

## **Chapter 3 HAZARD IDENTIFICATION AND RISK ASSESSMENT**

In order to maintain a safe working environment for those employees and subcontractors working in the field, Sign Designs, Inc. has established this policy of Hazard Identification and Risk Assessment. Hazard identification is important in all areas of our company, but especially critical for those in the field since the hazards change with each location where work is performed. **A risk assessment is required on every site regardless of the nature of the work.**

### **Training**

It is the responsibility of the Production Manager to properly train all field personnel in identifying hazards in the field. Field work is not permitted for any employee who has not received formal training in hazard identification. Training should include potentially dangerous conditions, safe work practices and procedures, the use and maintenance of personal protective equipment, and Stop Work Authority.

A record of training will be maintained documenting the employee names, dates of training and the training subject.

### **Scope of Work**

The scope of work should be identified upon arrival at a work site. An assessment of the potential risks should be made at this time, and should include:

- Review of potential overhead electrical hazards.
- Identification of any lifting activity, and the procedures to be followed prior to any lifting.
- Assessment of ground conditions for stability and level prior to a lift.
- Assessment of any energy sources that must be disabled using lock out tag out procedures, or containment of any kinetic or mechanical energy sources.
- Assessment of weather conditions for safe lifting activities, especially in windy conditions.
- Any potentially hazardous conditions such as radiation from cell towers, chemical hazards, or any other potentially hazardous conditions that may exist.
- Review potential risks from hot work.
- Identify hazards from other contractors working on the site.

The potential risks will be different for each site. It is the responsibility of the site foreman to perform the hazard identification, note the risks in order of severity, determine the safety procedures needed to mitigate the risk, and communicate this information to all employees and subcontractors on site. Potential risks should be noted using the work permit system (adopted from the Chevron work permit system).

Please refer to the Sign Designs, Inc. Safety Policy for procedures to mitigate each type of risk.

### **Disciplinary Action**

The foreman is responsible to assure that all employees and subcontractors follow the safety procedure that has been established for the site. Any employee or subcontractor who does not follow the safety plan should:

1. Receive a warning
2. If the unsafe activity continues the employee or subcontractor will cease all activity and vacate the site. These employees will receive disciplinary action upon return to Sign Designs, Inc. Subcontractors will be removed from the Sign Designs, Inc. approved vendor list.

### **Stop Work Authority**

Any employee or subcontractor has the authority, and obligation, to stop work when they believe that an unsafe condition exists. Sign Designs, Inc. employees and Sign Designs, Inc. subcontractors must cease all activities until the unsafe condition is mitigated. The employee or subcontractor should do the following:

1. Respectfully notify all employees and subcontractors that an unsafe condition or activity exists.
2. The site foreman will instruct all employees and subcontractors to cease work immediately.
3. Assess the risk and mitigation procedures with the site foreman.
4. Implement the necessary procedures to mitigate the unsafe condition or correct the unsafe activity.

If the unsafe activity is being performed by another contractor on site the employee or subcontractor should:

1. Respectfully notify all employees and subcontractors of Sign Designs, Inc. and of the other contractor that an unsafe condition or activity exists.
2. The site foreman will request that all employees and subcontractors of the contractor cease work immediately.
3. If the contractor refuses to cease activity then report the unsafe activity to the property owner/manager. Sign Designs, Inc. employees and subcontractors will cease all activity until the unsafe condition or unsafe activity is corrected, or until the contractor leaves the site. Sign Designs, Inc. employees and subcontractors will not return the site until it is deemed safe.
4. Assess the risk and mitigation procedures with the contractor's site foreman.
5. Implement the necessary procedures to mitigate the unsafe condition or correct the unsafe activity.

The management of Sign Designs, Inc. places the highest priority on safety, and not only encourages its employees to work in a safe manner, but also requires them to do so.

Employees are free to exercise any work stop authority without fear of any negative action on the part of Sign Designs, Inc. In fact, Sign Designs, Inc. will protect and defend its employees' actions in regard to work stop authority. However, Sign Designs, Inc. who fail to respond to a stop work authority or react negatively toward an employee who exercises a stop work authority will face sever disciplinary action or termination.

All work stop interventions will be documented with the unsafe condition, and the action taken to mitigate the situation. The report will be reviewed by management in order to measure participation, determine the quality of the interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learning.

### **Subcontractors**

Sign Designs, Inc. will occasionally use subcontractors to perform specific tasks that are not within the expertise of Sign Designs, Inc. These subcontractors are required to follow the safety procedures of Sign Designs, Inc.

Subcontractors must be pre-qualified prior to performing any work on behalf of Sign Designs, Inc. Subcontractors are also required to perform hazard assessments, and have the authority to stop work on behalf of Sign Designs, Inc. To qualify a subcontractor the following documentation must be provided:

1. Certificate of liability and workers compensation insurance naming Sign Designs, Inc. as additional insured.
2. Review of the subcontractor's safety policy.
3. A statement that the subcontractor will follow the safety policy of Sign Designs, Inc.
4. Complete Sign Designs, Inc. hazard identification and risk assessment training.

Subcontractors who are unable to meet the above requirements will not be selected to perform work for Sign Designs, Inc.

Prior to performing any work onsite on behalf of Sign Designs, Inc. a subcontractor must be included in all hazard identification and risk assessment meetings. If the subcontractor is working onsite without Sign Designs, Inc. employees present, then the subcontractor must perform the hazard identification and risk assessment.

The Production Manager will assist in identifying safety hazards as it relates to the scope of work of the subcontractor.

Sign Designs, Inc. will conduct a post onsite safety review to be used for future training and improvements to hazard identification and risk assessment procedures.