

CHAPTER 5

RESPONSIBLE SAFETY OFFICER

GENERAL STATEMENT

The Responsible Safety Officer is the person who has been delegated the authority to develop and administer HTS AmeriTek's Safety and Health Program. Supervisors **must** ensure that all additions, deletions, or alterations to HTS AmeriTek procedures are carried out consistent with "Management of Change" procedures.

DUTIES

By law, the Responsible Safety Officer is the person designated by the company with the duty and authority to implement and maintain HTS AmeriTek's Safety and Health Program. The Responsible Safety Officer is assigned the responsibility of providing technical guidance and services in the field of health and safety needed by HTS AmeriTek management. To fulfill this objective the Responsible Safety Officer is required to:

- 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 Company Officer.
- 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.

AREAS OF RESPONSIBILITY

The functions of the Responsible Safety Officer are divided into four areas:

1. Operations
2. Engineering Services/Occupational Safety and Health
3. Industrial Hygiene
4. Common Functions

Some of these functions may be delegated in whole or in part to staff and/or outside consultants.

OPERATIONS

This area deals with the day-to-day safety operations of HTS AmeriTek. The Responsible Safety Officer, with the help of Supervision, will help in the planning or preparation of hazardous projects and analysis of difficult safety problems. Together, they provide on-site training; protective equipment and other safety-related equipment for hazardous operations.

ENGINEERING SERVICES / OCCUPATIONAL SAFETY AND HEALTH

The primary concern of this area is the general safety of HTS AmeriTek. Its responsibilities include:

Occupational Safety:

- Investigation, statistical analysis, and review of personal injury, property damage, and vehicle accident reports.
- Recommendation on protective clothing and equipment for eyes, head, feet, and hands to prevent traumatic injury.
- Evaluation of material handling and storage facilities, such as manual and mechanical handling devices, slings, ropes, chains, and hooks.
- Recommendation on proper use and care of ladders, ramps, elevated walks, and work platforms.
- Determination of qualified operators of special vehicles and equipment.
- Mechanical Safety:
- Review inspection of hazardous equipment.
- Advise on vehicle safety.
- Recommendation of adherence to mechanical design codes, standards, and procedures.
- Provision of non-destructive testing services.
- Reviews of Operational Safety Procedure relating to hazardous equipment.

INDUSTRIAL HYGIENE

This function must recognize, evaluate, and recommend control for occupational health hazards. Outside consultants are responsible for providing the following services:

- Toxicology of occupational chemical hazards
- Noise and sound analysis
- Measurement of physiological stresses, such as temperature extremes.
- Recommendations for protective equipment, such as respiratory, hearing, and special eye protection.

COMMON FUNCTIONS

All the functions of the Responsible Safety Officer include the following areas of responsibilities:

- Environmental Monitoring: Including both workplace and office data collection and measurement techniques.
- Safety Resource Library Maintenance: The Responsible Safety Officer should either maintain or have the Company maintain a library that contains copies of codes, standards, safety manuals, and reports that regulate HTS AmeriTek's safety program. The library also contains copies of text and reports regarding health and safety.
- Industrial Hygiene and Environmental Protection: Maintain extra protective clothing, safety glasses and safety shoes for guests and existing employees needing temporary replacement of their protective equipment.