

CLIMATE ENGINEERS

CLIMATE RIVER VALLEY

883 Shaver Rd. NE Cedar Rapids, IA

210 Fisher Court Eldridge, IA



EMPLOYEE ORIENTATION

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE

New Employee Safety Orientation



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WELCOME

Welcome to the Climate Engineers & Climate River Valley team! Our hope is that you find this a safe and satisfying place to work.

With safety being the vital element on every Climate Engineers & Climate River Valley project, this new hire safety orientation has been designed to get you started in the safest possible manner.

Please read and understand all of the material in this orientation.

INTRODUCTION

General Purpose:

New employee orientation sets the tone for safety on construction sites. Our industry recognizes construction can be potentially hazardous industry and that new employees are subject to work area hazards. Some employees are experienced in the construction industry while others may be new to the industry or new to the jobsite. The objective of employee orientation is to inform all new employees of jobsite and general safety rules and procedures.

A new employee can be defined as any person unfamiliar with a specific construction operation. The definition includes:

- Persons new to the company
- Persons new to a particular jobsite
- Persons new to a particular crew
- Persons new to a particular task or process

Climate Engineers & Climate River Valley have Safety Representatives assigned to cover orientation duties. Each new employee will be given a New Employee Packet of forms that need to be reviewed and completed. The company representative will explain the contents of this packet to the new employee. Generally specific safety procedures are reviewed at this time as well as a basic safety video presentation. The new employee is given a hard hat, safety glasses, ear plugs, gloves and whatever other PPE may be needed to perform their job. The New Hire Safety Orientation is required of all new employees.

After completion of the New Hire Orientation, the new employee will sign and date the confirmation sheet that he or she found in the employee packet. The instructor will also sign and date this sheet. This information will be placed in the employee's file.

It goes without saying that all employees need to be aware that accidents cost time and money but most importantly they can cause unnecessary injury and severe personal loss. Climate Engineers & Climate River Valley is committed to achieving safety excellence. To do this, **OUR GOAL IS ZERO INJURIES IN THE WORKPLACE** has been set.

This booklet does not train you to perform specific operations such as:

1. CONFINED SPACE ENTRY
2. LOCKOUT/TAGOUT
3. RESPIRATOR PROTECTION
4. OPERATE EQUIPMENT (Forklifts, Aerial Lift & Rigging)

Never perform these tasks without the proper training!

This manual should not be used to interpret in any manner the federal, state, or local laws or regulations. The information found in this manual is specific to Climate Engineers & Climate River Valley and should only be used as a general guide to safety practices.

CORPORATE SAFETY POLICY

Climate Engineers & Climate River Valley is committed to the safety and health of all employees. We are dedicated to the goal of ZERO incidents and injuries. It is our policy to provide the training and personal protective equipment necessary to protect employee from on-the-job injuries and illnesses. Further, it is our goal to create safety awareness among our employees so that each individual understands that he or she has the ultimate responsibility to work safely.

All Climate Engineers & Climate River Valley safety policies and procedures will meet or exceed all local, state and federal regulations.

Climate Engineers & Climate River Valley most valued asset is the employee, and we will make every reasonable effort to assure the completions of all assigned tasks are performed in a safe manner.

Mark Watson

President

TRAINING & SAFETY PHILOSOPHY

Climate Engineers & Climate River Valley firmly believes that ALL accidents are preventable.

Here are some ways you can avoid getting hurt:

- never do a job that you are not qualified to do
- a clean jobsite is a safe jobsite
- never run a piece of machinery you are not trained to operate
- always ask your supervisor if you are not sure how to do a job
- do the job right, not the quickest way you can think of
- watch out for other people and machinery
- recognize and correct hazards
- wear your protective equipment
- obey the safety rules of our customers, they are in place for a reason: **your safety!**
- make suggestions to your supervisor on how to make your job a safer place to work
- Get the CORRECT Training.

Please refer to the ***Training Philosophy Tab*** for more detail paperwork in regards to this subject.

New Employee Safety Orientation

EMPLOYEE DUTIES

You, the employee must work safely at all times. Safety is **your** responsibility. You must always look out for the safety of yourself, your co-workers, and other trades working around you. Good communication is a must. Think of the Concept of Twelve (12) 24/7. If each person is responsible for the 12 foot area around them we eventually will cover the whole work area. Be aware of your surroundings and make sure that it is clear of debris and all hazards are removed. This concept will benefit your own safety as well as others working near you. In some situations you may be the first or only person to be aware of a hazard or unsafe condition, if so it is your responsibility to warn others, take action to protect others and inform your foreman or supervisor or safety representative onsite of the condition ASAP.

- Follow all safety rules.
- Wear and take care of personal protective equipment. (fall protection, safety glasses, hard hats, respirators, etc.)
- Make sure that safety features (such as guards or dead-man switches) are in operation.
- Don't let your work put a fellow worker in danger.
- Replace damaged or dull hand tools and hand power tools immediately.
- Avoid horseplay, scuffling, practical jokes, or other activity that creates a hazard.
- Don't use alcohol or drugs.
- Report to your supervisor any unsafe work practice and any injury, accident, or toxic chemical exposure/leak.

EMPLOYER & SUPERVISOR DUTIES

- Keep the workplace free from hazards.
- Inform employees of how to protect themselves against hazards that cannot be controlled. This is usually done at the safety meetings.
- Provide regular safety meetings.
- Have someone with a valid first-aid certificate ready to provide first aid on the job if there is no medical help nearby.
- Maintain exposure records and medical records for employees.
- Train employees on how to predict and prevent accidents on the job.

EMERGENCY EVACUATION PROCEDURES

Each of the shops has a plan posted in case of an emergency evacuation. Each jobsite should also have a plan to evacuate.

- Each foreman should take a head count of their employees and report it to the Foreman or Supervisor in charge. Critical step to account for all employees.
- Emergency phone numbers should be posted in shops or at jobsite trailers.
- Stay calm, take a moment to size up the situation, but don't waste valuable time. If the emergency situation is your immediate area, sound the alarm or yell out FIRE/Whatever+ and get yourself and others out . if a small fire, attempt to extinguish. Fire extinguishers should be located throughout the buildings and in job trailers.
- Follow the emergency escape routes (marked with EXIT signs). Again move quickly but remain calm . on jobsites be aware of the construction stage the building is in.
- If tornado warning occurs . check the emergency evacuation plan posted in the shops. This will tell you where to go in your building. If on a jobsite common sense should tell you where to seek shelter.

PLEASE BE SURE TO LOCATE THE EMERGENCY EVACUATION PLANS IN EACH OF OUR BUILDINGS. DON'T WAIT UNTIL YOU HAVE TO USE IT!

DISCIPLINE POLICY

Climate Engineers & Climate River Valley supports the principle that there is no place in the Company for person(s) who will not work safely, or who endanger the safety of their co-workers. Each supervisor shall enforce this policy and, when necessary, take disciplinary action. In the event that any employee deliberately fails to follow the prescribed safe work procedure, or deliberately fails to use the prescribed safety equipment the following steps should be applied by his supervisor after consultation with Safety Coordinator or Co-Safety Coordinator:

1. VERBAL WARNING: A verbal warning will be given at first observation of unsafe practices. Once warning is issued notify Safety Coordinator or Co-Safety Coordinator in office and they will make a notation that will be put in the affected employee's personnel file.
1. WRITTEN WARNING: If the unsafe practices continue and an employee is observed a second time violating safety policy, a written warning will be issued to the offending employee. The person issuing this written warning can get a warning notice from the office Safety Coordinator or Co-Safety Coordinator and fill out the questions of who, what, where, when and why. Both employee signatures need to be on this paperwork. This document will go into the employee's personnel file.
2. APPEARANCE BEFORE SAFETY COMMITTEE: If a third warning is issued to an employee . that employee will be brought before the safety committee. At that time a decision will be made on docking safety bucks, probation or other. Circumstances will dictate the outcome.
3. FINAL WARNING: If this happens, the offending employee will no longer be working at Climate Engineers and Climate River Valley.

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DRUG & ALCOHOL POLICY

It is the policy of Climate Engineers & Climate River Valley that every employee of the company must be free of the influence of drugs, alcohol and controlled substances while performing company business or whenever on company premises, worksites, using company equipment or vehicles. The unlawful use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants or controlled substances in any amount or in any manner is strictly prohibited. In addition, the abuse of alcohol, prescription drugs and controlled substances is strictly prohibited. Violation of this policy can be grounds for adverse employment action up to and including discharge.

Climate Engineers & Climate River Valley asserts its legal right to test any employee for drugs, alcohol or substance abuse when it deems appropriate to enforce company policy, when such testing is required by contract with a customer, or required by law. Employees may be asked to submit to testing of urine, blood, saliva, breath, and/or hair testing for drugs, alcohol or substance abuse.

Currently pre-employment testing is completed on all pre-apprentices and all new hire apprentices or if our customer's contract requires.

Please refer to the **Drug & Alcohol Tab** for more detail paperwork and procedures in regards to this program.

SEXUAL HARASSMENT POLICY

Climate Engineers & Climate River Valley fosters respect for the dignity and worth of all employees and is committed to maintaining a working environment free of sexual harassment. Sexual harassment is immoral and illegal, and will not be tolerated.

Climate Engineers & Climate River Valley reaffirms and emphasizes its commitment to provide an environment free from sexual harassment and to provide a means to remedy sexual harassment that may be experienced by any Climate Engineers & Climate River Valley employee. All complaints of sexual harassment will be investigated. Any Climate Engineers & Climate River Valley employee, who, in good faith, makes a complaint of sexual harassment, will not be subjected to retaliation in any form. Any individual violating the prohibition against retaliation may be subject to disciplinary action.

All Climate Engineers & Climate River Valley employees are encouraged to utilize the procedures set forth in this policy any time they believe they have been subjected to sexual harassment or believe they have witnessed sexual harassment of or by another employee.

Please refer to the ***Sexual Harassment Tab*** for more detail paperwork and procedures in regards to this program.

WORKPLACE VIOLENCE POLICY

The personal safety and health of each employee of Climate Engineers & Climate River Valley is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best management practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Please refer to the ***Workplace Violence Tab*** for more detail paperwork and procedures in regards to this program.

GENERAL SAFETY REQUIREMENTS

The following are important Climate Engineers & Climate River Valley general guidelines require you to follow:

- All work performed for Climate Engineers & Climate River Valley must be completed in accordance with federal, state and local safety standards.
- Horseplay will not be tolerated
- Firearms, weapons, explosives, and ammunition of any type are not permitted on Climate Engineers & Climate River Valley or our customer property.
- Housekeeping around the job is very important. Tripping on materials and garbage is a problem on construction sites. Take pride in your area and clean it up.

- All injuries, accidents, near misses, unsafe acts, unsafe conditions, shall be promptly reported to a supervisor.
- Only designated and qualified personnel are permitted to operate equipment.
- Barricades will mark all temporary hazards.
 - Yellow = Caution;
 - Red = Danger, Do NOT Enter

When a safety issue arises, it is your responsibility to report or ask for assistance from the following:

- Your foreman or supervisor on the jobsite or at the shop.
- Any member of the current Safety Committee.
- Safety Coordinator or Co-Safety Coordinator

If this involves an injury . it must be reported within 24 hours of the incident. If this is life threatening, please get immediate help then report.

See **Accident/Incident Investigation Forms Tab** for more information on the steps to take when you receive an injury or have a near miss.

AERIAL LIFT

To work safely around aerial lift make sure you:

- get the proper training for specific aerial lifts before operation
- inspect aerial lift before each use
- DO NOT work off of handrail or mid-rail
- aerial lifts should NOT be used to hoist materials
- 100% fall protection is required while using aerial lifts
- Do not tie off outside the aerial lift while working on the aerial lift platform
- Do not operate the aerial lift unless the operators safety manual is on the lift
- Follow all manufacturers recommendations

COMPRESSED AIR

- At no time shall compressed air be directed toward a person.
- Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. Suitable PPE and effective chip guarding must be used.
- At no time shall compressed air be directed at any Hazardous Substance or Waste.

CONFINED SPACE ENTRY

The following is only a description; it does not train you to perform any of these procedures.

Here are a few examples of a confined space:

- crawl spaces
- ducts
- furnaces
- pits
- sewers

- tanks
- vessels
- and, other areas with limited means of entry

A confined space must have all of the following characteristics:

- big enough for a person to enter
- limited means for entry or exit
- not designed for continuous occupancy

A permit required confined space is a confined space with one of the following characteristics:

- hazardous atmosphere
- potential for engulfment
- walls or floors which slope downward
- other hazard (electrical, mechanical, etc.)

Please refer to the **Confined Space Program Tab** for more detail paperwork and procedures in regards to this program.

ELECTRICAL

Electrical hazards are one of the biggest problems on construction sites. Extension cords and portable power tools are continually exposed to extreme wear and tear.

It is Climate Engineers & Climate River Valley policy to protect our workers from electrical hazards by:

1. using ground fault circuit interrupters in wet areas
2. administering quarterly color code inspections
3. training employees to recognize electrical hazards

Don't take chances with electricity! If your extension cords and portable power tools are damaged in any way, don't use them! We can replace tools. . . we can't replace you!

Reminder: Work on electrical circuits is prohibited unless authorized and qualified.

What is a GFCI?

- A ground fault circuit interrupter protects workers from electrocution by cutting off the power before the current can injure the worker.
- GFCIs are required to be used in some plants. Your supervisor will let you know if they are required before work begins.

How can a quarterly cord & tool inspection protect me from electrical hazards?

- Quarterly inspections protect you from electrical hazards by identifying defects in extension cords and power tools.

NEVER use an extension cord or power tool that isn't marked with the correct color for that month.

Color	Month
RED	January - March
WHITE	April - June
ORANGE	July . September
GREEN	October - December

All extension cords should have the correct color of tape 1+from each end.

All power tools should have tape 1+from end of cord.

Please refer to the **Assured Grounding Program** for more detail paperwork and procedures in regards to this program.

FALL PROTECTION

Climate Engineers & Climate River Valley employees are constantly working from elevated work surfaces. The following fall protection rules are strictly enforced and if followed, will save your life.

- 100% fall protection is required for all personnel when performing elevated work FOUR feet or higher.
- A twin-leg lanyard is required for 100% tie off.
- Fall protection must be inspected prior to each use and by a competent person every 3 months. Inspected equipment will then be marked with colored wire as follows:
1st Qtr-Red :: 2nd Qtr-White :: 3rd Qtr-Orange :: 4th Qtr- Green.
- Full body harnesses with a rear D-ring must be used.
- Harnesses must fitted snug to prevent excessive damage to the body.
- Shock absorbing lanyards are required.
- Lanyards and lifelines must have a minimum breaking strength of 5,000 lbs.
- Anchor points must be overhead and be capable of supporting 5,000 lbs. per employee.
- Examples of appropriate anchor points include: 6+steel pipe, structural I-beam
- Examples of poor anchor points include: electrical conduit, handrail
- Free fall distance must not exceed SIX feet and must not allow an employee to contact a lower level.
- Self retracting lifelines or a shorter lanyard may be used to limit free fall.
- Only double locking type snap hooks may be used.
- Hole covers must be secured to prevent displacement and be clearly labeled **HOLE COVER . DO NOT REMOVE+**
- When fall protection is required on scaffold, do not use the scaffold as a tie off point unless a competent person has approved the scaffold for tie off.
- Fall protection is required on a ladder whenever an ICI employee stops climbing and engages in a work activity at FOUR feet or higher.
- 100% fall protection is required when using all aerial lift work platforms, including: scissor lifts, boom lifts and man lifts.
- 100% fall protection is required when using suspended scaffold work platforms (window washer type).
- Before using fall protection equipment make sure that the correct color in on it:
1st Qtr-Red :: 2nd Qtr-White :: 3rd Qtr-Orange :: 4th Qtr- Green
Those colors designate that the equipment has been inspected in that quarter. However, always check out the equipment yourself for any problems before using.

Please refer to the **Fall Protection Tab** for more detail paperwork and procedures in regards to this program.

FIRE SAFETY

- If your clothing catches fire, STOP, DROP, and ROLL.
- If you suspect a fire, sound an alarm
- Smothering it immediately can usually put out a small fire.
- Know the location of fire extinguishers wherever you work. Know how to use them.
- A fire needs 3 ingredients . fuel, oxygen and heat.
- Flammable vapors from solvent, adhesives and fuel gas
- Sparks and hot metal from grinding, cutting, welding, brazing and soldering
- Electrical overloads
- Good housekeeping, good maintenance and good work practices can usually avoid these.
- Class A Fire = Common materials such as wood, paper, fabric, grass, grain, coal and rubbish
- Class B Fire = Flammable liquids and vapors, such as gasoline, oil, paint, grease, wax, fat and oil.
- Class C Fire = Electrical equipment such as motors, transformers, switch boxes, and wiring.
- Class D Fire = Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium (These are rarely a problem for insulation and sheet metal workers)
- Use MSDS to determine the hazards and storage requirements of combustible metals.

Do not try to fight a fire if the fire is spreading rapidly, the fire is blocking the path of escape and if adequate firefighting equipment is not available.

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FIRE EXTINGUISHER USE

To use a fire extinguisher properly, learn the PASS procedure:

- Pull the pin
- Aim the nozzle
- Squeeze the handle
- Sweep side to side

FIRE EVACUATION PROCEDURES

To evacuate a burning building safely:

- Sound the alarm
- Turn off electrical equipment if this can be done safely
- Close windows that do not lead to fire escape routes
- Close the door after everyone has left a room. Do not lock the door.

Notify anyone who may not have heard the alarm

- Leave the area quickly. Do not panic.
- Leave by an appropriate route. More fire deaths are caused by smoke and gases than by flames
- Feel a door to see if it is hot before you open it
- Stay low to avoid smoke and toxic gases; crawl if necessary
- Cover your nose and mouth with a damp cloth

- Use stairs instead of elevators.

FIRST AID

First Aid is located at each of the shops and included in every gang box. It is your responsibility to know where the location of the First Aid Kit is at per job specific.

FORKLIFT SAFETY

- Always wear your seatbelt when operating a forklift.
- Only properly trained and authorized Climate Engineers & Climate River Valley employees are allowed to operate forklifts.
- Tilt forks back to steady and secure load.
- Keep load in the upright position when ascending or descending grades in excess of 10%.
- Do not raise or lower the load while traveling except for minor adjustments.
- Drive in reverse when a load limits forward visibility.

HAND & POWER TOOLS

- All hand and power tools must be kept in safe operating condition.
- Electric tools shall not be hoisted or lowered by their cords.
- All portable electric tools must be grounded or double insulated.
- When designed to accommodate guards, the guards shall be in place.
- Power drills, reciprocating saws, circular saws and uni-shears when used in the hand held mode shall be operated with constant hand or finger pressure.
- All hand and power tools must be inspected prior to use.

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HAZARD COMMUNICATION

Climate Engineers & Climate River Valley employees have the right to know about the hazardous materials they work with and what safety precautions must be taken to protect themselves from those hazardous materials.

This section provides information on:

- hazard communication written plan
- chemical container labels
- Material Safety Data Sheets
- routes of entry
- chronic and acute chemical exposures

HAZARD COMMUNICATION WRITTEN PLAN

Climate Engineers & Climate River Valley written plan details guidelines for employee training, the locations of hazardous chemicals in the workplace, the name of the person responsible for maintaining the company's chemical inventory and the locations where MSDS's can be found. Also contained in the written plan is a description of Climate Engineers & Climate River Valley container labeling program.

- labeling program
- updating and distribution of the MSDS booklets
- HAZARD COMMUNICATION training

MATERIAL SAFETY DATA SHEETS

Every chemical in the workplace has a Material Safety Data Sheet (MSDS) which contains more detailed information about the chemical than the label.

The company makes these MSDSs readily available to every employee. Always consult the MSDS before working with any chemical to make sure you have the needed information to work safely.

Most MSDSs are divided into numbered sections. The number of sections and the information given can vary; however, most MSDSs will contain the following sections:

- Product and Company Information
- Hazardous Ingredients
- Hazard Identification
- First Aid Measures
- Exposure Controls and Personal Protection
- Physical and Chemical Properties
- Stability and Reactivity
- Handling and Storage
- Toxicological Information

You should read MSDS sheets:

- before work is started with any material which is unknown or new to the workplace
- after exposure for 1st aid instructions
- after a spill for proper clean-up procedures

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The Climate Engineers & Climate River Valley MSDS sheets can be found in all shops and each foreman on jobsites should have one in his gang box with easy access for everyone on jobsite.

ROUTES OF ENTRY

There are 4 ways a hazardous material can enter your body, they are:

- ingestion - swallowing the material
- inhalation - breathing in the material
- injection - entering through a puncture
- ABSORPTION - entering through pores

CHRONIC & ACUTE HEALTH HAZARDS

Health effects from hazardous chemicals may be acute (meaning they happen immediately upon exposure) or chronic (which means they happen over time after repeated exposures). Chronic health effects can occur gradually and may not be noticed until serious damage has occurred.

NOTICE: Non routine tasks which involve hazardous chemicals, such as Confined Space Entry, will **NOT** be performed until specific training has been given.

Please refer to the **Hazard Communications Program Tab** for more detail paperwork and procedures in regards to this program.

HEAT STRESS

When working in high temperatures, you may be uncomfortable, but you are at risk for Heat Stress. Take the following tips to avoid heat stress:

- Use ventilation or cooling fans to increase air movement
- Take frequent rest breaks between strenuous work activities
- Wear protective clothing, such as loose cotton or heat reflective clothes
- Drink plenty of liquids to replenish your fluid loss. WATER is the best source.
- Avoid caffeine, if at all possible.

LADDERS

Ladders help us reach our work, but one mistake and serious injury can result.

What are the safety rules for portable ladders?

When working with portable ladders:

- tie off extension ladder to fixed structure prior to using
- tie off when working on the 5th rung of a ladder or higher
- tie off is not required when working in an office area
- tie off A frame step ladders when practical
- have another person hold the ladder if tie off is not feasible
- a 4 to 1 pitch should be used for the ladder slope
- ladders which are used for platform access should extend at least 3 ~~±~~ above the access level
- NEVER carry heavy materials or tools up ladders
- A-frame step ladders should not be used in the closed position

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LOCKOUT/TAGOUT

Lockout-Tagout procedures provide a safe way to work on machinery by ensuring that the tool, machine or process you are working on is isolated from the power source.

Example: You unplug the table saw cord and begin changing the blade, when another employee comes in (not seeing you) and plugs the cord in. The machine starts turning and you lose your right arm and sustain severe cuts to other parts of your body.

This could have been avoided if the proper lockout-Tagout procedures would have been followed.

Do not perform lockout procedures until you have received proper training.

Please refer to the **Lockout/Tagout Tab** for more detail paperwork and procedures in regards to this program.

MATERIALS STORAGE AND HANDLING

- Supplies shall not be stacked or stored in a manner which creates tripping or fall of material hazards.
- Compressed and liquid gas cylinders shall be secured in an upright position.

- Tag lines shall be attached to loads that may require steadying or guidance while suspended.
- Hitches and slings used to hoist materials shall be suitable for the particular material handled.
- Persons shall stay clear of suspended loads.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Climate Engineers & Climate River Valley is required to provide the PPE you need to stay safe on the job. You are required to wear all PPE necessary at all times when hazards exist.

Engineering controls should always be the first choice for safeguarding a hazard. One example of an engineering control is using ventilation to provide fresh air to an area and then using a respirator if necessary.

Always follow the PPE requirements of our customers' job site. Some customers have special hazards which require PPE such as goggles, dust mask, long sleeve shirt and fire resistant clothing.

The *minimum* requirements for PPE on all Climate Engineers & Climate River Valley job sites include:

- Eye Protection
- Head Protection
- Hearing Protection (shops)
- Hand Protection (per job & task)

EYE PROTECTION

Your eyes can be injured in many ways while working at Climate Engineers & Climate River Valley:

- Flying or falling objects
- Splash injuries (chemicals, hot liquids)
- Swinging objects (ropes, chains)
- Glare (bright sunlight, high intensity lamps, welding glare)
- Dust (grain, coal, dirt, sand)

Follow these rules for protecting your eyes on the job:

- Safety glasses are required to be worn at all times while on the jobsite or at the shop for Climate Engineers & Climate River Valley. The only exception to this rule is office & break areas.
- Goggles are required in areas where our customer requires them and all other times when blowing dust and/or chemical splash is a potential hazard.
- Face shields are required whenever Climate Engineers & Climate River Valley employees are operating a portable chop saw, grinder or circular saw. Face shields must be used along with safety glasses.

HEAD PROTECTION

Climate Engineers & Climate River Valley employees are required to wear a Class A Hard Hat while working on all job sites. It protects your head from impact injuries or from electric shock up to 2200 volts.

Take care of your hard hat if you expect it to protect you:

- Do not place a hard hat over a stocking hat. Cold-weather liners are available.
- Inspect the hard hat daily for dents, cracks, damage, or deterioration.
- Replace a hard hat that has taken a heavy blow or electrical shock.
- Do not alter a hard hat by drilling holes for accessories (such as face shields, visors).
- Do not store a hard hat in direct sunlight (rear deck of an automobile) or in a car trunk during extremely hot or cold weather. The shell could become brittle.
- Do not clean a hard hat with strong detergents or solvents not approved by the manufacturer.
- Do not paint the helmet. This may hide small cracks or affect the way it resists electrical shock.

HEARING PROTECTION

It is Climate Engineers & Climate River Valley policy to protect employees from hearing loss whenever sound levels equal or exceed 85 dB (decibels).

Climate Engineers & Climate River Valley provides employees with the following options for hearing protection:

- Molded earplugs
- Self-forming earplugs
- Earmuffs

Climate Engineers & Climate River Valley requires you to wear hearing protection when you are in the shops.

Climate Engineers & Climate River Valley also provides hearing test regularly to monitor your hearing capabilities.



If you can't hear the person next to you, you need hearing protection.
There is no cure for noise induced hearing loss.

HAND PROTECTION

The most common Climate Engineers & Climate River Valley hand injuries include:

- Handling sheet metal
- Chemicals
- Working with hand tools
- Operating power equipment
- Hot pipes
- Pinch points

To protect your hands, follow these simple Climate Engineers & Climate River Valley hand protection rules:

- Leather gloves are required whenever performing regular labor activities such as sheet metal work.
- Cut-resistant Kevlar gloves are required when working with stainless steel metal sheeting.
- Chemical-resistant neoprene (green) gloves are required whenever removing insulation which has been contaminated with a caustic or otherwise hazardous chemical.

PROTECTIVE CLOTHING

You always need to wear practical work clothes on the job. Sometimes you need special protective clothes as well. Two general types of workplace hazards require protective clothing:

- Natural Gas Pipeline & Oil Refinery Work: This type of work requires a Nomex or Gore-Tex flame retardant coverall or clothing in order to protect workers from flammable liquids & explosions.
- Dust/Particulate & Caustic Liquid Work: This type of work requires a TYVEK protective coverall which helps keep the employees own clothes clean while providing short term protection from caustic liquids.

Protective clothing must be inspected before, during, and after each use.

PREVENTING BACK INJURIES

As a Climate Engineers & Climate River Valley employee you will have many opportunities to injure your back. Remember the following facts and helpful hints to keep your back strong & healthy:

- Most back injuries result from improper lifting, such as stretching your back muscles or twisting your back while lifting an object.
- The discs in your back act as shock absorbers between the vertebrae and keep the nerves from being pinched.
- The basic lifting technique keeps the discs in the proper alignment between the bones.
- When you bend your back, the discs can be damaged. Bend your knees, not your back.
- When you lift anything, get a good grip, bend your legs and use your leg muscles to lift the load.
- Don't stretch while lifting anything. This can cause painful muscle tears that take a long time to heal.
- Never twist when lifting. Think about safety when you lift anything.

RESPIRATOR USE

Wearing a respirator is a very serious matter. If not used properly, you can breathe in deadly atmospheres.

Before you put on a respirator you must:

- receive training on proper selection, use, maintenance, and storage
- remove facial hair
- receive a pulmonary test
- receive a fit test
- test communication skills

ROOF SAFETY POLICY

When work occurs on the roof we want everyone to be safe. If you are doing work on the roof, please review the *Roof Safety Policy* prior to doing the work. Please refer to the ***Roof Safety Policy*** for more detail paperwork and procedures in regards to this program.

SCAFFOLDING

It is the policy of Climate Engineers & Climate River Valley to hire an outside source to erect and dismantle scaffolding. We provided training for Scaffold Users. We have also provided overview training sessions for Scaffold Users. The guidelines are to be used to use scaffold in a safe manner.

Please refer to the ***Scaffold User Policy & Guidelines*** for more detail paperwork and procedures in regards to this program.

SIGNS, SIGNALS, & BARRICADES

Climate Engineers and Climate River Valley will use and obey any signs, signals, and/ or barricades to protect themselves and others.

Barricade Colors: Yellow . Proceed with caution, Warning
Red- Stop, Danger, Stop, enter only if authorized.

Please refer to the ***Signs, Signals, & Barricades Protection Program*** for more detail paperwork and procedures in regards to this program.

WEEKLY SAFETY MEETINGS

Every week your supervisor will hold a safety Tool Box meeting that contains a specific topic to review or enforce. This is a time to communicate your suggestions and concerns you have concerning the safety of the job. Your participation is needed to provide a safe work environment. You will be asked to sign off stating that you have been informed on the Tool Box talk of the week.

WELDING SAFETY

Follow these 7 steps to stay safe around welding activities:

1. Make sure the area is well ventilated
2. Wear protective clothing to prevent skin burns from UV
3. Wear eye protection to protect against the effects of UV, infrared and visible light
4. Wear woolen rather than cotton clothing to prevent ignition
5. Sleeves or trouser legs should not be rolled or cuffed
6. Clothing should be worn without pockets to prevent flying sparks from lodging in the clothing
7. Keep the work area around the welding operation free of combustibles for a radius of 35 feet

How to Prevent Welding Burn

The following steps will help prevent welding burn:

1. Personal Protective Clothing: The right gloves for the job, sleeves or coat and hood.
2. If you are Tack welding:
 - Use a Welding Hood
 - Wear a Clear Face Shield
 - Sun block (some guys wear because while welding it helps keep some of the flash limited from others around them).
 - Some guys use their hand to cover the tack. This is OK if you have just a few tacks **BUT NOT RECOMMENDED** for all day tacking or an extended amount of time.
3. Plasma or Torch Cutting:

Although these aren't considered welders, you can still get burned from them. They still have a bright light and that can burn. It is recommended that a shaded face shield be used as well as the proper protective equipment. Make sure you are not wearing ragged or torn clothing because there is a good chance that it could catch on fire. Always look around your area and make sure there aren't any explosive or combustible materials so close that a stray spark could cause a fire or an explosion.
4. Types of Welding Lenses are basically the choice of each person using. If one is too bright you need to get a darker one. If too dark get a lighter one. Follow the guidelines below:
 - Tig Welding . 9 or 10 shade
 - Wire Welding . 10 or 11 shade
 - Dual Shield . 12 shade or darker
5. Common Sense plays a big part here. Use your head. If anyone sees another person (especially new people just starting to weld) unsure of what they are doing review the above with them. They don't have the knowledge that the seasoned welders have. A brief review may be all you need to do to prevent someone from getting flash burn or weld burn.
6. Questions concerning any of the above: If you still have questions or are not sure about something concerning welding, flash burns, clothing, plasma or torch cutting or whatever, please direct them to your foreman for clarification.

Please refer to the ***Welding/Cutting Brazing Program Tab*** for more detail paperwork and procedures in regards to this program.

LEAVE BLANK



WORK COMP INJURIES QUICK STEPS

:: FOR ANY LIFE THREATENING INJURIES :: USE THE CLOSEST MEDICAL FACILITY AVAILABLE

For Employees with ACUTE INJURY definition: injuries requiring immediate treatment, injuries that have progressed to high-pain status or any injury that needs to be seen.

Climate Engineers Employees:

St. Luke's Hospital Emergency Room
A Ave NW
Cedar Rapids, IA
(319)369-7105

Climate River Valley Employees:

Genesis Medical Center

1227 East Rusholme St.
Davenport, IA
(563) 421-6610

1401 W Central Pk Ave.
Davenport, IA
(563) 421-1100

1118 11th Street
DeWitt, IA
(563) 659-4274

801 Hospital Road
Silvis, IL
(309) 792-9363

STEPS for ACUTE INJURY:

1. Report injury or condition to your immediate supervisor.
2. Report injury to office ASAP . contact the Safety Coordinator or Co-Safety Coordinator (see pg. 2 for contact)
3. Office will contact Emergency Department letting them know you are on your way. Also will give the ED contact information for follow-up call.
4. When you arrive at the emergency department let them know right away that this is a WORKMEN'S COMP INJURY- they will get you through fast then an average person.
5. Check back with the office once your immediate care injury has been taken care of. Make sure we have the correct information for insurance paperwork.

For Employees with CHRONIC WORK-RELATED INJURY definition: non-emergency type of injuries, past musculoskeletal injury, chronic pain.

Climate Engineers Employees:

St. Luke's Work Well Clinic
830 First Ave. NE
Cedar Rapids, IA
(319) 369-8153
6:30 am- 4:30 pm Monday thru Friday

Climate River Valley Employees:

Genesis Occupational Health- IOWA
3319 Spring Street
Davenport, IA 52807-2125
(563) 324-0696
8:00 am- 5:00 pm Monday thru Friday

Genesis Occupational Health- ILLINOIS
2350 41st Street
Moline, IL 61265
309-764-0684
8:00 am- 5:00 pm Monday thru Friday

STEPS for CHRONIC WORK-RELATED INJURY:

1. Report injury or condition to your immediate supervisor.
2. Report injury to office . contact the Safety Coordinator or Co-Safety Coordinator (see pg. 2 for contact)
3. We will then contact the work well clinic to set up an appointment.
4. Check back with the office once you have been seen at the clinic. We want make sure we have all the correct information for insurance paperwork and what your status is.

EYE INJURIES: CE Location: Iowa Eye Care 1650 1st Ave., Cedar Rapids, IA CRV Location: Genesis Occupational Health

TEETH OR MOUTH INJURIES: Consult your own dentist or call office for referral.

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE



SAFETY ORIENTATION QUIZ & SIGN OFF SHEET

Directions: Circle the **BEST** answer.

1. After completing Climate Engineers or Climate River Valley New Hire Safety Orientation I will be trained to perform work with a respirator.

TRUE FALSE

2. There is a cure for noise induced hearing loss, so hearing protection is not needed in most cases.

TRUE FALSE

3. You should always calculate your total fall distance before securing your lanyard.

TRUE FALSE

4. Extension cords and power tools should be checked and color coded every 4 months.

TRUE FALSE

5. When positioned to access a working level, ladders should extend at least 2 feet above that level.

TRUE FALSE

6. The only exceptions for hard hats and safety glasses are office and break areas.

TRUE FALSE

7. You must always use one lanyard to properly perform 100% fall protection

TRUE FALSE

8. Red **DANGER** tape indicates that the area is safe to enter as long as you look for hazards.

TRUE FALSE

9. All Climate Engineers & Climate River Valley job sites have a MSDS book for employees to refer to.

TRUE FALSE

10. All injuries, no matter how minor, must be reported immediately to your supervisor.

TRUE FALSE

I acknowledge I have been given a copy of Climate Engineers & Climate River Valley Safety Orientation, I have read and understand it, and I will support these policies and procedures in my daily work with Climate engineers & Climate River Valley.

Employee Signature

Date

Supervisor Signature

Date

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE



NEW EMPLOYEE CHECKLIST WORKPLACE SAFETY

The members of the Climate Engineers & Climate River Valley Safety Committees want to address workplace safety with you before you start your employment with Climate Engineers or Climate River Valley. When you finish your paperwork, you will be given some safety items such as a hard hat, safety glasses, ear plugs, etc. After receiving these items you will be placed either in the shop or field to start your employment. The people you will be working with have had training on Climate's safety policies and procedures. It is important that you follow their guidelines when performing work for Climate. If you are not sure about how to perform certain tasks, you need to communicate that to your foreman so he can guide you in performing those tasks safely.

In the first year of hire, Climate Engineers & Climate River Valley will monitor your work habits in regard to safety. If you get injured in the first year, you will be brought before your specific Safety Committee for a review of the injury. After this review, the Safety Committee will recommend actions they feel are needed to be taken. The actions recommended would depend on whether the employee followed Climate Engineers & Climate River Valley Safety policies or not. If a second accident occurs in the first year, this could be grounds for immediate dismissal of the employee by Climate Engineers or Climate River Valley.

Climate Engineers & Climate River Valley feels very strongly about their employees working in a safe environment with good safety habits and procedures. With your help, we can put safety *first* while performing our daily tasks at Climate Engineers and Climate River Valley.

PLEASE SIGN AND DATE BELOW THAT YOU HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

Employee Signature

Date

NEW HIRE SAFETY ORIENTATION CHECKLIST:

- _____ Have shown two forms of identification: Drivers License & Social Security Card or Equivalent.
- _____ Read the New Employee Orientation, which includes the expectations & safety programs
- _____ Issue a hard hat & gloves (if required), clip for gloves, issue safety glasses, issue earplugs
- _____ Have been informed of necessity of all employees to have their own basic tools for use (PA only)
- _____ Inform them of acceptable footwear.
- _____ Viewed the safety video "Safety Orientation" by SMOHIT
- _____ Read through Climate's Safety Program - included in Employee Packet
- _____ Inform them of their Safety Contacts (current coordinators & co- coordinators)
- _____ Explain Safety Bucks program.
- _____ Tour of shop and show the location of first aid kit, fire extinguishers, MSDS Book & safety handbook. If employee will be working in field notify the field foreman to show employee around and review safety on the job.
- _____ Injuries: explain our commitment to prevent them but also the proper procedure to report an injury within 24 hours & where to go for treatment listed in the employee packet (point out the page).
- _____ Explain Tool Box Talks (if applicable).
- Y N** _____ Permission to request MVRs (Motor Vehicle Violations Records)
- _____ What states have you resided in for the last 5 years?
- _____ Please list any driving violations or accidents cited in the last 5 years:

Safety Representative Signature

Employee Signature

Date

OUR GOAL IS **ZERO** INJURIES IN THE WORKPLACE