

## DAY & ZIMMERMANN, NPS, INC.

**ALL INJURIES, REGARDLESS OF SEVERITY, MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY.**

This is to certify that I have received, read and understand the Craft Work Rules, Regulations and Job Site Safety Rules.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: Sign Employee Copy and File Copy.

EMPLOYEE COPY

Letters of Policy / Programs  
Attachment C

C-3

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## **DAY & ZIMMERMANN NPS, INC. WORK AND SAFETY RULES**

**Welcome!** We hope that your employment at this project will be pleasant, safe and productive. We will make every effort to provide a good working environment. Your interest and cooperation are essential to its continuation. This project requires that certain basic rules be established for the mutual benefit of you, the Company and the Owner. Your familiarity with and observance of these rules, and such others as may be established for this project, is your obligation and will contribute to a successful project. Please review carefully the **Project Work Rules, Job Site Safety Rules and Site Specific Rules**, then sign to acknowledge you have read and understand.

### **PROJECT WORK RULES**

#### **1. Parking Facilities and Access to Project**

- a. Vehicles will be parked only in the designated area(s). Vehicles parked in unauthorized areas are subject to be towed at your expense.
- b. Any vehicle entering controlled project areas must display the proper permit or present appropriate evidence of the right to do so, and shall be subject to inspection and search.
- c. Vehicles anywhere in the project, its roads and parking areas, shall be operated in a safe and careful manner, and drivers will comply with all traffic regulations and controls established for the project. Drivers must have a valid driver's license in their possession.
- d. Neither DZNPS nor the Owner will assume any responsibility or liability in connection with the use of the lots or any access roads.
- e. You will enter (and exit) the project only through your specified gate.

#### **2. Hours of Work**

You are required to work the days and hours assigned by DZNPS. The days and hours of work may be changed under certain circumstances, and in accordance with the applicable Labor Agreement. Overtime and shift work may be established as required by the progress of the work.

### **3. Starting and Quitting**

- a. Employees shall be at their place of work (as designated by DZNPS) at the starting time and shall remain at their place of work performing their assigned functions until quitting time.

You are expected to be at your place of work, as designated, such as gang box, change room, equipment room or where foremen issue instructions to their crews, ready to start work at the designated starting time and shall remain at your place of work until the start of the lunch period. At the end of the lunch period you will promptly return to work and you will remain there until quitting time.

- b. You may not enter the project or remain on the project site for any purpose unless you are on duty, scheduled for work or otherwise engaged in authorized DZNPS business.

### **4. Equipment, Tools and Personal Property**

- a. Tools and equipment will be issued on a badge check or other system.
- b. No tools, equipment or materials will be permitted off the project, unless accompanied by a properly executed material removal pass.
- c. Bringing personal tools onto the project must be cleared through the proper channels for inventory. A receipt of the inventory must be presented to obtain a properly executed material removal pass.
- d. It is in your best interest not to bring items of value to the project. Neither the Owner nor DZNPS will accept responsibility for any lost, damaged and/or stolen items.
- e. You will be issued Personal Protective Equipment (PPE) such as hard hat and safety glasses. You must wear this equipment properly (i.e.: hard hat with brim forward for face protection) and at all times where required.

### **5. Termination Clearance**

- a. Upon termination, you will be responsible for returning all tools, hard hats, safety glasses, and other items for which you signed.
- b. A termination Clearance Slip must be completed and presented to the superintendent.

## 6. Quality

- a. Quality is everyone's responsibility!!
- b. It is the responsibility of all persons on this project to perform their jobs in a manner, which yields the high quality workmanship required by the specification, the Owner and DZNPS.
- c. Due to the importance of producing a quality job, we ask all of you to be alert to any action or condition, which appears to violate specifications, drawings, or procedures. If you become aware of this in your work or in the work of other DZNPS employees or subcontractors, you should report this to your foreman and/or DZNPS supervisor.

## 7. Housekeeping

- a. Good housekeeping is essential to the safe and efficient project and is your responsibility. Your work area will be kept in a good workmanlike condition throughout the shift and left neat, clean and safe at the end of your shift.
- b. All areas, stairways, walkways, lavatories, and change rooms shall be kept clean, orderly and clear of debris and obstructions at all times.
- c. Where provided for, properly dispose of recyclable materials in the correct receptacles.

## 8. Safety and Health Rules

- a. Safety is everyone's responsibility.
- b. The project safety rules are an integral part of the job site rules and regulations and must be observed and followed by you at all times. Read, understand and follow the safety rules included in this hire-in package. It is your responsibility to work to these rules and to correct, if possible (or report, if necessary), any persons who are not following these rules, to protect your fellow employees and yourself.
- c. Drinking water is available at all times. Where fountains are not furnished water containers will be provided with disposable drinking cups. Used cups will be disposed of in the containers provided and will not be thrown about the project.

- d. Adequate sanitary facilities have been provided. We request your cooperation in maintaining these facilities in a clean and orderly condition.
- e. All injuries, no matter how minor, must be immediately reported to your supervisor, proper reports must be completed at that time.
- f. Report any unsafe, hazardous, or unusual conditions or practices immediately to your foreman or supervisor, so the preventative action can be taken.
- g. Rain coats and boots are supplied to you by DZNPS where the conditions of the job being performed require them. They remain the property of DZNPS or the Owner and are not to be worn or taken off the project without written authorization.

**9. Smoking**

- a. Smoking will not be permitted in certain areas as noted in the Site Specific Rules, or where posted as a no smoking area.
- b. Butts will be disposed of in the proper receptacle. Tossing butts on the ground is not acceptable.

**10. Security**

- a. All persons entering or leaving the project are subject to the Owner's Security regulations, rules and procedures. You and your vehicle, parcels, bags, articles and boxes are subject to search, as may be determined by security.
- b. DZNPS has established other forms of identification (such as decals, tape, or color-coded hard hats) to distinguish DZNPS employees and/or workman of a certain craft. These will be worn as directed and may not be removed, defaced or altered.
- c. Visitors will not be permitted access without proper authorization.
- d. No pets or other animals will be permitted on the project.
- e. Cameras are prohibited from the project without the specific written permission of the Owner.
- f. No firearms or weapons will be permitted on the project.

- g. Project Bulletin Boards will be located in conspicuous places on the project. These boards will have posted on them safety rules, regulations and notices. Federal and State employment notices and notices of matters affecting employees will also be posted. Only Owner or DZNPS authorized notices are allowed on these project bulletin boards.

## 11. Drug and Alcohol

- a. Anyone found in possession of, consuming, or under the influence of substances, which alter, mental capacity (such as drugs, marijuana, alcohol, etc.) will be terminated and immediately removed from the project.
- b. Employees involved in injuries or near-miss accidents shall be subject to for-cause drug/alcohol testing.
- c. If this site has a Fitness for Duty Policy in effect, additional requirements regarding drug and alcohol will be included in this hire-in package.

## 12. Penalties for Violation of Work Rules, Regulations & Job Site Safety Rules

This is not intended to be an all-inclusive list of rules and regulations. It represents only the basic project work rules. They may be amended in the future, thus, there can be other reasons for discipline or discharge. Where work rule infractions also involve violations of the law, violator will be subject to prosecution.

### CATEGORY ONE

- a. willful or grossly negligent violation of security rules
- b. willful or grossly negligent violation of safety, quality or radiological rules
- c. observed use, possession or sale of illegal drugs or alcohol on Owner or DZNPS property
- d. refusal to accept for-cause D/A testing following injury/near-miss involvement
- e. theft of property
- f. acts of sabotage
- g. willful damage or mutilation of property
- h. possession of firearms or other weapons, ammunition, explosives or incendiaries (unless permit issued by owner)
- i. gross insubordination
- j. assault on supervisory personnel
- k. picking up or leaving another employee's time card, brass or other identification

- l. falsification of records (such as social security number, name, quality control documents or other)
- m. any Category Two or Category Three violation occurring within one year of any Category Two or Three violation that resulted in termination

First Violation Employee will be terminated and not eligible for rehire. Penalty may be reduced to a maximum one year based on severity of the situation and upon review by the Site Manager or Site Superintendent.

### CATEGORY TWO

- a. negligent violation of safety, quality or radiological rules not considered in Category I
- b. negligent violation of security rules not considered in Category I
- c. insubordination
- d. refusal to accept work assignment
- e. leaving work place and/or project without supervisor's authorization
- f. engaging in horseplay
- g. fighting on project
- h. sleeping during your working hours
- i. eating, drinking or smoking in areas where they are prohibited
- j. gambling on project
- k. absence for two (2) consecutive work days without proper notification to DZNPS
- l. defacing site or buildings
- m. intimidating or interfering with other project personnel
- n. refusal to participate in safety meetings or training, or to follow prescribed safety requirements or procedures while working
- o. any Category Three violation occurring within six months of any previous Category Three violation that results in a written warning

First Violation Employee will be suspended for up to thirty days based on the severity of the violation and eligible for rehire only if the project needs additional resources. Length of suspension will be at the discretion of the DZNPS Site Manager.

### CATEGORY THREE

- a. violation of safety, quality, radiological or security rule, when not considered in category one or two.

- b. cooking or heating food on project except where authorized
- c. unsatisfactory work
- d. gathering for drinking coffee or eating at other than authorized time or place
- e. late starts, early quits
- f. loafing on project
- g. poor and/or irregular attendance, including excessive tardiness
- h. littering
- i. misuse of tools, equipment or facilities

First Violation For a first violation of any Category Three work rule, you will be given a written warning.

## DAY & ZIMMERMANN NPS, INC. JOBSITE SAFETY RULES

### 1. General

- a. Safety is every employee's responsibility. These safety rules will be supplemented with additional requirements and instruction you will receive during indoctrination and/or instructions from your supervisor or foreman. Safety rules are an integral part of DZNPS' Safety Program and shall be observed and followed by all employees.
- b. Hard hats shall be worn correctly throughout the entire job site at all times, with the following exceptions when conditions permit:

Main office, change building, authorized eating areas and between the parking lot and the main office.

Hard hats shall be worn brim forward unless used with certain attachments and contain only company-approved stickers or labels.

- c. Employees shall be fully clothed at all times. Fully clothed means the wearing of full-length trousers and a shirt that completely covers the back, chest and shoulders. **ALWAYS WEAR GLOVES** when the hands or fingers are subject to impacts, cuts or pinches from the work operation.

If the job site work rules allow standard shoes, work shoes shall be in good condition and with hard soles. Canvas top or equivalent soft-top shoes are not acceptable for use in the work area. If safety shoes are required for work on this site, they shall be safety-toe footwear meeting ANSI Z41 Classification 75.

- d. Report any unsafe, hazardous or unusual conditions to your foreman or supervisor so that corrective action can be taken to prevent accidents.

### 2. Personal Protective Equipment

- a. Safety glasses with side-shields shall be worn at all times when hard hats are required. Monogoggles are an acceptable alternative for safety glasses. Face shields shall be **ADDED AND WORN** when using jackhammers, grinding wheels, abrasive saws, chisels, star drills or any other tool, which may fragment and expose the face and eyes to injury.

Monogoggles provide a barrier against foreign material reaching the eye by going around the safety lens and shall be worn when exposed to airborne particles such as fly ash.

- b. Hearing protection shall be worn when in an area identified as a required hearing protection area AND also when operating equipment such as chipping guns whose noise level is above 85 dBA.
- c. Respirators will be provided by DZNPS when required and must be used in accordance with DZNPS procedures and instructions.
- d. "Active" fall protection equipment (i.e. full body harness, lanyards, and retractable lanyards) will be provided by DZNPS as required and shall be used in accordance with DZNPS procedures and instructions.

### **3. Personal Activity**

- a. All accidents or injuries, no matter how minor, must be reported immediately to your supervisor. First aid, outside medical aid and ambulance service is available as required.
- b. Walk, do not run, except in the event of an emergency. When using a stairway, keep to the right, use the handrail and take one step at a time.
- c. Fighting, horseplay, throwing objects and distracting the attention of fellow workers is prohibited.

### **4. Tools and Equipment**

- a. Safety devices and guards are for your protection. Never operate tools or other equipment unless they are in place.
- b. Do not use metal-framed electric-powered tools without ground-fault circuit interrupter (GFCI) protection. Do not use double-insulated tools in wet or raining conditions without GFCI protection.
- c. Never use defective chisels, hammers, punches, wrenches or other defective tools. Worn or damaged air hoses and electrical cords shall be tagged "DO NOT USE" and returned to the tool room for replacement.
- d. Always use the proper ladder for the job. Straight and extension ladders shall be tied off at the top and secured at the bottom before performing work. Stepladders shall be used

only as designed, fully open and locked. The rungs shall be used for climbing and never stand on the top two rungs. Wooden "job made" ladders must be constructed to comply with OSHA Standard 1926.1053.

## 5. Welding and Burning

- a. Use flash screens when welding or air-arcing in areas used or traversed by other people. When welding or burning overhead, use WeldGuard material to prevent sparks and hot slag from dropping down on people or equipment below. **FIRE WATCHES** are always required.
- b. Gas cylinders shall be kept upright at all times and shall be secured at top and bottom from falling when at the work location or in storage. Valve protection caps shall be installed when cylinders are being moved, transported or in storage. Oxygen cylinders shall be separated from fuel-gas cylinders by at least 20 feet or by a 5-foot high non-combustible barrier.

## 6. Housekeeping

- a. Good housekeeping is your responsibility. Keep your work area and tools orderly.
- b. Maintain clear aisles and access to all work areas, never place equipment or tools on stairs or plant equipment, and keep clear access to exits and to safety equipment.
- c. Promptly report and eliminate all slipping hazards, which are a major cause of injuries. Snow and ice, water, oil and grease, flyash and coal fine can create hazards requiring personnel warning and prompt correction.
- d. Keep material, tool boxes, tools and equipment in a stable position to prevent rolling or falling, and keep them neat and workmanlike.
- e. Tie up hoses, electrical wires and welding leads as required to allow work and walk areas to remain clear. Use only non-conductive ties on electrical cords. Light bulbs on extension cords and on temporary wiring must have guards to protect against bulb breakage.

## **7. Special Activities**

- c. You may be asked to work on Special Activities. DZNPS has developed special procedures for performing work such as asbestos abatement, lead paint removal, confined space work and protection against falls or arsenic exposure. You will receive additional training in their safety requirements before being asked to do this type of work.**
  
- d. Employees shall not operate any valves, electrical switches or machinery that are part of station property without obtaining the required tagging approval and operating instructions from the Company unless the equipment has been designated for the Contractor's exclusive use and tagged properly.**

# Day & Zimmermann NPS, Inc.

## EMPLOYEE PROJECT WORK RULES VIOLATION REPORT

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE SUPERVISOR: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_ PERSON COMPLETING THIS FORM: \_\_\_\_\_

DATE OF VIOLATION: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

CATEGORY OF VIOLATION:  One  Two  Three

PREVIOUS VIOLATION:  YES  NO IF YES, PLEASE LIST:  
CATEGORY DATE RESULT

Description of Violation

Employee Statement:

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_

Warning Decision:

Name/Title: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the above warning decision.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMPLOYEE, EMPLOYEE FILE, SUPERVISOR

1866 Colonial Village Lane, Suite 10, Lancaster, PA 17605 Telephone 717-481-5600 Fax 717/481-5615  
A Unit of Day & Zimmermann International, Inc.

# DAY & ZIMMERMANN NPS, INC.

## COMPANY POLICY ON HARASSMENT

### POLICY STATEMENT

It is Day & Zimmermann NPS, Inc.'s company policy that workplace harassment of employees by their supervisors, co-workers, vendors, or customers will not be tolerated and must be promptly reported as outlined in this policy.

### CONDUCT

Employees are expected to conduct themselves in a business-like manner at all times. It is Day & Zimmermann NPS, Inc.'s commitment that all employees, customers, contractors and visitors to the workplace enjoy a respectful and productive work environment. Any behavior that is coercive, intimidating, harassing, or sexual in nature is inappropriate and prohibited by this policy, and will result in corrective action.

### SEXUAL HARASSMENT

Based on guidelines developed by the U.S. Equal Employment Opportunity Commission, sexual harassment includes unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct based on gender when (1) submission to such conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can include, but is not limited to, any of the following kinds of behavior:

- explicit sexual propositions
- sexual innuendo
- sexually suggestive comments
- obscene or sexually suggestive pictures or drawings
- physical contact, such as patting, pinching, or touching
- obscene gestures or language
- sexually oriented jokes
- sexually oriented teasing or kidding

### OTHER WORKPLACE HARASSMENT

Workplace harassment is verbal or physical behavior which is derogatory, abusive, disparaging, "bullying", threatening or disrespectful, even if unrelated to a legally protected status such as race, color, sex, national origin, religion, age and/or disability. Workplace harassment is a form of offensive treatment or behavior, which to a reasonable person creates an intimidating, hostile or abusive work environment or interferes with an individual's work performance.

Workplace harassment can include, but is not limited to, any of the following kinds of behavior:

- slurs and jokes about a class of persons, such as a disabled or homosexual person
- derogatory remarks about a person's race, national origin, language or accent
- loud, angry outbursts or obscenities directed toward another person in the workplace

### CONSENSUAL RELATIONSHIPS

Consensual romantic and/or sexual relationships between an officer, a manager or a supervisor, and any other employee within their organization (including another officer, manager or supervisor) may compromise the Company's ability to enforce its policy against sexual harassment. Although the existence of such a relationship is a personal matter, it is essential that the Company be given the opportunity to determine whether the relationship could adversely affect its employees. If so, the Company may need to take certain steps to maintain the integrity of the workplace and the Company's policies. Such steps may include a change in the responsibilities of one or both of the individuals involved in the relationship or a location transfer to diminish or eliminate the supervisory relationship and workplace contact that may exist.

Any officer, director, manager or supervisor involved in a romantic and/or sexual relationship with any other employee of the Company is required to report the relationship to the Vice President, Human Resources. Failure to report the relationship may be considered a violation of the Company's sexual harassment policy and could result in discipline up to and including termination.

**DAY & ZIMMERMANN NPS, INC.  
COMPANY POLICY ON HARASSMENT**

**COMPLAINTS OF HARASSMENT**

We expect employees to report promptly any and all incidents of sexual harassment or other harassment of any kind so that we can investigate the matter and take appropriate action. If you believe that you are being harassed or have witnessed harassment in the workplace, you should notify your supervisor or manager or call the Corporate Employee Advocate at 877-248-2191, extension 253, toll free.

Supervisors must report suspected harassment whether or not the victim has complained and whether or not the victim is in the supervisor's line of authority, even if the victim has requested that the conduct not be reported. Managers or supervisors who know or should have known of workplace harassment and fail to report such behavior, or fail to take immediate, appropriate corrective action will be subject to disciplinary action up to and including dismissal.

We will investigate promptly any reports of harassment. Confidentiality will be maintained throughout the investigation to the extent possible while still meeting our legal obligations to conduct a full investigation and to provide the individual accused of the harassment with an opportunity to respond. The Company absolutely forbids retaliation of any kind against any employee who complains about harassment or assists or participates in any manner in the investigation, and the Company will take disciplinary action against anyone who attempts to retaliate.

After the investigation is completed, we will take appropriate disciplinary action. Discipline may include counseling, written warning, demotion, discharge, or any other action deemed appropriate.

# Day & Zimmermann NPS, Inc.

## EMPLOYEE CONCERNS POLICY

It is your right and responsibility as a nuclear plant worker to identify and report nuclear or industrial safety concerns at your workplace.

You have the right to raise your concern without fear of harassment, retaliation, or reprisal. No adverse action of any kind may be taken against an employee for making such a report in good faith, even if the report is mistaken.

DZNPS management and supervision has the responsibility to listen to your concern, and to the best of their ability, resolve and correct the situation, raise the issue to the next level of DZNPS or owner management, and keep you informed of what they are doing to resolve your concern.

The Nuclear Regulatory Commission (NRC) states:

- 1) Employees have the right, and shall feel they have the right, to raise safety concerns both to their management and to the NRC without fear of retaliation.
- 2) That employees are free to come to the NRC at any time to raise a concern, but are encouraged to first utilize their own management processes for resolution of the concern.
- 3) That license holders and their contractors shall establish a safety-conscious environment in which employees are free, and feel free, to raise concerns to their management and to the NRC.

Day & Zimmermann NPS expects that:

As our employee, you:

- have the right to raise valid concerns without fear of retaliation
- have discussed your concerns with your foreman, supervisor, or manager
- feel justified in your concerns and feel they are real and valid

As our employee, you can:

- go to a higher level in management with your concerns
- contact the DZNPS Employee Advocate, John Miller, at 877-248-2191 ext. 253, toll free
- contact the Owner's Employee Concerns Representative
- go to the NRC or other appropriate regulatory agency with your concerns
- request confidentiality when you raise a concern

As our employee, we can ask you to:

- know that everyone is responsible for raising valid concerns of safety and quality
- work within the DZNPS management chain to resolve your concern
- contact the DZNPS Employee Advocate, John Miller at 877-248-2191 Ext. 253, toll free
- feel free to discuss your concerns, if not satisfied, with the Owner's Employee Concerns Representative or the appropriate governmental agency

# Day & Zimmermann NPS, INC.

## EMPLOYEE CONCERNS NOTIFICATION FORM

I have the following concern (Please describe in detail)	
<input type="checkbox"/> Continued	
System/Equipment No.:	Procedure No./Rev.:
Location:	
Other References (Include Additional Pages as Needed):	
<b>THE FOLLOWING INFORMATION IS VOLUNTARY ONLY:</b>	
Please complete the following to provide a means for the NPS Project Manager to inform you of the evaluation and the action taken to resolve the concern.	
Name (Please Print):	
Home Address:	Work Group:
	Position:
Home Telephone:	Work Telephone:
My name may be used in resolving this concern. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature:	Date:

Send completed form to:

Employee Advocate  
 Day & Zimmermann NPS, Inc.  
 1866 Colonial Village Lane, Suite 101  
 Lancaster, PA 17601

Mark: CONFIDENTIAL



## EMPLOYEE SAFETY ORIENTATION

In order for a safety program to be effective, it is vital that rules be established, monitored by responsible individuals and implemented by all levels of employment.

Working safely is a condition of employment with *Day & Zimmermann NPS, Inc.* All employees are urged to use a "questioning attitude" to raise safety awareness and improve safety performance

The following are some of the general rules applicable to our operations that must be enforced on every project contracted by our Company. This is a partial listing only. The pertinent requirements of OSHA Regulations 29CFR1926, Safety and Health Regulations for Construction (including 29CFR, Part 1910 identified as applicable to Construction) apply to our jobsite activities.

### INJURY REPORTING

- a. Employees shall report all injuries to their D&Z NPS Supervisor
- b. An employee who sustains an injury on the job is required to be examined by a D&Z NPS approved physician. A list of panel physicians shall be posted on the job site at the D&Z NPS site office.

### PERSONAL PROTECTION AND RELATED EQUIPMENT

- a. Personal protective equipment must be worn for each job as prescribed by the supervisor.
- b. Employees must check with their supervisor regarding any portion of their job that they do not understand.

### HARD HATS

- a. Hardhats shall be worn by all employees, at all times on D&Z NPS job sites.
- b. Hardhats shall be worn with the bill facing forward. Welders will be issued either a second hardhat with the suspension reversed or a "flip-top" ratchet suspension, when available.

### EYE AND FACE PROTECTION

- a. Safety glasses, with sideshields, which meet the minimum requirements of ANSI Z87 shall be worn at all times on D&Z NPS job sites.
- b. Employees wearing personal prescription glasses must have ANSI Z87 approved frames and lenses, with approved sideshields, or wear oversized safety glasses or monogoggles over their prescription eyewear.
- c. Monogoggles shall be worn when power sanding, chiseling, chipping or handling chemicals.
- d. Monogoggles shall be worn during Fly Ash removal operations.
- e. Faceshields shall be worn, with approved safety glasses or monogoggles, during cutting operations, grinding operations or when there is the possibility of chemical splash.
- f. Goggles and faceshields are required to fit the eye and face protection needs of the employee for each application.



### HEARING PROTECTION

- a. Hearing protection shall be used in posted areas on the job site.
- b. Any work area where noise levels exceed 90 dba requires the use of hearing protection.

### RESPIRATORY PROTECTION

- a. Use of respiratory protection is required when working in hazardous atmospheres.
- b. Specific medical clearance, training and fit testing requirements are necessary prior to wearing a respirator. If respiratory protection is required or the employee prefers to wear a respirator, the NPS Supervisor shall be contacted.

### WORK SHOES AND WORK CLOTHING

- a. Common work shoes shall be made of leather uppers with a sturdy sole and heel. Athletic shoes or open-toed shoes are not acceptable on the job site.
- b. Safety shoes are recommended to help eliminate toe and foot injuries and are mandatory at those work sites where the customer requires safety shoes.
- c. Special work activities may require specialized safety shoes, which will be supplied by D&Z NPS. Some of these work activities include work on energized electrical equipment, work with chemicals, jobs in wet ground conditions and jackhammer operations.
- d. Long pants shall be worn on job sites. The wearing of shorts is prohibited.
- e. Shirts with shoulders shall be worn. Tank tops and open midriffs are prohibited.
- f. Pant legs shall not be rolled or cuffed when welding, burning or cutting.
- g. Employees involved in hot work shall wear the appropriate protective clothing and gloves.
- h. Other specialized work activities may require special clothing/coveralls, which will be supplied by D&Z NPS and shall be worn as instructed.
- i. Gloves are to be used when handling materials and for protection against acids and other chemicals which could injure an employees skin.

### BARRICADES AND HOLE COVERS

- a. Excavations and openings in working surfaces must be protected with barricades or hole covers.
- b. Barricades and/or signs shall always be provided as warning of hazards, such as overhead work, crane swing and excavations.
- c. When a hole or floor opening is created during the performance of a work activity, a cover or a barricade must be installed immediately.
- d. Covers shall be secured in place.
- e. Covers shall be capable of supporting the weight of personnel and or equipment traffic.
- f. Covers shall be marked to identify the hazard. (FLOOR OPENING – DO NOT REMOVE.)

### FIRE PREVENTION

- a. When utilizing heat-producing equipment, ensure that the area is clear of all fire hazards and that all sources of potential fires are eliminated.



- b. Do not use fired space heaters in confined or enclosed structures. Vent heaters to the atmosphere and make sure they are located an adequate distance from walls, ceilings and floors.
- c. Fire extinguishers are available from the D&Z NPS tool room.
- d. A fire extinguisher must be in the work area whenever HOT WORK is being performed.
- e. Fire watch personnel may be required for HOT WORK activities.
- f. Know the location of fire fighting equipment in the work area and have knowledge of its use and application. Use these devices only in cases of fire.
- g. Cover floors, grating and combustible materials with Weld Guard material to prevent sparks and splash from causing fire or passing to lower levels when HOT WORK is being performed.
- h. In the event of fire, contact the control room by using the nearest plant page or telephone.
- i. Return all fire extinguishers to the D&Z NPS tool room. Inspect periodically when not in use.
- j. If any fire extinguisher is discharged, for any reason, notify the Project or Site Manager.

### WELDING AND BURNING

- a. Always clear the area below cutting or welding operations so that you do not drop slag on hoses, cables or employees.
- b. Use leak-proof welding helmets and burning goggles for eye protection and to prevent flash burns. Always wear eye protection to guard against slag while chipping, grinding and dressing of welds.
- c. Use only manual electrode holders specifically designed for arc welding.
- d. Make sure that all parts subject to electrical current are fully insulated against the maximum voltage encountered to ground.
- e. A ground return cable shall have a safe current carrying capacity equal to or exceeding the maximum output capacity of the arc welding unit that is in service.
- f. Place cables, leads and connections so that there are no fire or tripping hazards.
- g. Shield all arc welding and cutting operations with non-combustible or flameproof screens wherever practical.
- h. Keep a suitable fire extinguisher readily available when welding, cutting or heating on the job.
- i. Be sure that proper ventilation is provided whenever welding, cutting or heating is performed in a confined space.

### EXCAVATIONS

- a. All excavations or trenches four (4) feet or more in depth require special training, design and shoring. The work shall not be performed without direction from supervision and the D&Z NPS Safety Manager.
- b. Excavations must be checked daily for cracks, slides and scaling. During rain, snow and other hazardous weather conditions, checks should be performed more often.
- c. Heavy equipment must be kept back from the edges of all excavations. The access for excavations shall be ladders or steps and should be located within twenty-five (25) feet of any worker.
- d. Excavations or trenches of any depth must be barricaded.



### COMPRESSED GAS CYLINDERS

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- b. Cylinders must be placed and secured in an upright position, including during storage and transfer.
- c. Cylinder valves must be protected with caps firmly in place when not in use and during transport
- d. All leaking or defective cylinders must be removed from service, promptly tagged as inoperable and placed in an open space removed from the work area.
- e. All operators are required to inspect equipment prior to use.
- f. Oxygen and fuel gas cylinders placed in storage are to be kept twenty (20) feet apart or have a noncombustible, thirty (30) minute fire rated barrier between them.
- g. Full and empty cylinders are to be stored separately and protected from excess heat, snow, ice or physical damage.
- h. When cylinders are hoisted, they shall be secured in a cradle or hoisting rack. Never attach choker slings directly to the cylinders when lifting.
- i. Cylinders shall be moved by tilting and rolling on the bottom edge, or in a suitable cylinder hand truck.
- j. Oxygen and fuel gas cylinders shall never be taken into confined spaces.
- k. Read the cylinder label prior to use.
- l. Do not use cylinder color or shape to identify contents.
- m. Clean and "crack" the cylinder valve open prior to connecting the regulator.
- n. Stand to the side of the regulator gauges when opening the valve.

### HOUSEKEEPING

- a. Proper housekeeping is the foundation for a safe work environment. It definitely prevents injuries and fires and creates a business-like work area.
- b. Stack or store material in a stable manner, so they will not be subject to falling.
- c. Rubbish, scraps and debris shall be removed from the work area as soon as practical.
- d. It is not permissible to leave materials and supplies in stairways, walkways, near floor openings or at the edge of the building when exterior walls are not built.
- e. Place all cords, hoses and weld leads overhead. Use of tie-wraps or tape will help secure these materials. Do not use wire or nails to secure electrical cords.
- f. Job site housekeeping is the responsibility of each and every employee.

### LADDERS

- a. All employees are obligated to check to see that ladders are free from defects prior to use.
- b. Straight ladders must be tied off at the upper end, held or nailed down for stability.
- c. When ladders are used for access to upper landing surfaces, the beams shall extend at least three (3) feet above the landing surface. If the length of the ladder does not allow for this, then an equivalent grab rail must be provided to assist employees in mounting and dismounting the ladder.
- d. Ladders shall be used at a 4:1 ratio. The horizontal distance from the top support to the foot of the ladder shall be one quarter of the working length of the ladder.
- e. Both beams of the ladder shall be supported by the structure it is leaning against.
- f. Ladders shall be maintained free of grease, oil or other slipping hazards.
- g. Ladders shall not be loaded in excess of the manufacturers' rated capacity or beyond the maximum intended load for which they are built.



- h. Ladders shall be used only as ladders.
- i. Ladders shall be used only on stable and level surfaces. If the surfaces are not slip-resistant, the ladder shall be provided with slip-resistant feet or the ladder shall be secured to prevent incidental movement.
- j. Ladders shall not be moved, shifted or extended while occupied.
- k. Ladders placed in passageways, doorways, driveways or where they can be displaced by work activities or traffic shall be secured to prevent movement; or a barricade shall be used to keep traffic away from the ladder.
- l. The area around the top and bottom of the ladder shall be kept clear for personnel access.
- m. All ladders shall be inspected, periodically, for visible defects by a competent person. Ladder shall also be inspected after any incident that could affect their safe use.
- n. When climbing up or down a ladder, the worker must face the ladder. The worker shall maintain three (3) points of contact with the ladder at all times
- o. The top step and top plate of a stepladder shall not be used as a step or working platform.
- p. The rear section of a stepladder shall not be used for climbing, unless the ladder was designed and provided with steps on both the front and rear sections.
- q. When working from a ladder in excess of six (6) feet in height, fall protection equipment shall be used.

### RIGGING

- a. Only experienced and knowledgeable employees shall perform rigging operations.
- b. Good rigging is essential for moving construction materials and equipment, while at the same time keeping them under control.
- c. Rigging equipment for material handling shall be inspected prior to use.
- d. Defective rigging equipment shall be removed from service, tagged and returned to the D&Z NPS tool room.
- e. Special or custom designed grabs, hooks, clamps or other lifting accessories shall be marked to indicate the safe working loads and shall be proof-tested to 125% of the maximum load rating, prior to use.
- f. Wire rope, natural or synthetic fiber rope (conventional three strand), synthetic web (nylon, polyester and polypropylene), alloy steel chain or metal mesh slings and all fastenings and attachments shall be inspected for damage or defects by a COMPETENT PERSON, designated by the Site Manager.
- g. Slings shall be padded and protected from sharp edges while in use.
- h. Be aware of and stay clear of pinch points during rigging operations.
- i. Shock loading is prohibited.
- j. Never swing loads over the heads of workers in the area.
- k. Never perform work or walk under a suspended load.
- l. Only trained flagmen and signalmen are to direct operations, using hand signals established as standard for the industry.
- m. Tag lines must be used to control loads and keep workers away.
- n. Do not overload any part of your rigging. Check loads just off the ground for stability before hoisting.
- o. Never leave a suspended load unattended without securing it.
- p. Never allow loads, booms or rigging to approach within ten (10) feet of energized electrical lines rated at 50kv or lower, unless the lines are de-energized. For lines greater than 50kv, follow OSHA regulations.
- q. Always operate cranes on firm, level ground or use mats, particularly for near-capacity lifts.
- r. Rope off or barricade a space 360 degrees around all cranes operating at your jobsite, to the extent of being beyond the radius of the rotating structure.



- s. Regulate and control the ground area during lifting operations.

### TOOLS

- a. It is imperative that the right tool is utilized for the job and that it be used in a correct manner.
- b. Keep tools in good working condition. Damaged, worn or defective tools can cause injuries and shall not be used.
- c. Operate all tools according to the manufacturer's instructions.
- d. Do not use tools until you have been properly instructed and authorized to do so.
- e. Never remove machinery or equipment guards without authorization.
- f. Never make repairs to tools or equipment unless authorized by your supervisor.

### HAND TOOLS

- a. The greatest hazards posed by hand tools are the result of misuse and improper maintenance.
- b. Never use tools with splintered or cracked wooden handles, wrenches with sprung jaws, do not use screwdrivers as chisels or pry bars.

### ELECTRIC POWER TOOLS

- a. The hazards posed by electric tools are electrocution, shock and burns.
- b. Use a Ground Fault Circuit Interrupter and double insulated tools.
- c. Never remove the ground prong from a tool or power cord.
- d. Wear gloves when operating electric tools.
- e. Store tools in a dry place when not in use.
- f. Do not allow power cords to create trip hazards.
- g. Inspect electrical cords and extension cords and other wiring to be certain they are properly insulated. Do not use frayed or damaged cords.
- h. Disconnect tools from power sources before changing drills, blades or bits or attempting repair or adjustment. Never leave a running tool unattended.

### PNEUMATIC TOOLS

- a. The greatest hazard posed by pneumatic power tools is being struck by the tool attachment or fastener.
- b. Safety glasses and a faceshield are required when using pneumatic staplers, nailers and riveters.
- c. Hearing protection is required when using pneumatic tools.
- d. Always inspect air hoses. Protect hoses from getting cut and do not allow hoses to create trip hazards.
- e. When connected, air hoses shall have safety clips inserted in the coupling to prevent whipping in the event of a disconnection.
- f. Do not use compressed air for cleaning purposes except when pressure is reduced to less than 30 psi and then only with effective chip guarding and proper personal protective equipment.



### LIQUID FUEL TOOLS

- a. The hazards posed by liquid fuel tools are normally the fuel and fumes produced by the fuel.
- b. Transport and store fuel in approved containers.
- c. Prior to refueling, the tool must be shut off and allowed to cool.
- d. Have a fire extinguisher available in the work area when using liquid fuel operated tools.
- e. Always provide adequate ventilation in the area.
- f. Never operate a liquid fuel powered tool in a confined space.

### POWDER ACTUATED TOOLS

- a. The hazards associated with powder actuated tools are that these tools operate like a loaded gun and should be treated with the same respect and precautions.
- b. Operators must be trained on each specific tool and the training must be documented.
- c. Eye, face and hearing protection are required.
- d. Never use these tools in an explosive atmosphere.
- e. Only load tools immediately prior to use.
- f. Always know what you are driving the fastener into and control the area on the opposite side of the structure you are fastening to.

### POWERED ABRASIVE WHEEL TOOLS

- a. The greatest hazard posed by abrasive wheel tools is injury caused by the breaking of the abrasive wheel.
- b. Perform a ring test prior to installation.
- c. Ensure that the wheel fits freely on the spindle.
- d. Do not over-tighten the spindle nut.
- e. Check the RPM rating of the wheel with that of the tool. Never exceed the wheel rating!
- f. Tools over 2" in diameter must have guards securely in place while in use.
- g. Safety glasses and a faceshield are required when using abrasive wheel tools.
- h. Turn off the power to the tool when not in use.
- i. Never clamp a hand held grinder in a vise to use as a bench grinder.

### ASBESTOS

- a. All insulation material on systems within an operating facility is required to be identified as Asbestos Containing Material (ACM) or Non-Asbestos Containing Material (Non-ACM).
- b. Prior to beginning any work, ensure that all insulation material that is to be disturbed or removed as part of the work operation has been positively identified as ACM or Non-ACM. If you are unsure of the content of the material, contact your supervisor immediately.
- c. If the material to be disturbed or removed contains Asbestos, only specially trained and licensed workers are permitted to remove the insulation. This work must be performed under controlled conditions.



- d. If the material to be removed or disturbed cannot be positively identified, it is to be treated as ACM and removed by trained and licensed workers.
- e. When in doubt, contact your supervisor prior to beginning work.

### LEAD

- a. Lead removal activities conducted by D&Z NPS employees is limited to spot or small scale removal of lead coatings (paint or primer), primarily on piping and equipment.
- b. Prior to conducting any lead removal work, employees shall notify their supervisor. The supervisor shall, in turn, contact the Project or Site Manager who will notify the Director of Safety.
- c. Prior to beginning any lead removal activities there are specific requirements for medical testing, respiratory training, fit testing and lead removal training.

### FALL PROTECTION

- a. Passive fall protection consists of guardrail systems, safety nets, floor coverings and controlled access zones.
- b. Active fall protection or a personal fall arrest system (PFAS) may consist of a full body harness and lanyard, retractable lanyard, lifeline with rope grab or a ladder climb device.
- c. Personal fall arrest equipment shall be maintained in the D&Z NPS tool room.
- d. Employees working in bucket trucks or on manlifts must use personal fall arrest equipment and be properly tied off.
- e. All components of a PFAS, including the harness, D-rings, snap hooks, lanyards and anchorage points shall have a minimum breaking strength of 5000 lbs.
- f. Lanyards shall be anchored properly, so as to minimize the distance of a free fall.
- g. The lanyard shall be attached to the D-ring in the center of the worker's back.
- h. The lanyard shall never be attached to temporary guardrails, hoisting equipment, PVC conduit or instrumentation tubing.
- i. Employees shall not anchor their lanyard below the level of the back D-ring, unless there is no other alternative and then an adjustable lanyard should be utilized to reduce the distance of a free fall.
- j. Do not loop lanyards around the edges of beams, use an anchorage strap.
- k. Never connect two lanyards together to increase the length. The maximum allowable lanyard length is six (6) feet.
- l. Never tie a knot in the lanyard to reduce its length, this may reduce the breaking strength by 50 - 70%.
- m. Do not wrap a lanyard around an object and clip it back to itself, unless there is no other alternative. Use an anchorage strap.
- n. Always inspect PFAS equipment prior to each use and remove from service any items found to be damaged.
- o. Welders who are using PFAS shall take special precautions to prevent burns to the harness by wearing a flame-retardant jacket with a slot cut in the back to accommodate the D-ring.

### GUARDRAIL SYSTEMS

- a. The standard height of a guardrail is 38 to 45 inches, with the midrail halfway between.
- b. The guardrail shall be capable of withstanding a force of 200 lbs., at any point, applied in an outward or downward direction.



- c. No opening in the guardrail system may exceed 19" in width.
- d. The top edge of the system shall not deflect to less than 38" above the working surface.
- e. Removable sections of guardrail systems used for hoisting shall be replaced when material is not being moved. Employees exposed to the open edge must be protected using a PFAS.

#### SCAFFOLD - GENERAL

- a. Personnel involved in the erection, dismantling, modification or inspection of scaffold shall receive a separate training session to establish competency.
- b. Scaffolds shall be erected under the direction of a Competent Person to meet the OSHA standard.
- c. Scaffolds shall be equipped with a ladder or stairs for access to working platforms.
- d. Scaffold platforms shall be constructed with guardrail systems that meet or exceed standards to prevent falls.
- e. All deck planks shall be cleated or tied down to prevent movement and provide a secure working surface.
- f. All tie wires shall be turned down to prevent tripping and puncture hazards.
- g. Scaffold decks shall have toeboards and mesh screen to prevent tools and equipment from falling to a lower level.
- h. All protruding scaffold poles shall be flagged or padded to prevent injury to passersby.
- i. During scaffold erection and tear down, materials shall be raised and lowered properly. Ground hands shall wear faceshields or monogoggles, in addition to safety glasses to prevent foreign particles from entering the eyes.
- j. Always control the ground areas using barriers, barricades or monitoring during scaffold erection.

#### SCAFFOLD USER GUIDELINES

- a. All personnel accessing scaffolds shall read and understand all scaffold postings, tags and labels.
- b. Employees shall be aware of electrical, mechanical, fall and falling object hazards.
- c. Employees shall ensure that there is proper access to scaffold platforms and check to make sure that the access is secure.
- d. Employees shall check for visible damage to scaffold components before accessing.
- e. Scaffolds shall be checked for stability/rigidity prior to access.
- f. If other than normal access is required, employees shall verify that the scaffold is built to handle the intended load.
- g. A visual inspection shall be conducted by each employee requiring access to ensure that platforms and guardrails are complete, and toeboards and screening are in place to prevent objects from falling.
- h. The use of a ladder or stairway is required for access.
- i. Climbing scaffold components, such as cross braces, is prohibited.
- j. Carrying materials while climbing scaffold ladders is prohibited; use tag lines to raise and lower material and tools.
- k. Scaffold users shall not modify the scaffold to perform work. If modifications are required, the scaffold erection supervisor shall be notified.
- l. If a scaffold sustains damage or is inadvertently moved, the employees shall exit the scaffold and not use it until the scaffold is inspected and/or repaired by a qualified scaffold erector.



- m. When working near energized lines, maintain safe clearances.
- **INSULATED LINES:**

Less than 300 volts	3 feet
300 volts – 50 kv	10 feet
More than 50kv	10 feet + 4 inches for each 10kv over 50kv
  - **UNINSULATED LINES**

Less than 50kv	10 feet
More than 50kv	10 feet + 4 inches for each 10kv over 50kv
- n. When work on scaffold is complete, remove all tools, materials and debris from the scaffold prior to exiting.
- o. Maintain good housekeeping on and around scaffolds at all times.

### HAZARD COMMUNICATION

- a. Employees have the "Right-to-Know" what hazards they will face on the job and how to protect against those hazards.
- b. All chemical containers in use or stored on the job site must have labels warning against the hazards of the chemicals.
- c. A copy of the D&Z NPS Hazard Communication Program and the Material Safety Data Sheet Log is located in the office of the Site Superintendent. The client or facility owner also has a written program and an MSDS log available which can be accessed by the Supervisor.
- d. Chemical container labels must contain:
- The name of the chemical
  - The address and emergency phone number of the chemical manufacturer
  - The physical hazards of the chemical
  - Storing and handling instructions
  - Health hazards associated with misuse of the chemical
- e. Before you move, handle or open a chemical container, READ AND FOLLOW THE INSTRUCTIONS.
- f. The Material Safety Data Sheet (MSDS) is the employee's guide to workplace safety when the job requires the use of hazardous materials. The information on the MSDS is organized in sections, as follows:
- **IDENTITY** – The manufacturer's name, address, emergency phone number and the date the MSDS was prepared.
  - **HAZARDOUS INGREDIENTS** – The hazardous substance components, the chemical ID and common names, the worker exposure limits to the chemical and other recommended limits.
  - **PHYSICAL AND CHEMICAL CHARACTERISTICS** – The boiling point, vapor pressure and density, melting point, evaporation rate, water solubility, appearance and odor under normal conditions.
  - **PHYSICAL HAZARDS** – The fire and explosion capabilities and methods of handling those hazards.
  - **REACTIVITY** – Information concerning the stability of the substance and which substances and situations to avoid to prevent reaction.



- **HEALTH HAZARDS** – The ways the chemical can enter the body and the known health hazards caused by exposure to the substance. It also includes the signs and symptoms of exposure. **FINALLY, AND MOST IMPORTANTLY, THE EMERGENCY AND FIRST AID PROCEDURES TO BE USED IF AN INCIDENT OR EXPOSURE OCCURS.**
- **PRECAUTIONS FOR SAFE HANDLING AND USE** – Instructions for handling spills or leaks, clean-up and disposal requirements; including procedures and equipment needs, proper storage and handling requirements and any other precautions.
- **CONTROL MEASURES** – What must be done to reduce harmful exposure, special hygiene practices and any special requirements for personal protective equipment.

### INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH

- a. Potable water shall be provided at all sites in approved, closed containers with disposable cups.
- b. Toilets shall be provided as required for the number of workers, with self-closing doors, a latch and toilet paper.
- c. First aid kits must be provided at each job site and if a medical facility is not readily accessible, then a person with a valid First Aid certificate must be present.
- d. Employees must be protected against exposure to injurious sound levels by controlling exposure or by providing personal protective equipment.
- e. Employees must be protected against exposure to ionizing (x-ray, radioactive) and non-ionizing (laser beam) radiation.
- f. Protection against exposure to harmful gases, fumes, dusts, mists and similar airborne hazards must be furnished through proper ventilation or use of respiratory protective equipment.

### MOTOR VEHICLES AND MECHANIZED EQUIPMENT

- a. All equipment left unattended at night; adjacent to highways or construction areas shall have lights, reflectors and/or barricades to identify location of the equipment.
- b. Supervisory personnel shall inspect all machinery and equipment prior to each use and during use to ensure that it is in a safe operating condition.
- c. Rated load capacities and recommended rules of operation shall be conspicuously posted on all equipment, at the operator's station.
- d. Wire rope shall be taken out of service when one of the following conditions exist:
  - 1. In running ropes, six (6) randomly distributed broken wires in one strand or Lay.
  - 2. Wear of one-third the original diameter or outside individual wires.
  - 3. Kinking, crushing, hoist caging, heat damage or other damage resulting in distortion of the rope structure.
  - 4. In standing ropes, more than two broken wires in one lay in sections beyond end connections, or more than one broken wire at an end connection.
- e. An accessible fire extinguisher of 5B:C rating or higher shall be available at all operator stations.
- f. When vehicles or mobile equipment are stopped or parked, parking brakes shall be set. Equipment on inclines shall have wheels chocked, as well as having parking brakes set.



- g. All vehicles or combinations of vehicles shall have, in operable condition, at least:
  - 1. Two (2) headlights.
  - 2. Two (2) tail lights.
  - 3. Brake lights.
  - 4. Audible warning device at the operator's station.
  - 5. Seat belts properly installed.
  - 6. Seats, firmly secured, for the number of persons carried.
  - 7. Service, parking and emergency brake systems.
- h. Operators shall not use motor equipment having an obstructed rear view unless:
  - 1. The vehicle has an audible reverse signal alarm.
  - 2. The vehicle is backed only when an observer says it is safe to do so.