2.24.23

SAFETY ORIENTATION, TRAINING, AND MEETINGS

LET'S TALK ABOUT IT.

The Company is committed to providing health and safety related orientation and training for all employee-owners at all levels of the organization. The Company will maintain and support a program to educate and familiarize employee-owners with health and safety procedures, rules, and safe work practices. The training subjects and materials are developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to the following:

- Company-specific accident and incident data
- Hazards associated with the work area
- Hazards associated with a specific job or task
- Operation of specific equipment
- Personal protective equipment
- Emergency procedures
- Employee-owner accident reporting requirements
- Modified Work & Early Return to Work Program
- Any OSHA-required training not included or addressed above

TOOLBOX TALKS

Toolbox talks of 5 to 10 minutes must be held by superintendents and/or foremen each week. Our expectation of continuous improvement relies upon jobsite management to provide ongoing and continuous employee-owner training. The subject to each training talk should be chosen to relate to the type of work that is being performed. Some examples include:

- The use of safety glasses when using circular saws, grinders, table saws, radial arm saws, jackhammers, power actuated tools, etc
- The proper setup and use of ladders
- Hard hats and why they are necessary
- A discussion of a recent accident and its cause(s)
- A discussion of an old accident
- A discussion of disciplinary procedures for failure to comply with safety policies

JSA (JOB SAFETY ANALYSIS) MEETING

A Job Safety Analysis (JSA) is a procedure that helps integrate accepted health and safety principles and practices into a particular task or job operation. In a JSA, each basic step is to identify potential hazards and recommend the safest way to do the job. You can find a Job Safety Analysis Form in the Company Safety Management System.

Ideally, all jobs should be subjected to a JSA. In some cases, there are practical constraints posed by the amount of time and effort required to do a JSA. Another consideration is that each JSA will require revision whenever equipment, raw materials, processes, or the environment change. For these reasons, it is usually necessary to identify which jobs are to be analyzed. Even if an analysis of all jobs is planned, this step ensures that the most critical jobs are examined first.

Factors to be considered in setting a priority for analysis of jobs include:

- Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in serious injuries.
- Potential for severe injuries or illnesses: the consequences of an accident, hazardous condition, or exposure to harmful products are potentially severe.
- Newly established jobs: due to a lack of experience in these jobs, hazards may not be evident or anticipated.
- Modified jobs: new hazards may be associated with changes in job procedures.
- Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs, and a JSA provides a means of reviewing hazards.

THE SAFETY DEPARTMENT
HAS MANY JSA'S ON FILE
Contact the Safety Department to schedule a JSA

JOBSITE SAFETY MEETINGS

Jobsite safety meetings will be held as required by the Safety Department or determined by the project team to notify and train the project personnel. Example meeting topics include new tasks, starting a new activity such as blasting, "lessons learned" from the previous month, "near misses", or training.

SAFETY STAND DOWN MEETINGS

Safety stand down meetings may be used after an incident or "near miss" to inform or train the project personnel on the incident to prevent a repeat occurrence.