td>Do exit doors swing out?</td>
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<tr>
<td>Are means of egress at least 28 inches at any point and adequate width for the number of people?</td>
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<tr>
<td>Are egresses kept clear of obstructions and materials at all times?</td>
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<td>Is there proper lighting for emergency exiting? (i.e. during a power failure)</td>
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<td>Are at least two exits by separate ways of travel available for each occupant?</td>
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<tr>
<td>Is the minimum width of any exit way no less than 28 inches?</td>
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<tr>
<td>Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?</td>
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<tr>
<td>Are explosive and highly flammable furnishings or decorations prohibited?</td>
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<table>
<thead>
<tr>
<th>EMERGENCIES/EVACUATION</th>
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<tbody>
<tr>
<td>Are evacuation maps posted in readily accessible places?</td>
<td></td>
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<tr>
<td>Do employees know where their muster point is located?</td>
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<tr>
<td>Do employees know area hazards, the nearest exit and alternate routes of escape?</td>
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<td>Do employees know the preferred means of reporting emergencies?</td>
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<td>Do employees know the site emergency number(s)?</td>
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<td>Is the site emergency number posted on or by the phone?</td>
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<tr>
<td>Do employees know what signal indicates evacuation?</td>
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<tr>
<td>Can all personnel perceive the employee alarm?</td>
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<tr>
<td>Do employees with special assistance needs been addressed?</td>
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<tr>
<td>Employees questioned know where the emergency shut off is for the natural gas</td>
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</tbody>
</table>
This form is to be used quarterly.

<table>
<thead>
<tr>
<th>FIRE PROTECTION</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Are fire hydrants accessible?</td>
<td>X</td>
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<td>Are fire hydrants inspected yearly and records maintained to show the date?</td>
<td>X</td>
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<tr>
<td>Are control and operating valves locked open or electronically supervised?</td>
<td>X</td>
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<tr>
<td>Are fire hoses maintained and periodically tested?</td>
<td>X</td>
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<tr>
<td>Are combustible materials kept away from ignition sources?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are standpipe and hose system components visually inspected quarterly?</td>
<td>X</td>
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<tr>
<td>Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?</td>
<td></td>
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<tr>
<td>All product, supplies, merchandise etc. not piled within 18” of Sprinkler heads</td>
<td>X</td>
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<tr>
<td>No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels</td>
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<tr>
<td>All Compressed Gas Cylinders tied or chained to eliminate tipping</td>
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<table>
<thead>
<tr>
<th>DETECTION AND ALARM SYSTEMS</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Are detection systems installed and maintained?</td>
<td></td>
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<tr>
<td>Are all trouble alarms and fire signals investigated?</td>
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<tr>
<td>Do detection/alarm systems shut down or reverse HVAC systems for smoke control?</td>
<td>X</td>
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<tr>
<td>Do detection/alarm systems close smoke or fire doors?</td>
<td></td>
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<tr>
<td>Do detection/alarm systems activate local alarms?</td>
<td></td>
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<tr>
<td>Are alarm and PA systems periodically tested?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTABLE FIRE EXTINGUISHERS</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Does everyone know where the nearest fire extinguisher is stored?</td>
<td></td>
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<tr>
<td>Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?</td>
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<tr>
<td>Are fire extinguishers accessible and the proper type for the fire hazard?</td>
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<tr>
<td>Are employees trained in how to use fire extinguishers?</td>
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<tr>
<td>Is there a fire extinguisher mounted within 75 ft. of any point in an area?</td>
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<tr>
<td>Are the extinguishers clean and well cared for?</td>
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<tr>
<td>Is the seal and lock pin in place?</td>
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<tr>
<td>Clear access to extinguishers? Not blocked</td>
<td></td>
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<tr>
<td>Is the extinguisher location plainly marked, so as to be visible at a distance?</td>
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<tr>
<td>Is the extinguisher class marked on the extinguisher?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST AID / MEDICAL SUPPLIES</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
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<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are first aid supplies stocked, clean, accessible and sanitary?</td>
<td></td>
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<tr>
<td>Are there eye/body wash facilities near injurious corrosive materials?</td>
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<tr>
<td>Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?</td>
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<tr>
<td>Are AEDs present and operators trained?</td>
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<tr>
<td>Condition of First Aid Kits Acceptable</td>
<td></td>
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<tr>
<td>Are employees/subcontractors familiar with the incident/accident reporting process?</td>
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</tr>
<tr>
<td>Do employees/subcontractors know where accident/incident forms are located?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is hearing protection available?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

YARD – Write comments below

Other Comments/Actions:
## Emergency Action Plan Core Requirements

<table>
<thead>
<tr>
<th>POTENTIAL EMERGENCIES</th>
<th>The following are identified potential emergencies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BASED ON HAZARD ASSESSMENT)</td>
<td>- Fire</td>
</tr>
<tr>
<td></td>
<td>- List others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY PROCEDURES</th>
<th>In the event of a fire occurring within or affecting the work site, the Emergency Coordinator (or deputy) makes the following decisions and ensures the appropriate key steps are taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- advise all personnel</td>
</tr>
<tr>
<td></td>
<td>- pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building</td>
</tr>
<tr>
<td></td>
<td>- evacuate all persons to a safe point in the assembly area and account for everyone including visitors and clients</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION OF EMERGENCY EQUIPMENT</th>
<th>Emergency equipment is located at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Fire Alarm – List</td>
</tr>
<tr>
<td></td>
<td>- Fire Extinguisher – List</td>
</tr>
<tr>
<td></td>
<td>- Fire Hose - List</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT</th>
<th>(1) _____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) _____________________</td>
<td></td>
</tr>
<tr>
<td>(3) _____________________</td>
<td></td>
</tr>
<tr>
<td>(4) _____________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY RESPONSE TRAINING REQUIREMENTS</th>
<th>Type of Training</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Use of fire extinguishers</td>
<td>- Orientation and annually</td>
</tr>
<tr>
<td></td>
<td>- Practice fire drills</td>
<td>- At the call of site management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION AND USE OF EMERGENCY FACILITIES</th>
<th>The nearest emergency services are located at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- List facilities</td>
</tr>
</tbody>
</table>

| FIRE PROTECTION REQUIREMENTS | List all site fire protection requirements. |

| ALARM AND EMERGENCY | - Pulling the fire alarm automatically alerts the fire department |
| COMMUNICATION REQUIREMENTS | and initiates an alarm within the building  
<table>
<thead>
<tr>
<th></th>
<th>• The fire alarm signal is (describe sound and pattern)</th>
</tr>
</thead>
</table>
| **FIRST AID**             | First aid supplies are located at:  
|                           | • List  
|                           | First Aiders are:  
|                           | • List all names  
|                           | Transportation for ill or injured workers is by (describe). The contact number or radio channel is (describe).  |
| **PROCEDURES FOR RESCUE AND EVACUATION** | In case of fire:  
|                           | • Advise all personnel  
|                           | • Pull the fire alarm  
|                           | • Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients  
|                           | • Assist ill or injured workers to evacuate the building  
|                           | • Provide first aid to injured workers if required  
|                           | • Call emergency response personnel to arrange for transportation of ill or injured workers to the nearest health care facility if required.  |
| **DESIGNATED RESCUE AND EVACUATION WORKERS** | The following workers are trained in rescue and evacuation (or describe client rescue organization):  
|                           | (1)____________________  
|                           | (2)____________________  
|                           | (3)____________________  
|                           | (4)____________________  |
| Completed on: | ________________________  
| Signed: | ________________________  |
# Emergency Response Members

**Client:** Maintenance ☐ Security ☐ TRI STATE SUPPLY COMPANY, INC. Emergency Coordinator ☐ HSE ☐

**Emergency Response Team**
- Fire Brigade ☐ Ambulance ☐ Police ☐ Other: ________________

---

## TRI STATE SUPPLY COMPANY, INC. Action Sheet

<table>
<thead>
<tr>
<th>Issue(s)</th>
<th>Action(s) Required</th>
<th>By Who</th>
<th>By When</th>
<th>Sign Off/Date</th>
</tr>
</thead>
</table>

---

**Records**

- Keep the original in your Emergency Response folder and monitor to ensure all action items completed as soon as possible. Report delays to senior management.
- Copies shall be distributed in accordance with the TRI STATE SUPPLY COMPANY, INC. Site Emergency Action Plan.
**TRI STATE SUPPLY COMPANY, INC. Evacuation Report**

This form is to be used to record all emergency evacuations (including drills).

### Building Details

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Number of Floors (including ground)</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated Muster Station</th>
<th>Person Completing Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

### Evacuation Details

<table>
<thead>
<tr>
<th>Evacuation Date/Time:</th>
<th>Evacuation Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>______<strong><strong><strong><strong>/</strong></strong></strong></strong></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trigger for Evacuation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm Activated ☒</td>
</tr>
<tr>
<td>Drill ☐</td>
</tr>
<tr>
<td>ERT ☐</td>
</tr>
<tr>
<td>Security ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Situation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
</tr>
</tbody>
</table>

**Condition:**
- Staff Only ☐
- All Occupants ☒
- After Hours ☐
- Unoccupied ☐
- Weather ☐

<table>
<thead>
<tr>
<th>Number of Evacuees</th>
<th>Elapsed Time to Evacuate minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>________</td>
</tr>
</tbody>
</table>

Evacuation was orderly with no panic ☒

Mobility-impaired persons present (sight, hearing, physical, etc.)? Yes ☐ No ☐

The majority of evacuees went to the mustering points? Yes ☒ No ☐

Were the building occupants notified of this drill? Not a drill ☐

### Emergency Control Organization

<table>
<thead>
<tr>
<th>Emergency Coordinator</th>
<th>Deputy Emergency Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Coordinators were stationed at the proper emergency control point?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Fire Wardens reported to the Emergency Coordinator?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If not, who did not report in?</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Fire Wardens were identifiable (vests, hard hats, flash lights)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Control of external building exits achieved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the Fire Wardens perform their duties correctly?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation maps and emergency procedures posters are up-to-date?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒ No ☐</td>
</tr>
</tbody>
</table>

### Building Fire & Emergency Equipment

<table>
<thead>
<tr>
<th>Was the evacuation signal audible throughout the building?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Automatic closing fire doors closed when the fire alarm activated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card access doors automatically released when the fire alarm activated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire doors and emergency exits unobstructed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒ No ☐</td>
</tr>
</tbody>
</table>

Emergency Action Plan Orientation Check List

Employee Name __________________________  Department _______________________
Hire/Transfer Date _______________  Orientation Date _______________________

[ ] Emergency Procedures
[ ] Evacuation route(s) from assigned work area
[ ] Evacuation from an unfamiliar area
[ ] Location of Emergency Assembly Areas
[ ] Receiving and following instructions during an emergency
[ ] ALL CLEAR and re-entry procedure
[ ] Reporting hazards and/or substandard conditions
[ ] Advising anyone who may require assistance during an emergency evacuation
[ ] Location of Emergency Equipment (i.e. Fire Extinguishers, etc.)

Employee Signature: ________________________________________________________

Orientation Conducted by: __________________________________________________

Job Position/Title: ________________________________________________________
### TRI STATE SUPPLY COMPANY, INC. Emergency Inspection Checklist

<table>
<thead>
<tr>
<th>Department:</th>
<th>Location:</th>
<th>Date of Inspection:</th>
</tr>
</thead>
</table>

**Inspected by:**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Ext:</th>
</tr>
</thead>
</table>

**This form is to be used monthly.**

#### EGRESS

- Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?  
  - N/A  
  - Yes  
  - No

- Are exits signs lit?  
  - N/A  
  - Yes  
  - No

- Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?  
  - N/A  
  - Yes  
  - No

- Are doors that aren’t exits that could be mistaken as one, clearly marked “Not an Exit”?  
  - N/A  
  - Yes  
  - No

- Do exit doors swing out?  
  - N/A  
  - Yes  
  - No

- Are means of egress at least 28 inches at any point and adequate width for the number of people?  
  - N/A  
  - Yes  
  - No

- Are egresses kept clear of obstructions and materials at all times?  
  - N/A  
  - Yes  
  - No

- Is there proper lighting for emergency exiting? (i.e. during a power failure)  
  - N/A  
  - Yes  
  - No

- Are at least two exits by separate ways of travel available for each occupant?  
  - N/A  
  - Yes  
  - No

- Is the minimum width of any exit way no less than 28 inches?  
  - N/A  
  - Yes  
  - No

- Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?  
  - N/A  
  - Yes  
  - No

- Are explosive and highly flammable furnishings or decorations prohibited?  
  - N/A  
  - Yes  
  - No

#### EMERGENCIES/EVACUATION

- Are evacuation maps posted in readily accessible places?  
  - N/A  
  - Yes  
  - No

- Do employees know where their muster point is located?  
  - N/A  
  - Yes  
  - No

- Do employees know area hazards, the nearest exit and alternate routes of escape?  
  - N/A  
  - Yes  
  - No

- Do employees know the preferred means of reporting emergencies?  
  - N/A  
  - Yes  
  - No

- Do employees know the site emergency number(s)?  
  - N/A  
  - Yes  
  - No

- Is the site emergency number posted on or by the phone?  
  - N/A  
  - Yes  
  - No

- Do employees know what signal indicates evacuation?  
  - N/A  
  - Yes  
  - No

- Can all personnel perceive the employee alarm?  
  - N/A  
  - Yes  
  - No

- Do employees with special assistance needs been addressed?  
  - N/A  
  - Yes  
  - No

- Employees questioned know where the emergency shut off is for the natural gas  
  - N/A  
  - Yes  
  - No
<table>
<thead>
<tr>
<th>FIRE PROTECTION</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are fire hydrants accessible?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fire hydrants inspected yearly and records maintained to show the date?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are control and operating valves locked open or electronically supervised?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fire hoses maintained and periodically tested?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are combustible materials kept away from ignition sources?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are standpipe and hose system components visually inspected quarterly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All product, supplies, merchandise etc. not piled within 18” of Sprinkler heads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Compressed Gas Cylinders tied or chained to eliminate tipping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DETECTION AND ALARM SYSTEMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are detection systems installed and maintained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all trouble alarms and fire signals investigated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do detection/alarm systems shut down or reverse HVAC systems for smoke control?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do detection/alarm systems close smoke or fire doors?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do detection/alarm systems activate local alarms?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are alarm and PA systems periodically tested?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PORTABLE FIRE EXTINGUISHERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does everyone know where the nearest fire extinguisher is stored?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fire extinguishers accessible and the proper type for the fire hazard?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees trained in how to use fire extinguishers?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a fire extinguisher mounted within 75 ft. of any point in an area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the extinguishers clean and well cared for?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the seal and lock pin in place?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear access to extinguishers? Not blocked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the extinguisher location plainly marked, so as to be visible at a distance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the extinguisher class marked on the extinguisher?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRST AID / MEDICAL SUPPLIES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tri State Supply Company, Inc.
28 Emergency Action Plan

**This form is to be used monthly.**

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are first aid supplies stocked, clean, accessible and sanitary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there eye/body wash facilities near injurious corrosive materials?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are AEDs present and operators trained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition of First Aid Kits Acceptable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees/subcontractors familiar with the incident/accident reporting process?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees/subcontractors know where accident/incident forms are located?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of last inspection of sprinkler system (required yearly) ________________

Comment/Actions:
**Purpose:**

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for Tri State Supply. **All** employees, supervisors, and managers are expected to follow the procedures outlined in this plan to ensure that employees and customers are protected from any further harm during an emergency situation.

Each TRI STATE SUPPLY location shall have a written Emergency Action Plan, appropriate to the hazards of the workplace, in order to respond to an emergency that may require rescue or evacuation.

Each Emergency Action Plan shall be prepared to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces, the minimum of which will include fire or other emergencies.

The Emergency Action Plan must be available to all employees to review. An Emergency Action Plan must be in writing, kept in the workplace and available to employees for review. However, if a site has 10 or fewer employees the plan may be orally to employees.

**Authority**

OSHA Regulation: Occupational Safety and Health Standards 1910.38

**Emergency Response Planning, Issuing, and Annual Review Guidelines**

Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.

Emergency Action Plans shall be established, implemented, reviewed, maintained and updated annually in conjunction with:

- Client emergency services department requirements.
- TRI STATE SUPPLY safety staff and management.
- The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, and products or services which warrant new emergencies situations.

**Reviewing the Emergency Action Plan with Employees**

A review of the Emergency Action Plan should occur with employees:

- When the Emergency Action Plan is developed or the employee is assigned initially to a job.
- When the employee’s responsibilities under the Emergency Action Plan change.
- When the Emergency Action Plan is changed.
Procedures for Emergency Evacuation Planning

The Emergency Action Plan must include procedures for emergency evacuation. An Emergency Action Plan must include at a minimum procedures for emergency evacuation, including type of evacuation and exit route assignments.

The individual site evacuation procedure shall be appropriate to the risk must be developed and implemented to:

- Notify staff, including the first aid attendant, of the nature and location of the emergency,
- Evacuate employees safely and procedures to account for all employees after evacuation,
- Check and confirm the safe evacuation of all employees,
- Notify the fire department or other emergency responders, and
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

Scope:

This Emergency Action Plan covers those designated actions managers and employees must take to ensure employee and customer safety from fire and other emergencies. This Emergency Action Plan includes: emergency escape procedures and emergency escape route assignments; procedures for employees who have to stay to operate critical facility operations before they evacuate (if applicable); procedures to account for employees after emergency evacuation has been completed; rescue and medical duties for those employees who are to perform them; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the Emergency Action Plan. Department Managers are to insure all employees within their department are familiar with this Emergency Action Plan.

Responsibility

a. Persons responsible for Emergency Action Plan and information are:
   - Jeff Van Zandt – President/CEO
   - Mike Warco-Controller
   - Tim McCarthy-Safety Director

b. Responsibilities of the Emergency Response Team

   The goal of the Emergency Response Team is to assist in the orderly evacuation of employees and customers from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Response Team are as follows:

   - Be familiar and comfortable with the context of this Emergency Action Plan.
   - Alert staff of emergency situations.
   - Ensure that all staff and customers inside have appropriately evacuated the facility or area. Please use the escape route assignments to exit the premises accordingly.
   - (See diagrams at end of document).
   - Assist in the evacuation of customers and staff with disabilities during emergency situations. Notify the emergency responders directly (fire or police personnel) of the last known location of the individuals.
   - Extinguish small fires with the use of a fire extinguisher.
   - In case of emergency have all customers and employees relocate to designated area away from the facility. Make an account of all employees and customers at the designated meeting location(s). Locate the other primary responder(s) to verify that all are accounted for accurately.
c. **Sweep Check by TRI STATE SUPPLY Designated Responders**

- TRI STATE SUPPLY trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately, and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.
- If you encounter smoke or flame, leave that section immediately, finish your sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location, and advise the client emergency services personnel.
- Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.
- In the event of inclement weather, the client will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

*Information will be provided to employees who need additional information pertaining to the Emergency Action Plan or to their respective duties, please see the list below.*

**Primary Responders for Washington Location:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Backner</td>
<td>Credit Manager</td>
<td>Administration</td>
<td>1</td>
<td>208</td>
</tr>
<tr>
<td>Mike Warco</td>
<td>Controller</td>
<td>Administration</td>
<td>2</td>
<td>212</td>
</tr>
<tr>
<td>Jason Opfer</td>
<td>Inside Sales Rep</td>
<td>Inside Sales</td>
<td>3</td>
<td>223</td>
</tr>
<tr>
<td>Fred Cuccaro</td>
<td>Counter Sales</td>
<td>Counter Area</td>
<td>4</td>
<td>240</td>
</tr>
<tr>
<td>Dave Sumney</td>
<td>Counter Sales</td>
<td>Counter Area</td>
<td>5</td>
<td>229</td>
</tr>
</tbody>
</table>

**Primary Responders for Butler Location:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Fair</td>
<td>Inside Sales</td>
<td>Entire Building</td>
<td>1</td>
<td>412</td>
</tr>
<tr>
<td>Lori Kennedy</td>
<td>PLC/MMI/GMS</td>
<td>Entire Building</td>
<td>2</td>
<td>413</td>
</tr>
</tbody>
</table>

**Primary Responders for Beaver Location:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Fenchel</td>
<td>Inside Sales</td>
<td>Entire Building</td>
<td>1</td>
<td>414</td>
</tr>
<tr>
<td>Deb Buchanan</td>
<td>Inside sales</td>
<td>Entire Building</td>
<td>2</td>
<td>614</td>
</tr>
</tbody>
</table>
Primary Responders for **CDC** Location:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Walker</td>
<td>MCC Specialist</td>
<td>Sales Office</td>
<td>1</td>
<td>270</td>
</tr>
<tr>
<td>Nick Giamberdini</td>
<td>CDC WHSE Manager</td>
<td>Entire Building</td>
<td>2</td>
<td>276/280</td>
</tr>
</tbody>
</table>

Primary Responders for **St. Clairsville** Location:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work Area</th>
<th>Responder</th>
<th>Ext#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason McMillen</td>
<td>Branch Coordinator</td>
<td>Entire Building</td>
<td>1</td>
<td>318</td>
</tr>
<tr>
<td>Vinnie Cecchine</td>
<td>Inside Sales Asst.</td>
<td>Entire Building</td>
<td>2</td>
<td>314</td>
</tr>
</tbody>
</table>

d. **Training**

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

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

e. **Responsibilities of the Employees**

The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner. The emergency action plan must include procedures to account for all employees after the evacuation.

**Before** an emergency, employees shall:

- Become familiar with the context of this plan to be aware of whom to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills (given randomly) and treat them as if they are real.
- Make sure their work area doorways and passage ways are clear at all times.
During an emergency:

- Assist an Emergency Response Team member.
- Wait until instructed as to how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Upon leaving your area, be certain all personnel have left the room close the doors. Warehouse is too close all doors including Garage doors.
- After warehouse responder checks in, they must standby main yard entrance to ensure no customers enter the building. This pertains to all branches.
- Report any emergencies such as a bomb threat or threats of violence to your manager first. This must be done IMMEDIATELY.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- All evacuated employees, and customers, must report immediately to the designated meeting location after exiting the facility. Do NOT journey elsewhere, beforehand.
- Never go back into the facility to retrieve personal belongings.

Reporting Emergencies

A. Report fire or other emergencies immediately,
   - First to your supervisor
   - Then to the responsible person(s) listed above.
   - When permitted, CALL 911.

Direct Emergency Numbers

**Washington**

**Washington Police Department**
(724) 223-4226
56 W. Strawberry Ave.
Washington, PA 15301

**Washington Fire Department**
(724) 223-4227
45 West Wheeling St.
Washington, PA 15301

**Beaver (New Brighton)**

**Beaver Police Department**
(724) 773-6702
469 3rd Street
Beaver, PA 15009

**Beaver Fire Department**
(724) 773-6713
165 Market Street
Beaver, PA 15009

**St. Clairsville**

**St. Clairsville Police Department**
(740) 695-5147
142 South Marietta St
St Clairsville, OH 43950

**St. Clairsville Fire Department**
(740) 695-0123
100 North Market St. Ext.
St. Clairsville, OH 43950

**Butler**

**Butler Police Department**
(724) 287-7743
200 W. New Castle Street
Butler, PA 16001

**Butler Fire Department**
(724) 283-3100
110 North Washington Street
Butler, PA 16001
B. Be prepared to provide the responder with the nature and the address of the emergency. Our address is:

**Washington:**
Tri State Supply
371 W. Chestnut Street
Washington, PA 15301
Major Cross Street is Jefferson Ave.
(724)-225-8311

**Beaver:**
Tri State Supply
1231 3rd Street
Beaver, PA 15009
(724)-847-9064

**St Clairsville:**
Tri State Supply
67037 Executive Dr.
Fox Commerce Park
St. Clairsville, OH 43950
(304)-233-8311

**Butler:**
Tri State Supply
101 Dinnerbell Road
Butler, PA 16002
(724)-586-7000

**Washington CDC:**
Tri State Supply
100 Buffalo Center Lane
Washington, PA 15301
(724)-225-8311

### III. Employee Alarm Systems

Each Emergency Action Plan for TRI STATE SUPPLY shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of emergency notification should be identified and reviewed with workers prior to commencing work activities.

**Alarm System**

A system must be in place to alert employees. The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.
Communications
TRI STATE SUPPLY responders and security use telephones, cell phones and radios in conjunction with emergency response.

The employee alarm system for this facility provides warning so that employees can escape safely from the workplace or the immediate work area.

The employee alarm system that has been established for this facility is as follows:

- **Around the facility, in different locations, are Emergency Fire Pull Stations. This will notify personnel of an emergency by strobes and horns.**
  - Locations include:
    - **Washington**- Lobby door, Counter door, Rear Warehouse door, and Shipping and Receiving area.
    - **All other locations do not have pull stations or alarms therefore these locations with 10 or fewer employees in a particular workplace; direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm.

To activate an alarm:
1. Go to the nearest fire alarm pull station and pull the lever down to activate an emergency.
2. Follow the locations escape route map and evacuate the building immediately.
3. Go to the designated meeting area (Muster Point) for reporting.
   a. **Washington Location** (Front of building in parking lot located on Washington Street by yard fence).
   b. **Beaver Location** – at front of building...parking lot to the left by large sign
   c. **Butler Location** - front of building on the gravel parking lot
   d. **St. Clairsville Location** - front of building in parking lot
   e. **Washington CDC Location** –
      i. Warehouse - Large lawn across front of the building far as possible
      ii. Sales Office and Conference Room Areas – Back parking lot at Pipe yard

IV. Evacuation Route and Employee Accountability Assembly Area Map/First Aid Kits

f. Evacuation Routes and Maps

All employees must evacuate the facility by the nearest exit in their prospective location. Remember to check your area is unoccupied and close all doors. The evacuation routes and assembly area maps are posted by every work area. Employees are to become familiar with all evacuation routes and their assembly point; see diagrams at end of document for evacuation maps for each floor(s) of this facility.

g. Location of First Aid Kits
As noted on the evacuation maps, the First Aid Kits are located:
1. **Washington Location**-by Men’s lower bathroom, outside back wall of Counter office, in counter office, and Mod Shop.
2. **Beaver Location** - just on the other side of the Counter back hallway
3. **Butler Location** – inside both bathrooms.
4. **St. Clairsville Location**- on shelf in the warehouse as you enter on file cabinet
5. **Washington CDC Location** – Bottom of stairs of Sales Office; isle to PLC room.
h. **Location of Eye Wash Stations**
   1. **Washington Location** - by Men’s lower bathroom and Mod Shop.
   2. **Beaver Location** - just on the other side of the Counter back hallway
   3. **Butler Location** - wall mounted outside the warehouse restroom.
   4. **St. Clairsville Location** - in bathroom
   5. **Washington CDC Location** - on wall opposite the packing table in WHSE

**Designated Meeting Locations**

An emergency action plan must include at a minimum procedures to account for all employees after evacuation. Each muster or assembly point will have a blank roster for evacuees to enter their name. All completed rosters will be gathered and checked against a master list of employees assigned or checked in at the facility to verify all employees are accounted for.

When an evacuation signal is given, the designated responder will assist all personnel in the vicinity to evacuate. The assigned responder will insure that all personnel within the building have evacuated and will, also, provide assistance to employees that need evacuating.

Once employees have evacuated the facility, they **must** meet at their designated location listed above to check in with the first responder who will be accounting for individuals.

- Employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

**NO ONE** is to re-enter the building for any reason until the Fire Department or other responsible agency has notified us the building is safe for re-entry.

**Washington Branch**: After a head count has been completed, a person will be selected by the first responder to station themselves by the entrance gate in the conduit yard to ensure no customers enter the area.

i. **Procedures for Critical Plant Operations**

   The operation of this facility does not require individuals to block, isolate, or secure contents that may result in further harm to the occupants of the facility. Therefore procedures are not necessary for those who may need to operate critical plant operations during an evacuation.

**V. Fire Emergency Procedures**

a. Remove anyone in immediate danger.

b. Once an employee is alerted of the fire danger, he/she will go to the nearest exit, activate the fire alarm (if present), exit the building according to the emergency action plan, and proceed directly to the designated assembly point.

c. Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.

d. Attempt to extinguish the fire **only** if you have received training on the use of portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely. (Use of fire extinguishers requires additional training and procedures. In most cases employees are at less risk if they do not use fire extinguishers. Each organization must determine its own policy regarding fire extinguisher use).
e. Disabled and/or non-ambulatory (unable to walk) personnel should request assistance from those nearest to them. If unable to get individuals, who require assistance, out safely the Fire Department, or Security, must be notified immediately of any personnel trapped inside who may require assistance to evacuate.

VI. Earthquake Emergency Procedures

a. If you are indoors, stay there. Take shelter under a desk, table, or in a doorway. If you cannot get under something sturdy or stand in a doorway, get on your knees and cover your head with your hands and arms. (covering your head with a thick book can be useful as well)
b. If you are outdoors, go to an open area away from trees, buildings, walls, roadways and power lines.
c. If the building is evacuated, do not return until authorized.

BEWARE of the following potential dangers after an earthquake:
Escaping gas, unstable building structures, electrical hazards, etc... Also beware of aftershocks.

VII. Evacuation of the Disabled

a. Persons with a disability (including a short term disability) limiting them from using the stairs will gather in the lobby area where they will be assisted by either an Emergency Responder or law enforcement personnel.
b. If assistance is not immediately available, disabled persons should stay in the exit corridor or at the top of the stairway or landing. An Emergency Responder will advise Security and Fire Department personnel of the location of the disabled person(s) in the event all other actions fail.

VIII. Serious Injury

a. Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.
b. Call 911 immediately if the victim is unconscious.
c. Call for an ambulance if the victim has trouble breathing or is breathing in a strange way, has pressure or pain in the chest or abdomen, is bleeding severely, has slurred speech, appears to have been poisoned. Has injuries to the head, neck, or back; or has possible broken bones.
d. Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas (A list of these employees is included in this document). A First Aid kit should be used and precautions should be taken to minimize exposure to blood and other bodily fluids. Remain with the victim until emergency services personnel and security arrives.

IX. Hazardous Materials

Hazardous material: Dangerous goods are solids, liquids, or gases that can harm people, other living organisms, property, or the environment.
Health hazard: Is a toxic substance that can cause chronic health effects that can damage eyes, lungs, or skin.

a. A Material Safety Data Sheet (MSDS) is required for all hazardous substances in use within the department.
   1. Employees will be provided with training on the safe use of all chemicals they will be exposed to.
b. In the event of a hazardous material emergency:
   i. Evacuate the area, securing access to the area when possible.
ii. Immediately call 911 and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the MSDS.

iii. If safe, remain in the immediate area and call your manager.

d. The MSDS INFORMATION CD is located:
   i. **Washington**-On Main Bulletin Board
   ii. **Beaver** - in the office area near the printer
   iii. **St. Clairsville**- in the counter area bulletin board
   iv. **Butler** – just outside the office.

X. **Bomb Threats**

a. If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor. The supervisor shall immediately notify the department head of the situation.

b. In the event of a bomb threat by telephone:
   i. Get someone’s attention and convey the nature of the call. Have them make the above notifications.
   ii. Try to get as much information as possible from the caller. Ask the following questions:
      1. Where is the bomb?
      2. When is it going to explode?
      3. What does it look like?
      4. What kind of bomb is it?
      5. What is the person’s name or organization?
   iii. Record the following information:
      1. Date and time of call
      2. Phone number if it is not blocked
      3. Exact words of caller
      4. Age, sex, adult, or child
      5. Any speech pattern or accent
      6. Background noises

c. For bomb threats by mail or for suspicious objects discovered:
   i. Do not handle the letter, envelope, or package any further.
   ii. Immediately notify 911.
   iii. Notify your immediate supervisor or department head.
   iv. Evacuate the immediate area if instructed to do so.

XI. **Gas Leaks/Chemical Spills**

a. Upon smelling or noticing a gas leak or unusual vapors, or a chemical spill:
   1. Pull fire alarm (if present) or sound warning and evacuate the premises via the nearest exit
   2. Proceed to the Emergency Assembly Area
   3. Contact local emergency response personnel by phone or radio
   4. Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

a. If employees are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, TRI STATE SUPPLY COMPANY, INC. shall provide:

   1. Adequate written safe work procedures and documented training.
2. Appropriate personal protective equipment which is readily available to employees and is adequately maintained, and
3. Material or equipment necessary for the control and disposal of the hazardous substance.

XII. Workplace Violence
   • Notify security immediately by phone or radio and report the occurrence.
   • Do NOT attempt to physically intervene. Protect yourself first at all costs.

XIII. Explosions
   • Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
   • Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
   • Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Inspection & Maintenance Records

Maintenance records must be kept, including but not limited to the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered, and the date and nature of any of maintenance on emergency response equipment.

Ropes and associated equipment must be inspected visually and physically by qualified employees after each use for rescue, evacuation or training purposes.

The TRI STATE SUPPLY designated representative will perform and maintain the TRI STATE SUPPLY Emergency Inspection Checklist Form on a monthly basis. The checklist shall be maintained for retention in active files for two years and in on site archives for seven years.

Media Response Plan

TRI STATE SUPPLY COMPANY, INC. employees must not be interviewed by anyone unless the Legal Department has given prior approval. In most cases the Legal Department will have an attorney present for such interviews.

Note: If after TRI STATE SUPPLY personnel have received approval for an interview from the Legal Department and another party's attorney appears unannounced, you should politely adjourn the interview until the TRI STATE SUPPLY Legal Department can be contacted. Personnel must not give any work related interviews, affidavits, written or recorded statements, or depositions without the express approval from the TRI STATE SUPPLY Legal Department.

In the case of interviews of TRI STATE SUPPLY employees by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the Legal Department before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

All media requests should be referred to the TRI STATE SUPPLY Chief Operating Officer. Unless requested to do so by the Legal Department, other Tri State Supply Company, Inc. personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from a TRI STATE SUPPLY representative and not the media.
Emergency Response Program Management

Contact information will be provided to employees who need additional information pertaining to the Emergency Action Plan or to their respective duties. The TRI STATE SUPPLY site manager may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

For the purpose of this Emergency Action Plan guidance the Emergency Coordinator will be designated by the TRI STATE SUPPLY site manager. His/her alternate will be the TRI STATE Supply site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

Duties

TRI STATE SUPPLY Emergency Coordinator

The TRI STATE SUPPLY Emergency Coordinator ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up to date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the TRI STATE SUPPLY Emergency Coordinator:

- Coordinates activities in accordance with either local authorities or the client Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the TRI STATE SUPPLY Emergency Coordinator:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

TRI STATE SUPPLY Site Safety Supervisor

Assist the TRI STATE SUPPLY Emergency Coordinator when requested.

Fire Wardens

- Be equipped with radios and reflective vests. The equipment is to be handed into the TRI STATE SUPPLY Emergency Coordinator and reissued to the next oncoming Fire Warden for the designated area.
- Be familiar with exits and muster stations for their responsible area.
- Direct residents safely out of the building to the designated muster station or to an alternate location.
- Sweep their effected area, ensuring that the alarms are properly functioning and that residents evacuate safely.
- In order to account for all employees after evacuation the fire wardens or designated personnel shall complete a head count and reconcile the evacuees with the attendance or daily housing report at the assigned muster station or alternate location.
- Radio unaccounted for personnel to Security.
- Notify personnel that they may re-enter the building when permission has been given by the appropriate authorities.
- Residents, Contractors & Visitors
- All employees, users, contractors and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, managers and supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building.
EMERGENCY ACTION PLAN
ACKNOWLEDGMENT FORM

Please sign and print below that you have read and understand the Emergency Action Plan: **Branch:** ________________

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print Name</th>
<th>Date</th>
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<tbody>
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</tbody>
</table>
# TRI STATE SUPPLY COMPANY, INC. Safety, Vehicle, and Emergency Inspection Checklist

**Department:**

**Location:**

**Date of Inspection:**

**Inspected by:**

**Title:**

**Ext:**

---

**This form is to be used quarterly.**

## EGRESS

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are exits signs lit? If not marked?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?</td>
<td></td>
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<tr>
<td>Are doors that aren’t exits that could be mistaken as one, clearly marked “Not an Exit”?</td>
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<td></td>
</tr>
<tr>
<td>Do exit doors swing out?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are means of egress at least 28 inches at any point and adequate width for the number of people?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are egresses kept clear of obstructions and materials at all times?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there proper lighting for emergency exiting? (i.e. during a power failure)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are at least two exits by separate ways of travel available for each occupant?</td>
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<tr>
<td>Is the minimum width of any exit way no less than 28 inches?</td>
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<tr>
<td>Are furnishings and decorations so placed that they will not obstruct the exits, the access thereto, or the egress there from, or the visibility thereof?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are explosive and highly flammable furnishings or decorations prohibited?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EMERGENCIES/EVACUATION

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are evacuation maps posted in readily accessible places?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees know where their muster point is located?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees know area hazards, the nearest exit and alternate routes of escape?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees know the preferred means of reporting emergencies?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees know the site emergency number(s)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the site emergency number posted on or by the phone?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees know what signal indicates evacuation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can all personnel perceive the employee alarm?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees with special assistance needs been addressed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees questioned know where the emergency shut off is for the natural gas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## FIRE PROTECTION

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are fire hydrants accessible?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>N/A</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>Are fire hydrants inspected yearly and records maintained to show the date?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are control and operating valves locked open or electronically supervised?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fire hoses maintained and periodically tested?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are combustible materials kept away from ignition sources?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are standpipe and hose system components visually inspected quarterly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All product, supplies, merchandise etc. not piled within 18” of Sprinkler heads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Compressed Gas Cylinders tied or chained to eliminate tipping</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DETECTION AND ALARM SYSTEMS**

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are detection systems installed and maintained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all trouble alarms and fire signals investigated?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do detection/alarm systems shut down or reverse HVAC systems for smoke control?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do detection/alarm systems close smoke or fire doors?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do detection/alarm systems activate local alarms?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are alarm and PA systems periodically tested?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PORTABLE FIRE EXTINGUISHERS**

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does everyone know where the nearest fire extinguisher is stored?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fire extinguishers accessible and the proper type for the fire hazard?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees trained in how to use fire extinguishers?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a fire extinguisher mounted within 75 ft. of any point in an area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the extinguishers clean and well cared for?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the seal and lock pin in place?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear access to extinguishers? Not blocked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the extinguisher location plainly marked, so as to be visible at a distance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the extinguisher class marked on the extinguisher?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FIRST AID / MEDICAL SUPPLIES**

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are first aid supplies stocked, clean, accessible and sanitary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there eye/body wash facilities near injurious corrosive materials?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is a person or persons adequately trained to render first aid available in the near proximity</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**This form is to be used quarterly.**

<table>
<thead>
<tr>
<th>Question</th>
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<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>to the workplace?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are AEDs present and operators trained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition of First Aid Kits Acceptable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees/subcontractors familiar with the incident/accident process?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees/subcontractors know where accident/incident forms are located?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is hearing protection available?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**YARD – Write comments below**

**VEHICLE INSPECTION and SAFETY ITEM CHECKLIST – Write comments below**

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Reports Available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration in Glove Compartment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is Insurance Card available and current?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are vehicle inspection stickers on windshield and current?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Owners Card available and current?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a fire extinguisher in the back secured and inspected?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triangles present?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the gloves available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Towing information available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police 911 posted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall vehicle inspection! List comments below.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## SAFETY ITEMS and REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDS (Safety Data Sheet) Binder available and visible?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does every employee know where to find the electronic version of the Safety Manual?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Law Poster posted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSHA Poster posted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Meeting Minutes posted and current?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop Work Authority card posted at your work locations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have all your employees received the “See Something, Say Something” flyer?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Emergency Action Plan Core Requirements

<table>
<thead>
<tr>
<th>POTENTIAL EMERGENCIES (BASED ON HAZARD ASSESSMENT)</th>
<th>The following are identified potential emergencies:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Fire</td>
</tr>
<tr>
<td></td>
<td>• List others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY PROCEDURES</th>
<th>In the event of a fire occurring within or affecting the work site, the Emergency Coordinator (or deputy) makes the following decisions and ensures the appropriate key steps are taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• advise all personnel</td>
</tr>
<tr>
<td></td>
<td>• pull the fire alarm to alert the nearest fire station and initiate all fire alarms within the building</td>
</tr>
<tr>
<td></td>
<td>• evacuate all persons to a safe point in the assembly area and account for everyone including visitors and clients</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION OF EMERGENCY EQUIPMENT</th>
<th>Emergency equipment is located at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Fire Alarm – List</td>
</tr>
<tr>
<td></td>
<td>• Fire Extinguisher – List</td>
</tr>
<tr>
<td></td>
<td>• Fire Hose - List</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT</th>
<th>(1) ___________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(2) ___________________</td>
</tr>
<tr>
<td></td>
<td>(3) ___________________</td>
</tr>
<tr>
<td></td>
<td>(4) ___________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY RESPONSE TRAINING REQUIREMENTS</th>
<th>Type of Training</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Use of fire extinguishers</td>
<td>• Orientation and annually</td>
</tr>
<tr>
<td></td>
<td>• Practice fire drills</td>
<td>• At the call of site management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION AND USE OF EMERGENCY FACILITIES</th>
<th>The nearest emergency services are located at:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• List facilities</td>
</tr>
</tbody>
</table>

| FIRE PROTECTION REQUIREMENTS | • List all site fire protection requirements. |

| ALARM AND EMERGENCY | • Pulling the fire alarm automatically alerts the fire department |
| COMMUNICATION REQUIREMENTS | and initiates an alarm within the building  
<table>
<thead>
<tr>
<th></th>
<th>• The fire alarm signal is (describe sound and pattern)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST AID</td>
<td>First aid supplies are located at:</td>
</tr>
<tr>
<td></td>
<td>• List</td>
</tr>
<tr>
<td>First Aiders are:</td>
<td>First Aiders are:</td>
</tr>
<tr>
<td></td>
<td>• List all names</td>
</tr>
<tr>
<td>Transportation for ill or injured workers is by (describe). The contact number or radio channel is (describe).</td>
<td></td>
</tr>
<tr>
<td>PROCEDURES FOR RESCUE AND EVACUATION</td>
<td>In case of fire:</td>
</tr>
<tr>
<td></td>
<td>• Advise all personnel</td>
</tr>
<tr>
<td></td>
<td>• Pull the fire alarm</td>
</tr>
<tr>
<td></td>
<td>• Evacuate all persons to a safe point in the staff parking lot and account for everyone including visitors and clients</td>
</tr>
<tr>
<td></td>
<td>• Assist ill or injured workers to evacuate the building</td>
</tr>
<tr>
<td></td>
<td>• Provide first aid to injured workers if required</td>
</tr>
<tr>
<td></td>
<td>• Call emergency response personnel to arrange for transportation of ill or injured workers to the nearest health care facility if required.</td>
</tr>
<tr>
<td>DESIGNATED RESCUE AND EVACUATION WORKERS</td>
<td>The following workers are trained in rescue and evacuation (or describe client rescue organization):</td>
</tr>
<tr>
<td></td>
<td>(1) ___________________</td>
</tr>
<tr>
<td></td>
<td>(2) ___________________</td>
</tr>
<tr>
<td></td>
<td>(3) ___________________</td>
</tr>
<tr>
<td></td>
<td>(4) ___________________</td>
</tr>
<tr>
<td>Completed on: ______________________</td>
<td></td>
</tr>
<tr>
<td>Signed: _____________________________</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Response Members

Client: Maintenance ☐ Security ☐ TRI STATE SUPPLY COMPANY, INC. Emergency Coordinator ☐
HSE ☐

Emergency Response Team  Fire Brigade ☐ Ambulance ☐ Police ☐ Other: ________________

TRI STATE SUPPLY COMPANY, INC. Action Sheet

<table>
<thead>
<tr>
<th>Issue(s)</th>
<th>Action(s) Required</th>
<th>By Who</th>
<th>By When</th>
<th>Sign Off/Date</th>
</tr>
</thead>
</table>

Records

- Keep the original in your Emergency Response folder and monitor to ensure all action items completed as soon as possible. Report delays to senior management.
- Copies shall be distributed in accordance with the TRI STATE SUPPLY COMPANY, INC. Site Emergency Action Plan.
This form is to be used to record all emergency evacuations (including drills).

**Building Details**

Building Name ___________________________  Number of Floors (including ground) ________
Designated Muster Station _________________  Person Completing Form ________________

**Evacuation Details**

Evacuation Date/Time: ______________/____________  Evacuation Drill Yes □  No □
Trigger for Evacuation: Fire Alarm Activated ___  Drill ___  ERT ___  Security ___
Emergency Situation: ________________________________________________________________
________________________________________________________________________________
Condition:  Staff Only ___  All Occupants ___  After Hours ___  Unoccupied ___  Weather _________
Number of Evacuees _________________  Elapsed Time to Evacuate __________ minutes
Evacuation was orderly with no panic Yes □  No □
Mobility-impaired persons present (sight, hearing, physical, etc.)? Yes □  No □
The majority of evacuees went to the mustering points? Yes □  No □
Were the building occupants notified of this drill? Not a drill □  Yes □  No □

**Emergency Control Organization**

Emergency Coordinator ___________  Deputy Emergency Coordinator ___________
Emergency Coordinators were stationed at the proper emergency control point? Yes □  No □
All Fire Wardens reported to the Emergency Coordinator? Yes □  No □
If not, who did not report in? ___________________________________
All Fire Wardens were identifiable (vests, hard hats, flash lights)? Yes □  No □
Control of external building exits achieved? Yes □  No □
Did the Fire Wardens perform their duties correctly? Yes □  No □
Evacuation maps and emergency procedures posters are up-to-date? Yes □  No □

**Building Fire & Emergency Equipment**

Was the evacuation signal audible throughout the building? Yes □  No □
Automatic closing fire doors closed when the fire alarm activated? Yes □  No □
Card access doors automatically released when the fire alarm activated? Yes □  No □
Fire doors and emergency exits unobstructed? Yes □  No □
Emergency Action Plan Orientation Check List

Employee Name __________________________  Department _______________________

Hire/Transfer Date _______________  Orientation Date _______________

[ ] Emergency Procedures

[ ] Evacuation route(s) from assigned work area

[ ] Evacuation from an unfamiliar area

[ ] Location of Emergency Assembly Areas

[ ] Receiving and following instructions during an emergency

[ ] ALL CLEAR and re-entry procedure

[ ] Reporting hazards and/or substandard conditions

[ ] Advising anyone who may require assistance during an emergency evacuation

[ ] Location of Emergency Equipment (i.e. Fire Extinguishers, etc.)

Employee Signature: ____________________________________________________

Orientation Conducted by: _______________________________________________

Job Position/Title: _____________________________________________________
# TRI STATE SUPPLY COMPANY, INC. Emergency Inspection Checklist

<table>
<thead>
<tr>
<th>Department:</th>
<th>Location:</th>
<th>Date of Inspection:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspected by:</th>
<th>Title:</th>
<th>Ext:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form is to be used monthly.

## EGRESS

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is every means of egress arranged and clearly marked, so that the way to safety is unmistakable at all times?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are exits signs lit?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there sufficient exits for the prompt escape of all employees in case of fire or other emergencies?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are doors that aren’t exits that could be mistaken as one, clearly marked “Not an Exit”?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do exit doors swing out?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are means of egress at least 28 inches at any point and adequate width for the number of people?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are egresses kept clear of obstructions and materials at all times?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there proper lighting for emergency exiting? (i.e. during a power failure)</td>
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## EMERGENCIES/EVACUATION

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<tr>
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<td>Do employees know area hazards, the nearest exit and alternate routes of escape?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do employees know the preferred means of reporting emergencies?</td>
<td></td>
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<tr>
<td>Do employees know the site emergency number(s)?</td>
<td></td>
<td></td>
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<tr>
<td>Is the site emergency number posted on or by the phone?</td>
<td></td>
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<tr>
<td>Do employees know what signal indicates evacuation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can all personnel perceive the employee alarm?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees with special assistance needs been addressed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees questioned know where the emergency shut off is for the natural gas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 28 Emergency Action Plan

This form is to be used monthly.

<table>
<thead>
<tr>
<th>FIRE PROTECTION</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are fire hydrants accessible?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are fire hydrants inspected yearly and records maintained to show the date?</td>
<td></td>
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<tr>
<td>Are control and operating valves locked open or electronically supervised?</td>
<td></td>
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<td></td>
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<tr>
<td>Are fire hoses maintained and periodically tested?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are combustible materials kept away from ignition sources?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are standpipe and hose system components visually inspected quarterly?</td>
<td></td>
<td></td>
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<tr>
<td>Is the accumulation of flammable and combustible materials controlled so they do not contribute to fire emergency?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All product, supplies, merchandise etc. not piled within 18” of Sprinkler heads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Combustibles within three feet of Hot Water Tank, Space Heaters and/or Electrical panels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Compressed Gas Cylinders tied or chained to eliminate tipping</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DETECTION AND ALARM SYSTEMS</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are detection systems installed and maintained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all trouble alarms and fire signals investigated?</td>
<td></td>
<td></td>
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<tr>
<td>Do detection/alarm systems shut down or reverse HVAC systems for smoke control?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do detection/alarm systems close smoke or fire doors?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do detection/alarm systems activate local alarms?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are alarm and PA systems periodically tested?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PORTABLE FIRE EXTINGUISHERS</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does everyone know where the nearest fire extinguisher is stored?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the area fire extinguisher been maintenance tested within the last year and tagged to show the date?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fire extinguishers accessible and the proper type for the fire hazard?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees trained in how to use fire extinguishers?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a fire extinguisher mounted within 75 ft. of any point in an area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the extinguishers clean and well cared for?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the seal and lock pin in place?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear access to extinguishers? Not blocked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the extinguisher location plainly marked, so as to be visible at a distance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the extinguisher class marked on the extinguisher?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST AID / MEDICAL SUPPLIES</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
**This form is to be used monthly.**

<table>
<thead>
<tr>
<th>Question</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are first aid supplies stocked, clean, accessible and sanitary?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Are there eye/body wash facilities near injurious corrosive materials?</td>
<td></td>
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<tr>
<td>Is a person or persons adequately trained to render first aid available in the near proximity to the workplace?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Are AEDs present and operators trained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition of First Aid Kits Acceptable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are employees/subcontractors familiar with the incident/accident reporting process?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do employees/subcontractors know where accident/incident forms are located?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of last inspection of sprinkler system (required yearly) ______________

**Comment/Actions:**
Tri State Supply Company, Inc.
28 Emergency Action Plan – Vehicle Inspections

An inspection of each vehicle needs to be performed and a report for each inspection completed. Please inspect and fill in the form and send back to the Safety Director.

Vehicle Number/License Plate: _______________________
Date of Inspection: ____________
Vehicle Make and Model: ___________________________
Inspected By: _________________
Vehicle Mileage: _________________________________

<table>
<thead>
<tr>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**VEHICLE INSPECTION and SAFETY ITEM CHECKLIST – Write comments below**

- Accident Reports Available?
- Registration in Glove Compartment? Date: ________________
- Is Insurance Card available and current? Date: ________________
- Are vehicle inspection stickers on windshield and current? Date: ________________
- Is the Owners Card available and current? Date: ________________
- Is there a fire extinguisher in the back secured and inspected?
- Triangles present?
- Are the gloves available?
- Phone Towing information available?
- Police 911 posted?
- Overall vehicle inspection! List comments below.

**VEHICLE INSPECTION and SAFETY ITEM CHECKLIST – Additional Comments**

---
Purpose

The purpose of this program is to establish requirements for the safe operation and use of Powered Industrial Trucks.

Scope

This program applies to all TRI STATE SUPPLY employees who operate a Powered Industrial Truck in the scope of their job duties and assignments. When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers TRI STATE SUPPLY employees and contractors and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent. **NOTE:** All employees are required to be trained and certified prior to operating each specific type of forklift equipment. TRI STATE SUPPLY shall certify all authorized employees regarding competency on all types of equipment.

Definitions

Authorized Employee – A person, at least 18 years of age and who has completed the Tri State Supply required safety training for the safe operations of forklifts.

Forklift (Powered Industrial Truck) – Any mechanical device used for the movement of supplies, material or finished a product that is powered by an electric motor or an internal combustion engine.

Key Responsibilities

**Manager/Supervisor**

- Shall ensure that each powered forklift operator is competent to operate a forklift safely, as demonstrated by the successful completion of the training and evaluation program.
- Shall ensure that all forklifts are inspected before each shift and all repairs are made before the forklift is operated.

**Employees**

- Shall be current on applicable training.
- Operate forklift in accordance to the forklift standards and manufacture requirements.
- Inspect forklift at the start of shift, and remove from service if defects are found until they are corrected.
- Operate forklift in a safe manner.

Procedure

**General**

All approved forklifts shall have a manufactures identification plate attached showing all specifications of the forklift and that the forklift is accepted by a nationally recognized testing laboratory.
Tri State Supply Company, Inc.
29 Forklift and Industrial Trucks
Revision 1
Date: 09/12/2014
Reference:
Related Forms:
Procedure:

Modifications and additions, that affect capacity and safe operation, shall not be performed without manufacturer’s prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed reflect the modification or addition.

If the forklift is equipped with front-end attachments other than factory installed attachments, the supervisor shall ensure that the forklift is marked to identify the attachments and show the approximate weight of the forklift and attachment combination at maximum elevation with load laterally centered.

The operator shall see that all nameplates and markings are in place and are maintained in a legible condition.

All forklifts shall be equipped with safety seat belts. All forklifts shall be equipped with a horn, backup alarm, beacon light, headlights and taillight.

**Safety Guards**
Forklifts shall be fitted with an overhead rollover cage, as per manufactures specifications.

If the type of load presents a hazard to the operator, the forklift shall be equipped with a vertical load backrest extension, as per manufactures specifications.

**Training**
Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, and written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by authorized persons who have the knowledge, documented training, and experience to train powered industrial truck operators and evaluate their competence.

Each operator is required to be re-evaluated every three years.

Training shall include the following topics, except in topics for locations where they are not applicable to safe operation of the truck due to type of equipment or facility conditions.

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate,
2. Differences between the truck and the automobile,
3. Truck controls and instrumentation: where they are located, what they do, and how they work,
4. Engine or motor operation,
5. Steering and maneuvering,
6. Visibility (including restrictions due to loading),
7. Fork and attachment adaptation, operation, and use limitations,
8. Vehicle capacity,
9. Vehicle stability,
10. Any vehicle inspection and maintenance that the operator will be required to perform,
11. Refueling and/or charging and recharging of batteries,
12. Operating limitations,

13. Any other operating instructions, warnings, or precautions listed in the operator’s manual for the types of vehicle that the employee is being trained to operate,

14. Surface conditions where the vehicle will be operated,

15. Composition of loads to be carried and load stability,

16. Load manipulation, stacking, and unstacking,

17. Pedestrian traffic in areas where the vehicle will be operated,

18. Narrow aisles and other restricted places where the vehicle will be operated,

19. Hazardous (classified) locations where the vehicle will be operated,

20. Ramps and other sloped surfaces that could affect the vehicle’s stability,

21. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust,

22. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation, and


Mandatory refresher training shall be provided when unsafe operations are observed, after an incident, if operating a different vehicle type, changes in conditions or any time TRI STATE SUPPLY COMPANY, INC. feels an operator requires refresher training.

Certification
Only trained and certified operators, including supervisors, are allowed to operate the device (this includes refresher training requirements).

The trainer shall certify in writing that each operator has been trained and evaluated as required.

The certification shall include the name of the operator, the date of the training, the date of the evaluation and the identity of the person(s) performing the training and/or evaluation.

Operations

General

- All operators shall wear a safety seat belt when operating a forklift.
- Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
- Unauthorized personnel shall not be permitted to operate forklifts.
- No riders or passengers are permitted.
- It is prohibited for arms or legs to be placed between the uprights of the mast or outside the running lines of the forklift.
- When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
Procedure:

- Wheels shall be blocked if the forklift is parked on an incline.
- A forklift is unattended when the operator is 25 ft. or more away from the vehicle, which remains in view, or whenever the operator leaves the forklift and it is not in view.
- When the operator of a forklift is dismounted and within 25 ft. of the forklift still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
- Forklifts shall not be used for opening or closing freight doors.
- Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading.
- Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor.
- The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard (cages) shall be used as protection against falling objects.
- An overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- Fire aisles, access to stairways, and fire equipment shall be kept clear.

**Traveling**

- The operator shall slow down and sound the horn at cross isles and other locations where vision is obstructed.
- If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing.
- The operator shall be required to look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.
- On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- Under all travel conditions the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are prohibited.
- The operator shall slow down for wet and slippery floors.
- Dock board or bridge plates shall be properly secured before they are driven over.
Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.

While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion.

Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

**Loading**

- Only stable or safely arranged loads shall be handled.
- Caution shall be exercised when handling off-center loads, which cannot be centered.
- Only loads within the rated capacity of the forklift shall be handled.
- Forklifts equipped with attachments shall be operated as partially loaded forklifts when not handling a load.
- A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
- Tilting forward with load engaging means elevated shall be prohibited except to pick up a load.
- An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack.
- When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

**Operation of the Truck**

- If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been restored to safe operating condition.
- Fuel tanks shall not be filled while the engine is running.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- When fueling with Liquefied Petroleum Gas (LPG), precautions and handling requirements set forth in the “Safe Handling of LPG” program shall be followed.
- No forklift shall be operated with a leak in the fuel system.
- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- Operator must verify trailer chocks, supports, and dock plates are secured prior to loading/unloading.

**Maintenance and Inspection of Forklifts**

- Only authorized personnel shall perform maintenance, and make repairs.
- Those repairs to the fuel and ignition systems of forklifts, which involve fire hazards, shall be conducted only in locations designated for such repairs.
Procedure:

- Forklifts in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.

- Only parts equivalent with those used in the original design shall replace all parts of any forklift requiring replacement parts.

- Forklifts shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts.

- Additional counter weighting of fork trucks shall not be done unless approved by the truck manufacturer.

- Forklifts shall be inspected daily by the operator before being placed in service, and shall not be placed in service if the inspection shows any condition adversely affecting the safety of the forklift.

- Inspection shall be made at least daily – prior to each shift. (visual – non documented) Inspection items shall be posted on each forklift. Operators must insure the vehicle is safe prior to operating.

- Where forklifts are used on a round-the-clock basis, they shall be inspected before each shift.

- Defects when found shall be immediately reported to the supervisor, and corrected before operating the forklift.

- When the temperature of any part of any forklift is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the forklift shall be removed from service and not returned to service until the cause for such overheating has been eliminated.

- Forklifts shall be kept in a clean condition, free of lint, excess oil, and grease.

- Noncombustible agents, where at all possible, shall be used for cleaning trucks.

- Low flash point (below 100 degrees F.) solvents shall not be used.

- High flash point (at or above 100 degrees F.) solvents may be used if precautions regarding toxicity, ventilation, and fire hazard are mitigated with the agent or solvent used.
Purpose

The purpose of the Short Service Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers. The Supervisors and co-workers must be able to readily identify Short Service Employee participants. TRI STATE SUPPLY will assign experienced employees to oversee the daily activities of those assigned to the SSE program.

Scope

- Applies to all TRI STATE SUPPLY employees in shop and field operations.
- Applies to all newly hired TRI STATE SUPPLY employees (regardless of experience), temporary agency personnel or our independent contractors working on Tri State Supply or client locations/facilities.

Definitions

Short Service Employee (Who is Covered Under the Short Service Employee Program) – An employee or subcontractor employee with less than six months experience in the same job or with his/her present employer.

Mentor – An experienced employee, who has been assigned to help and work with a new Short Service Employee by his/her supervisor.

Key Responsibilities

- Managers and Supervisors shall ensure that this program is implemented and followed.
- Employees shall follow the requirements of this program.

Monitoring of Short Service Employees at the Job Site

- TRI STATE SUPPLY shall monitor its employees, including SSE personnel, for HES awareness.
- If, at the end of the six-month period, the SSE has worked safely, adhered to HES policies and has no recordable incident attributable to him/her, the SSE identifier may be removed at the discretion of TRI STATE SUPPLY.
- TRI STATE SUPPLY shall require any employee that does not complete the six-month period recordable free to get operator approval in writing prior to returning to operator property.

Subcontractors

- Subcontractors must adhere to the requirements of the Short Service Employee program.
- Subcontractors must manage their Short Service Employees in accordance with the requirements of the Short Service Employee program.
Procedure

General
A Short Service Employee may not work alone. A Short Service Employee may not work alone. A work crew of less than 5 employees may not have more than one Short Service Employee.

Supervisors will assure that all new, transferred and temporary employees have been through TRI STATE SUPPLY Safety Orientation and have a complete knowledge of the expectations for their job function.

Mentoring Oversight and Monitoring
A Short Service Employee is mentored by an experienced/ knowledgeable employee. A mentoring system shall be implemented to provide guidance to Short Service Employees and assist with their development. A mentor may only be assigned to one crew that includes Short Service Employees and he/she must remain on site with them.

Supervisors will identify all employees and temporary personnel with less than 180 days of service, or those employees they desire to return to a mentoring status for improvement in job and/or safety performance. Any Short Service Employee experiencing an OSHA Recordable injury during the initial 180 days will repeat the mentoring program or shall be dismissed for poor performance.

Managers and the Safety Department will randomly audit for process compliance. This will involve interviewing employees in the Short Service Employee program (documentation is not required).

Short Service Employees are monitored for compliance with HSE policies and procedures. Short Service Employees shall be monitored for compliance with health, safety and environmental policies and procedures. Once the Short Service Employee has demonstrated competency and compliance with HSE policies and procedures, the contractor may remove the hi-visibility identifier.

Short Service Employee Identification
Short Service Employees must wear uniquely colored hardhats (or another type of identifier). Short Service Employees shall be visibly identified through the use of a different colored hardhat or other method of identification. The method used to identify SSEs should be communicated to the Owner Client.

Notification and Communication Processes
The host facility must be notified when a Short Service Employee will be working at their site. Prior to starting work, TRI STATE SUPPLY shall notify the host facility (project coordinator, contractor contact, and/or on-site supervisor) if Short Service Employees are present on work crews.

Mentors will converse daily with those persons assigned to them, preferably at the start of the day. This will be in addition to other tailgate or daily safety meetings held in the work area.
TRI STATE SUPPLY COMPANY, Inc.

Employee Right-to-Know
Employees' Right to Know (the Hazard Communication Standard) covers potential job hazards and protections, including label and material safety data sheet information and other required safety training (29 CFR 1910.1200). Rights to information and equipment needed to work safely are included in many OSHA regulations on specific tasks, equipment, and substances. Employees (and their agents) have the right to collectively bargain to obtain access to safety and health information not specifically available in OSHA laws.

In brief, the written program must include:

- a plan for providing training to employees prior to initial or change in work assignment or conditions, and annual refresher training, including an outline of training content;

- methods for making ERTK information, such as material safety data sheets (MSDSs), readily accessible to employees in their work areas;

- a description of how labels, placards and signs will be used to identify hazardous materials or work areas where harmful physical agents are generated at levels approaching regulatory limits;

- a list of hazardous substances and agents present in the workplace; and

- the methods used to inform employees of the hazards of infrequent tasks and unlabeled pipes.

In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to workers. OSHA's Hazard Communication Standard (HCS) requires the development and dissemination of such information:

- Chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import, and prepare labels and safety data sheets to convey the hazard information to their downstream customers;

- All employers with hazardous chemicals in their workplaces must have labels and safety data sheets for their exposed workers, and train them to handle the chemicals appropriately.
Employee Right-to-Know program for Tri State Supply Company

General company policy

The purpose of this notice is to inform you our company is complying with the OSHA Employee Right-to-Know standard by providing you with training about the hazardous materials you are exposed to on the job. As part of this effort, we have compiled a list of the hazardous chemicals stocked in our facility, collected material safety data sheets (MSDSs) from our vendors for these chemicals, received reference material about the other harmful agents employees are exposed to, ensured that containers are labeled and signs are present in the hazardous areas.

This program applies to all work operations in our company where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Safety Director is the program coordinator and has overall responsibility for the program. Safety Director will review and update the program, as necessary. Copies of the written program may be obtained from the Safety Director.

With this program, you will be informed of the contents of the OSHA Employee Right-to-Know standard, the hazardous properties of the chemicals you are stocking, safe handling procedures and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers. We will also inform you of any hazards created by other employers and their employees working in the same area as ours.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training about the Employee Right-to-Know standard and the safe handling of those chemicals. A program has been prepared for this purpose and is outlined below. Whenever a new hazard is introduced, additional training will be provided. Training updates will be performed at least annually and may be brief summaries of information included in previous training sessions. The program coordinator is responsible for ensuring this training is provided.

Training plan

The employee right-to-know training will include:

- a summary of the standard and this written program;
- physical hazards of chemicals (e.g., potential for fire, explosion, etc.);
- the health hazards, including signs and symptoms, associated with exposure to chemicals, harmful physical agents, and any medical condition known to be aggravated by exposure to these hazards, (information is provided per MSDS);
- the work procedures to follow to assure protection when cleaning up incidental spills and leaks of hazardous chemicals;
- the location in the facility where MSDSs information can be found;
- instruction about how to read and interpret the information on labels, MSDSs and PADSs; and
- how employees may obtain additional hazard information.

Records of training will be maintained for three years in the Safety Directors files (Online with J.J. Keller) and will include:

- the dates of training;
- the name, title and qualifications of the person who conducted the training;
- the names and job titles of the employees who completed the training; and
- a brief summary or outline of the information that was included in the training session.

**List of hazardous chemicals**

The Safety Director has created a PDF list of all hazardous substances in the facility on CDROM, and will update the list as necessary. The list of chemicals identifies all of the chemicals handled in the facility. Each list also identifies the corresponding MSDS for each chemical. The master list of all chemicals handled by employees can be found below.

The Safety Director has created a list of chemicals that workers are routinely handling in the course of assigned work. This includes designated first aid providers who have potential exposure to bloodborne pathogens. For further information, see the written exposure control plan for the facility (Procedure #1 Bloodborne Pathogen Exposure Control Plan) that meets the requirements set forth in 29 CFR 1910.1030 and that covers all bloodborne pathogens.

**Material safety data sheets (MSDSs)**

Material safety data sheets provide specific information about the chemicals you use. The program coordinator will maintain a CDROM on all branch bulletin boards with an MSDS about every substance on the list of hazardous chemicals identified in the facility. The MSDSs will contain the information found on a fully completed OSHA Form 174 or its equivalent.

The program coordinator is responsible for acquiring and updating MSDSs. He or she will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new materials to be brought into the facility must be cleared by the program coordinator.
Labels and other forms of warning

The program coordinator will ensure all hazardous chemicals in the facility are properly labeled and updated as necessary. Manufacturer’s container labels should be left on the containers if possible and must list, at a minimum, the chemical’s identity, the appropriate hazard warning, and the name and address of the manufacturer, importer or other responsible party.

If you transfer chemicals from a manufacturer’s container into another container, the new container must have a label that identifies the chemical identity and any appropriate hazard warning. Immediate-use containers, which are containers of hazardous substances remaining under the control of one employee and that are emptied during the same work shift, need not be labeled.

Multi-employer workplace

If another employer has its employees working at the facility, such as service representatives or subcontractors, the program coordinator will:

1. provide the other employer with copies of the MSDSs for the hazardous substances its employees may be exposed to while working at the facility;

2. inform the other employer of any precautionary measures that need to be taken to protect the employees during both normal working conditions and in foreseeable emergencies; and

3. inform the other employer about the labeling system used in the facility.

The program coordinator will document in writing that the above information was conveyed to the other employer.

Frequency of training

The program coordinator will review our employee training program on a regular basis and will advise management regarding initial or annual refresher training needs. Retraining is also required whenever a new hazard is introduced into the workplace. As part of the assessment of the training program, the program coordinator will obtain input from employees regarding the training they have received and their suggestions for improving it. This review will be performed annually; necessary revisions will be made to ensure currency and applicability.

________________________________________                            ________________________
Program coordinator                                                  Date

________________________________________                            ________________________
Reviewed by                                                           Date:
Purpose

The purpose of this program is to establish minimum requirements for site specific H2S safety, which will enhance safety in the occupational setting where hydrogen sulfide is present or is recognized as being potentially present.

Scope

This program sets forth accepted practices for Hydrogen Sulfide (H2S). This program applies to all employees of TRI STATE SUPPLY, temporary employees, and any contractors working for TRI STATE SUPPLY. When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers TRI STATE SUPPLY employees and contractors and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent.

Definitions

- Contingency Plan - a site-specific written document that provides an organized plan for alerting and protecting the public within an area of exposure following the accidental release of all potentially hazardous atmospheric concentrations of hydrogen sulfide.
- Exposure Level - permissible exposure level of hydrogen sulfide is 10 PPM for an 8-hour, time weighted average.
- Gas Detector Instrument - An instrument/detector to measure levels of H2S. Instruments may be electronically or manually operated.
- Hydrogen Sulfide (H2S) - is an extremely deadly, toxic gas that in its pure state is colorless and is heavier than air. Additionally:
  - It is the second most toxic gas known to man, ranking behind hydrogen cyanide and ahead of carbon monoxide.
  - It has the odor of rotten eggs at low concentrations.
  - In higher concentrations rapidly paralyze the olfactory nerves (sense of smell).
  - Is soluble in water and is flammable and poses a definite threat of explosion.
- Parts Per Million (PPM) - parts of vapor or gas per million parts of contaminated air by volume.
- Personal H2S Monitor - An electronic instrument worn on the person that is set to alarm at 10 PPM of H2S.
- Possible Locations of Where May Be Exposed to H2S During Their Job Functions – While clients are required to notify TRI STATE SUPPLY of known H2S locations the majority of time H2S can be located in drilling operations, recycled drilling mud, blowouts, water from sour crude wells, blowouts, tank gauging (tanks at producing, pipeline and refining operations), during routine field maintenance involving hydrocarbons, tank batteries and wells.
- Venting - the process of discharging a material to the atmosphere through a series piping and/or venting devices, to facilitate the proper and safe dispersion of toxic materials and to minimize personnel exposure.
Key Responsibilities

Managers and Supervisors

- Shall ensure all employees who are to be assigned to work at locations where hydrogen sulfide is known to be present, or suspected to be present in any concentration, have been trained in hydrogen sulfide safety.
- To ensure employees have been medically approved to wear respirators and trained on the safe use of respirators, including a respirator fit test in accordance with TRI STATE SUPPLY Respiratory Protection Program.
- To ensure employees have been trained and familiar with personal H2S monitors and gas detection instruments.
- To have been provided with the client's safety procedures.
- To ensure the necessary respiratory equipment to perform the work safely is available.
- That each employee has been provided with a copy of this program.

Employees

- Employees are responsible to comply with this program.

Procedure

Characteristics of Hydrogen Sulfide

The characteristics of hydrogen sulfide include: being toxic, colorless, with the odor or rotten eggs at low concentrations, is soluble in water and is flammable:

- Toxicity – See table below. Hydrogen sulfide is a very dangerous and deadly gas - it is colorless and heavier than air. It can accumulate in low places and in small concentrations. Exposure to certain concentrations of H2S can cause serious injury or death.
- Color - H2S is colorless – you can’t see it.
- Odor – it has a strong, pungent, somewhat distasteful odor similar to rotten eggs. In higher concentrations, it can deaden the sense of smell (olfactory nerve). Do Not Rely On Smell To Detect H2S – Rely Strictly On Instruments Designed To Measure Concentrations Of H2S.
- Solubility – H2S mixes with water.
- Flammability – H2S is an explosive gas.
- Toxic By Products – H2S presence can create sulfur dioxide which can ignite without warning

Toxic Effects of Hydrogen Sulfide

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>PHYSICAL EFFECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>.01 PPM</td>
<td>Can smell odor.</td>
</tr>
<tr>
<td>10 PPM</td>
<td>Obvious and unpleasant odor. Beginning eye irritation. ANSI permissible exposure level for 8 hours (enforced by OSHA).</td>
</tr>
<tr>
<td>100 PPM</td>
<td>Immediately Dangerous to life or Health (IDLH) Kills smell in 3-15 minutes; may sting eyes and throat. May cause coughing and drowsiness. Possible delayed death within 48 hours.</td>
</tr>
</tbody>
</table>
Health Effect of Exposure to Hydrogen Sulfide

Some basic health effects of H2S can include eye irritations, effects nerve centers of the brain which control breathing.

General Requirements

TRI STATE SUPPLY should have a written confined space program per 29 CFR 1910.146 and employees must be aware of site specific contingency/emergency plans and owners contingency plan provisions.

Each person entering a H2S designated location, regardless of the concentration, shall wear a personal H2S monitor that is set to alarm at 10 PPM and shall carry a 5-minute escape pack with them at all times. When the alarms sound the employees must either evacuate the area or don the SCBA’s or airline respirators. Employees must evacuate the area, don SCBA’s or airline respirators upon sounding of H2S alarm.

When work requires opening any equipment on location that has the potential of releasing concentrations of H2S at 100 PPM or higher, two or more H2S trained persons shall be present and follow these procedures prior to and during the opening of the equipment:

- Each person entering the H2S location shall don a personal H2S monitor prior to entry.
- A tailgate meeting will be held with everyone on location to discuss the work plan, the responsibilities of each person and the site specific contingency plan.
- Each person shall have either a self-contained breathing apparatus (SCBA) or a supplied airline respirator equipped with a 5-minute escape pack, and shall be worn when opening the equipment to the surrounding atmosphere.
- At least one person (per two workers), equipped with a SCBA will act as a stand-by person and may not participate in the work being performed until the atmosphere has been tested and found to have no H2S present in quantities over 10 PPM. The stand-by person shall be stationed up wind, within 100 feet and in clear view of the workers.
- If an operator or other third party provides the stand-by person, it will be the responsibility of the TRI STATE SUPPLY manager/supervisor in charge to verify that the person has been H2S, CPR, and First Aid trained, and that they have been provided the proper respiratory equipment.
  - Only TRI STATE SUPPLY employees may wear TRI STATE SUPPLY respirator equipment.
  - If TRI STATE SUPPLY employees will use client or other third party equipment, the equipment must be inspected to ensure it is safe to use and meets TRI STATE SUPPLY requirements.
- After the equipment has been locked and tagged out (per TRI STATE SUPPLY Lockout/Tagout Program), opened and the H2S concentration has been cleared to less than 10 PPM, the stand-by person will no longer be required. Work may then be performed without respiratory equipment, except for the required 5-minute escape pack.

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 PPM</td>
<td>Kills smell shortly, stings eyes and throat. Respiratory irritation. Death after 1-2 hours exposure.</td>
</tr>
<tr>
<td>500 PPM</td>
<td>Dizziness; breathing ceases in a few minutes. Need prompt rescue breathing (CPR). Self-rescue impossible because of loss of muscle control.</td>
</tr>
<tr>
<td>700 PPM</td>
<td>Unconscious quickly; death will result if not rescued promptly. 1000 PPM Unconscious at once, followed by death within minutes.</td>
</tr>
</tbody>
</table>
Safe Work Procedures

- Maintain compliance with permit requirements of TRI STATE SUPPLY and any requirements by the client.
- Verify that proper safety equipment is available, functioning properly and is utilized.
- Check and remain aware of wind conditions and direction.
- Perform a thorough check of the downwind area prior to the start of any potentially hazardous work activity.
- Check for other personnel and ignition sources.
- Ventilate work areas by venting and purging lines and vessels prior to beginning any work activities.
- Keep all non-essential personnel away from work areas.
- Immediately vacate the area when any H2S monitor sounds and do not re-enter without proper respiratory protection.

Required Equipment

The following equipment shall be provided and used as required by this program:

- Methods of detecting H2S by the use of fixed or portable monitors and will alarm at the appropriate permissible exposure limits of 20 PPM for 1910 or 10 PPM for 1926? Personal or area monitors that alarm when PEL exceeds the preset level of 20 PPM for OSHA 1910 or 10 PPM for OSHA 1926 requirements.
- Portable H2S gas testing instrument, either electronic or manual pump operated, capable of testing the suspected concentrations of H2S in the system.
- Each testing instrument must be capable of testing the suspected concentrations of H2S by using the manufacturer’s recommended calibrated tube or other means of measuring the concentration of gas.
- Testing instruments shall be calibrated periodically according to the manufacturer’s recommendation, and at least annually.
- Calibration kits with regulator for calibrating the personal monitor.
- Calibration gas cylinder for testing the personal monitor.
- Approved self-contained breathing apparatus or airline respirator with escape SCBA should be used with H2S with a 5-minute escape pack, and shall be worn when opening the equipment to the surrounding atmosphere.
- At least one person (per two workers), equipped with a SCBA will act as a stand-by person and may not participate in the work being performed until the atmosphere has been tested and found to have no H2S present in quantities over 10 PPM. The stand-by person shall be stationed up wind, within 100 feet and in clear view of the workers.
- If an operator or other third party provides the stand-by person, it will be the responsibility of the TRI STATE SUPPLY manager/supervisor in charge to verify that the person has been H2S, CPR, and First Aid trained, and that they have been provided the proper respiratory equipment.
  - Only TRI STATE SUPPLY employees may wear TRI STATE SUPPLY respirator equipment.
  - If TRI STATE SUPPLY employees will use client or other third party equipment, the equipment must be inspected to ensure it is safe to use and meets TRI STATE SUPPLY requirements.
- Respirator wearers requiring corrective eyewear will be fitted with spectacle kits according to the respirator manufacturer, at no expense to the employee.
- Respirators and their components, including all fittings of hoses, shall not be interchanged, which if done, would violate the approval rating of said respirator or related equipment.
Each employee shall have completed a medical evaluation by a physician or licensed health care professional to determine the employee's ability to wear a respirator as required by the TRI STATE SUPPLY Respiratory Protection Program.

Each employee will successfully complete the medical questionnaire and examination before being allowed to be fit tested with a respirator.

Training

Employees required to work on H2S locations will be trained. Training shall consist of:

- Physical and chemical properties of H2S
- Sources of H2S
- Human physiology
- Signs and symptoms of H2S exposure, acute and chronic toxicity
- Symptomatology of H2S exposure
- Medical evaluation
- Work procedures
- Personal protective equipment required working around H2S
- Use of contingency plans and emergency response
- Burning, flaring, and venting of H2S
- State and federal regulatory requirement
- H2S release dispersion models
- Rescue techniques, first aid, and post exposure evaluation
- Use, care, and calibration of personal monitors and gas detection instruments
- Respirator inspections and record keeping

Each respirator wearer will complete Respiratory Protection training and a Respirator Fit Test, after being given a medical clearance and before entering any H2S location.

Employees and other personnel visiting H2S locations who will not be involved in the work shall be briefed on the following prior to entering:

- Site-specific sources of H2S
- Health hazards of H2S
- Routes of egress
- Emergency assembly areas
- Applicable alarm signals and
- How to respond in the event of an emergency.

Rescue

Each employee, when working alone in a H2S designated area, shall plan and become familiar with self-escape procedures to include being aware of wind direction and obstacles to avoid when exiting the work area.
Employees working under the buddy system shall pre-plan an emergency rescue and/or evacuation procedure prior to commencing work, and arrange for periodic communications with his/her supervisor, and document the discussion on each employee’s service report.

**Respirator Inspections**
Respirators will be inspected by the employee before each use and at least monthly.

The inspection will include the respirator face piece, hose, harness, 5-minute escape pack cylinder and all other components of the air supply systems used.

Monthly inspections will be documented as per TRI STATE SUPPLY Respiratory Protection Program, and will be kept on file at the local office for review during safety audits.

**Monitors and Gas Detector Calibration**
Each personal H2S monitor shall be calibrated at least monthly and the results recorded on the calibration log.

Those monitors that do not require calibrating shall be bump checked with calibration gas to test alarms, monthly or prior to use if not used routinely.
Purpose

The TRI STATE SUPPLY Behavior Based Safety (BBS) initiative is an education and observation process used to improve safety and reduce risk in the workplace. This process uses a proactive approach and is intended to communicate to employees the elements and the procedures of Behavior Based Safety that will assist in reducing at-risk behaviors which in turn reduces injuries in our workplaces.

Scope

The TRI STATE SUPPLY BBS applies to all staff. Employees are permitted to participate in BBS initiatives already in place at customer locations if required by the customer. Employees are requested to participate in Behavior Based Safety process and follow the process guidelines.

Requirements

Safety awareness principles are the foundation of the TRI STATE SUPPLY Behavior Based Safety process. The key concepts teach employees to recognize when they may be in one of the following states:

- Rushing
- Frustration
- Fatigue
- Complacency (which can cause or contribute to these critical errors)
- Eyes not on task
- Mind not on task
- Line of fire
- Loss of balance/traction/grip (which in turn increase the risk of injury.)

Pre-task Analysis is a process to evaluate the work environment by performing a Job Safety Analysis (JSA) of each job. The purpose of which is to eliminate or control all hazards that may be encountered to complete the job. This process is included in the Behavior Based Safety process to establish the correct habits and work procedures in order to reduce at-risk behaviors.

The observation process is designed to raise safety awareness and provide a feedback mechanism for management to make changes in design, process or procedure in order to reduce at-risk behaviors. The key to this process is raising awareness of behavior through observation and feedback. The process has three key elements:

Conducting Observations of Employees Work Behavior

Observations provide direct, measurable information on employee work practices identifying both safe and unsafe behaviors. The process starts with the observation of workers - fellow employees, other contractor employees and customer employees as they perform their tasks. Observers collect information about worker performance and provide feedback via the observation card. The emphasis is not on who was observed but rather what behavior was observed.
During the observation the observer records their findings on the BBS Observation Form. Items to be observed include but are not limited to:

- Personal Protective Equipment
- Procedures / Methods
- People
- Work Environment
- Equipment

Upon completion of an observation the observer is expected to have a discussion with the observed to get feedback. The observer will:

- Review the observation with observed employee.
- Start with a positive comment.
- Reinforce safe behaviors observed first.
- Describe and discuss unsafe behaviors observed.
- Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions.
- Re-emphasize no consequence to observed employee.

Documenting feedback allows workers to assess what should be repeated and what should change to reduce risks in the workplace.

Collection of Data and Performing Trend Analysis

Individual departments, as well as TRI STATE SUPPLY as a whole, will compare these measurements and track these results by an acceptable method so that numerical and statistical comparisons can be made over time.

BBS Observation Forms are forwarded to the corporate safety manager for input into the BBS database. Reports are generated and forwarded to management. TRI STATE SUPPLY will collect data and performing trend analysis based on the information.

Elements of an Action Plan After the Trend Analysis is Completed

Once trend analysis is complete, appropriate action plans shall be developed to address unsafe behaviors. Action planning will include:

- Evaluate unsafe behaviors from trend analysis and prioritize
- Develop action plan for unsafe behaviors based on comments and feedback from data sheets
- Designate responsible parties and timeframes within the action plan
- Define who is responsible for action planning
- Ensure management support

Action Plan Follow Up

All action plans shall be arranged by a set time period. To ensure effectiveness of the BBS follow-up is necessary to ensure the closure of all actions listed. The follow-up process will include:

- Monthly frequency for review of action by the safety manager, senior management and employees.
- Assign accountability for closeout of action plans within TRI STATE SUPPLY.
- Document archiving of action plans with completed action items.
Responsibilities

Oversight
The manager/supervisor has these oversight responsibilities:

- Coach observers and develop action plans to ensure continuous improvement.
- Ensure that all employees are trained on the Behavior Based Safety elements.
- Maintain communication with workforce by channeling information in a timely manner (feedback).
- Collect and review process modification change requests from employees.
- After reviewing and giving feedback the BBS/JSA cards should be forwarded to the corporate safety director for data entry.

Each employee plays a specific role in the Behavioral Based Safety process. These roles include observee, observer, supervisor, manager and safety manager.

Person being observed
- Be willing to be observed.
- Be open and cooperative.
- Avoid being defensive.
- Participate in problem-solving meetings.
- Be familiar with the Behavior Based Safety process.

Person performing the observation
- Learn the Behavior Based Safety process and the benefits of reducing at-risk behaviors.
- Promote the Behavior Based Safety process.
- Make observing proactive.
- Be open to coaching.
- Be courteous and helpful.
- Assist workers by offering suggestions to safely perform a task or help them with a task if necessary.
- Communicate with the workers being observed.
- Give constructive feedback after observations.
- Stress the safe behaviors before the at-risk behaviors.
- Offer and work towards solutions of problems found.
- Record a comment for every recorded “at-risk” to include what and why. Make quality observations, concentrating on quality comments.

Manager
- Actively promote and participate in the behavior safety process by supporting the goals and objectives of the Behavior Based Safety process.
- Ensure that all employees are aware of what is expected of them regarding the BBS process.
- Encourage employees to participate in observations so that incidents/injuries are reduced in the workplace.
- Provide necessary resources to keep process productive.
- Attend safety meetings and offer feedback on areas of improvement.
Supervisor

- Actively promoting and participating in the Behavior Based Safety process by reviewing BBS Observation Forms turned in at least weekly and giving feedback, completing corrective actions needed, etc.
- Refraining from using data from the Behavior Based Safety process in a punitive manner.
- Assisting in problem solving and completing corrective actions in a timely manner.
- Understanding the behavior safety process and the benefits of reducing at-risk behaviors.

Safety Manager

- Support the goals and objectives of the Behavior Based Safety process.
- Encourage, promote, provide technical support and assist in acquiring the resources needed for the Behavior Based Safety process.
- Address the concerns and suggestions of field personnel.
- Collect all observation data cards.
- Enter data into BBS database.

Training

Training on the observation process will include how to conduct the observation, how to complete the observation form, what do the behaviors mean, feedback training and role play (mentoring and coaching) and employees should be aware they may be observed at any time.

Training will include:

- Program objectives and incident metrics reviewed.
- How to conduct the observation.
- How to complete the observation form.
- What do the behaviors mean?
- Feedback training and role play (mentoring and coaching).
- Employees should be aware they may be observed at any time.
BBS Safety Observation Form

Your concerns for safety and suggestions as how to improve our safety program are important to TRI STATE SUPPLY. Use this form to submit either safety improvement input and/or a BBS safety observation. Your name is optional and the name of the person being observed is not to be used. This information will be used to continually improve our safety system and conditions.

<table>
<thead>
<tr>
<th>Improvement Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BBS Observation</td>
</tr>
<tr>
<td>☐ Unsafe Act</td>
</tr>
<tr>
<td>☐ Unsafe Condition</td>
</tr>
<tr>
<td>☐ Recognition</td>
</tr>
<tr>
<td>☐ Environmental</td>
</tr>
</tbody>
</table>

Employee/Observer Input:

Employee’s Action Taken or Recommendation:

Supervisor or Management Action Taken:

<table>
<thead>
<tr>
<th>Safety Observation</th>
<th>S=Safe</th>
<th>C=Concern</th>
<th>Critical Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPE / Procedures / Methods</td>
<td>Body Position / Mechanics</td>
<td>Slips / Trips</td>
<td>Equipment / Work Environment</td>
</tr>
<tr>
<td>S C Eye &amp; Head</td>
<td>S C Proper Position</td>
<td>S C Proper Footwear</td>
<td>S C MSDS if Needed</td>
</tr>
<tr>
<td>S C Hand &amp; Body</td>
<td>S C Ask for Help</td>
<td>S C Aware of Hazards</td>
<td>S C Lock Out</td>
</tr>
<tr>
<td>S C Footwear</td>
<td>S C Use Dolly</td>
<td>S C Prompt Clean Up</td>
<td>S C Tools are Safe</td>
</tr>
<tr>
<td>S C Work Permit / JSA</td>
<td>S C Don’t Twist Body</td>
<td>S C Not Rushing</td>
<td>S C Signage if Needed</td>
</tr>
<tr>
<td>S C All trained in BBS</td>
<td>S C Get Close to Item</td>
<td>S C Step Conditions</td>
<td>S C Spill Control</td>
</tr>
</tbody>
</table>

Observer’s feedback given to other employee:

Location: Observer Name: Date:

Promptly after observation give this form to your supervisor who will review it and who must then forward it to the TRI STATE SUPPLY Safety Manager for action.
Purpose

This program is written to be in compliance with local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of Tri State Supply vehicle safety.

Key Responsibilities

Tri State Supply Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the program and related procedures. These procedures are kept in the designated safety manager’s office.

Site Manager

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

Employees

- All shall be familiar with this procedure and the local workplace vehicle safety program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company owned vehicle.
- The driver of a Tri State Supply vehicle will have a valid and current license to operate the vehicle. Drivers will be appropriately assessed, licensed and trained to operate the vehicle they have been authorized to operate.
- Authorized drivers are not allowed to operate a motor vehicle while under the influence of alcohol, illegal drugs, certain medications, prescription or over-the-counter medications that might impair their driving skills.

Vehicle and Transportation Related

Driving Safety

- No passengers shall be on trucks used to deliver goods.
- Backing is prohibited whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.
- Drivers must have either a reversing alarm, use a spotter or walk around the truck/trailer prior to backing.
- Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area.
- Vehicles (light vehicles, heavy vehicles and trailers) may not be modified without the endorsement of the manufacturer.
Signs, stickers or labels are to be fitted in such a manner that they do not obstruct the driver’s vision or impede the driver’s use of any controls.

**Reporting of Traffic Violations and Vehicle Accidents** - Authorized drivers will report any collision or traffic violation while driving on company duties to the appropriate personnel.

**Safe Driver Behaviors/Practices:**

- Authorized drivers will follow Tri State Supply Safe Driver Behaviors/Practices.
- Obey all federal and local driving laws or regulations as well as requirements of clients;
- Immediately report any restriction or change to their driving privileges to the supervisor.
- Driver and all passengers must wear seatbelts. Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.
- Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them.
- When speaking with a passenger, always keep your eyes on the road.
- Both hands on the wheel.
- Use of cell phones, hands-free cell phones, manipulating radios or other equipment which may cause distraction while driving any vehicle is prohibited. Vehicle must be safely parked prior to using a cell phone or 2-way radio.
- Drivers shall not exceed the posted speed limit.
- Drivers shall maintain a safe distance between other vehicles.
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds a hazard to your driving;
- Alcohol or illegal drugs are not allowed to be in a company, client or leased vehicle at any time;

**Drivers are to be prepared before leaving:**

- Perform 360 walk around – report new damage.
- Check windshield for cracks that could interfere with vision.
- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed.
- Make sure dirt or snow is removed from lights on all sides of the vehicle.
- Brush or clean off snow or ice on all windows to ensure complete vision.
- Check fuel level to be certain the destination can be reached.
- Check to ensure the license plates and inspection tag on vehicle are current.
- Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle.
- Ensure driver is rested and alert for driving.
- Employees are not to perform repairs or maintenance other than routine fluid additions.
Vehicle Requirements

- Vehicles shall be maintained in safe working order.
- Vehicles are of the correct size and designed for intended use. The vehicle shall be fit for the purpose.
- Tires, including spares if full size, are to be of same type, profile and tread pattern, except when the vehicle or tire Manufacturer recommends a different type for certain axles.
- Tire type and pattern is to be recommended by the vehicle or tire manufacturer for use on the vehicle in the area of operation.
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- All seats are to be fitted with headrests
- All light duty vehicles (including buses) are to be equipped with an adjustable left, right and central rear view mirrors
- Loads shall be secured and within the manufacturer and legal limits and shall not exceed the manufacturer’s specifications and legal limits for the vehicle.
- All vehicles are to be equipped with a multipurpose fire extinguisher with a capacity of at least 0.9 kg/2 lb. The fire extinguisher shall be securely mounted on a bracket and located so that it is easily accessible in an emergency without becoming a hazard in case of an incident.
- All light vehicles shall be equipped with a securely stowed first aid kit.
- All drivers of light vehicles shall carry a high visibility jacket for use in case of emergency stops.
- All light duty vehicles carry a minimum of one collapsible hazard warning triangle.
- Rollover protection will be installed in any vehicle to address high risk environments. The rollover protection engineered will conform to recognized regulatory standard and industry preferred practices.
- All light equipment vehicles shall be outfitted with two red high-intensity lights located as high, as far apart, and as far back as practical, wired to the headlight switch, but also with an override switch, if permitted by local regulations.

Transportation

If workers are required to travel in a worker transportation vehicle Tri State Supply must ensure that reasonable measures are taken to evaluate road, weather and traffic conditions to ensure the safe transit of the workers.

The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift.

Seated workers must wear seat belts while being transported in a vehicle equipped with seat belts.

A worker must not ride in a vehicle in a standing position, unless protected from being thrown off balance.

A worker must not ride in a vehicle with any part of the body outside the vehicle unless essential to the work process and then only if the worker is adequately restrained.

Materials, goods, tools or equipment carried in a portion or compartment of a vehicle in which workers are riding must be located and secured to prevent injury to the operator or workers.
Any enclosed portion or compartment of a vehicle in which workers are transported must have:

- effective ventilation, independent of doors, providing clean air,
- adequate lighting and means for heating and cooling,
- an effective means of communication between the operator and passengers, and
- more than one means of exit.

Traffic Control
Tri State Supply shall develop, in writing, and implement a traffic protection plan for its workers at a worksite if any of them may be exposed to a hazard from vehicular or pedestrian traffic that may endanger the safety of any worker. It shall include the following control measures:

- Effective means of traffic control shall be provided whenever the unregulated movement of vehicular traffic constitutes a hazard to workers.
- Traffic control shall include barricades and cones as the primary control and, where required, signs, flagmen or other techniques and devices made necessary by the prevailing circumstances.
- Operations or equipment, encroaching on the traveled way, shall be protected by barricades and cones as the primary control and, where required other effective devices.
- Tri State Supply must train workers in the traffic control safe work procedures.
- Tri State Supply will ensure that before a worker is designated as a flag person, the worker is trained in the safe work procedures for the safe control of traffic operations and wears the appropriate high visibility outer clothing and/or equipment.
- If a worker at a project on a highway may be endangered by vehicular traffic unrelated to the project, the project shall make use of as many measures as necessary to adequately protect the worker.
- A worker who is required to set up or remove traffic control measures on a roadway or a shoulder of a roadway shall be a competent worker, shall be equipped with the appropriate high visibility apparel, shall not perform any other work while setting up or removing the measures and shall be given adequate written and oral instructions in a language that he or she understands, with respect to setting up or removing the measures.

ATV Vehicles
If a Tri State Supply work site utilizes ATV vehicles then the following shall apply:

- If the manufacturer has not set limits for operation of the ATV on sloping ground, 5% is the maximum allowable slope unless Tri State Supply has developed and implemented written safe work procedures appropriate for any steeper slope on which the equipment is to be used.
- Tri State Supply must ensure that each ATV operator is properly licensed and trained in the safe operation of the vehicle. The training program for an ATV operator must cover:
  - the operator’s pre-trip inspection,
  - use of personal protective apparel,
  - operating skills according to the ATV manufacturer’s instructions,
  - basic mechanical requirements, and
  - loading and unloading the vehicle, if this is a job requirement.
Procedure:

- An ATV operator and any passenger on an ATV must wear approved eye and hearing protection as required by local regulatory requirements and the Tri State Supply PPE Program. An ATV operator and any passenger on an ATV must wear clothing suitable for the environmental conditions and when necessary to protect against the hazards presented at the worksite, suitable gloves and clothing which covers the ankles and legs and the arms to the wrists and appropriate footwear.
- Tri State Supply requires that approved helmets shall be worn by the operator and passenger.
- Loading and unloading of an ATV onto or off a carrier vehicle must be done in a safe manner. If ramps are used when loading or unloading an ATV they must be placed at a suitable angle, be sufficiently wide and have a surface finish which provides an adequate grip for the ATV's tires.
Purpose

The purpose of this program is to set forth procedures for the safe use of electrical equipment, tools, and to comply with NFPA 70E requirements.

Scope

This program applies to all Tri State Supply employees, temporary employees, and contractors. When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers Tri State Supply employees and contractors and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent.

Tri State Supply shall advise the host employer of:

- Any unique hazards presented by the contract employer’s work,
- Any unanticipated hazards found during work by Tri State Supply that the host employer did not mention, and
- The measures Tri State Supply took to correct any hazards reported by the host employer to prevent such hazards from recurring in the future.

Responsibilities

Managers/Supervisor

The HSE Manager will develop electrical safety programs and procedures in accordance with OSHA requirements and/or as indicated by events and circumstances.

Operations Managers and Supervisors are responsible for ensuring that only qualified employees and or qualified contractors perform electrical repairs or installations. Unqualified persons shall not be permitted to enter spaces that are required to be accessible to qualified employees only, unless the electric conductors and equipment involved are in an electrically safe work condition.

Operations Managers and Supervisors shall ensure a documented job briefing is held before starting each job and will include all employees involved. The briefing will cover hazards associated with the job, work procedures involved, special precautions, energy source controls and PPE requirements.

Operations Managers are also responsible for ensuring all applicable electrical safety programs are implemented and maintained at their locations.

Employees are responsible to use electrical equipment, tools, and appliances according to this program, for attending required training sessions when directed to do so and to report unsafe conditions to their supervisor immediately.
Only qualified employees may work on electric circuit parts or equipment that has not been de-energized. Such employees shall be made familiar with the use of special precautionary techniques, PPE, insulating and shielding materials and insulated tools.

**Safe Work Practices**

Prior to any work being done within the Limited Approach Boundary a hazard risk analysis shall be performed. The analysis shall contain event severity, frequency, probability and avoidance to determine the level of safe practices employed.

**Safe Work Practices for Working within the Limited Approach Boundary**

The limited approach boundary is the distance from an exposed live part within which a shock hazard exists.

Only qualified persons complete tasks such as testing, troubleshooting and voltage measuring within the limited approach boundary. Only qualified persons shall perform tasks such as testing, troubleshooting and voltage measuring within the limited approach boundary of energized electrical conductors or circuit parts operating at 50 volts or more or where an electrical hazard exists.

The restricted approach boundary is the closest distance to exposed live parts a qualified person can approach with without proper PPE and tools. Inside this boundary, accidental movement can put a part of the body or conductive tools in contact with live parts or inside the prohibited approach boundary. To cross the restricted approach boundary, the qualified person must:

- Have an energized work permit that is approved by the supervisor or manager responsible or the safety plan.
- Use PPE suitable for working near exposed lived parts and rated for the voltage and energy level involved.
- Be certain that no part of the body enters the prohibited space.
- Minimize the risk from unintended movement, by keeping as much of the body as possible out of the restricted space; body parts in the restricted space should be protected.

The prohibited approach boundary is the minimum approach distance to exposed live parts to prevent flashover or arcing. Approaching any closer is comparable to making direct contact with a live part. To cross the prohibited approach boundary, the qualified person must:

- Have specified training to work on exposed live parts.
- Have a permit with proper written work procedures and justifying the need to work that close.
- Do a risk analysis.
- Have (2) and (3) approved by the appropriate supervisor.
- Use PPE appropriate for working near exposed live parts and rated for the voltage and energy level involved.

The Flash Protection Boundary is the approach limit at a distance from exposed live parts within which a person could receive a second degree burn if an electrical arc flash were to occur.

- Use PPE appropriate for working near exposed live parts and rated for the voltage and energy level involved.
Procedure:

- For systems of 600 volts and less, the flash protection boundary is 4 feet, based on an available bolted fault current of 50 kA and a clearing time of 6 cycles for the circuit breaker to act, or any combination of fault currents and clearing times not exceeding 300 kA cycles.
- When working on de-energized parts and inside the flash protection boundary for nearby live exposed parts - If the parts cannot be de-energized, use barriers such as insulated blankets to protect against accidental contact or wear proper PPE.

Arc Flash Hazard Analysis
An arc flash hazard analysis includes the following:

- Collect data on the facility’s power distribution system.
  - Arrangement of components on a one-line drawing with nameplate specifications of every device.
  - Lengths and cross-section area of all cables.
- Contact the electric utility for information including the minimum and maximum fault currents that can be expected at the entrance to the facility.
- Conduct a short circuit analysis followed by a coordination study is performed.
- Feed the resultant data into the NFPA 70E equations.
  - These equations produce the necessary flash protection boundary distances and incident energy to determine the minimum PPE requirement.
  - The flash protection boundary is the distance at which PPE is needed to prevent incurable burns (2nd degree or worse) if an arc flash occurs. (It is still possible to suffer 1st or 2nd degree burns.)
- For systems of 600 volts and less, the flash protection boundary is 4 feet, based on an available bolted fault current of 50 kA (kiloamps) and a clearing time of 6 cycles (0.1 seconds) for the circuit breaker to act, or any combination of fault currents and clearing times not exceeding 300 kA cycles (5000 ampere seconds).

When working on de-energized the parts, but still inside the flash protection boundary for nearby live exposed parts:

- If the parts cannot be de-energized, barriers such as insulated blankets must be used to protect against accidental contact or PPE must be worn.
- Employees shall not reach blindly into areas that might contain exposed live parts.
- Employees shall not enter spaces containing live parts unless illumination is provided that allows the work to be performed safely.
- Conductive articles of jewelry and clothing (such as watchbands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, metal headgear, or metal frame glasses) shall not be worn where they present an electrical contact hazard with exposed live parts.
- Conductive materials, tools, and equipment that are in contact with any part of an employee’s body shall be handled in a manner that prevents accidental contact with live parts. Such materials and equipment include, but are not limited to long conductive objects such as ducts, pipes, tubes, conductive hose and rope, metal-lined rules and scales, steel tapes, pulling lines, metal scaffold parts, structural members, and chains.
- When an employee works in a confined space or enclosed spaces (such as a manhole or vault) that contains exposed live parts, the employee shall use protective shields, barriers or insulating materials as
necessary to avoid contact with these parts. Doors, hinged panels, and the like shall be secured to prevent them from swinging into employees. Refer to the confined space entry program.

Inspections
- Electrical equipment, tools, and appliances must be inspected prior to each use.
- The use of a hard fixed GFCI or a portable GFCI adapter shall be used with all portable hand tools, electric extension cords, drop lights and all 110 volt equipment.
- Faulty equipment, tools, or appliances shall be removed from service immediately and tagged “Out of Service”, dated and signed by the employee applying the tag.

Equipment
All test instruments, equipment and their accessories be rated for circuits and equipment to which they will be connected. Test instruments, equipment, and their accessories shall meet the requirements of ANSI/ISA-61010-1-Safety Requirements for Electrical Equipment for Measurement, Control, and Laboratory Use Part 1 General Requirements, for rating and design requirements for voltage measurement and test instruments intended for use on electrical systems 1000 Volts and below.

Test instruments are verified to be in proper working order before and after an absence of voltage test is performed. When test instruments are used for the testing for the absence of voltage on conductors or circuit parts operating at 50 volts or more, the operation of the test instrument shall be verified before and after an absence of voltage test is performed.

Personal Protective Equipment
All insulating PPE must be inspected before each day's use and immediately following any incident that can reasonably be suspected of having caused damage. Insulating gloves shall be given an air test, along with the inspection.

Maximum test intervals for rubber insulating personal protective equipment shall include:
- Blankets—before first issue/every 12 months thereafter
- Gloves—before first issue and every 6 months
- Sleevers before first issue and every 12 months
- Covers and line hose shall be testing if insulating value is suspect.

Energized Electrical Work Permit
Work on energized electrical conductors or circuit parts that are not placed in an electrically safe work condition shall be considered energized electrical work and shall be performed by written permit only.

Proper Illumination of Work Areas
Employees shall not enter spaces containing electrical hazards unless illumination is provided that enables the employees to perform the work safely. Where lack of illumination or an obstruction precludes observation of the work to be performed employees shall not perform any task within the Limited Approach Boundary of energized electrical conductors or circuit parts operating at 50 volts or more or where an electrical hazard exists.
Extension Cords

- Use only three-wire, grounded, extension cords and cables that conform to a hard service rating of 14 amperes or higher, and grounding of the tools or equipment being supplied.
- Only commercial or industrial rated-grounded extension cords may be used in shops and outdoors.
- Cords for use other than indoor appliances must have a rating of at least 14 amps.
- Cords must have suitable strain relief provisions at both the plug and receptacle ends.
- Work lamps (drop light) used to power electrical tools must have a 3 wire, grounded outlet, unless powering insulated tools.
- Adapters that allow three wire, grounded prongs, connected to two wire non-grounded outlets are strictly prohibited.
- Cords must have a service rating for hard or extra-hard service and have S, AJ, ST, SO, SJO, SJT, STO, or SJTO printed on the cord.
- Cords may not be run through doorways, under mats or carpets, across walkways or aisles, concealed behind walls, ceilings or floors, or run through holes in walls, or anywhere where they can become a tripping hazard.
- High current equipment or appliances should be plugged directly into a wall outlet whenever possible.
  - All extension cords shall be plugged into one of the following:
    - A GFCI outlet;
    - A GFCI built into the cord;
    - A GFCI adapter used between the wall outlet and cord plug.
- All extension cords and or electrical cords shall be inspected daily or before each use, for breaks, plug condition and ground lugs, possible internal breaks, and any other damage. If damage is found, the extension cord or electrical cord shall be removed from service and repaired or replaced.
- Extension cords shall not be used on compressor skid to operated heat tapes or any other type of equipment on a temporary basis. Heat tapes or other equipment shall be hard wired per applicable electrical codes.

Outlets

- Outlets connected to circuits with different voltages must use a design such that the attachment plugs on the circuits are not interchangeable.

Multiple Outlet Boxes

- Multiple outlet boxes must be plugged into a wall receptacle.
- Multiple outlet boxes must not be used to provide power to microwave ovens, toasters, space heaters, hot plates, coffeepots, or other high-current loads.

Double Insulated Tools

- Double insulated tools must have the factory label intact indicating the tool has been approved to be used without a three wire grounded supply cord connection.
- Double insulated tools must not be altered in any way, which would negate the factory rating.
Switches, circuit breakers, and disconnects
- All electrical equipment and tools must have an on and off switch and may not be turned on or off by plugging or unplugging the supply cord at the power outlet.
- Circuit breaker panel boxes and disconnects must be labeled with the voltage rating.
- Each breaker within a breaker panel must be labeled for the service it provides.
- Disconnect switches providing power for individual equipment must be labeled accordingly.

Ladders
- Only approved, non-conductive ladders, may be used when working near or with electrical equipment, which includes changing light bulbs.
- Ladders must be either constructed of wood, fiberglass, or have non-conductive side rails.
- Wood ladders should not be painted, which can hide defects, except with clear lacquer.
- When using ladders they shall be free from any moisture, oils, and greases.

Energized and Overhead High Voltage Power Lines & Equipment
- A minimum clearance of 10 feet from high voltage lines must be maintained when operating vehicular and mechanical equipment such as forklifts, cranes, winch trucks, and other similar equipment.
- When possible, power lines shall be de-energized and grounded or other protective measures shall be provided before work is started.
- Minimum approach distance to energized high power voltages lines for unqualified employees is 10 feet.

Confined or Enclosed Work Spaces
- When an employee works in a confined or enclosed space that contains exposed energized parts, the employee shall isolate the energy source and turn off the source and lock and tag out the energy source (Only qualified electricians can work on an exposed energy source).
- Protective shields, protective barriers or insulating materials as necessary shall be provided.

Enclosures, Breaker Panels, and Distribution Rooms
- A clear working space must be maintained in the front, back and on each side of all electrical enclosures and around electrical equipment for a safe operation and to permit access for maintenance and alteration.
- A minimum two-foot working floor space in front of panels and enclosures shall be painted yellow.
- Employees may not enter spaces containing exposed energized parts unless illumination is provided that enables the employees to work safely.
- Housekeeping in distribution rooms must receive high priority to provide a safe working and walking area in front of panels and to keep combustible materials to the minimum required to perform maintenance operations.
- All enclosures and distribution rooms must have “Danger: High Voltage – Authorized Personnel Only” posted on the front panel and on entrance doors.
- Flammable materials are strictly prohibited inside distribution rooms (Boxes, rags, cleaning fluids, etc.)
Lock Out/Tag Out

- No work shall be performed on (or near enough to them for employees to be exposed due to the dangers of tools or other equipment coming into contact with the live parts) live parts and the hazards they present.
- If any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked out or tagged or both.
- Conductors and parts of electrical equipment that have been de-energized but not been locked or tagged out shall be treated as live parts.
- Per Tri State Supply policy all electrical will be outsourced and performed only by qualified and licensed electrical contractors who are familiar with the use of special precautionary techniques, PPE, insulating and shielding materials and insulated tools. Any equipment being made ready for maintenance will be locked out using Tri State Supply’s Control of Hazardous Energy – Lock Out/Tag Out Program. Lockouts are performed by the HSE Manager, Shop Foreman or Branch Manager. Designated employees in some branches may be trained by local management to lock out equipment. If live sources are to be worked it will only be performed with the knowledge of local management. Only certified electricians may work on electric circuit parts or equipment.
- Only authorized personnel may perform lock out/tag out work on electrical equipment and will follow Tri State Supply’s Control of Hazardous Energy – Lock out/Tag Out Program.
- Authorized personnel will be trained in lock out/tag out procedures.
- Affected personnel will be notified when lock out/tag out activities are being performed in their work area.

Contractors

- Only approved, certified, electrical contractors may perform construction and service work on Tri State Supply or client property.
- It is the Manager/Supervisors responsibility to verify the contractor’s certification.

Fire Extinguishers

- Approved fire extinguishers must be provided near electrical breaker panels and distribution centers.
- Water type extinguishers shall not be located closer than 50 feet from electrical equipment.

Electric Shock-CPR:

- If someone is discovered that has received an electric shock and is unconscious, first check to see if their body is in contact with an electrical circuit. Do not touch a person until you are sure there is no contact with an electrical circuit.
- When it is safe to make contact with the victim, begin CPR if the person’s heart has stopped or they are not breathing.
- Call for help immediately.

Electric Welders

- A disconnecting means shall be provided in the supply circuit for each motor-generator arc welder, and for each AC transformer and DC rectifier arc welder which is not equipped with a disconnect mounted as an integral part of the welder.
• A switch or circuit breaker shall be provided by which each resistance welder and its control equipment can be isolated from the supply circuit. The ampere rating of this disconnecting means may not be less than the supply conductor ampacity.

Equipment Grounding
• All gas compressors, air compressors, separators, vessels, etc. shall be grounded by means of using a lug and ground strap, nominal in size to a ½” bolt or larger, attached to a ground rod six feet or longer.
• Equipment bonding jumpers shall be of copper or other corrosion-resistance material.
• The transfer of hazardous or flammable material from a metal or plastic container with a flash point of 100 degrees F or less shall have a ground strap from the container and attached to the skid or a ground rod placed in the ground.

Additional Training Requirements for Qualified Persons Who Are Allowed to Work Within the Limited Approach Boundary

Employees are trained to understand the specific hazards associated with electrical energy. Employees shall be trained in safety-related work practices and procedural requirements as necessary to provide protection from the electrical hazards associated with their respective jobs. Employees shall be trained to identify and understand the relationship between electrical hazards and possible injury.

Employees shall be trained in the skills and techniques to distinguish exposed energized electrical conductors and circuit parts from other parts of electrical equipment, to determine the nominal voltage of exposed energized electrical conductors and circuit parts, the approach distances specified in Table 130.2 (below), and the decision making process necessary to determine the degree and extent of the hazard and the personal protective equipment and job planning necessary to perform the task safely.

<table>
<thead>
<tr>
<th>Nominal system voltage range, phase to phase</th>
<th>Exposed movable conductor</th>
<th>Exposed fixed-circuit part</th>
<th>Restricted approach boundary (allowing for accidental movement)</th>
<th>Prohibited approach boundary</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 50 volts</td>
<td>Not specified</td>
<td>Not specified</td>
<td>Not specified</td>
<td>Not specified</td>
</tr>
<tr>
<td>51 to 300 volts</td>
<td>10 ft. 0 in.</td>
<td>3 ft. 6 in.</td>
<td>Avoid contact</td>
<td>Avoid contact</td>
</tr>
<tr>
<td>301 to 750 volts</td>
<td>10 ft. 0 in.</td>
<td>3 ft. 6 in.</td>
<td>1 ft. 0 in.</td>
<td>0 ft. 1 in.</td>
</tr>
<tr>
<td>751 to 15 KV</td>
<td>10 ft. 0 in.</td>
<td>5 ft. 0 in.</td>
<td>2 ft. 2 in.</td>
<td>0 ft. 7 in.</td>
</tr>
<tr>
<td>15.1 kV to 36 KV</td>
<td>10 ft. 0 in.</td>
<td>6 ft. 0 in.</td>
<td>2 ft. 7 in.</td>
<td>0 ft. 10 in.</td>
</tr>
<tr>
<td>36.1 KV to 46 KV</td>
<td>10 ft. 0 in.</td>
<td>8 ft. 0 in.</td>
<td>2 ft. 9 in.</td>
<td>1 ft. 5 in.</td>
</tr>
<tr>
<td>46.1 KV to 72.5 KV</td>
<td>10 ft. 0 in.</td>
<td>8 ft. 0 in.</td>
<td>3 ft. 2 in.</td>
<td>2 ft. 1 in.</td>
</tr>
<tr>
<td>72.6 KV to 121 KV</td>
<td>10 ft. 8 in.</td>
<td>8 ft. 0 in.</td>
<td>3 ft. 3 in.</td>
<td>2 ft. 8 in.</td>
</tr>
<tr>
<td>138 to 145</td>
<td>11 ft. 0 in.</td>
<td>10 ft. 0 in.</td>
<td>3 ft. 7 in.</td>
<td>3 ft. 1 in.</td>
</tr>
<tr>
<td>161 KV to 169 KV</td>
<td>11 ft. 8 in.</td>
<td>11 ft. 8 in.</td>
<td>4 ft. 0 in.</td>
<td>3 ft. 6 in.</td>
</tr>
<tr>
<td>230 KV to 242 KV</td>
<td>13 ft. 0 in.</td>
<td>13 ft. 0 in.</td>
<td>5 ft. 3 in.</td>
<td>4 ft. 9 in.</td>
</tr>
<tr>
<td>345 KV to 262 KV</td>
<td>15 ft. 4 in.</td>
<td>15 ft. 4 in.</td>
<td>8 ft. 6 in.</td>
<td>8 ft. 0 in.</td>
</tr>
</tbody>
</table>

Employees shall be trained in safety related work practices that pertain to their respective job assignments.
Retraining
Retraining will be conducted when the employee is not complying with safety-related work practices or when workplace changes necessitate the use of safety-related work practices that are different from those that the employee would normally use. An employee shall receive additional training (or retraining) under any of the following conditions:

- If the supervision or annual inspections indicate that the employee is not complying with the safety-related work practices
- If new technology, new types of equipment, or changes in procedures necessitate the use of safety-related work practices that are different from those that the employee would normally use
- If he or she must employ safety-related work practices that are not normally used during his or her regular job duties

Retraining shall be performed at intervals not to exceed 3 years. Retraining shall be performed at intervals not to exceed 3 years.

Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.

Training shall be documented and maintained for the duration of the employee's employment. Documentation shall be made when the employee demonstrates proficiency, be maintained for the duration of the employee's employment, and contain each employee's name and date of training.
Purpose

Tri State Supply full and part-time staff are expected to report for work fit for duty, which means able to perform their job duties in a safe, appropriate and an effective manner free from the adverse effects of physical, mental, emotional and personal problems.

Scope

This program applies to all Tri State Supply projects and operations.

Fitness for Duty Process

It is the goal of Tri State Supply to provide a safe workplace for all employees. To accomplish this goal we have adopted the following fitness for duty policy requirements. Supervisors will work with the human resources department when they have a concern about an employee’s fitness for duty.

All requirements will be verified through documentation.

Pre-Employment Testing (Physical/Medical Suitability)

Employees are physically capable of performing their job function. Pre-employment physicals (medical exams) and physical evaluations are required to be included in the hiring (post-hire/pre-placement) process, and also when changing into certain job functions, transfers and different environments or in a post-injury returning to work situation (based on the severity of the injury).

Training and Safe Work Requirements (Skills and Knowledge)

Employees must have the required skills to perform their assigned tasks. This is evaluated and documented by any or all of the following for evaluation of the employee’s required skills:

- Prior employment reference checks
- Certifications, licenses or other documentation verification
- Task testing
- On the job monitoring
- Performance evaluations
- Training and training retention

Employees are properly trained for their assigned tasks. Employees must receive training specific to their assigned task. Examples might be welding, instrumentation, scaffold building, equipment operator qualifications, respirator fit test, etc. based on a training matrix that reflects the job description and/or tasks being performed. All training is to be documented.

Safe work practices and procedures must be followed. Safe work procedures must be in place prior to work beginning. Employees shall follow our and our client’s safety requirements. Examples may include, hot work permitting, confined space, lockout tagout, process safety management, electrical safety, operator safety and other standard work practices, safety rules or procedures.
Personal Medical Reporting Requirements
Employees must report all medications to their supervisor they are taking that could impair their ability to work safely. Over-the-counter medications such as allergy or cold and flu medications could also impair one’s ability to perform safely and must also be reported to their supervisor. The reporting must occur before the employee arrives for work or arranges for transportation to a remote site.

Client Drug and Alcohol Testing Requirements
Drug and alcohol testing for pre-employment, post-accident or random as prescribed by the host facility shall be implemented. Procedures must include and be implemented for drug and alcohol testing as prescribed by DOT or the host client facilities.

Employee Activity and Behavior
We will monitor employee activities and behaviors to determine if employees should be removed from the work site based on our drug and alcohol program requirements. Employee’s activities and behaviors will be monitored to determine if employee should be removed from the work site if their ability to perform their duties safely is questioned.

Fit for Duty Examination

Confidentiality
Medical Records and other related records are protected by state and federal confidentiality laws and Tri State Supply policy. The medical record of fitness for duty examination will be maintained in the Human Resources office. Employee medical records will not be released to unauthorized personnel without the employee’s written consent or subpoena in accordance with state and federal laws.

Self-Referrals
Employees are responsible for notifying their supervisor if they are fatigued to the point of not being able to perform their duties safely. Employees must be responsible for ensuring they are physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as not reporting to work in a condition as to endanger the safety of their fellow workers.

Disciplinary action may occur for an employee reporting to work in a condition which could endanger their safety or the safety of any other person(s). See below for Management Referral in case there is a question of the employee’s ability to work safely.

Management Referral

Management Personnel Responsibility
Management personnel are responsible for monitoring the attendance, performance and behavior of their employees. When an employee’s performance and/or behavior (including the odor of alcohol or possible use of any illegal substance) appears to be unsafe, ineffective and/or inappropriate, it is every manager’s responsibility to challenge the employee’s behavior and the ability to function, remove the employee from the job, refer the employee for a Fitness for Duty exam immediately and conduct appropriate follow up.
Due to the safety issues involved, supervisors have a special responsibility to implement this policy in a consistent and fair manner.

Procedure

- When any manager or their designee observes an employee who is not performing his/her job safely, appropriately, and effectively, or an odor of alcohol is present, or whose behavior is inappropriate, that manager is to remove the employee from her/his duty immediately and call Human Resources to continue the Fitness for Duty procedure. The employee will be referred to a medical provider for a fitness for duty exam.
- The Fitness for duty evaluation may include testing for chemical (e.g. alcohol and drug) levels, referral for psychiatric evaluation or any other evaluation or follow-up deemed necessary.
- The manager or designee must document the reasons for the fitness for duty request by recording the employee's behavior and noting the names of any witnesses who observed that behavior. Documentation must be submitted to Human Resources by the next business day.
- The employee is required to cooperate fully with the manager and medical personnel. The employee must sign consent forms for both the fitness examination and communication of its results in confidence to Human Resources. Refusal to cooperate will be considered insubordination and will be grounds for disciplinary action. The employee should be suspended pending investigation, which could result in termination.
- Medical personnel will advise Human Resources if the employee is fit or not fit for duty. The medical results of the fitness for duty exam will be communicated to Human Resources.
- If medical personnel determine that the employee is FIT FOR DUTY, the employee must contact Human Resources on the next general business day and the manager in consultation with Human Resources will determine discipline in situations where misconduct may have occurred.
- If medical personnel determine that the employee is NOT FIT FOR DUTY:
  - The manager makes every effort to arrange for safe transportation home for the employee.
  - The employee must contact Human Resources, on the next general business day.
  - The manager, in consultation with Human Resources, will determine discipline in situations where misconduct has occurred.

Subsequent Fitness for Duty Exams
Dependent upon the reason for the fitness exam, employees who violate this policy a second time may be subject to progressive discipline, up to and including termination of employment.
Purpose

The purpose of this program is to ensure all employees are appropriately trained and competent to perform their job.

Scope

This procedure applies to all Tri State Supply operations.

Responsibilities

**Tri State Supply Safety Manager or Designee**
- Identifies, updates and monitors minimum qualification requirements, job titles and training documentation.
- Supplies training reports to clients and Tri State Supply management as requested.

**Site Manager and Supervisors**
- Shall ensure all employees assigned to their project meet job competency requirements and complete training identified in the training matrix specific to their location.
- Shall ensure all employees have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

**Employees**
- Attend and follow requirements of all training provided.

General

At Tri State Supply, our view of competency assurance involves the continuous assessment of training and development needs against a person’s responsibilities, abilities and critical activities.

Organizational Chart

An organizational chart or a list of job titles/roles has been established by Tri State Supply. Based on the positions and their exposure to risk their required training is entered into each worksite’s training matrix.

Identification of Minimum Qualifications

Minimum qualification requirements are identified for each role by Tri State Supply. This may be a combination of education and work experience. Minimum qualifications required to perform each role have been determined and established. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

Documentation

Documentation is obtained from employees to demonstrate they meet the qualifications of their job. Tri State Supply has established a procedure to ensure that documentation is acquired from employees as proof that they are qualified to perform their job duties. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.
Training and Competency Needs
Employees (new or transferred) are provided job specific training related to their roles and responsibilities. All employees must be trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title.

All training records are maintained on site either by the Tri State Supply Safety Manager, management or their designee.

All training must be documented with: date; employee name, employee signature; instructor name; instructor signature and title of course.

Verification Before Being Allowed to Work
Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. If there is a site Short Service Employee (SSE) program established the new or transferred employee will fall under the SSE requirements as well.

Training requirements are tracked by the Tri State Supply Safety Manager or designee and formal training sessions are conducted either on or off site by the Safety Manager or competent/qualified instructor for the required subject matter.

Supervisor Safety Management Training
Supervisors and managers receive annual, documented safety management system training.
Purpose

It is the intention of Tri State Supply to provide a respirator protection program that meets or exceeds all federal standards. Tri State Supply will attempt to engineer potential harmful vapors and oxygen deficient atmosphere exposure hazards out of the work environment. If engineering control measures are not feasible or during emergency situations with high exposure then respirators shall be provided which are applicable and suitable for purpose intended.

Scope

This program applies to all Tri State Supply projects and operations.

Respiratory Program Administrator

Overall responsibility for the respiratory protection program is assigned to the Tri State Supply Safety Manager in order to ensure that specific requirements are followed.

The Administrator must be knowledgeable of the complexity of the program, able to conduct evaluations and have the proper training.

This assignment is made, however, with the understanding that individual supervisors will have to implement and enforce major portions of the program. It is understood that the Program Administrator will report performance problems to the appropriate manager for resolution. The person who will have responsibility for administering all the aspects of this program will be the Project Manager or their designee.

The responsibilities of the Program Administrator will include, but are not limited to:

- Conducting an annual written evaluation of the program. The program evaluation should be completed no later than December, 31, of each year.
- Ensuring an adequate supply of respirators, cartridges, and repair/replacement parts. The Program Administrator may delegate this duty but will retain overall responsibility. The person(s) to whom this duty has been delegated is the Project Manager and/or Field Supervisor.
- Identifying hazards and ensuring only NIOSH certified respirators must be selected and provided based on those hazards and factors affecting performance.
- Ensuring that all respirator users have been trained in the use, selection and limitations of the type of respirators they will be using prior to the first time the respirator must be used. While the duty of conducting the training may be delegated, the Program Administrator retains final responsibility for seeing that all employees are appropriately trained.
- Ensuring that all respirator users have been medically evaluated and found fit to use the type of respirators that will be required in their job. The medical evaluation must be completed prior to assigning any employee to a task that requires use of a respirator.
- Ensuring that all respirator users are fit-tested at least annually and more often if other federal requirements apply.
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- Ensuring that respirators are individually issued, are cleaned and sanitized on a regular basis, and respirators are stored in a clean and accessible location. This duty may also be delegated but the Program Administrator retains final responsibility for seeing that it is done.
- Ensuring that respirators are selected based on the hazard that will be encountered. This program describes the basic respirators that will be used at this site and the tasks for which they will be required. In special circumstances, the Program Administrator will contact the corporate health and safety staff for guidance in selecting the correct respirator.
- Ensuring that employee exposure is monitored to assure correct respirator type is used. Exposure monitoring may be delegated to others; however, the Program Administrator has final responsibility of monitoring completion and to request assistance when necessary.
- Ensuring surveillance of employees who wear respirators shall leave the area to wash, change cartridges or if they detect break through or resistance.
- Ensuring that the elements of the Respiratory Protection Program for the selection, use, cleaning/main-tenance, storage and fit-testing of respirators are followed.
- Ensuring that respirator parts are not exchanged between brands of respirators.
- Ensuring medical evaluations, respirators and required training are provided at no cost to the employee.

Medical Requirements

General
Tri State Supply shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. Tri State Supply may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

Medical Evaluation Procedures
Tri State Supply shall identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire. The medical evaluation shall obtain the information requested by the Medical Questionnaire in Forms section (or equivalent).

The medical evaluation prior to fit-testing will be confidential, conducted during normal working hours, be at a convenient time and location, be understandable and the employee will be given a chance to discuss the results with the PLHCP.

Supplemental Information for the PLHCP
The following information must be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee;
- The duration and frequency of respirator use (including use for rescue and escape);
- The expected physical work effort;
- Additional protective clothing and equipment to be worn; and
- Temperature and humidity extremes that may be encountered.
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Tri State Supply shall provide the PLHCP with a copy of the Tri State Supply Respiratory Protection Program.

Note: When Tri State Supply replaces a PLHCP, Tri State Supply must ensure that the new PLHCP obtains this information, either by providing the documents directly to the PLHCP or having the documents transferred from the former PLHCP to the new PLHCP. However, OSHA does not expect employers to have employees medically re-evaluated solely because a new PLHCP has been selected.

Medical Determination
In determining the employee's ability to use a respirator, Tri State Supply shall obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation shall provide only the following information:

- Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
- The need, if any, for follow-up medical evaluations; and
- A statement that the PLHCP has provided the employee with a copy of the PLHCP’s written recommendation.

All recommendations are to be sent to Tri State Supply’s Safety Manager.

Additional Medical Evaluations
At a minimum, Tri State Supply shall provide additional medical evaluations that comply with the requirements of this program if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator;
- A PLHCP, supervisor, or the respirator Program Administrator informs Tri State Supply that an employee needs to be re-evaluated;
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee re-evaluation; or
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, and temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Work Site Procedures
Each work site where respirators are required to protect the health of the worker shall have work site procedures that follow the guidelines of this program. Specific procedures may also be required by our client which will be followed. The following areas shall be included:

- Identification of specific hazard requiring respiratory protection
- The selection of the appropriate respiratory protection equipment based on the specific hazard and concentration levels, characteristics, etc. Specific brand and models of respiratory equipment to be used shall be identified in the procedures.
- Verification that each user of respiratory protection is qualified (medical approval, current fit test, annual training and demonstrates competency.
Respirator Selection Criteria

The selection of the respiratory equipment is based on the hazards the employee is exposed to. Tri State Supply shall:

- Perform hazard identification,
- Select and provide respirators based on those hazards and factors affecting performance,
- Establish brands and models to be used, and
- Estimate exposures and contaminant information.

Hazard Identification

Due to the many varied work locations Tri State Supply’s identification of respiratory hazards will be contained in the various work site specific safety plans. However, common respiratory hazards that will be encountered include:

- Dust
- Fumes
- Gases
- Chemical particles
- Oxygen Deficiency

Characteristics of Hazardous Operation or Process

- Hot operations: welding, chemical reactions, soldering, melting, melding and burning
- Liquid operations: painting, degreasing, dipping, spraying, brushing, coating, etching, cleaning, pickling, plating, mixing, galvanizing and chemical reactions
- Solid operations: pouring, mixing, separations, extraction, crushing, conveying, loading, bagging and demolition.
- Pressurized spraying: cleaning parts, applying pesticides, degreasing, sand blasting and painting
- Shaping operations: cutting, grinding, filing, milling, molding, sawing and drilling

Gaseous Contaminants

- Inert gases (helium, argon, etc.), which do not metabolize in the body but displace air to produce an oxygen deficiency.
- Acid gases (SO2, H2S, HCl, etc.) which are acids or produce acids by reaction with water.
- Alkaline gases (NH3, etc.), which are alkalies or produce alkalies by reaction with water.
- Organic gases (butane, acetone, etc.), which exist as true gases or vapors from organic liquids.
- Organometallic gases (tetraethyl lead, organo-phosphates, etc.), which have metals attached to organic groups.

Particulate contaminants

- Dusts are mechanically generated solid particulates (0.5 to 10µm)
- Fumes are solid condensation particles of small diameter (0.1 to 1.0 µm)
- Mists are liquid particulate matter (5 to 100 µm)
- Smoke is chemically generated particulates (solid and liquid) of organic origins (0.01 to 0.3 µm)
Selection of Respirator
The following factors shall be taken into account when selecting the proper respirator:

Concentration and Type of Contaminant
The concentration and type of contaminant will determine the model and type of respirator and cartridges/filters or filters to be used. The concentration is based on a sampling of the atmosphere.

Location of Hazardous Area
(Confined Space, nearby contaminants, etc.)

Worker Activity
(Extreme heat, cold, welding hood requirement, etc.)

Types of Respirators

Air-purifying respirators can be either full-face or half masks with mechanical or chemical cartridges to filter dusts, mists, fumes, vapors or gases.

Powered air-purifying respirators use a blower to pass the contaminated air through a filter. The purified air is then delivered into a mask or hood. They filter dusts, mists, fumes, vapors and gases, just like ordinary air-purifying respirators.

Air-purifying respirators cannot be used in oxygen-deficient atmospheres, which can result when another gas displaces the oxygen or consumption of oxygen by a chemical reaction occurs. Oxygen levels below 19.5% require either a source of supplied air or supplied-air respirator protection. Levels below 16% are considered to be unsafe and could cause death. To determine the proper cartridge for air-purifying respirators contact the Tri State Supply Safety Manager or a qualified on-site safety representative of the client. You should also consult the Material Safety Data Sheet of the substance that needs to be filtered.

All cartridges are assigned a color designating the type of contaminant they will filter:

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Acid gas</td>
</tr>
<tr>
<td>Black</td>
<td>Organic vapors</td>
</tr>
<tr>
<td>Green</td>
<td>Ammonia gas</td>
</tr>
<tr>
<td>Yellow</td>
<td>Acid gas and organic vapors</td>
</tr>
<tr>
<td>Purple</td>
<td>Radioactive materials</td>
</tr>
<tr>
<td>Orange</td>
<td>Dust, fumes and mists</td>
</tr>
<tr>
<td>Olive</td>
<td>Other gases and vapors</td>
</tr>
</tbody>
</table>

Once the wearer of the respirator can detect an odor, irritation, or taste of the contaminant, the cartridge should be replaced. All cartridges and/or filters shall be changed at the beginning of each shift.
Supplied-air respirators provide the highest level of protection against highly toxic and unknown materials. Supplied air refers to self-contained breathing apparatuses (SCBAs) and air-line respirators. SCBAs have a limited air supply that is carried by the user, allowing for good mobility and fewer restrictions than air-line respirators.

Air-line respirators have an air hose that is connected to a fresh air supply from a central source. The source can be from a compressed air cylinder or air compressor that provides at least Grade D breathing air.

Emergency Escape Breathing Apparatuses (EEBAs) provide oxygen for 5, 10 or 15 minutes depending on the unit. These are for emergency situations in which an employee must escape from environments immediately dangerous to life or health (IDLH).

SCBA (Self Contained Breathing Apparatus)
Tri State Supply does NOT allow employees to work in an Immediately Dangerous to Life and Health (IDLH) environment.

In order to maintain the NIOSH/MSHA approval of any respirator, mixing parts from other respirator manufacturers is prohibited. This includes airline hoses, valves, gaskets, cartridges, etc. For example, do not use North cartridges or valve gaskets with an MSA product.

Brand and Models
Tri State Supply has selected North Safety as its NIOSH-certified respirator. Only this brand of respirator shall be used in compliance with the conditions of the certification of its Respiratory Protection Program (fit testing model, no mixing of different manufacturer parts, cartridges, filters, etc.).

The specific model will be based on the hazard, concentration of contaminant, oxygen level, work environment and type of work being performed. To aid in the selection process the following will be used to identify the proper North respiratory equipment for the work being performed and hazard that is present.

- NIOSH Pocket Guide to Chemicals
- North Cartridge Selection Guide
- North Respirator Selection Guide

Estimate of Exposures and Contaminant Information
- No employee shall enter an IDLH environment.
- Normal oxygen levels shall be maintained.
- No employee shall be exposed to an atmosphere containing concentrations that would exceed the STEL or PEL for the identified atmospheric hazard.

Respirator Fit Testing

Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used. This section specifies the kinds of fit tests allowed, the procedures for conducting them, and how the results of the fit tests must be used.
All respirator users are fit-tested at least annually and more often if other federal requirements apply.

Supplied Air Respirators are required to be fit tested as well.

Tri State Supply shall ensure that employees using a tight-fitting face piece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT) as stated in this program.

Tri State Supply shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

Tri State Supply shall conduct an additional fit test whenever the employee reports, or Tri State Supply’s PLHCP, supervisor, or Program Administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If after passing a QLFT or QNFT, the employee subsequently notifies Tri State Supply, Program Administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol. The OSHA-accepted QLFT and QNFT protocols and procedures are contained in this section.

QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less. Half face air filtering respirators may be fit tested with irritant smoke while full face air filtering respirators require Portacount fit testing.

If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half face pieces, or equal to or greater than 500 for tight-fitting full face pieces, the QNFT has been passed with that respirator.

Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.

Qualitative fit testing of these respirators shall be accomplished by temporarily converting the respirator user's actual face piece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator face piece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator face piece.

Quantitative fit testing of these respirators shall be accomplished by modifying the face piece to allow sampling inside the face piece in the breathing zone of the user, midway between the nose and mouth. This requirement shall be accomplished by installing a permanent sampling probe onto a surrogate face piece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the face piece.
Any modifications to the respirator face piece for fit testing shall be completely removed, and the face piece restored to NIOSH-approved configuration, before that face piece can be used in the workplace.

**Fit Test Procedures**
The requirements in this section apply to all OSHA-accepted fit test methods, both QLFT and QNFT.

The test subject shall be allowed to pick the most acceptable respirator from a sufficient number of respirator sizes so that the respirator is acceptable to, and correctly fits, the user.

Prior to the selection process, the test subject shall be shown how to put on a respirator, how it should be positioned on the face, how to set strap tension and how to determine an acceptable fit. A mirror shall be available to assist the subject in evaluating the fit and positioning of the respirator. This instruction may not constitute the subject's formal training on respirator use, because it is only a review.

The test subject shall be informed that he/she is being asked to select the respirator that provides the most acceptable fit. Each respirator represents a different size and shape, and if fitted and used properly, will provide adequate protection.

The test subject shall be instructed to hold each chosen face piece up to the face and eliminate those that obviously do not give an acceptable fit.

The more acceptable face pieces are noted in case the one selected proves unacceptable; the most comfortable mask is donned and worn at least five minutes to assess comfort. Assistance in assessing comfort can be given by discussing the following points:

- If the test subject is not familiar with using a particular respirator, the test subject shall be directed to don the mask several times and to adjust the straps each time to become adept at setting proper tension on the straps.
- Position of the mask on the nose
- Room for eye protection
- Room to talk
- Position of mask on face and cheeks

The following criteria shall be used to help determine the adequacy of the respirator fit:

- Chin properly placed;
- Adequate strap tension, not overly tightened;
- Fit across nose bridge;
- Respirator of proper size to span distance from nose to chin;
- Tendency of respirator to slip;
- Self-observation in mirror to evaluate fit and respirator position.
Use the Fit Test form.

**User Seal Check**
Before conducting the negative and positive pressure checks, the subject shall be told to seat the mask on the face by moving the head from side-to-side and up and down slowly while taking in a few slow deep breaths. The test subject shall conduct a user seal check, either the negative or positive pressure seal checks described below:

**Positive Pressure Check**
Close off the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

**Negative Pressure Check**
Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

The test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, moustache or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed, including glasses.

If a test subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician or other licensed health care professional, as appropriate, to determine whether the test subject can wear a respirator while performing her or his duties. If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.

Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure. The description of the process shall include a description of the test exercises that the subject will be performing. The respirator to be tested shall be worn for at least 5 minutes before the start of the fit test.

The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use which could interfere with respirator fit.

**Test Exercises**
Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. If due to medical or health conditions the employee cannot perform the test exercises the fit test shall not be performed and the employee not allowed to use a respirator until all elements of the fit test can be achieved.
The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

The following test exercises are to be performed for all fit testing methods prescribed in this procedure:

- Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.
- Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
- Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
- Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).
- Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject shall read from the Rainbow Passage

Rainbow Passage

“When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.” Continue to read for one minute.

- Grimace. The test subject shall grimace by smiling or frowning. (This applies only to QNFT testing; it is not performed for QLFT)
- Jogging in place. The test subject shall jog in place being careful to be aware of their surroundings.
- Normal breathing. Same as exercise (1).

Qualitative Fit Test (QLFT) Protocols

General
Tri State Supply shall ensure that persons administering QLFT are able to prepare test solutions, calibrate equipment and perform tests properly, recognize invalid tests, and ensure that test equipment is in proper working order. Tri State Supply shall ensure that QLFT equipment is kept clean and well maintained so as to operate within the parameters for which it was designed.

Irritant Smoke (Stannic Chloride) Protocol
This qualitative fit test uses a person's response to the irritating chemicals released in the "smoke" produced by a stannic chloride ventilation smoke tube to detect leakage into the respirator.

General Requirements and Precautions. The respirator to be tested shall be equipped with high efficiency particulate air (HEPA) or P100 series filter(s).
Only stannic chloride smoke tubes shall be used for this protocol. No form of test enclosure or hood for the test subject shall be used.

The smoke can be irritating to the eyes, lungs, and nasal passages. The test conductor shall take precautions to minimize the test subject's exposure to irritant smoke. Sensitivity varies, and certain individuals may respond to a greater degree to irritant smoke. Care shall be taken when performing the sensitivity screening checks that determine whether the test subject can detect irritant smoke to use only the minimum amount of smoke necessary to elicit a response from the test subject.

The fit test shall be performed in an area with adequate ventilation to prevent exposure of the person conducting the fit test or the build-up of irritant smoke in the general atmosphere.

The person to be tested must demonstrate his or her ability to detect a weak concentration of the irritant smoke.

- The test operator shall break both ends of a ventilation smoke tube containing stannic chloride, and attach one end of the smoke tube to a low flow air pump set to deliver 200 milliliters per minute, or an aspirator squeeze bulb. The test operator shall cover the other end of the smoke tube with a short piece of tubing to prevent potential injury from the jagged end of the smoke tube.
- The test operator shall advise the test subject that the smoke can be irritating to the eyes, lungs, and nasal passages and instruct the subject to keep his/her eyes closed while the test is performed.
- The test subject shall be allowed to smell a weak concentration of the irritant smoke before the respirator is donned to become familiar with its irritating properties and to determine if he/she can detect the irritating properties of the smoke. The test operator shall carefully direct a small amount of the irritant smoke in the test subject's direction to determine that he/she can detect it.

**Irritant Smoke Fit Test Procedure**

- The person being fit tested shall don the respirator without assistance, and perform the required user seal check(s).
- The test subject shall be instructed to keep his/her eyes closed if wearing a half face respirator.
- The test operator shall direct the stream of irritant smoke from the smoke tube toward the face seal area of the test subject, using the low flow pump or the squeeze bulb. The test operator shall begin at least 12 inches from the face piece and move the smoke stream around the whole perimeter of the mask. The operator shall gradually make two more passes around the perimeter of the mask, moving to within six inches of the respirator.
- If the person being tested has not had an involuntary response and/or detected the irritant smoke, proceed with the test exercises.
- The exercises identified in the Test Exercises of this procedure shall be performed by the test subject while the respirator seal is being continually challenged by the smoke, directed around the perimeter of the respirator at a distance of six inches.
- If the person being fit tested reports detecting the irritant smoke at any time, the test is failed. The person being retested must repeat the entire sensitivity check and fit test procedure.
- Each test subject passing the irritant smoke test without evidence of a response (involuntary cough, irritation) shall be given a second sensitivity screening check, with the smoke from the same smoke tube used during the fit test, once the respirator has been removed, to determine whether he/she still reacts to the smoke. Failure to evoke a response shall void the fit test.
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• If a response is produced during this second sensitivity check, then the fit test is passed. The glass tube shall be disposed of properly.

Quantitative Fit Test (QNFT) Protocols
Using controlled negative pressure and appropriate instrumentation to measure the volumetric leak rate of a face piece to quantify the respirator have been demonstrated to be acceptable to OSHA.

Tri State Supply shall ensure that persons administering QNFT are able to calibrate equipment and perform tests properly, recognize invalid tests, calculate fit factors properly and ensure that test equipment is in proper working order.

Tri State Supply shall ensure that QNFT equipment is kept clean, and is maintained and calibrated according to the manufacturer’s instructions so as to operate at the parameters for which it was designed.

Portacount Fit Test Requirements

• Check the respirator to make sure the respirator is fitted with a high-efficiency filter and that the sampling probe and line are properly attached to the face piece.
• Instruct the person to be tested to don the respirator for five minutes before the fit test starts. This purges the ambient particles trapped inside the respirator and permits the wearer to make certain the respirator is comfortable. This individual shall already have been trained on how to wear the respirator properly.
• Check the following conditions for the adequacy of the respirator fit: Chin properly placed; Adequate strap tension, not overly tightened; Fit across nose bridge; Respirator of proper size to span distance from nose to chin; Tendency of the respirator to slip; Self-observation in a mirror to evaluate fit and respirator position.
• Have the person wearing the respirator do a user seal check. If leakage is detected, determine the cause. If leakage is from a poorly fitting face piece, try another size of the same model respirator, or another model of respirator.
• Follow the manufacturer’s instructions for operating the Portacount and proceed with the test.
• The test subject shall be instructed to perform the exercises in Test Exercises section of this procedure.
• After the test exercises, the test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried.

Portacount Test Instrument
The Portacount will automatically stop and calculate the overall fit factor for the entire set of exercises. The overall fit factor is what counts. The Pass or Fail message will indicate whether or not the test was successful. If the test was a Pass, the fit test is over. Since the pass or fail criterion of the Portacount is user programmable, the test operator shall ensure that the pass or fail criterion meet the requirements for minimum respirator performance.

A record of the test needs to be sent to the Safety Manager and kept on file, assuming the fit test was successful. The record must contain the test subject's name; overall fit factor; make, model, style, and size of respirator used; and date tested.
Use, Maintenance and Care of Respirators

This section requires Tri State Supply to provide for the use, cleaning and disinfecting, storage, inspection, and repair of respirators used by employees. Appendix B - Respirator Cleaning Procedures (Mandatory) shall be followed.

Use
- Items that can affect the face to mask seal are prohibited. This includes facial hair, glasses, clothing, etc.
- Each time a respirator is put on a positive and negative pressure check shall be performed.

Cleaning and Disinfecting Requirements
Tri State Supply shall provide each respirator user with a respirator that is clean, sanitary, and in good working order. Tri State Supply shall ensure that respirators are cleaned and disinfected using the procedures in this Respiratory Protection Program, or procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness. The respirators shall be cleaned and disinfected at the following intervals:
- Respirators issued for the exclusive use of an employee shall be cleaned and disinfected by the employee as often as necessary to be maintained in a sanitary condition,
- Respirators used in fit testing and training shall be cleaned and disinfected after each use by the Safety Manager or designated person.
- Each individual who is assigned a cartridge respirator is responsible for seeing that the respirator is cleaned, inspected and properly stored.

Cleaning Procedures
- Remove filters, cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- Wash components in warm water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- Rinse components thoroughly in clean, warm, preferably running water. Drain.
- When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in commercially available cleansers of equivalent disinfectant quality. Another alternative is to use wipes containing alcohol that are intended for use with respirators.
- Rinse components thoroughly in clean, warm, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- Components should be hand-dried with a clean lint-free cloth or air dried. Reassemble face piece, replacing filters, cartridges, and canisters where necessary. Test the respirator to ensure that all components work properly.
Storage and Inspection
- Respiratory equipment shall be stored in a manner to protect it from damage, contamination, temperature extreme, etc.
- Respiratory equipment intended for emergency use shall be stored in an area that is readily accessible and be clearly marked.

Tri State Supply shall ensure that respirators are inspected as follows:
- All respirators used in routine situations shall be inspected by the employee before each use and during cleaning;
- A check by the employee of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
- A check of elastomeric parts for pliability and signs of deterioration.
- Emergency respiratory equipment will be inspected at least monthly, and before and after each use.
- Escape only respiratory equipment will be inspected before being carried into workplace.

Breathing Air Quality and Use
Tri State Supply shall ensure that compressed air accords with the following specifications:
- Compressed breathing air shall meet at least the requirements for Type 1-Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:
  - Oxygen content (v/v) of 19.5-23.5%;
  - Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
  - Carbon monoxide (CO) content of 10 ppm or less;
  - Carbon dioxide content of 1,000 ppm or less; and
  - Lack of noticeable odor.

- Tri State Supply shall ensure that oxygen is not used in compressed air units.
- Tri State Supply shall ensure that oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution.
- Tri State Supply shall ensure that cylinders used to supply breathing air to respirators meet DOT requirements and that:
  - Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178);
  - Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Type 1--Grade D breathing air; and
  - The moisture content in the cylinder does not exceed a dew point of -50 deg. F (-45.6 deg. C) at 1 atmosphere pressure.

- Tri State Supply shall ensure that compressors used to supply breathing air to respirators are constructed and situated so as to:
  - Prevent entry of contaminated air into the air-supply system;
Tri State Supply Company, Inc.
38 Respiratory Protection
Revision 1
Date: 10/01/2015
Reference:
Related Forms:
Procedure:

- Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 degrees F (5.56 deg. C) below the ambient temperature;
- Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters shall be maintained and replaced or refurbished periodically following the manufacturer's instructions.

- Have a tag containing the most recent change date and the signature of the person authorized by Tri State Supply to perform the change. The tag shall be maintained at the compressor.
- For compressors that are not oil-lubricated, Tri State Supply shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
- For oil-lubricated compressors, Tri State Supply shall use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.
- Tri State Supply shall ensure that breathing air couplings are incompatible with outlets for nonrespirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.

Repaired
Tri State Supply shall ensure that respirators that fail an inspection or are otherwise found to be defective are immediately removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
- Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and

Voluntary Use
If an employee chooses to voluntarily wear a respirator when not required by this Program (contaminants do not meet protection standards, odors, etc.) they will be advised of the following in their training:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for employees.

However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee. Sometimes, employees may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
Procedure:

- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Workplace Monitoring

A program of monitoring potential employee exposures has been implemented through the corporate health and safety department. Project personnel may also be assigned with the task of conducting air monitoring. Direct-reading instruments will also be used in the characterization of potential exposures. All the data collected is used to determine the appropriateness of the respiratory equipment.

Recordkeeping

Tri State Supply will establish and retain written information regarding medical evaluations, fit testing and the respirator program. Records of medical evaluations required by this section must be retained and made available in accordance with 29 CFR 1910.1020. Tri State Supply shall provide the employee with an opportunity to discuss the questionnaire and examination results with the PLHCP.

Records will be treated confidentially and maintained on file in the Tri State Supply corporate office by the Safety Manager.

Program Evaluation

Tri State Supply shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

Tri State Supply shall regularly consult employees required to use respirators to assess the employees' views on this program's effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed and verified include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance); Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

Training

All employees will receive respirator training during their initial health and safety training class and on at least an annual basis, if required for their job classification. Training shall address employee knowledge of respirators, fit, use, limitations, emergency situations, wearing, fit checks, maintenance & storage, medical signs and symptoms of
effective use and general requirements of the OSHA standard. The training must be provided before requiring the employee to use the respirator.

Retraining
Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.
Tri State Supply Qualitative Respiratory Fit Test Record Sheet

Note: Employee Must Have Completed Respiratory Protection Training and Passed Airway Exam Prior To Fit Testing

Test Date: ____________________________  SS# __________________

Employee Name: ____________________________  SS# __________________

Test Agent: Irritant Smoke (Stannic Chloride)

Respirator Identification:

Model: North 7700 Series Half Mask  Size (circle one): Small  Medium  Large
Manufacturer: North Safety Products  Approval No: 42 CFR 84
Additional Information: Respirator must be equipped with North HEPA filters

Fit Test Protocol (Test Subject Initials indicate steps were performed):

___ TOLD TO KEEP EYES CLOSED DURING SMOKE EXPOSURE

___ Test subject smelled irritant smoke before fit test  ___ Wore respirator 5 minutes before fit test
___ Protocol reviewed before fit test  ___ Test subject did not have hair in fitting area
___ Shown how to wear respirator  ___ Performed positive pressure & negative fit
___ Mirror available for use by subject  check successfully after seating respirator
 ___ Must wear PPE (hard hat, etc.) if needed

Fit Test Steps (1 minute each except Grimace = 15 seconds)

___ Breath normally  ___ Breathe deeply  ___ Turned head side to side
___ Nod up and down  ___ Talking (Read Rainbow Passage)  ___ Grimace
___ Jog in place  ___ Breath normally

“When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for the pot of gold at the end of the rainbow”.

Fit Test Results: _____ Pass  _____ Fail
Test Subject Signature: ____________________________ Date: ________________

Examiner’s Name: ____________________________ Examiner’s Signature: ____________________________ Date: ________________

Distribution:  Employee Local File - Tri State Supply Safety & Training Dept
Purpose

The purpose of this program is to ensure that we verify our contractors and/or subcontractors’ competencies, establishes oversight methods and monitoring of their work in order to ensure safe and environmentally compliant work is performed at all times.

Scope

This program applies all Tri State Supply locations that use contractors and/or subcontractors.

General Requirements

The use of contractors and/or subcontractors must be pre-approved by Tri State Supply in accordance with our Subcontractor Management Plan and this program. Contractors and/or subcontractors will be pre-qualified by reviewing their safety programs, safety training documents and safety statistics.

Subcontractor Relations Requirements

Competency Requirements

Contractors and/or subcontractors must be competent and capable to perform their assigned duties in a safe and environmentally sound manner. A verification process must be conducted to ensure that on-site contractors and/or subcontractors are competent and capable of performing their assigned duties in a safe and environmentally sound manner. The Tri State Supply manager hiring any contractor and/or subcontractor is accountable for verifying the written preapproval of the subcontractor per the Subcontractor Management Plan prior to any work being performed by the contractor and/or subcontractor. This includes a review of the subcontractor’s safety history, safety program, insurance, etc.

Contractors and/or subcontractors must have the appropriate licenses, registrations, and insurance to complete their work. A verification process must be completed to ensure that on-site contractor and/or subcontractors have the appropriate licenses, registrations, and insurance to complete their work. The scope of work for the contractor and/or subcontractor will include a list of documentation required to meet regulatory and client requirements appropriate to the subcontracted work. The Tri State Supply manager hiring any contractor and/or subcontractor is accountable for obtaining, verifying and keeping copies of all required and appropriate documentation prior to any work being allowed to start by the contractor and/or subcontractor.

Communications Requirements

Prior to the start of work Tri State Supply and any contractor and/or subcontractor will establish clear lines of communication that includes an effective reporting relationship. The aim of this process is to improve HSE performance by facilitating the interface of Tri State Supply activities with those of the client, other contractors and subcontractors. Pre-work or project kickoff meetings shall be held before work starts and be documented to ensure the contractors and/or subcontractor is completely aware of the reporting and communications requirements between Tri State Supply, its client and the contractors and/or subcontractor.

Prior to the start of work Tri State Supply and any contractor and/or subcontractor must and will define clear roles and responsibilities. Aligning the various interests and areas of responsibility requires good working relationships between the client, contractors and subcontractors. This is particularly true if the contractor and/or subcontractor
activities are difficult to monitor (e.g. distributed work groups, remote locations, transportation). The roles and responsibilities of Tri State Supply, its client and the subcontractor will be included and documented in the pre-work meeting held prior to work starting.

**Emergency Planning**
Prior to the start of work Tri State Supply and any subcontractor will establish an emergency action plan. Prior to the start of work Tri State Supply and any subcontractor will communicate the emergency response procedures and capabilities. Tri State Supply should contact all contractors and/or subcontractors to ensure their roles in emergency response plans are known. Contractors and/or subcontractors must follow emergency planning requirements for any Tri State Supply client location.

**Oversight**
An appropriate level of oversight and monitoring must and will be put in place to verify contractor and/or subcontractor performance for the life of the contract. Tri State Supply should periodically review the HSE performance of all subcontractors and verify compliance with regulatory and work-specific requirements, safety key performance indicators and other agreed upon requirements.

Tri State Supply and each subcontractor shall meet no less than every 3 months and at the end of the project to formally evaluate the contractor’s and/or subcontractor’s regulatory and work-specific compliance and performance. The meeting shall be documented and if the client wishes to attend an invitation will be sent to the appropriate client representative.

In addition, subcontractors are required to follow or implement the work practices and systems described below while performing work at Tri State Supply or client worksites:

- Attend all safety orientations, included in any pre-job meeting or kick-off meeting provided by Tri State Supply or client prior to any work beginning
- Monitor its employees for substance abuse and report nonconformities to Tri State Supply
- Be included in Tri State Supply tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment
- Report all injuries, spills, property damage incidents and near misses
- Comply with Tri State Supply and client safety and environment rules, policies, guidelines or procedures
- Implement Tri State Supply safety practices and processes as applicable
- Clean up and restore the worksite after the job is over
- Ensure compliance with regulations at all times

I understand the above policy information and agree to the terms outlined above:

___________________________________________ _____________
Contractor and/or Subcontractor Date

___________________________________________
Tri State Representative/Title Date
Tri State Supply Company Inc.
40 Spill Prevention and Response
Revision: 1
Date: 10/02/2015
Ref: 
Related Forms:

Purpose

The purpose of this plan is to document spill prevention and response requirements. Each Tri State Supply work site will develop a spill prevention and response plan based on the requirements and template provided.

Scope

This procedure applies to all Tri State Supply operations. When work is performed on a non-owned or operated site, the operator’s program shall take precedence, however, this document covers Tri State Supply employees and contractors and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent.

Requirements

Each work site spill prevention and response plan shall contain the following requirements.

- Chemical substances should be stored in proper containers to minimize the potential for a spill. Whenever possible, chemicals should be kept in closed containers and stored so they are not exposed to storm water.

- The program must identify chemicals used that may be potentially spilled or released. This will include both liquid chemicals used at our facilities or brought on to owner client sites.

- Spill kits must be adequate for any anticipated spills. A proper spill kit must contain the appropriate supplies for materials that may be spilled. Supplies must be easily accessible when required, and considerations must be made for both the type and quantity of materials. The contents of spill response kits shall be periodically assessed to ensure the availability of adequate spill response supplies and adjust inventory as necessary.

- Tri State Supply shall ensure the availability of adequate spill response supplies by periodic inspection to assess their availability and adjust the inventory as necessary.

- Employees must be instructed on spill prevention and the proper response procedures for spilled materials. The training should include materials available for use, proper waste disposal and communication procedures.

- Areas where chemicals may be used or stored must be maintained using good housekeeping best management practices. This includes, but is not limited to clean and organized storage, labeling and secondary containment where necessary.

- Proper communication measures for employees to initiate in the event of a spill will be created on a site by site basis. Communication procedures will be based on type and quantity of materials spilled.

- Environmental spills shall be reported to environmental authorities when required. Reporting procedures will be based on type and quantity of materials spilled.

The following template shall be used for each work site.
Copies of this plan are located at the facility and are available to all employees.

Location(s) of plan(s): _______________________________________________________

Facility Information

Facility Name: _____________________________________________________________

Mailing Address: ___________________________________________________________

Physical address if different: _________________________________________________

Owner Name: ______________________________________________________________

Owner Address: _____________________________________________________________

Primary Contact Name: _____________________________________________________
  Work Phone Number: _______________________________________________________
  Home Phone Number: _____________________________________________________
  Mobile Phone Number: ____________________________________________________

Secondary Contact Name: _________________________________________________
  Work Phone Number: _____________________________________________________
  Home Phone Number: _____________________________________________________
  Mobile Phone Number: ____________________________________________________

Date of Initial Operation: ___________________________________________________

Site Assessment

Location - Describe where facility is located.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Tri State Supply Company Inc.
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Ref:
Related Forms:

Facility Description

Facilities and Equipment (examples are shown but complete per site description):

___ Garage for vehicle processing  
___ Parts storage  
___ Manufacturing Building  
___ Spill kit/emergency equipment  
___ Refrigerant (Freon) extractor  
___ Parts washer

Please list: ____________________________

Services:

___ Dismantler/Recycler  
___ Equipment Repair  
___ Moving Equipment  
___ Painting/Sandblasting  
___ Manufacturing

Please list: ____________________________

Fixed Storage - List capacity and contents of each storage container. For example, “One 6,000 gallon above ground tank containing diesel fuel.” Be sure to include diesel, gasoline, waste oil, heating oil, kerosene, paint thinner and other solvents. Also describe the construction of the containers, secondary containment for each, liquid level indicators, alarms and method of corrosion protection for each container. ____________________________

Non-Fixed Storage - List capacity and contents of each storage container. For example, “One 55 gallon drum for recycled oil.” Be sure to indicate what each container is used for, its condition and construction and how secondary containment is provided. ____________________________

Total quantity of stored materials: - The combined quantity of the materials listed above: _________ gallons
Oil spill history

Place an X on the appropriate line and proceed accordingly.

___ There has never been a significant spill at the above named facility.

___ There have been one or more significant spills at the above named facility. Details of such spill(s) are described below. For each spill that occurred, supply the following information:
   • Type and amount of oil spilled
   • Location, date and time of spill(s)
   • Watercourse affected
   • Description of physical damage
   • Cost of damage
   • Cost of clean-up
   • Cause of spill
   • Action taken to prevent recurrence

Potential Spill Volumes and Rates

Fill in all applicable blanks.

<table>
<thead>
<tr>
<th>Potential Event</th>
<th>Volume Released</th>
<th>Spill Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete failure of a full tank*</td>
<td>___gallons</td>
<td>instantaneous</td>
</tr>
<tr>
<td>Partial failure of a full tank*</td>
<td>1 to ___ gallons</td>
<td>gradual to instantaneous</td>
</tr>
<tr>
<td>Tank overflow**</td>
<td>1 to ___ gallons</td>
<td>up to ___ gallons per minute</td>
</tr>
<tr>
<td>Leaking during unloading***</td>
<td>up to ___ gallons</td>
<td>up to ___ gallons per minute</td>
</tr>
<tr>
<td>Pipe failure****</td>
<td>up to ___ gallons</td>
<td>up to ___ gallons per minute</td>
</tr>
<tr>
<td>Leaking pipe or valve****</td>
<td>several ounces to gallons</td>
<td>up to ___ gallons per minute</td>
</tr>
<tr>
<td>Fueling operations****</td>
<td>several ounces to gallons</td>
<td>up to ___ gallons per minute</td>
</tr>
<tr>
<td>Oil and grease</td>
<td>several ounces to quarts</td>
<td>spotting</td>
</tr>
</tbody>
</table>

* Volume of largest tank
** Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s).
*** Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied (e.g., if it was being taken out of service).
**** Calculate based on the specifications of your equipment.

Spill Prevention and Control
Spill Prevention - Provide specific descriptions of containment facilities and practices. Include description of items such as double-walled tanks, containment berms, emergency shut-offs, drip pans, fueling procedures and spill response kits. Also, describe how and when employees are trained in proper handling procedures and spill prevention and response procedures.

Spill discharge and flow - For each potential spill source; describe where petroleum would flow in the event of a spill. For example, “The 6,000 gallon diesel tank has a pre-manufactured secondary containment system capable of holding 110 percent of the total volume of the tank” and, “A spill from engine repair would be contained inside the shop building and quickly cleaned up with oil absorbents.” Incorporate site map by reference (see instructions under Appendices).

Spill response - Identify what equipment would be deployed by whom and in what situation. Also, include phone numbers for response agencies, e.g., U.S. Coast Guard, fire department, spill response contractors, etc. A copy of your spill response plan may be attached as an appendix to this plan in lieu of completing this section.
Security - Provide a description of how all containers are protected when the facility is not in operation or unattended. Include a description of fencing, access control, gates, locks, etc. that prevent access by unauthorized individuals.

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**Facility Inspections**

Routine Inspections - Name facilities and the frequency with which they are inspected. For example, “The fuel pumps are inspected daily. The materials storage area is inspected monthly.” Describe all facility containers, piping, etc. that is to be inspected. Name the person who has responsibility to implement preventative maintenance programs, oversee on-site inspections, coordinate employee training, maintain records, update the plan as necessary, and ensure that reports are submitted to the proper authorities.

---

Annual Inspections - Include a description of annual comprehensive inspections. For example, “A site inspection is also conducted annually by appropriate responsible personnel to verify that the description of potential pollutant sources are accurate, that the map reflects current site conditions, and that the controls to reduce the pollutants identified in this plan are being implemented and are adequate. This annual inspection will be conducted above and beyond the routine inspections done focusing on designated equipment and areas where potential sources are located.”

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**Record Keeping**

Describe record keeping procedures. For example, “Record keeping procedures consist of maintaining all records a minimum of three years. The following items will be kept on file: current plan, internal site reviews, training records, and documentation of any spills or maintenance conducted in regards to these sites.” *Maintenance Inspection, Employee Training, and Record Keeping* logs are included in this template for your use.
Maintenance Inspections

Maintenance Coordinator Name:

Maintenance Coordinator responsibilities include implementation of preventative maintenance programs and oversight of on-site inspections.

Use this table to record inspections:

<table>
<thead>
<tr>
<th>Facility Inspected</th>
<th>Date of Inspection</th>
<th>Name of Inspector</th>
<th>Result Pass/Fail</th>
<th>Comments</th>
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</table>
**Employee Training**

Employee Training Coordinator Name: _______________________

Use this table to record spill prevention and response training.

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Date of Training</th>
<th>Type of Training/Topics Addressed</th>
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</table>
Record Keeping of Incidental Spills

Record Keeper Name:

Record Keeper responsibilities include maintaining records of incidents, updating the plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

<table>
<thead>
<tr>
<th>Incident No.</th>
<th>Type of Incident</th>
<th>Date of Occurrence</th>
<th>How it was Cleaned Up</th>
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Appendices

Site map - Attach a site map as Appendix A to this plan. You may attach an existing site map or create your own. If you use an existing map, be sure that the items listed below are included. If you need to create a site map, use a large enough piece of paper so all site plan elements may be seen and try to keep the map to a scale (e.g. 1” = 20’). The following instructions should guide you step-by-step. Please use a straight edge (ruler) while creating the sketch.

- The sketch should be oriented as if you were in a plane looking down on your property (an aerial view), with North at the top (draw an arrow indicating north).
- Draw and label all roadways surrounding the work site.
- Draw and label all facilities within the work site as close proportionately as possible.
- Draw an arrow(s) pointing in the direction of downhill flow of water when it rains.
- Draw the location and general layout of all vehicles associated with the work site.
- Label any rivers or waterways surrounding the work site.
- Draw and label all methods of entry to the work site.
- Draw and label the location of all fuel containment facilities.
- Draw and label the location of all in-place spill prevention, control and countermeasure devices.

Other attachments - List any additional information to be attached as Appendix B, C, D, etc. Label and staple the attachments to the end of this plan.
Appendix A: Site Map
Appendix B: Emergency Response Posting Locations
Appendix C: ________________________________  
Appendix D: ________________________________  

Management Approval

I certify that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals responsible for obtaining this information, the information submitted is true, accurate and complete.

________________________________________  _________________
Signature                                      Title

________________________________________  _________________
Printed name                                   Date
Tri State Supply Company, Inc.
41 Subcontractor Management Plan
Revision 1
Date: 11/20/2015
Reference:
Related Forms:

Purpose

The purpose of this program is to ensure that Tri State Supply continues to improve subcontractor health, safety and environmental performance and to establish a standard for pre-qualification, evaluation/selection and development of our subcontractors.

Scope

This program applies all Tri State Supply locations that use subcontractors.

General Requirements

All Tri State Supply subcontractors are to be managed in accordance with this program.

The use of subcontractors must be pre-approved by Tri State Supply. Approval requirements include:

- A formal safety review of the subcontractor being performed by Tri State Supply safety department.
- The scope of the review was commensurate with the hazards and risk exposure.
- Subcontractor has been/will be oriented to the safety policies, expectations and requirements of Tri State Supply.
- The subcontractor agrees to abide by our Drug and Alcohol policy and onsite safety rules throughout the duration of the work.

Any subcontractor that has a “Non-Approved” safety status will not be used on any Tri State Supply site.

Procedure

Pre-Qualification of Subcontractors

Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents and safety statistics. Tri State Supply will use a combination of safety metrics to prequalify subcontractors as shown below.

How Acceptable Safety Metrics, Such as TRIR, EMR, DART and Fatality Rate Will be Used as a Criteria for Selecting Subcontractors

Acceptable safety metrics will be used as criteria for prequalifying and selecting subcontractors in the following manner. Key performance indicators such as the TRIR, EMR, DART and Fatality rates shall be reviewed (see form). The safety metrics and scoring will consider:

- Tri State Supply Subcontractor Safety Pre-Qualification Form responses and subcontractor safety program documents review 60% (Rated from 0-60 total points)
- Subcontractor safety training documents review 20% (Rated from 0-20 total points)
- Subcontractor safety statistics review 20% (Rated from 0-20 total points)
Tri State Supply Company, Inc.
41 Subcontractor Management Plan
Revision 1
Date: 11/20/2015
Reference:
Related Forms:

Evaluation Rating and Acceptance
The subcontractor rating system will have five designations:

- Equal to or Greater than 90 points = A – no restrictions.
- Between 85 and 89 points = B – Mitigation plan must be documented and approved by Tri State Supply Safety.
- Between 81 and 84 points = C – Mitigation plan must be documented and approved by Tri State Supply Safety; management approval in writing.
- Between 71 and 80 points = D – Mandatory commitment meeting with senior subcontractor management present; mitigation plan documented and approved by Tri State Supply Safety; management approval in writing; trained subcontractor safety personnel on site during work regardless of number of workers.
- Less than 70 points = F – not to be used.

Once each subcontractor has been evaluated and scored, Tri State Supply safety will provide management the scores/ranking.

Tri State Supply reserves the right to change a subcontractor’s status to “Non-Approved” if the subcontractor shows insufficient progress towards accepted mitigation plan or other agreed upon criteria.

Subcontractor Involvement
Contractors are required to follow or implement the work practices and systems described below while performing work at Tri State Supply worksites:

- Attend an safety orientation, included in any pre-job meeting or kick-off meeting provided by Tri State Supply prior to any work beginning
- Monitor employees for substance abuse and report nonconformities to Tri State Supply
- Ensure personnel have the required training and competency for their work
- Included in Tri State Supply tailgate safety meetings, job safety analysis or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment
- Participate in the BBS hazard reporting system
- Report all injuries, spills, property damage incidents and near misses
- Comply with onsite and Owner Client safety rules
- Implement Tri State Supply safety practices and processes as applicable
- Clean up and restore the worksite after the job is over
- Ensure compliance with regulations at all times
- Post job-safety performance reviews - shall be conducted for subcontractors based on their adherence to the above requirements, safety key performance indicators and other agreed upon requirements.
## SUBCONTRACTOR SAFETY PRE-QUALIFICATION FORM

### GENERAL INFORMATION

1. **Subcontractor Information:**

   Subcontractor Name: ____________  
   Telephone Number: ____________  
   Street Address: ____________  
   Fax Number: ____________  
   City: ____________  
   Website Address: ____________  
   Province/State: ____________  
   Postal Code/Zip: ____________

2. **Officers**

   President: ____________  
   Vice President: ____________  
   Treasurer: ____________

3. **How many years has your organization been in business under your present firm’s name?**

4. **Parent Firm Name:**

   City: ____________  
   Province/State: ____________  
   Postal Code/Zip: ____________  
   Subsidiaries: ____________

5. **Under current management since (Date):** (please enter date as mm/dd/yyyy)

6. **Contact for Insurance Information:**

   Title: ____________  
   Telephone: ____________  
   Fax: ____________  
   Email: ____________

7. **Insurance Carrier(s):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Coverage</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. **Worker’s Compensation Account Status (Please enclose a copy of your workers compensation insurance certificate.**

   Account Number: ____________  
   Industry Code: ____________

9. **Contact for requesting bids:**

   Title: ____________  
   Telephone: ____________  
   Fax: ____________  
   Email: ____________

10. **Contractor Evaluation form completed by:**

    Title: ____________  
    Telephone: ____________  
    Fax: ____________  
    Email: ____________
HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE

Health, Safety and Environmental Performance

Provide the following data for your firm using your record keeping forms from the past three (3) years. If the data is not available please reply with Not Available - N/A.

Safety Performance Definitions and Guidance

a. **Hours Worked** - Employee hours worked last three years. Please report actual scheduled total hours worked and total overtime hours worked. If actual hours worked are not available for certain individuals hours worked may be estimated. A default of 2000 hours per individual per year can be used as an estimate.

b. **Recordable Incidents** - Recordable cases are those that involve any work-related injury or illness, including death but excluding first-aid injuries.
   - **Medical Treatment Case**
     - Treatment above first aid level – See OSHA recordkeeping guidelines.
   - **Days Away from Work Case**
     - Could not perform any work.
     - The day of the incident is not counted as a Days Away day nor day of return. Stop count when total days reach 180 or if employee leaves the firm.
   - **Restricted Work Case**
     - Could not perform routine functions associated with their permanent job.
     - The day of the incident nor day of return to regular position is not counted as a Restricted Duty day.
     - Stop count when total restricted duty days reach 180 or if employee leaves the firm.
   - **Transferred Work Activity Case**
     - Assigned to another job on a temporary or permanent basis.
     - The day of the incident is not counted as a Restricted Duty day. Stop count when transferred days reach 180 or if employee leaves the firm.
   - **Fatality Case**
     - Employee dies from a work related injury or illness.

d. **Motor Vehicle Incident** - Includes any event involving a motor vehicle that is owned, leased or rented by the firm that results in death, injury or property damage unless the vehicle is properly parked.

<table>
<thead>
<tr>
<th>Health and Safety Incidents</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Workers Compensation Experience Modification Rate (EMR)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Total Hours Worked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Medical Treatment Cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Days Away Injury/Illnesses Cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Restricted Work Injury/Illnesses Cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Transferred Work Injury/Illnesses Cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fatality Cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Total Recordable Cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Total Recordable Incident Rate (TRIR)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Recordable Incidents x 200,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Hours worked</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### HEALTH, SAFETY AND ENVIRONMENTAL PERFORMANCE

<table>
<thead>
<tr>
<th>Health and Safety Incidents - continued</th>
<th>2011</th>
<th>2010</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>f. Motor Vehicle Incidents (MVI)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Motor Vehicles Incidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Kilometers/Miles driven</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>g. Motor Vehicle Incident Frequency Rate (MVIFR)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # of Firm’s Motor Vehicle Incidents x 1,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Kilometers/Miles driven</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental Incidents</strong></td>
<td>2011</td>
<td>2010</td>
<td>2009</td>
</tr>
<tr>
<td><strong>Total # Spills to Water</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Petroleum Spills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># spills Sheen (est. volume as 0.1 bbl. To &lt; 1 bbl.)</td>
<td></td>
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<tr>
<td># spills 1 bbl. To &lt; 100 bbls.</td>
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<tr>
<td># spills 100 bbls. or more</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>b. Chemical Spills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># spills 1 bbl./160 kg. to &lt; 100 bbls./16,000 kg</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td># spills 100 bbls./16,000 or more</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total # Spills to Land</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Petroleum spills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># spills 1 bbl. To &lt; 100 bbls.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td># spills 100 bbls. or more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Chemical Spills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># spills 1 bbl./160 kg. to &lt; 50 bbls./8,000 kg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># spills 50 bbls./8,000 kg. or more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enforcement Actions</strong></td>
<td>2011</td>
<td>2010</td>
<td>2009</td>
</tr>
<tr>
<td><strong>Citations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Health and Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Environmental</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Please provide details</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Fines</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # Fines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total $$ Paid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please provide details</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT

Highest ranking HSE professional in the firm:

<table>
<thead>
<tr>
<th>Name/Title:</th>
<th>Email:</th>
<th>Telephone Numbers</th>
</tr>
</thead>
</table>

Do you have a written Basic Safety / HSE Program?  Yes ☐  No ☐

Does your Basic Safety/HSE Program include the following?

| a. HSE Policy statement signed by management | Yes ☐  No ☐ |
| b. Management Involvement and Commitment | Yes ☐  No ☐ |
| c. Hazard Identification and Risk Control | Yes ☐  No ☐ |
| d. Rules and Work Procedures | Yes ☐  No ☐ |
| e. Training | Yes ☐  No ☐ |
| f. Communications | Yes ☐  No ☐ |
| g. Incident and Accident Reporting and Investigation | Yes ☐  No ☐ |

Does the program include work practices and procedures such as?

| a. Permit to Work including Isolation of Energy | Yes ☐  No ☐ |
| b. Confined Space Entry | Yes ☐  No ☐ |
| c. Injury and Illness Recording | Yes ☐  No ☐ |
| d. Fall Protection | Yes ☐  No ☐ |
| e. Personal Protective Equipment | Yes ☐  No ☐ |
| f. Portable Electrical/Power Tools | Yes ☐  No ☐ |
| g. Motor Vehicle/Driving Safety | Yes ☐  No ☐ |
| h. Compressed Gas Cylinders | Yes ☐  No ☐ |
| i. Electrical Equipment Grounding Assurance | Yes ☐  No ☐ |
| j. Powered Industrial Vehicles (Cranes, Forklifts, Etc.) | Yes ☐  No ☐ |
| k. Housekeeping | Yes ☐  No ☐ |
| l. Accident/Incident Reporting and Investigations | Yes ☐  No ☐ |
| m. Unsafe Condition Reporting | Yes ☐  No ☐ |
| n. Emergency Preparedness, Including Evacuation Plan | Yes ☐  No ☐ |
| o. Waste Disposal and Pollution Prevention | Yes ☐  No ☐ |
| p. Regular Workplace Inspection / Audits | Yes ☐  No ☐ |

Do you have a Drug and Alcohol program?

| a. Pre-employment Testing | Yes ☐  No ☐ |
| b. Reasonable Cause Testing | Yes ☐  No ☐ |
| c. Post-rehabilitation/Return to Work Testing | Yes ☐  No ☐ |
### HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a Job Safety Analysis (JSA) process in place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a Root Cause Analysis process used for investigations, near misses, environmental spills?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a Management of Change (MOC) Process in place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have programs for the following?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Respiratory Protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Where applicable, have employees been:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Trained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fit tested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Medically approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Hazard communication/WHMIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Programs for potential high hazard work such as Highly Hazardous Chemicals; Explosives and Blasting Agents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a corrective action process for addressing individual/employee safety and health performance deficiencies?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Do you conduct medical examinations for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pre-placement Job Capability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pulmonary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Respiratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Describe how you intend to provide first aid and other medical services while on-site.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Do you have personnel trained to perform first aid and CPR?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Is applicable PPE provided for employees?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Do you have a program to assure that PPE is inspected and maintained?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>HSE Meetings</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>a. Do you hold site HSE meetings for?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Field Supervisors</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Employees</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• New Hires</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Subcontractors</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Frequency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT

<table>
<thead>
<tr>
<th>Inspections and Audits</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Do you conduct internal HSE Inspections?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>b. Do you conduct internal HSE program audits?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>c. Are corrections or deficiencies to internal HSE program or equipment communicated and documented until closure?</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment and Materials:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Do you own or lease Equipment and Materials? If yes, please complete the following questions:</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>b. Do you have a system for establishing applicable health, safety, and environmental specifications for acquisition of materials and equipment?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>c. Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with regulatory requirements?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>d. Do you maintain operating equipment in compliance with regulatory requirements?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>e. Do you maintain the applicable inspection and maintenance certification records for operating equipment?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>f. Do you document corrections or deficiencies from equipment inspections and maintenance?</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subcontractor Management</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Do you subcontract any work? If the answer is yes, please complete the following questions:</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>b. Do you have a written contractor safety management process?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>c. Do you use HSE performance criteria in selection of subcontractors?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>d. Do you evaluate the ability of subcontractors to comply with applicable HSE requirements as part of the selection process?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>e. Do your subcontractors have a written HSE Program?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>f. Do you include your subcontractors in:</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• HSE Orientation</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• HSE Meetings</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• HSE Equipment Inspections</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• HSE Program Audits</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Are corrections or deficiencies documented</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>
# HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT

## Employee and Trades Training

| a. Have employees been trained in appropriate job skills? | Yes ☐ | No ☐ |
| b. Are employees’ job skills certified where required by regulatory or industry consensus standards? | Yes ☐ | No ☐ |
| c. List trades/crafts which have been certified: | |

## Health, Safety and Environmental Orientation

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Do you have an HSE Orientation Program for new hires and newly hired or promoted supervisors?</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>b. Does the program provide instruction on the following:</td>
<td></td>
</tr>
<tr>
<td>• New worker orientation</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Safe Work Practices</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Safety Supervision</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Toolbox meetings</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Emergency Procedures</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• First Aid Procedures</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Fire Protection and Prevention</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Safety Intervention</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>• Hazard Communication/WHMIS</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

## Health, Safety and Environmental Training

| a. Do you know the regulatory HSE training requirements for your employees? | Yes ☐ | No ☐ |
| b. Have your employees received the required HSE training and re-training | Yes ☐ | No ☐ |
| c. Do you have a specific HSE training program for supervisors? | Yes ☐ | No ☐ |

## Training Records

| a. Do you have HSE and training records for your Employee’s? | Yes ☐ | No ☐ |
| b. Do the training records include the following: | |
| • Employee identification | Yes ☐ | No ☐ |
| • Date of training | Yes ☐ | No ☐ |
| • Name of trainer | Yes ☐ | No ☐ |
| • Method used to verify understanding | Yes ☐ | No ☐ |
| c. How do you verify understanding of training? (Check all that apply) | |

☐ Written test   ☐ Oral test   ☐ Performance test   ☐ Job Monitoring   ☐ Other (List)
Purpose

It is the intention of Tri State Supply to provide gas hazards training and detection equipment that meets or exceeds all federal standards. This program is associated with our Respiratory Protection Program.

Scope

This program applies to all Tri State Supply projects and operations.

This program supplements the Tri State Supply Respiratory Protection Program that is in place in accordance with 29CFR 1910.134.

Procedure

Gas Hazards Equipment

- Each employee shall use a portable gas monitor as required in all high gas or potentially high hazard areas.
- The gas monitor must be calibrated prior to use per manufacturer's recommendations and contain a current calibration sticker on the monitor providing the date of last calibration.
- Bump test are required to be completed at the beginning of each day the monitor is in use per the requesting Owner Client and manufacturer’s guidelines to insure the monitor is functioning correctly.

Owner Client Contingency Plans Awareness

- Tri State Supply shall insure all employees are aware of the Owner Client’s contingency plan provisions including evacuation routes and alarms. Tri State Supply employees shall participate in emergency evacuation drills and practice rescue procedures.

Use, Maintenance and Care of Gas Monitors

- Only utilize monitors issued by either Tri State Supply or made available by the Owner Client - no personal monitors are allowed.
- Have the gas monitor on the outside of all clothing.
- Check the calibration date prior to bump testing. If the calibration date is expired turn the unit in immediately and do not use.
- Bump test each shift prior to using the monitor.
- Monitors are sensitive equipment - avoid physical damage and immediately report any monitor that does not appear to be performing as expected.

Training

All affected employees will receive gas hazards awareness training before their initial assignment and annually thereafter. This shall be in conjunction with the Tri State Supply Respiratory Protection training. Training shall address, as a minimum:

- Locations of alarm stations
Gas Monitoring Equipment - Portable and Fixed Detection

Gas Alarms

Gas Hazards - Characteristics of gases, to include oxygen deficiency, oxygen or nitrogen enrichment, carbon monoxide and hydrogen sulfide

Any plant or department specific gases of concern

Signs and symptoms of overexposure

Personnel Rescue Procedures

Use and care of Self-Contained Breathing Apparatus (SCBA) - includes donning and emergency procedures (if applicable)

Evacuation Procedures

Staging Areas – Primary and Secondary

Gas Hazard Awareness training shall be documented and available for review.
Purpose

This program is designed to reduce the risk of work-related heat illnesses.

Scope

This procedure applies to all work being performed in hot environments.

Definitions

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

Requirements

All managers and supervisors are responsible for implementing and maintaining the Heat Illness Program in their work areas.

Provision of Water

Employees shall have access to potable drinking water. Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift.

Access to Shade

Employees will be provided with access to shade. Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling. Such access to shade shall be permitted at all times. See definition of "Shade".

Control Measures

Each work location involved in working in hot environments shall implement measures that must be in place to control the effects of environmental factors that can contribute to heat related illnesses. The most common environmental factors are air temperature, humidity, radiant heat sources and air circulation.
Physical factors that can contribute to heat related illness shall be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, and clothing color, weight and breathability.

Supervisors must ensure personal factors that contribute to heat related illness are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring. The most common personal factors that can contribute to heat related illness are age, weight/fitness, drug/alcohol use, prior heat-related illness, etc.

Each work site shall develop site specific procedures but shall include the minimum:

- Bring at least 2 quarts per employee at the start of the shift and the supervisors/designated persons will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/designated person low levels or dirty water.
- Supervisors will provide frequent reminders to employees to drink frequently.
- Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift during hot weather.
- Place water containers as close as possible to the workers.
- When drinking water levels within a container drop below 50%, the water shall be replenished immediately or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees or provisions will be made to issue employees their own cups each day.
- Supervisors will set-up an adequate number of umbrellas, canopies or other portable devices at the start of the shift and will relocate them to be closer to the crew, as needed.
- Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.
- Working hours will be modified to work during the cooler hours of the day, when possible.
- When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Supervisors will continuously check all employees and stay alert to the presence of heat related symptoms.
- Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.
- Every morning, workers will be reminded about address and directions to the worksite to inform medical responders and emergency procedures.
- All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understood the training and follow the company procedures.
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Training
Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- The environmental and personal risk factors for heat illness;
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- Tri State Supply procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- Tri State Supply procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- Tri State Supply procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

Supervisors must receive training in the prevention of heat related illnesses prior to supervising employees working in heat. Supervisors will be trained in the Tri State Supply heat illness emergency response procedures to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Communication for employees shall be in a form readily understandable by all affected employees.

Tri State Supply shall ensure all contractors, subcontractors, staffing companies, etc. employees (including temporary) working outdoors have been trained in heat illness prevention.
Purpose

The purpose of this program is to ensure the safety of all employees and contractors working for Tri State Supply and to comply with all regulations and host clients that pertain to confined spaces.

Scope

This program covers all employees and other workers that may be involved in confined space entry. When work is performed on a non-owned or operated site, the operator’s program shall take precedence. This document covers Tri State Supply employees and contractors and shall be used on owned premises, or when an operator’s program doesn’t exist or is less stringent.

Definitions

Acceptable entry conditions - the conditions that must exist in a confined space to allow entry and to ensure that employees involved with a confined space entry can safely enter into and work within the space.

Attendant - an individual stationed outside one or more Confined spaces who monitors the authorized Entrants and who performs all Attendant’s duties assigned in the Tri State Supply Confined Spaces Program. Attendants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Attendant.

Authorized Entrant - an individual who is authorized by Tri State Supply to enter a confined space. Entrants must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space as an Authorized Entrant.

Blanking or Blinding - the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space

- A space that is large enough and so configured that an employee can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit (for example, tanks, vessels, coolers, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
- Is not designed for continuous occupancy.

Double block and bleed - the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency - any occurrence (including any failure of hazard control or monitoring equipment) or an event internal or external to the confined space that could endanger Entrants.
Engulfment - the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry - the action by which a person passes through an opening into a confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the Entrant's body breaks the plane of an opening into the space.

Entry permit – means the written or printed document that is provided by Tri State Supply to allow and control entry into a confined space that contains the information specified in this program.

Entry Supervisor - the person responsible for determining if acceptable entry conditions are present at a confined space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

- Entry Supervisors must have sufficiently completed and fully understands the Confined Space training and is approved by the HSE Manager to work in a confined space.
- An Entry Supervisor also may serve as an Attendant or as an authorized Entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of Entry Supervisor may be passed from one individual to another during the course of an entry operation.
- The Entry Supervisor is responsible to test and monitor the atmosphere conditions.

Hazardous atmosphere - an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a confined space), injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL), (0% is normal).
- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent, (20.9 % is normal).
- Any other atmospheric condition that is immediately dangerous to life or health. (Ex.-H2S 10%, 0% is normal).
- Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot work permit - the written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately dangerous to life or health (IDLH) - any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual’s ability to escape unaided from a confined space.

- Note: Some materials -- hydrogen fluoride gas and cadmium vapor, for example -- may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from
transient effects until collapse. Such materials in hazardous quantities are considered to be “immediately
dangerous to life or health”.

Inerting - the displacement of the atmosphere in a permit space by a non-combustible gas (such as nitrogen) to
such an extent that the resulting atmosphere is non-combustible. This procedure produces an IDLH oxygen
deficient atmosphere.

Isolation - the process by which a confined space is removed from service and completely protected against the
release of energy and material into the space by such means as: blanking or blinding; misaligning or removing
sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or
blocking or disconnecting all mechanical linkages.

Line Breaking - the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or
toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space - A confined space that does not contain or, with respect to atmospheric hazards, have
the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen deficient atmosphere - an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere - an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-Required Confined Space - a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an Entrant.
- Has an internal configuration such that an Entrant could be trapped or asphyxiated by inwardly
  converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.

Permit system - the employer’s written procedure for preparing and issuing permits for entry and for returning the
confined space to service following termination of entry.

Prohibited condition - any condition in a confined space that is not allowed by the permit during the period when
entry is authorized.

Rescue service - the personnel designated to rescue employees from Permit-Required Confined Spaces.

Retrieval system - the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and
a lifting device or anchor) used for non-entry rescue of persons from confined spaces.

Testing - the process by which the hazards that may confront Entrants of a confined space are identified and
evaluated. Testing includes specifying the tests that are to be performed in the permit space.
Responsibilities

Managers/Supervisor

- Shall ensure that all employees have been trained and fully understand the requirements of this program.
- Shall provide the necessary equipment to comply with these requirements and ensure that all employees are trained on its use.
- Shall ensure that all confined space assessments have been conducted and documented.
- Shall ensure that provisions and procedures are in place for the protection of employees from external hazards including but not limited to pedestrians, vehicles and other barriers and by use of the pre-entry checklist verifying that conditions in the permit space are acceptable for entry during its duration.
- Shall ensure that all Permit-Required Confined Spaces permits are posted.
- Shall ensure an annual review of the program including all entry permits issued that during that annual period.
- Shall ensure that confined spaces are identified properly as either a Non-Permit Confined Space or a Permit-Required Confined Space.
- Shall ensure that all confined spaces that have been identified as “no entry” have signs that state, “DANGER- DO NOT ENTER”.
- Shall ensure signs have been posted at all Permit-Required Confined Space areas that state, “DANGER – PERMIT ENTRY CONFINED SPACE” along with the proper warning word such as “ASPHYXIANT, FLAMMABILITY or TOXIC HAZARD”
- Shall file all permits at the area offices for review. Permits shall be kept on file for one year.

Affected Employee

- Shall attend Confined Space Entry training commensurate with their duties and when duties change as required.
- Shall comply with all aspects of this program.
- Authorized Entrants, Attendants and Entry Supervisors may be any Tri State Supply employee that is authorized by management to work in a confined space setting and that has been trained and is proficient in the understanding of program requirements.

Authorized Entry Supervisor Duties

- Shall have a tailgate safety meeting, with all workers to be involved in the confined space entry and review the job to be performed and what safety concerns may be present.
- Shall confirm that all isolation, Lock/out and Tag/out have been completed prior to entry into a confined space.
- Shall ensure that the requirements of this program are followed and maintained.
- Shall test all atmosphere conditions prior to entry and shall complete and maintain the confined space permit form, and have it accessible for review on the job site at all times.
- Shall notify Tri State Supply supervisor of entry into a confined space, and notify the supervisor of any changes that may occur, during an entry.
- If the confined space poses a hazard that cannot be eliminated, the Entry Supervisor must arrange for a rescue services.
If the confined space poses no hazards to the Entrants, the Entry Supervisor can reclassify the confined space to a Non-Permit Confined Space.

A stand-by rescue team is not required to be on site for Non-Permit Confined Space entries.

**Authorized Attendant Duties**

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Is aware of possible behavioral effects of hazard exposure in authorized Entrants.
- Continuously maintains communication and an accurate count of authorized Entrants in the confined space and ensures that the means used to identify authorized Entrants, and accurately identifies who is in the confined space.
- Remains outside the confined space during entry operations until relieved by another Attendant.
- Tri State Supply has procedures to be used by a single attendant monitoring several confined spaces during an emergency. If more than one confined space is to be monitored by a single attendant, the program must include the means and procedures that will be used in order to enable the attendant to respond to emergencies in one or more permit spaces that he/she is monitoring without distraction from all responsibilities. This will include radio communications with emergency responders or other methods of summoning aid, directing entrants to leave the confined spaces, etc. The procedures shall be on the confined space permit.
- Monitors activities inside and outside the confined space to determine if it is safe for Entrants to remain in the space and orders the authorized Entrants to evacuate the confined space immediately under any of the following conditions:
  - If the Attendant detects a prohibited condition;
  - If the Attendant detects the behavioral effects of hazard exposure in an authorized Entrant;
  - If the Attendant detects a situation outside the space that could endanger the authorized Entrants;
  - If the Attendant cannot effectively and safely perform all the duties required.
- Summon rescue and other emergency services as soon as the Attendant determines that authorized Entrants may need assistance to escape from confined space hazards.
- Takes the following actions when unauthorized persons approach or enter a confined space while entry is underway:
  - Warn the unauthorized persons that they must stay away from the confined space;
  - Advise the unauthorized persons to exit the confined space immediately, if they have entered the space;
  - Inform the authorized Entrants and the Entry Supervisor if unauthorized persons have entered the confined space.
- Performs no duties that might interfere with the Attendant's primary duty to monitor and protect the authorized Entrants.
- Authorized Attendants shall not monitor more than one confined space at a time.
Authorized Entrant Duties

- Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- Uses appropriate personal protective equipment properly, e.g., face and eye protection, and other forms of barrier protection such as gloves aprons, coveralls, and breathing equipment;
- Is aware of possible behavioral effects of hazard exposure in authorized Entrants;
- Shall witness and verify calibrated air monitoring data and if approved, sign off, before entry is made.
- Is entitled to request additional monitoring at any time.
- Maintain communication with the Attendants to enable the Attendant to monitor the Entrants status as well as to alert the Entrant to evacuate if needed; and
- Exit from confined spaces as soon as possible when ordered by an Attendant or Entry Supervisor, when the Entrant recognizes the warning signs or symptoms of an exposure exists, or when a prohibited condition exists, or when an alarm is activated.

Procedure

Non-Permit Confined Space Entry
If testing of the confined space atmosphere is within acceptable limits without the use of forced air ventilation and the space is properly isolated, the space can be entered by following the requirements for Level I confined space entry.

- Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.
- Entrants shall review and sign the confined space permit.

Employees may enter and work in the confined space as long as LEL, O2, and toxicity hazards remain at safe levels.

- Complete the Tri State Supply Confined Space Entry Permit to document that there are no confined space hazards. Make this certification available to all personnel entering the space.
- A trained Attendant must always be outside the confined space. The Attendant must monitor the authorized Entrants for the duration of the entry operation.

Exception: The Attendant requirements for Level I confined space entry may be exempted, if the job assessment is performed and has determined that there are no inherent dangers to allow single person entry.

- This provision is intended to permit field operations to enter crankcases, shallow valve boxes, cellars, excavations, etc. without an Attendant being present and all other aspects of the entry permit complied with.
- When there are changes in the use and configuration of a confined space that might increase the hazards to the Entrants (e.g., using epoxy coating on a tank floor, welding, painting, etc.), re-evaluate the space. If necessary, reclassify the space as a Permit-Required Confined Space.
- Continuously monitor the confined space atmosphere to ensure that it is still safe.
- The space must not contain a hazardous atmosphere while personnel are inside.
- If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space.
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- Re-evaluate the space to determine how the hazardous atmosphere developed.
- The Entry Supervisor shall cancel the entry permit.
- Take action to protect personnel before any subsequent activity to re-enter the space takes place.
- Reissue the Tri State Supply Confined Space Entry Permit before allowing Entrants to re-enter the space.
- If necessary, reclassify the space as a Permit-Required Confined Space.
- Ensure that vehicle or other equipment exhaust does not enter the space.

**Permit-Required Confined Space Entry**

If the space is properly isolated and results of air monitoring are above acceptable parameters without local exhaust ventilation in operation, classify the entry as a Permit-Required Confined Space.

- Complete the Tri State Supply Confined Space Entry Permit before proceeding with work in a Permit-Required Confined Space.
- Entrants and/or their representative shall be given the opportunity to observe and participate in the air monitoring process.
- Entrants shall review and sign the confined space permit.
- At least one trained Attendant must always be outside the Permit-Required Confined Space.
- The Attendant must monitor the authorized Entrants for the duration of the entry operation.
- Only authorized Entrants may enter a Permit-Required Confined Space.
- All Entrants must sign in and out on the entry permit when entering and leaving a Permit-Required Confined Space.
- The back of the permit or a sign-in sheet must be used for this purpose.
- Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited.
- Conditions must be continuously monitored where Entrants are working to determine that acceptable conditions are maintained during entry.
- If a hazardous atmosphere is detected during an entry, personnel must immediately evacuate the space.
  - The Entry Supervisor shall cancel the entry permit.
  - Re-evaluate the space to determine how the hazardous atmosphere developed.
  - Take action to protect personnel before any subsequent activity to re-enter the space takes place.
  - Re-issue the Tri State Supply Confined Space Entry Permit before allowing Entrants to re-enter the space.
  - Employees or their representatives are entitled to request additional monitoring at any time.
- The permit must be terminated when the entry operations are complete or when permit conditions change (i.e., hazardous air monitoring results are noted, unsafe behaviors are observed, etc.).
- The minimum rescue equipment required for Permit-Required Confined Space entry is covered in the Rescue & Emergency section of this program.
- Permit-Required Confined Space entry operations will be reviewed when Tri State Supply believes that the requirements of this confined space program may not adequately protect personnel.
- If deficiencies are found in the program, the program will be revised and personnel will be trained in the new revisions before subsequent entries are authorized.
Pre-Job Planning and Space Preparation
The Entry Supervisor must determine that the confined space is properly isolated by blinding, disconnecting, and/or by following local Lockout/Tagout procedures.

The Entry Supervisor must discuss with all Entrants the hazards of the space, communication methods and emergency procedures during the confined space entry.

Eliminate any condition making it unsafe to open the equipment to atmosphere.

Promptly guard the opening to prevent an accidental fall through the opening and to protect each employee working in the space from foreign objects entering the space.

If applicable, wash, steam, ventilate or degas the confined space to properly free it of possible contaminants. Vent vapors to a safe location.

Do not allow unauthorized personnel to enter a confined space. Barricade and/or guard all confined spaces to prevent entry of unauthorized Entrants.

If performing hot work in the confined space, precautions must be taken consistent with the Tri State Supply Hot Work Permit procedure.

Ensure that vehicle or other equipment exhaust does not enter the space.

Pre-Entry Safety Meeting
The Entry Supervisor must declare when the confined space is ready for entry.

The Entry Supervisor shall hold a pre-entry safety meeting to discuss all requirements and procedures with all authorized Entrant(s) and Attendant(s) involved with the entry. He/she will discuss other concerns such as previous contents, vessel coating, PPE required etc., during this meeting.

The Entry Supervisor must coordinate entry operations when employees of more than one company are working simultaneously in the confined space. This coordination is necessary so that one company’s work does not endanger the employees of another company.

Equipment
Check all work equipment to ensure that it has the proper safety features and is approved for the locations where it will be used. The Entry Supervisor shall ensure that all equipment is properly maintained in a safe condition and that Entrants use the equipment properly.

The following equipment must be considered and may be required when entering a confined space:

- Atmospheric Testing and Monitoring Equipment.
- Barriers, Shields, and Signs – Post signs and barricades outside all Permit-Required Confined Spaces to notify personnel that a confined space entry is in progress and unauthorized entry is prohibited. Any signs
used must state “Danger – Permit Entry Confined Space” along with the proper warning word such as “Asphyxiating, Flammability or Toxic Hazard”. All barricades must be capable of preventing a person from inadvertently walking into or kicking an object into the space.

- Communications Equipment – Only use intrinsically safe equipment in areas where a hazardous atmosphere may exist. Use a communication system that will keep the Attendant in constant, direct communication with the Entrant(s) working in the confined space. Also, use a communication system that allows the Attendant to summon help from rescue or emergency service.
- Entry and Exit Equipment – (For example: ladders may be needed for safe entry and exit).
- Lighting Equipment – Needed for safe entry, work within the space and exit. Lighting equipment used in the confined space must be certified safe for the location.
- Portable electric lighting used in wet and/or other conductive locations (drums, tanks, vessels) must be operated at 12 volts or less. 120 volt lights may be used if protected by a ground-fault circuit interrupter.
- Personal Protective Equipment – Ensure that personnel wear the required personal protective equipment. For respiratory protection requirements, refer to the Respiratory Protection Program.
- Rescue and Emergency Equipment – Except if provided by outside rescue services.
- The Attendants must also have an approved first aid kit.
- Vacuum Trucks – When used, trucks must be properly grounded or bonded to prevent static sparks.
- Ventilating Equipment – Local exhaust air movers used to obtain acceptable atmospheric entry conditions (e.g., Copus air movers).
- Other – Any other equipment necessary for safe entry into and rescue from permit required confined spaces.

**Air Monitoring**

- Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Monitoring of the space must inform the entrants of the potential hazards and results and they must participate in the permit review and signing.
- Air shall be periodically test while continuous ventilation is applied.
- Any employee, who enters the space, or that employee’s authorized representative, shall be provided an opportunity to observe the pre-entry testing required by this paragraph.
- Employees or their representatives are entitled to request additional air monitoring at any time.

**Ventilation**

Continuous forced air ventilation must be used and tested as follows:

- An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
- The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
- The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
- The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee, who
enters the space, or that employee's authorized representative, shall be provided with an opportunity to observe the periodic testing and may request additional monitoring at any time.

- If a hazardous atmosphere is detected during entry each employee shall leave the space immediately and the space shall be evaluated to determine how the hazardous atmosphere developed; and measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

**Multiple Employer Procedure**

In order not to endanger the employees of any other employer, the Entry Supervisor shall:

- Verify that all contractor employees have been trained in confined space and that all contractor employees fully understand the Tri State Supply procedures pertaining to Confined Space.
- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
- Apprise the contractor of the elements, including the hazards identified and the employees experience with the space, that make the space in question a permit space.
- Inform the contractor of any precautions or procedures that Tri State Supply has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
- Coordinate entry operations with the contractor, when both Tri State Supply personnel and contractor personnel will be working in or near confined spaces.
- Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in confined spaces during entry operations.
- In addition to complying with the confined space requirements that apply to all employees; each contractor, who is retained to perform permit space entry operations, shall:
  - Obtain any available information regarding confined space hazards and entry operations from the Tri State Supply Entry Supervisor.
  - Coordinate entry operations with the Tri State Supply Entry Supervisor, when both Tri State Supply personnel and contractor personnel will be working in or near permit spaces.
  - Inform Tri State Supply of the confined space program that the contractor will follow and of any hazards confronted or created in the confined space, either through a debriefing or during the entry operation.

**Rescue and Emergency Services**

**General**

Rescue service must be on-site for immediately dangerous to life and health (IDLH) conditions while work is being performed. Rescue services must be either:

- Provided by the host facility,
- Provided by an outside service which is given an opportunity to examine the entry site, practice rescue and decline as appropriate, or
- Provided by Tri State Supply by selecting a rescue team that is equipped and trained to perform the needed rescue services.
• The Attendant shall order the other Entrants not to move the injured nor allow untrained or unauthorized workers into the space that are not trained to handle a confined space rescue.
• Material Safety Data Sheet’s for substances that an injured Entrant was exposed to must be provided to the medical facility treating the injured worker.

**Permit-Required Confined Space Rescue:**

• When the Attendant becomes aware of the need for rescue, the Attendant shall immediately summon the onsite rescue team by the agreed upon communication method, verbally, radio or cell phone, without leaving the vicinity of the confined space.
• The Attendant shall prevent unauthorized personnel from attempting a rescue.
• After the rescue team has been notified, the Attendant shall alert the Entry Supervisor of the emergency via the same communication methods.
• The preferred means of providing rescue service is through the use of a qualified outside rescue service vendor (client host). The outside rescue service vendor must be:
  o Informed of the hazards that they may confront during a rescue;
  o Provided access to the Permit-Required Confined Space to examine the entry site, practice rescue, and decline as appropriate.
  o Access to the space allows the rescue service and local supervision to jointly develop appropriate rescue plans.
  o If the host operator is designated to provide rescue services for Tri State Supply, the agreement of services must be included in contract for the job.
• If Tri State Supply employees are to perform Permit-Required Confined Space rescues, they must be:
  o Provided and trained in the use of the proper personal protective equipment necessary to make the rescue;
  o Provided PPE at no cost
  o Trained to perform the assigned duties;
  o Required to practice making rescues at least once every 12 months;
  o Trained in basic first aid and CPR.
  o A minimum of one member of the rescue team must hold a current certification in first aid and CPR.

**Non-entry Rescue**

• To facilitate non-entry rescue, an Entrant must be attached to a retrieval system whenever he/she enters a Permit-Required Confined Space with a vertical depth of more than 5 feet.
• The retrieval equipment is not required if it will increase the overall risk of the entry, e.g., creating an entanglement hazard, or will not contribute to the rescue of the Entrant.
• Each Entrant shall use a full body harness equipped with a “D” ring located between the shoulders or above the head.
• Wristlets may be used instead of the full body harness, if the use of the full body harness is not feasible or creates a greater hazard and that using wristlets is the safest and most effective alternative.
The retrieval line must be attached to the “D” ring and the other end of the retrieval line attached to a retrieval device or fixed point located outside the space so that rescue can begin as soon as the rescuer becomes aware that rescue is necessary.

**Issuance/Reviewing of Permit**

Only when all pre-entry requirements are satisfied, the Entry Supervisor shall issue a completed and signed confined space permit. The confined space permit is valid for one shift.

In the event of any unauthorized entry, employee complaints, a hazard not covered by the permit, the occurrence of an injury or near miss the entry permit shall be cancelled and a review shall be conducted to provide employee protection and for revising the program prior to authorizing subsequent entries.

An annual review of this program, using the cancelled permits retained within 1 year after each entry shall be conducted by the HSE Manager to revise the program as necessary, to ensure that employees are protected. If no confined space entries were performed during a 12-month period, no review is necessary.

**Termination and Closing or Cancelling of Permits**

The Entry Supervisor shall terminate the confined space permit, at the end of the job operation, at the end of the shift or when the Entry Supervisor or Attendant determine that conditions in or near the confined space have changed and is hazardous to the Entrants.

The Entry Supervisor shall, at the conclusion of entry operation, close out the permit and provide the safety department the original copy of the Confined Space Permit.

**Training**

Training shall be provided so that all employees whose work is regulated by this program acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them.

Training shall be provided to each affected employee, before the employee is first assigned duties under this program, if a new hazard has been created or special deviations have occurred and before there is a change in assigned duties.

The employee shall be retrained:

- Whenever there is a change in confined space operations that presents a hazard about which an employee has not previously been trained.
- Whenever the supervisor has reason to believe either that there are deviations from the permit space entry procedures required by this section or that there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties required by this program and shall introduce new or revised procedures, as necessary.

The supervisor shall certify that the training required by this program has been accomplished.
The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training.

The certification shall be available for inspection by employees, their authorized representatives, management, clients and the safety department.
Confined Space Entry Permit

Date: ____________  Permit Space Number/Location: ________________________________

Reason for Entry: ________________________________  Hot Work Permit Needed? ______

Authorized Duration of Entry: __________________

Permit Space Hazards

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pre-Opening Hazards</td>
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<tr>
<td></td>
<td></td>
<td>Oxygen Def./Enrichment</td>
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<tr>
<td></td>
<td></td>
<td>Flammables/Fire</td>
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<td></td>
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<td>Hazardous Energy</td>
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<td></td>
<td></td>
<td>Engulfment/Entrapment</td>
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<tr>
<td></td>
<td></td>
<td>Falls/Falling Objects</td>
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<td>Lighting/Noise/Heat/Cold</td>
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<td></td>
<td></td>
<td>Hot/Corrosive Materials</td>
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<tr>
<td></td>
<td></td>
<td>Toxins:</td>
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<td></td>
<td></td>
<td>Pre-Entry Checklist</td>
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<tr>
<td></td>
<td></td>
<td>Pre-opening Hazards</td>
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<tr>
<td></td>
<td></td>
<td>Electrical lockout/tagout</td>
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<tr>
<td></td>
<td></td>
<td>Pneumatic Isolation</td>
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<tr>
<td></td>
<td></td>
<td>Hydraulic Isolation</td>
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<tr>
<td></td>
<td></td>
<td>Mechanical Isolation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Traffic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Noise, Heat, Cold</td>
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<tr>
<td></td>
<td></td>
<td>Fall Protection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ventilation Purge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time ________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emergency Egress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special Work</td>
</tr>
</tbody>
</table>

Preparation Procedure

<table>
<thead>
<tr>
<th>Required?</th>
<th>Done</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Done</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Done</th>
<th>Procedures</th>
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<tbody>
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</tbody>
</table>

Permit Cancelled:

Signature                                                  Date/Time

Did all information of this permit accurately reflect conditions encountered?  ____ Yes or  ____ No  If no, describe conditions:

Safety Comments:  _______________________________________

Attendant(s)                                             Entrant(s)

Entry Supervisor: I certify that all pre-entry conditions listed on this permit have been met and the space is safe to enter:

__________________________________________          ________/________

Entry Supervisor  Date/Time

Rescue/Emergency:

SCBA  Fire Extinguisher  Radio/Telephone  Charged Fire Hose  Communication Devices  First Aid Kit  Other:

Other:

Sparkproof Tools/Lighting:

Lights  Tools  Other:

Communications:

Type:

Personal Protection:

Eye  Hearing  Foot/Hand  Protective Clothing  Other:

Other:

Required Equipment

- Ventilator(s)
  Minimum Cap: ____ CFM

- Respirators
  Type(s):

- Atmospheric Monitors
  Type:

- Fall Protection
  Harnesses  Tripods  Other:

- Communications
  Type:

- Fall Protection
  Harnesses  Tripods  Other:

- Personal Protection
  Eye  Hearing  Foot/Hand  Protective Clothing  Other:

- Other:

- Other:

Fall Protection

Harnesses  Tripods  Other:

Other:

Sparkproof Tools/Lighting

Lights  Tools  Other:

Rescue/Emergency

SCBA  Fire Extinguisher  Radio/Telephone  Charged Fire Hose  Communication Devices  First Aid Kit  Other:

Other:
### Acceptable Entry Conditions

<table>
<thead>
<tr>
<th>Required?</th>
<th>Done?</th>
<th>Initials</th>
<th>Action/Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Surrounding area free from vapors, all other hazards</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>Review of permit info with attendant, entrants</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>All safety equipment available</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>Employees properly trained</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pre-opening hazards eliminated</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>Completion of all preparation and isolation procedures</td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>Communication between entrants, attendant and rescue providers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Traffic control/barricading</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Atmospheric tests satisfactory</td>
</tr>
</tbody>
</table>

### Hazmat Emergency Management

<table>
<thead>
<tr>
<th>Toxin</th>
<th>Symptoms and First Aid</th>
<th>Spill/Release Control Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Incompatibilities Reactive, Fire Hazard</th>
<th>MSDS Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Atmospheric Tests – Test Gases in Order Shown

<table>
<thead>
<tr>
<th>Gas</th>
<th>Limits</th>
<th>Time Results</th>
<th>Time Results</th>
<th>Time Results</th>
<th>Time Results</th>
<th>Time Results</th>
<th>Time Results</th>
<th>Time Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oxygen</td>
<td>23.5%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>19.5%</td>
<td></td>
<td></td>
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<tr>
<td>2. Combustibles</td>
<td>10% LEL</td>
<td></td>
<td></td>
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</tbody>
</table>

Name(s) of Testers ___________________________________________________________
Test Unit Serial/ID Number ________________________ Most Recent Calibration/Zeroing ________________________

NOTE: All Special work procedures must be reviewed with a safety representative before commencing work.
Purpose

The Stop Work Authority process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe condition, act, error, omission or lack of understanding that could result in an undesirable event.

All Tri State Supply employees have the authority to stop work when the control of the HSE risk is not clearly established or understood. All Tri State Supply employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.

Scope

This program applies to all Tri State Supply projects and operations.

Roles and Responsibilities of Employees and Management

- Employees are responsible to initiate a Stop Work Intervention when warranted and management is responsible to create a culture where SWA is exercised freely.
- Supervisors are responsible to ensure a culture is created where SWA is exercised and honored freely to resolve issues before operations resume and recognize proactive participation.
- Management must establish and support clear expectations to exercise SWA, create a culture where SWA is exercised freely and hold those accountable that chose not to comply with established SWA policies.

Stop Work Authority Steps

- When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue and resume work when safe to do so.
- No work will resume until all stop work issues and concerns have been adequately addressed.
- Employees will not be reprimanded for issuing a Stop Work Intervention. Any form of retribution or intimidation directed at any individual or Tri State Supply for exercising their right to issue a stop work authority will not be tolerated.

Follow-Up

- All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.
- Stop Work reports shall be reviewed by a supervisor or manager in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learnings.
- Tri State Supply places a high importance of follow-up after a Stop Work Intervention has been initialed and closed. It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.
Training

Employees are provided training on Stop Work Authority. Employees must receive Stop Work Authority training before initial assignment. The training must be documented including the employee name, the dates of training and subject.
## STOP WORK INTERVENTION FORM

### Section 1: Stop Work Issuance

<table>
<thead>
<tr>
<th>Location of operation</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Phone</td>
</tr>
<tr>
<td>Person initiating stop work</td>
<td></td>
</tr>
<tr>
<td>Person performing work</td>
<td></td>
</tr>
</tbody>
</table>

**Work operation or condition (include names of individuals performing work)**

**Hazard (as stated by person initiating stop work)**

### Section 2: Date / Time Informed

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Safety Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Manager</td>
<td>Client Safety (If required)</td>
</tr>
</tbody>
</table>

### Section 3: Follow-up Action (Be specific – what by, who by, when by to correct hazard)

### Section 4: Restart Concurrence

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Manager</td>
<td>Date</td>
</tr>
<tr>
<td>Safety Manager</td>
<td>Date</td>
</tr>
</tbody>
</table>
CED/Tri State Supply Co., Inc.
46 Access to Employee Medical and Exposure Records
Revision 1
Date: 04/17/2019
Procedure: 1

Purpose

The purpose of this procedure is to insure right of access to relevant exposure and medical records to employees and/or their designated representatives.

Key Responsibilities

CED/Tri State Supply Co. Safety Manager
• Develops local medical records practices for all worksites in accordance with this procedure and ensures employees are aware of the requirements of this procedure.
• Responsible for the review, implementation and maintenance of the local worksite medical records procedure.

Project Manager
• Responsible for the implementation and maintenance of the medical records procedure for their facility and ensuring all assets are made available for compliance with the procedure.

Employees
• All shall be familiar with this procedure and have access to their records.

Overview

This section applies to all employee exposure and medical record, and analysis thereof, made or maintained in any manner, including on an in-house or contractual (e.g., fee-for-service) basis.

• Trade secret information disclosure must follow requirements as stated in 29 CFR 1910.1020 (f) (8).
• Recognized collective bargaining agents who have statutory authority to represent the interests of the employees within the bargaining unit are automatically considered designated representatives. While these representatives do not have the right to secure individual medical records without written consent of the employee, they have the right of access to employee exposure records and analysis without employee consent.

Definitions

Access means the right and opportunity to examine and copy.

Analysis of exposure or medical records means any compilation of data, and research, or other studies based, at least in part, on information collected from individual employee exposure or medical records or other sources including information from health insurance claim forms provided that either the analysis must have been reported to the employer or no further work is being done by the person responsible for preparing the analysis.

Designated representative will mean any individual or organization to which an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Employee exposure records include either environmental and/or biological monitoring. Employee exposure records include any of the types of information listed below:
CED/Tri State Supply Co., Inc.
46 Access to Employee Medical and Exposure Records
Revision 1
Date: 04/17/2019
Procedure: 1

- Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;
- Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;
- Safety data sheets indicating that the substance may pose a hazard to human health; or in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.

Employee medical records are records that concern the health status of an employee and are made or maintained by a physician, nurse, or other health care personnel or technician. "Employee medical record" means a record concerning the health status of an employee which is made or maintained by a physician, nurse or other health care personnel, or technician.

NOTE: The following will not be considered a medical record:
- Physical specimens, such as blood or urine samples, which are routinely discarded.
- Health insurance claims, accident investigation reports and other non-medical correspondence if maintained separately from the medical file.
- The record of any voluntary employee assistance program (alcohol, drug, etc.) if maintained separately.
- Records created solely in preparation for litigation which are privileged from discovery under applicable rules of procedure or evidence.

Specific Written Consent means a written authorization containing the following:
- The name and signature of the employee authorizing the release of medical information.
- The date of the written authorization.
- The name of the individual or organization that is authorized to release the medical information.
- The name of the designated representative (individual or organization) that is authorized to receive the released information.
- A general description of the medical information that is authorized to be released.
- A general description of the purpose for release of the medical information.
- A date or condition upon which the written authorization will expire (if less than one year).

A toxic substance or harmful physical agent is defined as any chemical substance, biological agent (bacteria, fungus, virus, etc.) or physical stress (noise, heat, cold, ionizing radiation or non-ionizing radiation, hypo or hyperbaric pressure, etc.) which:
- Is regulated under federal law or rule due to a hazard to health.
- Is listed in the National Institute of Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS).
- Shows positive evidence of acute or chronic health hazard in human, animal or other biological test by or known to the employer.
- Has a Safety Data Sheet indicating that the substance may pose hazard to human health.
Procedure

The Safety Manager will maintain applicable medical and exposure records for all employees. All requests to access medical and exposure records and analysis based on those records must be submitted to using the forms provided for that purpose.

Access to records is provided in a reasonable time, place and manner. Access to records must be provided in a reasonable time, place and manner. If access to records cannot reasonably be provided within fifteen (15) working days, CED/Tri State Supply Co. shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

Personal identifiers (name, address, social security number, payroll number, etc.) are removed from records before access is granted. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), personal identifiers must be removed before access is provided.

CED/Tri State Supply Co., upon request, will assure the prompt access of representatives of the Assistant Secretary of Labor for Occupational Safety and Health to employee exposure and medical records and to analyses using exposure or medical records.

Except for a recognized collective bargaining agent, any designated representative must have the employee's written permission for access to exposure records and analyses. It is necessary however, for the union representative to specify the occupational need for access to records absent the employees consent. Union representatives must have the employee's written permission to access medical records.

Copies of medical records are provided at no cost to employees. Whenever an employee or designated representative requests a copy of a record, that record must be provided at no cost.

Any review of medical or exposure records by an employee or union representative shall be done on his or her own time, outside of normal working hours, at a time mutually agreeable to the parties. The review will be conducted in person with the individual requesting access to the records.

The employee is entitled access to his or her medical records except when a physician determines that this knowledge would be detrimental to the employee's health as in such cases of terminal illness or psychological conditions. However, if the employee provides a designated representative with specific written consent, access to medical records must be provided even if the physician has denied the employee access to the records.

The authorized physician, nurse or other responsible health care personnel maintaining employee's medical records may delete the identity of anyone who has provided confidential information concerning the employee's health status but cannot withhold the information itself.
When an analysis of medical records identifies the employee, a physician may remove direct or indirect personal identification. If this cannot be done, the personally identifiable portions need not be provided to the person seeking such information.

Employees and their designated representatives will be permitted upon request access to past and present exposure data to toxic substances or harmful physical agents.

Copies of exposure records of other employees with past or present job duties or working conditions like or similar to those of the employee will also be provided upon request.

Any employee or designated representative is also permitted access to any record of exposure information which pertains to a new workplace or condition(s) to which the employee is being assigned or transferred.

**Records Retention**

- Medical records must be preserved and retained for the duration of employment plus 30 years.
- Employee exposure records must be retained for 30 years.

**Transfer of Records Should the CED/Tri State Supply Co. Cease to Do Business**

Whenever CED/Tri State Supply Co. ceases to do business it shall transfer all records subject to this section to the successor employer. Whenever CED/Tri State Supply Co. either is ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, CED/Tri State Supply Co. shall transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard.

**Employee Information**

Employees are informed of the provision of recordkeeping upon initial assignment and annually thereafter. Upon an employee's first entering into employment, and at least annually thereafter, information must be given to current employees of the existence, location, availability and the person responsible for maintaining and providing access to records and each employee's rights of access to these records.

The Access to Employee Exposure and Medical Records Standard (29 CFR 1910.1020) will be readily available for review by employees upon request.

A copy of the employee notice that will be used to comply with the employee information requirements is included with policy. This notice will be posted on those bulletin boards where other notices normally appear.
AUTHORIZED RELEASE LETTER FOR THE RELEASE OF EMPLOYEE MEDICAL RECORDS

I, ________________________________ hereby authorize the __________________________
(Full name of employee) (Name of Organization)
to release to CED/Tri State Supply Co., the following medical record(s):

__________________________________________________________________________

Give specific description of the information to be released

I give my permission for the medical information to be used for the following purpose(s):

__________________________________________________________________________

_______ I do not give permission for any other use or reason.

_______ I understand that this authorization expires twelve (12) months from today’s date unless I specify a particular date less than twelve months which is ________________________________

______________________________ ________________________________
Signature of employee or Date of Signature
his/her legal representative

Reviewed on: _____________ with: _____________________________________________
(Date) (Signature of Organization’s Representative)

Copies given: Yes _____ No _____
Federal Regulation 29 CFR 1910.1020 requires us to inform you that CED/Tri State Supply Co. does keep records designated as Employee Exposure and Employee Medical Records.

The above regulation gives you the right to review those records with certain exceptions.

The records are maintained in the Safety Department and the Safety Manager is responsible for the records.

A copy of CFR 1910.1020 is available for viewing upon request to the Safety Manager.

________________________          ________________
Signature                     Date

Note: This notice must be posted annually.
Purpose

The purpose of this program is to address control measures to protect CED/Tri State Supply Co. employees from stress or injuries when working in cold temperatures.

Scope

Each CED/Tri State Supply Co. worksite shall implement a site specific cold weather/cold stress hazard assessment and have the control plan approved by the CED/Tri State Supply Co. Safety Manager.

Responsibilities

Safety Manager
- identify and conduct an assessment of tasks and occupations where there is the potential for cold stress
- implement and/or provide controls (engineering, administrative or personal protective equipment) to minimize cold stress
- provide training and education regarding cold stress, including early signs and symptoms of cold-related exposure

Worker Responsibilities
- adhere to all control measures or work procedures that have been designed and implemented to reduce exposure to conditions that could cause cold stress
- leave cold environments if signs or symptoms of cold-related stress appear
- wear all required cold temperature clothing and PPE
- immediately report any signs or symptoms of cold-related stress

Cold Temperature Procedures

Health Effects of Cold Stress
Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability or euphoria. Workers can also experience pain in their extremities (hands, feet, ears, etc.), and severe shivering. Workers should be moved to a heated shelter and seek medical advice when appropriate.

Hazard Assessment
An assessment will be conducted by the Safety Manager to identify the types of jobs or employees who are at risk for cold exposure. Jobs that are at risk for cold exposure include, but are not limited to: airport ground personnel, auto repair and refueling, cold storage, construction and demolition, ice making, logging, mining, oil and gas drilling, pulp and paper, railroad and trucking, snow and trash removal, utility repair and warehousing. The assessment must also consider employees who work inside but have to go outside for any portion of the shift to either perform work or to travel to transportation departure or arrival points.

Facilities
- Regularly used walkways and travel ways shall be sanded, salted or cleared of snow and ice as soon as practicable.
CED/Tri State Supply Co., Inc.
47 Cold Weather Safety – Cold Stress
Revision 1
Date: 04/17/2019
Procedure:

- Employees will be informed of the dangers associated with working around unstable snow and ice build-ups. All employees will be informed of the dangers and destructive potential caused by unstable snow build-up, sharp icicles, ice dams and know how to prevent incidents caused by them.
- When dangerous overhead build-ups of snow or ice are present barricades will be used to prevent staff from walking or driving into potential fall zones.

Clothing, PPE and Supplies
Proper cold weather protection must be worn by employees when working in cold, wet and windy conditions. Protective clothing is the most important way to avoid cold stress. The type of fabric also makes a difference.

- Wear at least three layers of clothing. An inner layer of wool, silk or synthetic to wick moisture away from the body – a middle layer of wool or synthetic to provide insulation even when hot - an outer wind and rain protection layer that allows some ventilation to prevent overheating.
- Wear a hat or hood. Up to 40% of body heat can be lost when the head is left exposed.
- Keep a change of dry clothing available in case work clothes become wet.
- With the exception of the wicking layer do not wear tight clothing. Loose clothing allows better ventilation of heat away from the body.
- Do not underestimate the wetting effects of perspiration. Oftentimes wicking and venting of the body's sweat and heat are more important than protecting from rain or snow.
- Wear insulated boots or other footwear. Felt-lined, rubber bottomed, leather-topped boots with removable felt insoles are best suited for heavy work in cold since leather is porous, allowing the boots to "breathe" and let perspiration evaporate.
- Liner socks made from polypropylene will help keep feet dry and warmer by wicking sweat away from the skin. Always wear the right thickness of socks for your boots.
- In extremely cold conditions, where face protection is used, eye protection must be separated from the nose and mouth to prevent exhaled moisture from fogging and frosting eye shields or glasses.
- Clothing must be dry. Moisture should be kept off clothes by removing snow prior to entering heated shelters.

Cold weather supplies will be regularly inspected and restocked when necessary by CED/Tri State Supply Co.. Regular inspections on cold weather supplies such as hand warmers, jackets, shovels, etc. will be carried out to ensure that supplies are always in stock.

Preventative Controls That Are Implemented to Avoid Cold Induced Injuries
- Workers will be under constant protective observation by a co-worker or supervisor. CED/Tri State Supply Co. will implement a "Buddy System" to ensure that no employee is working alone in cold work environments.
- Some preventive measures include drinking plenty of liquids, avoiding caffeine and alcohol.
- It is easy to become dehydrated in cold weather. If possible, heavy work should be scheduled during the warmer parts of the day.
- Take breaks out of the cold.
- Try to work in pairs to keep an eye on each other and watch for signs of cold stress.
- Avoid fatigue since energy is needed to keep muscles warm.
- Take frequent breaks and consume warm, high calorie food such as pasta to maintain energy reserves.
CED/Tri State Supply Co., Inc.
47 Cold Weather Safety – Cold Stress
Revision 1
Date: 04/17/2019
Procedure:

- If a worker exposed to cold shows signs or reports symptoms of cold stress or injury the worker must be removed from further exposure and treated by an appropriate first aid attendant, if available, or a physician.
- For continuous work in temperatures below the freezing point, heated warming shelters such as tents, cabins or rest rooms should be available. The work should be paced to avoid excessive sweating. If such work is necessary, proper rest periods in a warm area should be allowed and employees should change into dry clothes.
- New employees should be given enough time to get acclimatized to cold and protective clothing before assuming a full work load.
- For work below the freezing point, metal handles and bars should be covered by thermal insulating material. Also, machines and tools should be designed so that they can be operated without having to remove mittens or gloves.

**Training**

CED/Tri State Supply Co. employees who are required to work in cold weather conditions will receive initial and annual training regarding the health effects of cold exposure and proper rewarming procedures, recognition of and first aid for frostbite and hypothermia, required protective clothing, proper use of warming shelters, the buddy system, maintaining communications, vehicle breakdown procedures and proper eating and drinking habits for working in the cold.

**Health Effects**

Where employees are exposed to work conditions that may present a hazard because of excessive cold CED/Tri State Supply Co. shall ensure that a competent person provides training to ensure the employees are familiar with the signs and symptoms of cold weather induced health problems such as hypothermia, frostbite and trench foot. Training will include:

- Hypothermia occurs when body heat is lost faster than it can be replaced. When the core body temperature drops below the normal 98.6°F to around 95°F the onset of symptoms normally begins. The person may begin to shiver and stomp their feet in order to generate heat. Workers may lose coordination, have slurred speech and fumble with items in the hand. The skin will likely be pale and cold.

- Frostbite occurs when the skin actually freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30°F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures. Frostbite typically affects the extremities, particularly the feet and hands. The affected body part will be cold, tingling, stinging or aching followed by numbness. Skin color turns red, then purple, then white and is cold to the touch. There may be blisters in severe cases.

- Trench Foot or immersion foot is caused by having feet immersed in cold water at temperatures above freezing for long periods of time. It is similar to frostbite but considered less severe. Symptoms usually consist of tingling, itching or a burning sensation. Blisters may be present.

Workers and supervisors involved with work in cold environments should be informed about symptoms of adverse effect exposure to cold, proper clothing habits, safe work practices, physical fitness requirements for work in cold, and emergency procedures in case of cold injury. While working in cold, a buddy system should be used. Look out for one another and be alert for the symptoms of hypothermia.
First Aid Training
Employees will be trained to administer proper first aid treatment on cold induced injuries or illnesses. All CED/Tri State Supply Co. employees who are required to perform work in cold conditions will be knowledgeable on how to administer first aid treatment on cold induced injuries or illnesses.

All training shall be documented.
Purpose

To ensure our employees recognize the effect of fatigue as related to safely being able to perform work and to establish guidelines for work hours and equipment to reduce fatigue in our business and at our client locations.

Scope

This program applies to all CED/Tri State Supply Co. projects and operations.

Policy

The guiding principles of fatigue management shall be incorporated into the normal management functions of the business and include the following:

- Employees must be in a fit state to undertake work
- Employees must be fit to complete work
- Employees must take minimum periods of rest to safely perform their work

These principles will be managed through:

- The appropriate planning of work tasks, including driving, vehicle and equipment maintenance, loading and unloading and other job-related duties and processes
- Providing appropriate equipment to help reduce stress and fatigue
- Regular medical checkups and monitoring of health issues as required by legislation
- The provision of appropriate sleeping accommodations where required
- Ongoing training and awareness of employee health and fatigue issues

Roles and Responsibilities

The following addresses the roles and responsibilities of workers to report tiredness/fatigue to supervision and that supervision takes appropriate action to assist the worker.

CED/Tri State Supply Co. Management

- Management accepts responsibility for the implementation of this fatigue management policy.

Site Manager

- Responsible for the implementation and maintenance of this program for their site and ensuring all assets are made available for compliance with the program.

Roles and Responsibilities Employees in Safety Critical Positions

- Employees must present in a fit state free from alcohol and drugs;
- Employees must not chronically use over-the-counter, prescription drugs and any other product which may affect an employee’s ability to perform their work safely, including fatigue that sets in after the effects of the drug wear off.
- Employees shall report tiredness/fatigue and lack of mental acuity to supervision and supervisory personnel shall make safety critical decisions and take appropriate actions to prevent loss including replacement of tired employees, changing schedules or forcing work stoppages.
- Employees need to be rested prior to starting work.
CED/Tri State Supply Co., Inc.
48 Fatigue Management
Revision 1
Date: 04/17/2019
Procedure: 1

- Employees need to monitor their own performance and take regular periods of rest to avoid continuing work when tired.

**Work Hour Limitations and Rest Breaks to Control Fatigue and Increase Mental Fitness**

CED/Tri State Supply Co. has set the following procedures limiting work hours and controlling job rotation schedules, also known as staff/work balance, to help control worker fatigue. CED/Tri State Supply Co. will set work hour limitations and will control job rotation schedules to control fatigue, allow for sufficient sleep and increase mental fitness in an effort to control employee turnover and absenteeism.

1. Every Employee shall have necessary work breaks in order to avoid fatigue. These scheduled breaks will apply to both driving and on-site hours. The following shall be a minimum:
   - 15 Minutes each 2.5 Hours
   - 30 Minutes after 5 Hours
   - 30 Minutes after 10 Hours

2. No Workers shall work more than:
   - 12 hours per day
   - 24 Days Continuous

3. Unfamiliar or irregular work should be avoided.

4. Chairs will be provided for workers to site periodically and CED/Tri State Supply Co. will provide periodic rest breaks for personnel.

**Use of Ergonomic Friendly Equipment**

Ergonomic equipment will be used to improve workstation conditions such as anti-fatigue mats for standing, lift assist devices for repetitive lifting, proper lighting and controls of temperature and other ergonomic devices as deemed appropriate. Equipment to be used will be determined in the work task analysis.

**Analysis of Work Tasks to Control Fatigue**

Work tasks to control fatigue must be analyzed and evaluated periodically. CED/Tri State Supply Co. will make any necessary changes to equipment, training or procedures based on the evaluation.

**Incident Analysis**

If there is an incident there shall be an initial identification/assessment of evidence. Initial identification of evidence immediately following the incident might include a listing of people, equipment, materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc. and physical factors such as fatigue, age and medical condition.

**Initial and Annual Training for Workers on Fatigue and Controlling Fatigue**

CED/Tri State Supply Co. is committed to ensuring that all employees are competent to perform their tasks including:

- Fatigue management and health issues.
CED/Tri State Supply Co., Inc.
48 Fatigue Management
Revision 1
Date: 04/17/2019
Procedure: 1

- CED/Tri State Supply Co. must provide initial and annual training on how to recognize fatigue, how to control fatigue through appropriate work and personal habits and reporting of fatigue to supervision.

A record of individual fatigue training and competency will be maintained.
CED/Tri State Supply Co. will provide a safe work environment for its employees. In doing so, CED/Tri State Supply Co. will take all reasonable and practical measures to eliminate or minimize injury or incident risks associated with the nature of the work performed when employees work alone.

CED/Tri State Supply Co. shall establish site specific procedures for employees working alone.

Objectives

To minimize risk to employees who may work alone and assistance is not readily available CED/Tri State Supply Co. will:

- Conduct written hazard assessments to identify existing or potential working alone hazards.
- Take measures to eliminate or control the hazards of working alone at CED/Tri State Supply Co. worksites.
- Ensure that affected employees are informed of the hazards and methods used to control or eliminate them.
- Provide an effective system for communication between any employee who work alone and persons capable of assisting the employee.
- Ensure all incidents (working related or otherwise) are reported, investigated and documented.
- Review the Working Alone Plan at least annually or more frequently if there is a change in work arrangements which could adversely affect an employee's well-being or a report that the system is not working effectively.

Key Responsibilities

**CED/Tri State Supply Co. Safety Manager**

- Conducts a hazard assessment to identify existing or potential hazards related to the nature of the work or the work environment given the circumstances of the work when working alone
- Responsible for the review, implementation, and maintenance of the local worksite Working Alone Plan.
- Communicate this policy and its procedures to employees who work alone
- Annually review the effectiveness of the hazard controls and procedures and make improvements as required

**Worksite Project Manager**

- Responsible for the implementation and maintenance of the Working Alone Plan for their project and ensuring all assets are made available for compliance with the procedure.
- Take all reasonable and practical steps to minimize or eliminate identified working alone risks.
- Review the hazard assessment results and provide recommendations to management to minimize or eliminate identified working alone risks.
- Review annually the effectiveness of the policy and guidelines and make changes as required by consulting with management staff and employee representatives.
- Respond to employee concerns related to working alone and communicate these to management.
- Report all incidents of work site incidents immediately.
- Participate in work site hazard assessments and the implementing of procedures to eliminate or control hazards of working alone.

Safe Work Procedures
This procedure applies if an employee is working alone at a work site where assistance is not readily available if there is an emergency or the employee is ill or injured.

**Worksite Assessment**

A hazard assessment for working alone will anticipate work and travel time, weather, communication, type of work, employee medical conditions and training. The hazard assessment shall address hazards and identify control measures in order to minimize risk associated with working alone.

The hazard assessment will be conducted on a project by project or site basis as circumstances vary between locations and conditions. To assess this hazard CED/Tri State Supply Co. should review records, past incidents and identify measures or actions needed to correct any hazards. The assessment should involve:

- Participation by employees through methods such as one-on-one interviews, kick off safety meetings, etc.
- The assessment should utilize information from employees about their experiences working alone, their current concerns and their suggestions for improvement.
- Consideration for the time interval between checks and the procedure to follow in case the employee cannot be contacted, including provisions for emergency rescue.

**Plan**

CED/Tri State Supply Co. must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.

**Communication and Regular Contact Person System**

Workers must carry a cellular phone or electronic monitoring device at all times while working alone. The use of a radio, cellular/satellite phone, electronic monitoring device or another form of direct, reliable correspondence shall be used to establish an effective means of communication is established between the lone employee and designated check person.

Each site-specific Working Alone Plan shall address a check-in/check-out process where employees are monitored or contacted at regular intervals. Individuals must be monitored at regular intervals, or the individual contacts CED/Tri State Supply Co. at pre-determined intervals based on determinations made in the risk assessment.

Individual(s) by job function responsible for establishing contact with the affected employee, as well as a back-up form of communication will be established for each site specific plan. The Safety Manager, Project Manager or designee is responsible for check-in with the lone employee at regular intervals.

A backup form of communication in the event primary communication (cell phone or land line) is unavailable will be via satellite phone or if electronic communication is not practicable or readily available at the worksite, CED/Tri State Supply Co. must ensure that a representative of CED/Tri State Supply Co. or another competent employee visits the employee at regular intervals. CED/Tri State Supply Co. shall document communication employee status at the check in intervals.

These visits or contacts shall be at intervals of time appropriate to the nature of the hazards associated with the employee’s work.
**Procedures to be Followed in the Event That a Worker Working Alone Does Not Respond**

Considerations such as length of time missing, weather conditions, physical fitness, etc. must be factored into the site-specific working alone program. The program must specify procedures for emergency response including provisions for contacting appropriate local officials. The program shall identify specific criteria to determine when an employee search is necessary. The minimum requirements include:

- If the working alone employee fails to respond at the scheduled contact time repeated contact efforts will be made for 1 hour.
- If the employee working alone is not contacted with 1 hour of the scheduled contact a designated individual will be dispatched for a search to the working location if within close proximity. If the working alone employee is not found, then the closest police (city) or governmental search and rescue authority shall be notified to conduct a search.
- If the employee working alone is not within close proximity and does not respond to repeated contact efforts, then the closest police (city) or governmental search and rescue authority shall be notified to conduct a search.

**Limitations on or Prohibitions of Specified Activities**

- No heavy equipment will be operated if a worker is alone.
- No hot work will occur if a worker is alone.
- No working at heights will occur if a worker is alone and requiring a personal fall arrest system.
- Other limitations will be placed based on the site-specific hazard assessment.

**Minimum Training or Experience**

All employees will be trained (if working alone is a hazard at that location) in:

- Any revision to the written local Working Alone Plan and safe work practices.
- Being informed of working alone hazards at the CED/Tri State Supply Co. worksite and the methods used to control or eliminate them.
- The methods for identification, hazard reduction and prevention when working alone and dealing with situations or individuals that presents a potential risk.
- A worker required to work alone and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.
- All training shall be documented.

**Provisions of PPE**

- Cold weather clothing shall be worn when appropriate if a worker is alone.
- Additional PPE for workers working alone will be identified in the site-specific hazard and PPE assessment process.

**Safe Work Practices**

Controls implemented at CED/Tri State Supply Co. worksites shall, as a minimum:

- Restricted building access to buildings - card keys or regular keys after regular working hours.
- Office doors are to be locked when working alone after hours.
- Have employees check road reports and weather forecast before traveling and NOT allow travel if road conditions are dangerous.
- Develop a travel plan that includes rest breaks, a procedure for tracking overdue employees and emergency contact information.
- Ensure all CED/Tri State Supply Co. vehicles are to be equipped with cell phones or radios and first aid kits.
- Advise employees to travel with another employee when possible.
- Advise employees to park close to the building in the evening.
• Post signage, emergency contact information, and develop a communication system.
• Report suspicious activity to security or a supervisor.

Provision of Emergency Supplies
• All vehicles shall contain the appropriate emergency supplies including flares, marking devices, food, water, warm clothing during winter and other supplies as determined by the hazard assessment.
• Workers working alone shall have spare batteries for communication devices in case of power failure, a radio for local weather conditions and other equipment as determined by the hazard assessment.
• If an employee requires personal medication, they must ensure they have sufficient supplies available.

Review & Updating Working Alone Plan
• The hazard assessment and Working Alone Plan at each CED/Tri State Supply Co. worksite must be reviewed at least on an annual basis or more frequently if there is a change in work processes or arrangements which could adversely affect an employee’s well-being are introduced or changed.
• The local Working Alone Plan shall also be revised if there is any indication or report that the plan is not working effectively or needs changing.
# Working Alone Assessment & Guidelines for CED/Tri State Supply Co. Worksites

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<th>Location:</th>
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<td>Evaluated By:</td>
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<td>Original Date:</td>
<td>Signature:</td>
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<tr>
<td>Revision Date:</td>
<td>Date:</td>
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</tbody>
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## Hazardous Activities

<table>
<thead>
<tr>
<th>Hazard:</th>
<th>Actions to minimize Risk:</th>
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</thead>
<tbody>
<tr>
<td><em>Indicate working alone hazards</em></td>
<td><em>Indicate actions taken to minimize risks</em></td>
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</tbody>
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## Emergency Phone Numbers

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<thead>
<tr>
<th>Number</th>
<th>Contact:</th>
<th>For:</th>
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<tbody>
<tr>
<td><em>Indicate #</em></td>
<td><em>Indicate source information; i.e., security</em></td>
<td>ANY emergency: medical, fire, etc.</td>
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<tr>
<td></td>
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<td>Suspicious Person</td>
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<td>General Inquiries</td>
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<td>Need for employee escort</td>
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<td>Maintenance Emergencies</td>
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<td></td>
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<td>Information</td>
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## Location of Resources

<table>
<thead>
<tr>
<th>Indicate location</th>
<th><em>Examples shown</em></th>
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<tbody>
<tr>
<td></td>
<td>fire extinguisher</td>
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<td></td>
<td>first aid kit</td>
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<td></td>
<td>telephone</td>
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<tr>
<td></td>
<td>telephone backup (radios or emergency buttons for worksite security)</td>
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</tbody>
</table>

## Restricted activities when Working Alone

| Indicate restricted activities (no driving, locked doors, etc.) |  |

A copy of this form shall be supplied to the CED/Tri State Supply Co. Safety Manager and the Guidelines be reviewed no less than annually.