

CHAPTER 1

GENERAL

The overall effectiveness of any safety program is determined by management's commitment to safety and by employees conducting their operations safely. To ensure that the Cardinal Surveys Company safety program is successful in providing the safest work environment possible, all parts of the company must be involved.

I. CORPORATE OFFICE

At the direction of the president, company policies and procedures are developed and enforced. He coordinates the safety activities of the operating districts and departments and provides corporate management information on the success of the Company's policies. He also provides technical advice to management concerning safety, health, loss control, and regulatory compliance.

II. DISTRICTS / DEPARTMENTS

District and department managers are directly responsible for the safety of every person assigned to the district / department. These individuals will enforce all company policies, ensure regulatory compliance, provide all necessary safety equipment (except those items that are the employee's responsibility), report all accidents / incidents, investigate all accidents / incidents and ensure that all operations are conducted in the manner prescribed by Company policy. In conjunction with his / her other duties, managers will ensure that their employees receive all of the required safety training at no cost to the employee and will not allow any newly hired employee to conduct any operation until thoroughly trained in the safe accomplishment of the task.

Other specific responsibilities include:

Safety Meetings - are to be held on a regular or monthly basis and any other time that the local manager feels personnel are in need of additional safety training. Topics to be discussed at these meetings are to be determined by local management to meet the current needs of the employees. A safety meeting report is to be prepared at each meeting to document the attendance and subject matter of these meetings. Safety Meeting reports are to be forwarded to the president for review.

"Tailgate" Safety Meetings - are conducted by the supervisor of the job prior to the beginning of work. This meeting should be conducted with all members of the Cardinal Surveys crew, the company representative and any workers in the area who could possibly be affected by our operations. It is especially important that this meeting to be held when any member of the crew is new to the specific operation to be conducted. Special emphasis is to be placed on those areas where the greatest potential for accident or injury could take place.

Facility Safety Inspections - are to be performed on a monthly basis to ensure the Company facility is kept in safe operating condition. The local manager is to perform or supervise the inspection following the guidelines set forth in the Facility Safety Inspection Form (copy of inspection form is located in the reports / forms portion of this section). Any item listed on the form which is found to be unacceptable is to be corrected with due diligence. Upon completion of the inspection a copy is to be forwarded to the Corporate Office.

III. ACCIDENT PROCEDURES, REPORTING AND INVESTIGATION

1. Occupational Accidents are to be investigated and the First Report of Injury or Illness (TWCC-1 or WCA of the required form E1.1) is to be completed by the employee and his / her manager within 24 hours of the injury. For copies of the required forms see Chapter 10 - Reports and Forms. The First Report of Injury or Illness is then to be forwarded to the Corporate Office for processing. Upon completion of the investigation, an Accident Investigation Report is to be completed and a copy forwarded to the Corporate Office within five (5) days of the injury. For copies of the required form, see Chapter 10 - Reports and Forms.

Whenever possible, treatment is to be made by a Company approved doctor or medical facility. Where there is a geographical separation between the injured employee and the manager, the investigation is to be made as soon as practical. All supervisors are to investigate injury type accidents that occur on their work locations to members of their crew. The customer is to be notified within 24 hours or as defined in the master service agreement.

2. Near Misses are to be investigated and reported using a Near Miss Investigation Report (copy located in Chapter 10 - Reports and Forms), with a copy of the report being forwarded to the Corporate Office. The intent of this procedure is to learn from the "near miss" and therefore, make adjustments so future accidents can be prevented.

3. Motor Vehicle Accidents these accidents are to be investigated and the appropriate forms completed within 24 hours, if possible. The following procedure is to be followed in the case of an accident:

3a. When conditions and/or regulations permit, move on to shoulder or side of roadway to prevent further damage or hazards. Place warning signals promptly.

3b. Summon police and summon medical assistance if anyone is injured. Use company radio, cell phone or the nearest available phone, or ask someone to summon aid.

3c. Report accident to your supervisor as soon as possible.

3d. Obtain names, addresses and driver's license numbers of drivers of all vehicles involved. If they are driving a vehicle for another company, obtain their company name. If the vehicle is owned by another individual, obtain the owner's name and address. Obtain vehicle license number, make, model and year and describe damage. If requested, you must supply the same information.

3e. Obtain names and addresses of all witnesses.

3f. Obtain the names and addresses of all injured parties, regardless of how minor the injury. If possible, try to learn where the injured are treated.

3g. Keep calm. Be courteous. Don't argue. Make no statement concerning the accident to anyone except a Police Officer. Get his name and badge number.

3h. Before leaving the scene of the accident, make sure you have all the facts. Complete the Accident Report Form located in Chapter 10 or in your Cardinal Surveys Company Accident Report Packet located in each vehicle.

4. Accident Investigation Each employee must report all the facts and circumstances regarding accidents and injuries to the manager accurately and completely.

Each manager has the responsibility to personally investigate all accidents regardless of severity. The gathering of additional written information such as police reports, statements, photographs and diagrams may be required as the situation warrants.

Note: The primary intent of the investigation of occupational and motor vehicle accidents is to obtain an objective insight into the facts surrounding the accident in order to improve future accident control measures and activities. It is not the intent of the investigation to cause undue embarrassment to the employee. Failure of the employee to render all pertinent information on the accident may subject him/her to disciplinary action.

IV. PHYSICAL REQUIREMENTS

1. Physical examinations are required of all prospective employees and will be conducted by a Company approved doctor in the local area. Typical examinations may include a chest and back x-ray.

All drivers of Department of Transportation (DOT) regulated vehicles must pass a physical examination every two years. DOT drivers may be required to submit to a physical any time it is suspected they may be physically or mentally unqualified to drive.

2. Urinalysis Drug Screening is conducted on every applicant for employment with Cardinal Surveys Company. DOT drivers will be drug screened at such other times as required under DOT's Motor Carrier Safety Regulations.

3. Disqualifying Conditions any of the following conditions are grounds for either temporary or permanent non-assignment to driving DOT regulated vehicles:

- 3a. A hand or finger impairment which interferes with prehension or power grasping.
- 3b. An arm, foot or leg which interferes with the ability to perform normal tasks associated with operating a motor vehicle.
- 3c. Has an established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control.
- 3d. Has a current clinical diagnosis of myocardial infraction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive cardiac failure.
- 3e. Has an established medical history or clinical diagnosis of respiratory dysfunction likely to interfere with his / her ability to control and drive a motor vehicle safely.
- 3f. Has a current clinical diagnosis of high blood pressure likely to interfere with his / her ability to operate a motor vehicle safely.

3g. Has an established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.

3h. Uses a Schedule I drug.

3i. Has a current clinical diagnosis of alcoholism.

4. Termination of employment will result from a positive test result on any urinalysis drug screen conducted in accordance with DOT's Motor Carrier Safety Regulations. Any employee found to be operating a Company vehicle while intoxicated or drug impaired will be terminated. Any applicant for employment who tests positive for illegal drugs will be denied employment with Cardinal Surveys Company.

V. SHORT SERVICE EMPLOYEE (SSE)

1. All New employees of Cardinal Surveys Company will participate in a safety orientation session including review of the following:

1a. Safety Policy Statements and Management Commitment

1b. Safety Policies and Procedures Manual

1c. The Radiation Protection Program and ALARA Program

1d. H₂S Safety

1e. Safety clothing, uniforms, equipment

1f. Accident reporting and investigation

1g. DOT drug testing

1h. Substance abuse program

1i. Hazardous Materials Communication Program (HAZCOM)

1j. Safety while driving; DOT licensing

2. Newly hired Field Personnel and Drivers will be placed on SSE status for a period of six months. SSE personnel will be identified by New-on-Job decals which will be applied to the employee's hard hat.

VI. MISCELLANEOUS PORTION OF THE SAFETY PROGRAM

Posters, bulletins, signs, etc., are distributed periodically to augment the safety program.