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| | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
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| Approver: Joe Berry | | Revision: 4 |
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SUBPART A - PURPOSE

Berry Bros. is committed to maintaining the well-being of our employees by providing a workplace free of known hazards. Berry Bros. recognizes that occupational injuries and illnesses result in human suffering, reduce employee morale and productivity, and negatively affect the profitability of this company as well as that of our clients

SUBPART B - SCOPE

At Berry Bros., certain minimal standards and rules exist which must be adhered to by all employees. It is imperative that the following regulations be followed at all times in order to assure a safe and effective environment in which to conduct our business and maintain the highest standards.

Berry Bros. will not tolerate any form of misconduct by any of its employees. Any employee found to have engaged in any form of misconduct or unsafe practices will be subject to appropriate disciplinary action including suspension and/or immediate termination.



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SUBPART C - GENERAL SAFETY RULES

1. Know how to perform your assigned task. If you are unsure about this, consult your immediate supervisor or knowledgeable peers.
2. Examine new tasks and identify potential hazards. Remove, or minimize the hazards and ensure that all applicable safety rules, work practices and policies are followed.
3. All employees will be required to wear and properly maintain PPE (Personal Protective Equipment). This may include, but is not limited to, steel toe boots/shoes, hard hats, safety glasses, ear protection, slicker suits, gloves, climbing harnesses, fall prevention devices, lanyards, respirators, face shields, etc.
 - a. **NOTE:** Wearing jewelry in areas requiring the use of power tools and/or machinery is prohibited. Tennis shoes, sandals, and loafers are not work shoes and are not acceptable. Jewelry should not be worn on the job. Most jewelry poses a potential hazard in the work place!
4. Provide instruction to inexperienced personnel by identifying potential safety hazards and teaching the proper methods, procedures and tools required to accomplish the assigned task.
5. Proper lifting techniques shall be exercised at all times.
6. Prior to beginning operations, identify, correct and/or remove potential unsafe conditions. Manholes, open hatches, loose grating, overhead loads, pinch points, chemical storage and handling, pressurized lines, electrical equipment and working at elevated heights all pose potential hazards. Prior identification and location of first aid kits and fire extinguishers is essential.
7. Constantly be aware of your fellow employees. Your actions and reactions as a team member may and can impact other crew members. Properly notify your team members before deviating from previously agreed to tow practices and/or schedules. (See Management of Change policy)
8. Review applicable procedures and employee responsibilities in the event of an emergency evacuation or emergency containment situations.
9. When warranted, applicable permits will be obtained before commencing operations.
10. **Never climb** on or work from barrels, boxes, racks, skids, or conveyors.
11. **Never jump** onto or off of a moving vehicle, or piece of machinery. (i.e. Forklift trucks, cherry pickers, etc.)



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12. Only **AUTHORIZED and QUALIFIED PERSONNEL** are allowed to operate machinery or equipment.
13. Qualified Personnel are responsible for inspecting the piece of equipment prior to operating the machine; this inspection record is to be turned into the foremen by the end of the week.
14. **Report any** defective tools, extension cords, welding leads, or equipment to your foreman. Such equipment will be identified and taken out of service or rendered inoperable to prevent use until it is repaired.
15. **Do not** alter tie-downs or remove any safety device or guard.
16. Be on the alert for any hazardous conditions and report them to your foreman.
17. **Do not** ride on forklift trucks or cherry pickers unless you are the operator.
18. Store flammable materials in designated area. **Do not** smoke within 25 feet of such an area.
19. Always stop all engines before refueling.
20. **Do not** leave running equipment unattended, not even for a minute.
21. Always check slings, chains and hooks before using them. Tag and discard damaged equipment.
22. **Do not** repair, adjust, or lubricate machinery while it is running.
23. Every employee should use the safety devices provided for his or her protection and should never tamper with, render ineffective or remove any of these safeguards or machine guards.
24. **Do not** operate any machinery until all guards or safety devices are in place and are in satisfactory condition.
25. **Never** cut, weld, or burn in a confined space, cylinder, pipe, or tank unless the space has been tested and certified gas free by a competent person. Compressed gas cylinders should be capped and secured.
26. When transporting oxygen and acetylene bottles, make sure the gauges have been removed, valves removed and the caps are securely in place.
27. Always wear safety glasses and a full-face shield or goggles when grinding, sanding, chipping, etc.
28. Employees subjected to working in areas of high noise should take proper precautions to protect their ears with appropriate controls.
29. Always obey "**NO SMOKING**" signs as they are placed there for a specific reason. Cigarette stubs should be disposed of in containers provided. Smoking is allowed in designated areas only!
30. Report all hazardous or unsafe conditions to your supervisor immediately. Never ignore it.
31. Help teach other employees these safety rules and if you see another employee doing something unsafe, take the time to tell him. If that doesn't work, do not



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| | <p style="text-align: center;">Berry Bros. General Contractors, Inc. Corporate Policy Procedure</p> <p style="text-align: center;">(HSE) Health, Safety & Environmental Policies and Procedures Manual</p> | |
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hesitate to inform your supervisor. There is no such thing as a “tattletale” or a “rat” when safety of a human being is involved. You will be doing them a big favor!

32. Every tool was designed to do a certain job; use a tool only for its intended purpose. DO NOT ABUSE TOOLS!

SUBPART D - HOUSEKEEPING

1. Foremen and or Safety personnel are required to do periodic inspections of the job site; capturing possible unsafe conditions, tidiness of the work area, as well as overall employee work habits.
2. Encourage safe work habits by keeping the work environment orderly and free of obstructions, unnecessary equipment, tools and trash.
3. Hand sanitizer, potable drinking water and toilet facilities are made available to the workers in the work area. (e.g. shelter, eating areas, toilets, break areas and First Aid), it is important that we keep these facilities clean and easy to access.
4. Keep tools and working materials in proper containers, toolboxes, etc.
5. Properly store all materials and tools.
6. Keep small items in boxes or bins.
7. Keep the floor clear of tools and other items that may cause employees to slip, trip and fall.
8. Keep walkways clear of obstructions.
9. Ensure that worktables are occupied only by equipment, materials and/or tools necessary to complete the assigned task.
10. Prevent potential fire hazards by properly storing or containing ignition sources. The accumulation of flammable and/or combustible materials or residues should be minimized at all times.
11. Clean up tools and work areas as your job progresses.
12. Keep cords and hoses seven feet overhead, or lay them flat and outside walkways.
13. Keep all material, tools, and equipment in a stable position (tied, stacked, or blocked) to prevent rolling or falling.
14. Good housekeeping is essential to maintaining a safe work environment.
 - a. Immediately clean up and report, when applicable, all spills with approved soaps, cleaners.
 - b. Remove and properly store all unnecessary equipment and/or tools.
 - c. Dispose of waste material in properly designated containers.
 - d. Secure all gas bottles, i.e.: oxygen, acetylene, and properly store in designated storage areas.

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- e. Trash should be disposed of in properly marked containers.

SUBPART E - PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

1. Safety goggles or face shield with ANSI z.87 approved safety glasses shall be worn by employees who are engaged in chipping, grinding, or performing any other operations that present eye hazards.
2. All employees and visitors shall wear safety hats and glasses at all times while in the yard or on a jobsite.
3. ANSI z.41 approved footwear will be worn on all jobsites and in the yard. While not all approved footwear is appropriate for all jobs, you should consult with your supervisor for the type that is required for your specific job duty and location. Tennis shoes, open-toed shoes and sandals are prohibited.
4. Appropriate clothing will be worn for the various job tasks. Check with your supervisor for the correct clothing needed for your specific job duties.
 - a. FRC's (fire retardant clothing) may be required on certain client locations. Your supervisor or the client will let you know if this needed.
 - b. Tyvek suits may be required or worn to protect your everyday work clothes from contamination.
5. Facial hair may not be acceptable for various locations or job duties and personnel with beards may not be permitted to enter certain locations. This will include contractor employees, subcontractor employees, and vendor representatives, etc.

SUBPART F - HANDS

- Wearing gloves prevents many minor injuries resulting from rough materials or irritating substance. Wear gloves whenever possible. Leather or leather palm gloves should be worn when wire rope is being handled. Cloth gloves afford adequate protection when normal work is done.
- Appropriate gloves must be worn when acids, caustic soda, and soda ash are handled.
- Insulated or heat-resistant gloves must be worn when regular work gloves cannot adequately protect against burns.



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SUBPART G - PERSONAL FLOATATION DEVICES

Each individual must wear a personal flotation device (PFD) as specified below, except in rare instances where conditions make such use a greater hazard. A PFD must be a type approved for the service intended by the United States Coast Guard and must be fastened when worn. A PFD must be worn:

1. When doing repairs and maintenance on wharf and bulkhead areas.
2. When loading and unloading barges.
3. When crossing to dock, vessel, platform, etc. over water.
4. When working in areas without handrails.
5. While riding in all outboards.
6. Construction projects over water when exposed to falling hazards.

SUBPART H - SIGNS AND BARRICADES

1. Use signs when necessary and remove them promptly when they are no longer required. Pay attention, SIGNS convey an important message.
2. Signs are to be placed on barricade stands, posts, or other easily visible locations.
3. Signs must be effectively positioned before work begins and removed to proper storage areas when the job or task has been completed.
4. Signs must be legible.
5. Danger tags are placed on switches and valves that must not be operated. These tags are normally printed with the words "HANDS OFF - DO NOT OPERATE."
6. Danger tags are used to prevent movement of a switch, valve, or piece of equipment where operation of the switch/valve may endanger employees or cause equipment damage.

SUBPART I - ELECTRICAL SAFETY

1. Never use an electrical cord, if it has exposed wires. Repair or replace the cord before using.
2. Cords should never be hung over nails or other sharp objects that could cut into the cord.
3. Cords should be protected from oil, hot surfaces, chemicals and other harmful elements.



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4. Unauthorized or untrained personnel should not attempt to repair cords or other electrical equipment. Only qualified personnel shall be allowed to repair, maintain, or work on electrical circuits, extension cords, and electrical panels of any kind.
5. Extension cords are intended for temporary use only.
6. Never operate or work on electrical equipment when standing in water or just being wet.
7. Never overload an electrical circuit.
8. All power tools should be properly grounded.
9. Before using an electrical tool in an area, check to make certain it is safe to do so. If explosion proof tools are required, use only those tools.
10. Never operate a rotating tool in such a manner that a shirttail or other type of clothing or hair might be tangled.
11. Personal portable electronic devices (cell phones, I-Pods, etc.) are prohibited while working on the jobsite. Note this could be job specific as in some cases Communications are by use of cell-phones.

SUBPART J - WORKING ALONE

Working alone can produce certain hazards that could produce injuries or threaten the environment. As such when working alone, the hazard must be accounted for while completing the JSEA (Job Safety Environmental Analysis) and provide control measures.

In addition, proper communication will be maintained between the individual that is working alone. The individual working alone should carry on their person some form of electronic device such as a cell phone or radio for communication purposes at all times. The employee working alone will periodically check in with someone (a designated person) based on determinations made during the JSEA. The designated person can be the company dispatcher or someone with the client or another person working on the jobsite. All contact with the individual; including status of the individual will be documented for recordkeeping purposes.

If the individual working alone is not heard from by the designated person within 15 minutes of the scheduled check-in, immediate steps must be taken to re-establish contact with the employee or an immediate investigation/search must begin and company, client, and appropriate civil authorities must be notified immediately. Emergency contact information such as Coast Guard, Civil Authorities, etc will be readily available.



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SUBPART K - REPORTING OF INJURIES AND ACCIDENTS

It is imperative that all employees and/or sub-contractors report all incidents, injuries, and/or accidents regardless of how minor it may or may not be **IMMEDIATELY! THERE WILL BE ABSOLUTELY NO EXCEPTIONS!!!!**

This report must be made to your Superintendent, Foreman, and/or Supervisor. Failure to do so could result in your incident being handled as a Non-Work-Related-Incident” and any and all medical treatment cost shall become your responsibility. It could also result in disciplinary action up to and including termination.

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