



SAFETY AND HEALTH

PROGRAM MANUAL

Georgia Environmental Group, inc.

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POLICY STATEMENT

It is the belief of Georgia Environmental Group that our people are our most important asset and the preservation of employee Safety and Health must remain a constant consideration in every phase of our business. We will provide the resources necessary to manage, control, or eliminate safety and health hazards.

All employees are responsible for working safely and productively, as well as recognition and awareness of hazards in their work areas. Employees are also responsible for following safe work practices, including the use of Personal Protective Equipment (PPE) where necessary.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support, and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY.

Casey Bullington, President

GOALS

Safety begins at the top and goes downward throughout the company. The primary goal of Georgia Environmental Group is to continue operating a profitable business while protecting employees from injuries, illness or harm. This can be achieved in part by delegating responsibility and accountability to all involved in this company's operation.

- **Responsibility:** Having to answer for activities and results.
- **Accountability:** The actions taken by management to insure the performance of responsibilities. In other words, to reach our goal of a safe workplace everyone needs to take responsibility and be held accountable.

Benefits of achieving our goals are:

- Minimizing of injuries and accidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential OSHA fines
- Reductions in workers' compensation costs
- Reductions in operating costs
- Having the best Safety and Health conditions possible in the workplace.

MANAGEMENT COMMITMENT

The management of Georgia Environmental Group is committed to the company's safety policy, and to provide direction and motivation by:

- Appointing Casey Bullington as our Safety Coordinator.
- Establishing company safety goals and objectives.
- Developing and implementing a written Safety and Health program.
- Ensuring total commitment to the Safety and Health program.
- Facilitating employees' safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees.

- Reviewing the Safety and Health program annually, and revising or updating as needed.

ASSIGNMENT OF RESPONSIBILITY

SAFETY COORDINATOR

Georgia Environmental Group has designated Casey Bullington as our Safety Coordinator. The cell phone and office phone numbers are:

Office: (478) 257-6812

Cell: (478) 808-3433

It is the duty of the Safety Coordinator to assist the Supervisor and all other levels of Management in the initiation, education, and execution of an effective safety program including the following:

- Reviewing the safety program with new employees.
- Following up on recommendations, suggestions, etc., made at Safety Meetings.
- Assisting employees in the execution of safety policies.
- Conducting safety inspections on a periodic basis.
- Addressing existing or potential hazards as needed.
- Preparing accident reports and investigations.
- Maintaining an adequate stock of first aid supplies and other safety equipment to insure their immediate availability.
- Becoming familiar with OSHA regulations and local and state safety codes.
- Emphasizing to employees that accidents create unnecessary personal and financial losses.

SUPERVISOR

It is the responsibility of the Supervisor to establish a work environment that ensures that safety and health is managed in the same manner and with the same degree of emphasis as production, cost, and quality control, by:

- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
- Identifying procedures that could contribute to accidents which can result in injuries and property damage.
- Participating in safety and health related activities, including routinely attending safety meetings, reviews of the facility, and correcting employee behavior that can result in accidents and injuries.
- Spending time with each person hired explaining the safety policies and the hazards of his/her particular work.
- Ensuring that initial orientation of "new hires" is carried out by Casey Bullington.
- Making sure that if a "Competent Person" is required, that one is present to oversee and instruct employees when necessary.
- Not short-cutting safety for expediency, or allowing workers to do so.
- Enforcing safety rules consistently, and following the company's discipline and enforcement procedures.
- Conducting periodic job-site safety inspections and correcting noted safety violations.

EMPLOYEES

It is the duty of each and every employee to know the safety rules, and conduct their work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of the work and safety rules that apply to their work duties.

Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement form.
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the Supervisor.
- Performing all tasks safely as directed by their Supervisor.
- Reporting ALL injuries, no matter how slight to their Supervisor immediately, and seeking treatment promptly.
- Knowing the location of first aid supplies, fire fighting equipment, and other safety devices.
- Attending required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION

DISCIPLINE/ENFORCEMENT

Georgia Environmental Group seeks to establish and maintain standards of employee conduct and supervisory practices which will support and promote safe and effective business operations. These supervisory practices include administering corrective action when employee unsafe performance or risky behavior jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct unsafe employee behavior. Major elements of this policy include:

- A. Constructive criticism/instruction by the employee's Supervisor to educate and inform employees of appropriate safety performance and behavior.
- B. Correcting employee's negative behavior to the extent required.
- C. Informing the employee that continued violation of company safety policies may result in termination.
- D. Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

1. VERBAL WARNING informally documented, by Supervisor or Safety Coordinator for minor infractions of company safety rules. The Supervisor or Safety Coordinator must inform the employee what safety rule or policy was violated and how to correct the problem.
2. WRITTEN WARNING, documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in their personnel file.
3. SUSPENSION, for three (3) working days if employee fails to appropriately respond or management determines the infraction is sufficiently serious.
4. TERMINATION, for repeated or serious safety infractions.

EMERGENCY RESPONSE TO HAZARDOUS SUBSTANCES

If any substance is found of unknown origin, company policy is to LEAVE IT ALONE! Immediately evacuate the area, and contact the nearest hazardous material response team. Do not allow employees on site until declared safe by the response team.

FIRST AID

- Arrangements must be made BEFORE starting the project, to provide for prompt medical response in the event of an emergency
- In areas where severe bleeding, suffocation, or severe electrical shock can occur, a 3 to 4 minute response time is required
- If medical attention is not available within 4 minutes, then a first aid trained person must be available on the jobsite at all times
- An appropriate, weatherproof first aid kit must be on site. It must be checked weekly
- Provisions for an ambulance or other transportation must be made in advance.
- Contact methods must be provided
- Telephone numbers must be posted where 911 is not available.

Georgia Environmental Group has designated the Supervisor as having adequate training to render first aid in the event of a medical emergency in areas where emergency response time is in excess of 4-min. They will maintain appropriate first aid kits and check them weekly to assure they are properly stocked.

First aid kits are located at the following locations:

- _____
- _____

- Every employee shall be trained in emergency procedures:
 - Evacuation plan
 - Alarm systems
 - Shutdown procedures for equipment
 - Types of potential emergencies

It is the responsibility of the Supervisor to review their job sites addressing all potential emergency situations.

CONTROL OF HAZARDS

Where feasible, workplace hazards are prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent an unsafe or unhealthy exposure. Once a potential hazard is recognized, the elimination or control of the hazard must be done in a timely manner. These procedures include measures such as the following:

- Maintaining all extension cords and equipment in good working order.
- Ensuring all guards and safety devices are working and in place.
- Periodically inspecting the worksite for safety hazards.
- Establishing a medical program that provides applicable first aid supplies to the site, as well as emergency phone numbers (911).
- Addressing any and all safety hazards with employees.

FIRE PREVENTION

Fire prevention is an important part of protecting employees and company assets. Fire hazards must be controlled to prevent unsafe conditions. Once a potential hazard is recognized, it must be eliminated or controlled in a timely manner. The following fire prevention requirements must be met for each site:

- One conspicuously located ABC fire extinguisher (or equivalent) for every floor.
- One conspicuously located ABC fire extinguisher (or equivalent) for every 3000 sq/ft
- A conspicuously located, ABC fire extinguisher for everywhere more than 5-gallons of flammable liquids or gas are stored.
- Generators and internal combustion engines located away from combustible materials.
- Site free from accumulation of combustible materials or weeds.
- No obstructions or combustible materials piled in the exits.
- No more than 25-gallons of combustible liquids stored on site.
- No LPG containers stored in any buildings or enclosed spaces.
- Fire extinguishers in the immediate vicinity where welding or cutting is being done.

TRAINING AND EDUCATION

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees at the site. Training is most effective when incorporated into other education on performance requirements and job practices.

Training programs are provided as follows:

- Initially when the safety and health plan is developed or upgraded
- For all new employees before beginning work
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised
- When incidents/accidents show that safety performance must be improved

Besides the standard training, employees should also be trained in the recognition of hazards – to be able to look at an operation and identify unsafe acts and conditions.

A list of typical hazards employees should be able to recognize may include:

Fall Hazards; Fall exposures from upper floors, roofs and roof openings, ladders (straight and step), scaffolds, wall openings, tripping, trenches, steel erection, and stairs.

Electrical Hazards; Damaged cords, outlets, overloads, overhead high voltage, extension cords, portable tools (broken casing or damaged wiring), grounding, metal boxes, switches, Ground Fault Circuit Interrupters (GFCI).

Housekeeping Issues; Exits, walkways, floors, trash, storage of materials (Hazardous and Non-Hazardous), protruding nails etc.; trips/slips, uneven flooring, icy walkways, etc.

Fire Hazards; Oily-dirty Rags, combustibles, fuel gas cylinders, exits blocked, Electrical cords, etc.

Health Hazards; Silicosis, asbestos, loss of hearing, and eye injury due to flying objects, etc.

SAFETY MEETINGS

Employees of Georgia Environmental Group shall attend and participate in periodic safety meetings. The safety meeting shall be conducted by the Safety Coordinator. Safety problems that have arisen or that are anticipated shall be discussed along with any other work site or operations topics. The meeting shall be kept a valuable educational experience by:

- Keeping the meetings moving.
- Starting and stopping on time.
- Using illustrated material and demonstrations to make the point.
- Discussing each topic thoroughly, providing handouts if possible.
- Reviewing accidents, injuries, property losses, and “near misses”.
- Evaluating accidents, injuries, property losses, and “near misses” for trends and similar causes to initiate corrective actions.

The Safety Coordinator must document the meetings using the appropriate form.

RECORDKEEPING AND OSHA LOG REVIEW

In the event of a fatality (death on the job) or catastrophe (accident resulting in hospitalization of three or more workers) contact the Safety Coordinator, Casey Bullington. The office and cell-phone numbers are:

Office: (478) 257-6812

Cell: (478) 808-3433

The Safety Coordinator will in turn report it to the OSHA National Emergency Line at (800) 321-OSHA (6742), or the local Regional OSHA Office, within 8 hours after the occurrence.

If an injury or accident should occur, employees are to report the injury to their Supervisor as soon as possible. A log entry and summary report shall be maintained for every recordable injury and illness. The entry should be done within 7 days after the injury or illness has occurred. The OSHA 300 or equivalent shall be used for the recording.

An OSHA recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid.

First Aid includes:

- Tetanus shots
- Band-aids or butterfly bandages
- Cleaning, flushing or soaking wounds
- Ace bandages and wraps
- Non-prescription drugs at non-prescription strength (Aspirin, Tylenol, Etc.)
- Drilling fingernails/toenails
- Eye patches, eye flushing and foreign body removal from eye with Q-tips
- Finger guards
- Hot or cold packs
- Drinking fluids for heat stress

An annual summary of recordable injuries and illnesses must be posted at a conspicuous location in the workplace and contain the following information: Calendar year, company name-establishment name, establishment address, certifying signature, title, and date. If no injury or illness occurred in the year, zeroes must be entered on the total line at the bottom of the form.

The OSHA logs will be evaluated by the management to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies.

ACCIDENT INVESTIGATION

Supervisor Responsibilities

- Provide first aid and/or call for emergency medical care if required.
- If further medical treatment is required, arrange to have the injured employee transported to the medical facility.
- Secure area, equipment and other personnel from injury and further damage.
- Contact Safety Coordinator.

Safety Coordinator Responsibilities

- Investigate the incident (injury) by gathering facts, interviewing the injured employee and any witnesses; taking pictures and physical measurements of incident site and equipment involved.
- Complete an accident investigation report form.
- Insure that corrective action to prevent a recurrence is taken.
- Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
- Discuss incident with other supervisors/foremen and other management.
- If the injury warrants time away from work, ensure that the absence is authorized by a physician and that you maintain contact with the employee while they remain off work.
- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by the physician.
- When injured employee(s) return to work they should not be allowed to return to work without “return to work” release forms from the physician. Review the release carefully and insure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.

SAFETY RULES AND PROCEDURES

- All injuries must be reported to your Supervisor.
- Possession, use, or being under the influence of alcohol or illegal drugs on company property, in company vehicles or on any job site is strictly prohibited. Violation of this policy is subject to disciplinary action, up to and including termination of employment.
- No employee is expected to undertake a job until that employee has received adequate training.
- All employees shall be trained on the potential hazards that they could be exposed to and how to protect themselves.
- No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
- Only qualified, trained and authorized personnel are permitted to operate machinery or equipment.
- Employees working around crane operations shall not walk under, or stand under, a suspended load.
- Any employee working more than 6' above the nearest surface shall be protected by an adequate fall protection system.
- Employees working in areas where there is a possible danger of head injury, excessive noise exposure, or potential eye and face injury shall be protected by Personal Protection Equipment (PPE).
- Employees working on job sites are subject to the Safety Policies and PPE requirements of the General Contractor and/or customer.
- All hand and power tools and similar equipment, whether provided by the employer or the employee, shall be maintained in a safe condition.
- Use smart lifting techniques. Lift with your legs. Do not bend at the waist for lifting. If weight is too heavy for you, or it exceeds 50 lbs, get assistance or use material handling equipment.
- All scaffolding shall be erected in accordance with OSHA standards. Standard guardrails for fall protection and ladders for safe access shall be used.
- Employees shall visually inspect ladders for defects prior to each use. Turn in defective ladders to your Supervisor.
- All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed.
- Floors, work sites, and passageways shall be kept free from protruding nails, splinters, loose boards, and unprotected holes or openings.
- All floor openings, open sided floor and wall openings shall be guarded by a standard railings and toe boards or cover.

- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

EMPLOYEE EMERGENCY ACTION PLAN

FIRE & OTHER EMERGENCIES

The following emergency action plan is to be followed. Employees should be familiar with this plan.

- If inside a building, immediately leave the building through the closest practical exit. Meet up at the Supervisor's truck.
- The Supervisor is to account for all employees after emergency evacuation has been completed and assign duties as necessary.
- Dial 911 on the nearest available phone or cell phone, report the location of the emergency and provide directions to the responders.
- Contact the Safety Coordinator to advise of the situation.

ALARMS SYSTEMS/EVACUATION:

Georgia Environmental Group establishes that any employee shouting "Fire" is the signal to immediately evacuate the building/facility for fire and other emergencies.

TRAINING:

Before implementing the emergency action plan, a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees will be designated and trained.

The plan will be reviewed with each employee covered by the plan at the following times:

- Initially when the plan is developed or upon initial assignment.
- Whenever there are changes in the employee's responsibilities or designated actions under the plan.
- Whenever the plan is changed.

The plan will be kept at the worksite and made available for employee review.