



**GEOTEMPS** INC.

HUMAN RESOURCES FOR NATURAL RESOURCES

# **Employee Safety Handbook & Drug and Alcohol Policy**

**After Hours Health and Safety Emergency Line (800) 388-0727**

This number is for the sole purpose of reporting health and safety emergencies. Should you need to call off or have other assignment related concerns please contact your branch based on the procedures provided at time of hire.

## Letter of Introduction

**Geotemps, Inc.** corporate management represents a culture of safety reflecting the culmination of three generations of mining professionals, including former American Exploration and Mining Association (formerly Northwest Mining Association) award recipient and President Thomas Lyle Taylor, and former Kennecott Copper Safety Engineer Gordon C. Frisby, whose safety department (1959-1978) was awarded the American Mining Congress Sentinel of Safety Open Pit Mine Award.

We are quite proud of almost three decades of service – regularly characterized through the support of various industry organizations and associations so vital to the preservation of a necessary mining industry and community.

In commemoration of that corporate family history, **Geotemps** is now also proud to sponsor the Nevada Mining Association's *Mine Safety and Health Awards*, presented annually. These awards are presented to a variety of mines throughout the state of Nevada with the best safety records for that year in both open pit and underground categories, and for individuals in managerial, supervisory, safety professional and non-supervisory categories.

**Geotemps, Inc.** fully appreciates the necessity of a 'Safety First' philosophy, and promotes safe client work-site environments for the general and greater good of both **Geotemps** employees in specific, and the industry as a whole.

The following **Geotemps, Inc. Safety and Health Program** combined with a drug free workplace **Drug and Alcohol Policy** reflect the **Geotemps, Inc.** commitment to promoting a safe working environment for temporary personnel employed under client supervision, and exists in conjunction with client site safety and drug free guidelines and policies.

As a **Geotemps** employee, we require that you review the following document. We also welcome you to provide relevant suggestions based on your own safety experiences or expertise when appropriate. As a Geotemps client or prospective client we welcome your review of this document, providing it as representational of our sincere and perpetual interest in our employees' well being during their assignment with your company, and for a safe workplace environment for all.

Sincerely,

Lance I. Taylor  
President and C.E.O  
**Geotemps, Inc.**

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## Policy/Program Acknowledgment (Received)

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**Name (Printed)**

*By signing this acknowledgment I am certifying that I have received the Employee Safety Manual & Drug and Alcohol Policy.*

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**Signature**

**Date**

(Remove and retain this sheet indefinitely in the employee's personnel file)

# Employee Safety Handbook - Introduction

At Geotemps, Inc., our most valued resources are our employees, our clients, and the communities we serve. Geotemps, Inc. is dedicated to providing a safe and healthful environment for employees and clients, promoting a culture of safety, and preserving corporate, client, and public assets and property. Injuries can be prevented. And, while Geotemps instructs its employees to adhere to all appropriate safety guidelines provided, we also appreciate that good safety is a work in progress – therefore, this handbook will experience updates and revisions as necessary.

All employees are instructed to follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and clients. Please take the time to study and understand these safety policies and procedures. It is the shared responsibility of all involved to make this program work. As you function within your temporary client assignment you are a valued member of the Geotemps team. We care about your safety.

## Safety First

Geotemps, Inc. is sincerely interested in the employee's safety. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use personal protective equipment and safety devices provided by Geotemps and its clients.

Geotemps, Inc.'s employees are considered to be governed not only by this safety policy, *but also by that of the client to whom they are assigned, as well as any applicable Mine Safety Health Administration (MSHA) or Occupational Safety Health Administration (OSHA) safety training provided.* It is expected that employees will be given safety guidelines by their client supervisor and will be held to those standards as well.

Remember, you are governed by the rules laid out in this safety manual, as well as any safety guidelines established and maintained by the client to which you are currently assigned. In the event there is incongruence between rules or policies the stricter is the one to be followed.

## Safety Cards

Geotemps, Inc. will provide you a "safety card" at the time of hire. This card should be kept on your person while you are on the client site. It is a good item to keep in your wallet at all other times. In addition to having the numbers for calling-off, it has places for you to note who and how to communicate if there is an on-site safety concern or incident.

Completing your safety card should be done before the end of your first shift. If you have not been trained on the on-site incident reporting rules, **it is your responsibility to ask.** You should also make sure you know how to communicate with others in the event there is no cell service. Note if there is a radio, land line, or other methods of communication from your work site to another.

## Safety and Health Requirements

All employees will comply with the provisions of MSHA and/or OSHA. Therefore, any employee who knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policies, or is a

repeated safety or health offender, may have their assignment ended or be terminated from all future Geotemps, Inc. work. Grounds for immediate termination include, but are not limited to:

- Drinking alcohol and/or substance abuse prior to or during working hours.
- Fighting.
- Theft.
- Willful damage to property.
- Refusal or neglect to wear required personal protective equipment or safety gear designated by Geotemps, Inc. and/or the client.
- Removing and/or making inoperative safety guards on tools and equipment.
- Removing barriers and/or guardrails and not replacing them.
- Failure to follow recognized industry safe practices.
- Engaging in horseplay.
- Failure to notify Geotemps, Inc. and/or the client of a hazardous situation.
- Failure to notify Geotemps, Inc. and/or the client of ANY injury or near miss.

Employees will adhere to the following safety and accident related activities:

- Report all injuries as soon as safely possible to your site-supervisor **and** Geotemps, Inc.
- Notify your site-supervisor and Geotemps, Inc. should you become ill while on the job.
- Inform your site-supervisor and Geotemps, Inc. if you have a disability or physical handicap which will prevent or interfere with your ability to do your job with or without reasonable accommodation.
- Never move an injured or ill person, unless to prevent further immediate injury.

## **Accident and Incident Reporting**

It is important that you report all accidents and incidents (however slight) that result in injury, illness, or damage, to your site-supervisor and Geotemps, Inc. as soon as you are safely able. It is Geotemps, Inc. responsibility to investigate each incident. It is your responsibility to report and cooperate with all facets of an investigation.

The following must be completed for **ALL** accidents, incidents and near misses:

- Client report of incident form, supplied by your site-supervisor.
- Geotemps, Inc. report of incident form, supplied by your branch Staffing Manager.
- Any necessary Workers' Compensation reports or paperwork appropriate to the geographic location of the accident.
- You may also be required to submit to a post incident drug and alcohol screen.

## **First Aid and Medical Treatment**

If you have a work related injury or illness that requires professional medical assistance, notify your site-supervisor and Geotemps, Inc. *prior to* receiving this assistance. If you fail to notify your site-supervisor and Geotemps Inc., you may be ineligible for Workers' Compensation, benefits to pay for doctor's bills, and/or lost wages.

## **Non-Emergency Medical Treatment**

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your site-supervisor and Geotemps, Inc. as soon as possible.
- Complete the above noted post incident paperwork immediately.

## **Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

- Inform your site-supervisor and Geotemps, Inc. as soon as safely possible.
- Complete the above noted post incident paperwork as soon as safely possible.

## **Workers' Compensation**

Workers' compensation laws provide benefits to employees for lost wages and medical bills resulting from a work related injury or illness. The timing and issuance of Workers' Compensation benefits is dependent on the incident being reported and approved. Qualification for benefits is determined by the insurance company, not Geotemps, Inc. Payment of wages may be subject to periods of inability to work prior to qualification. In addition, wages are paid at a percentage of your working wage or salary.

Your responsibilities include:

- Making and keeping appointments.
- Following all doctors' instructions on and off the job.
- Maintaining good communication with your supervisor and your Geotemps' Staffing Manager.
- Fully cooperating with all instructions and requests you are given.

Geotemps is dedicated to obtaining medical attention and reaching resolution for ANY work related injury. It is important to be aware, however that reporting non-work related injuries is considered fraud and the charge is a felony. If you have an incident outside of work and are not fully fit to perform all of the duties of your job this should be addressed with your site-supervisor and Geotemps Staffing Manager prior to reporting to your scheduled shift.

## **Safety Rights and Responsibilities**

You have several important rights concerning safety which are protected by federal, state and local laws that you should be aware of. Along with these rights come important responsibilities for safety.

### **Your Safety Rights**

- The right to a safe workplace, free from recognized hazards.
- The right to request information on safety and health hazards in the workplace, precautions that may be taken and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with and the safety procedures to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts you or someone else in unnecessary danger of serious injury, or requires you to perform a task which you have not been previously trained to safely perform.

- The right to freedom from retaliation for demanding your safety rights.

## **Your Safety Responsibilities**

- Report all injuries and illnesses to your site-supervisor and Geotemps, Inc. no matter how minor.
- Always follow the safety rules for every task you perform.
- Choose the proper way to perform a task, avoiding short cuts no matter how harmless they appear.
- Use all required PPE such as hard hats, safety glasses, safety shoes and hearing protection.
- Report any hazards you see.
- Help your co-workers recognize unsafe actions or conditions they may cause.
- Be present to your duties and avoid task distractions.
- Be 100% fit for duty for every shift which you report.
- Ask about the safety rules you are not sure about.

## **Employee Safety Rules**

It is unrealistic to list or include all safety rules for all possible assignments and tasks. However, the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to perform. You should study and follow the rules provided in this handbook, and ask your supervisor for additional rules and training when asked to do a task with which you are not familiar or this booklet does not cover. Please note: failure to follow safety rules and/or safe practices may result in disciplinary action, up to and potentially including termination.

The Client/Site Safety Manager should provide site specific task training for carrying out the duties of the position, while recognizing and managing fatigue and distractions.

- The Client/Site Safety Manager may provide training to workers operating specialized motor vehicles or equipment.
- The Client/Site Safety Manager should emphasize to workers the need to follow safe operating practices and equipment manufacture operating manual recommendations.

## **General Safety Rules**

- Read and follow safety notices and other posted or disseminated information.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help fellow employees when they ask for assistance or when assistance is needed for their safety.
- Never participate in “horseplay”. Injuries resulting from horseplay may not be covered by Workers’ Compensation.
- Clean up non-hazardous spills immediately.
- Report hazardous spills or potentially hazardous spills to your Site Safety Manager immediately.
- Wear disposable, waterproof gloves when you expect to come into direct hand contact with body fluids due to accident or injury. Gloves used for this purpose shall be put in a plastic bag or lined trash can, secured, and disposed of daily. Hands should always be thoroughly washed after gloves are removed, even if the gloves appear to be intact.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.

- Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, steel toed boots, hard hats, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled substances before or during work. Prescription medication should only be used at work with your doctor's approval. Any medication(s) with warnings that list or suggest side effects that impair or impact the ability to safely perform your duties must be reported to your site-supervisor and your Geotemps branch Staffing Manager. Do note: Geotemps Inc. Corporate policy includes both random and reasonable suspicion drug screening.
- Maintain constant worksite and environmental awareness, including but not limited to: stability of work surface and footing, ventilation, lighting, weather changes, severity of hot or cold working conditions.

## **Fire Safety**

- Report all fire hazards to your site-supervisor immediately.
- Firefighting equipment shall be used only for firefighting purposes.
- Smoke in designated outside areas only.
- Do not block off access to firefighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire; your first consideration must be the safety of all persons, before attention is directed to the protection of property.
- In the event of a fire; or other hazard, which warrants evacuation of the workplace; follow the client's procedures for Emergency Evacuation and assemble in designated area.
- Immediately change any clothes if they become soaked with oil, gasoline, paint thinner or any other flammable liquid.
- Know how to report a fire and how to turn on a fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.

## **Fire Prevention**

- Dispose of trash in the appropriate containers, keeping all work areas clean and free of combustible debris.
- Do not allow trash, discarded or scrap materials to accumulate.
- Fire extinguishers are strategically placed throughout the facility.
- Portable fire extinguishers or other suitable means of extinguishments (fire barrels with buckets or hand hose lines with nozzle) will be provided for all structures under construction.
- Portable fire extinguishers will be made immediately available during welding, cutting, brazing, soldering, or other hot work operations, which involve open flames.
- Portable fire extinguishers are intended for use on small or early-stage fires only.
- Do not attempt to use a fire extinguisher unless you have received training.
- Do not use damaged electrical cords, e.g. those with missing ground pins, pulled stress relief, torn/cut/worn insulation, bare wires visible, etc.
- DO NOT BLOCK electrical distribution panels, fire extinguishers or fire protection systems.
- DO NOT BLOCK aisles, passageways, exit doors or exit routes.

- Smoking is prohibited within 50 feet of flammable liquid storage and wood framed structures during construction. Violators are subject to citations and fines by local regulatory agency officials.
- Do not use flame or spark producing tools within 50 feet of flammable or combustible liquids.
- Flammable and combustible liquids, in quantities greater than one (1) gallon shall be stored in and dispensed from approved safety cans. (Metal, self-closing nozzle, spark arrested and pop off provisioned two (2) to five (5) gallon cans.)
- Flammable and combustible liquid containers used for above ground storage and dispensing of five (5) gallon quantities or more shall be:
  1. Clearly marked (Hazard Communication Program) (Flammable, Combustible, Gasoline, Diesel).
  2. Stored not less than 20 feet from any building or flammable gas storage.
  3. Stored in areas free of weeds, trash or combustible debris.
  4. Stored at least 50 feet from sources of open flames.
  5. Provided with warning signage to prevent smoking or the use of open flames within 50 feet.
  6. Diked or provided with spill diversion to secondary containment.
  7. Provided with bonding to prevent static spark during dispensing operations.
  8. Provided with a 20 B fire extinguisher, not less than 25 feet nor more than 75 feet from the tank.
- Barricades or other means of routing vehicle traffic will be utilized to prevent accidental contact or impact with flammable and combustible liquid storage containers, pumps, lines, etc.

### **Hand Tools, Machines and Equipment Safety Rules**

- All tools used on the job will be inspected prior to use. Tools with damaged or missing components, damaged electrical cords, or missing ground pins (single insulated only) will be removed from service until repaired.
- Guards over moving or cutting components will not be removed or tied back. No exceptions.
- Employees will not operate powder-actuated tools (Hilti, Ramset, etc.) unless they have had training and training has been properly documented.
- Compressed air will not be used for cleaning unless air pressure has been regulated to a minimum of 30 PSI.
- Compressed air will not be used to clean ones self.
- Blow nozzles for compressed air will be equipped with dead end relief (vented tip).
- All guards around chains, belts and pulleys and other moving parts will be in place prior to starting equipment.
- Air compressors used for pneumatic tools (nail guns, etc.) will be regulated to a pressure not to exceed the tool manufacturer's recommendations.
- Eye protection will be worn by both those performing any cutting, grinding, chipping or other operations that may produce flying debris as well as those in the immediate area.

### **Ladder Safety Rules**

- Ladders used by employees will be inspected prior to use. Ladders with damaged components will be taken out of service.
- Ladders include both free standing traditional ladders as well as affixed ladders like those found on equipment, storage vessels, etc...

- Employees will not stand on the top or top step of a stepladder at any time.
- Never have more than one person on a ladder at a time.
- Metal ladders will not be used while working on or near electrical components.
- Portable ladders will be placed in such a way that the side rails extend a minimum of 36 inches above the landing point.
- When ascending or descending a ladder, always maintain three (3) points of contact. E.g. two (2) feet and one hand.
- Avoid carrying items whenever possible while ascending or descending a ladder.
- Ladders used for access to a higher level will be secured to the landing point.
- Employees will not descend a ladder facing away from it.
- The area around the landing point and the bottom of a ladder will be clear of obstructions, trash and debris.

### **Electrical Safety Rules**

- All tools, equipment and systems (with the exception of double insulated tools, and temporary lighting systems that do not incorporate metal lamp holders) must be grounded at all times. Grounds on tools, cords, and equipment must be inspected prior to each use. Cords missing a ground pin shall not be used!
- At no time will the client require the employee to make unauthorized modifications to power panels or circuits.
- Frayed, cut or damaged extension cords or tool cords will not be used.
- Electrical boxes with outlets attached to the end of an extension cord will not be used in exterior locations.
- Electrical switches and receptacle boxes with broken or missing covers must not be used. Report them to your supervisor as soon as you observe them.
- String-type temporary lighting circuits must have a guard over all bulbs.
- Special precautions must be taken when working around, above or below power transmission lines.
- Metal ladders must not be used when working near or on energized electrical equipment.
- When Ground Fault Circuit Interrupters (GFCI's) are provided on electrical circuits, they must be functionally tested prior to use. Tampering with GFCI's is strictly prohibited.
- Temporary power in construction areas require GFCI protection on all 110/220 volt circuits.
- Cracked or worn boot soles should be replaced immediately to avoid potential shock, arcing or electrocution.

### **Personal Protective Equipment**

- Approved eye protection (safety glasses with side shields, goggles, etc.) must be worn at all times when assigned certain job classifications and/or specific tasks. It is important to check with your supervisor to assure compliance.
- Follow the work site rules regarding appropriate footwear.
- Wear protective clothing and equipment as required by your job classification to protect against hazards at hand. These include, but are not limited to, hard hats, steel toed shoes, gloves, safety harnesses, ear plugs, etc. Check with your Geotemps Staffing Manager in the event of job classification and/or task questions or concerns.
- Inspect your PPE each and every time you use it. Replace worn, damaged, expired or outdated PPE.

## **Material Handling Safety Rules**

- When lifting, lift properly. Keep your back straight, stand close to the load, and use your leg muscles to do the lifting. Keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled dolly, or ask for assistance from another a co-worker.
- Inspect the object you are going to lift for sharp corners, nails, black widow spiders, or other things that may cause injury. Use gloves when handling rough or sharp materials.

## **Five Simple Steps for Safe Lifting**

1. Plan Ahead - Use assistive devices such as dollies or hoists if necessary and ask for help if needed.
2. Position - Stand close to the object, feet shoulder width apart, and ensure that you have firm footing.
3. Lifting - Bend at the knees, keeping your back in an upright position, get close to the object, and grasp it with a firm grip.
4. Raising the Object - Slowly straighten your legs keeping the object close to your body, until you reach an upright position.
5. Lifting Obstacles - When turning, turn with your feet and not with your back. Always ask for help if the object is too heavy or large.

## **Slip, Trip and Fall Prevention**

- Always wear appropriate footwear for your working conditions. Ensure traction is not compromised.
- Immediately clean up spills of wet or dry materials.
- Post a caution sign in areas where immediate mitigation of slip hazards is impossible.
- Remove ice from walkways or provide adequate traction with sand or gravel.
- Avoid placing hoses or cords across walkways. Post a caution sign if no alternative is available.
- Visually inspect walkways for slip or trip hazards. Pay attention to your surroundings. Remedy hazards immediately.

## **Housekeeping**

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so material will not fall if bumped. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all non-hazardous spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- Use ashtrays for disposing of cigar or cigarette butts. Do not throw butts on the floor.

## **Equipment Operations**

Some client work locations are not closed environments. Preventing work-related equipment accidents requires strategies that combine basic operational safety principles and sound safety management practices. Although Geotemps, Inc. cannot control all working conditions, we strive to promote safe

behavior by providing general safety information to workers and by supporting our clients' efforts to set and enforce specific operator safety policies.

## **Policies**

The client/site Safety Manager should set and enforce a comprehensive operator safety policy.

- The Client/Site Safety Manager should enforce mandatory seat belt use.
- Geotemps, Inc. employees must not conduct business on a cell phone while operating equipment.

## **Driver Performance**

- Geotemps, Inc. and our clients require that workers assigned to operate equipment on the job have a valid driver's license and one that is appropriate for the type of vehicle to be operated/driven.
- Geotemps, Inc. may check driving records of prospective employees, and perform periodic rechecks after hiring to maintain a safe working environment.
- Geotemps, Inc. will check and maintain complete and accurate records of workers' operating performance while on assignment.
- Note: These are general safety guidelines. The Client/Site Safety Manager should provide you with specific training and safety standards for individual vehicle types. Examples of equipment may be found below.

## **Common Equipment**

Listed below is a selection of general equipment which a Geotemps, Inc. employee *may* be hired to safely operate. Employees should coordinate with the client/site Safety Manager to review all safety procedures, guidelines and instructions while operating or working near this equipment. This list is not comprehensive.

- Aerial work platforms, hydraulic or electric truck or carrier mounted
- Aggregate spreaders
- All terrain vehicles
- Asphalt plants, including travel-mix type
- Automobile wrecker hoists
- Backfillers, self-propelled
- Backhoes
- Ballast distributors (railway track equipment)
- Batching plants, bituminous
- Batching plants, for aggregate concrete and bulk cement
- Blades for graders, scrapers, dozers, and snowplows
- Breakers, paving
- Buckets, excavating: e.g., clamshell, concrete, dragline, drag scraper,
- Bulldozers, construction
- Carriers, crane
- Chip spreaders, self-propelled
- Chippers, commercial: brush, limb, and log
- Concrete buggies, powered
- Concrete grouting equipment
- Concrete gunning equipment
- Concrete plants
- Construction machinery, except mining
- Cranes, construction
- Cranes, except industrial plant
- Crushers, mineral: portable
- Derricks, except oil and gas field
- Distributors (construction machinery)
- Ditchers, ladder: vertical boom or wheel
- Dozers, tractor mounted: material moving
- Draglines, powered
- Drags, road (construction and road maintenance equipment)
- Dredging machinery
- Excavators: e.g., cable, clamshell, crane, derrick, dragline, power
- Extractors, piling
- Finishers and spreaders, construction

- Finishers, concrete and bituminous: powered
- Grader attachments, elevating
- Graders, road (construction machinery)
- Grapples: rock, wood, etc.
- Grinders, stone: portable
- Hammer mills (rock and ore crushing machines), portable
- Hammers, pile driving
- Line markers, self-propelled
- Locomotive cranes
- Log splitters
- Logging equipment
- Mixers: e.g., concrete, ore, sand, slag, plaster, mortar, bituminous
- Mortar mixers
- Mud jacks
- Pavers
- Pile driving equipment
- Planers, bituminous
- Plaster mixers
- Plows, construction: excavating and grading
- Post hole diggers, powered
- Power cranes, draglines, and shovels
- Pulverizers, stone: portable
- Railway track equipment: e.g., rail layers, ballast distributors
- Rakes, land clearing: mechanical
- Road construction and maintenance machinery
- Rock crushing machinery, portable
- Rollers, sheepsfoot and vibratory
- Sand mixers
- Scarifiers, road
- Scrapers, construction
- Screeds and screeding machines
- Screeners, portable
- Shovel loaders
- Shovels, power
- Silos, cement (batch plant)
- Slag mixers
- Snowplow attachments
- Snowmachines or snowmobiles
- Soil compactors: vibratory
- Spreaders and finishers, construction
- Subgraders, construction equipment
- Subsoiler attachments, tractor-mounts
- Surfacers, concrete grinding
- Tampers, powered
- Tamping equipment, rail
- Teeth, bucket and scarifier
- Tracked transport vehicles
- Tractors, construction
- Tractors, crawler
- Tractors, tracklaying
- Trenching machines
- Trucks, off-highway, including Haul Trucks and Haul Packs
- Vibrators for concrete construction
- Wellpoint systems
- Winches, all types
- Work platforms, elevated

In addition to operator equipment listed above, Geotemps employees will likely encounter large scale production equipment. Employees should again coordinate with the client/site Safety Manager to review all safety procedures, guidelines and instructions while operating or working near this equipment. This list is not comprehensive.

- Amalgamators (metallurgical and mining machinery)
- Auger mining equipment
- Bits, rock: except oil and gas field tools
- Cages, mine shaft
- Car dumpers, mining
- Clarifying machinery, mineral
- Classifiers, metallurgical and mining
- Cleaning machinery, mineral
- Coal breakers, cutters, and pulverizers
- Concentration machinery (metallurgical and mining)
- Crushers, mineral: stationary
- Drills, core

- Drills and drilling equipment, mining: except oil and gas field
- Drills, rock: portable
- Feeders, ore and aggregate
- Flotation machinery (mining machinery)
- Grinders, stone: stationary
- Hammer mills (rock and ore crushing machines), stationary
- Loading machines, underground: mobile
- Mining cars and trucks (dollies)
- Mining equipment, except oil and gas field: rebuilding on a factory
- Mining machinery and equipment except oil and gas field
- Ore crushing, washing, screening, and loading machinery
- Pellet mills (mining machinery)
- Pulverizers, stone: stationary
- Scraper loaders, underground
- Screeners, stationary
- Sedimentation machinery, mineral
- Separating machinery, mineral
- Shuttle cars, underground
- Stamping mill mining machinery
- Washers, aggregate and sand: stationary type

### **Vehicle and Equipment Safety Rules**

It is expected that all Geotemps, Inc. employees adhere to the safe operational guidelines provided specific to all light duty, heavy, or industrial equipment encountered.

- Seat belts will be worn on all vehicles and equipment in which they are installed.
- Vehicles will be operated within the requirements of all traffic rules and laws.
- An inspection shall be performed prior to use.
- Forklifts/equipment with an obstructed rearview and/or working in areas with pedestrian traffic will be equipped with an audible back up alarm.
- Employees will not be elevated on the forks of a forklift.
- Riders are not permitted on forklifts or other heavy equipment.
- Only designated, authorized and qualified individuals shall be permitted to operate or service heavy equipment and/or company vehicles.
- At no time shall an employee operate a piece of equipment in an unsafe condition and / or manner.
- Split rim or multi-piece rims will not be inflated.
- Employees will not crawl beneath equipment for any reason, unless they are trained and authorized to do so.
- Whenever practical, a helper (spotter) will be used while backing vehicles.
- Employees will follow site-specific protocols for communicating that they are starting, moving a vehicle forward or backward.
- Employees must be aware and report operational fatigue.
- Employees must avoid in-vehicle distractions.

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

Geotemps, Inc. is dedicated to helping provide a safe and healthy assignment workplace. All employees are expected to do their part to achieve this goal. One way employees can do their part is by using proper PPE.

Client and employees are independently responsible for assessing the workplace to determine if hazards are present, or likely to be present, which necessitate use of PPE. If such hazards are present, or likely to be present, the employer shall:

1. Select and have employees use PPE that will protect the affected (or potentially affected) employee.
2. Communicate the selection decisions to each affected employee.
3. Select PPE that properly fits each affected employee.
4. Enforce the use of task specific PPE.

The client will certify (document) the hazard assessment has been performed;

- Identify the workplace evaluated, the person certifying, the date(s) of the assessment(s), and identify the document as a certification of hazard assessment.

Defective or damaged PPE shall not be used.

PPE items and requirements include, but are not limited to those items below:

### **Protective Headwear**

Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved hard hat that meets the requirements of the Mine Safety Health Administration (MSHA) or Occupational Safety Health Administration (OSHA). Worksite, job hazards and environment dictate the appropriate type of protective headwear.

Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hard hat immediately.

### **Protective Eyewear**

When there is an exposure to the eyes from flying objects, glare or liquids, protective eyewear is required. Protective eyewear is an approved safety eye protector or safety goggle, which meets the standards of the American National Standards Institute (ANSI Z87.1-1968). Worksite, job hazards and environment dictate the appropriate type of protective eyewear.

### **Respiratory Protection**

When there is the potential of exposure to airborne nuisance, dust or particles appropriate respiratory protection is required. It is important to identify with the client/site Safety Manager which is the appropriate PPE for the area. Respirators and dusk masks are not necessarily interchangeable. Filtering face-piece (dust mask): a negative pressure particulate respirator with a filter as an integral part of the face-piece or with the entire face-piece composed of the filtering medium.

- Employees may be required to submit to a respirator fit test prior to start of some assignments. Fit tests that require no facial hair during the test require no facial hair for ongoing use.
- Employees may be required to submit to a pulmonary function test prior to the start and in an ongoing fashion for some assignments.

### **Protective Gloves**

When there is potential injury to the hands, protective gloves are required. It is important to choose the appropriate glove for the task. Some glove-worthy activities include:

- Construction type work gloves are required for, but not limited to, employees that have an opportunity of cutting, pinching, hitting, or burning their hands.
- Chemical resistive gloves are required for, but not limited to, employees that have an opportunity of spilling hazardous chemicals or corrosive material onto their hands.
- Non-conductive gloves should be used for some electrical work.

### **Back Supports**

When employees are exposed to heavy or repetitive lifting, back support devices should be requested and worn. A back support does NOT mean you are capable of lifting more than without one. They are designed to simply *support* proper lifting technique.

### **Training**

The client shall provide training to each employee who is required to use PPE. It is recommended that verification and written certification including name(s) of employee(s) trained, date(s) of training and identification of PPE records be kept by the client/site Safety Manager.

- When PPE is necessary.
- Which PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of specific PPE.
- The proper care, maintenance, useful life and disposal of specific PPE.

Each affected employee shall demonstrate an understanding of the training and ability to use PPE properly before being assigned the work that requires the PPE. Employees must be retrained when they no longer exhibit an understanding of the initial training and/or changes in the types of PPE render previous training obsolete.

- Geotemps Strongly discourages the use of employee owned PPE being used at a client's facility.

## **Hazard Prevention and Control**

As outlined in this section, Geotemps, Inc. shall undertake to support client efforts to correct or control potential hazards in a timely manner.

Geotemps, Inc. seeks to assist on-site implementation of methods to eliminate any hazard or potential hazard, and will support implementation of procedures for safe work. Geotemps suggests that safe work be accomplished through training, correction of unsafe performance or work environment, and compliance through the disciplinary system.

### **Identified Safety and Health Concerns**

All identified potential workplace safety and health hazards should be reported to an on-site-supervisor immediately. Situations that are unsafe or pose a safety or health hazard should be reviewed and reported to an on-site-supervisor for possible corrective action immediately.

## **Machinery Tag Out Program:**

This policy and procedure refers to the minimum requirements for a Machinery Tag Out Program. Such a program governs lock out and/or tag out procedures to be used to verify that equipment or machines are isolated from all potentially hazardous energy. Under such a program, machinery is to be locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury.

Please refer to your client/site Safety Manager for clients' specific Lock Out/Tag Out policies.

## **Training and Communication**

The client shall provide training to ensure that the purpose and function of the energy control program are understood by the employee and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employee. The training shall include the following:

- Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- Each affected employee shall be instructed in the purpose and use of the energy control procedure.
- Any employee whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize equipment which are locked out or tagged out.

## **Tag Out System Use**

When a Tag Out systems is in use, employees shall also be trained in the following limitations of tags:

- Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it. It is never to be bypassed, ignored, or otherwise defeated.
- In order to be effective, tags must be legible and understandable by all authorized employee, affected employee, and all other employee whose work operations are or may be in the area.
- Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the specific workplace.
- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

## **On-site Emergency Action Plan**

When faced with an emergency situation on site, please refer to the client's procedures on how to act. Examples of an emergency are fire, tornado, earthquake, and bomb threat. The procedures should cover the following topics:

- Fire Reporting and Response
- Robbery

- Tornado or Earthquake Preparation and Emergency
- Bomb Threat
- First Aid
- Hazardous Material Spill
- Emergency or non Emergency Evacuation

## **MSHA/OSHA Inspection Guidelines**

MSHA and OSHA are both authorized to conduct workplace inspections to determine whether employees are complying with standards issued by the applicable agency for safe and healthful workplaces. Many states have their own occupational safety and health programs and regularly inspect workplaces. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons:

- Imminent Danger Situations – any condition where there is reasonable danger that a situation exists that can be expected to immediately cause death or serious harm.
- Catastrophes and Fatal Accidents – investigation of fatalities and accidents resulting in the hospitalization of 3 or more employees. Such catastrophes must be reported to OSHA within 8 hours.
- Employee complaints.
- Programmed Inspections – based on injury rates, previous citation history, and employee exposure to toxic substances or random computerized selection.

Listed below are some general guidelines for a workplace inspection from either agency. Remember that the inspectors represent state or government agencies. You must comply with their requests and not hinder their inspection in any way. Good rules to follow include:

- Carry required MSHA or OSHA documentation on you at all times while working. This includes specific training cards such as the Part 48 MSHA training certificate or the OSHA Hazwoper certificate.
- Comply with an OSHA or MSHA inspectors requests fully.
- Always carry and wear all PPE required by MSHA, OSHA and your site supervisor for your position. If you are found to be out of compliance for required protective gear, you could receive a substantial fine from MSHA and/or OSHA as well as face discipline from the client and Geotemps.

The Geotemps, Inc. policy is to demonstrate a “good faith” effort to comply with all MSHA and OSHA standards and any health and safety issues raised in an MSHA or OSHA compliance inspection.

## **Drug and Alcohol Policy - Introduction**

In compliance with the Drug-Free Workplace Act of 1988, Geotemps, Inc. has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the communities in which we operate. Alcohol and drug abuse pose a threat to the health and safety of Geotemps employees and Clients. For this reason, Geotemps is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

## Work Rules

1. Whenever employees are working, are operating any Geotemps or a client vehicle, are present on Geotemps or its client's premises, or are conducting Company related work off-site, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy;
  - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company/client business or while in a company/client facility, is prohibited.
3. Geotemps, Inc. will also not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
5. Geotemps, Inc. employees are also subject to the rules and inspections of any drug and alcohol policy of a client to which they are assigned.

## Required Testing

### **Pre-employment:**

All candidates who accept a position are subject to a post-offer/pre-employment drug screen. At a minimum, this will be a ten (10) panel non-DOT regulated urine analysis. Geotemps, Inc. reserves the right based on client company requirements and/or regulations governing the assignment to require a more stringent test. Refusal to submit to testing will result in renegeing the offer of temporary employment and potential disqualification of further employment consideration.

### **Reasonable Suspicion:**

Employees are subject to testing based upon (but not limited to) observations of apparent workplace use, possession or impairment. *Under no circumstances will the employee be allowed to drive themselves to a testing facility. A member of supervision/management must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.*

### **Post-accident:**

Employees are subject to testing when they cause, contribute to or are a party to accidents that damage Geotemps or its client's vehicles, machinery, equipment, property and/or result in an injury to themselves or another employee requiring medical attention.

### **Follow-up:**

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending upon the circumstances and the employee's work history/record,

Geotemps may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms.

## Collection and Testing Procedures

For Pre-employment testing, employees are responsible for transporting themselves to and from the testing facility in a timely fashion based on the requests of the Geotemps Branch Staff. For random, reasonable suspicion and post incident testing, employees shall be transported to a Geotemps designated facility and directed to provide breath or urine specimens. All Specimens shall be tested by trained technicians using federally approved testing devices capable of producing printed results that identify the employee. However, in a field situation a field test may be administered by a client identified staff person. Should a field test return a positive result and the employee deny use, the employee must as soon as safely possible submit to a laboratory managed test.

If an employee's breath-alcohol concentration is .04 or more, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the Company's discretion. For purposes of this Policy, test results generated by law enforcement or medical providers while employees are on-the-clock and/or in route to or from a shift may be considered by the Company as work rule violations.

All urine analysis specimens will be collected in an unobserved scenario unless they appear to be submitting altered, adulterated, out of temp or substitute specimens. Should reasonable suspicion indicate an altered, adulterated, out of temp or substitute specimen the employee will be given the option to retest in an observed setting and at their own cost. The choice to not retest may result in discipline up to and including termination of assignment and possible disqualification for future employment.

When in a laboratory setting, the laboratory shall screen all specimens and confirm all positive screens. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit all positive drug test results to a Medical Review Officer ("MRO") identified by either the laboratory or Geotemps, Inc. as well as Geotemps officials. The MRO shall offer persons with positive results a reasonable opportunity to rebut or explain the results.

## Consequences

- Applicants who refuse to cooperate in a drug test or who test positive may not be hired and may not be allowed to re-apply/re-test in the future.
- Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested yet are believed to be impaired, under no circumstances will the employee be allowed to transport themselves from the site.
- The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

- Geotemps reserves the right to disallow any future placement of an individual who tests positively for illegal drugs or non-prescribed medications.
- In a post incident situation, employees will be paid for time spent in alcohol/drug testing facilities and then suspended without pay pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting may include a member of management/supervision and corporate Human Resources. Only if the results prove to be negative **AND** the incident investigation finds no fault with the suspended employee will the employee receive back pay for the times/days of suspension based on the employee's customary schedule.

## Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential to the extent required by law. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

## Definitions

### Company Premises

Includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Geotemps, Inc. and/or Client Companies as well as any site Geotemps, Inc. or its Client Companies are conducting business.

### Illegal Drug

A substance whose use or possession is controlled by federal law but is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

### Refuse to Cooperate

To obstruct the collection or testing process; to submit an altered, adulterated, out of temp or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation **prior** to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

### Under the Influence

An alcohol concentration equal to or greater than .04 BAC, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

A confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

## **Conclusion**

At Geotemps, Inc. we pride ourselves on promoting and where possible maintaining a safe work environment for employees and clients alike. At no time should any Geotemps employee feel that their safety is compromised. By establishing clear and concise minimum safety standards and expectations as well as a drug free workplace, Geotemps, Inc. strives to protect the considerable investment that we have made in our most valuable resource – our employees.

By accepting a position of employment with Geotemps, Inc., it is expected that you will not only adhere to all provided safety guidelines and the Drug and Alcohol Policy, but that you will enter the workplace demonstrating an attitude of enthusiasm for safety and a body and mind fit for duty. With your help, we will continue our three decade tradition of excellent service to our clients, employees, and industry - while promoting *a strong and necessary culture of safety*.

## **Footnote**

*This handbook is not intended to replace on-site Client Safety Programs and policies, nor replace aforementioned MSHA or OSHA Safety Training – it is instead intended to appropriately complement such existing Safety Programs when provided or mandated. Geotemps, Inc., assumes no responsibility or liability for the safety programs, policies or training performed by its clients, nor does it warranty the efficacy or appropriateness of those safety programs, policies or training. Further, Geotemps, Inc., requests disclosure and copies of any client safety policies and/or policy and program updates in order to properly maintain safe on-site work environment established by its clients for the benefit of client and Geotemps, Inc. personnel.*

## Policy/Program Acknowledgment (Read)

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**Name (Printed)**

*By signing this acknowledgment I am certifying that I have read and understand the Employee Safety Manual & Drug and Alcohol Policy. I am agreeing to all terms and responsibilities within.*

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**Signature**

**Date**

(Remove and retain this sheet indefinitely in the employee's personnel file)