

## HEALTH AND SAFETY POLICY

Safety will be given primary importance in planning and operating all company activities in order to protect employees against occupational injuries and illnesses, and in order to protect the company against unnecessary financial burden and reduce efficiency. Accordingly, it is company policy to place safety and health on an equal basis with Quality, Quantity, and Cost of providing service.

All management and supervisory personnel are responsible for providing and maintaining a safe and healthy work environment and for the safe work conduct of all persons reporting or assigned to them.

All employees are responsible for their own safety, that of their fellow employees and the public. They must perform their work in a professional, safe manner and adhere to working practices and rules established for their safety.

This guide has been prepared for all employees and is intended to be a reference to job safety in all company operations. It is intended to prevent accidents, which could result in property damage or injury to you, your fellow employees, the public, or our customers. Very simply, this guide is a tool to assist and protect you in your work.

### **Our statement and general policy is:**

- To provide adequate control of the health and safety risk arising from our work activities
- To ensure that all employees are competent to do their task, and give them adequate training
- To consult with our employees on matters affecting their health and safety
- To prevent accidents and cases of work related ill health
- To provide and maintain safe work areas including plants and mobile equipment
- To maintain safe and healthy working conditions; and
- To insure safe handling and use of hazardous materials
- To review and revise this policy as necessary at regular intervals
- To provide information, instruction, and supervision for employees

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**Company Official**

**Title**

**Date**

## HEALTH AND SAFETY POLICY

### *Health & Safety Hazards Arising from Work Activities*

Hazard assessments training and reporting procedures will be undertaken by all employees.

- Identified hazards will be reported to management
- Action to correct hazards will be approved by management
- Management is responsible to ensure action required is implemented promptly
- Management will follow – up to assure hazardous conditions are corrected
- Management and employees will pursue permanent controls to eliminate reoccurrence
- When work areas/activities change: management will re – evaluate to ensure hazards do not exist

### *Area Safety Guidelines*

#### **Office Safety:**

- If objects or boxes are heavy or awkward, seek additional assistance
- Eliminate all tripping and slipping hazards
- Keep work area reasonably neat and organized
- Close all drawers and cabinets before leaving work area
- Be familiar with fire exits and emergency evacuation procedures for your work area
- All computer monitors should be placed at eye level or lower
- Maintain proper lighting
- Take adequate periods of rest or alternate activity to eliminate fatigue and stress
- Be supportive of fellow workers in daily job performance
- Notify management of all accidents or incidents immediately

#### **Shop Safety:**

**Maintenance, servicing, and repair of equipment pose several serious hazards to maintenance personnel. Hazard prevention guidelines for shop operations are as follows:**

- Maintenance personnel must heed all applicable warnings listed in service manuals
- All loads must be blocked or appropriate safety locks and pins must be utilized (truck beds, blades, buckets, and booms, etc.)
- Equipment must be shut down before lubrication or service work is started
- When handling heavy and awkward parts, mechanical aids (hoist, hand trucks, etc.) must be used
- Do not cut on or weld near fuel cells
- On articulating machines, lock bars must be in place before service work begins
- Use cardboard or wood to check for hydraulic leaks, do not use fingers

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- Eye protection must be worn when grinding, chipping, sandblasting, power washing, burning or welding, when handling chemicals, or other substances that are likely to splash, and when using power tools
- Oxygen and acetylene pressure cylinders should be secured and capped when not in use, this also includes empty tanks. Empty tanks should be identified as being empty
- Acetylene pressure must not exceed 15 psi
- Always monitor tire pressure prior to and during inflation of tires
- Do not by – pass or remove safety devices on tools or equipment
- Use only approved lifting devices. Log – type chains are not to be used as a lifting device
- Good housekeeping shall be practiced in all areas of the shop
- Know the location of fire extinguishers and do not block access to them
- Maintain tools in good working condition. Remove defective tools from service and properly tag them as such
- Proper ventilation must be maintained when equipment is running in doors
- Notify management immediately of all accidents or incidents
- Welding or cutting on certain painted surfaces can cause exposure to airborne toxic fumes

### ***Equipment and Plant Safety***

Employees and Management will be responsible for identifying equipment and plant maintenance needs:

- Management will be responsible for ensuring effective maintenance procedures are drawn up
- Management will be responsible for scheduling and ensuring required maintenance is completed
- Any problems with plant/equipment shall be reported to management
- Management will ensure that new equipment meets the current health and safety standards before it is put in service

### ***Hazardous Communications***

**Management will inventory and record hazardous materials**

- Management will ensure that a written program is kept up to date
- Management will secure MSDS for all materials listed and make them available to all miners at locations that are assessable on any working shift
- Management will provide and insure all hazardous materials containers are labeled for identification
- Management will ensure all miners and contractors receive training with regards to the hazardous materials they may be exposed to while on mine property
- Management will provide a copy of an MSDS sheet to miners or contractors upon their request

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### *Training*

Management will ensure that quality training is provided that will comply with the Part 46 Training requirements for all miners, supervisors, and contractors who perform work activities on mine property. (See our Part 46 Training Plan for details)

Management will ensure that an individual receives training in first aid. A person capable of providing first aid will be available on all shifts.

### *Personal Protective Equipment*

Management will ensure that employees wear and use personal protective equipment when required, as listed below:

<b>Protective Gear</b>	<b>For Whom</b>	<b>When</b>
Safety Shoes	All Workers	All Times
Safety Glasses	All Workers	When needed
Hard Hat	All Workers	All Times
Protective Gloves	All Workers	When needed
Electrician's gloves	All Workers	When handling electrical cables
Hearing Protection	All Workers	When noise levels exceed 85 dBA
Respirators	All Workers	When dust, gas, or fumes exceed allowable limits

### *Emergency Provisions and Procedures*

**In the event of an emergency – Management and/or employees will activate the EMS system – Call 911 – provide known information**

- Management and/or employees will secure accident scene and provide initial first aid for the victim until emergency medical assistance is present

### *Accident Investigation/Analysis, Reporting, and Follow-Up*

- Employees are required to report all accidents or illness to management as soon as possible after the occurrence.
- Management will contact MSHA of accidents requiring immediate notification (See Part 50.10)
- Management will investigate all accidents and complete accident reports required by this policy and Part 50, CFR.
- Management with the assistance of the employees will, after review of the finding, initiate policies and procedures to prevent recurrence.

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### *Lock – out Tag – out Procedures*

A lock – out tag – out board will be provided with a sufficient number of locks and keys, for use when necessary, to prevent anyone from energizing the circuit. Anyone who plans to enter an area for any type of maintenance while equipment is off will follow this procedure:

1. Locate the proper equipment by bath area and location and equipment designation or type.
2. Determine where the proper disconnect point is located. All disconnected points should be clearly marked. **IF IN DOUBT** as to the proper location of the disconnect, have the supervisor or operator in the area of responsibility either show you where the disconnect is, or verify that you have identified the proper disconnect point. This procedure pertains to electrical or mechanical lockout points.
3. Determine whether or not the equipment is “OUT OF SERVICE”. Determine whether adjacent equipment is “OUT OF SERVICE”. Or should be locked and tagged out for you to perform your job safely.
4. **NEVER TURN DISCONNECT TO OFF POSITION WHILE EQUIPMENT IS UNDER LOAD.** Always turn off equipment using stop button or call the supervisor if you are not sure whether equipment is remotely operated. If equipment is remotely operated, go to the control location and fill out an “OUT OF SERVICE” tag. Place this lockout tag on the start button.
5. If disconnect switch is marked “HIGH VOLTAGE”, **DO NOT DISCONNECT.** Call and Electrician.
6. If not marked “HIGH VOLTAGE”, stand to the right side of the switch and turn the disconnect switch to the “OFF” position with your left hand. **NEVER STAND DIRECTLY IN FRONT OF DISCONNECT SWITCH WHEN TURNING THE SWITCH TO THE OFF POSITION.**
7. Always wear eye protection!
8. With the switch in the “OFF” position, place a hasp on the switch and then place your personal safety lock and tag on the hasp. **THE HASP WILL ALWAYS BE PLACE ON THE DISCONNECT FIRST.**
9. All employees working on one piece of equipment will have their own individual personal safety lock and lock out tag on the hasp locking the disconnect switch. There will never be more than five locks on one hasp. The sixth hole on the hasp will be filled by adding a second hasp and placing the personal safety lock on the second hasp.
10. Before working on any equipment which you have locked and tagged out, test the equipment for safe lock – out and tag – out by trying to start the equipment on “NORMAL” or “TEST”.
11. **ALWAYS LOCK AND TAG OUT** adjacent equipment that may present a danger while working. Spare locks and lockout tags may be obtained from your supervisor.
12. Employees who have not completed work on a piece of equipment by the end of the shift will have their supervisor place a departmental spare lock and tag on the equipment prior to removing their personal lock and tag.

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### *Mechanical Lockout and Tagout Procedures*

Identify potential hazards and use safe work practices when performing maintenance or working on equipment that may contain non – electrical sources of energy. These may include:

- **Gravity:** Rolling downhill, bucket or bed falling, roll back of elevations and conveyors.
  - **Hydraulic:** Oil or other liquid used under pressure to raise or lower, open or close etc.
  - **Pneumatic:** Air used under pressure to raise, lower, open or close. Also tires and pressure vessels, etc.
  - **Stored:** Tension created by springs, gears, etc.
  - **Hot and/or pressurized liquids:** Steam or other pressurized liquids such as water.
1. Determine where the proper disconnect point is located. Equipment shall be de – energized by turning off the ignition switch, and or kill switch. Place your personal lockout tag on the ignition switch, and or the kill switch. Remove the key from the ignition switch and keep the key with you until the end of the shift. Give the key to the supervisor at the end of the shift. Do not work on equipment unless you have possession of the keys.
  2. If not equipment with keyed ignition system, equipment ignition will be disabled by disconnection of the battery cables. If engine must be running to perform maintenance or repairs, employees shall follow the manufactures' recommendation for the specific job being performed.
  3. parking brakes shall be set, implements shall be lowered, wheels shall be chocked front and back axle, and all safety locks shall be in place. Determine whether or not the equipment is "OUT OF SERVICE". Determine whether adjacent equipment is "OUT OF SERVICE" or should be locked out and tagged out for you to do your job safely. Equipment will be tagged out denoting maintenance is being performed.
  4. All hydraulic moved parts that are affected by depressurization of hydraulics shall be sufficiently blocked to prevent unplanned movement of parts.
  5. Upon completion of the maintenance or repair work, the employee initially placing the tags may remove the tags. Blocking may be removed and the equipment be re – energized.
  6. All employees working on a piece of equipment will have their own individual personal safety lock and lockout tag on the hasp locking the disconnecting switch. There will never be more than five locks on one hasp. The sixth hole on the hasp will be filled by adding a second hasp and placing the personal safety lock on the second hasp.
  7. Before working on any equipment which you have locked and tagged out, test the equipment for a safe lockout and assure that no unplanned movement will occur during maintenance activities.
  8. Employees who have not completed work on a piece of equipment by the end of the shift will have their supervisor place a departmental spare lock and tag on the equipment prior to removing their personal lock and tag.

## **HEALTH AND SAFETY POLICY**

### ***Workplace Violence Prevention***

We are committed to preventing workplace violence and to maintain a safe work environment. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment, or other threats including actual violence that may occur during business hours or on the mine premises.

All employees, including supervisors and temporary employees should be treated with courtesy and respected all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Fire arms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises.

Anyone determined to be responsible for threats, actual violence, or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

We encourage employees to bring forth their disputes or differences with other employees or management to the attention of management before the situation escalates into potential violence. We are eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.





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