

**ENVIRONMENTAL HEALTH AND SAFETY
(EHS) HANDBOOK**

**POLICIES
&
PROCEDURES**

ALL STAR I & E INC.



May 2014



WELCOME STATEMENT



Bill Stolte
President



Ken Stolte
Vice President

Welcome to All Star I & E Inc. It is frequently true that the first few days at a new job are perhaps the most difficult. To make your new life easier with respect to your working environment, your supervisor will arrange an introductory tour so that you may meet your fellow workers. To you, our friends, who have been working with us, we thank you for your safe attitude and we urge you to keep up this good practice as we strive to make a better and safer workplace.

All Star has specific policies regarding company safety that affect each employee and applies to all employees. This handbook shall be made available to each employee. In this handbook, All Star I & E, Inc. is referred to as “the Company”, “All Star I & E”, and/or “All Star”. The policies may be revised from time to time and the Company will notify employees of such changes. If you believe a policy has become outdated or is adversely affecting employee performance or Company productivity, advise your supervisor. Additionally, supervisors are encouraged to call attention to circumstances that should be considered for inclusion in revised handbook.

Employees are required to comply with all safety rules and regulations. Failure to do so will result in disciplinary action and could result in a reduction in or loss of Workers’ Compensation benefits if an accident resulting from failure to comply with written safety rules occurs. If you have any questions concerning your job requirements, contact your supervisor. A safety handbook is provided to each employee.

If you are injured, even slightly, or suspect you have injured yourself, you must report this to your supervisor immediately. The supervisor will see that you get first aid or, in case of a more serious injury, medical attention. Then, he/she shall assist you to complete the Rapid Event Notice (REN). You are also expected to call a stop every time you observe a hazardous situation.

NOTE: To be in compliance with our Drug and Alcohol Policy, a drug/alcohol screen is required when going for treatment of any on the job injury that requires medical treatment.

To be eligible for Workers’ Compensation benefits, you must be examined and treated by a qualified physician. Report your injury to your supervisor who in turn will fill out the necessary forms and submit them to our Workers’ Compensation Insurance carrier. These forms must be filed within 24 hours of the time of the accident to the Company’s Workers’ Compensation carrier.



REVISION

Revision #	Implemented By	Revision Date	Approved By	Approval Date	Reason
3.0	<i>Ayuketambi Akohachere</i>	<i>05/02/2014</i>			<i>Annual Review</i>



POLICY STATEMENT

All Star I & E Inc. is committed to:

- Ensuring a safe working environment for its employees;
- Using environment friendly technologies in the execution of its activities;
- Developing a systematic approach to EHS management designed to ensure compliance with the legislation;
- An efficient use of materials and energy in the provision of our services;
- Undertaking our services in a socially responsible manner;
- Continuously improving our EHS performance through set targets, appraisals, performance reporting and reward accordingly;
- Upholding EHS principles no matter how critical business activity seems to be;
- Promoting an EHS culture in which employee involvement is optimal;
- Ensuring all our subcontractors shall abide by our EHS policy;

A handwritten signature in blue ink that reads "William E. Stolte".

William Stolte
President



AUTHORITY AND ACCOUNTABILITY

All Star I & E Inc. accepts the responsibility for providing resources and guidance for the development and implementation of the safety and health program.

The Safety Manager is responsible and will be held accountable for the overall implementation of the working plan. He has the authority to delegate any or all portions of the plan to subordinates but will be held responsible for the performance of the plan. He also has the authority to approve or carry out disciplinary actions against those that violate policies, procedures or rules.

He is responsible and will be held accountable to ensure that all employees follow all safety and health policies, procedures and rules established by the company. He is also responsible for administering safety training and guidance to employees. He has the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the company.

Employees are responsible and held accountable for providing this company with a commitment to the safety and health program, abiding by the policies, procedures and rules set forth by the program and becoming actively involved in the program to assist in providing a safe and healthy workplace for all involved.

Subcontractors that provide or perform services for All Star at any location are responsible for ensuring all employees and services provided by employees are performed and delivered in a manner that is consistent with our commitment to safety and health. The EHS Handbook will be made available for review to all subcontractors.



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PURPOSE

The EHS handbook is designed to comply with the standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards (1926 and 1910) and EPA environmental guidelines shall be available to all employees for use and reference. These standards are available in the main office, Safety Manager's office and will be sent to the jobsite on request.

Compliance with the EHS handbook and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the Safety Manager with other managers and supervisors sharing in this responsibility as well.

SCOPE OF APPLICATION

The EHS handbook applies to all employees of All Star regardless of position within the company. The safety rules contained herein shall apply to all subcontractors and anyone who is on a company project.

Every employee is expected to comply with this EHS Policy, as well as OSHA Health and Safety Standards.



RESPONSIBILITIES

Supervisors (Managers, Superintendents, Foremen etc.)

- A supervisor shall be anyone who is responsible over an employee or groups of employees.
- Ensure proper communication of EHS rules to employees and any contractor personnel.
- Ensure that employees and contractors have all necessary and appropriate resources and training to safely perform their jobs.
- Promptly correct any discovered unsafe conditions.
- Conduct routine safety and environmental inspections.
- Investigate all injuries, incidents and near misses.
- Document and keep regular safety and environmental meetings.

Employees

- Comply fully with all published safety standards, work rules and regulations during the execution of their job.
- Report all injuries, incidents and near misses immediately to a Supervisor, to the Safety Manager or main office.
- Assist in any incident investigation when required.
- Actively participate in safety meetings.
- Review and understand the contents of this handbook and subsequent safety publications.

Contractor/Subcontractors

- Ensure that their employees are trained in All Star EHS rules and safe work practices.
- Ensure that their employees are in compliance with All Star rules, as well as federal, state and local regulations.
- Report all injuries, incidents, and near misses immediately to supervisors, Safety Manager, or the main office.
- Hold pre-job meetings and other safety meetings during the job.
- Only operate any All Star I & E equipment with proper training and authorization.



Safety Committee

The safety committee is created as an extension of the safety management team. The key role of the committee is to deliberate and propose a best practice on any issue that may not have a clearly defined industry standard. They shall comply with all existing regulations and abide by it.

They shall be made up of six (6) members. The members shall constitute:

- The Safety Manager
- One (1) Operational Manager
- One (1) Superintendent
- One (1) Foreman
- Two (2) regular employees



EMPLOYEE INVOLVEMENT

Management encourages employee involvement in each part of the implementation process for the ongoing safety and health program. We solicit this involvement by affording each employee an opportunity to participate and be responsible for implementation of the safety program for their respective areas.

Safety Meetings

All Star shall maintain accurate records of all meetings (safety, management or other supervisory actions) associated with the EHS program of the company. The records shall include the date, speakers' name, list of attendees and their functions, topics discussed and any actions or corrective measures suggested. This ensures that EHS decisions are implemented and the results are tracked.

Reporting of Hazards and Unsafe Conditions

All Star I & E is committed to providing a safe workplace to its workers through early detection and identification of hazardous conditions and unsafe practices. Once hazards have been identified, they shall constitute an action plan with corrective actions, reasonable deadlines and a responsible person. All lead men shall conduct a Work Site Inspection (WSI) on their daily assigned work locations and personnel. All operational managers shall conduct five (5) WSI each month.

Daily Site Inspection

All lead men shall conduct one (1) WSI daily, on the job they lead. They shall document any safety hazards or potential safety hazards found and propose corrective actions and responsible persons. Where the hazard potential is high, a **STOP** shall be called and work shall only proceed after the corrective actions to eliminate the hazard(s) have been undertaken.

Every worker shall call at least one (1) STOP per week. Every employee is free to call a stop at any time or anywhere they feel the activity or conditions' surrounding the activity is unsafe.

Quarterly Site Inspection

The Safety Manager shall conduct a comprehensive inspection of the entire yard(s) or service location once every quarter, document any safety or potential safety concern, and shall propose corrective actions. These corrective actions shall be assigned deadlines and responsible persons to correct them. The results shall be used to eliminate/control hazards, further investigate hazards, and permit the revision of the WSI, JSA, safety handbook and review overall annual effectiveness of our Safety Management System (SMS).

Change of Personnel, Equipment or Work Process/Methodology

The supervisor in charge during a crew or equipment change is responsible for observing the change(s) and identifying safety issues arising from the change. He shall be assisted by the Safety Manager if necessary. They shall make recommendations to eliminate, control or curb any hazards that may be created by the change.

Job Safety Analysis (JSA): See section on risk analysis.

Safety Records



An effective safety program relies extensively on the safety records. In order to achieve such a program, All Star I & E shall maintain records, electronic and hard copies. These records provide the ability of reviewing and identifying loopholes and trends in our safety program. It is also an essential tool in tracking safety performance.

OSHA Recordkeeping

All Star I & E shall maintain records of all work related injuries and illnesses of its employees using the following forms:

- OSHA 300, Log of Work-Related Injuries and Illnesses
- OSHA 301, Injuries and Illnesses Incident Report or equivalent
- OSHA 300A, Summary of Work-Related Injuries and Illnesses
- Record of first aid or other non-recordable accidents/incidents on the REN

These forms are kept in the main office and can be made available upon request by the site in the event of an inspection by OSHA. The information is maintained or updated within seven (7) calendar days of the occurrence of a recordable incident/accident. Even if the incident is not recordable, it is recorded on the Rapid Event Notice (REN) form to satisfy the requirements of DWC Rule 120.1. The OSHA 300A for the previous year shall be posted in a conspicuous location for employee review at the yard(s) no later than February 1 and will remain posted until April 30. It is also available on All Star I & E intranet system for all employees to check. These records shall be maintained for five (5) years as required by law.

SAFETY TRAINING

All Star I & E shall document and maintain records of all EHS related training provided to the employees. This serve as proof of attendance and reviewed subsequently to determine the need for additional/refresher training for employees on an individual basis. Records and documentation of trainings shall include the presenter's name, date of training, topic or subject and a legible identification of attendees, and attendees' signatures. The trainer is responsible for generating the documentation and this training record shall become part of the employee's permanent file and maintained for a minimum of five years as required by law.

Health and Safety Training

Training topics and materials shall are developed using industry and project specific criteria in association to identified and potential hazards, accident and incident data, and trainings required by federal regulations. The orientation and subsequent training sessions will include, but not limited to the following:

- Hazards associated with the work area
- Hazards of the job or task assignment
- Emergency procedures
- Personal protective equipment
- Hazard communication
- Specific equipment operation training
- Employee reporting requirements
- Accident Investigation (Supervisors)
- Confined space entry
- Log out /Tag out



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- Any federal required training not included above

The training shall be administered in two phases which consists:

1. New Employee or Reassignment Orientation
2. Regular periodic training and refresher sessions

Aside from the formal safety and health classes, employees will receive guidance and instruction on safe operating procedures of each assigned job or task. Employees are expected to report to the supervisors on the usefulness or applicability of the training provided to them.

HAZCOM Training

Each employee working with or potentially exposed to hazardous chemicals must receive initial training on the Hazard Communication Standard and the safe use of these chemicals. The training will emphasize the following:

- A summary of standard and a written program;
- Hazardous chemical properties including visual appearance, odor and the method that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazard associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards including the use of personal protective equipment, work practices and emergency procedures;
- The location of MSDS, how to understand their content, and how employees may obtain and use appropriate hazard information.

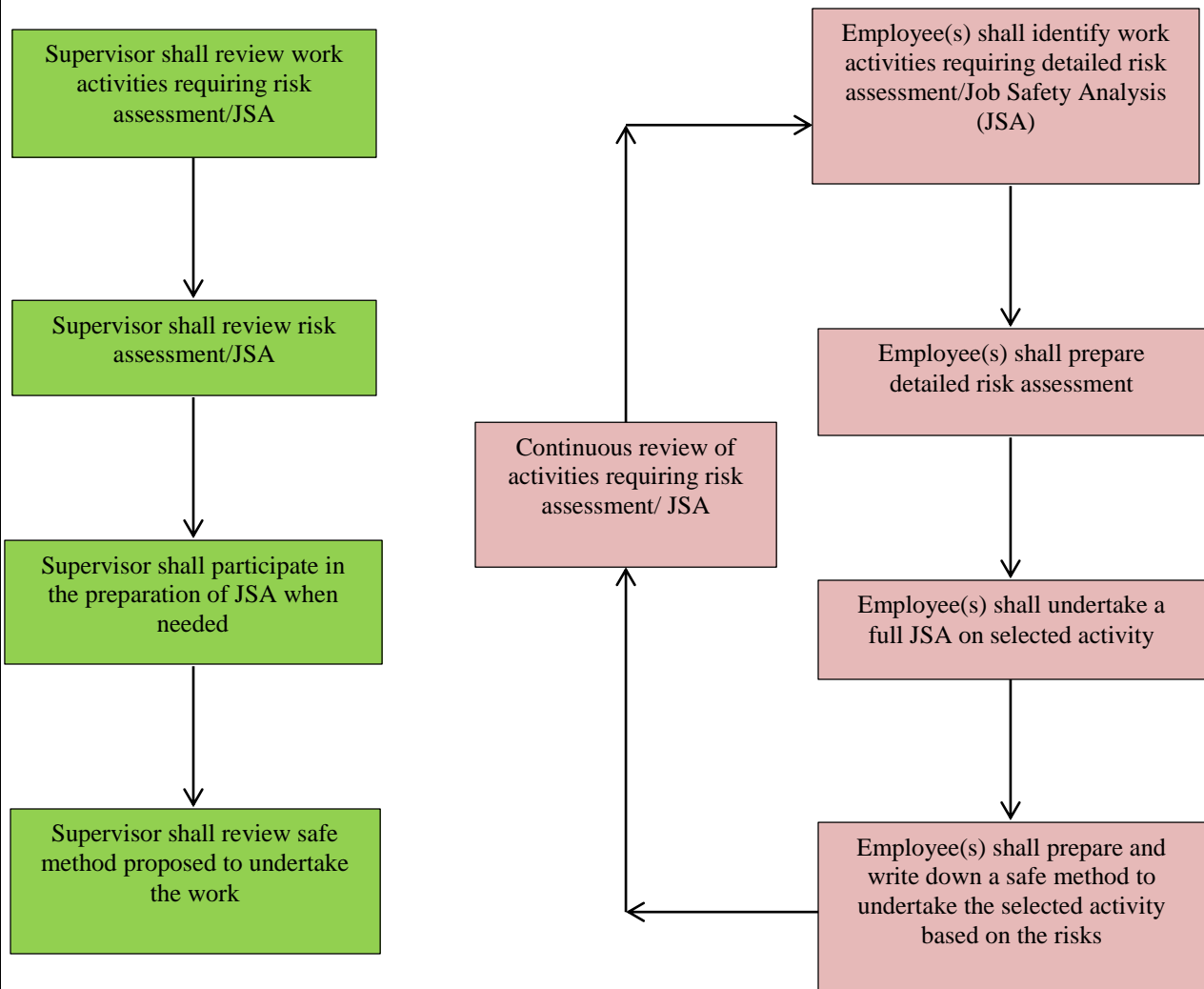


RISK AND HAZARD ANALYSIS

Management is committed to and will correct or control all hazards identified through any established reporting mechanisms. All identified hazards will receive timely attention for elimination, reduction or control.

Risk and hazard analysis is fundamental to All Star I & E’s Health and Safety Management process. Reviewing all potentially hazardous activities to identify the potential risks and their mitigation is an essential part of good health and safety practice. The process that the employee(s) should follow to assess the health and safety hazards and risks on a project, and ensure the proper health and safety practices are applied, is shown in the flow chart below.

Risk Analysis Process Flow Chart





Supervisors must review and participate in this process at all stages at least once a month. This may include participation at risk assessment and/or JSA preparation for high risk jobs. It is required to use the JSA template appended to this handbook.

Potential Hazards and Controls related to our Key Activities

Job/Activity	Potential Hazards and Risk Factors	Control Measures
Closing out Punch List / Rig commissioning	Excessive noise levels	Use hearing protection.
	Knife cuts and scrapes	Be cautious and use your gloves.
	Pinching and Crushing of fingers	Place crimpers on stable surface when in use. Use heavy duty gloves and discuss the risk with other workers.
	Electrical shocks and Electrocutions	Check voltage of every connection using a meter. Do not test or operate without verification. Assume that all cables are energized. Follow the LOTO procedure.
	Slips, trips or falls	Use nonskid shoes. Always watch foot placement and move slowly if the area seems slippery or has other trip hazards.
	Struck by overhead loads	Never work/walk under suspended loads. Always have your hard hat on when working below others.
	Equipment damage	Follow the manufacturer's procedure or best practices.
	Burns from hot surfaces	Use long sleeved shirt and gloves when working around hot equipment.
Wire Pulling/ Replacing/ Cow Tagging	Twist and bending with a load	Avoid twisting. Rather, always make turns. Observe the best practice for picking up loads in this handbook.
	Slips, trips or falls	Use nonskid shoes. Always watch foot placement and move slowly if the area seems slippery or has other trip hazards.
	Muscle strain, back aches	Pull wires using arms not moving your waist, pull straight not twisted, use help; do stretch exercises before work.



Wire Pulling/ Replacing/ Cow Tagging continued.	Traffic accidents	Always give right of way to vehicles when on foot, obey all traffic signs in the yard, when required put on your seat belt.
	Struck by forklift load	Stay clear when a forklift picks up or drops a load and let only the designated person direct the forklift driver.
	Caught between forklift load and rolling stand	If you must assist the forklift in placing the cable on the rolling stand, put on your heavy duty gloves, grab the mid pipe between the socket and cable. Then gently direct it into the socket making sure to keep fingers and all body parts or clothes from being trapped.
	Knife cuts and scrapes	Be cautious and use your gloves; cut away from the body.
	Repetitive motion of the wrist	Use impact to drive screws when possible. Take frequent breaks.
	Twist and bending with a load	Avoid twisting. Rather, always make turns. Observe the best practice for picking up loads in this handbook.
	Forceful muscle exertion	Take frequent short breaks after each cycle; regular fitness exercise will help.
	Extreme temperatures	High temperatures: Drink plenty of fluids and wear light clothing. Low temperatures: Wear warm clothing.
	Static postures	Do not raise elbows above shoulders, rather raise height or bring load down and then fix. Use other supports when necessary and take frequent breaks after each cycle.
Contact stress	Avoid high pressure on body parts. Spread the pressure by always wearing gloves or any other means to spread out the pressure.	
Bending and Running Conduits	Cuts and lacerations	Be cautious and use gloves; avoid inserting fingers while threading the pipe.
	Caught in between conduit and machine	Position all items before starting the machine to cut or thread; if you must adjust something on the pipe, turn the machine off before adjusting.



Bending and Running Conduits continued	Shavings into the eye, injury from flying debris	Have your safety glasses on at all times; before cutting/threading place the oil pipe over the threading area. When drilling overhead use a face shield
	Slip trips and falls	Stay 100% tied off above 4ft or anytime below 4ft you feel it's safe to do so; Use nonskid shoes. Always watch foot placement and move slowly if the area seems slippery or has other trip hazards.
	Loud and sharp noise	Use grease to reduce friction and noise; use hearing protection.
	Struck by rotating conduit	Avoid crossing the work area when conduit is rotating; be aware of any moving equipment.
	Awkward body postures	Do not raise elbows above shoulders, rather raise height or bring load down and then fix; use other supports when necessary; take frequent breaks after each cycle.
	Fires and burns	Wear long sleeved shirts and pants. Locate nearest fire extinguisher and ice box (water coolers).
Terminating and Mounting Lights, Cables and Panels	Long periods of repetitive motion to strip wire	Exercise fingers and hands regularly and take short breaks as necessary.
	Contact stress with channel locks and stripping tool	Always have your gloves on as these shall spread the pressure over a wider surface.
	Muscle cramps from pinching actions to get all stripped edges into one	Exercise fingers and hands regularly and take short breaks as necessary.
	Standing on uneven surface for long periods	Always use a raised surface to terminate preferably waist level. Use ergonomic mats when on the rig; stand with one leg on a foot support to ease the load off the back; switch the legs as frequent as necessary.
	Cuts and lacerations	Be cautious and use your gloves; cut away from the body.



Terminating and Mounting Lights, Cables and Panels continued	Back injuries/strain	Avoid carrying loads greater than 50lbs alone. Always ask for help to mount and dismount lights or panels. Follow the correct lifting procedure in this handbook.
	struck by dropped or loose lights/ panels on head or toes	When working around mounted panels, check that it is safely installed; always coordinate efforts when lifting or dropping any load. Make sure everyone is ready to drop the load before it is dropped. Make sure you have steel toed boots. Stay away from overhead loads if you are not part of the job.
Working on a lowered sub deck (In addition to the controls of the job you are doing, you shall also follow these instructions)	Awkward body postures	Preferably use ergonomic mats then kneel, sit or lie. Take frequent breaks. Use knee protection when the job requires movement. Work in pairs so one person can hand tools while the other does the job.
	Repetitive motion of the wrist	Take frequent short breaks after each cycle; Regular fitness exercise will help
	Limited light	The use of a flash light is recommended. Use more caution when working in area of limited light.
	Forceful muscle exertion	Try not to over apply energy but use the correct technique. Exhaustion can easily lead to cramps and accidents.
Working on the derrick (raised); grass hopper or Mast (In addition to the controls of the job you are doing, you shall also follow these instructions)	Awkward body postures	Always try to keep the spine straight. Use full body harnesses and lanyards. Stay 100% tied off
	Slips, trips or falls	Stay 100% tied off above 4ft or anytime below 4ft you feel it's safe to do so. Use nonskid shoes. Always watch foot placement and move slowly if the area seems slippery or has other trip hazards.
	Struck by moving top drive	Follow all procedures to prepare the job and lock out all equipment that needs to be locked out.
	Accidents with man lift	There shall always be 2 people when using man lifts; the person in the man lift shall be tied off 100%. They shall inspect the route the lift shall use and ensure it's safe to use; They shall not ride the man lift in a raised boom. They



		shall inspect and complete all paperwork before using the man lift.
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When identified hazards cannot be eliminated due to impracticality or other reasons, the hazards will be effectively controlled through engineering, administrative procedures, work practices, personal protective equipment or any suitable combination of these measures.

Engineering controls will include but not be limited to the following:

- Isolation of employee exposure from the hazard
- Guarding of employee exposure to the hazard
- Preventive maintenance and repair of equipment

Administrative procedures will include, but not be limited to, the following:

- Written programs to establish administrative guidelines for safe work practices
- Establish and implement appropriate work rules and procedures

Work practices will include but not be limited to the following:

- Careful planning and safe performance of each assigned job, duty or task
- Reduction in duration of exposure to hazards
- Adherence to safety and health rules and procedures

Personal protective equipment will be the control of last resort when all other means of eliminating or reducing the hazards have not provided adequate protection to the employee. When personal protective equipment is issued, the employee will be informed of the requirements and guidelines for use and care and the limitations of the equipment.



ACCIDENT REPORTING AND INVESTIGATION

Injury

All employees are held accountable for filling out the Rapid Event Notice (REN) immediately after an accident that results to injury occurs, even if medical treatment is not required. It must be reported at or near the time of occurrence and on the same day. The injury shall be reported to their Supervisor, Safety Manager or main office. It is not sufficient to mention the injury casually. Employees shall inform their Supervisors of the following:

- How they think they hurt themselves;
- At the time of the accident, the task they were performing;
- Who was working with them at the time of the accident;
- The time and location the accident occurred;
- Any other information that will help in the accident investigation.

Failure to report an injury immediately or implement a corrective action before the deadline is considered a safety violation.

Note: The investigations are to find out the facts, not to fix the blame. Any suggestions employees may provide on how to prevent future accidents/ incidents are always welcomed.

Notifications

In the event of a Serious Injury or Death

The supervisor shall notify the main office and the Safety Manager immediately after the injured person has been transported to the hospital. The supervisor in charge shall take signed statements from the witnesses present including time, dates, location, pictures of the incident/accident area and any relevant information. The Accident Investigation Kits shall be used for this purpose. The Safety Manager shall conduct the investigation and the completed accident report shall be documented and kept in the main office. An Incident Report shall be completed and sent to the office within 24 hours.

In the event of Inspection by OSHA

The Construction Manager/ Office Administrator/ supervisor in charge shall inform the Safety Manager as soon as possible that an OSHA inspector is on site. All employees shall make the inspector's visit on the site as pleasant and timely as possible.

Employer Reporting

All Star I & E shall report to the local, state and federal agencies all accidents resulting in one or more fatalities or the hospitalization of five (5) or more employees as required

Accident Investigation

All accidents and incidents that resulted in injury or illness to a person, damage to property or the potential of either shall be investigated and documented by the supervisor on duty or Safety Manager. All aspects of the investigation form shall be addressed with the aid of the Accident Investigation Kits and the information acquired shall be used by supervisors and affected employee(s) to establish the causes and contributing factors. A plan of corrective action with specific deadlines shall be developed to prevent future occurrences of the accident/ incident. This



plan will be documented, reviewed and approved by management. The corrective actions shall then be implemented as soon as possible.

Documentation

All investigations will be documented and recorded for review. Accident investigation documentation will record, at minimum, detailing the Who, What, Where, When and How facts of the accident/incident. Opinions should not be expressed in writing.



SMOKING POLICY

Purpose

The purpose of the Smoking Policy is:

- to provide rules for smoking while on the job.
- to ensure safe work practices when considering the need to smoke while on the job
- to ensure safe work environment to all employees

Scope

This policy applies to all employees who consume tobacco in the form of cigarettes. All other illegal derivatives of smoking are not covered by this policy and are strictly prohibited.

Definition

Smoking strictly applies to the different brands of cigarettes sold legally.

Policy

Smokers should be aware that all employees are entitled to a safe and healthful workplace. Nonsmokers are therefore not to be exposed to tobacco smoke willingly or not. Smokers shall therefore use designated smoke areas in order to avoid exposing nonsmokers to environmental tobacco smoke.

Smoking Rules

- Smoking in offices, storage containers (conex), or company vehicles is strictly forbidden.
- Smoking in common areas (common point of work, during meetings etc.) is strictly forbidden.
- Smoking in the OSDH, driller's cabin or other enclosed places in the rig is forbidden.
- Smoking is permitted outside the main office, showroom, at the right end of the porch of the All Star office in the B & E yard, and at designated locations dictated by the customer.
- Cigarette stubs and residues shall be adequately disposed of and it is the smoker's responsibility to ensure that these do not pose any threat of fire hazard.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.



FIREARMS, ALCOHOL, AND SUBSTANCE ABUSE

All Star I & E Inc. is a drug and arm-free work environment. This policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. We may terminate your employment if you violate this policy, refuse to be tested, or provide false information.

Definitions under this policy

A “substance” includes alcohol, illegal drugs, inhalants, and prescription and over-the counter drugs.

An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer.

“Drug paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

A “prescription drug” is any substance prescribed for an individual by a licensed health care provider.

An “inhalant” is any substance that produces mind-altering effects when inhaled.

You are “under the influence” if any substance:

- impairs your behavior or your ability to work safely and productively;
- results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or
- is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

“Company premises” include our buildings, grounds, parking lots, and company-provided vehicles.

Rules

Firearms, alcoholic beverages or illegal drugs are not allowed on company property or premises at any time. It is the responsibility of the employee to report any prescription medication that may impair their ability to work. The use or possession of illegal drugs or alcoholic beverages on jobsite will result in immediate termination. Drugs and alcohol are strictly prohibited on All Star I & E Inc. premises, field locations, and customer’s yard, in company vehicles or any places All Star is conducting business. Being under the influence or in possession of drugs or alcohol is ground for **IMMEDIATE TERMINATION**. As a condition of employment you agree to the following:

1. Any vehicle entering an All Star I & E Inc. project site or used to conduct business for All Star maybe subject to a search.
2. All Star conducts random drug and alcohol screening.



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3. In the event of any accident or incident including LTI on company property, company vehicles, and company equipment, all involved parties will be given a drug and alcohol screening as soon as possible.
4. If you are sent for a drug and alcohol screening for any reason you must report to the test facility within one hour of being notified.
5. The full terms of the All Star Drug and Alcohol Program are listed in the Employee Handbook and must be reviewed before acknowledgement of this EHS Handbook.

Testing

Testing may include urine, blood, or breathalyzer tests. Before testing, you will have the chance to explain the use of any drugs to the medical officer. We will follow laws for keeping the test results confidential.



BLOOD BORNE PATHOGENS PROGRAM

Purpose

All Star I & E, Inc. is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including:
 - Universal precautions,
 - Engineering and work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Hepatitis B vaccination;
- Post-exposure evaluation and follow-up;
- Communication of hazards to employees and training;
- Recordkeeping; and
- Procedures for evaluating circumstances surrounding an exposure incident.

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

Employee Exposure Determination

Generally, our activities do not expose our employees to blood borne pathogens. However, we work with equipment and tools that may potentially injure an employee and other employees may also be exposed to this equipment or employees could come in contact with the injured employee during first aid application.

The following is a list of job classifications in which some employees at our establishment have occupational exposure:

1. Stripping wire
2. Using the conduit bending machine
3. Using a hand drill

Part-time, temporary, contract, and per diem employees are covered by the standard.

Methods of Implementation and Control

All employees shall utilize universally recognized precautions.



Exposure Control Plan

Employees shall receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting The Safety Manager. This program shall be a part of the EHS Handbook.

The Safety Manager is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of such plans must also:

- Reflect changes in technology that eliminate or reduce exposure to blood borne pathogens; and
- Document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The following table lists the engineering and work practice controls identified:

Engineering or work practice control:	Employee solicited:	Decision whether or not to implement:
Strip wire using appropriate stripper for the cable size. Do not use knives!	Yes	Implement
Using well fitted gloves or no gloves while threading	Yes	Implement
Using well fitted gloves or no gloves while using a hand drill	Yes	Implement

Engineering and work practice controls will be used to prevent or minimize exposure to blood borne pathogens.

Personal Protective Equipment (PPE)

PPE is provided to each of our employees at no cost. Training is provided by The Office Manager in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

1. Gloves
2. Safety glasses
3. Hard hats
4. Ankle high work boots (Provided by employees)
5. Long sleeved shirt (Workshops).

PPE is located material conex and may be obtained through Material Manager.



Housekeeping

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dust pan.

Hepatitis B Vaccination

The Safety Manager will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is strongly encouraged.

Post-exposure Evaluation and Follow-Up

Should an exposure incident occur, contact Safety Manager at the following telephone number 2812985757.

An immediate available confidential medical evaluation and follow-up will be conducted by the Safety Manager or any supervisor present on site. Following the initial first aid (clean the wound, flush eyes or other mucous membranes, etc.), the following activities will be performed:

- 1. Prepare an REN**
- 2. Complete the incident report**
- 3. Accompany employee to Dr. Djanki (if need be)**

Administration of Post-Exposure Evaluation and Follow-up

The Safety Manager ensures that health care professional(s) responsible for employee's post-exposure evaluation and follow-up are given a copy of OSHA's blood borne pathogens standard. Office Manager ensures that the health care professional evaluating an employee after an exposure incident receives the following:

1. A description of the employee's job duties relevant to the exposure incident,
2. Route(s) of exposure,
3. Circumstances of exposure,
4. If possible, results of the source individual's blood test, and
5. Relevant employee medical records, including vaccination status.

Office Manager provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Safety Manager will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time,
- Work practices followed,



- A description of the device being used,
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.),
- Location of the incident,
- Procedure being performed when the incident occurred, and
- Employee's training.

If it is determined that revisions need to be made, The Safety Manager will ensure that appropriate changes are made to this ECP.

Employee Training

Each employee shall receive training conducted by the Safety Manager. The training content shall include brief information on epidemiology, symptoms, and transmission of blood borne pathogen diseases. The training program covers, at a minimum, the following elements:

1. A copy and explanation of the standard;
2. An explanation of our ECP and how to obtain a copy;
3. An explanation of methods to recognize tasks and other activities that may involve exposure to blood, including what constitutes an exposure incident;
4. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
5. An explanation of the basis for PPE selection;
6. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of being vaccinated;
7. Information on the appropriate actions to take and persons to contact in an emergency involving blood;
8. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available; Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;

Recordkeeping

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at All Star Spring Office.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to The Office Manager.



Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The Office Manager is responsible for maintenance of the required medical records. These confidential records are kept at 2815985757 for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to The Office Manager.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by The Safety Manager.



SPILL PREVENTION, CONTROL AND COUNTERMEASURE (SPCC) PLAN

Purpose

The purpose of this program is to inform employees that our company, All Star I & E Inc. is complying with EPA requirements for preparing, implementing, and maintaining a Spill Prevention Control and Countermeasure (SPCC) Plan under the Oil Pollution Prevention regulations, Title 40 Code of Federal Regulations (CFR) Sections 112.1-.15, by providing a written plan that describes the equipment, manpower, procedures, and adequate countermeasures for preventing and controlling oil discharges.

Container type:	Type of oil stored and storage capacity:	Description of discharge or drain controls:	Container location:
535 Threading Machine	Approx. 2 gallons of synthetic oil	Discharge may occur during oil change as well as in the process of threading conduit	Mobile

Our discharge prevention measures including procedures for routine handling of products (oil change, threading conduit, etc.) are as follows:

- Place 535 machine on gridded containment with volume capacity more than 300% that of the 535 machine
- Stock absorbents nearby to clean oil from threaded conduit
- Always close the 535 machine prior to displacing to prevent oil spills.

Discharge Response Procedures and Notifications

Discharges would typically be discovered during the inspections conducted at the site in accordance with WSI program. However, if a discharge occurs out of the containment region, any employee working around this area shall:

1. Stop the oil discharge from its source (if safe to do so)
2. Use absorbents to soak up the oil
3. Dig up the soil up to one (1) inch past oil stain and place in plastic waste bags
4. Place all oil soaked materials in waste oil material trash can
5. Report the incident to his supervisor
6. Supervisor shall ensure that a REN is prepared and filed accordingly.

Fault Analysis

We believe that reasonable potential exists for equipment failure (such as overflow, valve rupture, wrong placement of machine, or leakage) at our service/construction site. A prediction of the direction, distance of flow, and total quantity of oil that could be discharged from the machine as a result of one of the types of failure shall be used to determine cause and possible prevention of future occurrence.



Commitment of Manpower, Equipment, and Materials

We maintain a written commitment of manpower, equipment, and materials to help us control and remove any harmful quantity of oil discharged.

Personnel, Training, and Spill Prevention Procedures

Our company is committed to providing proper and regular instruction to all personnel in;

- The operation and maintenance of the 535 machine to prevent discharges of oil,
- Performing spill response procedures protocols,
- General facility operations clean up, and
- The contents of the facility SPCC Plan

Safety Manager is responsible for conducting discharge prevention briefings at least once a year for all personnel to ensure adequate understanding of the facility SPCC Plan. Such briefings highlight and describe any known discharges or failures, malfunctioning components, and any recently developed precautionary measures.



WASTE MANAGEMENT PLAN

Purpose

The purpose of this program is to inform interested persons, including employees, that our company is complying with EPA requirements for preparing and maintaining a Hazardous Waste Contingency Plan under the hazardous waste regulations, Title 40, Code of Federal Regulations 265.50-.56 by providing a written plan that describes the equipment, manpower and procedures for responding to a discharge of hazardous waste.

All Star I & E, Inc. has developed this program to handle wastes at construction sites, because they can pose significant safety and health risks to our workers and those of our subcontractors, when not handled properly.

This program applies to all work operations in our company where employees may be exposed to potential situations involving waste under normal working conditions or during an emergency situation.

Our contingency plan is designed to minimize hazards to human health or the environment from fires, explosions or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil or surface water.

Our company generates waste of the following types:

1. Oil soaked absorbents
2. Waste cables
3. Used spools
4. Used paper boxes
5. Used papers
6. Wire coatings
7. Spent oil

These identified wastes streams shall be managed in accordance to the table below;

Waste Type	Mode of Storage	Disposal Option
Waste Cables	Metal Waste Bin (Wire Cage)	Recycle
Used Spools	Stacked in Wire Cage	Recycle
Used paper boxes	Regular Waste Bin	Collected by City of Houston
Used papers	Regular Waste Bin	Collected by City of Houston
Wire Coatings	Plastics Waste Bin	Recycle
Spent Oil	Spent oil Container	Recycle
Oil soaked absorbents	Oil Soaked Waste Bin	Collected by City of Houston



RETURN-TO-WORK PROCESS

All Star I & E Inc. is committed to providing a safe and healthful workplace for our employees. Preventing injuries and illnesses is our primary objective.

If an employee is injured, we will use this return-to-work process to provide assistance. We will get immediate, appropriate medical attention for employees who are injured on the job, and we will attempt to create opportunities for them to return to safe and productive work as soon as medically reasonable.

Our ultimate goal is to return injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job, we will make every effort to provide alternative productive work that meets the injured employee's capabilities.

The support and participation of management and all employees is essential for the success of our Return-To-Work Process.

All employees returning to work after an accident that resulted in restricted work days or days away from work shall present a copy of the physician's note stating that the employee is apt to return to full duty to the Safety Manager and Office Administrator.

FIT FOR DUTY

The following conditions are established to help supervisors determine if an employee is unfit for duty;

1. A diligent employee calls in and declares that he is unfit for duty. It would be safe to let the employee take the day off and consider him unfit for duty.
2. An employee shows up and wants to work but looks sick, restless or drunk and smells of alcohol, it would be safe to consider the employee unfit for duty and recommend they see a doctor.
3. An employee demonstrates an abnormal behavior at work which causes concern about the employee's safety and that of others and this behavior is observed by management.
4. A co-worker or family member raises concerns about the employee's health and related safety issues.

Management can recommend a fit for duty medical control on any employee anytime.



GENERAL SAFETY RULES

All Star I & E Inc. has as primary objectives to ensure the safety and health of its employees, and to protect company property. Our goal is to provide safe and healthful working conditions for all our employees. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment

These safety rules have been developed with input from supervisors and employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries.

Each employee should become familiar with and follow these safety rules. Supervisors shall enforce safe work practices through strict adherence to safety rules.

Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate a safe and successful business, we must work as a team in

“POWERING SAFELY”



General Safety Rules to be posted in conspicuous areas at all locations

General Safety Rules

1. Every incident, accident, injury, “near miss”, etc., regardless of its nature or extent, shall be reported to your supervisor or a member of management immediately. Failure to report and complete a REN form may constitute a safety violation and maybe subject to disciplinary action accordingly. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
2. Report unsafe conditions or behavior to your supervisor or a member of management immediately. Document each hazardous situation or behavior using a stop card.
3. The possession or use of alcoholic beverages on All Star I & E property is prohibited. No worker will report for duty, or perform duties while under the influence of intoxicants.
4. The use of narcotics or tranquilizers by employees during working hours is prohibited unless under the supervision of a physician and knowledge of your supervisor.
5. Do not remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning.
6. Do not engage in fighting, horseplay, or the distraction of fellow employees. Running on the jobsite is allowed only in emergencies.
7. Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help.
8. Good housekeeping will be maintained in all work areas. Foremen, lead men and employees are responsible for keeping their work areas clean and hazard-free. Clean-up is required when a job is finished at the end of the day. However, clean up maybe required immediately in certain areas if potential hazards around are highly likely.
9. Observe all traffic rules and regulations when driving. The jobsite speed limit is 5 MPH. No employee is permitted to ride in the bed of a truck standing or sitting on the outside edge of a truck. Employees must sit down with their seatbelts fastened at all times when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
10. Do not operate a piece of equipment unless you have been trained and instructed in its use.
11. Never use a box, bucket, chair, shelf, etc., as a ladder. Use only approved step stools or ladders.
12. Observe and obey all safety signs and procedures in any area you are assigned to work in.
13. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Report all damaged or faulty equipment to your supervisor. Repair tools only if you are authorized to do so.
14. Do not hang articles from fire extinguishers, building fire sprinkler system or insulated steam or water lines.
15. Do not block or obstruct aisles, passageways, hallways, stairways, or exits. Do not use these areas for storage.
16. Do not block or cover fire extinguishers, fire alarms, or sprinkler heads.
17. Approach doors slowly and open them with caution; someone or something may be on the other side.
18. Fire doors must not be blocked open or locked in such a way that they cannot be opened in the exit direction.
19. When using stairs, do not carry loads so large that the view of stair treads is obscured. Keep one hand free for the handrail.



20. Keep stairs clear of all objects. Pick up anything you find on the stairs and dispose of it properly.
21. Know where the fire extinguisher in your area is, how to use it, and for what types of fires it is rated.
22. Do not run power cords, computer cables or telephone wires across walkways creating a tripping hazard.
23. Wipe up all spilled liquids immediately, to prevent falls on polished floors. Place some type of warning marker near wet spots until dry.
24. Do not remove labels from chemical containers unless the containers are empty and have been thoroughly cleaned. Clean, empty containers may be used for other materials if proper new labels are affixed.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary action, up to and including termination, shall be used to assure rule enforcement. Please use common sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

Dressing for Safety

All employees are required to wear safe and sensible clothing, suitable for the job they are performing. The following general rules should be followed:

1. Hard hats will be worn by all employees on the project site at all time. The bill of the hats will be worn in the front at all times. Alterations or modifications of the hat or liner are prohibited. Crane/forklift operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view
2. Safety glasses will be worn as the minimum-required eye protection at all times. Additional eye and face protection such as mono-goggles and face shields are required for such operations that may result in an arc flash.
3. Long sleeve shirts must have cuffs buttoned when near or working around moving/rotating equipment. Long sleeves and approved arm protectors are required when handling hot material or equipment.
4. Adequate precautions shall be taken for employees to protect themselves and the equipment from hot work such as welding or burning. Use of welding blinds is recommended in high traffic areas. Fire extinguishing equipment shall be no further than 50 feet away from all hot work.
5. No jewelry such as but not limited to rings, bracelets, neck chains, body piercing, wrist watches or key chains are permitted to be worn by employees and contractors working around mechanical, electrical or rotating equipment.

Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. Shirts with sleeves and long pants will be worn at all time. **No shorts are to be worn on projects.** Sturdy steel toed work boots with rigid, slip resistant soles are required. No clogs, tennis shoes, loafers or other types of shoes are permitted. Steel-toed tennis shoes with the ANSI label are the only alternative to the leather work boot.



Safe Lifting Practices

Unnecessary efforts and sometimes back injuries may result from incorrect lifting methods. Teamwork, shape, size and weight of an object are all aspects to be considered prior to the safe lifting of any load. In order to protect its employees, All Star I & E requires the following safe practices be observed to avoid injury:

1. Inspect the load and evaluate your physical ability to safely carry the load with respect to its size, shape and weight. Also check to make sure the load does not have sharp corners.
2. Place one foot close to the load and keep the other 8 – 12 inches apart for good balance.
3. Squat over the load by bending the knees (not the back) and get a good hand hold and firm footing.
4. Rest the elbows on the legs and use them as levers.
5. Lift the load up smoothly and evenly by pushing with your legs. Keep the load close to your body.
6. Lift the load to a convenient carrying position without turning or twisting.
7. Turn your body by changing your foot position after looking over your shoulder to ensure a clear path of travel.
8. Setting the load down is just as important as picking it up. With the aid of your leg muscles, lower the load by bending your knees until the load is securely positioned, then release the grip
9. If the load is too bulky, awkward or heavy to lift, get assistance.
10. Always use a ladder to reach overhead objects. Avoid using chairs, boxes, buckets, etc. Over reaching may result in strains and falls.
11. **Any objects over 50 lbs. requires a team lift.** Ask a fellow worker to help you.
12. Use mechanical devices for lifting when possible.

Teamwork and coordination of effort are important considerations when lifting and carrying loads with other people. The load should be equally distributed.

Movements must be coordinated so all parties start and finish the lift action at the same time, and perform turning movements together.

When two or more persons are carrying a long object, it should be held at the same level by all and on the same side of the body. Make sure everyone can see the load.

When carrying an object with a helper, always remember to warn him/her before letting the load down and caution him or her not to release the load without warning. This prevents a sudden weight being placed on either person, as if the load were dropped unexpectedly.

Suspended Loads

1. Never walk or stand under any suspended load on an overhead hoist, crane, fork lift or any other type of equipment.
2. Never leave a machine with the load, blade or fork raised.
3. Never use a hoist beyond its rated capacity.

Critical Lifts

Management and/or the Safety Manager have the authority to designate a lift as a critical lift. Guidelines provided here are intended to aid in making that decision. A lift should be designated as critical lift if dropping, upset or collision could cause or result in any one of the following:

- Damage that would result in serious economic consequences.



- Damage that would result in an unacceptable delay to the schedule or other significant impact
- Undetectable damage that would jeopardize future operation or safety of a facility or its personnel.
- Significant release of hazardous materials to the environment.
- Personnel injury or significant adverse health impact to the project or surrounding.

The item, though non critical, requires exceptional care in handling because it is being lifted above a critical item.

Fall Protection Requirements

1. Full body harnesses and lanyards shall be worn and secured anytime there is a fall hazard of more than four (4) feet.
2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of 1/2-inch diameter wire rope. Vertical lifelines shall be 3/4 inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
3. All floor openings or excavations shall be barricaded on all sides and ensure employees are aware of the hazards. Floor holes shall be covered with covers, secured, and clearly marked.
4. Warning signs, barricades and tags will be used to the fullest extent and shall be obeyed.
5. Employees using lanyards to access the work or position themselves on a wall, mast, grasshopper or top drive, etc., must use additional safety lanyards for fall protection. This shall ensure that the employee is 100% tied off at all times. Failure to stay tied off after being cautioned shall result to termination.
6. Man lifts must be used properly. As soon as employees enter an articulating boom lift and before the work is started, the employees must put on the harness and attach the lanyard to the lift. Employees are not required to wear harnesses on scissor lifts.

Fire Protection and Prevention

1. Know where the fire extinguisher is in your area, how to use it, and for what types of fires it is rated.
2. Fire extinguishers are to be mounted, clearly visible, and unblocked for immediate access.
3. Fire extinguishers shall not be removed from their assigned stations (trucks, etc.)
4. Report the use of any fire extinguisher to management.
5. Do not return a fire extinguisher to its holder if it has been used or the seal has been broken.
6. No person shall smoke or use open flames:
 - Where flammable or combustible solvents, liquids, or other flammable materials are stored, transported, handled, or used
 - Where flammable or combustible compressed gases are stored, transported, handled, or used
 - Where "**NO SMOKING**" signs are posted

Electrical Safety Rules



- Only qualified and authorized persons shall work on electrical equipment and devices.
- All electrical equipment shall be properly grounded and/or bonded.
- Do not use extension cords as a substitute for permanent electrical wiring. The only exception to this are “fused” multi-outlet strips which are U.L. approved. If extension cords are necessary for short-term use, use only heavy-duty cords.
- The frames of portable electrical tools and equipment shall be properly grounded. The only exception is when the tools are U.L. approved with double-insulated-construction.
- Inspect electrical cords of portable electric tools before placing them in service.
- Electrical powered tools and equipment showing worn, deteriorated, or inadequate insulation or other parts shall be removed from service and repaired or replaced.
- Stand on dry areas while working with electrical equipment.
- An insulated matting material should be placed on the floor in front of regularly operated electrical equipment, such as switchgear panels.
- Unauthorized persons will not make electrical or mechanical repairs or adjustments on equipment.

Vehicle Safety Rules

Company, personal, and subcontractor vehicles shall abide by the following rules when conducting business on behalf of All Star I & E Inc.

1. Drivers must have a valid driver’s license.
2. Everyone must wear seat belts whenever the vehicle is in motion. (This is a state law)
3. All personnel operating company vehicles must abide by these rules.
4. Vehicles should not exceed the posted speed limit.
5. All vehicles must be parked in designated parking areas, including visitors, inspectors, etc.
6. The speed limit for all vehicles on All Star project sites is 5 mph.
7. Drivers may not carry more passengers than the number of occupant safety restraint system in the vehicles.
8. Obey all signs when in customer’s facilities.
9. Driving is a full time job. Avoid all distraction. Concentrate on the other drivers, assuming that person will not do what is expected.
10. Beware when entering intersections. Always count to two before entering an intersection from a stoplight or stop sign.
11. Signal entry onto freeways and stay in the center or inside lane for ease of emergency maneuvering.
12. Do not insist on the right-of-way; assume the other driver will.
13. During winter driving, use caution as bridges are slippery and freeze because they lack the warmth of the ground under them.
14. Drivers must operate a vehicle only at a speed appropriate to the road, traffic and weather conditions.
15. Loose items that could be blown out of the truck beds should be secured before driving the vehicles.
16. Prior to backing a vehicle with trailer, the driver should get out of the cab and assess the area into which the vehicle is to be backed. Look for obstructions, low hanging electrical wires, tree branches, parked cars, pedestrians and any potential for traffic to pass behind while backing. Roll down the windows and turn off the air conditioner and radio while backing so



- any warning sounds can be heard. Try to obtain a “spotter” to help back into the space.
17. Use turn signals for parking, lane changes and all turns in shopping and office center parking lots.
 18. Always keep a full level of windshield washer solvent.
 19. Before night driving, wipe off your headlights.
 20. If you are wondering whether or not you should turn on your headlights, turn them on.
 21. **Texting while operating a vehicle is strictly prohibited.**
 22. Firearms and other weapons are not allowed on company premises including company vehicles. Possession of weapons on company property is ground for termination.
 23. Employees using personal vehicles on behalf of the business should provide a current certificate of insurance from their personal auto insurance carrier to the office.
 24. Vehicles should be locked when parked on the premises, job sites, stopping temporarily such as at convenience stores or anytime that the vehicles are left unattended.
 25. Under no circumstances should radar detectors, laser detectors or any other radar-detecting devices be used in a company vehicle.

Fiber Optic Safety Rules

1. When working with fiber optics, all employees performing any splicing or termination activities should always wear safety glasses with side shields. Any other employees or site managers entering the work area should wear safety glasses with side shields also.
2. Unless an employee is absolutely sure there is not a light source at the other end, they should never look directly into the end of the cable. A power meter can be used to make certain the fiber is dark.
3. While working with fiber optics, the worker needs a well-ventilated and well-lit work area. Workers must avoid smoking while working with fiber optics.
4. Also, all food and beverages should be kept out of the work area. Workers can wear disposable aprons to keep fiber particles off their clothing. Before leaving the work area, an employee should always check their clothing for pieces of stray fiber, and if any are found, they can remove it with double-sided tape.
5. A worker should wash their hands thoroughly before touching their eyes, and contact lens wearers should wash their hands before touching their lenses. Workers should also read all instructional material before handling chemicals.
6. A disposable container that can be tightly closed must be used for fiber scraps. When finished with a fiber optic job, all cut fiber pieces should be disposed of properly along with any used chemicals and containers. The work area should be thoroughly cleaned when job is completed.

Following these simple fiber optic safety rules can keep workers healthy and the work environment safe for all employees

Ladders, Stairways, Runways, Floors, And Platforms

1. All ladders should be inspected regularly with the interval between inspections being determined by use and exposure.
2. Use only approved and inspected portable ladders when climbing. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service.
3. Ladders shall be secured at the top and bottom and extend three (3) feet past the working surface. Metal ladders around electrical work are prohibited.



4. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
5. When ascending or descending stairways, use the handrail and take only one step at a time.
6. Every stage, walkway, working platform, stairway, and ladder, whether temporary or permanent, shall be constructed and maintained in safe condition and shall not be altered or moved while in use.
7. Work areas should be clean and free of debris.
8. Walkways, stairways, and exits should be kept clean to provide unimpeded ingress and egress except during rig up, rig down, and moving.
9. Safe ingress and egress to and from all work areas should be provided.
10. Every stairway, ladder, ramp, runway, floor, and platform should be kept reasonably free of objects and substances which may cause a slipping or tripping hazard or prevent or hinder the escape of workmen in an emergency.
11. With the exception of exit and entrance openings and loadings and unloading areas, a standard guardrail with mid rail and a four-inch (4") toe board shall be installed at the outer edge of any floor, platform, walkway, ramp or runway which is four feet (4') above the ground or another floor or working level. Where guardrails are not feasible, chains or wire rope may be used.
12. Every opening in a derrick floor should be covered or guarded when not being used. A derrick floor, derrick walk, or engine room should not be used as a storage platform for equipment or material that is not required for immediate use unless the material or equipment is properly racked or stored, and does not cause congestion of work areas or walkways
13. All platform planks should be secured.

Scaffold Tag System

All scaffolding and work platforms must be built and maintained in accordance with OSHA specifications.

- Green tags are to be placed on 100 percent complete scaffolds with all braces, locks and hand, mid and toe rails in place before use.
- Yellow tags indicate incomplete scaffolds. If scaffold is missing a hand, mid or toe board, it must have a yellow tag and employees on it must be tied off at all times.
- Red tags indicate scaffolds that are in the process of either being erected or disassembled. These scaffolds are not to be used at any time.
- Scaffold tags should be placed in a highly visible location on the scaffolds for all employees to see.

Lock Out/Tag Out (LO/TO)

When an equipment is powered down for service or maintenance work, there is a potential danger to the person working on it should the equipment be energized. Examples of hazardous energy sources are:

- Electricity;
- Hydraulic pressure;



- Pneumatic pressure and;
- Mechanical systems.

Only authorized employees are permitted to work on these types of equipment. For more details on log out / tag out, see the LO/TO Procedure.

Confined Space

A confined space is a space that:

1. Is large enough to be entered;
2. Has limited means of entry and exit; and
3. Is not designed for continuous employee occupancy.

Confined spaces could reasonably have atmospheres that are oxygen deficient or contain hazards. Before entering a confined space:

1. Confirm that all energy sources in the space are de-energized and locked and tagged out, in strict compliance with current LO/TO Procedure.
2. Confirm that all engulfment hazards have been eliminated and workers controlling those hazards are aware of the space entry.
3. Prepare and obtain the appropriate permit to work (PTW).
4. The atmosphere must be tested for adequate oxygen and possible presence of toxic gases. The test shall be conducted under the cover (or top), near the middle of the space, and at the bottom of the space. It is better to test the space before removing the hatch or manhole cover.
5. Hard hats shall be worn at all times while working within confined spaces unless such use prevents a particular job from being performed or poses a greater safety hazard. In that case, the supervisor authorizing the entry shall verify all conditions in which the hard hats are not to be worn.
6. A trained observer (must be trained in first aid) with visual or audible contact with the worker shall be used on all confined space entries.

Emergency Evacuation Plan

The Fire Evacuation Plan shall be posted in common areas of the different project sites and offices of All Star I & E. The basics are:

1. In the event of any evacuation, employees should follow the suggested evacuation route of their site plan.
2. Move to the designated muster area(s).
3. Employees should be concerned about their own safety first. Never stop to assist others if it could pose a threat to your safety.
4. Do not stop to gather personal items.
5. Supervisors shall perform a head count of employees of their division.
6. Once in the muster area, verify that the appropriate emergency services have been contacted.



Machine Safety (Conduit Bending)

- Do not operate any of the machines used for conduit bending unless you have been trained and authorized to do so by your supervisor.
- Stop machines before oil change, greasing, cleaning or adjusting. Disconnect all power sources until you are through with cleaning.
- Cutting equipment shall be checked daily before being used. A “*No Fire or Smoking*” sign shall be posted and a fire extinguisher readily available.
- Do not try to make repairs to machinery or motors if you are not qualified to do so, either by training or experience. If you are not trained or qualified, have a trained and qualified person to repair it.

Hand Tool Safety

- Tag worn, damaged or defective tools with "*Out of Service*" tags and do not use them.
- Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- When using knives, shears or other cutting tools, cut in a direction away from your body.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Tool Boxes/Chests/Cabinets

- Use the handle when opening and closing a drawer or door.
- Tape over or file off sharp edges on tool boxes, chests or cabinets.
- Do not stand on tool boxes, chests or cabinets to gain extra height.
- Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
- Push large chests, cabinets and tool boxes; do not pull.
- Do not open more than one drawer of a tool box at a time.
- Close and lock all drawers and doors before moving the tool chest to a new location.
- Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.



Electric Powered Tools

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, saws, vacuum cleaners, slicers, knives, grinders, irons and presses, etc.
- Do not use cords that have splices, exposed wires, or cracked or frayed ends.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark inducing tools such as drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint shop.
- Turn off electrical tools and disconnect the power source from the outlet or take out the battery before attempting repairs or service work. Tag the tool with "***Out of Service***" until repaired.
- Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not connect multiple electrical tools into a single outlet.
- Do not run extension cords through doorways, or through holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cord unless proper protection is available.
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

Man and Fork lift Safety Rules

- Only authorized, trained personnel shall operate lift trucks.
- Before start of shift, a visual inspection must be made to ensure that horn, lights, brakes, tires, gas supply, hydraulic lines, etc. are in safe working condition. Employees shall not operate an unsafe forklift at any time.
- Complete all necessary paper work before work starts
- Fill fuel tanks out of doors while engine is off.
- Do not exceed the safe load capacity of a forklift at any time. Do not counterweight a forklift to increase lifting capacity.
- Operators shall drive with both hands on the steering wheel. Horseplay is prohibited. Do not drive with wet or greasy hands.
- No person shall ride as a passenger on a forklift or on the load being carried.
- A forklift will not be used to elevate a platform or pallet with persons on it, except work platforms especially designed for this purpose. Work platforms must have standard guard rails, and must be securely fastened to the forks.



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- No person shall stand or walk under elevated forks.
- Operators will avoid making jerky starts, quick turns, or sudden stops. The operator will not use reverse as a brake.
- Forklifts will be driven on the right side of the road or aisle-way.
- Forklifts shall be operated at a safe speed with due regard for traffic and conditions. Maximum speed limits: inside buildings, 5 mph; outside buildings in work areas, 5 mph.
- Slow down on wet and slippery surfaces and at cross aisles or locations where vision is obstructed.
- Operators entering a building or nearing a blind corner shall make their approach at reduced speed. Sound horn and proceed carefully.
- Operators shall give pedestrians the right-of-way at all times.
- Operators shall not drive toward any person who is in front of a fixed object or wall.
- Operators shall not overtake and pass another forklift traveling in the same direction, at intersections, blind spots, or hazardous locations.
- Operators will not put their fingers, arms, or legs between the uprights of the mast, or beyond the contour of the forklift.
- When the forklift is not carrying a load, the operator shall travel with the forks as low as possible (maximum of 3 inches on paved surfaces). When carrying a load, it will be carried as low as possible (consistent with safe operation, 2 to 6 inches above the surface.)
- Forks will always be placed under the load as far as possible. Do not lift a load with one fork.
- No load will be moved unless it is absolutely safe and secure.
- The operator's view will not be obstructed by the load. In the event of a high load, the forklift will be driven backward.
- Operators shall look in the direction of travel.
- The forks will not be operated while the forklift is traveling.
- On a downgrade, the load shall be last, and the forks raised only enough to clear the surface.
- On an upgrade, the load shall be first, and the forks raised only enough to clear the surface.
- Use extra care when handling long lengths of bar stock, pipe, or other materials.
- Avoid sharp or fast end-swing.
- Forklifts must be safely parked when not in use. The controls shall be neutralized, power shut off, brakes set, key removed, and the forks left in a down position flat on the surface, and not obstructing walkways or aisles.
- A forklift shall not be left on an incline unless it is safely parked and the wheels blocked.

Office Safety Rules

- Frayed electrical cords, loose or broken electrical wires, broken faceplates, or damaged electrical plugs are dangerous and will be replaced before being used again.
- Moisture and electricity do not mix. Placing liquids on or around electrical equipment (such as computers, radios, copiers, printers or microwaves) increases the risk of electrocution if the liquid spills and gets into the electrical equipment. This includes wet or sweaty hands.
- Always use a ladder or step stool to retrieve anything above shoulder level. Swivel chairs, cardboard boxes, upturned trash cans, etc., are not acceptable ladder substitutes.
- Do not lean too far back in chairs. This may result in over-balancing and a fall.
- In multiple drawer filing cabinets, the second drawer from the bottom should be filled before the others. This will weigh the bottom of the filing cabinet and prevent it from tilting over.



- Drawers, cabinets and doors should be returned to the closed position when not in use so as to prevent bumping and tripping. Under no circumstances should more than one drawer, or door, at a time be open.
- File cabinets and/or bookcases should be placed where their use will not interfere with office traffic patterns.
- File cabinets or bookcases taller than 64 inches should be secured or anchored to the wall to prevent toppling over.
- Ensure office doors are always free of obstructions to permit egress in case of an emergency.
- Ensure paper cutter blades are in the full down position and fastened securely when not in use.
- Keep razor blades, tacks and other sharp objects in closed containers.
- Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
- Prevent slipping accidents by cleaning up spills immediately.
- Report all defects such as loose tiles, broken steps, railings, and doors to management immediately.
- Do not prop open fire doors.

HAZARDOUS MATERIALS

OSHA Standard 1910.1200 "Hazard Communication is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, material safety data sheets and employee training".

The term "Hazardous Material" means that the material can be: (1) Flammable, (2) Reactive, (3) Health Hazard, (4) Specific Hazard such as acids, corrosives, oxidizer, radioactive or use no water.

All of these materials are dangerous if not properly handled or stored; under certain conditions they can be explosive.

If you work with any type of hazardous chemicals or materials, you should be trained in the storage and handling of hazardous materials through the Hazard Communication Act (also known as the Right to Know Law).

Make sure that you have Safety Data Sheets on all hazardous materials in your workplace and you know where to locate them in an emergency in the event of an emergency.

Flammable and Combustible Materials

1. Only authorized personnel will be permitted to handle flammable or combustible materials.
2. Flammable or combustible materials are to be kept in the designated Flammable/Combustible cabinet.



3. Diesel fuel is flammable and, although not classified as a poison, can cause severe internal upset and even death if ingested. Be careful of splash back when handling diesel so it will not get on your body or clothing. If it does, wash it off the body with soap and water and change to fresh clothes as soon as possible.
4. Avoid soaking your gloves in diesel. The residue can ignite and also, as it vaporizes from your body, it becomes more volatile. It can also cause skin reactions.
5. Any flammable or combustible material used or stored on All Star I & E Inc. premises must have an SDS submitted.

Hydrogen Sulfide (H₂S)

Hydrogen sulfide or H₂S is characterized by an odor of rotten eggs. **A very small concentration can be very fatal.** Employees must wear approved type mask when the work requires them to be exposed to the gas in any way.

Its odor is NOT a reliable warning signal because higher concentration of the gas temporarily destroys the sense of smell. This is the primary reason for employees not detecting the presence of H₂S and consequently inhaling a lethal amount. The only positive means of testing is by using an approved H₂S detector.

All employees working in areas of H₂S shall wear the H₂S detectors at all times during work.

In the state of Texas, all persons working in the oil field where H₂S concentrations are known MUST complete a H₂S certification course annually.

Battery Acids

Battery acid is especially dangerous in cold weather. If a charger is put on a frozen battery, the charge melts the frozen electrolyte and, in some cases, creates pressure in the case that can cause the acid to explode.

Try to get the battery to a warm spot, and let it thaw before trying to charge it.

Always wear appropriate personal protective equipment when handling batteries or battery acids!!
(Neoprene gloves, splash goggles, long sleeved shirt).

HAZARD COMMUNICATION

All employees must be aware of the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

Globally Harmonized System (GHS)

All employees shall receive training on the GHS for identification of hazardous materials. The training shall include;

- Understand why we need GHS
- Signs used in GHS labelling
- Pictograms used in GHS
- The 16 sections of the new SDS
- Other aspects that employees need to know about GHS



Safety Data Sheets (SDS)

- SDS must be readily available to everyone
- Any flammable, combustible, or potentially hazardous chemicals or materials used or stored on ALL STAR I & E premises or project site must have an SDS submitted to the Safety Manager
- All SDS will be reviewed annually
- A copy of the SDS shall be kept in the offices closest to where the materials are stored.
- Originals shall be kept in the Safety office. Scanned copies should be kept in the intranet in time.
- Every jobsite using hazardous chemicals shall have a binder of all their SDS

Labels

All hazardous chemicals must be properly labeled. Labels shall list the following:

1. Chemical Identity
2. Appropriate hazard warnings
3. The name address of the manufacturer
4. Importer or other responsible party

Transfer containers must be labeled with this information. Immediate use containers (small containers into which materials are poured for use during a shift by an employee) do not require labeling.



PERIODIC REVIEW

The Safety Manager along with management shall review and revise the components of this EHS Handbook annually in April for its effectiveness and implementation. Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes, or equipment. Corrective measures shall be taken as needed to reemphasize or restructure the EHS Handbook to perform at the optimum effectiveness. Information shall be gathered from supervisors and employees to determine the effectiveness of each program component, and to develop adjustments and corrections.



DISCIPLINARY POLICY

All Star I & E has developed a disciplinary policy that applies to the safety and health program of our company. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures established by this EHS Handbook to promote a safe and healthful working environment. The disciplinary policy applies to all employees of this company.

Documentation

Violations of company or safety rules, regulations, or procedures will be documented by filling out a Written Warning on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

Verbal Warning

Management or the Safety Manager may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or practices. This warning does not need to be signed by the employee but shall be documented by the issuer. Continued violations or verbal warnings can lead to more stringent action.

Written Warnings

Management or Safety Manager may issue written warnings for the following:

- Repeated violation of minor safety or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves, another employee and/or could have caused property damage.
- Activities that could potentially result in injury and/or property damage.

The Written Warning shall be acknowledged and signed by the employee or another witness.

Disciplinary Leave

The Safety Manager may recommend, and management may institute, disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in injury to an employee and/or property damage.
- Repeated violations and/or nonconformance to safety rules or procedures.

The duration of disciplinary leave shall not exceed three (3) days.

Termination

The Safety Manager may recommend the termination of any employee for repeated serious violations of the above circumstance.

Enforcement

Safety violation notice(s) shall be issued to any employee, subcontractor or anyone on the jobsite violating the safety rules or regulations by any superintendent in charge or Safety Manager.

1. Any violation of safety rules can result in suspension or immediate termination.
2. Any employee receiving three (3) written general violations within a six (6) month period shall result in termination.



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3. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that All Star I & E Inc. is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.



APPENDICES

- Appendix A – JSA Form**
- Appendix B – Permit to Work Form**
- Appendix C – Rapid Event Notice (REN) Form**



ACKNOWLEDGEMENT OF RECEIPT