

**STATEMENT OF SAFETY POLICY
HUTCHISON ENGINEERING, INC.**

Effective March 26, 2019

HUTCHISON ENGINEERING, INC.

SAFETY POLICY

I. OBJECTIVE

Safety in all operations is not just a company goal, it is a requirement. To this end, this written policy has been formulated to govern the operations of Hutchison Engineering, Inc.

The Safety Policy of Hutchison Engineering, Inc. is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1926 and 1910 are available online for all employees.

Compliance with the following Safety Policy and all items contained herein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the company president. The Construction Manager shall share in this responsibility as well.

It is a condition of employment with Hutchison Engineering, Inc. that all employees adhere faithfully to the requirements of this policy, as well as the safety rules, instructions, and procedures issued in conjunction with it. Failure to do so will result in disciplinary action.

It is therefore the purpose of this stated policy to:

1. Abide by all federal, state and local regulations as they pertain to our operations.
2. Apply good sense and safe practices to all jobs.
3. Exercise good judgment in the application of this policy.
4. Protect the public from any and all hazards which result from our operations.

II. MISSION

It is the mission of the company policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees and subconsultants as well as the prevention of damage to property and equipment.

III. APPLICABILITY

This Safety Policy applies to all employees of Hutchison Engineering, Inc.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards (1926 and 1910).

IV. IMPLEMENTATION

This Safety Policy supports these fundamental means of maximum employee involvement:

- A. Management commitment to safety.
- B. Annual safety meetings.
- C. Job hazard analysis provided to all employees.

The Construction Manager will meet at least annually to evaluate all areas of safety and make recommendations to the company president.

V. ADMINISTRATION

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by the Supervisor. Each supervisor will be responsible for administration of all the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to the Company President on the same day of the occurrence.

VI. REPORTING OF INJURIES

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor or project manager. A casual mentioning of the injury will not be sufficient (See Attachment E).

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in suspension or termination, in accordance with company policy.

VII. NOTIFICATIONS

A. In Case of Serious Injury or Death

After the injured has been taken to the hospital, the supervisor shall notify the main office and Company President as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The Project Manager will assist in the investigation. The completed accident report form will be sent to the Jacksonville office.

VIII. BASIC SAFETY RULES

A. GENERAL

1. Compliance with applicable federal, state, and company safety rules and regulations is a condition of employment.
2. All injuries, regardless of how minor, must be reported to the supervisor and the Jacksonville Office immediately. An employee who fails to fill out a "Notice of Injury Form" and send it to the Jacksonville Office can be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way may be required to submit to drug testing.
3. Hard hats will be worn by all employees on the project site at any time an overhead hazard exists. Alterations or modifications of the hat or liner are prohibited.
4. Safety glasses will be worn as the minimum-required eye protection at any time an eye hazard exists.
5. Fall Protection Requirements
 - a. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
 - b. Lifelines shall be erected by the contractor to provide fall protection where work is required in areas where permanent protection is not in place.
 - c. Structural steel inspectors are required to "hook up" with full body harness and lanyard.

- d. Manlifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift. Employees are not required to wear harnesses on scissor lifts.
- 6. Clothing must provide adequate protection to the body. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on projects. Sturdy work boots with rigid, slip resistant soles are required. Steel-toed work boots are required for Phase III inspection work.
- 7. All personnel will be required to attend safety meetings as stipulated by project requirements.
- 8. Firearms or illegal drugs are not allowed on company property or in company vehicles at any time.
- 9. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard-free. Cleanup is required at the end of each day and when a job is finished.
- 10. Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will not be permitted.
- 11. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include shovels with loose or split handles, broken hand tools, etc.
- 12. "Horseplay" on the jobsite is strictly prohibited.
- 13. The jobsite speed limit is the locally posted limit. No employee is permitted to ride in the bed of a truck. Employees must be sitting down inside the truck. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
- 14. Report all unsafe conditions and near accidents to Project Supervisor so corrective action can be taken.

15. Warning signs, barricades, and tags will be used to the fullest extent and shall be obeyed. All OSHA Safety Standards will be followed for job processes requiring fall protection. *SEE FALL PROTECTION PROGRAM.
16. Employees shall not enter any enclosed space such as a tank, manhole, vault, caisson or other such space without proper precautions.
 - a. Never trust your senses to determine if the air in a confined space is safe. You cannot see or smell many toxic gases and vapors, nor can you determine the level of oxygen present.
 - b. It is important to understand that some gases or vapors are lighter than air and some are heavier than air, so it is necessary to test all levels (top, middle, and bottom) of a confined space with properly calibrated instruments.
 - c. If testing reveals oxygen deficiency or the presence of toxic gases or vapors, the space must be ventilated and re-tested before entering. If ventilation is not possible and entry is necessary, employees must have appropriate respiratory equipment.
 - d. Employees entering a confined space shall:
 1. Test for adequate oxygen and presence of hazardous gases or vapors.
 2. Wear hard hat and safety belt or harness with lifeline.
 3. Have at least two persons remaining outside the space for rescue.
 4. Barricade the entrance to the space if it is in a traffic area.
 5. Maintain constant communication with the persons outside the space.
 - e. Employees shall wear coast-guard approved personal flotation devices when entering spaces which contain more than 3 feet of water.

B. COMPANY VEHICLES

1. Check vehicles before leaving the office to assure that all parts, equipment, and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before driving the vehicle. All defects shall be reported to the Office Manager.
2. All employees shall wear seat belts in accordance with state law, and all operators shall have a current state driver's license.
3. All employees using their personal vehicle for company business shall maintain liability insurance limits at least equal to the limits maintained by the company. These limits are:
 - a. Liability Limit, Each Occurrence - \$1,000,000.00
 - b. Bodily Injury - \$1,000,000.00
 - c. Property Damage - \$1,000,000.00
4. Operators of company vehicles are responsible to assure that all maintenance and preventative maintenance are performed in accordance with the manufacturer's recommendations.
5. All accidents shall be immediately reported to the proper authorities and to the Office Manager.
6. All vehicles shall be parked in a secure area and locked when not in use.

C. FIELD WORK AND SURVEYING

1. Survey crews shall place and maintain proper traffic control marking and signs when working on roadway or street right of way.
2. Headgear, Vest and Footwear Policy
 - a. All employees engaged in ground level field activities shall wear high visibility vests or approved high visibility outer garments in accordance with 701.12 of the Standard Specifications. Flaggers shall wear high visibility vests in accordance with 701.13 of the Standard Specifications at all times.
 - b. All employees are required to wear protective hardhats/caps when they are in an area where there is a potential for injury from falling, moving, swinging or flying objects.

- c. Safety-toe footwear shall be worn by employees engaged in operations where the danger of injury to the foot may occur.
- 3. All employees should wear appropriate clothing for the work task involved.
- 4. All tools shall be inspected and shall not be used unless they are in good condition.
 - a. Maintain blades of machetes, axes, chain-saws, brush hooks, etc. in a sound and sharp condition.
 - b. Inspect handles and replace if split or defective.
- 5. Employees shall learn to recognize and avoid:
 - a. Poison ivy, oak, sumac
 - b. Poisonous snakes
 - c. Stinging insects
 - d. Other natural hazards

If you need assistance with identification, consult your supervisor.
- 6. If an employee is injured, he shall immediately report it to his supervisor and obtain first aid if possible.
- 7. Only properly trained and licensed employees shall transport and/or use nuclear density testing equipment.
- 8. Employees shall wear Coast-Guard approved personal flotation devices when working in boats, on docks, or where the danger of falling into water exists.

It is understood that Hutchison Engineering, Inc. is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

ATTACHMENT A

JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. Safety Rules

- _____ Hard hats and safety glasses worn.
- _____ Shirts with sleeves worn.
- _____ Work shoes worn.
- _____ Work areas safe and clean.
- _____ No use of alcoholic beverages or controlled substances.
- _____ Possible drug testing of employees involved in accident(s) resulting in personal injury or property damage.

B. Recordkeeping

- _____ Annual safety meeting sign-in logs maintained in a folder with a copy forwarded to the Jacksonville office.

C. Housekeeping and Sanitation

- _____ General neatness.
- _____ Regular disposal of trash.
- _____ Passageways, driveways, and walkways clear.
- _____ Adequate lighting.
- _____ Waste containers provided and used.
- _____ Adequate supply of drinking water.
- _____ Sanitary facilities adequate and clean.
- _____ Adequate ventilation.

D. First Aid

- _____ First aid stations with supplies and equipment in field offices. The expiration dates of supplies checked monthly. Expired supplies discarded.
- _____ Injuries promptly and properly reported.

E. Personal Protective Equipment

_____ Hard hats.
_____ Hearing protection.
_____ Eye and face protection.
_____ Respiratory protection.
_____ Fall protection.

F. Fire Protection

_____ Fire extinguishers charged and identified.
_____ Flammable and combustible material storage area.
_____ Fuel containers labeled.

G. Hand and Power Tools

_____ Tools inspected.
_____ Power tools properly guarded.
_____ Safety guards in place.

H. Motor Vehicles

_____ Lights, brakes, tires, horn, etc., inspected at regular intervals.
_____ No overloaded vehicles.
_____ No riding in pickup truck beds.
_____ No riding on concrete trucks, loaders, backhoes, etc.
_____ Seat belts worn at all times.

ATTACHMENT B
SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be on the job, if required, and are available from the Construction Manager. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Construction Manager to ensure that all required equipment is present and in good condition.

- _____ Safety goggles, shields, and glasses
- _____ Hearing protection
- _____ Hard hats
- _____ First aid kit (check list inside kit)
- _____ Company "Safety Policy" in employee handbook
- _____ Safety harness w/lanyard if required
- _____ Safety vest
- _____ Work Boots
- _____ Any necessary respiratory equipment if required

ATTACHMENT C
SAFETY MEETING REPORT

A safety meeting report is signed to indicate attendance. This form is for employees to sign after attending their annual safety meeting. This form shall be filled out for each jobsite safety meeting that is held. After completion of the form, make a copy to maintain at each jobsite and return the signed original copy to the main office.

Safety Meeting Date: _____

Topic: _____

Safety Meeting Conducted

By: _____

Employee Name (printed)	Employee Signature	Job Title

ATTACHMENT D

EMPLOYEE ACKNOWLEDGMENT

I state that I have read and received a copy of the Hutchison Engineering, Inc. Safety Policy booklet.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to suspension or termination, in accordance with company policy.

EMPLOYEE SIGNATURE

DATE

CONSTRUCTION MANAGER

DATE

cc: Supervisor

ATTACHMENT E
NOTICE OF INJURY FORM

DATE OF INJURY OCCURRENCE: _____

HOW DID INJURY OCCUR: _____

WHAT TASK WAS BEING PERFORMED AT TIME OF INJURY: _____

WHO WERE YOU WORKING WITH AT THE TIME OF INJURY: _____

WHEN DID THE INJURY HAPPEN: _____

WHERE DID INJURY TAKE PLACE: _____

ANY ADDITIONAL INFORMATION THAT WILL AID IN EXPLAINING INCIDENT: _____
