



Sonic Systems International, Inc.



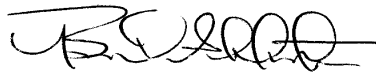
Energy Services Group

SSI-SA-001

Rev.11

1880 Dairy Ashford, Suite 207 · Houston, Texas 77077 · 281-531-7611

SAFETY PROGRAM

Issue Date: 11/9/2020		Effective Date: 11/16/2020	
Rev No.	Safety Manager	QA Manager	President
11	 Scott Gowdy Preparer	 Rachel K Czuba Reviewer	 Bruce Schlueter Approver

REVISION SUMMARY

Rev No.	Page/Section No.	Description of Revision	Date
11	1	Added signature block for QA Manager	10/1/20
10	Section 8	Added details for Hearing Conservation Program, Hazardous Communication Program, Ergonomics Program, Respiratory Protection Program, Forklift Operation and Aerial Lift Operation	6/21/17
0 – 9	All	Revisions on file	



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1. PURPOSE

The Sonic Systems International, Inc. (SSI) safety program is to insure a safe and healthy work environment and create an atmosphere of safety consciousness and concern among the management and employees.

2. SCOPE

- 2.1. This procedure applies to all employees and is to address areas applicable to safety requirements, regulations, and policies. The intent is to focus on management and supervisory responsibility, action, and training programs.
- 2.2. The SSI Fitness-For-Duty Program, detailed in another procedure, provides reasonable assurance that employees are reliable, trustworthy, and not under the influence of any substance, legal or illegal, or mentally or physically impaired from any cause, which in any way would adversely affect their ability to safely and competently perform their assigned duties.

3. GENERAL

3.1. REFERENCES

The contents of the SSI safety program are taken from the Occupational Safety and Health Administration guidelines, information provided by Travelers Indemnity Company of Rhode Island, printed material on Industrial Safety, and experience gained from daily contact with project/plant safety personnel as it applies to SSI work activities.

3.2. RESPONSIBILITIES

- 3.2.1. SSI's Safety Manager shall be responsible for implementation of this program. The Safety Manager reports to the President.
- 3.2.2. The owner/client training program manager is responsible for initial site specific orientation and safety training as per applicable regulatory authority.
- 3.2.3. The SSI site supervisor/lead shall be the designated competent person responsible for compliance with this program.
- 3.2.4. The SSI Safety Manager shall be responsible for training of the Supervisor Safety Program and the Lead Safety Program.
- 3.2.5. SSI Managers are responsible for designation of Safety Leads.

4. POLICY

- 4.1. SSI shall maintain a health and safety program conforming to the best available information and current occupational practices. The management of this company realizes and accepts the responsibility to develop, implement and maintain a safety program designed around SSI's specific requirements.
- 4.2. All SSI employees shall be issued a copy of the Safety Program and Company Safety Policy (Form 1 of this procedure). Each employee shall acknowledge, by signing and dating, that they have read and will abide by the program.
- 4.3. In addition to the initial training detailed in paragraph 4.2 above, SSI shall provide annual/ongoing training to its personnel, this could include site safety training.
- 4.4. Licensed medical professionals shall administer physical, visual acuity and psychological examinations to SSI employees prior to being placed on a work site, where applicable.
- 4.5. No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.



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5. TRAINING

- 5.1. SSI shall conduct safety training for site supervisors/leads, as per paragraph 6.0 and 7.0
- 5.2. Site supervisors shall familiarize themselves with the owner/client safety department; to include emergency medical, fire, and evacuation. Supervisors are to be cognizant of the owner/client safety policy and shall train employees where required.
- 5.3. Site supervisors shall hold regularly scheduled safety meetings. Supervisor's site meetings will be evaluated and recorded. Customer led safety meetings may be accepted in lieu of SSI led meetings.
- 5.4. SSI shall conduct safety training for field service employees as required.
 - 5.4.1. SSI may request a site inspection of the owner/client's facility or obtain a copy of the site inspection completed by SSI's customer. This will only include work areas applicable to SSI employees.
 - 5.4.2. SSI personnel shall comply with owner/client's safety policies and procedures and attend owner/client's safety meeting when required.
 - 5.4.3. Where plant safety training is provided by the owner/client, it is assumed that it is in keeping with the owner/client's program and regulatory agency which is not subject to audit by SSI.
 - 5.4.4. SSI employees shall be trained in accordance with the OSHA Hazard Communication Standard when applicable.
 - 5.4.5. SSI employees shall be trained in accordance with the OSHA Benzene, H2S Sour Gas, or other appropriate gas Standard when applicable.

6. SUPERVISOR SAFETY PROGRAM

- 6.1. The Supervisor Training Program shall contain, but will not be limited to the following:
 - 6.1.1. Defining supervisory responsibility
 - 6.1.2. Adoption of a good safety attitude (safety awareness).
 - 6.1.3. Recognition of safety hazards.
 - 6.1.4. Maintenance of safety records.
 - 6.1.5. Accident investigation.
 - 6.1.6. Introduction to the Occupational Safety and Health Administration requirements.
 - 6.1.7. Conducting site safety meetings.
 - 6.1.8. Safety meeting performance evaluation.
 - 6.1.9. Detecting and eliminating unsafe practices.
 - 6.1.10. Facility inspection
 - 6.1.11. Safety analysis.
- 6.2. Satisfactory completion of this program shall be documented on SSI's Supervisor Training Program Form 3.

7. LEAD SAFETY PROGRAM

- 7.1.1. Defining lead responsibility
- 7.1.2. The distribution, helping complete and collection of Form 6 and Form 7.
- 7.1.3. Perform random safety meeting performance evaluation Form 5



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7.1.4. Contacting and reporting to the SSI Safety Manager and/or SSI President in accordance with 9.0.

7.1.5. Contacting and reporting rental vehicle accident / damage report form 7 per instructions on form.

7.2. Satisfactory completion of this program shall be documented on SSI's Lead Training Program Form 4.

8. **SAFETY RULES**

8.1. **GENERAL**

8.1.1. These rules are general rules to observe while representing Sonic Systems in the corporate office, any customer or vendor office, or on and off site while working for at a utility.

8.1.2. Customer, Vendor, and Utility safety protocols are to be followed in addition to the rules and policy included herein.

8.1.3. If there is a conflict in direction between this policy and that of any customer, vendor, or utility, please contact your supervisor for clarification.

8.1.4. SSI employees may be working near craft or client personnel, all employees must be cognizant of other workers in their immediate area.

8.1.5. All warning signs shall be adhered to.

8.1.6. Smoking will be in designated areas only.

8.2. **FIRST AID**

8.2.1. If you are injured or become ill while at work, immediately notify your SSI supervisor and Client/Owner management and a member of the first aid team for assistance.

8.2.2. If you need more than first aid, arrangements will be made for additional care by your SSI supervisor or Client/Owner emergency responders.

8.2.3. Notify your supervisor if a physician has prescribed any restrictions or limitations that will affect your ability to perform your job or if you are taking any medications that could cause drowsiness or otherwise affect your ability to perform your job.

8.2.4. If injury or illness has caused you to miss work, you shall present written permission from a medical professional to return to work, except for conditions such as the common cold or the flu.

8.2.5. Do not attempt to clean a surface that has been contaminated by blood or other bodily fluids; notify your supervisor of the contamination.

8.3. **FIRES, EVACUATIONS, AND WEATHER-RELATED EMERGENCIES**

8.3.1. **FIRES**

8.3.1.1. Report all fires to your supervisor and the Environmental and Safety Coordinator and Client/Owner management.

8.3.1.2. Fire extinguishers are available throughout the site and may be used by all associates who have been trained.

- Do not attempt to extinguish any fires that could endanger your personal safety
- Do not attempt to put out a fire that's larger than a wastebasket or too large to be put out by one (1) fire extinguisher.

8.3.1.3. Evacuate the building immediately when you hear or see the building audible or visible fire alarm system.



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8.3.2. EVACUATIONS

8.3.2.1. Your supervisor or Client/Owner management will inform you of evacuation routes and outside assembly areas during your orientation. Layouts of the evacuation routes and assembly areas are posted throughout site. It is your responsibility to familiarize yourself with evacuation routes when visiting another facility.

8.3.2.2. When an evacuation alarm sounds:

- Move quickly to the nearest safe exit.
- Do not stop at the restrooms or lockers for any reason.
- Once outside, assemble in your designated area and report to your supervisor or other designated person. If anyone is missing, it will be communicated to the appropriate personnel.
- Do not re-enter the building until your supervisor or the Site Manager gives a verbal "all clear".

8.3.2.3. If possible, shut down your machine. Turn off machines next to yours if the operators are not present.

8.3.2.4. You will be trained on the appropriate actions for your facility when site-specific alarms go off.

8.3.3. WEATHER RELATED EMERGENCIES

8.3.3.1. The site monitors for weather related emergencies and will give associates adequate notice of weather-related emergencies.

8.3.3.2. It is your responsibility to familiarize yourself with site procedures and available shelter areas in the case of tornados or other dangerous conditions.

8.4. COMMUNICATIONS

8.4.1. Site supervisors shall be responsible for communicating information regarding plant closures and work procedures in the event of an emergency.

8.4.2. If at any time you feel like it unsafe to travel to work, it is your responsibility to speak with the site supervisor for approval. If the site supervisor is unavailable, contact your manager or President.

8.5. DRIVING AND PARKING

8.5.1. All driving laws must be followed when driving on company business. This includes wearing seatbelts and following speed limits.

8.5.2. Report all accidents that occur while driving on company business to your supervisor and fill out an accident report.

8.5.3. Do not transport raw materials or chemicals without proper training and approval from your supervisor and/or Sonic Systems management.

8.5.4. Parking Lot Safety

8.5.4.1. All pedestrian traffic has the right of way.

8.5.4.2. Use the main aisle to get to a parking space. Do not cut across parking lanes.

8.5.4.3. When leaving the parking lot, observe single lane traffic. Allow a lane for entering cars. Stop at the end of the driveway before entering the main road.

8.5.4.4. Jackrabbit starts, peeling out, or squealing stops in the parking lot are not safe driving practices and are prohibited.



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8.5.4.5. Park only in designated areas.

8.6. PERSONAL BEHAVIOR

8.6.1. Governed in detail by the SSI Employee Handbook.

8.6.2. SSI Safety Procedure, and Client/Owner procedures as applicable.

8.7. OFFICE SAFETY

8.7.1. Keep all workstations arranged in a neat and orderly fashion and free of clutter.

8.7.2. Keep all filing cabinets and drawers closed when not being used.

8.7.3. Keep all traffic areas clear of tripping hazards.

8.8. CHEMICAL SAFETY

8.8.1. SSI employees shall follow the client's or owner's safety program, and their HAZARD communication program, when applicable.

8.8.2. "Hazardous chemicals" are chemicals that can cause eye or skin irritation, allergies, rashes, or illnesses; or chemicals that have other hazards such as compressed gases, flammables, poisons and combustible chemicals.

Safety Data Sheets (SDSs) are maintained for all hazardous chemicals used at any site. SDSs are available to every associate. Talk to your supervisor if you would like to review any SDS. SSI employees shall comply with a customer's hazard communication program.

Elements of a hazard communication program include the following:

- List of all hazardous chemicals known to be present in the workplace or individual work area
- Methods used to ensure that all containers, including pipes and holding tanks, are labeled, tagged or marked properly
- Methods used to obtain and maintain safety data sheets (SDSs)
- Methods used to provide employees with information and training on hazardous chemicals in their work areas
- Methods used to inform employees of the hazards of nonroutine work practices
- Methods used to provide the employees of other employers (e.g., consultants, construction contractors and temporary employees) on-site access to SDSs for each hazardous chemical that the other employer's employees may be exposed to while working in the workplace
- Methods used to inform the employees of other employers of precautionary measures that need to be taken to protect themselves during the workplace's normal operating conditions and in foreseeable emergencies
- Methods used to inform the employees of other employers of the labeling system used in the workplace

8.8.3. Report all chemical leaks or spills to a supervisor and Client/Owner management.

8.8.4. Spills involving flammable liquids may present a fire hazard. Turn off all nearby equipment to minimize the chance of vapor ignition, but only if this can be done safely.

8.8.5. Dispose of chemicals using appropriate procedures only. Ask your supervisor if you have any questions.

8.8.6. No lead containing materials may be handled by SSI employees in accordance with the work.



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8.8.7. SSI employees may not disturb nor remove any material (insulation) which may contain friable asbestos. Owner/client or agent will arrange for encapsulation, removal or disposal.

8.9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

8.9.1. Personal protective equipment (PPE) may be required when performing certain jobs or tasks or when working in some areas of site. You will receive information on the specific PPE requirements for your job.

8.9.2. Your supervisor will provide instructions for proper use of PPE. Report worn or damaged equipment to your supervisor immediately. Do not use worn or damaged PPE.

8.9.3. Always wear the appropriate PPE for the job and make sure that it is in good working condition.

8.9.4. EYE PROTECTION

8.9.4.1. Safety glasses must always include side shields (permanent or removable).

8.9.4.2. All safety glasses must meet ANSI specifications.

8.9.5. HEARING PROTECTION

8.9.5.1. SSI will establish, or comply with a customer's hearing conservation program, when required, to protect workers from the hazards of noise on the job. The "action level" for a hearing conservation program is a noisy work environment at or above 85 dB, based on an 8-hr Time Weighted Average (TWA).

8.9.5.2. Elements of a hearing conservation program include:

- An Audiometric Testing Program when required (baseline and annual testing)
- An Employee Education and Training Program
- Monitoring and Analysis of Workplace Noise Levels
- Providing Suitable Engineering Controls when appropriate
- Providing Hearing Protectors when required (ear plugs or ear muffs)
- Maintain required records for the above.

8.9.5.3. Employee training will cover the following:

- Training will be for all employees who are exposed to noise at or above the 8-hour TWA of 85 dB.
- The training will be repeated annually for each employee included in the hearing conservation program.
- The effects of noise on hearing
- The purpose of hearing protectors, the advantages, disadvantages, and the attenuation of various types and instruction on selection, fitting, use and care
- The purpose of audiometric testing, and an explanation of the test procedures.
- Access to information and training materials.



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8.9.6. GLOVES

8.9.6.1. Different types of gloves provide different types of protection.

8.9.6.2. Verify that gloves are in good condition before wearing them.

8.9.7. HARDHATS

8.9.7.1. Hardhats are required when there is a risk of hitting your head or where overhead work is being performed in the immediate vicinity.

8.9.7.2. Jobs or tasks where hard hats are required include operating a forklift truck, crane, hoist when lifting above shoulder height and when working beneath ladders, hoists or scaffolds, or when there is the potential of an object hitting your head.

8.9.7.3. Check that hardhats are free of cracks and are adjusted to fit your head properly.

8.9.7.4. Hard hats over five (5) years old shall be discarded and replaced.

8.9.7.5. Hard hat liners shall be less than one (1) year old.

8.9.8. RESPIRATORS

8.9.8.1. SSI employees shall comply with the relevant Customer Respiratory Protection Program. A Respiratory Protection Program includes the following elements:

8.9.8.2. Evaluation of the hazards consists of exposure duration, potential for contact, and known or potential concentrations.

8.9.8.3. Ventilation and engineering controls are used to reduce the chemicals in the air; however, a respirator will be required when there is a chance of breathing potentially harmful level of chemicals or dust.

8.9.8.4. Administrative Controls - Especially effective for repetitive stress and heat stress control, crew rotation could increase productivity in contaminated atmospheres.

- Adjust the length of the work shift. Instead of two 12 hour shifts, it may be more effective to have three 8 hour shifts.
- Change scheduled work to limit the number of employees exposed. The scheduling of other work near the exposure area could be limited until exposure is gone.

8.9.8.5. Personal protective devices for the control of respiratory hazards are to be used as a last resort, and only when other means of control are not practical or feasible. Respiratory protection may be required while implementing engineering controls, or in conjunction with other control methods.

8.9.8.6. Factors that must be considered for selecting proper respirator include:

- The nature of the hazardous operation or process
- The type of respiratory hazard (including physical properties, oxygen deficiency, physiological effects on the body, concentration of toxic material or airborne radioactivity level, established exposure limits for the toxic materials, established permissible airborne concentration for radioactive material, and established immediately dangerous to life or health concentration for toxic material)
- The location of the hazardous area in relation to the nearest area having respirable air
- The period of time for which respiratory protection must be worn
- The activities of workers in the hazardous area



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- The physical characteristics and functional capabilities and limitations of the various types of respirators
- 8.9.8.7. Training will be provided prior to job assignment where respirator equipment is required, and annually thereafter. Additional training is required when there are deficiencies in the employee's knowledge/skills or when there is a change in the workplace or respiratory equipment that renders previous training obsolete. The training will include the following:
 - Responsibilities of employees and supervisors
 - How, why and for what jobs we use respirators
 - Hazard assessment including limitations of respirators
 - Hazard control
 - Respirator selection
 - Medical evaluation
 - Respirator fit test
 - Maintenance, care and storage
 - Medical surveillance
 - Program evaluation
- 8.9.8.8. Employees shall obey all Industrial Hygiene or Health Physics requirements.
- 8.9.8.9. SSI employees shall have a respiratory physical examination and a "face fit test" within the preceding (12) twelve months prior to engaging in activities requiring the wearing of respiratory protection equipment.
- 8.9.8.10. Contact your supervisor if you have any concerns regarding the use of a respirator.
- 8.9.9. **FOOT PROTECTION**
 - 8.9.9.1. ANSI or ASTM-approved safety shoes (i.e., steel or composite toed shoes) shall be worn on all projects, except for office areas and office assignments as required by Customer.
- 8.10. **MACHINE SAFETY**
 - 8.10.1. Keep hands, feet, loose clothing, and jewelry away from operating equipment.
 - 8.10.2. Do not operate any machine you are not familiar with or on which you have not been trained. Only trained employees are permitted to operate machinery.
 - 8.10.3. Never operate any machine that appears to be defective or in need of repair. Notify your supervisor if your machine is not working properly.
 - 8.10.4. Use all protective equipment such as guards, chip shields, and spindle shields.
 - 8.10.5. Never override or by-pass guards or safety switches.
 - 8.10.6. Stop the machine before making minor repairs or adjustments. NEVER activate a machine if it has been tagged out or if it's possible someone could be in the point of operation.
 - 8.10.7. Avoid handling sharp tools with your bare hands.



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- 8.10.8. All machines shall be locked out and tagged out during the servicing and maintenance as the unexpected energization or startup of stored energy could cause injury. See section 8.12.
- 8.11. **COMPRESSED AIR**
- 8.11.1. Employees are responsible for knowing the location of the air hose emergency isolation valve closest to their workstation. In case of an air hose failure, close the valve immediately.
- 8.11.2. Never point a compressed air hose at anyone and do not use compressed air to blow dirt or chips from your clothing, arms, hands, or legs.
- 8.11.3. The nozzles on compressed air hoses are designed to prevent injuries. Do not modify the nozzles in any way and if you see a nozzle that is damaged or has been modified, tell your supervisor.
- 8.11.4. Use caution when blowing out machine collets or cleaning off parts. Flying chips or the air blast can cause serious eye injuries. Safety goggles and face shield shall be worn. Always point the air gun toward an enclosed area, down and away.
- 8.11.5. Inspect hoses and nozzles for damage before use. Report damage to your supervisor immediately.
- 8.11.6. Ensure hose fittings are properly secured (e.g. safety pins installed)
- 8.12. **LOCK OUT/TAG OUT**
- 8.12.1. Equipment that is being repaired or serviced shall be locked out or tagged out before the work is performed. This prevents the chance of unexpected energization of the equipment.
- 8.12.2. Only authorized employees are to perform Lock Out/Tag Out.
- 8.12.3. Do not try to start a machine that has been locked out and do not remove a lock unless you are the person who applied it.
- 8.13. **ELECTRICAL POLICY**
- 8.13.1. SSI employees shall not handle any commercial electrical machinery, equipment, or power sources. The owner/client will arrange power when required.
- 8.14. **CONFINED SPACE**
- 8.14.1. Confined Space - Definition
- 8.14.1.1. Is large enough and so configured that an employee can bodily enter and perform assigned work.
- 8.14.1.2. Has limited or restricted means for entry or exit (e.g. tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.)
- 8.14.1.3. Is not designed for continuous employee occupancy.
- 8.14.2. Permit Required Confined Space - Definition
- 8.14.2.1. Contains or has a potential to contain a hazardous atmosphere.
- 8.14.2.2. Contains a material that has the potential for engulfing an entrant.
- 8.14.2.3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
- 8.14.2.4. Contains any other recognized serious safety or health hazard.



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8.14.3. SSI employees may not enter a confined space unless the owner or agent has an entry permit program. This program shall identify the written permit system and the employee training for entrants, attendants and individuals in charge of/or responsible for authorizing permits.

8.14.4. Do not enter a permit required confined space unless site supervisors have been notified and proper procedures are followed.

8.15. MATERIAL HANDLING

8.15.1. All materials must be placed in locations provided for storage.

8.15.2. Do not store material in front of, against, or on top of fire extinguishers or hoses.

8.15.3. Never exceed safe heights. Materials shall not be stacked so high that they could lean or become unstable.

8.15.4. Never lift loads that exceed safe heights. Heavy loads should be stored at the lowest level in the racks possible.

8.15.5. SSI employees shall not lift loads in excess of forty (40) pounds without assistance.

8.15.6. Never walk under a load being lifted by a crane or lift truck.

8.16. FORKLIFT OPERATION

8.16.1. SSI personnel shall comply with the relevant customer's forklift procedures and programs.

8.16.2. Only trained and authorized persons are permitted to operate a forklift. No employees are allowed to operate a forklift without the proper training.

8.16.3. Training shall occur prior to employee operation of any forklift, and at least every three years thereafter unless observed performance by the operator dictates the need for more frequent retraining. The following requirements shall be met to become a "Qualified Forklift Operator":

- Perform the demonstrated capability requirement satisfactorily. Each trainee, who satisfactorily completes the qualifications as outlined above, shall be issued a written document as evidence of being a Qualified Forklift Operator

8.16.4. Forklift Safe Operating Rules are as follows:

- Personnel are not permitted to ride on forklifts except in designated seats that are part of the equipment design.
- Forklifts shall be equipped with a portable fire extinguisher.
- Under travel conditions, the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Traffic regulations shall be observed, including authorized work site speed limits. A safe distance shall be maintained approximately three forklift lengths from the forklift truck ahead.
- The driver shall be required to slow down and sound the horn at cross aisles and other areas where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
- Copies of the manufacturer's operating instructions for each type of forklift shall be readily available for review by operators and supervisory personnel.
- Lift trucks, stackers, etc., shall have the rated capacity clearly posted on the vehicle so as to be clearly visible to the operator. When the manufacturer provides auxiliary removable



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counterweights, corresponding alternate rated capacities also shall be clearly shown on the vehicle. These ratings shall not be exceeded.

- No modifications or additions, which affect the capacity or safe operation of the equipment, shall be made without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
- Steering or spinner knobs shall not be attached to the steering wheel unless the steering mechanism is of a type that prevents road reactions from causing the steering hand wheel to spin. The steering knob shall be mounted within the periphery of the wheel.
- Forklifts shall have the manufacturer's nameplate showing its weight with attachments, lifting capacity, lift height maximum and other pertinent data. Nameplates or markings shall be maintained in a legible condition and remain in place.
- Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.
- Unloaded forklifts should be operated on all grades with the load engaging means downgrade.
- On grades, the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
- No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the forklift.
- When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
- Wheels shall be blocked if parked on an incline.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform, or freight car. Forklifts shall not be used for opening or closing freight doors.
- Dock board or bridge plates shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded. Portable dock boards shall be secured in position, by being anchored or equipped with devices that will prevent their slipping.
- An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc. representative of the job application, but not to withstand the impact of a falling capacity load.
- Additional counter weighting of forklifts shall not be allowed unless approved by the manufacturer.



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- Employees shall not jump off a forklift.
- Forklift operators shall yield to pedestrians.
- Loads carried shall be secured on the forks to prevent upset / overturn.

8.17. OVERHEAD SAFETY/WORKING AT HEIGHTS

- 8.17.1. An SSI employee shall maintain three (3) point contact when using ladders and stairways to allow for a safe climb. Safety belts/harnesses are required for working six (6) feet off the ground.
- 8.17.2. Ladders shall extend a minimum of three (3) feet above a working surface.
- 8.17.3. A knowledgeable individual shall inspect scaffolding to assure that it conforms to safe scaffolding erection practices prior to SSI employees using it as a work platform.
- 8.17.4. Only trained and authorized employees are permitted to operate power-operated cranes/hoists.
- 8.17.5. Do not stand or pass under the elevated portion of any hoist, whether loaded or unloaded.
- 8.17.6. Never ride or hang on the hook of the crane.
- 8.17.7. Avoid working beneath a ladder or platform where work is being performed. If it is required to work in any of these areas, you must wear a hard hat.
- 8.17.8. When working on a ladder, do not stand on the very top rung or platform.
- 8.17.9. Arial Lift Operation - All elevated platforms, such as scissor lifts, should have a kickboard in place to prevent tools or other items from accidentally falling. The safety gate or chain must be securely closed when the equipment is in use.
 - 8.17.9.1. A safety harness and lanyard is required when working on a lift if you are not adequately protected by the guardrails.
 - 8.17.9.2. Lift controls shall be tested prior to use.
 - 8.17.9.3. Personnel shall not be permitted to stand on the rails of aerial devices.
 - 8.17.9.4. Aerial lifts shall not be used as a means of access, unless special procedures are developed.
 - 8.17.9.5. Large or excessive amounts of material, excluding tools, shall not be transported in an aerial personnel lift.
 - 8.17.9.6. Load limits shall not be exceeded.
 - 8.17.9.7. Aerial personnel lifts that can operate horizontally shall set brakes and outriggers, when used, be positioned on pads or a solid surface, and chock wheels before using on an incline.
 - 8.17.9.8. An aerial lift truck may not be moved when the boom is elevated in a working position with personnel in the basket, except for equipment that is specifically designed for this type of operation.

8.18. WELDING and HOT WORKS

- 8.18.1. Welding equipment is to be used by authorized personnel only. Proper protective equipment (safety glasses, face shields, etc.) must be worn.
- 8.18.2. Welding should be done in a designated area whenever possible.
- 8.18.3. When welding outside the designated area, a Hot Work Permit must be obtained.



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8.19. COMPRESSED GASES

- 8.19.1. Only trained, qualified employees are permitted to handle compressed gas containers. This includes receiving the containers and installing them.
- 8.19.2. All tanks of compressed air must be secured so they cannot fall or tip over. If you see a tank that is not properly secured, tell your supervisor.

8.20. HOUSEKEEPING

- 8.20.1. Do not leave cords, hoses, etc. where they can be tripped over or cause accidents.
- 8.20.2. Keep all floor areas and aisles free from oil and/or water.
- 8.20.3. Store brooms and other cleaning supplies properly,
- 8.20.4. Keep all locker and storage cabinet doors closed when not in use.

8.21. RADIATION SAFETY

- 8.21.1. Follow directions of Radiation Protection/Health Physics (RP/HP) personnel or stop work to resolve conflicts.
- 8.21.2. Read, understand and follow applicable Radiation Work Permits (RWP) directions.
- 8.21.3. Use STAR (Stop, Think, Act and Review) and Peer Checks during Radiation Control Area (RCA) log-in and log-out.
- 8.21.4. Verify correct RWP and Task number on log-in.
- 8.21.5. When you encounter a problem or unfamiliar situation, that you are not 100% sure of, STOP and seek guidance from site supervision.
- 8.21.6. Stay in scope of RWP Task and radiological briefing.
- 8.21.7. Verify correct Electronic Dosimeter (ED) dose and dose rate set points.
- 8.21.8. Use proper radiation worker practices and precautions when working in the RCA.

8.22. HEAT STRESS

- 8.22.1. Site or Project Management is responsible for identifying high temperature jobs. Management shall determine required work durations and recovery periods.
- 8.22.2. Inform immediate supervisor of any physical condition which may reduce heat tolerance (i.e., heart condition, illness, fatigue, use of prescription drugs)
- 8.22.3. Perform self-checks and leave the heat stress conditions immediately when experiencing symptoms of heat illness.
- 8.22.4. Comply with the work durations and recovery times established by management.
- 8.22.5. Comply with designated engineering and administrative controls.
- 8.22.6. Notify supervision if there is a noticeable change in heat stress conditions (i.e., temperature, humidity, or work intensity).

8.23. ERGONOMICS

- 8.23.1. SSI employees shall comply with the relevant Customer Ergonomics Program. Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes and environment. When aspects of the workplace exceed the body's capabilities, the result can be a musculoskeletal disorder (MSD).



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8.23.2. An ergonomics program will contain the following:

- Management Leadership
- Employee Participation – identifying ergonomic risk factors, implementation of controls.
- Identification of Problem Jobs – collecting data such as injury logs and trends.
- Worksite Evaluations – conducted when an employee reports an MSD, identifying risk factors.
- Setting Priorities
- Worksite Evaluation Methods – walk-throughs, interviews, checklists
- Control of Ergonomic Risk Factors – engineering controls, administrative controls, PPE
- Training

9. **REPORTING**

- 9.1. All accidents are to be reported to the SSI site supervisor/lead immediately.
- 9.2. SSI site supervisor/lead is to contact the SSI Safety Manager and/or SSI President immediately but no later than 1 hour of any incident that requires onsite or offsite medical attention. SSI Safety Manager will confer with SSI site supervisor and site medical staff to determine if outside medical attention is required.
- 9.3. All accidents that require outside medical attention will require a release from a doctor prior to returning to work for SSI.
- 9.4. All minor accidents reported to SSI site supervisors/lead will be reported to SSI Safety Manager and/or SSI President immediately.
- 9.5. The SSI Supervisor/lead Accident/Incident Investigation & Assessment Report Form 6 will be completed immediately and forwarded to the SSI Safety Manager and President.

10. **RECORDS**

- 10.1. Site supervisors/leads will gather information regarding any safety training provided at site, conducted by SSI employees. This information may include presentation material, attendance records, etc. and will be forwarded to the Safety Manager to maintain for audits, as detailed in section 10.
- 10.2. Safety meetings (conducted by SSI) records Form 2 will be generated and maintained indicating safety meeting location, date, subject, and attendees of each meeting. Records will be forwarded to the Safety Manager.
- 10.3. To supplement federal, state, local or client accident reports, SSI will record and maintain its own accident investigation and assessment report Form 6 and will include a Corrective Action Statement (i.e. What has been done to prevent recurrence of this type of accident?).
- 10.4. Annual OSHA 300 (Log of Work-Related Injuries and Illnesses), 300A (Summary of Work-Related Injuries and Illnesses) and 301 (Injury and Illness Incident Report) forms will be filed and maintained documenting all work-related injuries or illnesses that involve loss of consciousness, restricted work activity or job transfer, days away from work, medical treatment beyond first aid or those diagnosed by a physician or licensed health care professional encountered in a given year. Additionally, these forms will detail any work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12.

11. **MANAGEMENT SAFETY PROGRAM REVIEW**

- 11.1. SSI management shall perform an internal safety review. The review will be conducted at least once every twelve (12) months, and shall cover such items as number of accidents, their causes, preventative measures, safety meetings, safety programs, management training, and facility inspection.



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- 11.2. Findings are to be documented on Form 8 or similar of this procedure and should identify corrective actions necessary and include a timeline for implementation.

12. **SSI-SA-001 FORMS**

- 12.1. Current revisions are to be used.
- 12.2. All forms can be revised and new ones added by the SSI Safety Manager without the procedure being revised.
- 12.3. SSI-SA-001 forms
 - Form 1 -- Company Safety Policy
 - Form 2 -- Safety Meeting Attendance
 - Form 3 -- Supervisor Training Program
 - Form 4 -- Lead Training Program
 - Form 5 -- Safety Meeting Evaluation
 - Form 6 -- Accident Investigation/Assessment
 - Form 7 – Rental Vehicle Accident / Damage Report
 - Form 8 – Management Safety Program Review
 - Form 9 – Lead Selection Sheet