

Harrington Group, Inc.  
[HGI]

# Safety Manual

(Workplace Injury & Illness Prevention Program)



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# 1 Objective

HGI's objective is to provide in this document a readily accessible overview of safe work procedures for all employees. Specific safe processes may be outlined in additional HGI work instructions, plans, programs, or documentation or training requested/provided by our clients. HGI presents this Safety Manual with the purpose of preventing injuries resulting from work performed in the course of your employment with HGI; whether in the office, home-office, client's worksite or during travel. Focus on Safety and Health is an essential part of each employee's regular activities as well as the daily operations of each of our clients, and every employee is responsible for working safely.

All managers and practice leaders are responsible for implementing and maintaining the Safety Program in their work areas and for answering employee's questions about the Safety Program.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

The policies and procedures of this manual are for your protection and must be followed by all HGI employees. HGI will not tolerate unsafe acts or conditions and will take every step necessary to make your employment with HGI as safe and healthful as possible. Violation of the Safety Program rules or conduct that does not meet minimum accepted work standards may result in discipline, up to and including termination.

HGI is committed to achieving Safety excellence. We are fully aware that our employees are our most valuable resource, for it is they who ensure safe, reliable, and cost-effective operations to serve our customers. To protect this resource, it is necessary that:

- Management creates an environment conducive to safety and safe work practices and supports the Safety Program
- All supervisory employees understand and accept accountability for preventing personal injuries to employees they supervise
- All employees acknowledge the fact that they are responsible for knowing and abiding by the safety rules and procedures that are applicable to their job functions
- All employees accept the responsibility to work safely and extend this concern to their co-workers
- All employees are continuously encouraged through training and continuing education of the need for safety awareness and to exhibit the personal leadership to identify and correct workplace hazards
- Each employee understands that they will be held accountable for willful non-compliance with established safety policies and procedures
- All employees are aware that they can report any unsafe condition with assurance that management will investigate and take action where necessary

## **2 Safety Planning, Rules, & Work Procedures**

"SAFETY" is always the first priority, and HGI considers no phase of its operations or administration more important than the health and safety of its employees. The policies of this program have been established to benefit all employees and to ensure trust and cooperation at every level of our company. All Policies must be followed. There are no "exceptions to the rule".

Listed below are the major HGI general safety policies and guidelines:

- Report all accidents, injuries, and illnesses, regardless of the severity to your Manager or Practice Leader
- If there is a serious injury, immediately call 911
- Perform only those work tasks that you are trained and qualified to do
- Plan work tasks
- Work at a pace that provides for safety and health
- Obey all warning tags and signs
- Stay clear of suspended or unbalanced loads
- Never jump from elevated surfaces
- Refrain from practical jokes and horseplay
- Notify your Practice Leader and Project Manager of all unsafe acts/conditions
- Maintain a clean, neat, and orderly workstation
- Wear clothing that is not ragged, torn, or loose fitting
- Contain and maintain long hair and facial hair
- Keep body and breath odor to a minimum
- Cleanse and bandage all minor cuts and abrasions
- Wear protective clothing and equipment as required
- Refrain from working while ill or in any other unfit condition
- Use of drugs or alcohol in the workplace is prohibited
- Use proper lifting and bending techniques -- At All Times!
- It is the responsibility of every employee to observe, obey and respect safety barriers and postings that are used to mark physical hazards that are identified in the workplace
- Only authorized personnel are allowed to maintain or service equipment
- Do not operate any piece of equipment unless you have been properly trained

Training is very important to the safety effort. Employees will be trained to perform their job tasks in a safe and healthful manner and are provided with the necessary tools to do so.

Training will be based on the knowledge needed to perform each task specific to your job function and exposure.

### **2.1 Hazardous Communication**

The Hazardous Communication policy is in place to ensure that all employees who are exposed, or potentially exposed, to hazardous chemicals and substances are informed, trained, and made

aware of the law, their potential exposures, and the measures and means available to them for their protection.

Refer to the HGI Hazardous Communication Program for specific policies and procedures.

## **2.2 Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) includes all clothing and accessories specifically designed to create a barrier against potential hazards. PPE is available to all employees as necessary and training will be provided regarding the proper use and maintenance of all PPE. In addition to HGI requirements, employees will conform to any additional requirements as identified by our clients when visiting their sites.

### **2.2.1 Required PPE / Workwear at HGI**

While at operational facility:

- High-Visibility Vest
- Safety Glasses
- Hearing Protection [available if/when needed]
- Hard Hat [available, if required by client]
- Gloves [available if/when using ladders]
- Steel toe shoes

While on construction site:

- High-Visibility Vest
- Safety Glasses
- Hearing Protection [available if/when needed]
- Hard Hat
- Gloves [available if/when using ladders]
- Steel toe shoes

## **2.3 Testing / Test Observation Safety**

Most of the hazards associated with the testing of systems come from the sudden, unintended release of stored energy. The risk of injury from an unsecured or failing hose, joint, connection, gauge, valve, fittings, or other component increases during any testing process. Safe work practices are needed for all types of testing to protect employee performing and observing such tests.

Some of the most common causes of system failures during testing operations include:

- Over pressurizing a system
- Inadequate/improper testing equipment
- Poor system/component design

- Operator error
- Inadequate repairs/modifications to a system
- Failure to properly isolate parts being tested from other parts of a system
- Failure to properly isolate equipment from the piping system being tested
- Exposed or open electrical controllers or improper or temporary wiring

To promote a safe environment during a testing evolution:

- Use/establish **Standard Operating Procedures (SOP)**
  - Request from client or applicable contractor
  - Should have Job Safety Analysis (JSA) considerations documented
- Create a **Pre-Test Safety Plan**
  - Written plan using the SOP and/or other provided checklists
  - Include communication system and emergency response plan
  - Specific responsibilities should be understood and clearly assigned to each responsible party
- Conduct a **Walkthrough** of evolution and components
  - Identify any adjacent equipment and personnel that could be affected by a failure and isolate or otherwise protect or relocate such item(s)
  - Ensure that the system has been installed according to the plan drawings
  - Ensure that all joints and connections are exposed for inspection/evaluation.
  - Look for damaged components, misaligned segments, and anything else that is out of place or may shift if not appropriately fastened in place
  - Ensure that all necessary lockout/tagout procedures have been completed according to the SOP
- Conduct a **Pre-Test Safety Briefing**
  - Just prior to performing test
  - Ensure all affected employees used for this evolution have been appropriately trained
  - Ensure all applicable PPE is being properly used

## **2.4 Work Techniques / Ergonomics**

Our Company strives to make all necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment, processes, and employee training. We encourage safe and proper work procedures and require all employees to follow safety instructions and guidelines. We believe that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being that is essential to our business. If you have any questions about HGI providing specific ergonomic workstation support in your workplace, please contact the Human Resources.

There are a number of safe work techniques, which can aid in eliminating pain and injury. A few of the more prominent work techniques are listed below.

### **2.4.1 Extensive Sitting or Standing**

If your job task requires you to sit for long periods of time, be sure to support your lower back, sit with proper posture at all times, and get up and stretch frequently. If your job task requires you to stand for long periods of time, change your foot positions often.

### **2.4.2 Poor Posture**

Proper posture while sitting, standing, and reclining are important. When sitting, your knees should be slightly higher than your hips and your shoulders and upper back should remain straight. When standing, never stand straight legged; bend your knees slightly. Try not to hunch over; keep your head up and your back straight. Alternate the weight on your legs by using a footrest whenever possible. Away from work, when lying down or sleeping, keep your knees slightly bent and your spinal column as straight as possible.

### **2.4.3 Physical Conditioning**

Your physical condition is very important to maintaining a healthy back. For instance, being overweight will cause extra strain on your back. For each pound you gain up front, this puts (up to) ten times that amount of strain on your back. Exercise is important to keep muscles strong and flexible. When muscles are not used often enough, they become weak and more prone to injured. Proper diet and exercise are the most highly recommended methods of maintaining a healthy back.

### **2.4.4 Stress**

Stress is also a factor in maintaining a healthy back. Excessive stress in a person's life can be responsible for muscle spasms in the back and could result in backache.

### **2.4.5 Back Safety**

To promote a healthy back, proper procedures must be followed. The safe lifting techniques and practices stated in this plan will reduce the risk of injury caused by improper lifting. Most work duties involve lifting or material handling to some extent; therefore, employees must evaluate each job task before proceeding. Whenever lifting, lowering, pulling, or pushing, regardless of the size or type of load, remember the following rules:

- Never overexert yourself while moving heavy loads
- Always use your legs to lift, never your back
- Never attempt to lift more than 40 pounds without assistance
- Realize your limits; if you need help, ask for it

Some other helpful lifting techniques are listed below:

- Size up every load prior to lifting. Test the load by lifting one of the corners or by pushing the load. If the load feels too heavy or clumsy, get help from another employee or use mechanical means.
- Bend your knees! To make a proper and safe lift, this is the single most important technique to not put the full load on your back.
- During the lifting process, always place your feet close to the object and center yourself over the load. Tuck your chin into your chest when lifting or carrying; tuck your elbows

and arms in towards the body. Make sure you have a good handhold and foot placement, and then lift straight up--letting your legs do the work, not your back.

- Always keep the load as close to your body as possible.
- Do not twist or turn your body during or after the lift has been made, instead re-position your feet.
- Make sure that you have a clear path to carry the load before beginning the lift.
- Set the load down smoothly and in the same manner as when you picked it up.

#### **2.4.6 Back Belts**

Research studies have never scientifically proven that back belts help promote a stronger, healthier back. The only proven way to protect your back is to lift and carry loads in a safe and healthful manner. If a back belt is ever used, it should only be engaged when the user is either carrying or lifting a load because consistent, non-stop use will actually weaken the back and abdominal muscles. A back belt should never be used to compensate for heavy or awkward loads. You may choose to use a back belt, but that does not mean you can lift more than your physical limits.

### **2.5 Walking/Working Surfaces**

Slip/trip/fall hazards are some of the most important safety concerns. As HGI employees, you regularly visit unfamiliar locations with a variety of potential walking/working surface challenges. The main areas of concern are housekeeping, aisles and passageways, stairwells, ladder use, and weather-related hazards. Through proper awareness and use of walking/working surfaces, accidents and injuries can be prevented.

When walking through congested or unfamiliar areas, do not multitask – travel safely to your destination prior to attending to your phone or notes.

#### **2.5.1 Barricades, Barriers, Safety Tape, Ground Openings**

Respect visual or physical barriers that have been erected and obey all safety barriers and postings that are used to mark physical hazards that are identified in the workplace. Although floor or ground opening on any working surface 12” or greater shall be guarded, especially in construction areas, be aware of such hazards as you walk.

Be aware of falling objects when observing the presence of Toe Boards or safety netting (installed with guardrail systems) above you. Though these are to prevent objects falling onto persons below, the danger still exists.

#### **2.5.2 Parking lots & outside walkways**

Parking lots can present significant tripping and slipping exposures, with hazards such as:

- Poor lighting
- Ice

- Potholes or cracks
- Trash
- Oil or antifreeze spills
- Wheel chocks
- Damaged drainage gates
- Tire stops
- Steps and level changes

## **2.6 Confined Spaces**

A confined space may be difficult to get in or out of and is not intended to be occupied for a prolonged period of time. As such, with additional factors such as potential hazardous atmospheres, power failures, and unexpected breakdowns or shutdown, such spaces may be or become dangerous. Typically, non-permit required confined spaces should be marked, and one needs the facility host's permission to enter. One must work with a heightened sense of awareness and caution when occupying such a space. Permit required confined spaces shall be marked ("DANGER -- PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER") and the site's controlling employer shall have a written confined space program and permit process which will control access to such a space.

As an HGI employee, you are not authorized to enter a *permit-required* confined space without explicit HGI Project Manager approval. If you are requested to enter a *permit-required* confined space by your client and this task cannot be outsourced, you must work directly with your HGI Project Manager to ensure you are provided with the proper tools and training before entering a permit-required confined space.

### **2.6.1 Confined space**

"Confined space" means a space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work  
*and*
- Has limited or restricted means for entry or exit (for example; tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry)  
*and*
- Is not designed for continuous employee occupancy

### **2.6.2 Permit-required confined space**

"Permit-required confined space" means 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

The three most prevalent atmospheric hazards for confined spaces are:

- Oxygen deficiencies – caused by oxidation, fire, bacteria growth, or oxygen displacement by another gas
- Flammable gasses – from decomposition of organic matter, cleaning solvents, process material leakage or improper cleaning operations
- Toxic gasses or vapors – difficult to detect (i.e. carbon monoxide)

## **2.7 Working from Heights / Fall Protection**

Falls from height are a leading cause of workplace fatalities. Work at heights or near floor openings is common during worksite visits, and the potential for serious injury is present if a fall protection program and appropriate controls are not in place. An effective fall protection programs includes the assessment of existing fall risks, implementation of appropriate fall prevention controls (guards, rails, etc.), and a personal fall protection system (lanyards, harnesses, etc.).

### **2.7.1 Fall Protection**

Each walking/working surface with an unprotected edge 4 feet or more (6 feet during construction) above a lower level must be protected by a guardrail system, fall restraint, or fall arrest system. For roofs one must remain 6 feet from the edge of the roof or conventional fall protection is required. Additionally, protection from holes or skylights in roofs are also required.

Preference of controls when working at height:

- Avoidance
- Standard Guardrail – A permanent structure designed to prevent access or passage and capable of withstanding a certain amount of force.
- Personal Fall Restraint System – A positioning system that prevents an individual from accessing a fall hazard. The equipment is not designed to arrest a fall but merely restrains an individual.
- Personal Fall Arrest System – A system that limits the distance and the energy exerted on a worker in the event of a fall, typically consisting of a full body harness, shock absorbing or self-retracting lanyard, and an anchor point. Designed to stop a fall after it has begun.

Where the use of a Fall Arrest System becomes necessary; wearing a full body harness with a self-retracting lifeline (SRL) appropriately connected to an anchorage point above one's shoulders is preferable.

## 2.7.2 Ladder Safety

Factors contributing to falls from ladders include haste, sudden movement, lack of attention, condition of the ladder (worn or damaged), center of gravity, user's physical condition, footwear, and hand protection. Always maintain Three Points-of-Contact during any use of a ladder.

Improper climbing posture creates user instability and may cause falls. Reduce your chances of falling during the climb/descent by:

- Wearing [clean] slip-resistant shoes with heavy soles to prevent foot fatigue and maximize traction
- Wearing cut resistant gloves to reduce hand fatigue and injury
- Avoiding carrying any materials so the climber's hands are free when climbing
- Climbing slowly and deliberately while avoiding sudden movements
- Never attempting to move a ladder while standing on it
- Keeping the center of your belt buckle (stomach) between the ladder side rails when climbing and while working. Do not overreach or lean while working from a ladder so that you do not fall off the ladder sideways or pull the ladder over sideways while standing on it.

### 2.7.2.1 Portable Ladders

The construction, care, and proper use of portable ladders are very important to preventing injury. Employees are required to inspect ladders before each use. They should be checked for structural damage, they should be free of pinch points or sharp edges, slip-resistant pads must be in-place, and locking devices should be fully operable. If upon inspection, faulty or defective components are discovered, the ladder must not be used and should be immediately tagged "Out of Service" and removed from service.

Techniques that may aid in the proper use of portable ladders are listed below:

- Ladders must be balanced and secure before climbing
- Extension ladders shall be used at a pitch where the horizontal distance from the top support to the foot of the ladder is 1/4 of the working length of the ladder. For example, if a 10-foot ladder is placed against a wall, the feet of the ladder should be 2-1/2 feet away from the wall
- Top rests for portable ladders must have the rigidity and strength to handle required loads
- Straight ladders must extend at least 3-feet above the highest working point
- Ladders shall be completely spread and locked in place prior to use
- When climbing ladders, always face the rungs of the ladder
- Never lean or reach out away from the side rails
- Ladders shall not be placed on top of boxes, pallets, barrels, etc.
- Ladders should not be placed in front of doorways, permanent aisles and passageways, or heavy traffic areas, unless barricades or other warning devices are used
- Never splice ladders together or use them as braces, skids, platforms, and scaffolding or other than the intended use
- Do not climb up or down a ladder when someone else is on it

- Never stand on the 4 top rungs of a straight or extension ladder, or the top 2 steps of a step ladder

### **2.7.2.2 Fixed Ladders**

Due to the nature of how these ladders and rungs are manufactured, it is recommended that you use gloves when climbing, for both grip and to protect from steel burrs or other defects which may cut your hands.

When climbing; face the ladder, climb hand over hand, and stay between the rails. Do not carry tools or other supplies while climbing. Instead, hoist tools using a pulley system or electric hoist. Leaning too far away from the center of the ladder can cause falls.

The use of ladder wells or cages is being phased out and are no longer permitted for fixed ladders (that extend more than 24 feet) installed after November 19, 2018. After this date, such fixed ladders must be equipped with a personal fall arrest system or a ladder safety system. A Ladder Safety System usually consists of a carrier, safety sleeve, lanyard, connectors, and body harness. With the move to ladder safety systems, if climbing such ladders is a common activity for your on-site visits, you should become familiar with both the inspection and use of body harnesses as well as the operation of such a fall protection system. HGI has subject matter experts in this area that can assist you with familiarizing yourself with this equipment; please reach out to your Project Manager to help you identify such resources.

### **2.7.3 Scissor Lift Safety**

Scissor lifts are a type of platform that can move vertically. They are distinguished by using linked, folding supports in a crisscross pattern, with the lift action powered hydraulically, pneumatically, or mechanically.

Preferably, properly trained facility/site personnel should operate any scissor lift being used by an HGI employee. If circumstances require independent operation by HGI employee, they must have specific HGI Scissor Lift training prior to use. Only properly trained facility/site/HGI personnel may operate the scissor lift. Even if only a passenger, it is important to understand the hazards and limitations of the scissor lift.

HGI employees may not operate a Boom Lift (Cherry Picker) type of elevated work platform. A boom lift is a type of aerial lift which has a maneuverable vertical boom with an open bucket or cage at the end from which a worker can perform aerial work. Formal aerial lift certification is required by OSHA to operate this equipment.

One should become familiar with the task to be performed as well as type scissor lift which will be used:

- Know where you are going, and move at a safe speed
- Be aware of your surroundings
- Do not push off or exert horizontal force from elevated lift

- Do not go over or stand on guardrails
- Use the scissor lift properly & professionally

Before the scissor platform is used and during use, one should check the area in which the lift is to be used for possible hazards such as, but not limited to:

- Drop offs or holes
- Slopes, bumps, or floor obstructions
- Debris
- Overhead obstructions and electrical conductors
- Hazardous locations
- Wind and weather conditions
- Contact with ceiling and overhead objects
- Close proximity of other workers

Prior to operation, the rider should understand the procedure in place for rescue from height; i.e. emergency lowering of scissor lift from the ground level:

- Each type of lift has a very different mechanism at ground level for lowering the elevated platform
- Facility personnel must be familiar with how to lower the specific lift being used, independent of the trained operator

#### Fall protection

- Scissor lifts must have guardrails installed to prevent workers from falling.
  - Self-retracting lifelines (SRL) & harnesses may be chosen by the client to be *additionally* used as a fall restraint system.
  - Primary/required fall protection is guardrails.
- Riders (and their operators) must:
  - Check to see that a guardrail system is in place before working from the scissor lift. Ensure the entry (gate or chain) is properly secured.
  - Only stand on the work platform; never stand on the guardrails.
  - Keep work within easy reach to avoid leaning away from the scissor lift.
  - If required by site to use a harness with a lanyard; only tie off to the designated anchorage points in the lift.

#### Fall Hazards

- Leaning or climbing over lift's guardrails could result in a fall off the platform
- Horseplay on a scaffold could have serious consequences
- Ice, snow, rain, and liquids on platforms can cause slips/possible fall; maintain platform as clean/dry as possible

#### Falling Object Hazards

- Tools, equipment, materials, ice, etc. can fall from elevated work activities on platform, potentially injuring personnel below
- Hardhats should be considered for all users on, and persons working below
- Place tools and other equipment or materials away from edge of platform

- Protective zones should be maintained below lift or platform to protect workers from falling objects

#### Tipping Hazards

- Do not exert side forces on the platform while elevated
- Do not elevate platform if not on a firm and level surface
- Do not elevate or drive on a slope
- Do not use platform as a crane

#### Electrical Hazards

- Electricity has the power to shock, burn, and kill or cause fires or explosions
- Because the metal frame of scissor lifts is conductive; power tools, cords, etc., that suffer insulation failure can electrify the entire lift. This poses a risk of electrocution not just to the worker holding the tool, but also to everyone who contacts the lift.
- Electrical hazards encountered on a lift platform can be from:
  - Power tools and equipment
  - Misused or damaged extension cords
  - Contacting overhead power lines
    - Always stay at least 10 feet away from power lines!
- Power Cords:
  - All power cords used on lift platform must be properly grounded and inspected prior to and during work, and be approved for outdoor or wet conditions where applicable
  - Do not tie cords to lifts, a snagged cord can cause the lift to tip over
  - Do not hang equipment on power cords/lines
  - Never mix/match 2 prong power/extension cords with 3 prong tools/equipment
  - Do not set equipment on power cords where they could cut/abrade them
  - Do not place cords where they could become a tripping hazard

#### Wind Hazards

- Wind affects the scissor lift as it:
  - Creates additional force on the platform.
  - Does not actually add any additional weight, only applied force, however your machine does not know the difference.
- Wind can be different above roof levels.
- Additional force caused by the wind can cause tip over.
- Follow the manufacturer's rules for operating in wind. Generally limited to wind speeds below 28 miles per hour).

#### Crushing / Pinching Hazards

- A dangerous aspect of working with a scissor lift is the potential of having a limb or other body part pinched or crushed in the scissor arms or between the top rail and overhead structure.
- These arms collapse down upon each other at multiple joint locations when the platform is lowered, all of which serve as entryways for potential injury.

- NEVER put your hands or feet under the platform of the scissor lift unless you need to perform maintenance. In which case, you will need to disconnect the power and insert safety bars, which prevent the platform from collapsing.
- Those on the platform should be watchful when:
  - A moving scissor lift is near a fixed object.
  - A moving vehicle and the scissor lift are operating closely.
  - The scissor lift passes under a fixed object, such as a door frame or a support beam.

If your operator handles the scissor lift in an unsafe fashion, contradictory to the above stated good practices, do not continue as a passenger.

## **2.8 Motor Vehicle Operation**

Due to the nature of our field work, a significant amount of time is spent by HGI employees driving to and from client sites. As with all job functions, it is important that you understand the risks involved with vehicle operation and take all appropriate safety precautions.

Compliance to local regulations and adherence to driver safety best practices applies when driving any vehicle as part of your HGI responsibilities.

At any point, all HGI drivers may be required to take additional training and/or use provided monitoring tools to ensure vehicle safety. Vehicle accidents are costly, but more importantly, they may result in injury to HGI employees or others. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities.

All HGI employees are required to use safety belts while operating or riding in any motor vehicle on company business. This applies to all personally owned, company owned, leased, and rented vehicles.

Employees shall not engage in text messaging or other distracting behaviors when driving personally owned, company owned, leased, and rented vehicles while on company business.

If being reimbursed for personal miles on company business, it is expected that you maintain your vehicle in good condition; checking fluids & tires prior to extended trips.

Specific road and driver hazards which should continuously be considered and assessed:

- Motorcycles
  - One shares the road with these smaller vehicles that are often in one's blind spots.
  - Be aware of various state laws which allow for motorcycles to occupy spaces/lanes between cars, and which presents a significant hazard when changing lanes, especially abrupt lane changes.
- Large Commercial Motor Vehicles (CMV), such as trucks & busses

- Keep in mind the physical limitations of CMVs; because of their large size and mass, these vehicles accelerate more slowly, speed up faster going downhill, and take longer to stop.
- Distracted Driving
  - Is a factor in 25 to 30 percent of all traffic crashes.
  - When driving for work, safe driving is your primary responsibility and requires your full attention. It is estimated that every two minutes the typical driver makes 400 observations, 40 decisions, and one mistake while driving. That is why it is important to never assume that other drivers will make the right decision.
  - The most common driving distractions are:
    - Adjusting vehicle climate and radio controls
    - Eating or drinking
    - Using a cell phone, navigation system, or other electronic device
    - Reading a map or publication
    - Grooming
- Fatigued Driving
  - Plan ahead; give yourself plenty of time to reach the destination.
  - Be aware of your behavior and the behavior of others on the road during the late night.
  - Schedule trips during normal awake hours (midnight to 6 a.m. are most hazardous).
  - Get a full night of rest before driving. If you become tired while driving, stop. A short nap (15 to 45 minutes) and consuming caffeine can help temporarily.
  - Stop at regular intervals when driving long distances. Get out of the car every 2 hours to stretch and walk briskly.
  - Set a realistic goal for the number of miles you can safely drive each day.
  - Stop to sleep at the first signs of drowsiness.
  - Avoid taking medications that cause drowsiness.
  - Avoid stimulants that can keep you awake *but not alert*.
- Vehicle Backing
  - According to the NHTSA, one in four vehicle accidents is caused by poor backing techniques, resulting in about 500 deaths and 15,000 injuries per year.
  - Know your vehicle's blind spots.
  - Think in advance when parking to avoid unnecessary backing situations.
  - Park defensively for easy exit, using parking spaces that don't crowd neighboring vehicles.
  - Walk around the vehicle to view the backing area and any limitations, including light poles, soft or muddy areas, potholes, ramps/drop-offs, and other clearance problems, such as low-hanging trees or wires.

## **2.9 Hearing Conservation**

As an HGI employee you may become exposed to occupational noise when visiting client work sites. Though you may be asked to wear hearing protection at times as a precautionary measure,

you will most likely never be exposed to an environment where you will exceed the allowed 8-hour time-weighted average noise level. However, as a visitor to locations which have hearing conservation programs in place, it is important that you understand the applicable elements of such a program.

Noise, or unwanted sound, is a by-product of many industrial processes. Sound consists of pressure changes in a medium (usually air), caused by vibration or turbulence. These pressure changes produce waves emanating away from the turbulent or vibrating source. Exposure to high levels of noise may cause hearing loss and other harmful health effects as well. The extent of damage depends primarily on the intensity of the noise and the duration of the exposure.

**Table G-16 - Permissible Noise Exposures (29 CFR 1910.95 Occupational noise exposure)**

Duration per day (hours)	Sound level (dBA slow response)
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

Exposure to impulsive or impact noise should not exceed 140 dB

A hearing conservation program is only required for employees whose noise exposures equal or exceed an 8-hour time-weighted average (TWA) of 85 dBA.

When exposed to any environment with an elevated level of noise, HGI suggests that employees protect their hearing to greatest extent possible using appropriate levels of hearing protection. If at a facility or worksite where hearing protection is required, no matter the true noise level, you must comply with the client’s hearing protection program’s requirements on the use of hearing protection.

Hearing protection may include:

- Sponge Earplugs - Fit into the ear canal
  - Formable / disposable
  - Metal detectable ear plugs (required by many of HGI’s food clients)
  - Lifespan of 1 or 2 days
- Insert / molded earplugs
  - Various sizes and styles
  - Important to choose the correct size
  - Lifespan of 4 to 6 months

- Earmuffs
  - May be worn separately as well as attached to hardhat
  - May be worn in addition to earplugs to [slightly] increase the level of protection
  - Only need to be replaced once worn out

To prevent a hearing loss, hearing protection must be worn correctly and properly maintained. Keep your reusable ear plugs clean by washing them in warm soapy water and make sure they are completely dry before inserting them in your ears. Inspect your hearing protection regularly. If they become damaged, hard, or worn out, HGI will replace them with a new pair.

As everyone has different size ear canals, each person shall ensure they choose the correct size for reusable earplugs.

Steps to Inserting Earplugs:

1. Put your left arm over your head and with your left hand pull up on your right ear.
2. With your right hand insert the ear plug. Switch hands and insert the other plug in the same manner. For foam/disposable earplugs, compress (roll/twist) the earplug prior to inserting.

Earplugs must be worn in both ears for complete protection.

## **2.10 Control of Hazardous Energy**

Potential Hazardous Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment can be hazardous to workers. During the testing, servicing and maintenance of machinery and equipment, the unexpected startup or release of stored energy can result in serious injury or death. Unexpected release of stored energy could occur during ongoing normal production operations if machine guards are removed or safety devices are bypassed or if one places any part of their body into a point of operation or into an area on a machine or piece of equipment where work is performed, or into the danger zone associated with the machine's operation. Passive monitoring during normal production operations is not considered servicing or maintenance.

Your work with HGI may take you into areas where energy-control procedures are used, thus you must understand your role in such a program as well as possibly receive additional facility-specific instruction regarding their individual energy-control procedure. It is required to completely understand the prohibition against removing a lockout or tagout device and attempting to restart, reenergize, or operate any machinery.

If it is required by your client or unique task to directly expose yourself to any potential energy and thus become a “LOTO authorized employee” (see below) for a specific task, you must work directly with your Project Manager to ensure you are provided with the proper tools and training for the safe application, usage, and removal of the energy control devices.

## 2.10.1 Lockout / Tagout (LOTO)

Proper lockout/tagout (LOTO) practices and procedures safeguard workers from hazardous energy releases.

“Lockout/tagout” refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during testing, service, or maintenance activities. This requires, in part, that an appropriately trained individual turn off and disconnect the machinery or equipment from its energy source(s) before performing service or maintenance and that the authorized employee(s) either lock or tag the energy-isolating device(s) to prevent the release of hazardous energy followed by verification that the energy has been isolated effectively.

There are three categories of exposure to hazardous energy based upon the relationship of one's job to the machinery or equipment being locked or tagged out which determines the degree of knowledge (relevant to hazardous energy) that the employee must possess:

- Authorized employee
- Affected employee
- “Others”

Authorized employees lock out or tag out equipment and service or maintain the equipment, and must understand:

- Hazardous energy source recognition
- The type and magnitude of the hazardous energy sources in the workplace
- Energy-control procedures, including the methods and means to isolate and control those energy sources

Affected employees operate equipment serviced under lockout or tagout procedures or work in an area affected by the procedures. An affected employee becomes an authorized employee when the employee performs service or maintenance work on the equipment. Affected employees must understand the purpose and use of the energy control procedure.

Other employees may work around or otherwise might be in the vicinity of equipment that is under lockout/tagout. They need to receive awareness-level training regarding the Energy Control Program and be warned about the prohibition against attempts to restart or reenergize machinery or equipment which have been locked out or tagged out.

Terminology:

- Lockout. The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- Lockout device. A device that uses a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of machinery or equipment. Included are blank flanges and bolted slip blinds.

## 2.10.2 Out of Service

Any piece of equipment found to be defective or damaged and requiring service, should immediately be removed from service during daily tasks and tagged “Out of Service”. The tag should only be removed once the item has been repaired.

## 2.11 Electrical Safety

Only authorized and qualified personnel are allowed to maintain or service electrical equipment.

Do not enter an area where an electrical hazard may be encountered unless you have been specifically trained to recognize and avoid such hazards.

Consider all electrical conductors energized.

Extension cords provide a particular hazard for both office and site locations. One must never:

- Use extension cords for permanent applications
- Use frayed, cracked, or deteriorated extension or equipment cords
- Drape extension cords on pipes, joists, nails, or equipment
- Position extension cords in permanent aisles and passageways, where it could cause a tripping hazard
- Pull or jerk cords when removing them from a power outlet, always grasp the cord at the adapter and pull straight out
- Drive over extension cords, power cables, or related power sources with any mechanical equipment
- Operate electrical equipment that has cords with faulty insulation, sockets, plugs, or conductors
- Remove ground fault protection from extension or equipment cords (the third prong on a power cord)

Spill hazards: Do not leave drinks on the edges of desks or tables or have them near electronic equipment. Keep all containers with liquids tightly capped, clean up spills immediately.

Do not use a metal ladder when working around electricity.

Be particularly wary of electrical hazards when visiting client locations, especially during any unstable conditions such as testing.

Specific testing electrical hazard example includes **Electric Fire Pump tests**:

- Keep controller door shut.
- Be familiar with the warning in NFPA 20 and 25 due to electrical requirements that discourage the installation of a disconnect means and limit overcurrent protection in the power supply to electric motor-driven fire pumps. Where equipment connected to those circuits is serviced or maintained, the service person could be subject to unusual exposure to electrical and other hazards.

Electrocution hazards to be aware of include:

- Construction sites, especially equipment purportedly ready for inspection
- Loss = investigation sites
- Unguarded electrical panel boxes
- Overhead or buried power lines
- Ungrounded or damaged tools
- Overloaded temporary electrical services and wiring
- Wet or damp conditions near electrical devices
- Unprotected light bulbs
- Defective, unguarded, or undersized extension cords

## **2.12 Emergency Equipment**

Emergency Equipment must be appropriately selected, placed and tested. Depending upon the equipment, the frequency of this testing varies. The following pieces of emergency equipment have been appropriately selected and placed in our corporate office.

If an employee is required to operate a piece of emergency equipment, like all other equipment, the employee must first be appropriately trained. If an employee will not be required to operate a piece of emergency equipment, then the training is not necessary.

### Fire Extinguishers

Some employees may be trained in the operation of portable fire extinguishers and will be advised of what action is necessary if a fire occurs, which will include periodic fire drills and annual discussions. Those not trained shall not use the fire extinguishers and are to immediately exit the building.

As with all equipment, do not use a fire extinguisher unless you have been properly trained. There is no fire brigade in HGI facilities. The occupant fire hoses that are provided in the office building should not be used by employees of HGI.

Additional requirements are mandated for fire extinguishers, this includes

- Shall be inspected monthly, ensuring they are:
  - In place
  - Good condition
  - Fully charged
- Annual Inspections by a licensed contractor (Building Management Responsibility)

### Emergency Exit Signs

- Shall be inspected / tested monthly (Building Management Responsibility)

### Emergency Exit Lighting

- Shall be inspected / tested monthly (Building Management Responsibility)

- Exit routes must be adequately lighted so that an employee with normal vision can see along the exit route

#### First Aid Kits

- First-aid kits contents will provide a basic range of products to deal with most types of injuries encountered in our workplace.
- Ensure the first aid kit is kept clean and fully stocked

### **2.12.1 Fire Prevention**

The threat of fast developing fires can be easily combatted by following a few simple safety rules. Always be aware of the work area around you and know the hazards that each material possesses. Flammable and combustible materials must be handled and stored carefully.

If you are uncertain about a material that you encounter in the workplace, ask your Manager for instructions. If you use a fire extinguisher or notice that one is discharged, report it to your Manager immediately.

The first step in preventing fire hazards is to keep our facility clean. This can be accomplished by picking-up trash and debris, dumping garbage, removing boxes from the floor, and keeping supply cabinets and storage areas clean and orderly.

Much of fire safety can be simplified to good housekeeping procedures, and preparedness. The success of our company's fire prevention effort depends on the actions and dedication of its employees. Fire equipment and evacuation routes must be easily accessible at all times.

Fire prevention equipment and alarm systems will be inspected and tested in accordance with local, state, and federal regulations.

### **2.13 Emergency Action Plan**

The purpose of the Emergency Action Plan (EAP) is to protect employees in the event of a fire or other emergency. Employees must report all emergencies to a Manager immediately. The EAP provides a written record of procedures and guidelines to follow in emergency situations, including: evacuation procedures, facility layout, and safe zone locations.

#### **2.13.1 Evacuation Procedures**

In the event of a fire or other emergency requiring total evacuation, employees shall go to the nearest available exit and leave the building as quickly and as orderly as possible. Proceed to the designated safe zone(s) and wait there for a head count. Employees should remain at the safe zone until advised by a Manager to do otherwise. Never re-enter the building until a Manager instructs you to do so.

Floor plans are posted throughout the facility, accessible to all employees. Some other emergencies that may require evacuation and/or extra instructions are earthquakes, tornadoes, hurricanes, and/or adverse weather conditions.

Visitors should be briefed on the Emergency Action Plan, especially if in a training session.

The primary concern of all employees shall be to first protect themselves, and then to secure the building and equipment to prevent further damage. When possible, employees should shut down the equipment they are operating and secure any tests they may be conducting. Evacuate to the nearest safe zone.

A Manager shall be sure all employees are safely out of the building, and if time permits, turn-off power sources, lights, computers, and then close doors.

### **2.13.2 Emergency Situations**

Our EAP is in the format of a flip guide posted as well as provided to each employee within the home office. The *Emergency Procedures* flip guide providing clear direction associated with workplace emergency categories such as:

- Medical-Related
- Workplace Violence
- Hazardous Situations

One should understand and follow the procedures for the following emergency situations:

#### **Medical**

Medical emergencies can result from an accident, sickness, or prior existing medical condition. Examples of medical emergencies include severe bleeding, broken bones, burns, poisonings, heart attacks, or strokes. Employees confronted with a medical emergency should observe the following guidelines:

- Do not attempt to render medical services unless you are qualified to do so, the problem is minor, or the situation is so life threatening that immediate action must be taken.
- Keep the victim as calm and comfortable as possible.
- Do not move the victim unless absolutely necessary.
- Administer minor first aid using the first aid kit located in the breakroom cabinets.
- Obtain as much information as possible from the victim and/or witnesses about the circumstances in which the situation arose.
- Call 911 and be prepared to describe the victim's situation as best you can. Do not hang up; instead, let emergency personnel end the conversation. They might have questions or provide vital information about what to do until help arrives.
- If you are away from the office on business and have a medical emergency, go to the nearest hospital or clinic. Contact your manager as soon as you can after treatment.
- The employee's manager or a member of the Management Team shall be solely responsible for notifying the family of any sudden and/or severe accident, illness, or injury.

#### **Fire**

In case of a fire in the Duluth office, proceed as follows:

- Avoid attempting to put out a fire unless it is an incipient fire in a very small space, such as a wastebasket.
- There are fire extinguishers located in the breakroom area and at designated locations on the walls.
- Upon activation of the fire alarm system, either a member of the Management Team or the first person to see the smoke/fire shall call 911. Everyone should immediately evacuate the building through the nearest exit.
- Employees who are in a smoke-filled area should crawl on their hands and knees to avoid smoke inhalation. If a door handle is too hot to touch, seek another exit.
- Report to the designated assembly point, which is the parking lot on the North side of the building, unless otherwise advised. Reporting to this designated point is essential to ensure the safety of all employees and to prevent firefighters from unnecessarily risking their lives to locate unaccounted people.
- Stay clear of the building and emergency vehicles and DO NOT re-enter the building until emergency personnel declare that it is safe to do so.

### **Fire Safety - General**

In the event of a fire or any other emergency, the primary concern of any employee is to protect themselves FIRST! In case of a fire:

- Summon help
- Evaluate as necessary
- Isolate fuel / electrical source
- Do not fight a fire beyond the incipient stage
- After a fire is extinguished, stand by to ensure there are no flashbacks

### **Explosion**

In case of an explosion in the building:

- Take cover under desks or tables.
- Protect yourself from flying glass and debris until these materials have come to rest.
- Call 911 - give location and details of the explosion.
- Evacuate the building through the closest exit, report to the designated assembly point (parking lot on the North side of the building) and wait for further instructions.

### **Bomb Threat**

If a suspicious letter or package arrives through a delivery or the mail, avoid handling and notify a member of the Management Team. Under no circumstances should you try to defuse a bomb or open a suspicious package.

If a bomb threat is received by phone, observe the following procedures:

- Note the time of the call.
- Attempt to keep the caller on the line as long as possible.
- Try to notify co-workers by gesture, note, or email so that they can call 911 and attempt to trace the call.

- Try to get answers to the following questions without placing undue pressure on the caller:
  - When will the bomb explode?
  - Where is the bomb?
  - What does the bomb look like?
  - What type of bomb is it?
  - Who placed the bomb in its location?
  - What is the reason the bomb was placed there?
- Also note as many descriptive characteristics about the call and caller as you can.
  - Male or female voice?
  - Calm or nervous?
  - Speech - rough, refined, accent, impediment?
  - Do you recognize the voice?
  - Background noise - music, motor running (type), machinery, traffic, whistles, bells, horns, aircraft, tape recording?
- Immediately call 911, if co-workers have not already done so, and report the information gathered.
- If the threat is deemed serious, evacuate the building, notify adjoining tenants, and stay as far away from the building as possible to avoid flying debris.

### **Tornado**

A tornado watch is issued when conditions are favorable for the formation of a tornado. A tornado warning means at least one funnel cloud has been sighted or detected by Doppler radar in the surrounding area. If a tornado warning is issued, take the following steps:

- Immediately seek shelter. If you are outdoors, return to the building. If you do not have time to re-enter the building try to find an area below flying debris, such as a ditch.
- If you are inside and time allows, move to an interior hallway or bathroom. If you cannot move to a hallway or bathroom, take shelter under a heavy desk or table. Avoid areas near windows.
- Do not try to watch the storm from a window. Sudden high winds and pressure changes can blow the window out.

### **Violence**

It is HGI's policy to promote a safe environment for its employees. Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that may communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

This policy covers incidents involving co-workers and incidents involving individuals from outside HGI perpetrating violence against our employees.

Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior during working hours, whether from an employee or not, report it immediately to a manager. The Management Team member should call 911 and

evacuate the building, if deemed necessary. If a Management Team member is unavailable, and the situation deems necessary, call 911 and evacuate the building.

## **Earthquake**

While earthquakes are not common occurrences in the Southeast, we still must be prepared. Most fatalities and injuries caused by earthquakes result not from the actual movement of the ground, but from damage to man-made structures, such as debris falling from buildings, flying glass, fires, and explosions. When an earthquake strikes, people often hear a low rumbling noise similar to that of a passing train. If an earthquake occurs, follow these procedures:

- Seek shelter, preferably within the inner core of the building, away from any windows.
- Do not rush out of the building. The risk of injury due to falling debris is greater outdoors.
- Take cover under a sturdy table or desk to protect against falling objects, such as books, shelves, and ceiling tiles.
- Remain in the protected area until the earthquake subsides.
- If a decision is made to evacuate, do so through the nearest exit and proceed to the designated assembly point (across the parking lot from the front entrance).
- DO NOT SMOKE, and do not let others smoke. There may be ruptured natural gas lines in the area.
- If there has been major structural damage, do not re-enter the building until authorized to do so by emergency personnel.
- Be alert for aftershocks of decreasing, but still dangerous severity. Aftershocks can follow the initial earthquake within a few hours, or even days.

## **3 Responsibility**

Workplace safety and health can only be successful through dedication and cooperation by all; therefore, a group effort between management, Project Managers and Practice Leaders, and employees is HGI's expectation.

### ***3.1 Senior Management Responsibility***

- Ensure that support is provided for the implementation and delivery of the HGI Safety Program
- Ensure that any applicable time, tools, equipment, and supplies required for the compliance of this policy are provided
- Regularly review and update the Safety Program

### ***3.2 Project Managers Responsibility***

Project Managers are ultimately responsible for implementing our safety program as they are the most aware of the diverse work being performed, and therefore are considered HGI's greatest proponents in the total safety effort. Project Managers enforce safety policies and procedures,

recognize potential hazards, and correct unsafe acts/conditions before accidents or injuries occur. They also instruct each employee on the importance of safe work practices and take appropriate actions to correct employees who violate safety policies and procedures.

Project Managers or their designee shall perform regular safety inspections, conduct safety meetings, ensure appropriate training is provided, and report/investigate all accidents, injuries, and/or near misses immediately. Their responsibilities shall include:

- Ensure that all employees are trained on the applicable sections of the HGI Safety Program
- Ensure that employees who will be onsite at client locations understand and follow the site-specific safety rules
- Notify the Practice Leaders of any possible infractions or potential issues immediately for investigation and follow-up

### **3.3 Practice Leaders**

Practice Leaders best know the specific hazards involved with each client and will ensure the proper training and equipment is provided to each applicable employee.

Practice Leaders shall carry out the following:

- Determine the type of work to be performed and approach required based on the type of work
- To ensure that all procedures outlined in this policy will be able to be carried out on site by HGI employees prior to work commencing
- Ensure work procedures are received, reviewed, and provided to applicable HGI employees
- Ensure HGI employees and site contact personnel (maintenance, service, project) are aware of the requirements of the policy and program.
- Report any performance issues and concerns
- Monitor project to see if additional equipment and support may be required (e.g., bucket lift, scissor lift etc.). If the use of equipment is agreed upon, then ensure that a qualified operator be present at all times during this operation.

### **3.4 Responsibility of all Employees**

Employees are responsible for following the policies and procedures defined in this manual. Remember, HGI and its management team considers employees to be our most valuable asset.

It is all employees responsibility to:

- Report all injuries / illnesses
- Notify their practice leader of any possible issues immediately for investigation
- Comply with the requirements of this policy/program
- Assist in the communication and training of the policy

- Monitor compliance to the policy and review non-compliance issues through performance monitoring with the Practice Leader, Project Manager and/or Senior Management as appropriate
- Conduct periodic spot checks to ensure that there are no compliance issues

## 4 Compliance

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Informing employees of the Safety Manual (Injury and Illness Prevention Program)
- Ensuring employees are made aware of all available safety training and policies/procedures
- Evaluating the safety performance of all employees
- Re-training those employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices
- Evaluating workplaces

### 4.1 At home-office (Teleworking)

Most work procedures in the *Safety Planning, Rules, & Work Procedures* section of this manual are also applicable when working from home. All work-from-home employees are responsible for understanding and following these safety guidelines as you would in the Duluth home office.

To ensure you understand and agree to provide a work area adequate for performance of official duties; upon the beginning of your employment with HGI and when periodically requested; you must complete and submit to your onboarding manager the *Self-Assessment Checklist for Home Workstation Health & Safety*, located in the Appendix Material section of this manual.

In accordance with the HGI Hazardous Communications Manual, hazardous substances must be labelled appropriately, and safety data sheets (SDS) kept available.

Setting up a specific/formal workspace as your home office is a key to staying productive. Make sure your workspace is comfortable, with frequently used items kept within reach to avoid stretching or straining. Some additional ergonomic tips include:

- Use a rolling chair equipped with back support and ample padding.
- Sit with your back and shoulders straight.
- Keep your feet flat on the floor. If your desk height requires you to sit higher up, get a footrest to help keep your feet flat.
- Remember the 90-degree rule; Work to keep your elbows, waist, and knees as close to 90 degrees as possible.

- Position monitors 20-30 inches from your face, centered straight ahead. Your eye level should fall at the top third of the screen.
- If you use dual monitors, make sure to use the same kind. Monitors should be evenly split on the desktop.
- Follow the 20/20/20 Rule: Every 20 minutes, look at an object at least 20 feet away for at least 20 seconds.
- Have a separate keyboard from your laptop. Keep that keyboard in tight when you work. Avoid leaning on the desk with your forearms.

Slips, trips, and falls are some of the most common types of workplace injuries. When you are working from home, your environment does not have the safety standards you have in place at the office. You are at risk of tripping over household objects like toys, slipping on water spilled from the dog's bowl, or even falling down the stairs. Tips to prevent slips, trips and falls include:

- Prevent slips by wearing proper footwear, even inside your home – avoid slippery socks. Clean up spills, as well as mud or water tracked in on shoes, immediately.
- Keep the walkways in your home clear of clutter. Keep your house well-lit and make sure cords are safely secured. Avoid distractions, like your phone, while walking.
- Prevent falls downstairs by always turning on the lights and using a handrail when going up or down stairs. Avoid trying to carry too much – leave one hand free to catch yourself if you stumble. The Three Points of Contact rule very much applies to stairs.

## **4.2 On-site (Client locations)**

HGI is committed to not placing employees in unsafe environments, whether at a construction job site or in existing facilities. The best defense against hazards is for our employees to be aware of their surroundings and to use judgment while in the field, as it is difficult to control job site conditions or the actions of non-HGI employees while on the client's site. Exit the job site and inform your Project Manager when you feel at risk. Working in potentially dangerous environments is not expected or required.

Be both respectful and aware of client's site-specific policies. Ensure you are aware of and in compliance with all client-required training, processes, and personal protective equipment (PPE).

All HGI employees are expected to exercise their best judgment as representatives of HGI in every aspect of carrying out their duties.

In addition to the HGI dress code requirements in the employee manual, be sure to dress appropriate for the work environment:

- Professional
- No loose clothing
- Pens, pencils, change, watches, rings and necklaces and other jewelry should not be worn around potentially hazardous situation or environments
- Applicable PPE (as outlined in the PPE section of this manual)

Keep adverse weather conditions in mind when walking outdoors. Observe/respect marked walkways. Stand clear of areas frequented by material handling equipment.

Do not conduct site surveys alone – you should have a knowledgeable escort, familiar with the facility's layout, equipment and safety policies.

Do not perform any duty that could be potentially dangerous to your health or safety. Postpone a survey if you note or become aware of a hazardous situation – postpone until the condition is corrected. HGI employees shall not enter any area where special entrance restrictions apply until the required precautions have been taken.

Do not operate any facility equipment. It is our function to direct, witness and observe, not perform tests. Only exception to this is when responding to an emergency stop request and/or working directly under the direction of a vendor. HGI employee should only operate within their own comfort level.

Comply with facility rules and regulations. Look for signage designating specific hazards. Pay particular attention when it becomes necessary to climb in, on or around equipment, as they may be improperly supported against tipping or collapse.

Avoid, when possible, entering buildings or portions of buildings where the building has been rendered unstable due to construction activities or property damage, until adequate shoring and other proactive measures have been taken. This is especially true for our forensics work which can involve accessing areas that have been ravaged by fire, making the area unsafe. Do not enter an area damaged by fire until a structural engineer has visited the site and has marked off areas that are unsafe to access.

Familiarize yourself with the site using:

- Site/facility Orientation – pamphlet or formal training
- Review of site map

Be aware of site's emergency procedures and notification system, emergency action plan, and emergency exit locations.

### **Welding and cutting**

Whenever welding, cutting, or brazing occurs, everyone involved in the operation must take precautions to prevent fires, explosion, or personal injuries.

There are three basic types of welding operations:

- Oxygen-fuel gas welding which joins metal parts by generating extremely high heat during combustion
- Resistance welding which joins metals by generation heat through resistance created to the flow of electric current
- Arc welding which joins or cuts metal parts by heat generated from an electric arc that extends between the welding electrode and the electrode placed on the equipment being welded

The common hazards associated with welding are:

- Eye and skin damage from exposure to ultraviolet and infrared rays produced by electric arcs and gas flames
  - Welders are often focused on their own protection and are not observant of your exposures as a potential bystander
  - Never look directly at a welding operation in progress!
- Closed containers that once held flammables or combustibles can exploded under high heat (welding or cutting on improperly cleaned vessels)
- Toxic gases, fumes, and dust may be released during welding and cutting operations
- Welding or cutting near combustible or flammable materials creates a fire hazard
- Metal splatter and electric shock.

### **Forklift / pedestrian safety** (Powered Industrial Truck [PIT] safety)

Pedestrians have a responsibility for assisting with safe forklift operation. Factory, warehouse, and construction environments are often dark, noisy and lack ideal pedestrian routes and protective islands. Forklift operators also often have reduced visibility due to the nature of their vehicles and cargo being carried. It is important for you to understand the risks of working around all types of forklifts.

Guidance for working around forklifts:

- Wear a high visibility vest to increase your visibility to an operator.
- Never assume a forklift operator sees you, as the driver's visibility may be limited due to blind spots. Whenever a forklift approaches, stop and make sure the operator sees you. Make eye contact with the driver. If possible, step out of the aisle and let the forklift pass safely by.
- Never attempt to ride on a forklift.
- Where provided, use marked or designated pedestrian aisle ways and crosswalks. Look both ways before stepping into an aisle, around a corner or through a side door to identify oncoming forklift traffic. Be sensitive to blind spots in the work area.
- Never try to “beat” a forklift.
- Do not walk under a forklift’s raised forks or load. Do not allow yourself to be lifted on a pallet or bare fork blades.
- Always maintain a safe distance from operating forklifts. Watch for backing vehicles and never allow yourself to get between a forklift and a fixed object.
- Be aware of the wide rear swing radius. Many forklift types need a wide area to turn the forklift.
- In the event of an unstable load, keep a safe distance away when a forklift is loading or unloading.
- Only approach a forklift that has come to a complete stop. In addition, approach the forklift from the side—never approach from directly in front or from the rear of the forklift.
- Listen for back up alarms, look for warning blue or red warning lights cast on the floor by the forklifts, and be aware of your surroundings.

- Pedestrians should always yield the right-of-way to a forklift at any point.

#### **4.2.1 Visiting Construction Sites**

For construction sites; one does not require an escort, however, one must check in with the general contractor (GC) and participate in safety training when/where offered, prior to the site visit, and check out with GC prior to our departure to briefly discuss your findings. Construction site environments and hazards are diverse and are constantly altering. As such, one must be particularly alert of your surroundings at all times when inside a work zone. Hazards can be on the ground, like those that cause slips, trips, and falls, or in the air such as equipment coming into contact with electrical wires. Make eye contact with equipment operators – if you cannot see them, they cannot see you. Avoid fumes, dust, and particulates from cutting or grinding. If it does not seem safe, stay away, and contact the site supervisor to assist you.

Wearing the proper safety equipment is required to enter the job site. Required personal protective equipment varies from site to site, but may include a safety helmet or hard hat, protective safety glasses, gloves, high visibility clothing, hearing protection, and laced steel toe boots. The type of safety vest you need to wear may vary based on the client's requirements, proximity between the jobsite and motor vehicles, speed of motor vehicles passing the job site, site visibility and complexity of background. Additionally, dress appropriately for the elements; be aware of storms which would exacerbate heat of summer or cold of winter and be sure to check hourly forecasts and plan your visit accordingly. Anticipate what your needs will be before it becomes a threat to your safety and know your limitations. Practice heat prevention techniques – drink plenty of water, take breaks, and give yourself rest when necessary. The physical environment can be a concern as well as ticks, mosquitoes, bees, and poison ivy are common problems when working outdoors.

Construction site Safety Hazards include:

- Spills on floors or tripping hazards, such as blocked aisles or cords running across floors or walkways
- Working from heights, including ladders, scaffolds, roofs, or any raised work area
- Holes in floors under construction
- Unguarded machinery and moving machinery parts; guards removed or moving parts that a person can accidentally touch
- Electrical hazards like frayed cords, missing ground pins, improper wiring
- Confined spaces
- Machinery-related hazards (lockout/tagout, boiler safety, forklifts, etc.)
- Insect bites
- High exposure to sunlight/ultraviolet rays
- Temperature extremes – hot and cold
- Constant loud noise
- Chemical hazards

Remember that worksites are always changing, and with that so are the hazards you are exposed to.

Be Prepared for Emergencies. If you are on an active construction site, check in with the site supervisor. Fully understand the site's emergency notification processes, signage, and procedures.

### **4.3 Travel**

Often overlooked are the array of hazards encountered during travel, when one is often less alert and less aware. The physical and mental fatigue during a business trip may result in an increased vulnerability to such exposures. You must remain vigilant in order to ensure your safety and security in unfamiliar and static environments.

Consider using checklists to ensure you bring all necessary work, support and personal items, and clothing with you. Ensure you fully understand the tasks you will need to perform and have the proper test & measuring equipment, cameras, computer, *and batteries or charging equipment for all devices.*

Keep an eye on the news and weather forecast for your destination to stay informed of any adverse weather conditions or civil unrest that may affect your trip or put you at elevated risk.

Share your itinerary with your project manager and project coordinator so they have a general idea of where you will be during your business travel. Travel information for flights and hotels should be noted on your Outlook calendar.

Beware that your conversations may not be private or secure in any public spaces such as restaurants and airports, so be guarded regarding confidential topics regarding your client or HGI.

In addition to the Motor Vehicle Operation guidance provided in this manual, specific to rental vehicles:

- Make sure you know how to use your rental car's headlights, hazard lights, mirrors, HVAC controls, and locks before leaving the rental agency's parking lot.
- Get instructions from the rental agency about what to do in case the car breaks down or you have an accident.
- Get familiar with the local laws and customs of the state or country in which you are traveling – for example, not all U.S. states are consistent in cell phone use and other driving laws.

Park and enter your car in a well-lit, high-traffic area. When parked; keep your vehicle locked and all electronics and baggage in the trunk of the car or at least out of site so that they will not be targeted.

### Lodging:

- Know your emergency exit plan. As soon as you arrive at your hotel room, spend a few minutes familiarizing yourself with the emergency exit map and determine where the exits are located.
- Avoid booking a room on the ground floor—these rooms are more susceptible to break-ins.
- Avoid booking at motels, with rooms that open onto the street.

### Cellular Phones

For the safety of our employees and other drivers, we discourage employees from using cell phones while driving on Company business. If your assignment requires that you keep your cell phone turned on while you are driving, it is strongly recommended that a hands-free device is used or safely pull off the road before conducting HGI business. Texting while driving any vehicle is prohibited.

Carry an external backup battery for your phone with you so you do not find yourself with a dead phone at the end of the day.

## 5 Communication

### 5.1 Onboarding Process (Orientation)

The onboarding process is designed to help new employees access the information, resources, and programs that can help them quickly become successful, productive, and satisfied members of the HGI team. Part of this program is dedicated to safety. Below are the areas which will be covered during the orientation:

- If working at the Duluth offices; a tour of the facility will be conducted, highlighting the location of:
  - Emergency exits
  - Fire extinguishers
  - Emergency evacuation assembly points
  - First aid box(es)
  - Break area
  - Restroom(s)

If working from home, onboarding manager must review the completed *Self-Assessment Checklist for Home Workstation Health & Safety* with the new employee. This self-assessment should then be filed in the employee's personnel file.

After the new employee has viewed the HGI on-line safety orientation program, their onboarding manager shall review the *HGI Health and Safety Expectations* guidance document as well as all applicable portions of this manual, ensuring all questions are answered.

## **5.2 Regular Communications & Company Meetings**

All Project Managers and Practice Leaders are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees.

Our communication system encourages all employees to inform their managers about workplace hazards without fear of reprisal. This method of communication is in addition to new employee orientations (which includes a discussion of safety and health policies and procedures), posted and distributed safety information, and various HGI training programs.

As needed, HGI will periodically discuss specific safety topics within the monthly Engineering Operations Meetings.

## **5.3 Required Communication Postings**

There are numerous federal and state postings that are posted in a conspicuous place for review at the Duluth office. Additionally, you have access to each of these postings through the internet. If you have any questions on these postings, please reach out to Human Resources.

Though state and federal required postings vary from state to state, typical postings include:

- Equal Employment Opportunity (EEOC Poster P/E-1)
- Minimum Wage Poster (WH Pub 1088, US DOL)
- Child Labor Law (US DOL)
- Workers' Compensation/Communicable Diseases (State Publication)
- Workers' Compensation Carrier Notice (State Publication)
- Family Medical Leave Act (WH Pub 1420, US DOL)
- Polygraph Protection Act (WH Pub 1462, US DOL)
- OSHA Job Safety Poster (2203 or 3165)
- Pay Day Law (State Publication)
- Equal Employment Opportunity (State Publication)

Additionally, HGI shall post at its main office:

- Name of designated medical provider(s) (Workers' Comp Provider Panel Cards)
- Clear direction to the medical provider,
- Evacuation plan (which shall include a branch map with evacuation routes, instructions, and designated meeting area)

It is strongly suggested that each HGI employee that works from home is familiar with their nearest appropriate medical provider for emergencies.

## **5.4 Employee Communication**

Employees are free and encouraged to communicate hazards identified in the workplace to management without fear of reprisal. HGI management maintains an open-door communication policy.

## **6 Hazard Assessment**

Periodic inspections shall provide a method of identifying existing or potential hazards in the workplace and eliminating or controlling them. This includes the review of training to ensure completed and up to date.

Periodic inspections will be performed as needed and:

- When we initially establish our Safety Program.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

The *HAZARD ASSESSMENT AND CORRECTION RECORD* form, in the Appendix Material portion of this manual, will be used to document any such inspections.

### **6.1 Home Office Safety Checklist**

A Safety/Security Checklist is used to promote self-monitoring at your home office. All obvious safety issues must be addressed. For the work-from-home environment, the *Self-Assessment Checklist for Home Workstation Health & Safety* form will be used as needed.

Implementation:

- The employee's onboarding manager will review the safety/security audit form with their employee as needed
- Problems should be identified and corrected as quickly as possible
- Help on technical matters and compliance questions should be directed to HR

## **7 Accident Exposure/Investigation**

The immediate reporting of accidents, injuries, and close calls, no matter how minor, is required by all employees. Accidents and injuries are preventable; yet if they do occur, timely reporting

procedures can and will provide the information necessary to prevent further damage or a repeat occurrence.

## **7.1 Accident Reporting**

Any employee who is injured or involved in an accident or close call must report it to their project manager or practice leader immediately. This will allow management to direct any needed medical attention, as well as identify any potential hazards that may have been the cause of the incident. Failure to comply will result in disciplinary action, up to and including termination of employment. An Accident Report form must be completed by management/HR by the end of the business day and sent to Justworks. Refer to the Justwork's Zurich Accident Report Form in the Appendix Material section of this manual.

For the reporting of Serious incidents to OSHA, please refer to that section of this manual.

## **7.2 Accident Investigation**

After the incident is reported, an investigation into how? why? what? when? and where? will be performed by management. Investigations will be performed no matter how minor. When conducting an accident investigation, document the details using the *ACCIDENT/EXPOSURE INVESTIGATION REPORT* form, in the Appendix Material portion of this manual.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured employees and witnesses
2. Examining the workplace for factors associated with the accident/exposure
3. Determining the cause of the accident/exposure
4. Taking corrective action to prevent the accident/exposure from reoccurring
5. Recording the findings and actions taken

Accident Investigations are the primary tool you should use in an effort to identify and recognize the areas responsible for accidents in a thorough and properly completed accident investigation. It should be in writing and adequately identify the cause(s) and contributing factors of the accident or close call.

Accident investigations should be conducted with the primary focus of understanding why the accident or near miss occurred and what actions can be taken to prevent recurrence. Questions to ask in an accident investigation include:

### What happened?

The investigation should describe what took place that prompted the investigation: an injury to an employee, an incident that caused a production delay, damaged material or any other conditions recognized as having a potential for losses or delays.

### Why did the incident happen?

The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

#### What should be done?

The person conducting the investigation must determine which aspects of the operation or processes require additional attention. It is important to note that the purpose here is not to establish blame, but to determine what type of constructive action can eliminate the cause(s) of the accident or near miss.

#### What action has been taken?

Action already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed. Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

## **8 Hazard Correction**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition, or assist third parties in doing so, shall be provided with the necessary protection

As needed, use the *HAZARD ASSESSMENT AND CORRECTION RECORD* form, in the Appendix Material portion of this manual to properly document hazard corrections.

## **9 Training and Instruction**

Training is very important to the safety effort. Employees will be trained to perform their job tasks in a safe and healthful manner and provided the necessary tools to do so.

Training will be based on the knowledge needed to perform each task or job function. **Never operate any equipment unless properly trained.**

All employees, including project managers or practice leaders, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided as follows:

- When the Safety Program is first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
- Whenever we are made aware of a new or previously unrecognized hazard.
- To project manager or practice leader to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all employees with respect to hazards specific to their job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the Safety Program.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Our employees or their designated representatives shall have the right to examine and receive a copy of our Safety Program / IIPP. An employee must provide written authorization in order to make someone their “designated representative.”

## ***9.1 Employee Orientation Training***

The onboarding training program is a separate training program for all employees beginning their employment with HGI. Employees whose job function requires visits to client sites will have additional training to emphasize those specific hazards. All training will occur during the first week of employment and prior to visiting any client site.

The purpose of this program is to ensure all employees are given the necessary training and tools to work safely at HGI's office, at work from home offices, and at client's sites or construction sites. This program requires the full cooperation of each employee to adhere to the responsibilities outlined in the training program.

## **9.2 Documentation of Training**

All training must be documented.

Documentation of an employee's training shall be maintained by Human Resources.

## **9.3 Training**

Safety training required for ALL employees during orientation includes:

- General Safety Training
- Hazard Communication
- Emergency Evacuation Plan (for employees at the Duluth office)
- Specialized safety or operations training topics as identified by the Project Manager

Basic training is provided on the HGI Intranet. Additional, supplements for the safety program, such as the current version of this Safety Manual, HGI Emergency Procedures – Duluth, and the HGI Hazardous Communications Manual will also be located on the HGI Intranet.

### **9.3.1 General Safety Training**

General Safety shall be provided during HGI Employee Orientation, which will include/review HGI's Objectives, General Safety Procedures, Responsibilities, Back Safety, Personal Protective Equipment, Work Techniques, Walking/Working Surfaces, Vehicle Usage, Accident Reporting, and Site Visits. Much of this information is contained in this manual.

### **9.3.2 Hazard Communication**

This policy is in place to ensure that all employees who are exposed, or potentially exposed, to hazardous chemicals and substances are informed, trained, and made aware of the law, their potential exposures, and the measures and means available to them for their protection.

Refer to the HGI Hazard Communication Program for specific policies and procedures.

### **9.3.3 Emergency Action Plan**

The purpose of the Emergency Action Plan (EAP) is to protect employees in the event of a fire or other emergency. Employees must report all emergencies to their Manager immediately. The EAP provides a written record of procedures and guidelines to follow in emergency situations, including: evacuation procedures and assignments, response personnel, facility layout, and safe zone locations.

### **9.3.4 Evacuation Procedures**

Employees will be trained in safe evacuation procedures, including facility floor plans, emergency drills, and refresher training. Refresher training will be conducted if the employee's responsibilities or the EAP change.

### **9.3.5 Specialized Training**

When identified by the Project Manager; specialized training for topics such as fall protection, lockout tagout, confined space, and specialized testing will be arranged. Such specialized training may be given by in-house subject matter experts (SME) or outsourced, depending upon complexity and availability of SMEs.

## **10 Recordkeeping**

### ***10.1 OSHA Reporting***

#### **10.1.1 Required recordkeeping**

Due to HGI's industry group classification (NAICS: 541330 Engineering Services), we do not maintain OSHA injury and illness records (OSHA 300 Logs) unless a government agency specifically requests, we keep records for a certain year.

#### **10.1.2 Reporting of Serious incidents**

HGI must report to OSHA any work-related incident that results in an employee's fatality or severe injury.

- Within 8 hours after the death of any employee
- Within 24 hours after the in-patient hospitalization, amputation, or loss of an eye

Working with the HGI Chief Operations officer, we have three options on how to report such events:

- By telephone to the nearest OSHA Area Office during normal business hours
- By telephone to the 24-hour OSHA hotline (1-800-321-OSHA or 1-800-321-6742)

- Report online on OSHA's website (<https://www.osha.gov/report.html>)

OSHA will likely request the below information:

- Location of the incident
- Date/Time of the incident
- Employer information
- Number of fatalities or hospitalized employees
- Contact person and their phone number & e-mail address
- Brief description of the incident
- Nature of the injury or illness
- Victim's full name

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA.

For an inpatient hospitalization, amputation or loss of an eye, the incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.

OSHA defines in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an Emergency Room only is not reportable.

## **11 Security**

The security/safety of our employees, customers, and assets is necessary to prevent injury and/or burglary, theft, vandalism. Good security practices when traveling and with a motor vehicle are covered in those specific sections of this manual.

### ***11.1 Security Practices***

#### Building Access

- HGI will limit the number of employee access badges or access codes issued for our corporate offices. Only employees with specific need for building access will be issued an access badge, issuing as few as possible
- Secure all doors when not in use to prevent unauthorized entrances
  - Emergency exits cannot be locked from the inside during business hours.  
Employees must be able to exit the building in one fluid motion

IT manager will periodically review badge in/out times to ensure appropriate access to the office, questioning all suspicious entry or exits time or frequencies.

#### Parking lot Security

- For afterhours use, park only in well-lit areas as close to the building's access doors as possible.

## 11.2 Reporting Burglary, Theft, or Vandalism

### Definitions

- **Burglary** - the crime of breaking and entering into a structure/vehicle for the purpose of committing a crime. No great force is needed (pushing open a door or slipping through an open window is sufficient) if the entry is unauthorized.
- **Theft** - the generic term for all crimes in which a person intentionally and fraudulently takes personal property of another without permission or consent and with the intent to convert it to the taker's use (including potential sale).
- **Vandalism** - deliberate destruction or damage of property

### Policy

Employees should promptly report any alleged incident of burglary, theft, or vandalism at any HGI location.

Do not ever attempt to physically restrain a thief, burglar, or vandal.

## 12 Record of Changes

The most current versions of this manual will be maintained on the HGI Intranet.

### 12.1 Design Control and Version History

<b>Version</b>	<b>Date</b>	<b>Design Control Owner</b>	<b>Brief description of changes</b>
<i>01</i>	<i>06 Jun 2021</i>	<i>Chief Operating Officer</i>	<i>Initial Content</i>
<i>02</i>	<i>31 May 2023</i>	<i>Chief Operating Officer</i>	<i>On page 14, insertion of the sentence, "Ensure the entry (gate or chain) is properly secured."</i>

## 13 Appendix Material

### ***13.1 Self-Assessment Checklist for Home Workstation Health & Safety***

I understand that safety inspections should be made of my home office work site

- Is the office space neat, clean, and free of hazardous material?
- Are floor surfaces clean, dry, level, and free of worn or frayed seams?
- Are carpets well secured to the floor and free of frayed or worn seams?
- Are temperature, noise, ventilation, and lighting levels adequate?
- Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
- Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
- Are all stairs with four or more steps equipped with handrails?
- Is all electrical equipment UL-approved and in good condition?
- Are the phone lines, electrical cords, and extension wires properly secured?
- Is there an adequate number of smoke alarms/detectors?
- Is there a fire extinguisher?
- Do you know how to operate a portable extinguisher?
- Other \_\_\_\_\_

### ***13.2 HGI Hazard Communication Manual***

The HGI Hazard Communications Manual is maintained separately, and all HGI employees shall be familiar with its contents.

### 13.3 ACCIDENT REPORT FORM for WORKERS' COMPENSATION

Form to be filled out with supervisor and returned to VP-Finance/Human Resources for filing with Justworks in the event of a work-place injury:

## Zurich Accident Report Form



Name of Person Reporting:		Telephone Number:	For Report Only <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. Insured Information:</b>			
Name of Company:		Street Address:	City/State/Zip:
Contact Name:		Contact email address:	
Policy Number:		Site Code:	
<b>2. Accident Information Describe the Incident</b>			
Date of Accident:		Time of Accident:	
Address where accident occurred:			
Describe how the accident occurred: (i.e., Claimant tripped and fell over curb)			
Was EMS, police or fire departments contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, who? Please include report numbers if given:			
Were any safe guards in use at the time of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list		In event of a fatality provide OSHA number.	
<b>3. Claimant Information</b>			
Name of injured party:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address of injured party:		Injured Phone Number: <input type="checkbox"/> H or <input type="checkbox"/> W	
Social Security Number:		Date of Birth: MM/DD/YYYY	
Covered by other Insurance? If yes, provide company name:			
Marital Status (Check one): <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Divorced <input type="radio"/> Widowed <input type="radio"/> Unknown			Number of Dependents:
<b>4. Injury Information</b>			
What body part was injured:			
Describe the injury (i.e. twisted ankle)			
What treatment was given: <input type="radio"/> No medical treatment <input type="radio"/> First aid only (onsite) <input type="radio"/> Medical clinic/ER <input type="radio"/> EMS transport <input type="radio"/> Overnight Hospitalization			
Name of Clinic/Physician/Hospital providing medical treatment:			
Address of Clinic/Physician/Hospital providing medical treatment:		Telephone number:	

5. Witness Information	
Name of Witness to the incident:	Name of second witness (if applicable)
Contact Information for Witness #1	
Contact Information for Witness #2	
Anything related to the incident you would like to add:	

## 13.4 ACCIDENT/EXPOSURE INVESTIGATION REPORT

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Date & Time of Accident: [*Enter information*]

Location: [*Provide details*]

Accident Description:

[*Enter details, including all events that led up to the incident*]

---

Employee(s) Involved: [*Enter information*]

---

The underlying cause(s) of the accident/exposure: [*Detail all root causes*]

---

Corrective Actions Taken:

[*Provide details, including potential solutions to the root causes*]

Manager Responsible: [*Enter name*]

Date Completed: [*Enter date*]

## 13.5 HAZARD ASSESSMENT AND CORRECTION RECORD

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Date of Inspection: [*Enter information*]

Person conducting Inspection [*Enter Name*]

Location: [*Provide details*]

Unsafe Condition or Work Practice:  
[*Provide details, including root causes*]

Corrective Actions Taken:  
[*Provide details, including potential solutions to the root causes*]

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