



B&D Boilers

Safety Policies

Statement of Commitment

The Company values the safety and health of all our employees, as well as others we service. We have established a systematic approach for identifying and evaluating hazards, and we actively work to act on that knowledge in preventing accidents, injuries, and illness in our workplace. While we strive to maintain compliance with all applicable codes, laws and regulations, our policy goes beyond compliance, and calls for using safe techniques while at our facility, while in transit and at the work place of others. We have modeled this program on the guidelines promulgated by OSHA, DOT and DHEC, and have modified it to suit our particular needs. This outline is provided as a quick reference to locate specific issues and topics that are detailed in our safety and health program retained by B&D Marine and Industrial Boilers, Inc.

Safety Goals

1. As a company, B&D is committed to accident prevention. Therefore, our first goal is to prevent all accidents and near misses. We believe all accidents can be preventable.
2. Our second goal is to prevent all injuries by providing the appropriate PPE and through hazard analysis.
3. If there is an accident, near miss or injury we want to learn from it and prevent any future occurrences by developing policies and procedures.
4. Develop and research new standards as well as exchange ideas with other companies, customers and clients that will make our workplace safe and healthy.
5. Have zero OSHA recordables each year.
6. Maintain our EMR rate at or below .80.
7. Maintain safety training at a high level of learning and have accurate and up to date recordkeeping.
8. Have weekly safety meetings.
9. B&D would support all outside safety programs as long as they meet the minimum safety regulations. An example of this is the Low Country Safety Council.

Key Elements of Occupational Safety and Health Program

1. Management and Employee Commitment and Involvement

Having a safe and healthful environment in our facility and the facilities of others requires the dedication and cooperation of all employees. Management provides the motivating force and the resources for organizing the controlling safety and health activities. Employees work to develop and/or express their own commitment to safety and health protection, for themselves and for their fellow workers. At any time, all employees have the right and opportunity to express their concerns without fear of reprisal. This includes stopping production to address safety issues.

2. *Worksite Analysis*

We engage in a variety of worksite examinations to identify not only existing hazards but also conditions and operations in which changes might occur to create hazards. Our objective is through weekly inspections, jobsite analysis, audits, and employee alertness, we strive to identify all potential hazards, so we can anticipate and prevent harmful occurrences.

During the planning stage of a project, that requires safety concern; a Safety Checklist (section of a planning checklist) is completed. This form remains with the work folder until its submittal to Operations.

3. *Hazard Prevention and Control*

Whenever hazards are identified, we strive to prevent them by effective affirmative actions of the job. Where it is not feasible to eliminate the hazards, they are controlled to prevent unsafe or unhealthful exposure. Control may be by engineering, procedure, personal protection or administrative control. We strive to make the working environment safe for the worker, not the worker safe for the environment.

Elimination or control is accomplished in a timely manner once a hazard or potential hazard is recognized.

4. *Training*

An extensive training program is scheduled and carried out each year. Training is conducted regularly for all employees at all levels. Initial training is conducted upon hire, on the first day following the hiring of a new employee, unless the Company requires postponement of such training and such postponement does not prohibit State, Federal, or other regulations. Designated safety training is to be conducted on an annual basis unless unforeseeable circumstances prevent timely scheduling. All efforts will be made to schedule training as soon as possible.

The purpose of this plan is to designate safety training courses for each position within the company, to establish a training plan and to establish requirements for certification/passing.

Definitions:

Senior Management – will consist of the President and/or the owner of this company.

Management – will consist of the Vice President of Operations, General Superintendent, Coordinators, Quality Assurance, Comptroller, Safety Director, Sales Manager and Warehouse Manager/Supervisor.

Office – will consist of Administrative Assistants, Operations Assistants, Human Resources, Sales and Purchasing Agents.

Inventory Control – will consist of employees who work in the inventory control warehouse.

Production – will consist of Boilermakers, Limited Boilermakers, Welders, Machinists, Service, Laborers, Foreman, and temporary laborers.

Maintenance – will consist of maintenance employees.

Job Safety Training Requirements:

Company Owner/President – Bloodborne Pathogens, Emergency Action Plan, Office Ergonomic OSHA Introduction, & Personal Protective Equipment.

Vice President – Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Safet

Housekeeping, Lockout/Tagout, Machine Safeguarding, Office Ergonomics, OSHA Introduction, Personal Protective Equipment, Respirators, and Welding Safety.

General Superintendent – Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Forklift Drivers, Hand & Power Tool Safety, Hazard Communications, Hearing Safety, Housekeeping, Lockout/Tagout, Machine Safeguarding, Office Ergonomics, OSHA Introduction, Personal Protective Equipment, Respirators, and Welding Safety.

Coordinators - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Safety, Housekeeping, Lockout/Tagout, Machine Safeguarding, Office Ergonomics, OSHA Introduction, Personal Protective Equipment, Respirators, and Welding Safety.

Quality Assurance - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Safety, Housekeeping, Lockout/Tagout, Machine Safeguarding, Office Ergonomics, OSHA Introduction, Personal Protective Equipment, Respirators, and Welding Safety.

Safety Director - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, Lockout/Tagout, Office Ergonomics, OSHA Introduction, Personal Protective Equipment, Respirators and Welding Safety. (Training to be conducted at OSHA training schools)

Office Personnel - Bloodborne Pathogens, Emergency Action Plan, Office Ergonomics, OSHA Introduction, & Personal Protective Equipment.

Outside Sales – Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hazard Communications, Office Ergonomics, Personal Protective Equipment, Lockout/Tagout, Respirators and Hearing Conservation.

IC Warehouse Manager – Bloodborne Pathogens, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Forklift Drivers, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, OSHA Introduction and Personal Protective Equipment.

Inventory Control - Bloodborne Pathogens, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Forklift Drivers, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, OSHA Introduction and Personal Protective Equipment.

Boilermakers - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, Lockout/Tagout, OSHA Introduction, Personal Protective Equipment, and Respirator Protection.

Welders - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, Lockout/Tagout, OSHA Introduction, Personal Protective Equipment, Respirator Protection and Welding Safety.

Machinist - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, Lockout/Tagout, OSHA Introduction, Personal Protective Equipment, and Respirator Protection.

Service Department - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, Lockout/Tagout, OSHA Introduction, Personal Protective Equipment, Respirator Protection & Welding Safety.

Supervisors/Foreman - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, Lockout/Tagout, OSHA Introduction, Personal Protective Equipment, and Respirator Protection.

Laborers - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, Lockout/Tagout, OSHA Introduction, Personal Protective Equipment, and Respirator Protection.

Temporary (Labor only) Employees - Confined Space Entry, Fall Protection, Lockout/Tagout, Personal Protective Equipment, and Respirator Protection.

Temporary (Skilled) Employees - Bloodborne Pathogens, Confined Space Entry, Electrical Safety, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Lockout/Tagout, Personal Protective Equipment, and Respirator Protection.

Maintenance - Bloodborne Pathogens, Electrical Safety, Emergency Action Plan, Fall Protection, Fire Safety, Hand & Power Tool Safety, Hazard Communications, Hearing Conservation, Housekeeping, Machine Safeguarding, OSHA Introduction and Personal Protective Equipment.

Training Requirements

1. Designated training is conducted on an annual basis.
2. Training consists of classroom discussion, video and test.
3. In order to pass, employees must make at least a 70% score out of a possible 100.
4. If an employee fails a test, that employee is required to retake the class and the test.

Notification of renewal: each week the training list is updated and a copy is given either by hand or emailed to the General Superintendent, Coordinators and all other supervisors that have employees on the list. This list consists of the names of all employees required to have safety training and the training classes due. Names are put on the list at least one month in advance.

Scheduling of training: the Safety Director communicates with the General Superintendent or the Supervisors on a weekly basis as to when the best times for setting up training. Once a date(s) has been established, the Safety Director will then organize a training schedule and post it by the time clock and give a copy to the General Superintendent or supervisors for notification of employees.

Training

Training may consist of a classroom discussion with a handout or hands on training, a video presentation, or a Power point presentation, a review and a test consisting of between 10 - 20 questions to determine their ability to comprehend what was taught.

Safety and Health Training

Bloodborne Pathogens: covered in this class is the definition of bloodborne pathogens, the possible diseases one might contract, how they are spread, reporting procedures in case of contact, proper PPE to use when giving first aid. This course is given on an annual basis to those positions designated to take this course.

Confined Space Entry: covered in this class is the definition of a confined space, the differences in non-permit and permit required confined spaces, the hazards associated, entry conditions, entry procedures and contractor communications. This course is given on an annual basis to those positions

designated to take this course.

Electrical Safety: covered in this class are definitions, the hazards, preventing hazards, safe work practices and the overhead power line rule. This course is given on an annual basis to those positions designated to take this course.

Emergency Action Plan: covered in this class are the emergency procedures for hurricanes, tornadoes, fires, terrorism, earthquakes, power outages, chemical spills and the roles of each person in case of an emergency. This is an internal training class designed to meet the needs of our main building located at 3567 Meeting St., North Charleston, SC. This course is given on an annual basis to those positions designated to take this course.

Ergonomics, Office: covered in this class is office safety, proper lifting techniques, computer workstations and working safely in a desk position. This course is given on an annual basis to those positions designated to take this course.

Fall Protection: covered in this class is the primary means of fall protection and fall protection requirements for such things as ladders, scaffolding, safety harness & lanyards and the guardrail systems. This course is given on an annual basis to those positions designated to take this course.

Fire Safety: covered in this class is the elements of a fire, the types of fires, the classes of fire extinguishers and their agents, fighting a fire safely and preventing fires. This course is given on an annual basis to those positions designated to take this course. Also, new employees will be shown where fire extinguishers are located throughout our facility.

Hand and Power Tool Safety: covered in this class are hand tools and their hazards, power tools and their hazards and proper usage of both types of tools. This course is given on an annual basis to those positions designated to take this course.

Hazard Communications: covered in this class is the employee's right to know what chemicals he is using, the proper handling methods, the health hazards associated with the chemicals and what to do if there is a fire, explosion or spill. Also covered in the class is MSDS's and container labeling. This course is given on an annual basis to those positions designated to take this course.

Hearing Conservation: covered in this class is how noise effects you, the definition of noise, the signs of hearing loss, the common causes of hearing loss, the different types of hearing protection and the hazards of not using them. This course is given on an annual basis to those positions designated to take this course.

Housekeeping: covered in this class is the definition of housekeeping, the benefits and the hazards if housekeeping is not accomplished. This course is given on an annual basis to those positions designated to take this course.

Lockout/Tagout: covered in this class is the reasons for lockout, the procedures for locking out a piece of equipment, the hazards associated with failing to lockout, the reasons and limitations of tagging out, and proper start up procedures. This course is given on an annual basis to those positions designated to take this course.

OSHA Introduction & B&D Safety: covered in this class is the need for OSHA, where OSHA gets its standards, section 5 of the OSHA Act covering rights and responsibilities of employers and employees, OSHA inspections, citations and penalties. Also, B&D's commitment to safety and what is expected by employees to maintain a safe environment while employed at B&D. This is an introductory course and therefore is not conducted on an annual basis.

Personal Protective Equipment (PPE): covered in this class are the four major parts of the body that need protection (eyes/face, head, hands, feet), the hazards of not having protection and the OSHA/ANSI guidelines for each and the proper use of the protection. This course is given on an annual basis to those positions designated to take this course.

Respirator: covered in this class is the types of hazards that require respirators, the types of respirators (air purifying, air supplied, 2-strap, full and half face respirators), the proper way to don, wear, inspect, clean and store the respirator, and a fit test is given. This course is given on an annual basis to those positions designated to take this course.

Machine Safeguarding: covered in this class is the proper use of machine safeguarding, the hazards

if there is no guards, the responsibilities of each person, the machine guard requirements. This course is given on an annual basis to those positions designated to take this course.

Welding Safety: covered in this class are proper safety precautions for welding, safe handling of gas cylinders, proper eye and face protection, proper use of respirators, the hazards of fumes and gases, electricity and welding on tanks that are unsafe. This course is given on an annual basis to those positions designated to take this course.

Medical Testing

AIDS test: any employee is given the opportunity to have an AIDS test performed if he/she believes they have been exposed to the AIDS/HIV virus. A certified physician performs this test.

Chest X-ray: this procedure is performed on employees to determine what, if any, problems they may have. It is also performed on any employee who has been exposed to asbestos. A certified physician performs this test.

DOT Physical: this procedure is performed on employees to determine their health and availability to drive vehicles that fall under DOT regulations. This test is given every two years. A certified physician performs the physical.

Drug Screen: this test is performed on potential employees to determine if they are drug free, new employees if not previously tested, employees who have been injured on the job to determine if they were drug free during the time of the injury, and annually for all employees. A certified physician performs this test.

Hearing (Audiogram): this test is done on all new employees to determine where their hearing capability and annually to determine if they are being exposed to excessively loud noises, if the company provided hearing protection is working and to determine if they are losing their hearing. This test is given annually. A certified physician performs this test.

Hepatitis B Vaccine: this is given to any employee who wishes to have this vaccine. Also, this is given to any employee who might be exposed to the virus on a jobsite or after an employee has been exposed to bloodborne pathogens. A certified physician performs this test.

Lead Screen: this test is given before and after possible exposure to lead to determine the content of lead in the bloodstream. A certified physician performs this test.

Pulmonary: this test is given to determine if the employee will have any problems with his/her breathing while wearing a respirator. This test is given annually. A certified physician performs this test.

Vision: this test is given to all welders to determine if their eyesight has been damaged due to the nature of their profession. This test is given annually. A certified physician performs this test.

Record Retention

Attendance: each safety training class or safety meeting has an attendance sheet signed by all participants. This attendance sheet is filed in a binder especially for that particular training. A copy is also kept on the computer.

Testing: each safety training class and some safety meetings may have a test after the training is complete. A copy of each test is also filed in a binder marked specifically for that training.

Certification: each employee receives designated certificates after completion of his/her training. A copy of that certificate is filed in a binder and kept for future proof of training and a copy is kept on file in the computer. Certificates issued for: Confined Space Entry, Electrical Safety, Fall Protection, Fire Safety, Hazard Communications, Lockout/Tagout, PPE, Respirators, & Welding Safety.