

# **SPCI Health and Safety Reference Pocketbook**



**Schmid Pipeline Construction, Inc.  
Mayville, WI  
Revised – December 2014**

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## MANAGEMENT SAFETY COMMITMENT STATEMENT

The management team of Schmid Pipeline Construction, Inc. strongly believes that the safety of its employees is our number one priority. Because we are genuinely concerned about the health and well-being of each and every employee, we have adapted a "People Based Safety Program". With this program, at a minimum, we are committed to the following:

- Providing training for our employees in order to assist in getting the job done safely. This training begins with a comprehensive safety orientation for all employees.
- Providing mentorship for new employees to assist with the employee not only learning but understanding Company safety policies and also teaching employees safer ways to perform each work task.
- Providing the safest possible tools and equipment AND ensuring that the tools and equipment are maintained.
- Giving each and every employee, regardless of position, the right to "Stop Work" if they identify an unsafe condition or act that could pose a threat to anyone's health and well-being.
- Providing appropriate Personal Protective Equipment (PPE) for each job task.
- Recognizing and rewarding safe work practices.
- Holding ourselves and other leadership personnel accountable for the safety and well-being of each and every employee.
- Identifying unsafe work practices of employees and re-training those employees on WHY it is important for them to change their work practices.
- Providing frequent engagement with field employees by LISTENING to their concerns and suggestions, and implementing new safe work practices.
- Providing weekly group safety meetings to share information regarding safety related issues on the site, stressing the importance of practicing safety only at work but at home, and recognizing safety leadership.



Joe Brandenburg  
President



Donna Brandenburg  
Chairman of the Board

## Company Philosophy Statement

Our mission is to provide construction services and materials to the communities where we live and work. Our services and materials will be safe, cost-effective and sound. Our work decisions will balance our customers' needs with our resources. Our commitment to the customer involves safety, integrity, quality, cost-effectiveness, and innovation.

**SAFETY**- We will strive to make our work environment as safe as possible, abiding by industry accepted practices and procedures and the rules of common sense. Safety will be our concern at all work locations, including jobsites, shop and office, and while traveling from location to location. Making our work locations safer through systematic evaluation is our goal.

**INTEGRITY**- Our services and materials are available and fair to all. We communicate honestly and accurately to establish credibility and respect. We will be truthful in all our dealings, working in accord with the prevailing laws, rules, regulations, specifications, policies and procedures. Acceptance of responsibility is critical to our effectiveness.

**QUALITY**- The services and materials we provide will reflect our commitment to only the highest quality. We intend to build quality and excellence into each job and product produced. On-time delivery is an essential part of quality as well.

**COST-EFFECTIVENESS & PROFITABILITY**- Our objective is to provide the best quality of craftsmanship possible, performing the work safely, completing the work in a timely manner and within budget for the benefit of our employees, clients and shareholders.

**INNOVATION**- We will constantly evaluate our processes, systems and methods to determine if more efficiency can be applied. All employees will seek to promote fresh ideas and to eliminate redundancy. Improvement is obtained through our individual and collective preparation, involvement, commitment, and creativity.

## **About Your Handbook**

This handbook is designed to provide general information regarding Company policies, procedures, and safety expectations. Nothing contained in this handbook is intended to create a contract (expressed or implied), or otherwise to create legally enforceable obligations on the part of Schmid Pipeline Construction, Inc. (hereafter referred to as “Schmid Pipeline” or “SPCI”) or its employees. Nor should it be construed to constitute a contract for any period of employment, but does set forth various requirements for our employees’ conduct. It is highly recommended that you keep this handbook available at all times to use as a reference should any questions arise.

Schmid Pipeline reserves full discretion to add to, modify, or delete provisions of this handbook at any time without advance notice. For this reason, employees should check with their supervisor to obtain current information regarding the status of any particular policy, procedure, or practice. You will be notified when a new version of this handbook is in effect.

Schmid Pipeline believes in the policies, programs, and procedures described in this handbook and they are conditions of employment. No handbook can cover every situation that might arise during an individual’s employment nor does this handbook attempt to do so. Although this handbook includes many existing policies, not every policy appears in the handbook. This handbook will supersede all previous written and verbal policies and practices. Please refer to the complete manuals located in the Safety Office or Corporate Main Office.

The information contained in this handbook is not intended as restriction or contradiction of any labor agreement to which Schmid Pipeline is party. No individual manager or supervisor has the authority to create a contract or any agreement contrary to the policies outlined in the handbook. If questions arise regarding the application of the information contained in these guidelines, the final decision regarding interpretation rests with Executive management. Whenever any discrepancies occur between the handbook and any

collective bargaining agreement, the language of the collective bargaining agreement will prevail for union employees.

At Schmid Pipeline, we take great pride in working together as a team. It is Schmid Pipeline's policy to treat each employee as fairly and equitably as possible while taking into consideration SPCI's goals and objectives.

## **About the Employment Relationship**

While we certainly hope that our employment relationship will be a long and mutually rewarding one, it is important to understand that employment with Schmid Pipeline is not governed by any individual employment contract or guarantee, either written or oral, and is considered an "at-will" arrangement. This means Schmid Pipeline or the employee may end the employment relationship at any time, for any reason, so long as there is no violation applicable by federal or state law.

## **Standards of Conduct and Integrity**

No written list of Company policies or expectations can be complete, nor can it substitute for good judgment of our employees. However, for the protection of each employee, Schmid Pipeline has established certain policies and procedures that must be followed. Many of the policies are included in this handbook and a complete list can be found in the Safety Office. Policies may be added or amended from time to time.

Schmid Pipeline expects business-like, proper and appropriate personal conduct from every employee. This means the Company expects all employees to comply with and demonstrate the following appropriate conduct:

- Prompt and regular attendance.
- Complete attention and efforts to work matters during work time.
- Following directions from supervisors.
- Meeting acceptable standards of work quality and other performance expectations.
- Being Fit-for-Duty; always being free from the influence of alcohol or illegal drugs while on the job.
- Never possessing or using weapons on Company premises.
- Complying with and supporting Company policies on discrimination and harassment on Company premises or when conducting any Company business, regardless of location.
- Demonstrating individual integrity and honesty. Employees will not falsify records, including time worked, misrepresent reasons for absence, tardiness, or eligibility for benefits.
- Avoiding and preventing theft, unauthorized use, or authorized possession of Company property, including material, equipment, tools, or office equipment.
- Complying with and supporting Schmid Pipeline's safety, environment, and housekeeping rules.

## **Attendance**

The success and efficient operation of Schmid Pipeline depends on your being at work and on time each day. SPCI expects all employees to maintain good attendance, to report to work as scheduled, and to be here each day during scheduled work hours. While employees are not given a specific number of days for which they are allowed to be absent, the following methods shall be used for reporting absences:



- If you are not able to come to work on a scheduled day or will be tardy, promptly notify your supervisor or Office Manager as soon as reasonably possible, preferably at least one hour prior to the beginning of your scheduled start time.
- You are responsible for reporting your own absences. No call / no show may be considered a voluntary termination of employment.
- Absences must be reported daily unless you have received prior approval for a designated time period.
- If it is necessary to leave work early, notification and approval must be obtained from your supervisor with as much advance notice as possible.

Chronic or excessive absenteeism, even when excused and approved, may be cause for corrective action, up to and including termination of employment.

### **Alcohol and Drug-Free Workplace**

Schmid Pipeline has significant interest in maintaining an Alcohol and Drug-Free Workplace. Although our primary concern is to ensure the safety of our employees, we are obligated by the Drug Free Workplace Act of 1988 to satisfy various Federal requirements. Additionally, Schmid Pipeline complies with the testing requirements of the U.S. Department of Transportation and State and Federal laws and regulations.

As a condition of employment, all employees will abide by the terms of this policy statement and the rules and procedures set forth herein.

## **Statement of Rules**

- 1) Possession, sale, or use of alcohol or non-prescription drugs on Company property, site of construction, or during working regardless of the location, shall be grounds for termination. Any employee who reports to work under the influence of alcohol or non-prescription drugs shall be subject to termination. Non-prescription drugs shall be defined as drugs which cannot be legally dispensed without a prescription and are not covered by a current valid prescription endorsed by a qualified physician for use by the employee in question. All employees shall be subject to all necessary diagnostic testing for purposes of verifying compliance with this provision, when required by the Company, at the expense of the Company.
- 2) Employees are required to inform their Safety Director or Office Manager of any medications they are currently taking which could adversely affect their job performance or could endanger the health of the employee and the health and safety of others. Employees may be required to have their physician submit in writing a detailed explanation of any effects the drug may have on the individual. Schmid Pipeline has the right to place the employee on a leave of absence, change the employee's duties, or in some cases, terminate their employment if it is determined that a legally prescribed drug will adversely affect the employee's performance.
- 3) Testing for employees will include: pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up.

- 4) All testing shall be in compliance with the procedures or future revisions outlined by the National Institute for Drug Abuse, State, and Federal laws regarding alcohol/drug testing.
- 5) Any employee refusing to submit to a test or testing non-negative, shall be deemed to have voluntarily quit.
- 6) Whenever the Company has reasonable cause to believe that the actions, appearances, or conduct of an employee while on duty are impaired, the employee will be required to a breath / urine test. The conduct or circumstances constituting reasonable cause must be witnessed by two supervisors or company officials, if feasible. If not feasible, only one supervisor or company official need witness the conduct. The witness or witnesses will have received training in the identification of actions, appearance, or conduct of an employee which are indicative of the use of alcohol or a controlled substance. The witness(es) are required to complete a Reasonable Suspicion Report prior to conducting any Reasonable Suspicion Testing.

In any Reasonable Suspicion situation, the Safety Director or Superintendent / senior Foreman is to be contacted immediately. A Company representative will transport the individual from the job site to an approved collection facility. Upon receipt of the test results, the Safety Director / Superintendent will follow protocol on how to proceed. Any employee failing to cooperate with any of the procedures will be subject to discipline, up to and including termination.

- 7) Any refusal to undergo Reasonable Suspicion Testing will be deemed as a voluntary quit.

- 8) Any employee with test results of a non-negative shall be suspended without pay until the employee has enrolled in and successfully completed an approved rehabilitation program, at the employee's own expense. Job retention is at the sole discretion of Schmid Pipeline. A second non-negative or refusal to test shall result in termination and the employee would not be eligible for rehire.
- 9) Conviction of a violation of any criminal drug statute occurring in the workplace will result in appropriate disciplinary action, up to and including termination of employment. Before an employee with a conviction of a violation of any criminal drug statute occurring in the workplace returns to work for the Company, the employee shall be suspended without pay until the employee has enrolled in and successfully completed an approved rehabilitation program, at the employee's own expense. Job retention is at the sole discretion of Schmid Pipeline. A second conviction shall result in termination and the employee would not be eligible for rehire.
- 10) Both a drug test and an alcohol test will be conducted after an accident, or incident on each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident. The decision whether to test or not to test any employee shall be based on the Company's determination, using the best available information immediately following the accident. The Company will explain to each employee to be tested there is reason to believe their performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident. The Company will

document the decisions that support the determination to conduct a post-accident test.

A post-accident drug test shall be conducted on each employee as soon as possible but no later than 32 hours after the accident. The Company must take all reasonable steps to obtain a urine specimen from an employee after an accident, but any injury should be treated first. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident, to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The affected employee will not be allowed to proceed alone to or from the collection site. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the Company or Company's representative of their location if they leave the scene of the accident prior to submission to such test, may be deemed by the Company to have refused to submit to testing. Post accident tests are normally unobserved by the collector. However, provisions will be available at the collection site for a directly observed collection to take place should circumstances require such action. Depending on the circumstances of the accident, and if feasible, the employee will not be allowed to perform covered functions pending the results of the drug test.

- 11) A complete copy of the Employee Alcohol Misuse Prevention Program and Employee Anti-Drug Plan is available at each job site location. Please reference the

Manual for a complete list of regulations, policies, and procedures.

### **Employee Assistance Program**

Employee Assistance Program (EAP) affords employees and their families free and confidential professional counseling services to help them deal with personal problems. The EAP counselors have the training and experience to assist employees and their families with a wide range of problems, including, but not limited to: marital difficulties, alcohol and drug abuse, anxiety, depression, money management, bereavement, eating or sleeping disorders, or work-related problems.

Employees and their families may access this confidential service by calling (920) 924-0614 or (800) 458-8183. This service is available 24 hours a day, seven days a week.

### **Americans with Disabilities Act**

Schmid Pipeline complies with all aspects of the Americans with Disabilities Act (ADA) and state handicap/disability laws. This means that we will not discriminate against qualified individuals with a disability in any phase of the employment relationship including application for employment, hiring, promotions, advancement opportunities, termination, compensation, training, conditions or privileges of employment. Employees who believe they need a reasonable accommodation for a disability must make their request in writing to Schmid Pipeline's Corporate Office in Mayville, WI. Such a request should specifically identify any limitations and describe the reasonable accommodation being requested. All requests for reasonable accommodations will be considered.

## **Equal Employment Opportunity / Affirmative Action**

It is the policy of Schmid Pipeline to provide equal employment opportunity free of discrimination against any individual on the basis of their race, creed, color, religion, sex, age, national origin, disability, military and veteran status, sexual orientation, marital status, or any other characteristic protected by state or federal law. We are committed to this policy and its embodiment in the law.

## **Family and Medical Leave (FMLA)**

Schmid Pipeline believes in and complies with all applicable provisions of state and federal laws on family and medical leave. FMLA provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

FMLA applies to all public agencies, all elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- The birth and care of the newborn child of the employee;
- The placement with the employee of a child for adoption or foster care;

- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles.

The policy in its entirety can be viewed at [www.dol.gov](http://www.dol.gov).

## **Harassment Free Workplace**

Schmid Pipeline is committed to providing a professional work environment at all times. The Company expects the workplace to be free from sexual, physical, psychological, verbal, and non-verbal harassment based on any legally protected characteristic. These protected characteristics include, but are not limited to, an individual's age, gender, race, color, ethnic origin, national origin, religion, ancestry, disability, sexual orientation, marital status, or veteran status. This policy applies to all individuals who work for Schmid Pipeline in any capacity, at any location, including officers, directors, vendors, customers, or visitors.

Harassment, including sexual harassment, may exist when submission to such conduct is implicitly or expressly made a term of condition of employment, when submission to or reflection of such conduct is used as a basis for any employment decisions, or when such conduct results in creating an intimidating, hostile, threatening, or offensive working environment.



Examples of conduct prohibited under this policy include, but are not limited to:

- Unwelcome sexual advances, request for sexual favors, or physical conduct of a sexual nature such as touching, brushing up against another, or derogatory comments;
- Verbal or non-verbal conduct or visual displays of a sexual, offensive, or discriminating manner such as posters, calendars, photographs, cartoons, graffiti, or other offensive graphic displays;
- Jokes or other remarks that are sexual or offensive in nature or demeaning to an individual's protected characteristics;
- Using abusive, threatening, or other inappropriate language or conduct in the workplace.

## **Workplace Violence**

Schmid Pipeline provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

The Company will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;

- Intentionally damaging employer property or property of another employee;
- Possessing a weapon while on Company property or while on Company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

## **Company Property**

We expect every employee to take pride in his/her work and in the use of Company equipment, company materials, and tools, which are used while working at any job site or facility of Schmid Pipeline or its customers.

Schmid Pipeline supplies tools, machinery, office supplies, communication systems, and safety equipment. It is up to each employee to keep these provided materials and equipment in clean, working order and available for business use at all times. If these items need repair or replacement, inform your supervisor. All items are to be used for Company business during scheduled work hours only and must not be removed from any job site or facility without Company approval. Worn-out items need to be returned before a replacement will be issued. If you wish to use your own tools or supplies for Company business on Company premises, you must make sure such items are clearly marked as your own property.

Theft, unauthorized use, or unauthorized possession of Company property, including material, equipment, tools, or office equipment will be subject to disciplinary action up to and including termination.

## **Confidentiality**

From time to time, employees may have access to confidential business information. Examples of business information include, but are not limited to, customer information, customer lists, Company sales volume, Company revenues, structures, spending levels, profits, payroll, personnel / employee information, and other information not available to the general public. This information is considered confidential, even though it may not be specifically marked “CONFIDENTIAL.” Employees are required to refrain from sharing confidential information with other employees or with any other party not employed by the Employer, unless:

- specifically authorized to do so and reasonable efforts must always be made to maintain the confidentiality of such information; or
- as allowed or required by law.

Except to the extent consistent with the employee’s employment by the Company, an employee may not at any time permit any person to examine or make copies of any documents, videos, recordings, or files which may contain or be derived from confidential information.

Unauthorized release of Company information will be investigated. Any employee violation of this policy will face disciplinary action, up to and including termination.

## **Discipline**

Schmid Pipeline follows a fair and consistent approach with progressive discipline. When an employee commits an act that is offensive to the rules of common sense or decency or an act that violates a written policy or rule of Schmid Pipeline,

they will face disciplinary action. The basic purpose of discipline is to provide correction so that the employee can improve his or her performance. However, there may be times when Schmid Pipeline may decide, based on individual circumstances, that the employment relationship should not be continued.

All progressive verbal and written discipline will be documented on an Employee Disciplinary Report. The progressive disciplinary actions are as follows:

Verbal Warning: A verbal warning shall be given to the employee. The verbal warning should be specific regarding the action / behavior that warranted the warning. Corrective measures should also be communicated. Verbal warnings shall be documented on the Employee Disciplinary Report and placed in the employee file.

First Written Warning: A written warning shall be documented on the Employee Disciplinary Report and reviewed with the employee. The warning should be specific to the action / behavior that warranted the warning. Corrective measures should also be discussed.

Second Written Warning: A second written warning shall be documented on the Employee Disciplinary Report and reviewed with the employee. The warning should be specific to the action / behavior that warranted the warning. Corrective measures should also be discussed. Employee may be placed on probation and/or suspended without pay.

Termination: The employee will be dismissed and will not be eligible for re-hire.

Depending upon the violation and conduct, one or more steps of the progressive discipline may be repeated or skipped. To

be clear, Termination may be the first appropriate action taken.

## **Dress and Appearance**

Schmid Pipeline has established an image of professionalism and the personal appearance of our employees reflect and influence the overall Company image. Proper attire according to the type of work performed is expected of every employee.

It is also mandatory that all employees wear the Personal Protective Equipment (PPE) appropriate for the assigned job task. Employees will be provided with an explanation of the type of PPE and necessary training at the time of hire.

Proper hygiene is also required on the job. All questions regarding appropriate dress and appearance should be directed to your supervisor or Office Manager.

## **Smoking**

It is the Company's objective to offer a smoke-free environment in all office areas of Schmid Pipeline's property and facilities. This means smoking is not allowed in general office areas, private offices, customer facilities, restrooms, or break areas. Smoking is only permitted in designated areas in the yard. Employees are expected to dispose of smoking materials safely and in the proper containers. SPCI reserves the right to modify this policy at any time. Questions about this policy should be directed to your supervisor or Office Manager.

## **Payday Policies**

The payroll week begins on Monday and ends on the following Sunday. You will be issued a paycheck every week, normally on Friday. Your check will be handed out at the job location where you are working. If a holiday falls on a scheduled pay day, your check will be handed out on the day preceding the holiday.

Direct deposit is available to all employees. We encourage the use of direct deposit for the assurance of knowing your funds will be in your account in a consistent and timely fashion. All direct deposits are scheduled to be available on the designated pay day.

Your check or earnings statement will give you a complete record of your earnings and deductions. A summary of your earnings in any given year (W-2 Form) will be mailed to your home address. If you have any questions regarding your paycheck contact your supervisor.

## **Garnishments**

Schmid Pipeline encourages its employees to take care of personal financial obligations. Garnishments will be processed according to the specifications of the law. Unless a fee has already been established by the garnishment, SPCI may charge an appropriate cost to each garnishment and/or child support wage assignment to cover the administrative fees it incurs.

## **Company Credit Cards and Expense Reimbursements**

Some employees may be issued Company credit cards to facilitate the purchase of work-related items. These credit cards are Company property, issued and entrusted to the employee for work purposes only. All receipts must be submitted at least weekly and contain the appropriate

information, including, but not limited to, job number, vehicle number, and purchase order number. If you incur any other reimbursable expenses, complete an expense report and submit it along with your original receipts for reimbursement.

CDL drivers will not be eligible for reimbursement until all driver logs, fuel, and mileage reports have been received.

### **Ownership of Intellectual Property**

All inventions, innovations, improvements, developments, methods, designs, analyses, drawings, reports, and all similar or related information, whether patentable or not, which relate to Schmid Pipeline's actual or anticipated business, research, and development, or existing or future products or services, and which are conceived, developed, or made by any employee while employed by Schmid Pipeline belong to Schmid Pipeline. Employees shall promptly disclose such work to their supervisor and shall perform all actions reasonably requested by Schmid Pipeline during or after their employment period, to establish and confirm such ownership including without limitation, executing assignment, contents, power of attorney, and other instruments.

### **Company Communication System**

Schmid Pipeline maintains communications and information systems comprised of telephones, cell phones, voice mail systems, radios, email, computers, internet access, copy machines, fax machines, software, and other office and mail equipment, collectively "Company Communications and Information Systems, herein referenced as CIS.

These CIS are the property of the SPCI and are provided exclusively to assist in the conduct of Company business and are to be used exclusively for Company business purposes. Information or messages sent through CIS are the sole property of SPCI and are considered business records of Schmid Pipeline. Accordingly, they may be used in administrative, judicial, or other proceedings. As such, your usage of SPCI CIS should be conducted with great care. In most instances even erased messages can be retrieved. A good rule of thumb is that if you would not write something on paper, you should not communicate the same through SPCI CIS.

Company policies apply to the use of SPCI CIS. For example, our policies prohibiting discrimination, harassment, and confidentiality all apply to the use of CIS. As a result, any communications via CIS that may constitute verbal abuse, slander, or defamation, or may be considered offensive, harassing, vulgar, obscene, or threatening is strictly prohibited. The communication, distribution, or printing of any copyrighted materials in violation of copyright laws is also strictly prohibited.

Schmid Pipeline may override any individual passwords and/or codes or require employees to disclose any passwords and/or codes to facilitate access by SPCI. Schmid Pipeline retains the right to access and employee's CIS at any time for any reason whatsoever, without notice to the employee. Reasons may include, but are not limited to: to determine and/or prevent personal use of SPCI CIS; to assure compliance with Company policies; to conduct Company business and/or to investigate conduct or behavior that may be illegal or adversely affect the Company, its employees, or clients.



The purpose of this policy is to notify employees that they are to have no expectation of privacy regarding SPCI CIS. As such, an employee's permission to access his/her CIS records is not required. By using CIS, all employees knowingly and voluntarily consent to their usage of CIS being monitored within the limits of the law, and acknowledge Schmid Pipeline's right to conduct such monitoring. Employees that secretly record workplace conversations may face discipline, up to and including termination.

### **Electronic Communications / Devices**

In order to avoid unnecessary distractions and to ensure safe working conditions for all persons, employees are prohibited from using any portable personal electronic devices, such as cell phones, blackberries, iPhones, computers, mp3 players, iPods, iPads, radios, video games, cameras, or pagers in work areas and/or during working time. Use of Employer-issued electronic devices is permitted so long as they are being used for work-related purposes or as directed by a supervisor.

Employees may not photograph, record, broadcast, film, or tape, in any manner, any work being performed by or on behalf of the Employer or its employees. The only exception would be when directed by a supervisor for the purpose of incident/accident investigation when a member of the Safety Department is not readily available to perform such tasks.

In order to protect the employer's confidentiality and/or proprietary information and to maintain the employer's reputation and legal standing, employees are prohibited from referencing the employer or any affiliated entity on the internet or any social media website. For example, employees should refrain from posting emails, files, documents, videos,

recordings, photographs, graphic files, news-group messages, bulletin board messages, web pages, or any other confidential information and/or intellectual property of the Employer. This policy is not intended to restrict the flow of useful and legally protected information nor is it intended to restrict employees from engaging in conduct protected by law.

All personal communications to or from employer-issued electronic devices are subject to access, monitoring, and seizure by the Employer.

## **Press / Media Contact**

All matters regarding the media, including but not limited to all inquiries directed to employees as authorized representatives of the Employer from the press or other media representatives seeking comment from or access to the Employer or work areas must be coordinated through the President or Vice-President of Schmid Pipeline. No employee may respond to media inquiries that are related to the Employer or are directed to employees as authorized representatives of the Employer. No employee may initiate contact with media as an authorized representative of the Employer.

## **Social Media**

It is the policy of the Company to respect the creativity and freedom of speech that employees may engage in through personal blogs or similar mediums. However, limits as to what may be posted and when posting can occur must be enforced.

Postings may not occur on Company CIS and may not occur during working hours. If you engage in postings or blogging outside the workplace, you are expected to refrain from making any referenced to the Company, and to clearly express that the

views are your own, not those of the Company. Communication must not contain confidential Company information, trade secrets, harassment, or otherwise indicate improper conduct.

Schmid Pipeline reminds you that future customers, competition, or others may read your blogs or postings and advises extreme discretion in all such activities and communications. Violations of this policy may result in disciplinary action, up to and including termination.

### **Termination / Resignation**

The Company hopes you will be with us for many years. It is recognized however, that either you or Schmid Pipeline may terminate the employment relationship at any time, for any reason. If you decide to leave, it is customary to give the Company two (2) weeks' notice. The Company and your co-workers will appreciate it. Upon termination, all Company property and materials must be surrendered, including, but not limited to all keys, credit cards, fuel cards, phones, cell phone boosters, computers, and radio equipment. Withholding Company property may cause a delay or retention of final wage payment.

## **SAFETY**

The goal of the Company Safety Program is to provide a safe work environment for all Company employees, the client's employees, vendors, and the general public.

This section of the handbook has been prepared to provide the minimum guidelines for the implementation of this program at all Company job sites. Complete Health and Safety Policies and Procedures can be located in the Site Safety Office and the Corporate Office located in Mayville, WI.

The statistical record of the construction industry shows that an effective employee safety program creates a working environment that produces safe and efficient operations.

It is impossible to include all procedures to meet all contingencies in this manual. If circumstances arise that are not provided for, contact the Corporate Safety Director for assistance.

Appropriate forms, as described herein, are available in the field and safety offices.

## 12 Key Rules for Safety

*These 12 rules are not optional.  
Failure to comply can result in immediate dismissal.*

- Rule #1:** Work with a valid Work Permit when required.
- Rule #2:** Conduct gas testing when required.
- Rule #3:** Verify isolation before work begins and use the specified life protecting equipment (Lock out/ Tag Out).
- Rule #4:** Obtain authorization before entering a confined space. DO NOT enter unless you have been properly trained.
- Rule #5:** Obtain authorization before overriding or disabling safety critical equipment.
- Rule #6:** Protect yourself against a fall when working from heights. (Handrail system or fall protection).
- Rule #7:** Do not walk under a suspended load.
- Rule #8:** Smoke in designated areas only.
- Rule #9:** No alcohol or drugs while working or driving.
- Rule #10:** While driving or operating equipment, do not use your phone and do not exceed speed limits.
- Rule #11:** Wear your seat belt at all times when operating vehicles or equipment.
- Rule # 12:** Follow company policy on driving to include utilizing the prescribed Journey Management Plan.

## **Pro-Active Safety Program**

The philosophy of Schmid Pipeline is to take a pro-active stance in regards to safety. It is EVERYONE'S right and duty to help in identifying unsafe acts, unsafe conditions, and near misses. Employees should:

- encourage co-workers in a positive way to work safely and always wear appropriate PPE;
- help identify unsafe conditions and unsafe acts and document findings and corrective actions taken on the SPCI Hazard Identification Card. Submit the cards to their supervisor;
- attend and participate in weekly safety meetings;
- attend and participate in daily tailgate meetings; and
- become involved with safety committees, incident/accident investigations, and other pro-active activities when called upon to do so.

### **Incident Notification**

In the event of an incident, accident, or near miss it is the responsibility of each employee to notify their supervisor IMMEDIATELY regardless of the severity. Supervisors are responsible for notifying the safety department as soon as possible once they are notified. Failure to report an incident, accident or near miss shall be grounds for disciplinary action.

In the event of a serious injury, the injured will be transported for medical care.

Any employee engaging in activity inconsistent with a doctor's restrictions can be subject to discipline, up to and including termination.

In the event of an accident, the employee(s) should:

- Write down the names, addresses, and phone numbers of any and all witnesses, a brief description of the accident.
- Obtain information regarding the affected vehicles and/or equipment.
- Secure the scene until arrival of safety and law enforcement personnel, if needed.
- Do not admit liability or fault to anybody for any reason.

## **Stop Work Authority**

As part of Schmid Pipeline's strong and on-going commitment to providing a safe work environment for all its employees, sub-contractors, clients, vendors, and visitors, SPCI authorizes and encourages everyone to Stop Work anytime a situation arises that may potentially be an immediate danger to life or health. It is essential that everyone understand it is their right to Stop Work, regardless of their position.

Once an unsafe act or condition has been identified that could potentially pose an immediate danger to life or health, all work activities in that area must be shut down without delay. The individual that utilized the Stop Work Authority should approach the supervisor and describe the unsafe act or condition. As part of the stand-down, all personnel involved in the task should discuss the action or condition that prompted the Stop Work. If any corrective actions or process changes are necessary to resume safe work, they should also be communicated and implemented at this time.

Employees will not be disciplined, criticized, or endure any negative consequences for exercising their right to Stop Work.

## **Short Service Employees**

Schmid Pipeline considers Short Service Employees (SSE's) to be an employee with less than six (6) months experience in pipeline construction.

Short Service Employees shall be issued a green hard hat after attending orientation.

Short Service Employees shall be assigned a "seasoned" employee as a mentor. Mentors are required to submit a SSE Mentoring Form to the HSE department each week while assigned a SSE.

SSE's may be removed from the program when he/she has achieved six months of qualifying experience or when the safety department determines the individual has successfully completed all necessary SSE training. Upon completion, a non-green hard hat will be issued.

Supervisors are exempt from Short Service Status.

## **Personal Protective Equipment (PPE)**

The supervisor on site is responsible for ensuring that all of his/her employees are wearing all appropriate PPE. The following is a list of the most common PPE, but is not limited to:

### **1. Head Protection:**

- a. Employees working in areas where there is a possible danger of head injury from impact or from electrical shock and burns, shall be protected by protective helmets.



- b. Hard hats are required for all employees (except while driving) and welders when welding.

## **2. Hearing Protection:**

- a. Whenever it is not feasible to reduce noise levels or duration of exposure, ear protection devices shall be provided and worn when sound levels exceed 85 dBA over a time weighted average of 8 hours and/or anytime sound levels exceed 110 dBA. (If you have to yell so someone can hear you, you should be wearing hearing protection)
- b. Ear protective devices inserted in the ear shall be fitted or determined individually by competent persons. Plain cotton is not an acceptable protective device.

## **3. Eye and Face Protection:**

- a. Employees shall be provided with eye and face protection equipment when there is a potential for eye or face injury from physical, chemical, or radiation agents.
- b. Protective eye wear to fit over prescription glasses shall be made available to employees at no cost. Employees who wish to obtain prescription safety glasses may do so at their own expense.

## **4. Clothing:**

- a. Employees are required to wear at a minimum, long pants, shirts (no sleeveless shirts allowed), and safety toe boots.
- b. Some job tasks may require the use of Fire Resistant Clothing (FRC's) Schmid Pipeline Construction will provide FRC's when indicated.

## **5. Respiratory Protection:**

- a. Employees who may be required to wear respiratory protection (Based on job tasks and MSDS requirements) shall receive appropriate training and medical evaluation prior to wearing the respirator.
- b. Employees who are required to wear respirators must follow the Schmid Pipeline Construction Policy regarding facial hair. (See SPCI Respiratory Protection Policy.)

## **6. Hand and Finger Protection:**

- a. Always wear appropriate type of gloves when there is a potential for injury to the hands and fingers.
- b. Field employees will be expected to have a pair of gloves in his/her possession at all times while on the job site.
- c. Keep hands and fingers clear of all machinery moving parts. When working around hoisting equipment, keep hands and fingers clear of sheaves and from between hoisting lines and loads being lifted.

## **7. Safety Vests:**

- a. Only Type II or Type III safety vests or shirts shall be worn. Type III vests shall be worn for all night time flagging operations. Vests shall be worn at all times while on the ROW, Facilities, and in designated areas of the work yard.
- b. Welders and welder's helpers are exempt from wearing vests only when actively welding or grinding.

## **Hazard Communications**

OSHA has a Hazard Communication Standard (also known as Right-to-Know) to protect employees working with or potentially coming in contact with hazardous chemicals in their workplace. As part of the Hazard Communication Standard, employers are required to provide information and training on hazardous chemicals in the workplace. Hazardous Communication Training will be provided to employees handling hazardous chemicals / materials:

- initially upon employment and prior to starting work assignment;
- each time a new hazardous chemical is introduced; and
- when assigned to a non-routine task, which involves or may potentially involve exposure to a hazardous chemical.

This information will include specific chemical hazards, protective and safety measures the employee must use. Material Safety Data Sheets (MSDS) for each chemical to be used must be referenced prior to activities. MSDS books are located at each job site in the warehouse.

## **Fire Protection and Prevention**

Schmid Pipeline, in conjunction with supervisors and safety personnel on site, shall be responsible for the development and maintenance of an effective Fire Protection and Prevention Program throughout all phases of construction activities. The following items are essential:

- Access to all available firefighting equipment shall be maintained at all times.
- All firefighting equipment shall be conspicuously located.

- All firefighting equipment shall be periodically inspected and maintained in good operating condition. Defective equipment shall be immediately removed / replaced.
- Extinguishers and water drums, subject to freezing, shall be protected from freezing.
- A fire extinguisher, rated not less than 10B, shall be provided within 50' but no closer than 5' wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas is being used or stored on the job site. This requirement does not apply to the integral fuel tanks or motor vehicles.
- All company trucks shall be equipped with a minimum 10B Class ABC extinguisher.
- Smoking and open flames shall not be permitted within 100' of fuel or gas storage areas. "NO SMOKING OR OPEN FLAME" signs must be clearly posted in these locations.

### **Specific Safety Rules by Task**

The following tasks have been identified as possible activities. The associated rules and protocols for the tasks are listed below each identified activity. Possible activities include, but are not limited to:

#### **Hand and Power Tool Usage**

##### **Manufacturer's Guards:**

- All hand and power tools and similar equipment whether furnished by Schmid Pipeline or personally owned must have manufacturer's guards on them if they were originally equipped with same.
- When power-operated tools are designed to accommodate guards, they shall be equipped with such guards when in use.

## **Hand Tools:**

- Do not issue or permit the use of unsafe hand tools.
- Always use the right tool for the job.
- Wrenches, including adjustable, pipe, end, and socket wrenches shall not be used when jaws are sprung to the point that slippage occurs.
- Impact tools such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.
- The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.

## **Power Operated Tools:**

- Electric power operated tools shall either be of the approved double-insulated type or grounded.
- Extension cords used with portable electric tools and appliances shall be of the 3-prong type with appropriate gauge to support the tool(s).
- The use of electric cords for hoisting or lowering tools shall not be permitted.
- Electric tools and extension cords must be inspected prior to each use and removed from service if there is any damage to the cord, plug or any other damage that may pose as an electrocution hazard.
- Tools must be unplugged prior to changing grinding disks, blades, etc.
- Pneumatic power tools and hoses shall be secured by a whip check and pins at each connection point.
- All hoses exceeding ½" inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in the event of a hose failure.

- The manufacturer's safe operating pressures for hoses, valves, pipe filters, and other fittings shall not be exceeded.
- Only employees who have been trained in the operation of Power-Actuated tools shall be allowed to operate that particular tool.
- That tool shall be tested each day before loading to see that safety devices are in proper working condition.
- Any tool found not in proper working order, or that develops a defect during use, shall be immediately removed from service and not used until repaired by a competent person.
- Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employee. Hands shall be kept clear of the open barrel end.
- Loaded tools shall not be left unattended.
- Only intrinsically safe tools should be used in an explosive or flammable atmosphere.

### **Operation of Motor Vehicles, Medium Duty Trucks, and Heavy Duty Trucks**

- Drivers should perform a 360 - Circle for Safety walk around vehicles prior to entry to inspect for damage, tire condition, and obstacles.
- No employee shall use any motor vehicle equipment having an obstructed view to the rear unless:
  - a. The vehicle has a reverse signal alarm audible above the surrounding noise level; or
  - b. A spotter is used to assist in backing.

- All vehicles should be inspected prior to use each day. Inspections should include:
  - a. Tire pressure and tread condition
  - b. Body damage
  - c. Windshield wipers & fluid level
  - d. Oil level
  - e. Transmission fluid where applicable
  - f. Power steering fluid
  - g. Seat belts
  - h. Brakes to include parking brake
  - i. Belts
  - j. Horn
  - k. 360/Circle for Life Sticker applied to driver's side window or door
  - l. Fire extinguisher
  - m. First aid kit
  - n. Foreman's box with adequate supplies
- The use of intoxicating liquor, narcotics, or other dangerous drugs is strictly prohibited.
- Each operator of a company owned motor vehicle must have a valid driver's license with the proper Class rating and endorsements for the type of vehicle he or she is operating. Where applicable, DOT medical cards must be current and in the driver's possession at all times while operating the vehicle.
- Each driver is ultimately responsible to ensure that any loads that are being transported are properly secured.
- Each DOT driver is responsible for ensuring that all required logs are kept current.

- All vehicles will be maintained in a safe operating condition. It is the responsibility of the drivers to report any defective conditions.
- No passengers will be allowed to ride in the bed of pickup trucks.
- All drivers are responsible for following abiding by the Schmid Pipeline Construction Vehicle Policies.
- Any accidents involving company vehicles or equipment, regardless of how minor, must be reported to the Safety Director immediately.
- Seatbelts shall be worn at all times by the driver and any passengers when the vehicle is in motion.
- The use of cell phones for talking, texting or email is strictly prohibited when the vehicle is in gear. If cell phone use is required, the driver should find a safe area off the roadway, pullover, and place the vehicle in park prior to using any portable devices.
- All vehicles will be subject to regular inspections by the Equipment Manager.
- Each operator of a company owned vehicle may be subject to random driving record checks.

### **Equipment Operations**

- Only authorized, trained employees shall operate equipment.
- No passengers shall ride on equipment unless the equipment is designed and manufactured to carry passengers.



- Equipment must be inspected each day it is used and documented on the Schmid Pipeline Construction Equipment Inspection Checklist.
- Any defects that may affect the safety and or operations of the equipment should be reported to the Master Mechanic immediately.
- Equipment Inspection Checklists must be turned into the Safety Department at the end of each week.
- Operators are required to remain in the equipment at anytime a load is attached.
- Cell phone use is strictly prohibited by operators while in equipment.
- Operators must use a 3-point contact when entering and exiting equipment.
- A 360 - Circle for Safety inspection must be completed prior to entering equipment.
- No operator shall back any equipment that has an obstructed view unless:
  - a. Equipment is equipped with a back up alarm or;
  - b. A spotter is used.
- Equipment spotters must be used when:
  - a. Working around overhead utility lines.
  - b. Passing under utility lines.
  - c. Passing or working around other obstructions.
  - d. Digging around buried utility lines.
- An operator shall never lift objects over worker's heads.
- If equipment is equipped with seat belts, seat belts must be worn at all times when the operator is in the seat.

## **Unloading and Racking Pipe**

- Care shall be taken to keep employees in the clear when cutting steel bands and/or removal of straps off of rail cars and trucks / trailers.
- Extreme care shall be exercised in spotting the lifting equipment at railroad and trailers. Avoid loading and unloading near overhead power lines.
- Tag lines, where applicable should be of sufficient length to keep employee guiding pipe at a safe distance when using string and hook method for loading and unloading. When vacuum type devices are used, they should be inspected frequently and all employees should stay clear when lifting pipe.
- Where ramp skids are used, they shall be of ample size, sound hardwood, securely fastened, and shall have a gradual incline. Long ramp skids shall be supported. Pipe shall extend three or four feet over each end and employees work at the ends of the pipe to avoid being caught between two sections or joints.
- Each tier of pipe shall be scotched when spacers are used in racking pipe.

## **Clearing**

- Employees engaged in site clearing shall be protected from hazards of irritant and toxic plants and suitably instructed in reporting exposures and where to receive first aid treatment.
- All equipment used in site clearing operations shall be equipped with rollover guards.
- Areas to be graded and cleared shall be checked for underground utilities.

- Timber clearing and felling shall be done under the direction of an experienced and competent person familiar with safe practices necessary in these operations.
- Employees cutting underbrush shall be well distanced from the tree felling operations.
- Axes shall be carried to the side with the hand grasping the axe handle close to the axe head.
- Power saw operators shall stay back of the saw and not reach in front of it to untangle vines, etc. while the saw is in motion. All power saw operators are required to wear chaps while cutting.
- All cutting tools shall be sharpened regularly and inspected daily prior to use for defects.
- Care shall be taken to keep legs and feet out of the line of fire of the power saw in the event of a kickback.
- Fellers or buckers shall not be placed on hillsides immediately below each other where there is a danger from skidding or rolling timber.
- Fellers shall give timely warning to buckers and other persons in the vicinity where trees are being felled, being sure that persons are not only out of the reach of the tree, but are also out of danger of possible sidewinders, snags, or other trees which may be knocked down by the tree being felled.
- The following precautions shall be taken at all times:
  - a. Watch out for loose limbs and bark on all snags and trees; particularly if previously felled trees have struck them.
  - b. Watch out for kick-backs of saplings and kick-backs from butts of felled trees.
  - c. All dangerous snags shall be felled.
  - d. Put large undercuts on heavy leaner's.

- e. Do not trust “holding wood” on the trees with heavy center rot.
  - f. Employees in charge of cutting crews shall be careful when approaching a set of fellers.
- Fellers and buckers shall not work if the wind is strong enough to prevent the falling of trees in the direction desired.
  - Buckers shall not stand on the lower side of the log unless the log has been chocked.
  - Bucker shall not work alone.
  - At all power line crossings, “Danger-Power Line” signs and goal posts shall be installed immediately after clearing has been completed. These signs shall be placed on each side of the power line and in a position where the sign will be seen by all vehicles traveling the right-of-way.
  - Slash and small timber shall be piled and burned (If authorized by client) in a clearing of sufficient size to prevent the spread of fire.
  - Where there may be danger of fire spreading to adjacent standing timber or ripe grain fields or grass lands, a safety strip of sufficient width shall be plowed.
  - Firefighting equipment shall be on hand whenever brush or other materials are to be burned.

## **Fencing**

- Proper PPE should be worn at all times to include appropriate leather gloves.
- Pre-inspect job site for environmental issues such as insects, snakes, poisonous plants.
- Watch for livestock. If any livestock escapes the fenced area, notify your supervisor immediately.

- Use proper lifting techniques.
- If post-hole diggers are used make sure the area has been properly One-Called and all underground utility lines have been properly marked.

## **Grading**

- Identify all overhead and underground utilities prior to grading operations.
- Do not operate dozers among brush or clearing crews.
- Keep operations within ROW boundaries
- Utilize a spotter when passing under overhead utility lines.
- Climb on and off equipment using a 3-point of contact.
- Operators are responsible for inspecting their equipment daily and documenting on the Schmid Equipment Inspection checklist.
- When fenced locations are encountered, make sure that temporary fencing is installed before leaving the area.
- Be observant of employees on the ground at all times.

## **Ditching**

- When utilizing trenching/ditching equipment all machine guards shall be properly maintained and kept in position when the machine is in operation.
- All above ground and underground utility lines must be identified prior to ditch and trenching operations proceeding.
- Employees should stay clear from trench edges when digging.
- When relaying dirt care should be taken not to strike other equipment.

## **Stringing / Setting**

- Ensure that all pipe is properly secured to trailers before transport.
- Do not un-strap loads until you are ready to off load.
- No one is allowed on the trailer while pipe is being unloaded.
- Taglines must be utilized when using cable and hook method of loading and unloading.
- Never stand under loads or in a position alongside the trailer if the load is not secured.
- Avoid working near or directly under overhead utility lines.
- When using “Vacu-Lift” devices to load and unload pipe, inspect units prior to use, including seals.
- Employees guiding pipe should handle it from the side and not place hands over the ends.
- Care shall be taken to see that pipe is securely set on skids. Pipe shall be scotched at intervals and at all loose ends to prevent moving.
- All skids shall be of a size adequate for the load.
- Inspect skids prior to use. Wear leather gloves while handling.
- Use proper body mechanics when handling skids to avoid back injuries.
- Consider anchoring pipe located on steep hills.

## **Bending**

- All employees shall stand clear when actual bending operations are in progress.
- Employees who are guiding pipe into bending until shall guide a minimum of 2' from the end of the pipe to avoid pinch points.

- Bending equipment must be inspected prior to use. Replace cables as needed. Insure whip checks on air hoses are in place.
- Tag lines must be secured to pipe when walking pipe to and from bending equipment. A line of site with the lifting equipment operator must be maintained at all times.
- Employees are not authorized to “Ride” on the pipe in transit.

### **Cutting Pipe**

- Pipe shall be adequately supported in pipe cutting operations, where short sections are cut off, employees shall be in the clear of falling pipe.
- Proper eye protection is required during cutting operations.
- Jack stands must be inspected prior to use.
- Torches must be lit with approved striking devices. NO LIGHTERS SHALL BE USED.

### **Lay and Weld**

- Employees guiding pipe for spacing should handle it from the side and not place hands over the ends.
- Inspect skids prior to any work activities.
- Employees must not perform any work activities on pipe when in a pinch point zone (Between pipe and equipment/vehicles)
- All personnel in the vicinity of welding operations are required to wear appropriate eye and face protection.
- Welder Helpers must remove strings from all hoods on jackets / sweatshirts.
- Fire extinguishers must be located within a reasonable distance of any hot work activities.

- Care should be taken to provide proper ventilation to prevent excessive breathing of fumes during the welding operations.
- Any “back welds” or inside pipe inspections or x-rays should be treated as a permit required confined space operation.
- Welding leads, hoses, bottles, and gauges should be inspected each day prior to use.
- Good housekeeping measures must be maintained to avoid fire and/or trip hazards.
- Propane bottles must be removed out of excavations prior to hot work activities.
- Employees without proper eye protection should avoid watching the arc caused by welding activities.
- Facing equipment must be equipped with guards and utilized. All metal shavings shall be retrieved utilizing magnetic wands and disposed of in proper metal containers.
- Employees pre-heating pipe must wear long sleeve shirts.

### **Fabrication**

- Proper PPE must be worn at all times. Welders who are not actively welding must wear hard hats, safety glasses, and safety vests.
- Watch for moving equipment in area.
- Fire extinguishers must be located within an appropriate distance of work activities.
- Make sure all fabricated material is skidded properly to avoid shifting of loads.
- Keep unnecessary vehicles out of the area.
- Keep hands and fingers clear of moving machinery parts including sheaves on hoisting equipment.



- Only authorized equipment operators may operate equipment.

### **Sandblasting**

- Sandblaster shall use extreme caution when sandblasting so as not to direct nozzle towards anyone or any equipment in area.
- Hoses and nozzles must be inspected prior to use. Claw pins must be in place along with whip checks at each connection point.
- Blasting hoods shall be utilized during blasting activities and the employee must be equipped with a CO detector placed under the hood.
- MSDS should be reviewed and readily available prior to use of any blasting agent.
- Sandblasting material containing Crystalline Silica shall not be used.
- Grounding should be considered when there is a potential for explosive atmospheres.
- When blasting near wetland areas, draping should be placed to avoid getting blasting agent and waste material into water bodies.

### **Cleaning / Coating / Wrapping**

- Employees must refer to MSDS prior to utilizing any coating materials. A copy of the MSDS should be readily available for review.
- Protective clothing and respiratory protection measures shall be based on MSDS recommendations for the material being used.
- Employees engaged in cleaning, priming, or doping operations where fumes, rust, dust and other particles are

excessive, shall wear safety goggles and appropriate respirators.

- Buckets shall never be filled over two-thirds capacity to prevent dope splashing over the edge of the bucket.
- When coating near wetland areas, draping should be placed to avoid spills into water bodies.

### **Lowering-in and Tie-In**

- Lowering shall be directed by the foreman in charge. Signals and other orders to the operators must be come from the foreman. Signals must be standardized signals understood by all parties involved.
- Equipment and slings must be inspected prior to each use.
- No employee will be allowed into the ditch while lowing operations are taking place.
- Adequate amount of equipment must be used to prevent exceeding lifting capacity and tipping of equipment.
- Prior to tie-ins, bell holes must be inspected by an excavation competent person and a permit obtained for each bell hole.
- When trench boxes are used, certification paperwork must be on location for review.
- Care should be taken to avoid placing hands and fingers on the ends of pipe.
- Avoid standing in the line of fire when utilizing hammers to line up clamps.
- Remove propane bottles after pre-heating pipe.
- Adequate entrance and exit points by way of ladders and or ramps must be in place within 25' of where employees are working.

### **X-Ray / Ultrasound**

- Only authorized personnel should be in the area while X-Rays are being taken. Cones and/or other barricades at appropriate distances must be placed by X-Ray personnel prior to operations.
- When Ultrasound Technology is utilized, sufficient distance from bottom of pipe to ground must be made to accommodate UT equipment. Coordinate activities with UT personnel.

### **Ditch Padding / Trench Breakers**

- When placing sandbags employees are only allowed to enter the ditch/excavation if it has been inspected by an excavation competent person.
- When sand bags are “tossed” into excavations, care should be taken to avoid back injuries and standing too close to the edge of the excavation.
- If trench breakers are of the spray in type, only authorized personnel should be in the area. MSDS sheets must be maintained on the job site.
- When padding buckets are used to break up rock, equipment must be inspected prior to use. All personnel must stay out of the area to avoid being hit by thrown rock.
- Keep fingers and hands clear of all moving machine parts.

### **Backfill and Clean-up**

- Equipment operators must utilize spotters when working within 20’ of overhead utility lines.
- Care must be taken as to not have foreign material backfilled, (Slings, skids, etc).
- Clean-up and backfill activities over loaded lines needs to be approved, planned and well supervised.

- During mat removal all personnel must maintain a safe distance while mats are being picked up, carried out of area and loaded onto trailers for removal.
- Mat and debris burning on the ROW shall only take place under client approval. Fire watch personnel shall be required during burning activities.
- Temporary fencing shall be replaced by permanent fencing as soon as possible following clean-up.

### **Hydro-testing**

- All personnel involved with hydro testing should be familiar with such activities.
- Testing trailers must be set up as to not place the trailer at or near a potential blow out point.
- The Schmid Pipeline Hydro-test Safety Checklist shall be utilized with the safety department reviewing each area and signing off on each section along with the supervisor.
- Ensure that all testing equipment valves and fittings are designed and rated by the manufacturer to meet or exceed requirements.
- Inspect for broken or worn parts, fatigue cracks or missing components.
- Never adjust the fittings while under pressure. Know for certain that the pressure has been bled before disassembling any portion of the testing equipment.
- Secure all lines and hoses including dewatering systems before pressuring.
- Barricades and signage should be placed within 100' of testing activities prior to pressuring up.
- Only authorized personnel shall be allowed in the area while testing activities are taking place.

- Coordination with other companies that may be working in the area must take place to insure all personnel are out of the area while testing.

### **Road Bore / Horizontal Directional Drilling**

- Prior to the start of any boring or drilling all foreign lines must be located.
- The bore pit and the receiving pit must be adequately sloped or shielded and be permitted by an excavation competent person.
- Water accumulation in the pits must be avoided.
- Excavations must be secured with fencing material when unattended.
- Stay clear of all moving machinery parts.
- Stay clear of all tensioned wire rope.
- Measures to protect pavement must be taken.
- Hearing protection must be worn when sound levels exceed 85 dBA.

### **Excavations / Trenches**

- One Calls must be made prior to any digging along with utilizing an M-Scope or other equivalent tools to assist in identifying underground utilities.
- Only authorized excavation competent personnel shall inspect excavations prior to entry by employees.
- The excavation competent person shall inspect for the following:
  - a. Soil type.
  - b. Determine appropriate protective system based on soil type and surface encumbrances. Protective system may be:

- ❖ Proper slope;
  - ❖ Trench boxes;
  - ❖ Hydraulic shoring; or
  - ❖ Other approved shoring utilizing tabulated data.
- c. Entrance and exit points either by ladder, steps or ramps, or a combination of all. Points shall be located within 25' of where employees will be working.
  - d. Inspect for cracks and other signs of failure.
  - e. Water flow into ditches.
- Excavation permits must be maintained at the excavation point and the excavation competent person must be within a reasonable distance in the event conditions change.

### **Flagging Operations**

- Personnel who are required to flag must be trained.
- Flaggers shall be responsible for sign placement based on the Manual for Uniform Traffic Control Devices (MUTCD) or other state or local requirements.
- Flaggers must wear approved safety vests of at a minimum Type II for daytime and Type III for night time operations.
- Flaggers should monitor the flow of traffic at all times.
- Flags shall not be utilized for flagging except in the event of an emergency. Stop/Slow paddles shall be used of the appropriate size based on the posted speed limit of the road where flagging operations are taking place.

### **Work Yards / Lay-down Yards / Pipe Yards**

- All personnel shall wear appropriate PPE in active work areas of yards. PPE signs shall be posted where PPE is required.
- Smoking will only be permitted in approved areas.
- Posted speed limits for all yards shall be 5 MPH.
- Drivers, equipment operators, and pedestrians should use extreme caution while traveling through the yards.
- All personnel should familiarize themselves with the nearest Muster Point locations, along with fire extinguisher locations.
- Park in authorized parking areas only. Parking by offices is restricted to office personnel and visitors only.

## **Safety Reminders**

1. Observe all safety regulations and instructions.
2. Know the protective equipment required for your job.
3. Report all unsafe conditions to your supervisor immediately.
4. All employees have the right to “Stop Work”.
5. Report all incidents regardless of how small to your supervisor immediately.
6. Horseplay on the job will not be tolerated at any time.
7. JHA’s and JSA’s must be completed prior to any work activities.
8. Keep safety devices operative.
9. Intoxicating beverages and illegal drugs are not allowed.
10. Possession of firearms or other lethal weapons are prohibited in all work locations and within vehicles.
11. Stay clear of suspended loads.
12. Keep off stacked materials. Maximum stacking is 20’ in height.
13. Observe all warning signs.
14. Know how to do your job the right way, the safe way. When in doubt, ask for help.
15. Use the right tool for the job.
16. Be your brother’s keeper. Remind him/her if you observe any unsafe acts.
17. No riders allowed. Only authorized personnel may ride in company owned equipment or vehicles.
18. Only authorized personnel are allowed in work areas.

### **Open Communication**



At one time or another, each of us may have problems, questions, or concerns regarding some aspect of employment, policies, or procedures of Schmid Pipeline. Communication is a joint responsibility shared by Schmid Pipeline and each employee. If you have any questions about the information contained in this handbook or about any other aspect of your job, we would like to invite you to discuss it with your Foreman, Superintendent, or Office Manager.

The best way to find a solution or answer is to ask your supervisor. In most cases your supervisor will be able to provide you with an honest, straightforward response to your questions / comments.

If your supervisor does not have the answer, he/she will try to find the answer for you. In some cases you and your supervisor may decide to refer the problem to the Office Manager or another member of management.

Additionally, if an employee in good faith believes there is a violation of law in relation to some aspect of the operation or conduct of Schmid Pipeline's business, SPCI wants to know of the situation to ensure the issue can be investigated, and if necessary, corrected. There will not be any retaliation against employees who raise a concern or against any employee who in good faith supplies information in the investigation of any concern. Anyone violating this commitment or acting in retaliation will be subject to disciplinary action.

## **SPCI Health and Safety Reference Pocketbook Acknowledgement**

I have been furnished a copy of Schmid Pipeline's Health and Safety Reference Pocketbook. I have received, read, and understand all of the requirements contained herein.

I am aware that any violation of any of the provisions of this Pocketbook may result in termination of employment. I understand that this Pocketbook is not a complete list of all Policies and Safety Rules, and I have been advised that the complete Safety Manual is located and available for review in the Site Safety Office.

I understand that by accepting employment or by performing as a subcontractor with Schmid Pipeline, I am expected to abide by these policies, safety rules, and regulations, as well as any additional rules that may govern or be communicated to me.

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Employee Signature

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Date

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Witness Signature

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Date