

Safety Program – Table of Contents**I) INTRODUCTION**

- A) Kiemle-Hankins and Birclar Safety Policy**
- B) Overview**
- C) General Responsibilities**
- D) Definitions**
- E) Contact information**

II) SAFETY AND LOSS PREVENTION PROGRAM

- A) Scope and Responsibilities**
 - 1) Scope of Part II of the Company Safety Program
 - 2) Responsibilities for Part II of the Company Safety Program
- B) Compliance and Disciplinary Procedure**
 - 1) General
 - 2) Disciplinary Actions
 - 3) Other Determining Factors
 - 4) Safety Program Disciplinary Action Form
- C) Safety Program Communication**
 - 1) Program implementation
 - 2) Safety committee meetings
 - 3) “Toolbox” meetings
 - 4) Safety Bulletin Boards
 - 5) SAFETY FLASH
 - 6) Safety Suggestion Form
- D) Hazard Identification and Prevention**
 - 1) Inspections
 - 2) Job Hazard Analysis
 - 3) Additional Hazard Identification Methods
 - 4) Communication of results and corrective actions
 - 5) Approval of new procedures, equipment, materials
- E) Emergency Action Plans**
 - 1) General
 - 2) Required Topics

- 3) Administration

F) Medical Treatment and First Aid

- 1) General
- 2) Field
- 3) Shop
- 4) Blood borne pathogens

G) Accident Investigations

- 1) General
- 2) Notification
- 3) Investigation and Reports
- 4) Follow-Up Procedures

H) Safety Training

- 1) New hire orientation
- 2) Initial training
- 3) Ongoing and follow up training
- 4) Contractor training
- 5) Manager and supervisor training

I) Record Keeping

- 1) General
- 2) Records maintained by the Safety Director
- 3) Records maintained by Division Managers

J) Vehicle Safety

- 1) General
- 2) Vehicle Type Specific Requirements
- 3) Use of Personal Vehicles for Company Business
- 4) Personal Use of a CFV
- 5) Driver Screening
- 6) Vehicle Operation Checks
- 7) Vehicle Collisions or other emergency stops on a roadway
- 8) Driver Violations / Problems / Issues
- 9) Other

K) Personal Protective Equipment

- 1) General
- 2) Selection
- 3) PPE Specific Information
- 4) Cleaning & Maintenance
- 5) Associate Training

L) Tools, Tasks, and Equipment

- 1) General

- 2) Field
- 3) Shop

M) Hearing Conservation

- 1) General
- 2) Field
- 3) Shop

N) Hazard Communication

- 1) General
- 2) Associate Information and Training
- 3) Hazardous Materials (HAZMAT)
- 4) Non-routine tasks
- 5) Auditing
- 6) Contractor and Subcontractor Information

O) Respiratory Protection

- 1) General
- 2) Field
- 3) Shop

P) Confined Space Entry

- 1) General
- 2) Field
- 3) Shop

Q) Lockout/Tag Out

- 1) General
- 2) Definitions
- 3) LOTO Hardware
- 4) Program Components & Assignments
- 5) Working On Energized Equipment
- 6) Training, Qualifications, & Program Assistance
- 7) Program Review & Inspection

R) Electrical Safety

- 1) General
- 2) Selection & Use of Work Practices
- 3) Shop
- 4) Field

S) Hot Work

- 1) General
- 2) Field
- 3) Shop

T) Material Handling

- 1) General
- 2) Field
- 3) Shop

U) Fall Protection

- 1) General
- 2) Field
- 3) Shop

V) Material Storage and Fire Prevention

- 1) Storing materials
- 2) Fire prevention

W) Housekeeping

- 1) General
- 2) Field
- 3) Shop

X) Auditing

- 1) General
- 2) Audit Plan
- 3) Audit Completion

Y) General – Not covered elsewhere

- 1) Kiemle-Hankins and Birclar Drug Free Workplace Policy
- 2) Light Duty and Transitional Work
- 3) Work Attire Requirements
- 4) Contractor Requirements for Work on Company Property
- 5) Facility Entry / Exit – Special Requirements

III) ASSOCIATE SAFETY HANDBOOK

IV) EXHIBITS (SEE NEXT PAGE)

Exhibit	Name	Type	Rev.
II.B	Safety program Disciplinary Action Form	Form	N/A
II.C.2	Sample Safety Committee Meeting Agenda	Appendix	12/31/07
II.C.3	“Toolbox” Meeting Documentation	Form	1/11/06
II.C.5	Safety Flash Sample	Appendix	N/A
II.C.6	Safety Suggestion Form	Form	N/A
II.D.2	Job Hazard Analysis (JHA) Form	Form	12/19/07
II.D.2.b	JHA – Field – Example	Appendix	12/19/07
II.D.2.c	JHA – Shop - Example	Appendix	12/19/07
II.F	Required First Aid Kit Contents	Appendix	12/26/07
II.G	Accident & Near Miss Quick Report	Form	12/20/07
II.G.1	OSHA First Aid Definition	Appendix	12/20/07
II.H.1	New Hire Orientation Requirements	Appendix	12/28/07
II.H.2	Long Form – Initial Safety Training	Form	12/28/07
II.H.3	Waiver of a "Q" Requirement	Appendix	12/28/07
II.J.2	Driver Road Exam	Appendix	12/31/07
II.J.6	Vehicle Operation Checklist	Appendix	12/31/07
II.J.7	Vehicle Collision Form	Form	12/31/07
II.J.8	Driver Point Assessment Worksheet	Appendix	12/31/07
II.J.9.a	Trailer Capable Company Fleet Vehicles	Appendix	3/23/09
II.K	IP Program Acknowledgement Form	Form	12/21/06
II.L.1	Qualified, Licensed, and Permit Required Task List	Appendix	12/18/07
II.L.3.a.i	Welding PPE Selection Chart	Appendix	12/18/07
II.L.3.a.ii	Supervisors WQ Checklist	Appendix	12/18/07
II.M	OSHA App. A-Noise Exposure Computation	Appendix	4/13/07
II.N.3.a.i	HAZMAT Policy	Appendix	10/19/05
II.N.3.a.ii(1)	General HMIL	Appendix	N/A
II.N.3.a.ii(2)	Field Service HMIL	Appendix	N/A
II.N.3.a.iii	Hazardous Material Use Worksheet	Form	9/27/05
II.N.3.a.iv(1)	Acid-Corrosive-Alkali	Appendix	2/21/06
II.N.3.a.iv(2)	Flammable Solvents	Appendix	2/21/06
II.N.3.a.iv(3)	Compressed Gasses	Appendix	2/21/06
II.N.3.a.iv(4)	Epoxy	Appendix	2/21/06
II.N.3.a.iv(5)	Welding Materials	Appendix	4/5/06
II.N.3.a.iv(6)	Trichloroethylene	Appendix	4/5/06
II.N.3.b	Sample Secondary Label	Appendix	10/19/05
II.O	Approved Facilities	Appendix	12/17/07
II.R.1	Electrically Qualified	Appendix	6/6/07
II.R.2.a	Application of Temporary Safety Grounds	Appendix	6/6/07
II.R.2.b.iii	Hazard-Risk Categories	Appendix	6/6/07
II.R.2.c	NFPA 70E Table 130.2(c)	Appendix	6/6/07
II.R.2.d	Flash Protection Boundaries	Appendix	6/6/07
II.R.2.f	Electrical Work Permit	Form	6/8/07
II.R.2.h(1)	NFPA 70E Table 130.7(c)(8)	Appendix	6/22/07

II.R.2.h(2)	PPE Matrix	Appendix	6/22/07
II.T.3.b	Rigging Qualified Test	Form	4/23/07
II.T.3.c.i	PIT Training Requirements	Appendix	4/20/07
II.T.3.c.ii	PIT Operators License	Form	N/A