

## **ROTARY SERVICE COMPANY INC ENVIRONMENTAL HEALTH AND SAFETY POLICY**

**ROTARY SERVICE COMPANY INC** is to conduct all business activities in a manner that protects the environment, health, and safety of our employees, customers and the public.

**Environment:** RSC will comply with all applicable laws and regulations to promote waste reduction, resource and property conservation and environmental protection. RSC will train employees to be knowledgeable of all environmental matters relevant to their work.

**Health and Safety:** RSC will design, construct, maintain and operate to protect human and physical resources; provide and require use of adequate protective equipment and measures, and require that all work, however urgent, be done safely.

### **INTRODUCTION**

**Thousands of accidents occur daily throughout the United States. These normally result from a failure of people, equipment, supplies, or surroundings to behave as expected.**

This booklet is designed to provide the RSC employee with essential safety information regarding field service operations. You must know and follow these safety rules while working for RSC. Should you be unsure of a situation, STOP and ask. Safety compliance is a requirement for employment, and each employee must be infinitely aware of RSC safety requirements, and those of our customers.

Ignorance of site specific safety instructions is no excuse for sustaining injury or being responsible for the injury of someone else. The responsibility for the injury of a fellow worker will stay with you for the rest of your life.

Should you observe any condition, act, practice or method of work which appears dangerous, report it immediately to your supervisor. Injuries, no matter how slight, MUST be reported to your supervisor immediately.

You must be alert for the safety of personnel unfamiliar with the facility and new employees. Frequently, these personnel are unfamiliar with the movement of machines, equipment and / or operations being conducted around them.

**Safety is the responsibility of every individual**, whether at home, or on the job. Your best safeguard is to train yourself to THINK and PLAN for your own safety and the safety of those working with you. If you do not plan ahead, you will NOT ACT and WORK SAFELY. This is your first duty to yourself, your family, your co-workers and your company.

The rules and instructions contained in this booklet are supplementary to applicable Federal, State, and Local laws and regulations. In the event of conflicts, the higher standard of safety shall apply.

### **GENERAL REQUIREMENTS**

1. **Safety Orientation:** Each employee, as a requirement for employment, will be required to read & sign the Rotary Service Company ENVIRONMENTAL HEALTH AND SAFETY POLICY.

2. Work must be completed in a manner that complies with federal, state and local safety rules and regulations. Deviation from these standards is subject to discipline, ranging from verbal warning up to and including discharge from the company.
3. Harassment of employees will not be tolerated and may result in disciplinary action.
4. Horseplay is strictly prohibited.
5. Firearms of any type are prohibited.
6. Intoxicants or judgment impairing drugs or persons under the influence of such items will not be tolerated on the job site. Violators will be dealt in accordance with the company drug and alcohol policy.
7. Personnel driving company vehicles MUST have a valid driver's license.
8. There will be no fighting.
9. Destructive behavior will not be tolerated. Should any RSC employee be asked to vacate a motel, or other public facilities due to this, disciplinary action will be taken and any damages withheld from the employee's pay.
10. All individuals are responsible for good housekeeping.

## **EMPLOYEE SAFETY RESPONSIBILITIES**

### **SAFETY DIRECTOR**

#### **SUMMARY**

Plans, directs, and implements organization safety program to ensure safe, healthy, and accident-free work environment by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Plans and implements safety policies and procedures in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations.
2. Plans and implements safety policies and procedures in compliance with Mining Safety & Health Administration (MSHA) rules and regulations.
3. Plans and implements programs to train managers and employees in work site safety practices, fire prevention, and correct handling techniques for chemicals, toxins, equipment, and other materials.
4. Prepares studies and analyses of industrial accident causes and hazards to health for use by company personnel and outside agencies.
5. Inspects organization facilities to detect existing or potential accident and health hazards, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented.
6. Provides information, signs, posters, barriers, and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions.
7. Leads the investigation of accidents and injuries and cooperates in the preparation of material and evidence for organization use in hearings, lawsuits, and insurance investigations.
8. Compiles and submits accident reports required by regulatory agencies.
9. Oversees the administration of workers' compensation program, including working with the insurance carrier to reduce employee lost time.
10. Prepares and arranges safety exhibits and material for display, promotional work, industry conferences, and exhibitions.
11. Represents the organization in community or industry safety groups and programs.
12. Maintains safety files and records.

### **PROJECT SUPERVISOR**

#### **SUMMARY**

The project supervisor inspects machinery, equipment, and working conditions in industrial or other setting to ensure compliance with occupational safety and health regulations by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Inspects machines and equipment for accident prevention devices.
2. Conducts daily toolbox safety meetings.
3. Observes workers to determine use of prescribed safety equipment such as glasses, helmets, goggles, respirators, and clothing.
4. Inspects specified areas for fire prevention equipment and other safety and first-aid supplies.
5. Tests working areas for noise, toxic, and other hazards.
6. Prepares report of findings with recommendations for corrective action.
7. Investigates accidents to ascertain causes for use in recommending preventive safety measures and developing safety program.
8. Demonstrates use of safety equipment.

## **FIELD SERVICE TECHNICIAN**

### **SUMMARY**

Inspects and operates machinery, equipment, and working conditions in industrial or other setting to ensure compliance with occupational safety and health regulations by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Inspects machines and equipment for accident prevention devices prior to operation.
2. Uses prescribed safety equipment such as glasses, helmets, goggles, respirators, and clothing.
3. Inspects specified areas for fire prevention equipment and other safety and first-aid supplies.
4. Recommends preventive safety measures where observed.
5. Demonstrates correct use of safety equipment.

### **SELF INSPECTION OF THE WORK AREA/TOOLBOX SAFETY MEETINGS**

1. An Initial Assessment of the work area will be performed upon arrival at the facility
  - Supervisor will utilize a checklist to conduct preliminary hazard survey
  - Supervisor should be accompanied by qualified plant personnel to explain process or steps that are not evident to the surveyor (supervisor)
2. Additional assessments will be performed at the beginning of each shift.
3. Self Inspection Checklists will include the following:
  - Required postings
  - Record Keeping
  - Walking and Working Surfaces
  - Chemicals and Materials Hazards
  - PPE
  - Safety Attitude
  - Environmental Controls
  - First Aid
  - Fire Safety
  - Equipment
  - Electrical Equipment
  - Lifting (ergonomics)
  - Compactor/Trash Disposal
  - Janitorial Closets/Storage Areas/Housekeeping

### **SAFE WORK PRACTICES**

1. All work-related injuries, no matter how minor, **MUST BE REPORTED TO YOUR IMMEDIATE SUPERVISOR.**
2. Equipment, ladders, man-lifts and other devices used to complete the work will be inspected before the start of each shift. Defective equipment will be tagged out and removed from the work area immediately. Supervisors will assure the defective equipment is removed from service, and placed in the broken tool holding area for repair or replacement. Broken or defective serial numbered items or items with an identification tag will be identified on the daily supervisor's sheet.

3. Unsafe conditions, unsafe practice and near misses, must be reported to your supervisor immediately.
4. Pre-job planning should take into account weather conditions that may affect the ability to safely perform the job duties.
5. You must obey all warning signs, labels and placards at each and every facility no matter how minor they may appear.
6. Work on electrical devices or circuits are prohibited unless trained and authorized to do so.
7. Equipment must not be operated without manufacturer guards in place.
8. All work areas MUST be barricaded with either (RED) danger tape or (YELLOW) caution tape, whichever deemed necessary for the job duties. A Caution/Danger sign must be attached to the appropriate tape to determine the potential hazards.

**CAUTION (YELLOW) = PROCEED WITH CAUTION**  
**DANGER (RED) = DO NOT CROSS**

9. All floor openings must be barricaded or properly covered and labeled.
10. Personnel will exercise care when lifting objects and obtain help when needed.
11. Prior to starting work, locate the nearest safety showers, eyewash station, and evacuation areas.
12. Personnel will not perform a duty unless trained or walked through the hazards and fundamentals of that duty.
13. All workers will, without exception, wear required personal protective equipment for the job being performed.
14. All personnel have equal responsibility concerning safety on the job.

## **PERSONAL PROTECTIVE EQUIPMENT**

1. Personal Protective Equipment (PPE), hard hat, safety glasses, sturdy work boots with hard soles, must be worn in plant areas at ALL times. PPE should be properly cleaned and kept in good order at all times.
2. ANSI approved (Z89.1 1986 Class A or B) non-conductive hard hats shall be worn. Hard hats with cracks, holes and damage from foreign objects MUST be replaced immediately.
3. ANSI approved safety glasses with sideshields (designation of Z87.1 1989) are required. They are required in all open construction vehicles when operating or using any tools. Clear lenses are required for ALL inside work activities.
4. Hearing protection is required in all plant areas where “**HEARING PROTECTION REQUIRED**” signs are posted.
5. Appropriate protective gloves must be used when handling sharp objects, chemicals, hot materials or other tasks that require them. It is always a good practice to wear gloves at all times while working to reduce the risk of injury to the hands.
6. When a respirator is required, facial hair cannot interfere with the seal, and documented fit-testing procedures must be followed. Dust masks are NOT approved for working in dusty atmospheres. A filter cartridge respirator must be worn with the correct filter for the job.
7. Additional protective equipment (goggles, face shields, chemical suits, protective boots, etc.) may be required for certain jobs. Always wear such equipment specified for the area in which you are working.

## **ELEVATED WORK**

Each employee has the responsibility to prevent falls and abide by applicable OSHA requirements.

### REQUIREMENTS:

- A. 100% fall protection is required for all personnel when performing elevated work.
  1. When working at elevations of four feet or higher, permanent guardrails will be used. Where guardrail systems are not present, fall arrest equipment must be worn (body harnesses)
  2. If work cannot be completed from a permanent platform, aerial lifts or scaffolding can be used.
  3. Workers shall wear only approved full-body harness (no belts)

4. All harnesses shall have 100% tie off capabilities. (Two lanyards)
5. Only double locking snap-hooks are to be used.

**SCAFFOLDING** – All scaffolding must be built and used according to OSHA regulation 1926.451 subpart “L”.

- A. All scaffolding must be erected, moved, dismantled or altered by or under the direct supervision of a competent person.
- B. A competent person is one who has documented training on scaffolding building as per OSHA 1926.451 subpart “L”.
- C. All scaffolding must have tags and/or signage to indicate the condition of the scaffolding. A “scaffitag” is acceptable. The following colors indicate scaffolding conditions:
  1. **RED** – DANGER DO NOT USE SCAFFOLD. To be used on incomplete or erection in progress scaffolds.
  2. **GREEN** – SCAFFOLD IS SAFE TO USE. Personal fall arrest equipment is not required if scaffold working surface is fully guarded.
  3. **YELLOW** – CAUTION. Scaffold is safe to use but personal fall arrest equipment is required. Scaffold deficiency must be identified on tag or sign.

## **LADDERS**

### A. Portable Ladders

1. Extension ladders must be tied off to a fixed structure prior to use. In addition, the person using must use personal fall arrest equipment when working four feet or higher.
2. A-frame step ladders eight feet or higher must be tied off also.
3. Extension ladders must be held at their base by a second person while the first person climbs the ladder to tie it off. This includes the last trip down after untying a ladder at the top. If a ladder cannot feasibly be tied off, then it can be held at the base by this second person during ladder use.
4. Non-self supporting ladders shall be erected on a sound base and must have ladder feet. A four to one pitch should be used for the ladder slope.
5. The top of a ladder used to gain access to a roof or upper level must extend at least three feet above the point of contact.
6. Ladders shall be used for designated purposes only.
7. Ladders must be inspected prior to any use. Any damaged ladders must be immediately removed from service and tagged. “Damaged – Do Not Use.”
8. A- frame stepladders should not be used in the closed position.
9. All extension ladders must be equipped with safety feet.

### B. Ladders – General

1. Each person using ladders shall attend training in safe ladder use. (OSHA 10-hour class)
2. Three-point contact must be maintained when climbing ladders (i.e., two feet and one hand or one foot and two hands).

### C. Aerial Lifts

1. Only trained authorized persons shall operate this equipment.
2. Safety harnesses must be worn and tied off to the basket.
3. Do not work off the handrail, planks, or other devices meant to raise the work position.
4. Boom and basket load limits shall not be exceeded. Outriggers must be used when provided.
5. Aerial lifts must be inspected prior to each use.
6. Aerial lifts should not be used to hoist materials.
7. Comply with appropriate OSHA regulations whenever using man-baskets.

## **ELECTRICAL SAFETY**

All electrical work shall be in compliance with the National Electrical Code and OSHA requirements.

1. ONLY AUTHORIZED AND QUALIFIED PERSONNEL are allowed to make electrical connections or repair electrical equipment and wiring.
2. Extension cords must be the 3-wire types. Worn or frayed cords shall not be used.
3. Respect any loose or exposed electric wires. All wires must be considered as being “live” until it is positively known they are dead.
4. Do not walk, climb or tie off on electrical conduit.
5. Exposed bulbs on temporary lighting shall be guarded to prevent accidental contact. Temporary lights shall not be suspended by their electrical cords unless designed for this use.
6. Electrical tools must be checked daily to ensure they are safe to operate.

## **MACHINE GUARDING**

1. DO NOT operate any equipment until all guards are in place.
2. Lock-outs must be performed prior to the removal of any guards. After adjustments are made, guards are to be replaced before any equipment may be energized.
3. Exceptions to the above rules must be handled through the use of authorization from the safety manager or general manager.

## **LOCK-OUT / TAG-OUT PROGRAM**

### ***BASIC REQUIREMENTS:***

The Rotary Service Company Inc lock-out/Tag-out program has been established to provide a systematic method for preventing injury or death to personnel during maintenance, servicing and cleaning activities by disabling machinery or equipment to prevent the unexpected release of potential energy (i.e. electrical, thermal, chemical, pneumatic).

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### ***DEFINITIONS:***

**Affected employee** – An employee whose job requires him/her to work in the area of machines or equipment that are locked/tagged out. An authorized employee and an affected employee may be the same person when an affected employee’s duties involve locking/tagging out machines or equipment in his/her work area.

**Authorized employee** – An employee who performs a lock-out/tag-out on machines or equipment in order to perform servicing or maintenance on that machine or equipment.

**Energized** – Machines and equipment are energized when (1) they are connected to an energy source or (2) they contain residual or stored energy.

**Energy** – isolating devices – Any mechanical device that physically prevents the release of energy (i.e. manually operated circuit breakers disconnect switches, line valves, blocks, etc.)

**Energy source** – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**Lock-out** – The placement of a lock-out device on an energy-isolating device.

**Lock-out device** – Any device that uses positive means such as a lock to hold an energy-isolating device in a safe position, thereby preventing the energizing of machinery or equipment. When properly installed a blank flange or bolted blind flange (pancake) is considered equivalent to a lock-out device.

**Tag-out** – the placement of a tag-out device on an energy-isolating device to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tag-out device is removed.

**Tag-out device** – Any prominent warning device, such as a tag and a means of attachment that can securely fastened to an energy-isolating device. The tag indicates that the machine or equipment to which it is attached is not to be operated until the tag-out device is removed in accordance with the lock-out/tag-out procedures.

## **Lock-out/Tag-out Equipment**

1. All lock-out and tag-out devices should be standardized according to color, shape and size.

2. Lock-out and tag-out devices must not be used for any other purposes.  
**Designated locks are for lock-out use only! Anyone found violating this procedure is subject to disciplinary action.**
3. Tags must always accompany locks. The tag must identify the name of the person who applied the tag.
4. Tags are used as primary method of isolation ONLY when an energy-isolating device does not facilitate the use of a lock. When only tags are used, they should be securely attached with nylon ties or an equivalent.

### **Lock-out/tag-out General Procedures**

#### **Machinery /equipment isolation:**

1. The authorized employee performing the job must understand the energy hazards/controls and ensure all affected employees are notified that the machine/equipment is being shutdown and lock-out.
2. The authorized employee must work with the plant operator to ensure affected machinery/equipment is stopped using the normal procedures.
3. The authorized employee must communicate with all affected personnel regarding the machine/equipment being isolated.
4. All energy sources must be identified and isolated and all stored energy (i.e. steam, air, water pressure, etc.) dissipated. When disengaging an electrical disconnect; always stand to the side.
5. A standardized lock and tag must be affixed to isolate all energy sources.
6. Each tag must display the name of the authorized employee.
7. All keys associated with the lock-out must be kept in the possession of the authorized employee who applied the lock.

**Each individual involved in the work must have a lock and tag on the Machinery/equipment except where group lock-out procedures are utilized.**

8. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed and then verifying the isolation of the machinery/equipment by having the operator go through a normal start up sequence.

**Ensure the operator returns controls “neutral or off” after verifying The isolation of the machinery/equipment.**

9. If the equipment is equipped with a local start/stop, verify that the machinery/equipment can not be energized from the local start/stop switch. After doing so lock the local start/stop device.

### **Lock-out / Tag-out Removal**

1. Clear all tools and materials from the machine or equipment before start-up.
  2. Ensure all employees and materials are at a safe distance before machine or equipment is energized.
  3. Remove the lock-out / tag-out devices and re-energize.
- NOTE: Each individual is responsible for removing his/her lock(s)/tag(s) when the work is completed.**

**This concludes the safety training for:**

**ROTARY SERVICE COMPANY  
ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

**By signing this form, the employee states that the following information in this packet has been read and that all procedures and rules that apply to each individual will be followed.**

**Additional site specific training may be required.**

**I have read the following information and will abide by all guidelines stated above.**

**EMPLOYEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**SAFETY MANAGER:** \_\_\_\_\_