

CHAPTER 1

SAFETY AND HEALTH MANAGEMENT SYSTEM

INTRODUCTION

State and federal law as well as company policy, makes the safety and health of our employees the first consideration in operating business. Safety and health must be a part of every operation, and part of every employee's responsibility, at all levels within any successful organization. It is the intent of HTS AmeriTek to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to his or her health. Your cooperation in detecting hazards and reporting to your supervisor immediately of any situation beyond your ability or authority to correct is mandatory. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

PURPOSE

The personal safety and health of each employee is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required to personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

POLICY: INDIVIDUAL COOPERATION NECESSARY

HTS AmeriTek maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but also between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety, act safely, and the job will be safer.

SAFETY PROGRAM GOALS

The objective of HTS AmeriTek is to sustain a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

AGREEMENT TO PARTICIPATE

Every employer is required to provide a safe and healthful workplace. HTS AmeriTek is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of HTS AmeriTek. The information in this manual constitutes a written injury and illness prevention program. While HTS AmeriTek cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious. Study the guidelines contained in this manual. Discuss the workplace situation with your supervisor. Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. If you don't understand any policy, please ask your supervisor.



Health and Safety Policy Statement

Accident prevention shall be considered the primary objective in all phases of operation and administration at HTS AmeriTek. It is the intention of HTS AmeriTek's management to provide safe and healthy working conditions with each assigned task. We feel the development and zero tolerance implementation of meaningful policies will provide the guidance to HTS AmeriTek employees to achieve our desire to reach a higher level of health and safety excellence through the utilization of comprehensive field audits which will be matrixed to reveal leading indicators and supervisor performance.

The prevention of accidents is a responsibility shared by all levels of our company. The basic requirement that each supervisor must make the health and safety of his employees his first priority is essential to the HTS AmeriTek safety program. It is important that each HTS AmeriTek employee adhere to established safe work procedures, but equally important that they convey an unyielding sense of pride in their work and safety attitudes.

We believe that accidents are avoidable with proper training and productive attitudes. HTS AmeriTek will provide adequate employee training in a proactive manor to maintain an advantage over the hazards in our industry.

The bottom line is that our health and safety values define us as a company. They express who we are and what we stand for, and provide all HTS AmeriTek employees with the opportunity to grow from every health and safety experience both on and off the job. At HTS AmeriTek, we hold an uncompromising commitment to health, safety, and the environment.

A handwritten signature in black ink that reads "D Beasley".

Dennis Beasley,
President

RESPONSIBILITIES

MANAGEMENT RESPONSIBILITIES

Line managers include all personnel responsible for major work units, including: President, Vice President, General Managers, Operations Managers, and Safety Managers.

- Be familiar and comply with the Environmental, Health, and Safety Manual and specific work procedures as they apply to their area of authority.
- Ensure that superintendents, supervisors, foreman are aware of and comply with Company and Client Health and Safety Policies and Procedures and/or Federal, State, Local Regulations
- Discipline, up to and including termination, of an individual for violations of company or client EHS programs, policies, procedures and/or State, Federal, and Local Regulations. Review and manage disciplinary action taken by front line supervision, resulting from violations of the EHS manual.
- Ensure incident investigations are conducted within the timelines established in this manual.
- Review and approve incident investigation finding in a timely, validating the root cause findings, ensuring that all aspects of the incidents are documented, and implementation of corrective actions is completed.
- Ensure correction, in a timely manner, of any unsafe conditions or work practices verified through auditing and/or inspection protocols.
- Assist Site Supervision in investigation all incidents in a timely manner. Document all aspects of incidents, identifying the cause and implementing the corrective actions to prevent recurrences.
- Attend training sessions as scheduled.
- Develop required site specific Plans in conjunction with Site Supervision.
- Review the site inspections, auditing and training documentation to ensure compliance.

SUPERVISOR RESPONSIBILITIES

This group includes lines management responsible for directly supervising workers.

- Be familiar and comply with the EHS Manual and specific work procedures as they apply to their area of authority.
- Attend all training scheduled.
- Take the lead in reporting and investigating and near misses in a timely manner. Ensure the incident procedures are following an incident, including appropriate work stoppage and securing the area. Document all aspects of the incident, identifying the root cause and provide recommendations for corrective actions to prevent recurrences.
- Immediate notifications to EHS departments of significant injuries, incidents or near misses to obtain support in dealing with incidents investigations.
- Correct any unsafe acts, unsafe conditions, or work practices as verified by audit and/or site inspections.
- Ensure the employees are aware of and comply with the EHS manual and or Client Health and Safety policies, procedures and/or Federal, State or Local Laws.
- Conduct and document safety meetings and training with employees under their direct supervision, and forward documentation to Corporate EHS Manger.

EMPLOYEE RESPONSIBILITIES

This includes all individuals, not supervising others, with only personal responsibilities for compliance with this manual.

- Read, understand, and comply with all company policies and procedures.
- Comply with the EHS Program as it pertains to their responsibilities as well as specific work procedures or rules as they apply to work.
- Attend all training as scheduled.
- Report all injuries, incidents and/or near misses immediately to your supervisor.
- Stop work if unsafe, or will result in any un-permitted release of hazardous material or waste to the environment, and immediately notify your supervisor.

SAFETY DEPARTMENT RESPONSIBILITIES

This group includes Corporate and site EHS staff as well as part time EHS representatives.

- Provide management at all levels with the information, advice, and assistance needed to formulate HTS AmeriTek's health and safety policy, including directives, procedures, and standards.
- Assist management at all levels in establishing and maintaining a healthful and safe working environment free from unacceptable risks, conforming to federal health and safety guidelines and including, but not limited to applicable standards, codes, and regulations.
- Monitor operations within HTS AmeriTek and, where appropriate, off-site facilities.
- Develop and provide general safety education and training programs.
- Assist in the development of specific job safety training programs.
- Develop plans and train response personnel to control emergency situations (severe weather, radiation, injury, fire, etc.).
- Provide health and safety support services assigned by the General Manager or Operations Manager.
- Maintain a staff of specialists or consultants knowledgeable in all areas of safety, including Construction, Safety Engineering, Industrial Hygiene, Safety Training and Education.
- Prepare and maintain HTS AmeriTek's Health and Safety Manual and other documents that relate to safety.
- Specify proper protective equipment for employees.
- Check plans of all new projects for construction safety, industrial safety, and other safety review as required by federal and HTS AmeriTek regulations.
- Stop operations where a hazard to life or major property damage is imminent and follow with documented evidence.

STOP WORK AUTHORITY

The ability for any employee to immediately stop a job for safety concerns is a vital right all HTS AmeriTek employees are given. Our Stop Work Authority training will include the following:

- Employees must receive Stop Work Authority training before initial assignment. The training must be documented including the employee name, the dates of training and subject.
- All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.
- No work will resume until all stop work issues and concerns have been adequately addressed.
- Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated by the host facility.
- Employees are responsible to initiate a Stop Work Intervention when warranted and management is responsible to create a culture where Stop Work Authority is exercised freely.
- When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.
- All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.
- Stop Work reports shall be reviewed by supervision order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of "Safety Flashes".
- It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

SAFETY RULES FOR ALL EMPLOYEES

It is the policy of HTS AmeriTek that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety

consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment.

No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. A copy and explanation of our policy and rules will be provided at the time of employment. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project, and if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices.
2. Client rules supersede HTS AmeriTek rules if they are more stringent. You must know, understand, and practice the safety rules of the client.
3. The supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
4. All employees will attend all safety orientations, training, and weekly safety meetings that are sponsored, offered, or required by clients as well as HTS AmeriTek.
5. When required, personnel will attend formal safety training such as breathing air equipment operations & maintenance, fire extinguisher operations, man lift operations, etc.
6. Good housekeeping must be practices at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
7. Suitable clothing and footwear must be worn at all times. As a minimum requirement, each person shall be outfitted with the following while working inside a refinery, petrochemical plant or fabrication shops:
 - Nonmetallic hard hat
 - Safety glasses with side shields
 - Contact lenses are prohibited
 - All leather shoes or boots (full foot coverage)
 - Full length pants or coveralls
 - Shirt (no sleeveless or tank tops)
 - Chemical goggles
8. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job.
9. A face shield must be worn over safety glasses/goggles when installing nails with the pin gun.
10. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or wellbeing of other employees are prohibited.
11. Smoking is permitted only in areas designated as such by the client.
12. Firearms and other weapons are not permitted on any job site (including parking lots).
13. Gambling or related paraphernalia is not permitted on any job site (including parking lots).
14. Do not enter any roped off or barricaded area unless authorized to do so.
15. Use only tools that are in a safe serviceable condition and use them only for the purpose they were designed.
16. Work shall be well planned and supervised to avoid injuries in the handling of heavy equipment.
17. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
18. There will be no consumption of liquor or beer on the job.
19. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.
20. Employees shall not handle or tamper with any electrical equipment, machinery, or air/water lines in a manner not within the scope of their duties, unless they have received specific instructions.
21. All injuries should be reported to the supervisor that arrangements can be made for medical or first aid treatment.
22. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.

23. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
24. Do operate mechanical equipment without prior training and obtaining a verification card.

TRAINING

Training is one of the most important elements of any injury and illness prevention program. While HTS AmeriTek believes in skills training, we also want to emphasize safety training. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- The success of HTS AmeriTek's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the company.
- Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of HTS AmeriTek's injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards, to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual. Annual supervisor training will focus on the following topics:

- HTS AmeriTek's Safety Policy and Rules
- Client (Host employers) safety policies and rules
- Supervisors role in safety (authority/responsibility)
- Documentation requirements
- Jobsite hazard recognition, remediation and control
- Jobsite safety inspections and audits
- Jobsite first aid/medical attention
- Accident/Injury/Incident reporting
- Management of Accidents/Injuries/Incidents

COMPANY-WIDE SAFETY MEETINGS

HTS AmeriTek has safety meetings at a minimum on a monthly basis. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in a language understandable to every employee, the content of the injury prevention program, special work side hazards, serious concealed dangers, and material safety data sheets. The supervisor will review a portion of the company's safe work practices contained in this booklet, or other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-in sheet will be passed around each meeting, and notes of the meeting will be distributed afterwards. Employee attendance is mandatory and is compensable unless part of an official state approved training program or pre-employment requirement.

EMPLOYEE RESPONSIBILITY FOR TRAINING

Teaching safety is a two-way street. HTS AmeriTek can preach safety, but only employees can practice safety. Safety education required employee participation. Prior to any project or Turn Around, a kick-off meeting for all employees will be conducted for the purpose of safety instruction. The employees will discuss the application of the company's injury and illness prevention program to actual job assignments. They will also read and discuss a

section of the manual and review application of general safety rules to specific situations. They will also read and sign the Employee Safety Responsibilities form (Exhibit B). Remember, the following general rules apply in all situations:

- No employee should undertake a job that appears to be unsafe.
- No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
- No employee should use a chemical without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- Mechanical safeguards must be kept in place, if unsafe tag with a “red” Do Not Use tag.
- Employees must report any unsafe conditions to the job site supervisor and the Responsible Safety Officer.
- Any work-related injury or illness must be reported to management at once.
- Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

COMMUNICATION

Employers should communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. HTS AmeriTek communicates with its employees orally, in the form of directions and statements from your supervisor, written, in the form of directives and this manual, and by example. If you see a supervisor or management do something unsafe, please tell that person. We sometimes forget actions speak louder than words.

ACCIDENT PREVENTION POLICY POSTING

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the company. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. (See Employee Safety Responsibilities form Exhibit B.) Your responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe practice rules.
- Know that disciplinary action may result from a violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when they perform unsafe acts.
- Don't take chances.
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Report all unsafe conditions or equipment to your supervisor immediately.

SAFETY AUDITS

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, HTS AmeriTek hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety.

Based upon the study of past accidents and industry recommendations, a safety-training program has been implemented. In addition to historical information, workplace safety depends on workplace observation. Your supervisor is responsible for inspecting your working area throughout your shift, but this does not mean you are no longer responsible for inspecting the workplace also. Each day, before you begin work, inspect the area for any dangerous conditions. Inform your supervisor of anything significant, so other employees and guests are advised. You will also be given written communications regarding unsafe conditions or serious concealed dangers. Review

this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Managers must provide written notice to employees of any serious concealed dangers to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employees managers are required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated. Merely identifying the problem is not sufficient. The danger must be reported to the appropriate supervisor and the Responsible Safety Officer, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.

WORKPLACE INSPECTIONS

In addition to the examination of records, work place safety inspections will occur periodically at random, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and HTS AmeriTek code of safe work practices.

ACCIDENT INVESTIGATION

A primary tool used by HTS AmeriTek to identify the areas responsible for accident is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management, and if the accident resulted in serious injury, to HTS AmeriTek's attorneys. If the accident resulted in serious injury, the procedure will be directed by the attorneys to provide the most reliable evidence or description legally permissible. All investigations pursuant to the directions of legal counsel will be protected by all applicable privileges, if any. The attorney will provide more detail on this topic during the investigation. A written report should be prepared from notes and diagrams made at the scene, or a portable tape recorder will be used to record direct eyewitness statements as near to the actual time of observation as possible. All statements should include the time and date given, and the town or county where the statement was made. If the statement is intended to be used in court proceedings, a suitable formal statement is required, otherwise, a simple statement that the description is sworn to be true under penalty of perjury with the date, place and time should be included. All pictures should be similarly identified. Let people know on tape that they are being recorded. If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the Company lawyer attend your statement at no cost to you. A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data is analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

RECORDS

HTS AmeriTek maintains records of employee training, hazard identification, and accident investigation. HTS AmeriTek handles all personal matters under HIPPA law. Records and documentation are private and shall not be discussed with anyone without prior consent and approval.

OSHA RECORDS REQUIRED

Copies of required accident investigations and certification of employee safety training shall be maintained by the Responsible Safety Officer. A written report will be maintained on each accident, incident, injury, or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on the OSHA Log and Summary of Occupational Injuries Form 300 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 301, or Employers Report of Injury or Illness Form TWCC-1. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 300A. These records are maintained for five years from the date of preparation.

GENERAL SAFETY STATEMENT

Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and HTS AmeriTek that you report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. HTS AmeriTek encourages you to report your concern to your supervisor. The supervisor will take immediate action to investigate the matter.

PERSONAL PROTECTIVE EQUIPMENT

Proper safety equipment is necessary for your protection. HTS AmeriTek provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly – all snaps and straps fastened, cuffs not cut or rolled. Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective equipment. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act. Safety goggle, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace approved equipment without permission from your supervisor. Rubber gloves and rubber aprons shall be worn when working with acids, caustics or other corrosive materials. Specified footwear must be worn. No jewelry shall be worn around power equipment. Hearing protective devices (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels. Your supervisor will instruct you in the proper use of the equipment.

PROTECTIVE CLOTHING

Proper safety equipment is necessary for you protection. The Company provides the best protective equipment it is possible to obtain. Use all safeguards, safety equipment, or devices furnished for your protection and carry out all regulations that may concern or affect your safety. Wear your gear properly – all snaps and straps fastened, cuffs not cut or rolled. Your supervisor will advise you as to what protective equipment is required for your job.

SMOKING

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. You can help prevent fires by observing the smoking rules:

- Smoking is not allowed on the site, except in designated areas.
- Smoking is not permitted in rest rooms.
- If you are not sure about where you may smoke, ask the supervisor.

REPORTING

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented to the company for disclosure to its insurance carrier and for remedial action at the work site.



Employee's Safety Responsibilities

You have a responsibility to:

- Work safely to the best of your knowledge.
- Immediately correct or report unsafe conditions to your supervisor and/or safety representative.
- Provide information to supervision for improving site safety conditions.
- Obey all rules, regulations and safety instructions given to you on all projects.
- Understand site safety goals and objectives.
- Wear required safety equipment, and wear it properly.
- Attend all scheduled safety training sessions.
- Take an interest in the safety of all crew members – especially those less experienced. Your guidance and the benefit of your experience will be appreciated.
- Have a working knowledge of all tools and equipment before operating them.
- Pay special attention to new employees. They may not know all the rules and may need your help to work on the assigned project/site in a safe manner.
- Discuss any assignment that you feel is unsafe with your supervisor. If you are still not convinced that you have been requested to perform a task in a safe manner, then use the open-door policy. Discuss the issue with the next supervisor up the chain of command (all the way to the project manager or the safety representative) until you are satisfied that the assignment or work procedure is safe.
- You will be subject to disciplinary action by your supervisor for committing an unsafe act, which may include termination of employment. Taking chances or risks concerning safety will not be tolerated!

UNSAFE ACTS ARE PROHIBITED!

HTS AmeriTek desires the reputation for being the safest company in the industry. This requires everyone working on our projects to be safety-conscious. Don't forget that **YOU** are the safety program and **"Safety is no accident"**.

Name: _____

Social Security Number: _____

Job Title: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND MY SAFETY RESPONSIBILITIES AS DEFINED ABOVE.

Signature: _____



Supervisor's Safety Responsibilities

As a supervisor you are required to:

- ◆ Possess a comprehensive knowledge of all accident prevention standards and project safety rules.
- ◆ Accept responsibility for the implementation of all accident prevention standards and safe work practices at the project/site.
- ◆ Explain all applicable safe practice rules and regulations to all employees under your direct supervision and ensure each employee understands the rules and regulations.
- ◆ Consistently enforce safety regulations and rules.
- ◆ Maintain a zero tolerance for unsafe acts.
- ◆ Monitor employees' performance to ensure the use of safe work practices.
- ◆ Be responsible for the use and maintenance of all personal protective devices, equipment and safeguards.
- ◆ Notify your direct supervisor and/or the Project/Safety Representative concerning work areas where unique hazards exist and/or special assistance is required.
- ◆ Perform routine and organized safety inspections of your work areas.
- ◆ Attend and participate in all supervisor safety meetings.
- ◆ Conduct "toolbox" incident-prevention meetings for all employees under your supervision as required by project procedures.
- ◆ Report immediately all incidents which could have resulted in personal injury or property damage.
- ◆ Assist in incident investigations and submit a report promptly on required forms.
- ◆ Analyze work practices in detail for the purpose of issuing safety task assignments and for the establishment of safe work practices.
- ◆ Participate in the preparation of departmental or project safe practice rules.
- ◆ Correct recognized hazards on the immediately.
- ◆ Ensure a consistent use of the Job Hazard Analysis (JHA).

Foremen and field supervisors are to read and sign this form acknowledging receipt and understanding of their safety responsibilities as defined above.

Name: _____

Social Security Number: _____

Supervisory Position/Craft: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND MY SAFETY RESPONSIBILITIES.

Signature: _____