



## SAFETY ORIENTATION

Employee: \_\_\_\_\_ Craft: \_\_\_\_\_

Project: \_\_\_\_\_

### Introduction

Haskell Corporation's commitment to safety is our highest value. Priorities change, while values are lasting. Regard for the safety of the general public, our own employees and the employees of our subcontractors are a fundamental responsibility of all levels of our organization. We believe that the principle of a successful safety program is acknowledging that our people are our most important asset.

All details regarding your safety and health may not be covered in this orientation, please request/refer to the complete Safety & Health Policy Manual for clarification. Safe work performance is a condition of employment, and the primary responsibility for safety belongs to each employee and line supervision. Your responsibilities include:

Recommendations to improve our safety program and performance are always encouraged. A copy of the Haskell Safety & Health Manual is on file in the safety office for review.

### Management Responsibility

It is duty the Haskell Corporation to provide a safe and healthful working environment for all employees. To fulfill this obligation, we commit to developing and maintaining a comprehensive safety and health program that meets or exceeds applicable laws, ordinances, and regulations. To Provide training and resources as necessary to provide workers the opportunity to perform their job in a safe manner. To promote excellent Health, Safety and Environmental performance and ensure the overall safety and security of everyone who works for us. To support the communities where we do business and hold in high value the ethical and environmental responsibilities we have as a company.

### Employee Responsibility

As a condition of employment, all employees are expected to work safely and to follow established policies, procedures and work practices, to ensure that their personal safety and health, and that of their fellow workers, is not jeopardized.

Employees are empowered to correct unsafe conditions and work practices, as they are able to do so, and to report any conditions or activities which cannot be corrected, to your designated supervisor. Every employee should be aware of the types of hazards associated with their work activities and take appropriate steps to minimize potential accidents/incidents.

All employees are expected to be physically and mentally fit to perform their jobs in a safe manner at all times. If you are not able to perform your job or you are taking any medication that might affect your ability to do your job, you are to inform you supervisor immediately.

You may be requested to undergo a new hire medical examination to determine your fitness for duty. In some instances you may be required to undergo additional fitness for duty examinations based on observations of management while you are on the job.



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### Emergency Procedures

When an accident or injury occurs, employees are to initiate a response by contacting one or both of the numbers below:

- Haskell Safety Corporate Director **360-734-1200 ext.3215**
- Site Specific Emergency Number

#### *Evacuation*

The primary evacuation routes are posted throughout the facility and will direct you to the nearest assembly point, in the case of an emergency. Please use caution when exiting the building during an emergency. Following an emergency evacuation, make sure that you report to your foreman or supervisor at the assembly point, so that you can be accounted for.

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### ACCIDENT REPORTING & INVESTIGATION

#### *Reporting*

All accidents, injuries, industrial illnesses and near misses no matter how minor are to be reported to your supervisor and the safety department. Your supervisor and the Safety Manager will complete an investigation, prepare a report, and implement corrective actions to prevent additional injury.

In the event you have an unexpected worsening of a work-related condition, observed or occurring during non-working hours, you are required to notify the Safety Manager of the circumstances as soon as practical. If you are unable to report for work, due to a work-related condition, please follow the standard call in procedure.

#### *Investigation*

The Safety Manager and your immediate supervisor will complete the appropriate investigation reporting form (accident, incident, near miss). The purpose of the investigation is to record and develop the actual/logical sequence of events that led up to the accident. Our ultimate goal is to determine the surface and root causes for the accident, not to find fault.

#### *Lessons Learned*

Once the sequence of events has been developed and the surface and root causes are identified, recommendations for corrective actions will be discussed. Input for corrective actions should come from all participants because different people will see it from different angles and offer varying suggestions.

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### Drug and Alcohol Policy (Non DOT)

Haskell Corporation has a zero tolerance policy regarding illicit drugs. Violation of Haskell Corporation's drug and alcohol policies will result in immediate termination of employment. Haskell Corporation prohibits the following at all of its facilities and job sites:

- Use, possession, purchase, sale or distribution of alcohol or illicit drugs
- Misuse of **legal** or **prescription** drugs
- Working under the influence of alcohol or illicit drugs
- Working under the influence or possession of Marijuana on any Haskell project.
- Presence of detectable levels of illicit drugs or alcohol as determined by drug screening.
- Submitting a fake or adulterated sample, or providing fake or adulterated samples to other employees.
- Submitting a sample that is not your own, or providing a sample for another employee.

Employees working on sites where client requirements for drug and alcohol are more stringent or include random testing, will be tested in accordance with those requirements. Unannounced searches of employees and their personal property for drugs or alcohol may be conducted while on company property or on the property of Haskell Corporation's clients whose policies mandate such actions.



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Employees involved in serious accidents (defined as any accident requiring medical treatment or causing property damage) will be tested in accordance with Haskell's Post-Accident Drug Testing Policy. An employee, whose conduct or behavior is suggestive of drug or alcohol impairment in the opinion of two supervisory personnel, will be tested in accordance with the Reasonable Suspicion provision of the Haskell Drug & Alcohol Policy. All potentially positive lab test results will be reviewed/verified by a licensed physician who is a qualified medical review officer (MRO).

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### Reporting for work

If you will not be reporting to work during any scheduled shift, you are expected to call in to the Haskell project office at least one hour prior to the start of shift on the day you will be absent. Please provide the following information to the attendant:

- Your full name and your supervisors name.
- The reason for your absence: e.g. Car trouble, family emergency, personal business, illness. In case of illness, please be specific. *Example: "I have the flu" or "I have a sore [body part]" would be sufficient.*

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### Hazard Communication

In order to provide a safer work place, a Hazard Communication Program has been developed. All job locations of Haskell Corporation are included in this program. The written program shall be available in the home office or the field offices for review by any interested employee.

Safety Data Sheets (SDS's) contain the following kind information:

- The chemicals contained in the product.
- Manufacturer contact information.
- The chemical and physical characteristics of the product and its chemical form (solid, liquid, gas), color and density.
- Flammability and reactivity data.
- How to recognize sign and symptoms of exposure.
- What to do if exposed.
- Short and long term health effects
- Protective equipment
- Proper disposal of spilled or used product

Container labeling: All employees shall ensure that all containers including secondary containers need to be clearly labeled as to the contents with either an extra copy of the original manufacturer's label or with a generic label, which has a block for identity and blocks for the hazard warning.



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### Harassment

Haskell Corporation is committed to providing a work environment free of all forms of discrimination. Any statements or actions, which constitute harassment, including sexual harassment, will not be tolerated.

Sexual harassment is defined by the Equal Employment opportunity Commission (EEOC) guidelines as those statements or actions which (1) have the purpose or effect of unreasonably interfering with a individual's work performance or serve to create and intimidating, hostile, or offensive work environment, or (2) either explicitly or implicitly indicate that submission to a s sexual advance is a term or condition of employment, and that such submission to or rejection of a sexual advance will be used as a basis for employment decisions affecting that individual.

Other types of impermissible harassment include slurs, jokes, stereotyping, and written or graphic material, which are directed at someone's race, color, religion, gender, national origin, age or disability.

If you believe that you or another employee is being subjected to harassment, you should notify your supervisor, Safety Supervisor, or another member of management. Your report will be kept confidential, or limited to the individual involved in resolving the situation

### Code of safe practices

- Horseplay, fighting, gambling, possession of firearms and possession of alcohol or illicit drugs is strictly prohibited on company or client property
- Smoking is not allowed in the office nor within 25' of any window or door
- Sexual harassment and inappropriate behavior is strictly forbidden including jokes with any sexual content, whistling, or other unprofessional behavior is grounds for immediate termination
- Running is prohibited except under extreme emergency
- Avoid taking shortcuts – use appropriate ramps, stairs, walkways, ladders, etc.
- Do not block aisle, fire exits, and emergency equipment
- Always store materials in a safe manner – tie-down or support loose materials to prevent falling, rolling or shifting
- Housekeeping is everyone's responsibility – keep your work area clean
- Do not remove, deface or destroy any warning, danger sign or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by others
- Use proper lifting techniques and know your personal limitations, when lifting heavy or bulk materials
- Be familiar with the location of fire extinguishers, first aid supplies, and the procedure for summoning help
- Respect others and property

### Disciplinary Action

It is Haskell Corporation's commitment to provide to all of our employees, including Sub-contractors a safe working environment. To achieve this goal, compliance to the safety rules and procedures are a mandatory requirement and are considered a condition of employment for employees at all levels.

Employees and Sub-contractors found to be in non-compliance with the safety procedures and policies of Haskell Corporation, our clients and General and Prime Contractors, shall be counseled to discuss the infraction and to inform the individual(s) of the rule or procedure that was violated and the corrective action to be taken. Discipline may be Verbal,



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Written, up to and including termination of employment.

It shall be the responsibility of Project Managers, the Safety Department, Superintendents, and Foremen to enforce the program. Any discipline system may not be followed in all situations. Haskell Corporation's management shall determine on a case-by-case basis, whether to follow these guidelines or depart from them; depending on the circumstances of the case. Generally, Haskell Corporations discipline policy is progressive consisting of 1) Verbal Warning (this is documented in the employee file) 2) Written Warning 3) Termination from employment.

### Minimum Attire

All employees and visitors are required to comply with the following minimum dress/attire requirements:

- Shirts shall have a minimum 4" sleeve length;
- Pants shall be made of full-length durable materials;
- Boots shall be made of leather and suitable for construction.
- Employees shall contain or remove all loose clothing, long hair, or jewelry that could become tangled or caught in tools, equipment, or machinery, or otherwise pose a danger to the employee or a co-worker.
- Office personnel and visitors to any Haskell production or construction operation or facility shall comply with the above minimum requirements with the exception that work boots are not required if the visit does not involve persons getting into close proximity to the work activities. All office personnel and visitors who are in production areas must wear closed toed shoes. Sandals, Slippers or "Romeo" style shoes are not allowed.

I \_\_\_\_\_ have completed the required orientation training, understand the safety requirements of this job, and accept my responsibilities. I am aware that additional training in specific procedures may be conducted and required at a later date. I understand that violation of Haskell Corporation Safety procedures could result in the occurrence of a serious injury to others or myself and may be cause for dismissal.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Haskell  
Representative: \_\_\_\_\_

Date: \_\_\_\_\_



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***Please initial and sign below***

**I know:**

- Who to call in case of emergency (Ray Pierce 360-739-4558)
- What to do in case of an emergency (Evacuation, Reporting, etc.)
- Where to find information about chemicals (SDS Files)
- Where to find general safety information (APP, Policy Manual)

**I Will:**

- Follow site safety policies and procedures
- Report all unsafe acts or conditions
- Report all injuries or illnesses
- Keep my work area clean
- Wear required PPE during work hours
- Get help when moving heavy loads
- Stop work, if I believe someone is in danger
- Contact my supervisor if unable to show up for work

**I Will Not:**

- Participate in horseplay, fighting, gambling, or harassment
- Be in possession of firearms, alcohol, or illicit drugs
- Smoke within 25’ of any window, door, or restricted area
- Run or take shortcuts through the project
- Block walkways or emergency exits/equipment
- Remove or destroy any warning/danger sign or device or guard

I, \_\_\_\_\_, have completed the Haskell- orientation, understand the safety requirements of this job, and accept my responsibilities. I am aware that additional training in specific procedures may be conducted and required at a later date. I understand that a violation of Haskell safety policies and procedures could result in the occurrence of a serious injury to others or myself and may be cause for dismissal.

Haskell Representative: \_\_\_\_\_ Date \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_