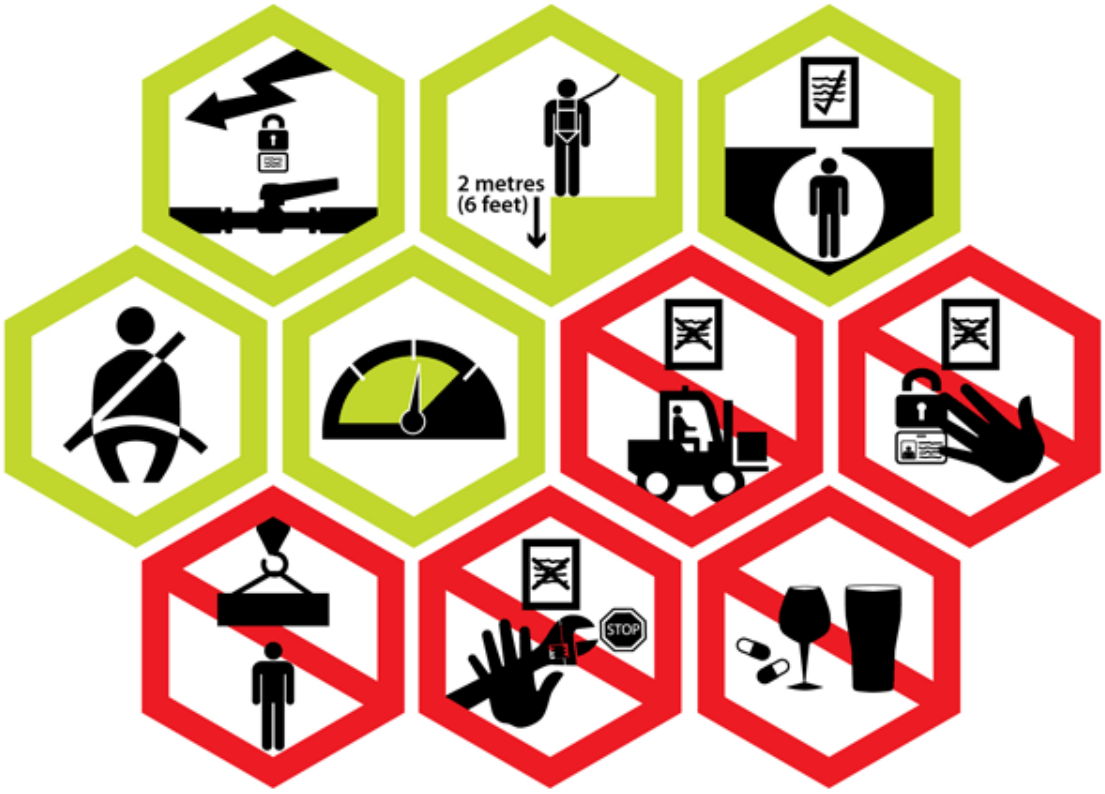
CLIMATE ENGINEERS SAFETY ORIENTATION



OUR GOAL IS ZERO INJURIES IN THE WORKPLACE

NEW EMPLOYEE ORIENTATION
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OUR GOAL IS ZERO INJURIES IN THE WORKPLACE

WELCOME

Welcome to the Climate Engineers Inc. team! Our hope is that you find this a safe and satisfying place to work.

With safety being the vital element on every Climate Engineer's project, this new hire safety orientation has been designed to get you started in the safest possible manner.

Please read and understand all of the material in this orientation.

INTRODUCTION

General Purpose:
New employee orientation sets the tone for safety on construction sites. Our industry recognizes construction can be potentially hazardous industry and that new employees are subject to work area hazards. Some employees are experienced in the construction industry while others may be new to the industry or new to the jobsite. The objective of employee orientation is to inform all new employees of jobsite and general safety rules and procedures.

A new employee can be defined as any person unfamiliar with a specific construction operation. The definition includes:

- Persons new to the company
- Persons new to a particular jobsite
- Persons new to a particular crew
- Persons new to a particular task or process

Climate Engineers has Safety Representatives assigned to cover orientation duties. Each new employee will be given a "New Employee Packet" consisting of forms to be reviewed and completed. The company representative will explain the contents of this packet to the new employee. Generally specific safety procedures are reviewed at this time as well as a basic safety video presentation. The new employee is given a hard hat, safety glasses, ear plugs, gloves and any other PPE which may be needed to perform the job. The New Hire Safety Orientation is required of all new employees.

After completion of the New Hire Orientation, the new employee will sign and date the confirmation sheet found in the employee packet. The instructor will also sign and date this sheet. This information will be placed in the employee's file.

It goes without saying that all employees need to be aware that accidents cost time and money, but most importantly, they can cause unnecessary injury and severe personal loss. Climate Engineers is committed to achieving safety excellence. To do this, "**OUR GOAL IS ZERO INJURIES IN THE WORKPLACE**" has been set.

OUR GOAL IS ZERO INJURIES IN THE WORKPLACE

This booklet **does not** train you to perform specific operations such as:

1. CONFINED SPACE ENTRY
2. LOCKOUT/TAGOUT
3. RESPIRATOR PROTECTION
4. OPERATE EQUIPMENT (Forklifts, Aerial Lift, Rigging, Shop Equipment, ETC)

Never perform these tasks without the proper training!

This manual should not be used to interpret, in any manner the federal, state, or local laws or regulations. The information found in this manual is specific to Climate Engineers and should only be used as a general guide to safety practices.

CORPORATE SAFETY POLICY

Climate Engineers, Inc. is committed to the safety and health of all employees. We are dedicated to the goal of ZERO incidents and injuries. It is our policy to provide the training and personal protective equipment necessary to protect employees from on-the-job injuries and illnesses. Further, it is our goal to create safety awareness among our employees so that each individual understands that he or she has the ultimate responsibility to work safely.

All Climate Engineers safety policies and procedures will meet or exceed all local, state and federal regulations.

Climate Engineers most valued asset is the employee, and we will make every reasonable effort to assure the completions of all assigned tasks are performed in a safe manner.

Peter Watson, President

TRAINING & SAFETY PHILOSOPHY

Climate Engineers Inc. firmly believes that ALL accidents are preventable.

Here are some ways you can avoid injury/illness:

- never do a job that you are not qualified or do not feel comfortable to do
- a clean jobsite is a safe jobsite
- never run a piece of machinery you are not trained to operate
- always ask your supervisor if you are not sure how to do a job
- do the job right, not the quickest way you can think of
- watch out for other people and machinery
- recognize and correct hazards. If hazard cannot be corrected, notify your supervisor immediately
- wear your personal protective equipment
- obey the safety rules of our customers, they are in place for a reason: **your safety**!
- make suggestions to your supervisor on how to make your job a safer place to work

OUR GOAL IS ZERO INJURIES IN THE WORKPLACE

- Get the CORRECT Training.

Please refer to the ***Training Philosophy Tab*** for more detail paperwork in regards to this subject.

EMPLOYEE DUTIES

You, the employee must work safely at all times. Safety is **everyone's** responsibility. You must always look out for the safety of yourself, your co-workers, and other trades working around you. Good communication is a must. Think of the Concept of Twelve (12) 24/7. If each person is responsible for the 12 foot area around them we eventually will cover the whole work area. Be aware of your surroundings and make sure that it is clear of debris and all hazards are removed. This concept will benefit your own safety as well as others working near you. In some situations you may be the first or only person to be aware of a hazard or unsafe condition, if so it is your responsibility to warn others, take action to protect others and inform your foreman, supervisor, or safety representative onsite of the condition ASAP.

- Follow safe work procedures as taught by employer including maintaining good housekeeping and maintaining/use of required personal protective equipment (fall protection, safety glasses, hard hats, hearing protection, etc.)
- Make sure that safety features (such as guards or dead-man switches) are in operation and working per manufacture specifications
- Don't let your actions put a fellow worker in danger
- Replace damaged or dull hand tools and hand power tools immediately
- Avoid horseplay, scuffling, practical jokes, or other activity that creates a hazard
- Don't use alcohol or drugs
- Report to your supervisor any unsafe work practice and any injury, accident, or toxic chemical exposure/leak immediately

SUPERVISOR DUTIES

- Ensure employees are aware of their job duties, safe work procedures, and hazard recognition and mitigation.
- Ensure employees are following safe work procedures.
- Report all accidents to Safety Manager and participate in incident investigations.
- Maintain good communication with employees by encouraging safety improvement suggestions and safety committee participation.
- Communicate to management resources needed to improve workplace conditions.
- Keep the workplace free from hazards
- Provide regular safety meetings, during these meetings read the weekly Tool Box Talks to keep crew current on Safety Information provided by the company
- Have someone with a valid First-Aid Certification ready to provide first aid on the job if there is no medical help nearby

EMPLOYER DUTIES

- Maintain exposure records and medical records for employees
- Train employees on how to predict and prevent accidents on the job
- Eliminate or control conditions that pose a threat to employee safety.
- Control unsafe acts by employees through education and supervision.
- Seek and appreciate employees' communication of safety improvements in the workplace environment, processes, machinery and procedures.
- Investigate all workplace accidents and provide corrective actions.
- Reinforce management support for ongoing safety activities.
- Audit and revise the safety program to meet changing circumstances, processes and machinery.
- Meet the laws and regulations pertaining to employee safety.

SAFETY COMMITTEE DUTIES

It is the intent that the employer and employees meet together to create a safety culture at Climate Engineers workplaces to ensure zero injuries/illnesses in the workplace through identifying problems and hazards before they occur, as well as help maintain communication to all workers to promote safety awareness. The Safety Committee will be made up of a mixed population of employees and management with representatives from both production and administration.

The requirements for safety committee members follow. The Safety Committee Members shall:

1. Work safely yourself—set the example in your department.
2. Attend and actively participate in safety committee meetings on a monthly basis.
3. Recommend improvements to the company's workplace safety.
4. Review company injury and illness data to look for trends and causes.
5. Conduct periodic visual surveys of the workplace to identify safety and health concerns and review results with the safety committee.
6. Provide a point of contact for employees to communicate safety questions, suggestions, and concerns; bring to the safety committee meeting for review.
7. Communication with employees regarding safety committee activities.

EMERGENCY EVACUATION PROCEDURES

Each of the shops has a plan posted in case of an emergency evacuation. Each jobsite should also have a plan to evacuate.

- Each field foreman should take a head count of their employees and report it to the Foreman or Supervisor in charge. Critical step to account for all employees. Shop and Office Supervisors need to make sure their assigned spaces are cleared out.
- Emergency phone numbers should be posted in shops or at jobsite trailers.
- Stay calm, take a moment to size up the situation, but don't waste valuable time. If the emergency situation is your immediate area, sound the alarm or yell out "FIRE/Whatever" and get yourself and others out. If the fire is manageable and you feel comfortable to do so, attempt to extinguish. Fire extinguishers should be located throughout the buildings and in job trailers.

- Follow the emergency escape routes (marked with EXIT signs). Again move quickly but remain calm – on jobsites be aware of the construction stage the building is in.
- If tornado warning occurs – check the emergency evacuation plan posted in the shops. This will tell you where to go in your building. If on a jobsite, common sense should tell you where to seek shelter.

PLEASE BE SURE TO LOCATE THE EMERGENCY EVACUATION PLANS IN EACH OF OUR BUILDINGS. DON'T WAIT UNTIL YOU HAVE TO USE IT!

Please refer to the ***Emergency Evacuation Tab*** for more detail paperwork in regards to this subject.

DISCIPLINE POLICY

Climate Engineers Inc. supports the principle of there is no position in the Company for a person(s) who will not work safely, or who will endanger the safety of their co-workers. Each supervisor shall enforce this policy and, when necessary, take disciplinary action. In the event that any employee deliberately fails to follow the prescribed safe work procedure, or deliberately fails to use the prescribed safety equipment the following steps should be applied by his or her supervisor after consultation with the Safety Manager:

1. VERBAL WARNING: A verbal warning will be given at first observation of unsafe practices. Once warning is issued, notify the Safety Manager and they will make a notation that will be filed in the affected employee's personnel folder.
2. WRITTEN WARNING: If the unsafe practices continue and an employee is observed a second time violating safety policy, a written warning will be issued to the offending employee. The person issuing this written warning can get a warning notice from the office Safety Manager and fill out the questions of who, what, where, when and why. Both employee signatures need to be on this paperwork. This document will go into the employee's personnel file.
3. APPEARANCE BEFORE SAFETY COMMITTEE: If a third warning is issued to an employee – that employee will be brought before the safety committee. At that time a decision will be made on docking safety bucks, probation, and/or other. Circumstances will dictate the outcome.
4. FINAL WARNING: If this happens, the offending employee will no longer be working at Climate Engineers Inc.

* If the incident is severe, the above steps may be skipped and the employee will be brought directly in front of the Safety Committee or Supervisor to review circumstances that will dictate the discipline of the employee.

DRUG & ALCOHOL POLICY

It is the policy of Climate Engineers Inc. that every employee must be free of the influence of drugs, alcohol and controlled substances while performing company business or whenever on company premises, worksites, using company equipment or vehicles. The unlawful use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants or controlled substances in any amount or in any manner is strictly prohibited. In addition, the abuse of alcohol, prescription drugs and controlled substances is strictly prohibited. Violation of this policy can be grounds for adverse employment action up to and including discharge.

Climate Engineers asserts its legal right to test any employee for drugs, alcohol or substance abuse when it deems appropriate to enforce company policy, when such testing is required by contract with a customer, or when required by law. Employees may be asked to submit to testing of urine, blood, saliva, breath, and/or hair testing for drugs, alcohol or substance abuse.

Currently, drug testing is completed on all pre-employment hires, all new hire apprentices, or if required by our customer's policies.

Please refer to the ***Drug & Alcohol Tab*** for more detail paperwork and procedures in regards to this program.

SEXUAL HARASSMENT AND DISCRIMINATION POLICY

Climate Engineers Inc. is committed to providing a work environment where employees are treated with courtesy, respect and dignity. As part of this commitment, we will not tolerate any form of discrimination or harassment based on sex, race, color, nation origin, ancestry, religion, creed, age, disability, marital status, military or veteran's status, conviction or arrest record, or any other discriminatory basis, to the extent prohibited by State or Federal Law. Sexual harassment and discrimination is immoral, illegal, and will not be tolerated.

Climate Engineers reaffirms and emphasizes its commitment to provide an environment free from sexual harassment/discrimination and to provide a means to remedy sexual harassment/discrimination that may be experienced by any Climate Engineers employee. All complaints of sexual harassment/discrimination will be investigated. Any Climate Engineers employee, who, in good faith, makes a complaint of sexual harassment/discrimination, will not be subjected to retaliation in any form. Any individual violating the prohibition against retaliation may be subject to disciplinary action.

All Climate Engineer's employees are encouraged to utilize the procedures set forth in this policy any time they believe they have been subjected to sexual harassment or discrimination or believe they have witnessed sexual harassment/discrimination of or by another employee.

Please refer to the ***Sexual Harassment and Discrimination Tab*** for more detail paperwork and procedures in regards to this program.

WORKPLACE VIOLENCE POLICY

The personal safety and health of each employee of Climate Engineers Inc. is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best management practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but

also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Please refer to the ***Workplace Violence Tab*** for more detail paperwork and procedures in regards to this program.

GENERAL SAFETY REQUIREMENTS

The following are important Climate Engineers Inc. general guidelines require to be followed:

- All work performed for Climate Engineers must be completed in accordance with federal, state and local safety standards.
- Horseplay will not be tolerated
- Firearms, weapons, explosives, and ammunition of any type are not permitted on Climate Engineers or our customer's property.
- Housekeeping around the job is very important. Tripping on materials and garbage is a problem on construction sites. Take pride in your area and clean it up.
- All injuries, accidents, near misses, unsafe acts, unsafe conditions, shall be promptly reported to a supervisor.
- Only designated and qualified personnel are permitted to operate equipment.
- Barricades will mark all temporary hazards.
    - Yellow = Caution; Proceed With Caution
    - Red = Danger, Do NOT Enter Unless Authorized

When a safety issue arises, it is your responsibility to report or ask for assistance from the following:

- Your foreman or supervisor on the jobsite or at the shop
- Any member of the current Safety Committee
- Safety Manager or President

If this involves an injury – it must be reported within 24 hours of the incident. If this is life threatening, please get immediate help then report.

See ***Accident/Incident Investigation Forms Tab*** for more information on the steps to take when you receive an injury or have a near miss: Investigation forms to be completed, Injury Interview with Safety Manager and the Return to Work program.

AERIAL LIFT

To work safely around aerial lift make sure you:

- Receive the proper training for specific aerial lifts before operation
- Inspect the aerial lift before each use
- DO NOT work off of toe board, handrail, or mid-rail
- Aerial lifts should NOT be used to hoist materials
- 100% fall protection is required while using aerial lifts
- Do not tie-off outside the aerial lift while working on the aerial lift platform
- Do not operate the aerial lift unless the operators safety manual is on the lift

- Boom and basket load limits shall not be exceeded
- Follow all manufacturers recommendations

COMPRESSED AIR

- At no time shall compressed air be directed toward a person
- Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. Suitable PPE and effective chip guarding must be used.
- At no time shall compressed air be directed at any Hazardous Substance or Waste.
- Utilize adequate hearing protection to protect against noise levels being encountered.
- Fittings and clamping devices must be designed for the pressures expected to be encountered according to OSHA. An air hose that has come loose from the fitting can whip around and be a serious hazard.
- Hoses must be kept in good condition and protected from damage during use. Keep hoses off the floor as possible tripping hazards. Coil the hoses and hang on hooks or use hose reels where practical. Properly designed nozzles that assure the dead head pressure is less than 30 psi must not be modified in any way that might allow the dead head pressure to exceed 30 psi. The control trigger must not be taped or otherwise rendered constantly on.
- There should be a shutoff valve within easy reach of the operator using the airline.

CONFINED SPACE ENTRY

The following is only a description; it does not train you to perform any of these procedures.

Here are a few examples of a confined space:

- Crawl spaces
- Ducts
- Furnaces
- Pits
- Sewers
- Tanks
- Vessels
- Other areas with limited means of entry

A <u>confined space</u> must have all of the following characteristics:

- Big enough for a person to enter
- Limited means for entry or exit
- Not designed for continuous occupancy

A <u>permit required confined space</u> is a confined space with one of the following characteristics:

- Hazardous atmosphere
- Potential for engulfment
- Walls or floors which slope downward
- Other hazard (electrical, mechanical, etc.)

Please refer to the ***Confined Space Program Tab*** for more detail paperwork and procedures in regards to this program.

ELECTRICAL

Electrical hazards are one of the biggest problems on construction sites. Extension cords and portable power tools are continually exposed to extreme wear and tear.

It is Climate Engineers Inc. policy to protect our workers from electrical hazards by:

1. Using ground fault circuit interrupters in wet areas
2. Training employees to recognize electrical hazards

Don't take chances with electricity! If your extension cords and portable power tools are damaged in any way, don't use them! We can replace tools. . . we can't replace you!

Reminder: Work on electrical circuits is prohibited unless authorized and qualified.

What is a GFCI's?

- A ground fault circuit interrupter protects workers from electrocution by cutting off the power before the current can injure the worker
- GFCIs are required to be used in some plants, you supervisor will communicate with you if they are required before work begins.

Please refer to the ***Assured Grounding Program*** for more detail paperwork and procedures in regards to this program.

FALL PROTECTION

Climate Engineers Inc. employees are constantly working from elevated work surfaces. The following fall protection rules are strictly enforced and if followed, will save your life.

- 100% fall protection is required for all personnel when performing elevated work SIX feet or higher unless client specifies FOUR foot rule
- A twin-leg lanyard is required for 100% tie off
- Fall protection must be inspected prior to each use and by a competent person every 6 months. Inspected equipment will then be marked with colored wire as follows (per a calendar year):

  1^{st} Qtr-Red :: 2^{nd} Qtr-White :: 3^{rd} Qtr-Orange :: 4^{th} Qtr- Green.
- Full body harnesses with a rear D-ring must be used
- Harnesses must fitted snug to prevent excessive damage to the body
- Lanyards and lifelines must have a minimum breaking strength of 5,000 lbs
- Anchor points must be overhead and be capable of supporting 5,000 lbs. per employee
- Examples of appropriate anchor points include: 6" steel pipe, structural I-beam
- Examples of non-acceptable anchor points include: electrical conduit, handrail

- Free fall distance must not exceed SIX feet and must not allow an employee to contact a lower level – apply four foot rule and fall distance if client uses general industry standards
- Self-retracting lifelines or a shorter lanyard may be used to limit free fall
- Only double locking type snap hooks may be used
- Hole covers must be secured to prevent displacement and be clearly labeled “HOLE COVER – DO NOT REMOVE”
- When fall protection is required on scaffold, do not use the scaffold as a tie off point unless a competent person has approved the scaffold for tie off
- Fall protection is required on a ladder whenever an employee stops climbing and engages in a work activity at SIX (FOUR if client abides by general industry standards) feet or higher
- 100% fall protection is required when using all aerial lift work platforms, including: scissor lifts, boom lifts and man lifts
- 100% fall protection is required when using suspended scaffold work platforms (window washer type)
- Before using fall protection equipment make sure that the correct color in on it:
  1^{st} Qtr-Red :: 2^{nd} Qtr-White :: 3^{rd} Qtr-Orange :: 4^{th} Qtr- Green
  Those colors designate that the equipment has been inspected in that quarter. However, always check out the equipment yourself for any problems before using.

Please refer to the ***Fall Protection Tab*** for more detail paperwork and procedures in regards to this program.

FIRE SAFETY

- If your clothing catches fire, STOP, DROP, and ROLL
- If you suspect a fire, sound an alarm
- Smothering it immediately can usually put out a small fire
- Know the location of fire extinguishers wherever you work and know how to use them
- A fire needs 3 ingredients – fuel, oxygen and heat
  - Flammable vapors may come from solvents, adhesives and fuel gas
  - Sparks and hot metal may provide heat from grinding, cutting, welding, brazing and soldering
  - Electrical overloads
- Good housekeeping, good maintenance and good work practices can usually avoid these
- Class A Fire = Common materials such as wood, paper, fabric, grass, grain, coal and rubbish
- Class B Fire = Flammable liquids and vapors, such as gasoline, oil, paint, grease, wax, fat and oil
- Class C Fire = Electrical equipment such as motors, transformers, switch boxes, and wiring
- Class D Fire = Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium (These are rarely a problem for insulation and sheet metal workers)
- Use SDS to determine the hazards and storage requirements of combustible metals.

Do not try to fight a fire if the fire is spreading rapidly, the fire is blocking the path of escape, or if adequate firefighting equipment is not available.

FIRE EXTINGUISHER USE

To use a fire extinguisher properly, learn the PASS procedure:

- Pull the pin
- Aim the nozzle
- Squeeze the handle
- Sweep at the base of the fire side to side

FIRE EVACUATION PROCEDURES

To evacuate a burning building safely:

- Sound the alarm
- Turn off electrical equipment if this can be done safely
- Close windows that do not lead to fire escape routes
- Close the door after everyone has left a room - Do not lock the door
- Notify anyone who may not have heard the alarm
- Leave the area quickly - Do not panic
- Leave by an appropriate route, more fire deaths are caused by smoke and gases than by flames
- Feel a door to see if it is hot before you open it
- Stay low to avoid smoke and toxic gases; crawl if necessary
- Cover your nose and mouth with a damp cloth
- Use stairs instead of elevators.

FIRST AID

First Aid is located at each of the shops and included in every gang box. It is your responsibility to know where the location of the First Aid Kit is at per job specific.

FORKLIFT SAFETY

- Always wear your seatbelt when operating a forklift
- Only properly trained and authorized Climate Engineers employees are allowed to operate forklifts
- Tilt forks back to steady and secure load
- Keep load in the upright position when ascending or descending grades in excess of 10%
- Do not raise or lower the load while traveling except for minor adjustments
- Drive in reverse when a load limits forward visibility

HAND & POWER TOOLS

- All hand and power tools must be kept in safe operating condition

- Electric tools shall not be hoisted or lowered by their cords
- All portable electric tools must be grounded or double insulated
- When designed to accommodate guards, the guards shall be in place
- Power drills, reciprocating saws, circular saws and uni-shears when used in the hand held mode shall be operated with constant hand or finger pressure
- All hand and power tools must be inspected prior to use

Please refer to the ***Hand Tools Program Tab*** for more detail paperwork and procedures in regards to this program.

HAZARD COMMUNICATION

Climate Engineers Inc. employees have the right to know about the hazardous materials they work with and what safety precautions must be taken to protect themselves from those hazardous materials.

This section provides information on:

- Hazard communication written plan
- Chemical container labels
- Safety Data Sheets
- Routes of entry
- Chronic and acute chemical exposures

HAZARD COMMUNICATION WRITTEN PLAN
Climate Engineer's written plan details guidelines for employee training, the locations of hazardous chemicals in the workplace, the name of the person responsible for maintaining the company's chemical inventory and the locations where SDS's can be found. Also contained in the written plan is a description of Climate Engineers container labeling program.

- Labeling program
- Updating and distribution of the SDS booklets including online database
- HAZARD COMMUNICATION training

SAFETY DATA SHEETS
Every chemical in the workplace has a Safety Data Sheet (SDS) which contains more detailed information about the chemical than the label.

The company makes these SDS's readily available to every employee. Always consult the SDS before working with any chemical to make sure you have the needed information to work safely.

Most SDS's are divided into numbered sections. Information in the SDS should be presented using the following 16 headings in the order given below:

- Identification
- Hazard(s) identification
- Composition/information on ingredients
- First-aid measures

- Fire-fighting measures
- Accidental release measures
- Handling and Storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information

You should read SDS sheets:

- Before work is started with any material which is unknown or new to the workplace
- After exposure for 1st aid instructions
- After a spill for proper clean-up procedures

Climate Engineer's SDS sheets can be electronically through www.sdsbinderworkds.com.

ROUTES OF ENTRY

There are 4 ways a hazardous material can enter your body, they are:

- Ingestion - swallowing the material
- Inhalation - breathing in the material
- Injection - entering through a puncture
- Absorption - entering through pores

CHRONIC & ACUTE HEALTH HAZARDS

Health effects from hazardous chemicals may be acute (meaning they happen immediately upon exposure) or chronic (which means they happen over time after repeated exposures). Chronic health effects can occur gradually and may not be noticed until serious damage has occurred.

NOTICE: Non-routine tasks which involve hazardous chemicals, such as Confined Space Entry, will **NOT** be performed until specific training has been given.

Please refer to the ***Hazard Communications Program Tab*** for more detail paperwork and procedures in regards to this program.

HEAT STRESS

When working in high temperatures, you may be uncomfortable, but you are at risk for Heat Stress. Take the following tips to avoid heat stress:

- Use ventilation or cooling fans to increase air movement
- Take frequent rest breaks between strenuous work activities

- Wear protective clothing, such as loose cotton or heat reflective clothes
- Drink plenty of liquids to replenish your fluid loss - WATER is the best source
- Avoid caffeine, if at all possible

Please refer to the ***Heat Stress Program Tab*** for more detail paperwork and procedures in regards to this program.

LADDERS

Ladders help us reach our work, but one mistake and serious injury can result.

What are the safety rules for portable ladders?

When working with portable ladders:

- Tie-off extension ladder to fixed structure prior to using
- Tie-off when working on the 5th rung of a ladder or higher
- Tie-off is not required when working in an office area
- Tie-off A frame step ladders when practical
- Have another person hold the ladder if tie-off is not feasible
- A 4 to 1 pitch should be used for the ladder slope
- Ladders which are used for platform access should extend at least 3 ‘ above the access level
- NEVER carry heavy materials or tools up ladders
- A-frame step ladders should not be used in the closed position

Please refer to the ***Ladder Safety Tab*** for more detail paperwork in regards to this subject.

LOCKOUT/TAGOUT

Lockout-Tagout procedures provide a safe way to work on machinery by ensuring that the tool, machine or process you are working on is isolated from the power source.

Example: You unplug the table saw cord and begin changing the blade, when another employee comes in (not seeing you) and plugs the cord in. The machine starts turning and you lose your right arm and sustain severe cuts to other parts of your body.

This could have been avoided if the proper Lockout-Tagout procedures would have been followed.

Do not perform lockout procedures until you have received proper training.

Please refer to the ***Lockout/Tagout Tab*** for more detail paperwork and procedures in regards to this program.

MATERIALS STORAGE AND HANDLING

- Supplies shall not be stacked or stored in a manner which creates tripping or fall of material hazards
- Compressed and liquid gas cylinders shall be secured in an upright position
- Tag lines shall be attached to loads that may require steadying or guidance while suspended
- Hitches and slings used to hoist materials shall be suitable for the particular material handled
- Persons shall stay clear of suspended loads

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Climate Engineers Inc. is required to provide the PPE you need to stay safe on the job. You are required to wear all PPE necessary at all times when hazards exist.

Engineering Controls should always be the first choice for safeguarding a hazard. One example of an engineering control is using ventilation to provide fresh air to an area and then using a respirator if necessary.

Always follow the PPE requirements of our customer's job site. Some customers have special hazards which require PPE such as goggles, dust mask, long sleeve shirt and fire resistant clothing.

The *minimum* requirements for PPE on all Climate Engineers job sites include:

- Eye Protection
- Head Protection
- Hearing Protection
- Hand Protection (per job & task)

EYE PROTECTION

Your eyes can be injured in many ways while working for Climate Engineers Inc.:

- Flying or falling objects
- Splash injuries (chemicals, hot liquids)
- Swinging objects (ropes, chains)
- Glare (bright sunlight, high intensity lamps, welding glare)
- Dust (grain, coal, dirt, sand)

Follow these rules for protecting your eyes on the job:

- Safety glasses are required to be worn at all times while on the jobsite or at the shop for Climate Engineers, the only exception to this rule is office & break areas
- Goggles are required in areas where our customer requires them and all other times when blowing dust and/or chemical splash is a potential hazard
- Face shields are required whenever Climate Engineers employees are operating a portable chop saw, grinder or circular saw, face shields must be used along with safety glasses

HEAD PROTECTION

Climate Engineers Inc. employees are required to wear a Class A Hard Hat while working on all job sites. It protects your head from impact injuries or from electric shock up to 2200 volts.

Take care of your hard hat if you expect it to protect you:

- Do not place a hard hat over a stocking hat - Cold-weather liners are available.
- Inspect the hard hat daily for dents, cracks, damage, or deterioration
- Replace a hard hat that has taken a heavy blow or electrical shock
- Do not alter a hard hat by drilling holes for accessories (such as face shields, visors)
- Do not store a hard hat in direct sunlight (rear deck of an automobile) or in a car trunk during extremely hot or cold weather as the shell could become brittle
- Do not clean a hard hat with strong detergents or solvents not approved by the manufacturer
- Do not paint the helmet, this may hide small cracks or affect the way it resists electrical shock

HEARING PROTECTION

It is Climate Engineers Inc. policy to protect employees from hearing loss whenever sound levels equal or exceed 85 dB (decibels).

Climate Engineers provides employees with the following options for hearing protection:

- Self-forming earplugs
- Earmuffs

Climate Engineers requires you to wear hearing protection when you are in the shops.

Climate Engineers also provides hearing test regularly to monitor your hearing capabilities.

If you can't hear the person next to you, you need hearing protection.
There is no cure for noise induced hearing loss.

HAND PROTECTION

The most common Climate Engineers hand injuries include:

- Handling sheet metal
- Chemicals
- Working with hand tools
- Operating power equipment
- Hot pipes
- Pinch points

To protect your hands, follow these simple Climate Engineers hand protection rules:

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- Leather gloves are required whenever performing regular labor activities such as sheet metal work
- Cut-resistant Kevlar gloves are required when working with stainless steel metal sheeting
- Chemical-resistant neoprene (green) gloves are required whenever removing insulation which has been contaminated with a caustic or otherwise hazardous chemical

PROTECTIVE CLOTHING

You always need to wear practical work clothes on the job. Sometimes you need special protective clothes as well. Two general types of workplace hazards require protective clothing:

- Natural Gas Pipeline & Oil Refinery Work: This type of work requires a Nomex or Gore-Tex flame retardant coverall or clothing in order to protect workers from flammable liquids & explosions.
- Dust/Particulate & Caustic Liquid Work: This type of work requires a TYVEK protective coverall which helps keep the employees own clothes clean while providing short term protection from caustic liquids.

Protective clothing must be inspected before, during, and after each use.

PREVENTING BACK INJURIES

As a Climate Engineers Inc. employee, you will have many opportunities to injure your back. Remember the following facts and helpful hints to keep your back strong & healthy:

- Most back injuries result from improper lifting, such as stretching your back muscles or twisting your back while lifting an object
- The discs in your back act as shock absorbers between the vertebrae and keep the nerves from being pinched
- The basic lifting technique keeps the discs in the proper alignment between the bones
- When you bend your back, the discs can be damaged - Bend your knees, not your back
- When you are lifting get a good grip, bend your legs, and use your leg muscles to lift the load
- Don’t stretch while lifting anything as this can cause painful muscle tears that take a long time to heal
- Never twist when lifting
- Think about safety when you lift anything

RESPIRATOR USE

Wearing a respirator is a very serious matter. If not used properly, you can breathe in deadly atmospheres. If you feel exposure to any vapor, go to your supervisor and qualify if a respirator is needed. If you have any questions, please direct them to the Plant/Site Safety Supervisor.

Before you put on a respirator you must:

- Receive a pulmonary test
- Receive a fit test

- Test communication skills
- Receive training on proper selection, use, maintenance, and storage
- Determine what type of gas or vapor is in the space
- Remove facial hair

ROOF SAFETY POLICY

When work occurs on the roof we want everyone to be safe. If you are doing work on the roof, please review the *Roof Safety Policy* prior to doing the work.

Please refer to the ***Roof Safety Policy*** for more detail paperwork and procedures in regards to this program.

SCAFFOLDING

It is the policy of Climate Engineers Inc. to hire an outside source to erect and dismantle scaffolding. We provided training for Scaffold Users. We have also provided overview training sessions for Scaffold Users. The guidelines are to be used to use scaffold in a safe manner.

Please refer to the ***Scaffold User Policy & Guidelines*** for more detail paperwork and procedures in regards to this program.

SIGNS, SIGNALS, & BARRICADES

Climate Engineers Inc. will use and obey any signs, signals, and/ or barricades to protect themselves and others.

Barricade Colors: Yellow – Proceed with caution, Warning
Red- Stop, Danger, Stop, enter only if authorized.

Please refer to the ***Signs, Signals, & Barricades Protection Program*** for more detail paperwork and procedures in regards to this program.

WEEKLY SAFETY MEETINGS

Every week your supervisor will hold a safety Tool Box Talk meeting that contains a specific topic to review or enforce. This is a time to communicate any suggestions and concerns you may have concerning the safety of the job. Your participation is needed to provide a safe work environment. You will be asked to sign off stating that you have been informed on the Tool Box talk of the week.

WELDING SAFETY

Follow these 7 steps to stay safe around welding activities:

1. Make sure the area is well ventilated
2. Wear protective clothing to prevent skin burns from UV
3. Wear eye protection to protect against the effects of UV, infrared and visible light

4. Wear wool, rather than cotton, clothing to prevent ignition
5. Sleeves or trouser legs should not be rolled or cuffed
6. Clothing should be worn without pockets to prevent flying sparks from lodging in the clothing
7. Keep the work area around the welding operation free of combustibles for a radius of 35 feet

How to Prevent Welding Burn

The following steps will help prevent welding burn:

1. Personal Protective Clothing: The right gloves for the job, sleeves or coat and hood.
2. If you are Tack welding:
   - Use a Welding Hood
   - Wear a Clear Face Shield
   - Sun block (worn while welding as it helps prevent the face from being burned by UV Flash)
   - Some guys use their hand to cover the tack. This is OK if you have just a few tacks BUT NOT RECOMMENDED for all day tacking or an extended amount of time.
3. Plasma or Torch Cutting:
   Although these aren't considered welders, you can still get burned from them. They still have a bright light that can burn. It is recommended that a shaded face shield be used as well as the proper protective equipment. Make sure you are not wearing ragged or torn clothing because there is a good chance that it could catch on fire. Always look around your area and make sure there aren't any explosive or combustible materials too close that a stray spark could cause a fire or an explosion.
4. Types of Welding Lenses are basically the choice of each person using. If one is too bright you need to get a darker one. If too dark get a lighter one. Follow the guidelines below:
   - Tig Welding – 9 or 10 shade
   - Wire Welding – 10 or 11 shade
   - Dual Shield – 12 shade or darker
5. Common Sense plays a big part here. Use your head. If anyone sees another person (especially new people just starting to weld) unsure of what they are doing, review the above with them. They don't have the knowledge that the seasoned welders have. A brief review may be all you need to do to prevent someone from getting flash burn or weld burn.
6. Questions concerning any of the above: If you still have questions or are not sure about something concerning welding, flash burns, clothing, plasma or torch cutting or whatever, please direct them to your foreman for clarification.

Please refer to the ***Welding/Cutting Brazing Program Tab*** for more detail paperwork and procedures in regards to this program.

LEAVE BLANK

:: FOR ANY LIFE THREATENING INJURIES ::
USE THE CLOSTEST MEDICAL FACILITY AVAILABLE

For Employees with ACUTE INJURY definition: injuries requiring immediate treatment, injuries that have progressed to high-pain status or any injury that needs to be seen.

Climate Engineers Cedar Rapids Employees: St. Luke's Hospital in Cedar Rapids is our emergency employer contact as well as St. Luke's Work Well Clinic. Severe or Life Threatening injuries will require a 911 call.

St. Luke's Work Well Solutions
830 1st Ave NE
Cedar Rapids, Iowa 52402
319-369-8153

St. Luke's Hospital
1026 A Ave NE
Cedar Rapids, Iowa
319-369-7211

Climate Engineers Eldridge Employees: Genesis Occupational Health in Davenport, Bettendorf, or Moline is our emergency employer contact. Please use whichever one is closer to the accident location. Severe or Life Threatening injuries will require a 911 call.

DAVENPORT
1520 West 53rd St., Suite 2
Davenport, IA 52806
(563) 421-3801

BETTENDORF
2140 53rd Avenue
Bettendorf, IA 52722
(563) 421-5700

MOLINE
2526 41st St
Moline, IL 61265
(309) 281-2700

STEPS for ACUTE INJURY:

1. Report injury or condition to your immediate supervisor.
2. Report injury to office ASAP – contact the Safety Manager
3. Office will contact Emergency Department letting them know you are on your way. Also will give the ED contact information for follow-up call.
4. When you arrive at the emergency department let them know right away that this is a WORKMEN's COMP INJURY- they will get you through fast then an average person.
5. Check back with the office once your immediate care injury has been taken care of. Make sure we have the correct information for insurance paperwork.

For Employees with CHRONIC WORK-RELATED INJURY definition: non-emergency type of injuries, past musculoskeletal injury, chronic pain.

Climate Engineers Cedar Rapids Employees:

St. Luke's Work Well Clinic
830 First Ave. NE
Cedar Rapids, IA
(319) 369-8153
6:30 am- 4:30 pm Monday thru Friday
Friday

MercyCare Occupational Health
5264 Council Street NE, Suite 700
Cedar Rapids, IA 52402
319-558-0303
8:00am-5:00p Monday thru Thursday, 8:00am-12:00pm

Climate Engineers Eldridge Employees:

Genesis Occupational Health- IOWA
3319 Spring Street
Davenport, IA 52807-2125
(563) 324-0696
8:00 am- 5:00 pm Monday thru Friday

Genesis Occupational Health- ILLINOIS
2350 41st Street
Moline, IL 61265
309-764-0684
8:00 am- 5:00 pm Monday thru Friday

STEPS for CHRONIC WORK-RELATED INJURY:

1. Report injury or condition to your immediate supervisor

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Reviewed/Revised 10/10/17

2. Report injury to office – contact the Safety Manager within 24 hours of incident occuring
3. We will then contact the work well clinic to set up an appointment
4. Check back with the office once you have been seen at the clinic. We want make sure we have all the correct information for insurance paperwork and what your status is.

EYE INJURIES: CR Location: Iowa Eye Care 1650 1st Ave., Cedar Rapids, IA QC Location: Genesis Occupational Health

TEETH OR MOUTH INJURIES: Consult your own dentist or call office for referral.

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SAFETY ORIENTATION QUIZ
& SIGN OFF SHEET

Directions: Circle the **BEST** answer.

1. After completing Climate Engineers Inc. New Hire Safety Orientation, I will be trained to perform work with a respirator.

   TRUE FALSE

2. There is a cure for noise induced hearing loss, so hearing protection is not needed in most cases.

   TRUE FALSE

3. You should always calculate your total fall distance before securing your lanyard.

   TRUE FALSE

4. When positioned to access a working level, ladders should extend at least 2 feet above that level.

   TRUE FALSE

5. The only exceptions for hard hats and safety glasses are office and break areas.

   TRUE FALSE

6. You must always properly perform 100% tie off for fall protection.

   TRUE FALSE

7. Red **DANGER** tape indicates that the area is safe to enter as long as you look for hazards.

   TRUE FALSE

8. All Climate Engineers Inc. job sites have an electronic SDS Book available through www.sdsbinderworks.com for employees to refer to.

   TRUE FALSE

9. All injuries, no matter how minor, must be reported immediately to your supervisor and no later than 24 hours after the incident occurred to the Safety Manager.

   TRUE FALSE

I acknowledge I have been given a copy of Climate Engineers Safety Orientation, I have read and understand it; I will support these policies and procedures in my daily work with Climate Engineers.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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Reviewed/Revised 10/10/17