

Your Company Name or Logo Here

Safety, Health and Environmental Manual

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Acknowledgement Form

Section One: Policies and Procedures

Acknowledgement Form

I, _____ (Print Name)

Of, _____ (Name of Company)

(Work Location)

I hereby acknowledge that I have received a copy of the Your Company Name Here Safety Manual Handbook.

I understand that it is my responsibility to read and understand the policy and procedures contained in the handbook.

_____ (Recipient's Signature) _____ (Date)

I have explained or answered any questions or concern that contractor or employee had after reviewing the Safety Manual Handbook.

_____ (Supervisor's Signature) _____ (Date)

Please forward this form to the EHS Department

Access to Medical Records**Access to Medical Records****1 Purpose**

The purpose of this policy is to provide employees and their designated representatives a right of access to their personal medical records and relevant exposure records.

2 Employee Notification

All employees shall be informed of their right to access medical and exposure records, the existence, location and availability of employee exposure and medical records maintained by or for the Company and the person responsible for maintaining and providing access to these.

- Initial notification should be covered in the new employee orientation. A copy of the bulletin board notification and/or copy of this standard can be used and should be documented.
- Annual notification can be made by posting a notice where the employees gather outlining the program.
- A copy (can be from OSHA website) of CFR 1910.1020 shall be maintained at each location and it shall be made available to employees for review.

3 Access

- The employee may access his/her records by making a request to the Human Resources Manager.
- A written request must be provided to the Human Resources representative to initiate access to these records.
- Employees, previous employees and designated representatives have the right to review and/or copy relevant Company exposure and medical records. There shall be no cost for this service.
- OSHA has the right to review and/or copy relevant exposure and medical records provided an access order is presented. The Access Order must be posted with a cover letter on an employee bulletin board and the affected employees must be informed.
- Access to an employee record shall be provided by the Company within 15 working days from receipt of the request. If the records cannot be provided within 15 working days, the employee or designated representative requesting the record shall be informed with the reason(s) for the delay and the earliest date when the record(s) can be made available.

4 Transfer of Records

Whenever an employer is ceasing to do business, the employer shall transfer all records subject to this section to the successor employer. The successor employer shall receive and maintain these records. Whenever an employer is ceasing to do business and there is no successor employer to receive and maintain the records subject to this standard, the employer shall notify

Access to Medical Records

affected current employees of their rights of access to records at least three (3) months prior to the cessation of the employer's business.

5 Recordkeeping

The Human Resources Manager is responsible for maintaining and providing access to employees' medical records. These records are kept separately from other employee records.

Employee exposure and medical records shall be maintained by the Company for the duration of employment plus at least thirty (30) years. The medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

These records shall include the following:

- Exposure Records
 - Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained.
 - Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs.
 - Material safety data sheets indicating that the material may pose a hazard to human health. Material Safety Data Sheets. In the absence of an MSDA, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.
- Medical Records - a record a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including:
 - Medical and employment questionnaires or histories (including job description and occupational exposures).
 - The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a base-line or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record").
 - Medical opinions, diagnoses, progress notes, recommendations, first aid records, Descriptions of treatments and prescriptions, and employee medical complaints.
- Analyses Using Exposure and/or Medical Records - a compilation of data or study based on information collected from individual employee exposure or medical records.

Alcohol and Drug Policy

The purpose of this policy is to ensure a safe and productive work environment and to safeguard property of the company and its personnel.

Your Company Name Here strictly prohibits the use, sale, transfer, or possession of alcohol, drugs, drug paraphernalia or controlled substances on any premises of the Company or worksites. Company vehicles, as well as private vehicles parked on the Company's premises or worksites, including parking lots, are locations included within this prohibition.

Additionally, the Company strictly prohibits the presence of any person with any detectable amount of alcohol, drugs, or controlled substances present in his or her body on Company property. Any employee found in violation of this policy is subject to disciplinary action, including immediate discharge. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any employee who violates this policy.

Any non-employee, including visitors, contractors, employees of contractors, consultants, etc., found in violation of the Company's policy for a drug and alcohol free work environment, or suspected of having alcohol, drugs, or controlled substances present in his or her body, may be refused entry onto, or removed from, premises, or worksites, and denied future access. Furthermore, depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of the Company's policy.

The Company will require all applicants for employment to submit to a urinalysis and/or blood test for drugs and/or alcohol as a precondition for employment. The Company may also require any employee to submit to urinalysis and/or blood test for drugs and/or alcohol in the following circumstances:

- Following an accident occurring within the course and scope of employment;
- Whenever there is reasonable suspicion to believe that an employee is using drugs or alcohol in violation of the Company's policy;
- As part of periodic physical examinations; and,
- On a random selection basis and any other time deemed appropriate by the management of the Company, without prior announcement.

Failure to submit to the drug and/or alcohol test noted above will result in disciplinary action, up to and including termination.

Environmental, Health & Safety Policy**Environmental, Health & Safety Policy**

Your Company Name Here values the safety of people and the protection of the environment while conducting its business operations. With this in mind, accident prevention in all areas of our company's business is of utmost importance. Your Company Name Here recognizes its responsibility to provide a safe and healthful workplace. In turn, each employee of the company has a personal responsibility to conduct his or her job in a safe and environmentally sound manner. It is also the duty of each employee to report any perceived hazard, unsafe practice or conditions to his or her immediate supervisor. No employee is required to work at a job they know is not safe or healthful.

To provide and maintain safe working conditions for the safety of its employees, contractors and for the public Your Company Name Here Environmental, Health and Safety policy is:

- a) To comply with all applicable safety and health laws, regulations, practices, or procedures as set forth by governmental authorities and industry standards.
- b) To require environmental, health and safety management participation at all levels of the Company.
- c) To plan and carry out all phases of operations as part of our continuous improvement process and in a manner that will effectively reduce or eliminate the possibility of accidents that could injure personnel or harm the environment.
- d) To conduct frequent inspections of job sites, materials, and equipment to find and eliminate unsafe working conditions or practices and to control health hazards. Inspections shall be made by a competent person.
- e) To develop reasonable safety rules and practices and to effectively communicate these rules and practices and provide appropriate training to all employees. Each employee must be instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.
- f) To provide leadership in safety and accident prevention by continuously improving safety performance and adhering to company and industry best and safe practices.
- g) Ensure that only qualified employees by training or experience shall operate equipment and machinery.

New Employee/Contractor Orientation

1 Purpose

To prevent occupational illness and injury by orienting new or contract employees to hazards present in the workplace and the necessary safety precautions.

2 Responsibility

The supervisor of a new hire is responsible for ensuring the new/contract employee completes the program.

3 General

- All newly hired personnel will be required to complete the New Employee or Contract Employee Safety Orientation as soon as possible after being hired.
- Ongoing training is provided according to the training matrix.
- Each new/contract employee, regardless of prior experience, shall have their job outlined and explained by the supervisor, or designated employee.
- Supervisors shall be responsible for the safety of their subordinates and the safe operation of equipment during normal operations and possible emergencies.
- Observation of the new employee's work performance should be maintained until the applicable supervisor is satisfied that he or she can perform the duties and requirements in a safe and effective manner.
- The supervisor retains a completed copy of Appendix A and sends the originals to the Environmental, Health and Safety Department at the corporate office.
- All employees' shall be trained in Stop Work Authority and shall be tested that they understand the Policy. This training shall be documented and kept in the employee's personnel file.

Link to [NewEmployeeContractorOrientationForm](#) Appendix A

Contractors

Contractors

1 Purpose

To minimize injuries to Contractor personnel, property loss and equipment damage while working on behalf of company.

2 General

The company sets the minimum acceptable Contractor safety requirements in contractual documentation and in job specific hazard assessments. Visitors, contractors and subcontractors shall be informed of the facility emergency response procedures before they begin work or tour the facility.

Contractors are required to have an ongoing safety program. The program shall include at a minimum:

- Record keeping: Statistical data and analysis of accidents.
- Investigation of accidents: Policy of investigating accidents and implementing corrective measures.
- Training: An established training program which provides for the initial and continuing development of personnel in accordance with Company, OSHA, EPA and other regulatory requirements. Their workers will be trained to do their task(s) as would a regular employee. This training will be documented on the Safety Training Matrix.
- Job Planning: Appropriate procedures for the job(s) to be conducted.
- Safety Meetings: Regular safety meetings are conducted on the job.
- Appropriate regulatory required programs, records and licenses (e.g., code certified welders).

3 Evaluation

Prior to awarding the work, Your Company Name Here may compare the Contractor's Safety Program and performance with that of other companies performing similar work. As the job progresses, the Company may:

- Periodically review the Contractor's safety performance.
- Periodically review the visibility and execution of the Contractor's Safety Program.
- Provide guidance as appropriate.
- Conduct post-job safety performance review using the Contractor Post Job evaluation form in Appendix B.

4 Contractor Requirements

- Contractor will require their personnel to know and follow Company safety procedures.
- Contractors must track all man-hours and incidents associated with their activities on Company facilities.
- Contractor personnel will report to the Company Person-in-Charge immediately upon

Contractors

arrival at the location for the first time. They will be briefed on emergency procedures and safety, including personal protective equipment requirements.

5 Work Procedures

- Contractor personnel will be invited to attend regularly scheduled safety meetings, as appropriate. Contract personnel will attend any pre-job safety meetings or Job Safety Analysis concerning their work when requested.
- Contractor is responsible for its employees and the safe conduct of its work.
- Contractor shall cease operations and secure the work site at any time the contractor believes it unsafe to precede with the work [Stop Work].
- Contractor shall at all times conduct its work in a safe manner and with equipment meeting acceptable industry standards.
- Smoking is limited to designated smoking areas.
- Contractor personnel shall comply with informational (warning) signs relating to safety that are posted throughout Company facilities.
- Contractor is responsible for furnishing personnel who have been trained and are qualified to work in the geographical work area. Contractor is also responsible for assuring that each worker is familiar with and has read this program.

6 Personal Protective Equipment

- Personal protective equipment will be furnished by Contractor for Contractor personnel.
- Hearing protection will be worn by all personnel while in designated high noise areas.
- As a minimum, contractor personnel and visitors will wear safety glasses with side shields when they are in work locations where the potential for eye injury exists.
- Contractor personnel shall wear hard hats while outside offices unless an area has been specifically designated otherwise (e.g., welding shop.)
- Safety-toe foot wear meeting ANSI requirements will be worn by all contractor personnel while in the work area.
- Contract personnel shall be fully and appropriately clothed for the job and the weather.
- Gloves shall be worn when appropriate and as required by a workplace hazard assessment.
- Jewelry will not be worn in work areas.
- Fall protection devices will be worn when the potential fall distance exceeds six feet. The device shall be a Class III full body harness that meets ANSI requirements. The harness shall be equipped with a one piece shock absorbing lanyard with double locking snaps on each end.
- Retracting life lines that reduce free fall to two feet or less may also be used.
- In circumstances where respiratory protection may be required (e.g., paint and blast), respiratory protection shall be worn and properly maintained by contractor.

7 Substance Abuse/Contraband Control

All Contractor personnel are subject to the Company Substance Abuse / Contraband Control program while on Company premises. Any individual found in violation of the Company policy will be subject to removal from the premises. Violation of the policy by Contractor employees may also cause contract cancellation.

Link to [ContractorPostJobEvaluationForm](#) Appendix B

Visitors

1 Purpose

The purpose of this procedure is to ensure visitor safety on Company property.

2 Responsibility

The safety of visitors on Company facilities or property is the responsibility of the facility supervisor. The individual(s) bringing visitors to these locations must coordinate their activities with the operating supervisor(s) prior to the trip.

3 General

Visitor safety briefings should include:

- Smoking Policy.
- Facility alarms and emergency evacuation procedures.
- Hazardous conditions and substances that may be encountered.
- Personal protective clothing and equipment requirements.
- Reporting of injuries/accidents policy.
- Visitors may not tour work locations unescorted unless prior approval has been obtained.

4 Personal Protective Equipment

As a minimum, visitors must wear hardhats, safety toe footwear and safety glasses in work areas.

Safety Meetings

Safety Meetings

1 Purpose

To promote safe working conditions through regularly scheduled and effective management-employee safety meetings.

2 Responsibilities

The Site Manager shall:

- Coordinate the safety meeting and require all employees to attend.
- Maintain attendance check in sheets.
- Follow up on any corrective items or suggestions that come up in the meeting.

Safety Department shall:

- Provide materials for safety meetings.
- Present or provide others to present safety meetings as requested.
- Assist the Site Manager in completing corrective actions as appropriate.

3 Pre Job Safety Meetings

Supervisors shall lead meetings to discuss specific hazards as required before work that requires safety consideration starts.

Link to [SafetyMeetingsAttendanceForm](#) Appendix C

Incident Investigation, Reporting and Recordkeeping

Incident Investigation, Reporting and Recordkeeping

1 Purpose

The purpose of this procedure is to provide a systematic approach to investigating and reporting incidents involving personal injury or property damage.

2 Reporting Procedure

An incident report shall be completed for all incidents including first aid, medical treatment, lost time, fatalities, near miss, fire and explosion, vehicle accident, theft, and equipment damage. Individual responsibilities for reporting and investigation shall be pre-determined and assigned prior to incidents.

Written incident reports shall be prepared and include an incident report form and a detailed narrative statement concerning the events. The format of the narrative report may include an introduction, methodology, summary of the incident, investigation board member names, narrative of the event, findings and recommendations. Photographs, witness statements, drawings, etc. should be included.

Incidents involving a fatality or the hospitalization of three or more people must be verbally reported to OSHA within 8 hours of their discovery. Incidents must also be reported to the owner client and immediate supervisor as soon as possible or in a timely manner (within 24 hours of incident). A copy of the incident report shall be forwarded to the EHS department within 24 hours.

3 Investigation Procedure

While all incidents shall be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method. All major incidents that cause or have the potential to cause fatalities, hospitalizations, and significant property damage shall undergo a root cause analysis. Investigations should begin immediately following the incident.

The following guidelines shall be used for all investigations:

- Proper equipment such as pens/paper, tape measures, rulers, cameras, audio recorder, PPE, marking devices, equipment manuals, etc. shall be provided to assist in conducting the investigation.
- Witness interviews and statements shall be collected as soon as possible following an incident.
- Witness interviews shall be conducted by trained interviewers in a private location. Interviews shall be conducted as a fact finding and not a fault finding mission. Only open-ended questions should be asked. The investigation may require follow-up witness interviews.

Incident Investigation, Reporting and Recordkeeping

- Inspect the site immediately following the incident to identify any evidence. This may include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, and physical factors such as fatigue, age, and medical conditions.
- Evidence such as people, positions of equipment, parts, and papers shall be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.
- After all facts are gathered and analyzed causative and contributing factors of the incident should be identified.

4 Corrective Actions

Incident investigations shall result in corrective actions. Recommendations for corrective actions should be based on factors that have contributed to or have caused the incident. The incident report and changes to process shall be communicated to all employees.

5 Training

Personnel who conduct or participate in incident investigations shall be trained in their roles and responsibilities for incident response, incident awareness and incident investigation techniques. Training shall be provided initially and annually thereafter.

6 Recordkeeping

Records shall be retained for fatalities, injuries, and illnesses that is work-related, a new case and meets one or more of the general recording criteria.

Each recordable injury or illness shall be entered on an OSHA 300 Log and 301 Incident Report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

The 300 log shall be signed by a company executive to certify that the log has been examined and that summary is correct and complete to the best of their knowledge.

A copy of the annual summary must be posted in each establishment in a conspicuous place or places where notices to employees are customarily posted. Ensure that the posted annual summary is not altered, defaced or covered by other material.

The annual summary must be posted no later than February 1st of the year following the year covered by the records and the posting kept in place until April 30th.

The OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms must be retained for five (5) years following the end of the calendar year that these records cover.

Stop Work Authority

Stop Work Authority

1 Purpose

The purpose of this procedure is to establish authority and guidelines to stop work when employees believe that a situation exists that place them, their coworker(s), contracted personnel, or the public at risk or in danger.

2 Responsibility

The Supervisor Shall:

- Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
- Create a culture where Stop Work Authority is exercised freely.
- Resolve any issues that have resulted in an individual stopping an activity and provide feedback.

The Employee Shall:

- Initiate a Stop Work Intervention when warranted.
- Have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.
- Report to the supervisor in charge any activity or condition the employee believes is unsafe or for which they have initiated a Stop Work.

3 Procedure

When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, and initiated in a positive manner.

- Stop work if an activity or condition is believed to be unsafe, could adversely affect the safe operation or cause damage to the facility, or to clarify work instructions or to propose additional controls.
- Notify supervision/management and affected personnel when you stop work or decline to perform an activity.
- Resolve any issues that have resulted in an employee stopping work or an activity. It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.
- Once all issues have been resolved the work or stopped activity may resume. No work will resume until all stop work issues and concerns have been adequately addressed.

All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.

Stop Work reports shall be reviewed by supervision in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learning's.

4 Training

Employees shall receive Stop Work Authority training before initial assignment. The training shall be documented including the employee name, the dates of training and subject.

Assured Equipment Grounding

Section Two: Safety Requirements

Assured Equipment Grounding

1 Purpose

Provide specific requirements for proper equipment grounding covering all cord sets, receptacles which are not part of the building or structure & equipment connected by cord & plug which are available for use or used by employees. Ground-fault protection for personnel shall be provided on this equipment by using either ground-fault circuit interrupters or an assured equipment grounding conductor inspection program.

2 General

- Ground-fault protection for personnel shall be provided on this equipment by using either ground-fault circuit interrupters or an assured equipment grounding conductor inspection program.
- Supervisors are designated as the competent person responsible for implementing and enforcing the requirements of this program.

3 Ground-fault circuit interrupters (GFCI)

- Ground-fault protection will be provided for personnel on construction sites on all 120-volt single phase, 15 and 20 ampere receptacle outlets, which are not a part of the permanent wiring and which are in use by employees.
- Ground fault circuit interrupters will be used when an outlet is near a water source, or when damp or wet conditions exist and portable electrical equipment is being used.
- GFCIs shall be tested periodically to ensure their operability.

4 Assured Equipment Grounding Conductor Inspection Program

- Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except those that are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects and for indication of possible internal damage. Equipment found damaged or defective may not be used until repaired.
- The following tests shall be performed on all cord and plug equipment used in a portable fashion or like equipment that is moved from site to site.
- Double insulated tools, equipment used in connection with ground fault circuit interrupters, or equipment used in a building permanent wiring system are not subject to these testing requirements.

5 Testing for Continuity

All tests, other than the visual inspections and periodic testing of the GFCI button, shall be

documented and kept on file at the applicable field or plant location. All required tests shall be performed by the user or person responsible for maintaining the equipment:

- Before first use;
- Before equipment is returned to service following repairs;
- Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over);
- At intervals not exceeding three (3) months.
- Tests performed under the Assured Equipment Grounding Conductor Inspection Program must be documented. Test documentation shall identify each item of equipment tested and indicate the last date it was tested.
- Equipment found to be defective may not be used until repaired.

Confined Space Entry

Confined Space Entry

1 Purpose

This procedure has been established this to minimize the risk of exposure to employees who may enter into or work near confined spaces. These procedures establish requirements to ensure that personnel are aware of related hazards and responsibilities.

2 Classification of Confined Spaces

Confined spaces are categorized as either permit-required or non-permit required.

- **Permit Required Confined Spaces** - A permit-required confined space is any confined space that has one or more of the following characteristics:
 - Contains or has a potential to contain a hazardous atmosphere.
 - Contains a material that has the potential for engulfing an entrant.
 - Has an internal configuration such that an entrant could be trapped or asphyxia by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.
 - Contains any other recognized serious safety or health hazard.
- **Non-Permit Required Confined Spaces** - A Non-permit Required Confined Space is a confined space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.

3 Roles and Responsibilities for Confined Space Entry

Site Managers/Supervisor Shall:

- Provide resources and oversight necessary to enable compliance with the requirements of this program.
- Be directly responsible for ensuring the safety of their employees in confined spaces.
- Ensure that employees engaged in confined space entry operations receive the appropriate level of training prior to starting entry operations.
- Evaluate confined spaces within the facility, work sites, and project sites to ensure that the proper precautions are taken for safety, including clearly marking confined spaces.

The EHS Representative will:

- Assist Site Managers and Supervisors to achieve compliance with this program;
- Assist with identification and labeling of confined spaces;
- Audit the program effectiveness at least annually; and
- Review and update procedures at least annually and more frequently, as needed.

Confined Space Entry

Entry Supervisor shall:

- Be available at the general workplace and on-call to the Attendant at all times while work is being performed in the confined space
- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure and that all tests specified by the Permit have been conducted, and that all procedures and equipment specified by the Permit are in place before endorsing the Permit and allowing entry to begin.
- Terminate the entry and cancel the permit as required.
- Verify that rescue services are available and that the means for summoning them are operable as appropriate.
- Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- Determine whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the Entry Permit, and the acceptable entry conditions are maintained.
- Complete training for Authorized Employees under the Lockout/Tagout procedure in order to understand lockout/tagout concepts applied to confined space entry.
- Learn functions, use, and limitations of any monitoring instrumentation that will be used for entry.

Authorized Entrants must:

- Know the hazards that may be faced during entry, including information on the mode, signs, symptoms, and consequences of the exposure.
- Communicate with Attendant, as necessary, to enable Attendant to monitor Entrant status and to enable the Attendant to alert Entrants of the need to evacuate the space.
- Exit from the confined space as quickly as possible whenever:
 - An order to evacuate is given by the Attendant or the Entry Supervisor.
 - Entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - Entrant detects a prohibited condition.
 - An evacuation alarm is activated.
- Authorized Entrants shall alert the Attendant whenever:
 - Entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
 - Entrant detects a prohibited condition.
 - There shall not be more than one authorized person in any confined space. This will apply to all contract or third party workers.

Attendants shall:

Confined Space Entry

- Know the hazards that may be faced during entry, including information on the mode, signs, symptoms, and consequences of the exposure.
- Be aware of possible behavioral effects of hazard exposure in Entrants.
- Continuously maintain an accurate count of Entrants.
- Remain outside the permit space during entry operations until relieved by another Attendant.
- Monitor activities inside and outside the space, including weather conditions, to determine if it is safe for Entrants to remain in the space.
- Provide pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards.
- Perform no duties that might interfere with the primary duty to monitor and protect Entrants.
- Order Entrants to evacuate the permit space immediately under any of the following conditions:
 - If Attendant detects a prohibited condition.
 - If Attendant detects a situation outside the space that could endanger Entrants.
 - If Attendant cannot effectively and safely perform all their duties.
- Take the following actions when unauthorized entrants enter the confined space:
 - Warn unauthorized persons that they must stay away from the permit space.
 - Advise unauthorized persons that they must exit immediately if they have entered the confined space.
 - Inform Entrants and the Entry Supervisor if unauthorized persons have entered the permit space.
- Maintain understandable communication (by employer-specified means) with entrants to ensure their safety; communication must take into account possible language barriers.
- Immediately summon rescue and other emergency services as soon as the Attendant determines that Entrants may need assistance to escape from permit space hazards.
- NEVER enter any confined space for any reason, or to rescue an Entrant (only non-entry rescues are permitted, as applicable).
- The attendant shall only monitor one confined space at a time. If another confined space is entered, a separate attendant shall be required.

4 Training Requirements

Training shall be provided so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.

Training will be provided:

- Before the employee is first assigned confined space entry duties.

Confined Space Entry

- Prior to a change in confined space procedures.
- Whenever a Supervisor believes either that there are deviations from the entry procedures or a new hazard is presented.
- When there are inadequacies in the employee's knowledge or use of these procedures.

As a minimum, training includes all OSHA-required elements in 1910.146, and the elements of this procedure. Testing of employees will occur through written and practical (demonstration) tests in order to evaluate the employee's competency, and to determine the need for retraining. Retraining will be performed as necessary. This training shall be documented and retained in the employee's personnel file.

5 Training Records

This training shall be documented and retained in the employee's personnel files. The certification shall include the employees name, trainer signature and date of training. Copies of certification shall be made available to employees and their authorized representative.

6 Rescue Training

The local Fire Department rescue team has been designated as the outside rescue service for confined spaces. We have conferred with the Fire Department and informed them of possible situations that may require their services. They have been given the opportunity to visit the facility to look at possible rescue scenarios. They have been given an opportunity to examine the entry site, practice rescues, and decline as appropriate. The Fire Department will be onsite for any IDLH conditions while work is being performed.

7 Entry Permit System

No one may enter a confined space until a confined space Entry Permit has been prepared and reviewed by the Entry Supervisor and the EHS department.

A permit shall not be authorized until all conditions of the Entry Permit have been met. The completed permit shall be available at the time of entry to all Authorized Entrants, by posting at the entry portal or by any other equally effective means, so the Entrants can confirm that pre-entry preparations have been completed.

The duration of the permit may not exceed the time required to complete the assigned tasks or job as identified on the permit. The Entry Supervisor shall terminate entry and cancel the entry permit:

- When entry operations covered by the entry permit have been completed;
- At the end of each shift;
- When a condition that is not allowed under the entry permit arises in or near the permit space; or
- By the appearance of a new hazard (such as lightning in the area.)

Confined Space Entry

Upon completion of work in a confined space:

- The entry permit will be canceled.
- The confined space will be mechanically sealed in such a way that no personnel can enter.
- If the confined space cannot be mechanically sealed then barricades must be erected around all openings with signage that indicates that entry is not allowed.

Each canceled Entry Permit will be retained by the site supervisor for at least one (1) year to facilitate the regulatory review of the permit-required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit-required confined space program can be made.

8 Multiple Employer Entry Procedures

When employees from another employer arrange to perform work that involves permit space entry, the host employer shall:

- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
- Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.
- Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
- Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces.
- Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

In addition to complying with the permit space requirements that apply to all employers, each contractor who is retained to perform permit space entry operations shall:

- Obtain any available information regarding permit space hazards and entry operations from the host employer.
- Coordinate entry operations with the host employer, when both the host employer's personnel and contractor personnel will be working in or near permit spaces.
- Inform the host employer of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

9 Atmospheric Hazards and Testing

Confined Space Entry

A hazardous atmosphere is one which may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (i.e., to escape unaided from the workspace), injury, or acute illness from one or more of the following:

- Flammable gas, vapors, or mists in excess of 10% of the LEL.
- Atmospheric oxygen concentration below 19.5% or above 23.5%.
- Atmospheric concentration of a toxic or hazardous substance which could result in a dose in excess of its Permissible Exposure Limit.
- Any other atmospheric condition that is immediately dangerous to life or health. Both natural and man-made processes create atmospheric hazards in confined spaces such as rusting, painting, welding and cleaning.

10 Order Of Testing

Before any employee enters the space, the internal atmosphere must be tested using a calibrated direct-reading instrument. Testing will be performed by a technically qualified person who has received training to effectively evaluate hazards and exposures. Entrants or their representatives are given the opportunity to participate in and review calibrated air monitoring before entry. Atmospheric testing must be done in this order:

- Oxygen content.
- Flammable gases and vapors.
- Potential toxic air contaminants.

11 Continuous Monitoring

As long as anyone is in the space, it must be tested frequently or monitored continuously to ensure that no new hazards are created. Employees and their representatives may request that a space be re-evaluated at anytime.

NOTE: After a long break, and before going back into a space, the atmosphere must be tested again.

12 Unacceptable Entry Condition

Employee Exposure

Unacceptable Entry Conditions

Oxygen content

above 19.5% or below 23.5%.

Flammable gas, vapors, or mist

in excess of 10% of the LEL

Potential toxic air contaminants

exposure in excess of its PEL

Supervisor can only allow workers inside the space under the following conditions. If conditions in the space exceed these conditions, all Entrants must be evacuated from the space immediately.

Confined Space Entry

13 Controlling Atmospheric Hazards

Control methods must be documented on the Entry Permit, which must be reviewed by the Entry Supervisor.

The ways to control atmospheric hazards are:

- **Ventilation**
Ventilation replaces contaminated air with clean, breathable air. Two types of ventilation are natural or forced (mechanical).
- **Natural Ventilation**
Natural ventilation is often not adequate to achieve acceptable entry conditions, and therefore is usually combined with mechanical ventilation.
- **Mechanical Ventilation**
Mechanical ventilation (fans) supply air to the space or exhaust it from the space.

14 Selection of Ventilation Devices:

The Entry Supervisor must consider:

- Volume of air needed
- Type of atmosphere
- Power requirements and availability
- Source of clean air
- Length of time ventilation is needed
- Type of work to be done

15 Use of Electrical Equipment

If a confined space presents an electrocution hazard:

- Use grounded or double insulated tools.
- Make certain that all electrical equipment is in good repair.
- When dangerous air contamination is attributable to flammable or explosive substances, lighting and electrical equipment must be Class 1, Division 1 rated per the National Electrical Code and no ignition sources may be introduced into the area.

16 Program Evaluation

An annual review of this CSE procedure and its implementation will be directed by the Environmental, Safety and Health Department in order to ensure that the program meets OSHA and our requirements. This will include a review of all completed confined space Entry Permits. Each cancelled entry permit shall be kept on file in the issuing department for at least one (1) year to facilitate the review of the permit-required confined space program.

The following circumstances shall warrant a review of the program prior to the annual requirement:

Confined Space Entry

- Unauthorized entry of a permit space,
- Detection of a permit space hazard not covered by the permit or detection of a condition prohibition by the Entry Permit,
- The occurrence of an injury or near-miss during entry,
- A change in the use or configuration of a permit space,
- Employee complaints about the effectiveness of the program,
- Any other circumstance the Environmental, Safety and Health Department feels should warrant review of the program.

Our employees are encouraged to provide input to this procedure, in order to help improve CSE operations. All comments and feedback should be directed to a Supervisor or the Environmental, Safety and Health Department.

Hazard Communication

Hazard Communication

1. Purpose

The purpose of this program is to ensure that workers have access to information on the hazards associated with the exposure of hazardous chemicals present in the workplace.

2. Scope

This program applies to all work locations in the company where employees could be exposed to hazardous chemicals under normal working conditions or during an emergency situation. This program has been developed to comply with the Hazard Communication Standard 29 CFR 1910.1200.

3. Responsibility

All Employees shall:

- Follow all safe work practices and precautions pertaining to chemical handling and usage as required by the guidelines of the program.
- Participate in all required training.

The Safety Coordinator shall:

- Implement and administer the hazard communication program.
- Periodically review the effectiveness of the written hazard communication program and update it as necessary.
- Monitor the work place to determine employee exposure and safe use of hazardous chemicals.
- Maintain a list of all hazardous chemicals in the workplace and a master file of SDSs.
- Ensure that all containers are clearly and properly labeled.
- Ensure that training of the Hazard Communication program is provided to workers upon hire, annually, and as needed.
- Identify hazardous chemicals used in non-routine tasks and assess their risks.
- Ensure that contractors who are performing work on company property are informed about hazardous chemicals they may be exposed to.

4. General Information

A list of hazardous chemicals, SDSs, and a written hazard communication program will be developed, implemented & maintained at each work location. Copies of the written hazard communication program are available in the main office for review upon request.

5. Labeling

Hazard Communication

All hazardous chemical containers shall be labeled by the manufacturer or importer according to the Hazard Communication Standard and Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

The Receiving Department will verify that labels on all incoming hazardous chemical containers include:

- Product Identifier: How the hazardous chemical is identified such as batch number.
- Pictogram(s): Graphic symbols used to communicate specific information about the hazards of a chemical.
- Hazard Statement(s): Describes the nature of the hazard(s) of a chemical.
- Signal Word: indicates the relative level of severity of the hazard.
- Precautionary Statement(s): Recommended measures to minimize or prevent adverse effects.
- The name, address, and telephone number of the chemical manufacturer, importer or other responsible party.

The Safety Coordinator will ensure that all secondary containers are labeled with the original supplier's label or with an alternative workplace label to include:

- Product Identifier
- Pictogram(s)
- Hazard Statement(s)
- Signal Word
- Precautionary Statement(s)

Example: Label

HS85

Batch number: 85L6543



Warning

Harmful if swallowed

Wash hands and face thoroughly after handling. Do not eat, drink or smoke when using this product. Dispose of contents/container in accordance with local, state and federal regulations.

First aid:

If swallowed: Call a doctor if you feel unwell. Rinse mouth.

GHS Example Company, 123 Global Circle, Anyville, NY 130XX Telephone (888) 888-8888

Hazard Communication

HCS Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Fire Over Circle</p>  <ul style="list-style-type: none"> • Oxidizer 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

Secondary containers that are intended for the immediate use of the employee who performs the transfer do not require a label.

Employer or employees shall not remove or deface labels on incoming containers of hazardous chemicals.

Workplace labels or other forms of warning shall be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) should be included.

Hazard Communication

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area should be labeled with a warning placard.

Pipes that contain hazardous chemicals should be labeled in accordance with ANSI/ASME.

6. Safety Data Sheets (SDS)

Chemical manufacturers are responsible for developing SDSs. An SDS will be obtained for each chemical used and/ or purchased.

The Purchasing Agent will obtain SDSs and secondary labels from the manufacturer for hazardous chemicals used or stored in the workplace. Hazardous chemicals will be held in the receiving area until receipt of the SDS for the product.

Copies of SDSs for all hazardous substances to which employees may be exposed will be kept in the SDS books located at posted Hazard Communication Stations.

Copies of all SDSs will be available to all employees at all times at those locations. If an SDS is not available, contact shipping/receiving immediately and an SDS will be obtained and distributed as necessary.

SDSs for new products or updated SDSs for existing products will be obtained by the Purchasing Agent and forwarded to the Safety Coordinator. When a new or revised SDS is received, the Safety Coordinator will remove the old SDS from the master file and all Hazard Communication Stations and replace it with the new one.

7. Chemical Inventory List

A list of hazardous chemicals in the workplace shall be compiled, maintained, updated, and attached to the Hazard Communication program.

The chemical inventory list must include the name of each chemical and the work area(s) in which each chemical is used. The name of each chemical must match the product identifier that is referenced on the appropriate SDS.

Further information on each listed chemical can be obtained from the appropriate SDSs.

The Safety Coordinator will review and update chemical inventory list annually and whenever a new chemical is introduced to the workplace.

8. Non Routine Tasks

Prior to the start of a hazardous non-routine task, the direct Supervisor of the work to be performed will gather all information concerning any hazardous chemicals involved with the task.

The Supervisor will then inform the affected worker(s) of the hazardous chemicals they may encounter to include:

Hazard Communication

- Specific chemical hazards.
- Protective measures the worker should use.
- Emergency and spill procedures.
- Methods to detect the release or presence of chemicals.
- Steps the company is taking to reduce the hazards, such as ventilation, respirators, and the presence of another worker.
- The identity, hazards, and precautionary measures associated with the chemicals that are transferred through unlabeled pipes in areas where work activities are to be performed.

9. Coordination with Other Employers and Contractors

Prior to beginning work at a multi-employer worksite, the Safety Coordinator will inform other employers and contractors with information about hazardous chemicals that their workers may be exposed to by this company's operations.

The Safety Coordinator will provide other employers and contractors with:

- A copy of SDSs and information on precautionary measures to protect workers exposed to hazardous chemicals generated by this company's operations.
- Information on the hazard labels used by the company.

Where employees must travel between work places during a work shift (multi job sites), the written program may be kept at a primary job site. If there is no primary, then the program should be sent with employees.

The Safety Coordinator will obtain information about hazardous chemicals used by other employers and contractors to which our workers may be exposed.

10. Employee Training Information

Prior to starting work or introducing new chemical hazards into the work area, each employee will receive information and training on the following:

- Requirements of the Hazard Communication Standard 29 CFR 1910.1200.
- Operations in the work area where hazardous chemicals are present and their physical and health effects.
- Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used.
- Location and availability of the written hazard communication program, listing of hazardous chemicals present, and SDSs.
- Methods and observation techniques used to determine the presence of release of hazardous chemicals in the work area.
- How to read labels received on shipped containers.

Hazard Communication

- Workplace labeling system.
- How to read and interpret SDSs to obtain and use appropriate hazard information.

Appendix A: New Employee/Contractor Orientation Form

Section Three: Forms

Appendix A: New Employee/Contractor Orientation Form

Employee's Name: _____ Hire Date: _____

Job Title: _____

All new employee's must review all items listed below with a supervisor and must sign this form to verify their understanding. The following information was provided and or explained and understood by the person receiving it.

	Employee Initials	Reviewer Initials
1. Review HS&E Mission Statement	_____	_____
2. General HS&E requirements including designated smoking areas, high noise areas, housekeeping, jewelry, cell phones, etc. (Review Basic Shop Rules posted in all shops)	_____	_____
3. Location of MSDS books, HS&E Manuals	_____	_____
4. Drugs, alcohol and weapons not allowed	_____	_____
5. Proper PPE	_____	_____
6. Adequate "department / position specific" safety orientation	_____	_____
7. Location of any emergency equipment – fire extinguishers, first aid boxes, etc.	_____	_____
8. Safety meetings explained	_____	_____
9. Explanation of how / where to receive HS&E information (bulletin boards, training material, safety meetings)	_____	_____
10. Reporting requirements for Incidents – All injuries and incidents reported, who to report them to, etc.	_____	_____
11. Environmental awareness and waste management procedures	_____	_____
12. Identify Mentor, Safety representative & HS&E Committee	_____	_____
13. Location of hazardous chemicals	_____	_____
14. Emergency preparedness, emergency exits, etc.	_____	_____
15. Stop Work Authority	_____	_____

Employee Signature & Date: _____

Supervisor Name: _____ Signature & Date: _____

2nd Reviewer Name: _____ Signature & Date: _____

Appendix B: Contractor Post Job Evaluation

Appendix B: Contractor Post Job Evaluation

General					
<i>Evaluation Date:</i>	<i>Evaluator Name:</i>	<i>Evaluator Title:</i>		<i>Phone:</i>	
<i>Contractor Company Name:</i>		<i>Contractor Director/Manager:</i>		<i>Contractor Site Supervisor:</i>	
<i>Project Name:</i>		<i>Contract Number:</i>		<i>Task Evaluated:</i>	
<i>Have you shared this evaluation with your contractor : Yes <input type="checkbox"/> No <input type="checkbox"/></i>					
#	Activity Description	Yes	No	N/A	Comments
1	Did the contractor take steps to reduce the risks and/or mitigate the potential impacts of his/her work? (JSA, JHA, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Did the Contractor's JSA adequately identify job safety and environment hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Did the Contractor's JSA process identify each job step?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Did the contractor implement a work site inspection program for safety and environmental concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Was there a behavior based safety observation in place? (crews knowledgeable about process, did regular observations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Was Stop Work Authority used properly? Was it discussed and the issues resolved? If no, explain in the comments section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Was there participation by contractor employees and management in meetings, in discussing and resolving HSE concerns, safety talks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Did the contractor's employees have required training certifications (excavation, Operator Qualification, crane operator, welder, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Did the contractor assure appropriate PPE, safety and spill clean-up equipment was available, used by workers, and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Did the contractor implement their HSE program components at the work site? (Lock Out Tag Out, Fall Hazard, Excavation, Confined Space, Hot Work, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Did the contractor follow our HSE program components when applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix B: Contractor Post Job Evaluation

12	Did the contractor comply with Safe Work Permits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Were safety and environmental incidents and near misses reported and investigated properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Did the contractor have emergency response plans in place and implemented at the work site (plans posted, emergency numbers posted, drills held, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Were SSE's identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Were mentors assigned to each SSE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Was the worksite left clean after job was completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Was contractor's equipment maintained and suitable to perform the work assigned (PM, pre use inspections, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Did the contractor manage the project with quality workmanship? Did they estimate costs accurately, schedule work to meet time lines, provide sufficient manpower, maintain quality control, provide a good finished product, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General Comments:

Recommendation

<i>Recommend for re-hire</i>	Yes <input type="checkbox"/>
<i>Recommend for re-hire with established plan to improve</i>	Yes <input type="checkbox"/>
<i>Recommend for re-hire only after in depth evaluation</i>	Yes <input type="checkbox"/>
<i>Do not recommend for re-hire</i>	Yes <input type="checkbox"/>

Recommendation Comments:

Your Company Name Here	Revised: 11/16/2017 Page 38 of 39
Appendix D: Hepatitis B Vaccine Declination	

Appendix D: Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me; however, I decline the vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no cost to me.

If I choose to have a vaccination to Hepatitis B I will contact Human Resources to arrange for the vaccination.

NAME

DATE

