

Novel Energy Solutions, LLC
2303 Wycliff Street, Suite 300
Saint Paul, MN 55114



Site Specific Safety Plan

Site Location: Gorham Daigle - 0 Dyer Rd Gorham, Maine 04038

Date: 12/1/2023

Prepared by: Nathan Pentico

Date revised: 12/1/2023

Novel Energy Solutions, LLC

Site Specific Safety Plan for: Gorham Daigle
Responsible Person(s) for this job is/are: TBD

Hazards / Exposures	Actions to Take	PPE To Use / Special Considerations
<i>Enforcement Policy</i>	<p>All Novel Energy Solutions, LLC (NOVEL) employees are subject to NOVEL’s strict enforcement policy. If an employee is found in violation of any of NOVEL’s safety policies or the site-specific safety rules outlined in this document, the following disciplinary actions will be taken:</p> <ol style="list-style-type: none"> 1. Worker’s 1st violation - documented verbal warning. 2. Worker’s 2nd violation - written warning. 3. Worker’s 3rd violation - 3-day suspension w/o pay 4. Worker’s 4th violation - termination/removal <p>The Foreman reserves the right to suspend any worker without prior warning in case of egregious or willful violation. NOVEL Management will then determine the duration of the suspension or may even enforce immediate termination of employment or permanent removal from the NOVEL jobsite.</p> <p>NOVEL holds all subcontractors to the same standards as NOVEL employees. Subcontractor workers will be subject to the same consequences of non-compliance, with the exception of termination. Non-compliant subcontractor workers may be removed from the jobsite and banned from returning. Subcontractors bringing another subcontractor (3rd tier) onto the site will be responsible for ensuring their full compliance with this plan.</p>	<p>Illicit drug and/or alcohol consumption during working hours will lead to immediate termination.</p> <p>Certain medications may compromise your ability to work safely. If you are taking prescription medication that may inhibit your abilities, tell your foreman.</p>
<i>Site Access</i>	<ul style="list-style-type: none"> • Print a map of the project site and mark it to show Parking, Muster area, First Aid, Overhead Power line(s), deliveries, material staging, fuel storage, fire extinguishers, etc. • Post the map in a place where everybody can look at it when they want. • All workers must park in designated areas. There will be parking on-site. <ul style="list-style-type: none"> ○ Parking is located: Laydown Yard • All unauthorized visitors are to be directed to site management • Delivery drivers will be instructed to stay close to their vehicles 	<p>Workers must be alert to pedestrian and vehicular traffic and must use the sidewalks and crosswalks if present.</p>

<p><i>Work Area</i></p>	<ul style="list-style-type: none"> • Throughout construction, the work area must only be accessed through designated site access areas. This access is through: <ul style="list-style-type: none"> ○ Site Entrance • Material staging shall be established in an area that can be secured to prevent theft or vandalism. Additional consideration shall be given to environmental exposures in the event of an accidental release of products. Storage/staging shall be located to minimize environmental exposures. • All fuel containers shall be UL[®] or FM[®] approved metal safety cans with GHS-compliant labeling and stored within secondary containment to minimize risk of release to the environment 	<p>Be alert for other trades in your immediate work area and, if necessary, warn them about potential hazards.</p>
<p><i>General Safety / Safety Meetings</i></p>	<ul style="list-style-type: none"> • Every morning prior to work a safety meeting will take place covering the following points of interest. <ul style="list-style-type: none"> ○ Daily duties and their required procedures ○ A specific topic to maintain safety awareness (tool box talk) ○ Concerns employees may have about procedures and the site ○ Safety teams may be created to accommodate daily duties ○ Location of fire extinguishers and first aid kits will be reviewed • Every worker is required to inspect work area for hazards prior to entering. • All workers are responsible to follow safe work practices and to wear the site required PPE. • All workers are required to report unsafe actions and/or conditions to the Foreman immediately. 	<p>All training efforts will be documented and retained for the duration of the job. Meet at sunrise each morning for daily safety talk.</p>
<p><i>Clothing / Personal Protective Equipment (PPE)</i></p>	<ul style="list-style-type: none"> • All workers must wear long pants (Jeans or heavy canvas). • All workers must wear shirts that cover the shoulders, 4” minimum below the shoulder seam. • Jewelry should not be worn, and long hair must be tied back in a ponytail. • NOVEL requires every worker to wear a hard hat, high visibility garment meeting ANSI Class II requirements, and ANSI Z87.1 compliant safety eyewear at all times, as soon as they access the work site. • Hearing protection must be worn when exposed to workplace noise over 85 dBA. <ul style="list-style-type: none"> ○ This can be approximated by having to raise your voice to be heard when standing 3’ apart and talking normally. 	<p>All PPE must be of safe design, kept clean and maintained. All PPE must be inspected and cleaned before each and every use. Faulty or damaged PPE must be replaced immediately. Always be alert for hazards created by other trades. If needed, either leave the hazardous area or use</p>

	<ul style="list-style-type: none"> • When handling sharp or hot objects, a pair of task-appropriate gloves must be worn to protect from abrasions, cuts, lacerations and/or burns. • Task-appropriate solid footwear must be worn at all times. Solid, ankle high leather work-boots with a defined heel are required. No athletic shoes, smooth soled, open heel or open toe shoes are allowed! 	<p>additional PPE to protect yourself.</p>
<p><i>Injury- Near Miss Reporting</i></p>	<ul style="list-style-type: none"> • A fully-stocked first aid kit is located in the jobsite office. • Emergency information about the nearest Emergency Room and Urgent Care Clinic can be found posted in the jobsite office. <ul style="list-style-type: none"> ○ CLOSEST EMERGENCY ROOM: Maine Medical Center Emergency Room ADDRESS: 22 Bramhall St, Portland, ME 04102 PHONE: +1(207) 662-0111 ○ CLOSEST URGENT CARE FACILITY: Northern Light Walk In-gorham ADDRESS: 74 County Road, 19 S Gorham Crossing Rd, Gorham, ME 04038 PHONE: +1(844) 489-1822 • Avoid direct contact with <i>any</i> victim’s body fluids at all times. • All accidents must be reported to the Foreman immediately and a report must be submitted no later than the end of the shift on which the incident occurred. • Near misses must be reported to the Foreman no later than the end of the shift on which the near miss occurred. <ul style="list-style-type: none"> ○ Foreman will determine reportability to the office. ○ An incident report must be made within the project in the project folder in Procore. ○ In case of injury, Foreman to call the WC Nurse Triage Line: <ul style="list-style-type: none"> ▪ Signs posted in each jobsite office with contact info. ▪ WC Nurse Triage line answered by a registered nurse who advises treatment or medical visit. 	<p>When administering first aid to a bleeding victim, nitrile exam gloves must be worn. When administering rescue breathing, a mouth barrier must be used. Gloves and a barrier mouthpiece should be part of the first aid kit on each jobsite.</p>
<p><i>Electrical</i></p>	<ul style="list-style-type: none"> • All temporary power circuits must be equipped with a GFCI. • All electrical equipment must be inspected before each and every use. • Damaged or malfunctioning equipment must be tagged-out of service immediately for removal and/or repair. • Any tagged-out electrical equipment must be reported to your Foreman no later than the end of the shift in which the equipment was removed from service. • Only heavy-duty construction grade cord and plug connected electrical equipment must be used. 	<p>When working with electrical equipment make sure to have dry skin and use in dry locations only. Always unplug the tool before changing bits or blades.</p>

	<ul style="list-style-type: none"> • No work can be done within 10 feet of overhead power lines. • Extension cord sets shall not be “daisy-chained” (plugged) together 	
<p><i>Solar Electrical</i></p>	<ul style="list-style-type: none"> • The PV system includes several components that conduct electricity: <ul style="list-style-type: none"> ○ The PV solar modules ○ The inverter ○ All interconnected wiring • The system produces sufficient voltage and current, even under low light conditions, to cause injury or death. • The power utility may also be interconnected with the array, creating an additional hazard to be addressed. 	<p>Always treat any mounted module as though it is producing power and use electrical safe work procedures.</p> <ul style="list-style-type: none"> • Insulated tools • Non-conductive ladders • Lineman’s gloves (where necessary) • Do not work on systems in the rain or inclement weather
<p><i>Fall Protection</i></p> <p><input type="checkbox"/> N/A for this location</p>	<ul style="list-style-type: none"> • <u>General:</u> All fall hazards of six (6) feet or more will be adequately fall protected. • All holes of two (2) inches or more in the least dimension will be covered with a hole cover supporting at least twice the anticipated load. The hole cover will be secured and marked with the word “Hole” in a bright, contrasting color. • All fall hazards to the inside of the building structure, e.g. stairway openings or skylights, will be guard railed off, or properly covered as soon as the hazard is identified or created. • All guardrails must have a top rail, a mid-rail and a toe board. The top rail must be at a 42-inch height (± 3”) off the walking/working surface and be capable of withstanding a 200# outward and/or downward force. The mid- rail must split the distance from the top rail to the walking/working surface and must support a 150# force, the toe board (where required) must be continuous, at least 3 ½” high and capable of supporting a 50# force with no more than ¼” between the toe board and the work surface. • If workers are not fall protected by a continuous guardrail system, all workers exposed to fall hazards of six (6) feet or more must be properly protected utilizing a personal fall restraint/arrest system (PFR/AS). • All fall protection equipment shall meet applicable ANSI standards. • The PFR/AS will consist of a properly rated anchor point installed to the manufacturer’s recommendations, a 5/8-inch 	<p>Only the safest and most experienced workers must be chosen on a day to day basis to perform the high work. All workers on-site are trained on NOVEL’s fall protection requirements. We will be tied off anytime we are working above 6’ and outside the warning line, with the exception of ladders.</p> <p>A personal fall restraint/ arrest system (PFR/AS) must be worn by all workers when exposed to a fall hazard of six (6) feet or</p>

	<p>(minimum) 5000 lb. rated rope, a rope grab with a shock absorbing lanyard and a properly fitted full body harness. Self-retracting life lines can also be utilized for personal fall arrest.</p> <ul style="list-style-type: none"> • A weighted cart with a self-deploying anchor, e.g.- a Raptor[®], is suitable for use as a fall arrest/restraint anchor • A water bag-type fall arrest anchor is a suitable anchor for low slope roofs. • A standing seam roof anchor is suitable for fall arrest. • Workers required to wear the PFR/AS will be trained in the correct use of the PFR/AS prior to being exposed to the fall hazard. • If a PFR/AS is being used, the retrieval of a worker hanging off the side of the building structure after a fall will be accomplished with the forklift-attached man-basket, ladders or aerial lifts on-site. <ul style="list-style-type: none"> ○ The foreman shall ensure that the means designated for rescue is immediately available and that all workers are trained on the method(s) to be used for rescue. • Workers engaged in construction operations on a roof shall be protected by one or more of the following methods: <ul style="list-style-type: none"> ○ A warning line set back no less than 15' from the edge of the roof ○ Continuous perimeter guard rails or parapet clamps and rails ○ Properly engineered and installed personal fall arrest or restraint systems 	<p>more and not protected by an adequate guardrail system unless otherwise regulated in this document.</p> <p>All PFR/AS' must be inspected prior to each and every use.</p> <p>Defective equipment and equipment involved in a fall arrest must be immediately removed from service, until inspected and recertified by a competent person, or destroyed.</p>
<p><i>Hazardous Materials</i></p>	<ul style="list-style-type: none"> • NOVEL shall maintain required Safety Data Sheets on-site for all the products, chemicals and hazardous substances that are being used on-site. • Access to all SDS' is guaranteed for all employees. • Certain products may require additional PPE to be worn. Consult the SDS for the product in use to determine suitability. • Flammable or otherwise hazardous materials will be stored in accordance with State and Local requirements. • Materials will be staged and stored in a manner to minimize the potential for a large-scale release of the product. <ul style="list-style-type: none"> ○ NOVEL shall have a spill kit on-site containing materials suitable to contain a release of any commonly used product/material on the worksite. ○ Additionally, this kit will be suitable for prevention of entry by a released material into any storm drain, roadside ditch or parking lot. 	<p>PPE is required for NOVEL products that are used on this job.</p>

<p><i>Fire Protection and Prevention</i></p>	<ul style="list-style-type: none"> • There shall be a minimum of two emergency egress routes from a roof while work is being performed on the roof. • There is absolutely NO SMOKING on the job-site. <ul style="list-style-type: none"> ○ Smoking is only allowed in personal vehicle parking areas. • All flammable and combustible liquids are stored in color-coded, UL[®] or FM[®] approved metal safety cans (yellow for diesel, green for mixed gasoline and red for gasoline) with GHS-compliant labels. • A <i>minimum</i> of a 5 lb. dry chemical ABC rated fire extinguisher is always nearby any possible fire source such as compressors and/or generators. • In addition, when work being performed requires flammable adhesives or solvents or hot sealant is used, a sufficient number of fire extinguishers rated 10A-80BC (20 lb.) shall be present in the work area to ensure at least one for each 3000 ft² of work area and there must be no more than 100' of linear travel to reach an extinguisher. In no case shall there be less than 2 fire extinguishers in the work area. • All fire extinguishers will have a documented inspection monthly. • If the Authority Having Jurisdiction (AHJ) requires a hot work permit or a fire watch for hot work being performed, one will be filled out and authorized by the site manager for all work that requires it. 	<p>All workers know where the fire extinguishers are located and have been instructed on the PASS System, the proper use of a fire extinguisher.</p> <p>Global Harmonization System labeling is required under the latest version of the Federal Hazard Communication standard.</p> <p>Fire extinguishers will have their monthly inspections recorded on the back of the annual inspection tag. There should be sufficient spaces for 12 monthly inspections.</p>
<p><i>Trenching and excavation</i></p>	<ul style="list-style-type: none"> • A competent person will be designated by the subcontractor for any and all soil work. All trenching and excavation work performed on-site will be performed under the guidance of a competent person. • The competent person will perform a daily documented excavation inspection for all excavations that are to open for more than 24 hours. • The competent person will document the methods used to evaluate and classify the soil type for the excavation being opened. • The competent person will determine the proper protection method for the workers within the excavation, based on their evaluation of the soil type. • Workers will not be allowed to enter an excavation which shows signs of raveling, wall bulging, ground cracking at or near the lip, accumulated water or other signs of potential failure. • If an excavation shows signs of water seepage, methods must be in place to prevent accumulations from flooding the 	<p>All workers performing tasks within a trench or excavation must have a hard hat on.</p> <p>Workers laying pipe within a trench / excavation must not stand under the suspended pipe as it is lowered into the hole.</p> <p>If a “jumping jack” packer or a gasoline powered pump or generator is used, workers must ensure that atmospheric monitoring is sufficient to ensure that no toxic levels of CO are being</p>

	<p>excavation before workers can begin their tasks within the excavation.</p> <ul style="list-style-type: none"> • Any trench more than 4' in depth must have means of egress available to workers within the trench with no more than 25' of lateral travel to reach them. • Any trench 5' or more in depth must have a protective system in place or be sloped or benched to prevent collapse. <ul style="list-style-type: none"> ○ Type C soils cannot be benched but must be sloped or shored. • Any trench more than 5' in depth must be considered as a confined space and atmospheric tests must be performed prior to entry. • The spoil pile or any additional surcharge must be kept at least 2' from the edge of the trench or excavation. • Any trench left open for more than 36 hours must be hard barricaded when unattended. • If a walkway must pass over a trench greater than 6' in depth, the bridge must have guard rails on both sides. • Any excavation that requires undercutting an existing structure also requires an engineered underpinning plan to prevent damage or failure of adjacent structures. 	accumulated in the excavation.
<i>Carbon Monoxide</i>	<ul style="list-style-type: none"> • Any gasoline-powered equipment, such as generators, must be set up in well-ventilated areas to ensure that carbon monoxide cannot accumulate in dangerous quantities. • During cold months when natural gas or LP is used for temporary heat, the site superintendent must ensure that there are not harmful levels of CO being produced within enclosed areas. Each site shall have a calibrated CO gas monitor available to take periodic reading on the jobsite. Recommended intervals: Morning, right after lunch, near end of day. Readings shall be logged and kept for the duration of the job. 	Lead is to ensure that such equipment is set up so that adequate ventilation will eliminate the risk of carbon monoxide build-up in the area,
<i>Cold Months</i>	<p>During the cold months, November 1st through March 15th, all portable toilets shall be equipped with a heavy duty, grounded electric heater equivalent to 1500 watts. Job site shelters shall comply with regulations for lighting, temperature and size.</p>	Ensure that these heaters stay plugged into GFCI protected receptacles.
<i>Housekeeping</i>	<ul style="list-style-type: none"> • All main walkways will be kept free of all construction debris. • Extension cords must be moved to the side of the walkways or must be elevated to prevent tripping hazards or equipment running over potentially energized cords. 	If needed, a trash container must be brought on-site and regularly emptied out.

	<ul style="list-style-type: none"> • Any spill must be cleaned up immediately to prevent workers from slipping. • Snow and ice buildup must be eliminated on all ladders and walkways and close to fall hazards prior to any work performed in these areas. • All work areas must be cleaned up as you work and at the end of the working day. • Lunch garbage must be cleaned up immediately after lunch and properly disposed of into a covered trash container. • All loose product needs to be secured against blowing around at all times, but special emphasis should be made at night to ensure against falling/flying materials. 	<p>Any trash container that might contain food waste must have a tight-fitting cover in place at all times that waste is not being added.</p>
<p><i>Ladders</i></p>	<ul style="list-style-type: none"> • Only use ladders for their intended purpose and within their design parameters. • Use the right ladder and the right size for the job. • Always inspect all ladders before each use. • All ladder set-ups must be on firm and level ground. • Always maintain three points of contact with the ladder. • Workers working from a ladder shall not carry objects in their hands while ascending or descending a ladder. • Never “walk” a ladder. • One worker on a ladder at a time, unless ladder is designed for two-person use and the capacity of the ladder is not exceeded. • Keep all ladder rungs free from slipping hazards, such as mud buildup. • Use only non-conductive ladders when using or working near electrical equipment, including PV installations. • When using stepladders, the following safety rules must be obeyed: <ul style="list-style-type: none"> ○ No standing on 2nd to top or very top rung. ○ Always face the ladder. ○ No sitting on top of stepladder. ○ No straddling stepladder. ○ Do not use a folded step ladder leaning against a wall or structure unless it is both designed and marked for such use. ○ <u>Do not lean stepladders up against walls or structures without securing them.</u> • When using portable straight or access ladders: <ul style="list-style-type: none"> ○ Ladder must be pitched at a 4:1 ratio. ○ Must be secured on top and on the bottom. ○ Must extend at least 3’ above the landing surface. ○ A 3-foot clearance must be maintained around the top and the bottom. 	<p>When working from a ladder exposed to a fall out of a window, door or other wall or floor opening, it must be assured that additional guard rails are installed high enough to provide equivalent protection to the original guard rails to keep workers from falling to a lower level.</p>

<p><i>Tools</i></p>	<ul style="list-style-type: none"> • All tools must be used per manufacturer’s recommendations. • All tools must be inspected before each and every use and broken or faulty equipment must be tagged out and removed from service immediately. • Only trained and certified workers may use powder-actuated tools. • Empty powder-actuated tool loads must not be discarded on the ground. • Circular saws must only be used by trained workers. Saw horses, <i>not body parts</i>, must be used as a support for cutting. • Reciprocating saws (Sawzalls[®]) must be used by trained workers only and a firm grip with both hands is required at all times. • Do not leave any tools unattended on any elevated surface (stepladder, top of wall etc.). They might fall and hit somebody on a lower level. • Do not tape the handles of hammers or axes since this would interfere with the inspection requirements. • Report any defective/tagged-out tools to your Foreman no later than by the end of the shift. 	<p>NOVEL has a 100% safety glasses policy.</p> <p>When operating powder-actuated tools, hearing protection is required.</p> <p>Powder-actuated tools in use also require signs to be posted indicating their use.</p>
<p><i>Crane and Rigging</i></p> <p><input type="checkbox"/> N/A for this location</p> <p><i>Crane and Rigging continued</i></p>	<ul style="list-style-type: none"> • NOVEL’s crane and rigging standard operating procedures must be followed at all times. • Only trained, certified and NOVEL-designated crane operators shall operate the cranes on-site. • It is crucial that a minimum clearance distance of 20 feet must be maintained at all times from adjacent overhead power lines. • The crane must be set-up according to manufacturer’s specifications. • The crane must be operated within manufacturer’s specifications. • All workers involved in the rigging process must be qualified. • All workers involved in the signaling process must be qualified and must coordinate all signals used with the crane operator ahead of time. • The standard hand signals used must be posted in a conspicuous location near the crane activities for workers to review. There is also to be a copy of the ANSI standard hand signals posted near the lift point. • All rigging equipment, including debris “parachutes”, must be inspected before every use. • Defective or faulty rigging equipment must be rendered unusable and discarded immediately. 	<p>All rigging equipment must be equipped with a tag indicating its capacity.</p> <p>All wire ropes must be free of kinks, bird cages and other major defects.</p> <p>All nylon straps must be free of frays, cuts and burns.</p> <p>Discoloration might be an indicator to chemical or heat exposure or shock loading.</p> <p>Damaged or badly worn rigging equipment must be rendered unusable and discarded immediately.</p>

	<ul style="list-style-type: none"> • Non-conductive tag lines must be used on all suspended loads when the load is more than six (6) feet above the ground. <ul style="list-style-type: none"> ○ Knots must never be tied in tag lines. • No loads shall pass over roadways in use, public or private, without permission and traffic control. • Any lift that exceeds 75% of the crane’s rated capacity in the intended configuration shall be considered a critical lift and a written plan shall be established and used for the critical lift. • All such lifts require pre-authorization from the office • Any single pick over 10,000 lbs. requires a pre-lift safety meeting and prior notice to the NES office • A 20’ perimeter of 360° clearance must be maintained from all energized conductors 	
<p><i>Handling PV panels</i></p>	<ul style="list-style-type: none"> • PV panels may be large and unwieldy, making moving and handling them difficult • PV panels are delicate and may be damaged by dropping objects on them or stepping on them • PV Modules require two people to lift them if raised above waist height. • PV panels become heated as soon as they are exposed to the sun • They generate electricity as soon as they are exposed to light, potentially exposing workers to a risk of shock or arc-flash • The support structure for the panels is made of conductive materials and must be earth-grounded as soon as installed, when not mounted to an earth grounded support structure (NEC Article 690) <p>Equipment grounding requirements for PV systems are covered in NFPA 70, Section 690.43. These requirements include the bonding and grounding requirements for exposed metal parts of PV systems such as metallic module frames, electrical equipment, and conductor enclosures [690.43(A)].</p>	<p>Always use at least two people to handle large or awkward panels.</p> <p>Always wear task-appropriate gloves when handling panels.</p> <p>If panels are hoisted using a crane, ensure that there are non-conductive taglines to control load swing and spin, due to large sail area of the panels.</p> <p>Cover the panels with an opaque sheet to prevent heating and power generation.</p> <p>Always treat the leads and wiring as live electrical lines.</p>
<p><i>Forklift Use</i></p> <p><input type="checkbox"/> N/A for this location</p>	<ul style="list-style-type: none"> • Only workers with a valid forklift certification card issued by their employer shall operate forklifts. • Always operate forklifts at a safe speed and always wear your seatbelt! 	

	<ul style="list-style-type: none"> Using forklift-attached man-baskets to elevate personnel is prohibited! Forklift baskets must only be used for garbage and debris! 	
<p><i>Aerial Lifts</i></p> <p><input type="checkbox"/> N/A for this location</p>	<ul style="list-style-type: none"> When using an aerial lift (boom lift or JLG), all workers inside the aerial lift must be properly tied-off and must have both feet on the platform at all times. Buckets, boxes, ladders or similar will not be added to the aerial lift platform to increase working height within the basket. The area around the bottom of the aerial lift must be barricaded if the lift is set-up in high traffic areas. 	<p>All workers operating an aerial lift must be properly trained on the safe use of the lift and have a certificate that is valid.</p>
<p><i>Earth-moving equipment</i></p> <p><input type="checkbox"/> N/A for this location</p>	<ul style="list-style-type: none"> All workers working around, or in close proximity to, earth moving equipment must wear ANSI/ISEA Class II high visibility clothing worn as the outside layer of their clothing. All equipment operators will have verified training for the type and size of equipment that they will be operating on-site. The operator of each piece of equipment will perform a thorough, documented inspection of their equipment each day, prior to operation. <ul style="list-style-type: none"> Any equipment deficiency noted during inspection that would adversely affect the safe operation of the equipment will be noted and the equipment locked-out until the identified issues are corrected by a trained and authorized repair person. The inspection records shall be maintained on-site for the duration of the project Any worker desiring to approach an operating piece of equipment to speak with the operator must ensure that they have made eye contact with the equipment operator and receive acknowledgement from the operator, before approaching. 	<p>Such equipment includes skid-steers, track hoes, track or wheel loaders, bulldozers, rough terrain forklifts and dump trucks</p> <p>Training records for all operators shall be immediately available for inspection, upon request.</p> <p>All equipment requiring a documented annual inspection shall have a copy of that record available, on-site, for the duration of the job.</p> <p>Workers on site must always be aware that the equipment operator has a VERY limited field of view during operation and act accordingly.</p>

Foreman/Site Safety: TBD

Asst. Foreman: TBD

Site Specific Safety Plan prepared by: Nathan Pentico

Revised by: Nathan Pentico

Novel Energy Solutions
Verbal Warning Notice

Person giving Notice: _____ Date: ___ / ___ / ___

Employee Name (print): _____

Violation (describe exactly): _____

Date of Violation: ___ / ___ / ___ Time of Violation: _____ a.m./p.m.

Circumstances surrounding Violation: _____

Remarks: _____

Corrective action to be taken: _____

Foreman's Signature

Date

Employee's Signature (not required)

Date

Novel Energy Solutions, LLC
Written Warning Notice

Person giving Notice: _____ Date: ___ / ___ / ___

Employee Name (print): _____

Violation (describe exactly): _____

Date of Violation: ___ / ___ / ___ Time of Violation: _____ a.m./p.m.

Circumstances surrounding Violation: _____

Remarks: _____

Corrective action to be taken: _____

Foreman's Signature

Date

Employee's Signature (required)

Date

Novel Energy Solutions, LLC
Suspension Notice

Person giving Notice: _____ Date: ___ / ___ / ___

Employee Name (print): _____

Violation (describe exactly): _____

Date of Violation: ___ / ___ / ___ Time of Violation: _____ a.m./p.m.

Date of Suspension: ___ / ___ / ___ Expected Return: ___ / ___ / ___

Circumstances surrounding Violation: _____

Remarks: _____

Corrective action to be taken: _____

Actual Date of Return: ___ / ___ / ___ Time of Return: _____ a.m./p.m.

Foreman's Signature Date

Employee's Signature (required) Date

Novel Energy Solutions, LLC
Termination/ Removal from Site Notice

Person giving Notice: _____ Date: ___ / ___ / ___

Employee Name (print): _____

Reason(s) for Termination/Removal from site (describe exactly):

Date of Termination: ___ / ___ / ___ Time of Termination: _____ a.m./p.m.

Circumstances surrounding Termination/Removal from Site: _____

Remarks: _____

Management Representative's Signature

Date

Employee's Signature (required)

Date



PROJECT SAFETY AND ENVIRONMENTAL PLAN (PSEP)

All project plans shall be prepared by a team that includes the Contractor and Project Manager. Once drafted the plan shall be reviewed by the Technical Manager, Asset Manager, Operations Manager, Compliance Manager, HSS&E staff and the local Supervisor (as applicable). The plan must be approved by the Responsible Authority or designee prior to the start of work. Once work begins any high-risk changes or revisions made to this plan must be re-approved by both the Responsible Authority (or designee) and the team selected in the approval table.

Project Manager:	TBD	Project/Scope:	NES Construction - Gorgam Daigle			Scheduled Date/s of Work:	TBD
Emergency Numbers:	Hospital Information:	Site Address:	Brookfield Contact Info:		Contractor 1 Contact Info:		Contractor 2 Contact Info:
911	911	0 Dyer Rd Gorham, Maine 04038					

Safety Risk Ranking		
Work that exposes employees/contractors to hazards that, should an incident occur,		
High (H)	Medium (M)	Low (L)
May result in a fatality or permanent disability.	May result in a temporary disability. (Lost time injury)	May result in a minor injury but not a lost time injury.

Barrier Effectiveness		
Control Barriers	Protective Barriers	Support Barriers
1. Eliminate the hazard	4. Protective equipment	7. Work procedures
2. Reduce energy to safe level	5. Warning device	8. Training
3. Physical barrier	6. Minimize chance of error	9. Observer

JOB STEPS	MAJOR HAZARDS	CONDITIONS <small>What conditions influence this major step? Are permits needed; is a lockout plan needed; where does the crane need to be placed.</small>				RISK <small>(H/M/L)</small>	CONTROL BARRIERS	PROTECTIVE BARRIERS	SUPPORT BARRIERS
Site Surveying - Jobsite inspection, survey stakes, assist in identifying civil needs	Slip, Trips, Falls	Not Applicable				L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Ice, Mud, Snow - Poor footing and/or traction	Not Applicable				L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Insects, snakes etc.	Not Applicable				L	Avoid any identified hazards.	PPE long sleeves shirts & pants	Use repellent, avoid touching animals, check for ticks,
	Lack of Communication and planning	Not Applicable				L	Radios, cell phones provided,	Always wear basic PPE while on a site	Written plans provided at beginning of project. If working alone, must contact supervisor by phone every hour.
	Wildlife, Vegetation	Not Applicable				L	Avoid any identified hazards.	PPE long sleeves shirts & pants	Training to identify hazards, avoid touching these.
	Weather Cold/Heat	Not Applicable				L	Reduced exposure, trailer with heater and/or water cooler onsite.	PPE- appropriate to weather.	Review procedure, monitor weather, adjust work as needed
	Hand - cuts, scratches, splinters	Not Applicable				L	Restricted work zones, erect barriers where appropriate.	PPE cut 2 resistance gloves,	Do not use defective tools, inspect tools; proper training
Build access road	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable				M	Use equipment for heavy material movement, lift no more than you are capable	Correct PPE ANSI Z41.1 shoes, Z 87+ glasses, Hi vis clothing, proper lifting techniques	Review PPE procedure, use experienced workers
	Ice, Mud, Snow - Poor footing and/or traction	Not Applicable				L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Mobile equipment, Tip/Roll over	Not Applicable				H	Use outriggers (where applicable), wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
	Traffic - congestion loading/unloading tools-equipment	Not Applicable				M	Secure loads, physical barriers where appropriate	PPE Hi vis vest,	Use spotters, follow speed limit, make eye contact w/operator, no cell phone use-operators

	Mobile equipment struck by, caught in	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Overhead powerlines	Not Applicable				H	Restrict work area	PPE - steel toe boots, Hi vis vest, gloves and ANSI glasses, hard hat	Stay 10ft from powerlines, use spotter as needed, plan for work near electrical hazards
	Extreme weather cold/heat temps - winds	Not Applicable				L	Reduced exposure, trailer with heater and/or water cooler onsite.	Wear proper PPE for weather	Monitor temps, don't move equipment in high winds
	Underground utilities	Ensure 811 notified, OneCall made, utilities identified; LOTO Permit if applicable.				H	Utility lines must be marked. No digging within 10ft of utilities. De-Energize and loto prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
Clearing Crew - Mobilization/Site Setup -install roads, unloading/loading tools & equipment, trailer/security and storage setup, utility connections	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Ice, Mud, Snow - Poor footing and/or traction	Not Applicable				L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Rotating equipment, Tip/Roll over	Not Applicable				H	Use outriggers (where applicable) , wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
	Traffic - congestion loading/unloading tools-equipment	Not Applicable				M	Secure loads	PPE Hi vis vest,	Use spotters, follow speed limit, make eye contact w/operator, no cell phone use-operators
	Struck by, caught in	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Extreme weather cold/heat temps - winds	Not Applicable				M	Reduced exposure, trailer with heater and/or water cooler onsite.	Wear proper PPE for weather	Monitor temps, don't move equipment in high winds
	Overhead powerlines	Not Applicable				H	Restrict work area	PPE - steel toe boots, Hi vis vest, gloves and ANSI glasses, hard hat	Stay 10ft from powerlines, use spotter as needed, plan for work near electrical hazards
	Electrical Shock	De-Energize and LOTO prior to work - if applicable				H	De-Energize and loto prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
Clearing and Grubbing (Contracted out)	Slips, trips, falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Struck By/caught in between	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Falling/flying object - debris, branches, dust, etc.	Not Applicable				H	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE- hard hat, ANSI goggle or glasses	Stand safe distance from tree branches.

Cleaning and Grubbing (Contracted out)	Using chainsaw, power tools	Not Applicable				H	Restricted work zones, erect barriers where appropriate.	PPE- hard hat, ANSI goggle or glasses, chainsaw chaps, safety toed shoes	
	Wildlife, Vegetation	Not Applicable				L	Avoid any identified hazards.	PPE long sleeves shirts & pants	Training to identify hazards, avoid touching these.
	Weather Cold/Heat	Not Applicable				L	Reduced exposure, trailer with heater and/or water cooler onsite.	PPE- appropriate to weather.	Review procedure, monitor weather, adjust work as needed
	Bites, stings (insects, rodents, animals)	Not Applicable				L	Avoid any identified hazards.	ANSI goggle or glasses, cut resistance gloves, long sleeve shirt and pants	Report endangered species to governing agency, do not touch wild life
	Overhead powerlines	Not Applicable				H	Restricted work zones, erect barriers where appropriate.	PPE - steel toe boots, Hi vis vest, gloves and ANSI glasses, hard hat	Stay 10ft from powerlines, use spotter as needed, plan for work near electrical hazards
Heavy Civil Crew - Mobilization/Site Setup -install roads, unloading/loading tools & equipment, trailer/security and storage setup, utility connections	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable				L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Rotating equipment, Tip/Roll over	Not Applicable				H	Use outriggers (where applicable), wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
	Traffic - congestion loading/unloading tools-equipment	Not Applicable				M	Secure loads	PPE Hi vis vest,	Use spotters, follow speed limit, make eye contact w/operator, no cell phone use-operators
	Struck by, caught in	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Extreme weather cold/heat temps - winds	Not Applicable				L	Reduced exposure, trailer with heater and/or water cooler onsite.	Wear proper PPE for weather	Monitor temps, don't move equipment in high winds
	Electrical Shock	De-Energize and LOTO prior to work - if applicable				H	De-Energize and LOTO prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
Heavy Civil Activity: Culverts, fencing, site grading	Slips, trips, falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Struck By/caught in between	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Falling object -debris, branches	Not Applicable				H	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE- hard hat, ANSI goggle or glasses	Stand safe distance from tree branches.
	Bites, stings (insects, rodents, animals)	Not Applicable				L	Avoid any identified hazards.	ANSI goggle or glasses, cut resistance gloves, long sleeve shirt and pants	Report endangered species to governing agency, do not touch wild life
	Overhead powerlines	Not Applicable				H	Restricted work zones, erect barriers where appropriate.	PPE - steel toe boots, Hi vis vest, gloves and ANSI glasses, hard hat	Stay 10ft from powerlines, use spotter as needed, plan for work near electrical hazards

Electrical Crew Mobilization/Site Setup -install roads, unloading/loading tools & equipment, trailer/security and storage setup, utility connections	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cables or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Rotating equipment, Tip/Roll over	Not Applicable				H	Use outriggers (where applicable), wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
	Traffic - congestion loading/unloading tools-equipment	Not Applicable				M	Secure loads	PPE Hi vis vest,	Use spotters, follow speed limit, make eye contact w/operator, no cell phone use-operators
	Struck by, caught in	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Overhead powerlines	Not Applicable				H	Restricted work zones, erect barriers where appropriate.	PPE - steel toe boots, Hi vis vest, gloves and ANSI glasses, hard hat	Stay 10ft from powerlines, use spotter as needed, plan for work near electrical hazards
	Extreme weather cold/heat temps - winds	Not Applicable				L	Reduced exposure, trailer with heater and/or water cooler onsite.	Wear proper PPE for weather	Monitor temps, don't move equipment in high winds
	Electrical Shock	De-Energize and LOTO prior to work - if applicable				H	De-Energize and LOTO prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
Electrical Underground work	Struck by/caught in between	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Fall from height	Not Applicable				I	Work from heights only to be done by qualified persons and is to be avoided when possible. Only approved ladders to be used. Must maintain 3 points of contact at all times.	PPE- hard hat, steel toe, Hi vis vest, glasses, gloves	Use fall protection at 4ft or more, ladder- 3 points of contact
	Handling heavy object	Not Applicable				M	Use equipment to move material when possible. Avoid lifting objects beyond your physical capability.	PPE- hard hat, steel toe, Hi vis vest, glasses, gloves	Use buddy system for 50lbs are more, use proper lifting technique
	Roll/tip over	Not Applicable				H	Use outriggers (where applicable), wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
Trenching - Digging and Installing conduit	Underground utilities	Ensure 811 notified, OneCall made, utilities identified; LOTO Permit if applicable.				H	Utility lines must be marked. No digging within 10ft of utilities. De-Energize and loto prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
	Struck by					H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Environmental hazardous chemicals	Not Applicable				M	Avoid contact with chemicals	PPE- shield, goggles or glasses, long sleeve shirts and pants, hard hat and correct gloves (rubber) boots	Ensure eyewash stations are available
	Bites, stings (animals)	Not Applicable				L	Avoid any identified hazards.	PPE long sleeves shirts & pants	Use repellent, avoid touching animals, check for ticks, report endangered species

	Fall-ins					M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.		Place tools 2 ft away from edge, use ladder as needed (3 point of contact), review OSHA access/egress rules
Concrete Pour - Pads - set pads, place rebar, pour	Struck By					H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Burns skin irritation, chemical use	Not Applicable				M	Avoid contact with chemicals	PPE- shield, goggles or glasses, long sleeve shirts and pants, hard hat and correct gloves (rubber) boots	Ensure eyewash stations are available
	Dust, debris	Not Applicable				L	Restricted work zones, erect barriers where appropriate.	PPE- hard hat, ANSI goggle or glasses	Stand safe distance from tree branches.
	Slip, Trips, Falls					M		PPE- shield, goggles or glasses, long sleeve shirts and pants, hard hat and correct gloves (rubber) boots	Maintain housekeeping, know ground conditions
Construction Crew Mobilization/Site Setup -install roads, unloading/loading tools & equipment, trailer/security and storage setup, utility connections	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Rotating equipment, Tip/Roll over	Not Applicable				H	Use outriggers (where applicable) , wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
	Traffic - congestion loading/unloading tools-equipment	Not Applicable				M	Secure loads	PPE Hi vis vest,	Use spotters, follow speed limit, make eye contact w/operator, no cell phone use-operators
	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Struck by, caught in	Not Applicable				H	Restricted work zones, erect barriers where appropriate.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel
	Extreme weather cold/heat temps - winds	Not Applicable				L	Reduced exposure, trailer with heater and/or water cooler onsite.	Wear proper PPE for weather	Monitor temps, don't move equipment in high winds
	Electrical Shock	De-Energize and LOTO prior to work - if applicable				H	De-Energize and loto prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
Unload/Stage equipment - skid, fork lift, material, tools	Struck by/caught in between	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Fall from height	Not Applicable				I		PPE- hard hat, steel toe, Hi vis vest, glasses, gloves	Use fall protection at 4ft or more, ladder- 3 points of contact
	Handling heavy object	Not Applicable				M	Use equipment to move material	PPE- hard hat, steel toe, Hi vis vest, glasses, gloves	Use buddy system for 50lbs are more, use proper lifting technique

	Roll/tip over	Not Applicable					H	Use outriggers (where applicable) , wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
Piling Crew Mobilization/Site Setup -install roads, unloading/loading tools & equipment, trailer/security and storage setup, utility connections	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable					M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Rotating equipment, Tip/Roll over	Not Applicable					H	Use outriggers (where applicable) , wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
	Traffic - congestion loading/unloading tools-equipment	Not Applicable					M	Secure loads	PPE Hi vis vest,	Use spotters, follow speed limit, make eye contact w/operator, no cell phone use-operators
	Struck by, caught in	Not Applicable					H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Extreme weather cold/heat temps - winds	Not Applicable					L	Reduced exposure, trailer with heater and/or water cooler onsite.	Wear proper PPE for weather	Monitor temps, don't move equipment in high winds
	Electrical Shock	De-Energize and LOTO prior to work - if applicable						H	De-Energize and loto prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.
Installing Post - Post pounding, post driving, positioning post, operating post driver, releasing post driver form post position	Struck by - equipment, underground line damage	Not Applicable					H	Secure post driver equipment, restrict work zone area	Wear Hi vis vest, cut 5 resistance gloves, steel toe boots, use barricades and signage	Call 811 prior to dig, review drawings, Signal operator when approaching, inspect equipment, use spotter, use qualified operator
	Handling heavy material, sprains, back pains	Not Applicable					H	Secure load	Wear cut 5 resistance gloves, steel toe boots, vest and ANSI Z 87 glasses	Use 2 people to for heavy loads, review proper lifting techniques, review work procedures. Distribute load evenly.
	Handling steel post -Cut, scratches, pinch point	Not Applicable					L	Restricted work zones, erect barriers where appropriate.	PPE- hard hat, ANSI goggle or glasses	Stand safe distance from falling items, proper ergonomic techniques.
	Slip, Trips, Falls,	Not Applicable					M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Flying objects/debris	Not Applicable						L	Restricted work zones, erect barriers where appropriate.	Wear proper ANSI z 87.1 safety glasses w/shields
Racking Installation - Module installment , stage materials through array, bolt racking/purlins/torque tubes	Struck by, heavy equipment- skid/lulls	Not Applicable					H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Handle heavy objects - Handling purlins - cuts, scratches	Not Applicable					H	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - cut 2 resistance gloves	Review work instructions, use two man lift technique, clear communication
	Use of power tools	Not Applicable					L	Ensure guards are in place.	PPE - cut resistance gloves, hearing protection, safety ANSI Z 87 glasses	Inspect tool, use correct tool, ensure safety functions are working . Review hand tool procedure
	Trips/Falls	Not Applicable					M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots withnon-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed

	Overhead activities	Not Applicable				L	Restricted work zones, erect barriers where appropriate.	PPE hard hat, vest, glasses, steel toe boots	Inspect tools-loose bolts overhead, do not walk under load
Module (Panel) Installation	Electrical Shock	De-Energize and LOTO prior to work - if applicable				H	De-Energize and loto prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
	Struck/by - hand and power tools					M	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Lifting and ergonomics					L			Be aware of ground conditions, for ladder use maintain 3 points of contact - use on stable surface. Use proper body positioning
	Unusual body positions	Not Applicable				L	Use equipment to move material	PPE - cut 2 resistance gloves	Review work instructions, use two man lift technique, clear communication.
	Slips, trips, falls					L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
Electrical Connection - Wire management	Electric Stock	De-Energize and LOTO prior to work - if applicable				H	De-Energize and LOTO prior to work	PPE- FR clothing, electric gloves rated for task, ANSI glasses, composite toe boot, hard hat	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
	Struck/by - hand and power tools					M	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, Inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Unusual body positions	Not Applicable				L	Use equipment to move material	PPE - cut 2 resistance gloves	Review work instructions, use two man lift technique, clear communication.
	Slips, trips, falls					L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
Site Restoration, seed and straw	Slips, trips, falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
	Struck By/caught in between	Not Applicable				H	Restricted work zones, erect barriers where appropriate.	PPE - no loose clothing, wear Hi vis vest, steel toe boots and ANSI glasses	Watch hand and foot positioning, stay safe distance from equipment
	Contact with chemicals - possible use of fertilizer	Not Applicable				M	Avoid contact with chemicals	PPE- shield, goggles or glasses, long sleeve shirts and pants, hard hat and correct gloves (rubber) boots	Ensure eyewash stations are available
	Bites, stings (insects, rodents, animals)	Not Applicable				L	Avoid any identified hazards.	ANSI goggle or glasses, cut resistance gloves, long sleeve shirt and pants	Report endangered species to governing agency, do not touch wild life
	Electric Stock	De-Energize and LOTO prior to work - if applicable				H	Restricted work zones, erect barriers where appropriate. Energized electrical work permit required, LOTO permit as required.	PPE- FR clothing, electric gloves rated for task, ANSI glasses, composite toe boot, hard hat	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft

Electrical Commissioning	ARC Flash, ARC Explosion	De-Energize and LOTO prior to work - if applicable				H	ARC FLASH Stickers to be placed on all applicable equipment. Restricted work zones, erect barriers where appropriate. Energized electrical work permit required, LOTO permit as required.	PPE- FR clothing, electric gloves rated for task, ANSI glasses, composite toe boot, hard hat	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft
	Unusual body positions	Not Applicable				L	Use equipment to move material	PPE - cut 2 resistance gloves	Review work instructions, use two man lift technique, clear communication.
	Slips, trips, falls					L	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	PPE - steel or safety toe boots with non-slip soles	Good Housekeeping, know ground conditions, be aware of footing before taking a step. No stepping over cab lines or anything 18" high. Review procedure, monitor weather, adjust work as needed
Handoff to Client and Demobilization	Slips, Trips, Falls, sprains, back injury, pinch points	Not Applicable				M	Restrict work zones, install physical barriers as needed, use caution tape as visual warning device. Use equipment to move heavy items.	Correct PPE ANSI Z41.1 shoes, Z87 glasses, Hi vis clothing, proper lifting technique	Review PPE procedure, use experienced workers
	Rotating equipment, Tip/Roll over	Not Applicable				H	Use outriggers (where applicable), wheel chocks when stationary. Avoid steep inclines. If you must drive on a slope, move up and down, not side to side.	Wear seat belt, no loose clothing, proper hand placement. All pedestrians onsite to wear hi-vis clothing.	Certified/licensed operators, Review equipment manual, complete inspections. Spotter to be used any time while backing up.
	Traffic - congestion loading/unloading tools-equipment	Not Applicable				M	Secure loads	PPE Hi vis vest,	Use spotters, follow speed limit, make eye contact w/operator, no cell phone use-operators
	Struck by, caught in	Not Applicable				H	Barricade work area. No pedestrians around moving equipment. Barriers to entry by the public.	Restrict work zone to workers only, use signage, inspect equipment, wear PPE high vis vest,	Communicate work zone restriction, review job plan or daily task, safe distance from equipment, set brakes, shutdown equipment for approaching personnel. Spotter to be used any time while backing up.
	Extreme weather cold/heat temps - winds	Not Applicable				L	Reduced exposure, trailer with heater and/or water cooler onsite.	Wear proper PPE for weather	Monitor temps, don't move equipment in high winds
	Electrical Shock	LOTO permit - if applicable				H	De-Energize and loto prior to work	Use Proper PPE for electrical work, setup safe zone if necessary.	Any energized electrical work is only to be performed under an approved energized work permit. Use qualified person (electrician), follow loto procedure, create job plan, kept safe distance from power lines - no equipment within 10ft

Project Name:				
Reviewer (Add/Delete as Applicable)	Approver (RA or Designee)	Name	Signature	Date
Contractor (External personnel)	Approver	TBD		
Project Manager (Internal personnel)				
Contractor Monitor (Internal personnel)				
Operations Mgr.(Internal personnel)				
HSSE (Internal personnel)				
Technical Mgr.(Internal personnel)				
Sr. Technical Mgr. (Internal personnel)				
	Director (Internal personnel)			



| PPE hazard assessment and certification

General information

Site Name: Gorham Daigle

Jobs included in the assessment: All Construction Related Tasks up to and including commissioning

Person performing assessment: Nathan Pentico

Assessment date: 12/1/2023

Hazard assessment certification

I certify that I performed this hazard assessment on the date indicated.

Signed: 
Nathan Pentico

Date: 12/1/2023

PPE From the attached assessment worksheets	Required?	
	Yes	No
Fall protection (As needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Torso protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eye and face protection (Always)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Head protection (Always)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Foot protection (Always)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leg protection (As needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hand protection (As Needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing protection (As needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respiratory protection (As needed)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Fall protection

All employees performing construction work must be protected from fall hazards when working on unguarded surfaces 6 feet or more above a lower level or at any height above dangerous equipment.

Fall protection systems must be provided, installed, and used according to the criteria in 1926.502(d), and 437-003-0502 in Division 3/M, Construction/Fall Protection.

All employees performing general industry work must be protected from fall hazards when working on unguarded surfaces 4 feet or more above a lower level or at any height above dangerous equipment.

Fall protection systems must be provided, installed, and used according to the criteria in 1910.28, and 1910.29 in Division 2/D, General Industry/Walking-Working Surfaces.

Potential hazards

- Unguarded surfaces more than 6 or 4 feet above a lower level or any height above dangerous equipment

Likelihood of injury without PPE

- High
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required
- Serious, not life threatening
- Severe - life threatening

PPE required

- Personal fall arrest system (As needed when working above 6')
- Personal fall restraint system
- None required

Torso protection

Clothing that is appropriate to the work performed and conditions encountered must be worn.

Appropriate high temperature protective clothing must be worn by workers who are exposed to molten metals or other substances that can cause burns.

Loose sleeves, ties, lapels, cuffs, or other loose clothing must not be worn near moving machinery.

Clothing saturated or impregnated with flammable liquids, corrosive or toxic substances, irritants, or oxidizing agents must be removed immediately and not worn again until properly cleaned.

Rings, wristwatches, earrings, bracelets, and other jewelry that might contact power driven machinery or electric circuitry must not be worn.

Potential hazards

- Extreme temperatures
- Hot splashes from molten metal and other hot liquids
- Impacts from tools, machinery, and materials
- Hazardous chemicals
- Ionizing radiation

Likelihood of injury without PPE

- High
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required
- Serious, not life threatening
- Severe - life threatening

PPE required

- Chemical resistant coveralls
- Cut-resistant sleeves, wristlets
- Flame-resistant jacket/ pants
- High visibility garment
- Insulated jacket, hood
- Lab coat or apron/ sleeves
- Long sleeves/ apron/ coat
- Static control coats/ coveralls
- None required

Eye and face protection

Employees must use appropriate eye or face protection when exposed to flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Eye protection must have side protection when there is a hazard from flying objects. Detachable side protectors meeting ANSI Z87.1 requirements are acceptable.

Employees who wear prescription lenses must wear eye protection that fits over the lenses without disturbing the proper position of the prescription lenses, or ANSI-approved prescription lenses with side shields.

Employees who are exposed to potentially injurious light radiation must use filter lenses that have a shade number appropriate for the work being performed.

Employees whose work exposes them to laser beams must wear laser safety goggles that protect for the wavelength of the laser.

Potential hazards

- Dust, dirt, metal, or wood chips from chipping, grinding, sawing, hammering, and from power tools
- Chemical splashes from corrosive substances, hot liquids, and solvents
- Objects such as tree limbs, chains, tools, and ropes that swing into the eyes or face
- Radiant energy from welding and harmful rays from lasers or other radiant light

Likelihood of injury without PPE

- High
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required
- Serious, not life threatening

- Severe – life threatening

PPE required

- Chemical goggles/face shield (As needed for chemical handling)
- Chemical splash goggles
- Glasses/goggles w/face shield
- Glasses/goggles w/face shield (As needed)
- Impact goggles
- Leather welding hood
- Safety glasses w/side shields (Always)
- Safety goggles w/face shield
- Welding goggles
- Welding helmet/shield w/safety glasses and side shields (As needed for welding / hot work)
- None required

Head protection

Employees must wear hardhats when they work where there is a potential for head injuries from falling or flying objects.

Employees must use hard hats designed to reduce electrical shock hazards when they're working near exposed electrical conductors that could contact their heads.

Employees who are exposed to power-driven machinery or to sources of ignition must wear caps or other head covering that completely covers their hair.

Potential hazards

- Overhead objects that could fall
- Exposed pipes or beams (less than 6.5 feet overhead)
- Energized electrical equipment

Likelihood of injury without PPE

- High
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required
- Serious, not life threatening
- Severe – life threatening

PPE required:

Head protection that meets ANSI Z89.1 requirements:

- Impact Type I (Always)
- Impact Type II
- Electrical Class G (general) – As Needed for energized electrical work
- Electrical Class E (electrical)
- Electrical Class C (conductive)
- None required

Foot protection

Employees must wear protective footwear when they work where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or electrical hazards.

Potential hazards

- Heavy objects such as barrels or tools that might roll onto or fall on a worker's feet
- Sharp objects such as nails or spikes that could pierce the soles or uppers of ordinary shoes
- Molten metal
- Hot, wet, or slippery surfaces
- Energized electrical equipment

Likelihood of injury without PPE

- High
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required
- Serious, not life threatening
- Severe – life threatening

PPE required

- Steel or composite toe safety shoes or boots (Always)
- Leather boots or safety shoes w/metatarsal guards
- Slip resistant soles (Always)
- Puncture resistant soles
- Chemical resistant boots/covers
- Safety toed Rubber boots (As needed for high mud/water scenarios)
- Insulated boots or shoes (As needed for energized electrical work)
- None required

Leg protection

Workers exposed to hot substances or dangerous chemical spills must wear leggings or high boots made of leather, rubber, or other suitable material.

Workers who use chain saws must wear chaps or leg protectors that cover the leg from the upper thigh to mid-calf. Leg protectors must be made from material that resists cuts from the chain saw.

Potential hazards

- Hot substances
- Dangerous chemicals
- Cuts from chain saws

Likelihood of injury without PPE

- High
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required
- Serious, not life threatening
- Severe – life threatening

PPE required

- Leggings or boots – penetration resistant
- Leggings or boots – chemical resistant
- Leggings or boots – molten metal resistant
- Chaps or leg protectors – resists cuts from chain saws (As needed, any time while using chainsaw)
- None required

Hand protection

Employees must use appropriate hand protection when their hands are exposed to harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and extreme temperatures.

Employers must base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task, conditions present, duration of use, and the hazards identified.

Employees must not wear gloves when their hands could be caught in moving parts.

Potential hazards

- Harmful or hazardous temperatures
- Chemicals that can be absorbed into the skin or cause burns
- Energized electrical equipment
- Mechanical equipment or sharp objects that can cause bruises, abrasions, cuts, punctures, fractures, or amputations

Likelihood of injury without PPE

- High
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required
- Serious, not life threatening
- Severe – life threatening

PPE required

- Leather/cut resistant gloves (Always)
- General-purpose work gloves
- Chemical resistant gloves (As needed, when handling chemicals)
- Insulated gloves
- Heat/flame resistant or welding gloves (As needed, when handling hot objects and/or welding)
- Latex or nitrile gloves
- Electrician’s insulated rubber gloves (Required for energized electrical work, with protectors)
- Cotton, leather, or anti-vibration gloves
- None required

Hearing protection

Hearing protectors (plugs or muffs) must be worn by workers exposed to an 8-hour time-weighted average of 85 decibels or greater and by workers who have experienced a threshold shift.

Potential hazards

Noise levels that exceed those shown in the table below are hazardous:

Hours of exposure	Sound level (dBA)
8.0	90
6.0	92
4.0	95
3.0	97
2.0	100
1.5	102
1.0	105
0.5	110
0.25	115

Likelihood of injury without PPE

- High (Only when using PD10 to drive pilings)
- Medium
- Low

Severity of a potential injury without PPE

- Minor first aid required (Above 85 db for 8 hour TWA or short exposures over 95 db)
- Serious, not life threatening (When working with PD10 to drive pilings)
- Severe – life threatening

PPE required

- Ear plugs
- Ear muffs (Required for PD10)
- None required

Respiratory protection

Appropriate respirators are required when workers are exposed above permissible exposure limits (PEL) for specific air contaminants, listed in 437-002-0382, Oregon Rules for Air Contaminants; see also 1910.134, Respiratory Protection.

Potential hazards

- Nuisance dust/mist
- Welding fumes
- Asbestos
- Pesticides
- Isocyanates
- Paint spray
- Organic vapors
- Acid gases
- Oxygen deficient/ toxic or IDLH atmosphere

Likelihood of injury without PPE

- High (In confined spaces)
- Medium
- Low (Normal circumstances)

Severity of a potential injury without PPE

- Minor first aid required (Normal)
- Serious, not life threatening
- Severe – life threatening


PPE required

Air-purifying respirators

- Filtering face piece (dust mask)
- Particulate-removing respirator
- Gas-and-vapor-removing respirator
- Combination aerosol filter/gas or vapor-removing respirator
- Powered air-purifying respirator

Atmosphere-supplying respirators

- Supplied-air respirator
- Self-contained breathing apparatus (SCBA)
- Combination self-contained breathing apparatus and air-line respirator
- Combination air-purifying and atmosphere-supplying respirators
- None required

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Section I – Plan Introduction Elements

1. Purpose and Scope of Plan Coverage

This emergency response plan has been developed to cover specific action employers and employees must take to ensure employee safety from fire and other emergencies. The requirement for this plan is found in the following government / regulatory agency references:

- 29 CFR 1910. 38 – Emergency Action Plans
- 29 CFR 1910.120 – HazWoper (limited applicability) only as it applies to need to have an emergency evacuation plan. Emergency response plans under 29 CF are space 1910. 120 (I) are only required if employees are allowed to assist in the handling of large quantity spills. It is not the intent of this document to cover response to large spills of material that is covered under other regulations

This document does not supersede all other crisis management, emergency or spill response procedures

2. Facility Description / Layout, including identification of Facility Hazards (See attached maps)


3. General Facility Identification Information

- 3.1 Facility Name: Gorham Daigle
- 3.2 Owner: Novel Energy Solutions
- 3.3 Mailing Address: 2303 Wycliff St #300, St Paul, MN 55114
- 3.4 Physical address of facility: 0 Dyer Rd Gorham, Maine 04038
- 3.5 Site Correspondence Contact: Nathan Pentico, Director of EHS

Section II – Core Plan Elements

1.0 General Emergency Escape Procedures and Emergency Escape Route Assignments

- 1.1 All Personnel IMMEDIATELY report all emergencies to the Construction Manager.
- 1.2 Construction Manager Actions
 - Immediately proceed to the location of the emergency. Notify the Director of Construction, and Safety Manager if the fire department is to be called.
 - Render assistance as required and only as you are trained. SCBA’s are not available for facility staff, so this will be left to the local fire department.
 - There are no fixed fire systems at this facility.
 - Fire extinguishers are to be kept on site, checked monthly for serviceability, annually for

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function, and to be prominently displayed and clear of obstruction.

- Keep the Director of Construction, and Safety Manager informed as to the conditions and whether additional assistance is required.

1.3 Maintenance and Administrative Personnel Actions

1.3.1 If the emergency is a fire, bomb threat or other emergency that requires that the site be vacated, management employees will leave the site and report to the designated Muster Stations (see attached facility map).

1.3.2 Employees and contractors will remain in the designated area. Do not re-enter the site unless directed.

2.0 Procedures Followed by Employees Who Remain to Operate Critical Operations before They Evacuate (If Necessary)

2.1 Foremen

2.1.1.1 Stay at work site and shut down all equipment by utilizing proper shutdown methods.

2.1.1.2 Once shutdown of equipment is complete, render assistance as required or at the direction of Construction Manager proceed to muster station.

2.1.1.3 Keep the Construction Manager informed as to the conditions and additional assistance as required.


2.2 Construction Manager

2.2.1 Conduct a headcount of all personnel assembled in designated assembly area, report personnel accounted for or missing to the Safety Manager and Director of Construction.

2.2.2 Carry out emergency instructions as directed by the Safety Manager and Director of Construction.

NOTE: THE FIRE DEPARTMENT IS TO BE CALLED FOR ALL REPORTED FIRES

If the fire is successfully put out before the Fire Department arrives, call and cancel the original Emergency call. In any case, one truck will arrive. Please note that it is not the intention of this procedure to designate any Novel personnel as firefighters or as a member of the fire brigade as regulated by OSHA. The only intent here is to try to control the fire until such time as the fire department arrives.

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3.0 Emergency Drills.

A. Frequency

Facility wide shelter and evacuation drills will be conducted on an annual basis.

B. Initiation.

1. The Safety Manager will communicate with the Construction Managers and/or the Facility Manager to inform them that a drill is going to be initiated. If the drill is a fire alarm, a pull box (or drill button on panel, or bull horn for construction sites) will be activated, followed by a call to the Construction Manager.
2. The Construction Manager will be told the location and the extent of the emergency.
3. If the Construction Manager Is Directed to Evacuate the Facility by the Safety Manager the Construction Manager will tell all Foremen that there is a fire alarm and to act accordingly. He will make the following announcement, "THIS IS A FIRE DRILL PLEASE EVACUATE THE SITE CALMLY," In a loud voice and/or with a Bullhorn or loudspeaker 3 times approximately 20 seconds apart.
4. He will then make the announcement over the radio, twice on each channel.
4. All personnel are to follow their actions as outlined under the General Emergency Procedures.

4.0 Specific types of Emergency Situations

The following items are potential emergency situations that can impact the environment at the Novel Gorham Daigle Facility.

4.1 Fire Emergency


In the event of a fire, the alarm will sound. Employees will verify the emergency as the alarm is communicated throughout the site.

Please note that it is not the intention of this procedure to designate Personnel as firefighters or "members of a fire brigade" as regulated by OSHA. The only instruction is to try to control the fire by incipient firefighting methods until such time as the fire department arrives.

4.1.1 Upon hearing the fire alarm, employees evacuate the site by way of the nearest exit. Walk; do not run.

Note: There is no fixed, audible fire alarm at this site. Alternative means of sounding the alarm include:

- Hand held radios
- Bullhorns

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Shouting

Cell phones

4.1.2 Close but do not lock any/all doors as you leave.

4.1.3 Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

4.1.4 In the event you are unable to exit the site:

Remain calm; do not panic

Remain low; crawl if necessary.

If available, place a cloth, wet if possible, over your mouth to serve as a filter

Signal for help from a window. Use a towel, clothing, sign etc.

Make your way to the opposite side of the site away from smoke and fire.

4.1.5 The fire evacuation gathering spot is listed on the map attached to this plan. It is also posted in the site job trailer.

Visitor note: Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

4.1.6 Sweepers are to verify site is empty and report to Person in Charge (Construction Manager) via cell phone, radio, or other means of communication.

4.1.7 The cessation of an alarm or the departure of the fire department is not an "all clear" to re-enter the site as corrective measures may still be in progress. Stay clear of the site until the Person in Charge has advised you to re-enter the site/area.


4.2 Severe Weather

In case of severe weather, conditions will be monitored by radio / cell phone / email. If conditions warrant notification, an announcement will be made for employees to take shelter immediately. All employees and visitors should calmly make their way to the designated take shelter areas (Designated on attached map – usually the job trailer or vehicles). Management will communicate the all-clear message via voice and/or radio commands. All employees and visitors are to remain in the designated take shelter areas until the all clear message is announced.

4.3 Spill Procedure

4.3.1 CERCLA Section 101(22) Definition of Release

"Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant

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or Contaminant) ... "

4.3.2 Novel Energy Solutions defines a spill into the natural environment:

Any spill that migrates into:

Offsite storm sewer

Sanitary sewer

Natural body of water

Outdoor property

Outdoor air

4.3.3 Emergency Phone Numbers:

Corporate Health and Safety Manager - Nathan Pentico
(651)350-2569

Facility Construction Manager – TBD
Phone Number TBD

4.3.4 If a spill is observed at any time:

Report it to a Foreman immediately.

When the spill site cleanup is complete, the area supervisor must complete an incident form and provide to the Environmental group.

4.3.5 If the spill poses any serious and immediate health or environmental danger:

Page an evacuation message / pull fire alarm

Call Novel's 911.


If you cannot stay inside to make the phone call, use a cell phone

4.3.6 Release of a reportable quantity of a regulated substance may require reporting to the following agencies:

Maine DEP spill hotline at (800) 482-0777.

4.3.7 If the spill is minor (does not pose any health or environmental danger and has not reached the natural environment), Novel can coordinate the cleanup and documentation. The Environmental Group can assist you in coordinating this effort.

4.3.8 If the substance is purchased or manufactured by Novel, it should have a Material Safety Data Sheet (MSDS / SDS). Locate the MSDS for the spilled chemical, follow the instructions on the sheet, under supervision of the EMRP.

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4.3.9 Call the emergency numbers provided on the MSDS for the specific chemicals if you have any questions or require assistance.

4.3.10 If you have not been officially trained in the response plan below, DO NOT attempt to contain the spill. It will only complicate the dangers.

REMEMBER:

Stay calm

Stay out of spilled product

Never assume

Work back to the source

Secure/evacuate area

Get the facts

4.3.11 PHASE 1: First Responder (routine)

Prioritize: Evacuate, Call for Help, Secure Site, Rescue, Contain, Etc.

Assess situation (interview, identify, observe, never assume)

Secure all required PPE (see MSDS)

Stabilize the area (evacuate, diking, controlling spectators)

Do not attempt to clean up unless manageable spill of known substance

4.3.12 PHASE 2: Outside Intervention (critical)

Eliminate the Highest Risk

Call in outside contractor or emergency response team

Provide detailed information on spill situation

Time

Place

Persons involved

Substance involved

Amount spilled

Known hazards

Establish safety perimeter and maintain

4.3.13 PHASE 3: Restore Site

Return the Site to its Proper Condition


Maintain site security, monitoring, sampling & testing

Arrange proper disposal of contained material

Do not mix spilled products

Do not open closed containers

Identify / label everything

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Collect reports from all witnesses, area supervisor, and any cleanup participants

4.3.14 Special Instructions for Chemicals

NOTE: Spill kits are available for spill cleanup. They are located in the job trailer, ask a foreman for assistance.

Common Large Volume Chemicals include:

Fuels and greases:

These materials are combustible and must be contained using extreme caution

A professional containment team should be called in to handle a large spill

Extinguish ALL sources of ignition immediately

Implement appropriate PPE immediately:

Goggles

Gloves

Contain using the spill socks

DO NOT attempt to vacuum, pump or other, until professional help arrives

4.3.15 Media Visit Preparations

The designated media spokesperson is the Facility Manager

No one else should comment to the media about the occurrence

If the Facility Manager is not available, remember, “you have no comment.”

4.3.16 Documentation

Use the Incident Form in ProCore

To be filled out by the Construction manager, by end of shift and give to the Environmental and Safety Manager.

This report is in addition to the standard report filled out by the Construction Manager

The EMR (Environmental Management Representative) will review the report and will make recommendations, if necessary

Try to give as much detail in all areas of the report. Investigate all aspects of the spill, including observations from:

The worker involved with the equipment and the chemicals in the area at the time of the spill

The EMR

Any other witnesses or others who have related information

The content of the report should describe:

All the people involved


Interviews or records of statements

A description of the problem

Containment and short term corrective actions

Injuries, property damage basics

Disposal methods

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Analysis of the root & underlying causes
 Long-term corrective action recommendations
 Once all reporting is complete, the ERT should meet and discuss the spill with the EMR.

4.4 Bomb Threat Procedures

While the majority of bomb threats prove to be hoaxes, the potential seriousness of this type of emergency must not be underestimated or ignored. Each threat must be dealt with promptly and effectively in recognition of the paramount responsibility of providing for the safety of employees.

4.4.1 If you discover or suspect an explosive device:

Do not touch or move it
 Notify your supervisor immediately
 Do not assume that it is the only one
 Notify police immediately

4.4.2 Telephone instructions (if the threat is called in to you)


Listen
 Be calm and courteous
 Do not interrupt the caller
 Obtain as much information as possible
 NOTIFY THE POLICE IMMEDIATELY

4.4.3 Questions to ask:

What time will the bomb explode?
 Where is it?
 What does it look like?
 Where are you calling from?
 Why did you place the bomb?
 What is your name?

4.4.4 Bomb Threat Evacuation

If a bomb threat has been received, a CM will notify all employees by means of either paging, notifying employees individually, shouting, etc.
 Remain calm
 Follow instructions of supervisor
 Take your personal property with you (briefcase, purse, lunch container, etc.)
 Police will assign professionals to search the facility
 The CM will account for all visitors

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4.5 Major Equipment Failure and Power Outage Procedures

In the event that a piece of critical equipment stops and cannot be restarted within a few minutes, there is a potential for hazardous conditions to develop. This procedure is in place to respond in the safest manner, based on past experience.

- 4.5.1 Immediately notify CM and maintenance.
- 4.5.2 Check all emergency stops. Make the situation/equipment as safe as possible.
- 4.5.3 All employees not directly involved in the removal process should be cleared from the area.
- 4.5.4 Assistants who remain will be under the direction of the maintenance person or supervisor in charge.
- 4.5.5 In the event of a fire, follow the Fire Evacuation Response Plan (section 4.1).
- 4.5.9 Notify the Director of Construction and Safety Manager immediately. Fill out incident report.

4.6 Active Shooter or Active Intruder


4.6.1.a If someone enters the premises but is not inside the site with a gun or makes a threat to do so over the phone you are to instruct all employees to remain within the site with all doors secured. If all doors are locked the intruder should not be able to enter. If you are on a construction site with no building or doors, lock the gate and run in the opposite direction. Try to hide in trailers, vehicles, behind equipment, or other areas that provide cover and concealment.

4.6.2.a You are to dial 911 from any phone and give the operator your name, phone number, and the address of the facility and tell them that there is an active shooter or threat thereof.

4.6.3.a You must then notify Safety Manager, Director of Construction, HR, and the Facility Manager.

4.6.4.a No employees are to exit the site until the all clear has been given by the Police Department and/or Facility Manager.

4.6.1.b If someone enters the premises and gains access to the site, all employees should attempt to get out of the site if it is safe to do so. If it is unsafe to exit the site, employees should hide or find a room or area that they can enter and lock/ barricade the doors/entrances to prevent entry. If they cannot exit the site or find a sufficient hiding space, the last resort is to fight. Only when

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there is no other option and lives are at risk should employees try to act aggressively against the intruder (fight, throw items, yell, use improvised weapons, etc.).

4.6.2.b Once in a secure area or outside of the site, you are to dial 911 from any phone and give the operator your name, phone number, and the address of the facility) and tell them that there is an active shooter.

4.6.3.b When police arrive, remain calm and follow instructions of the officers. Put down any objects in your hands and raise them up into the air. Avoid making quick movements and yelling so that you are not mistaken for an aggressor.

4.7 Medical Emergency

Medical emergencies can occur at any time. It is recommended that the person finding the victim first call the facility in-house emergency number (CM Phone Number (701) 269-5815) to report a serious illness or injury. This frees the person finding the victim to concentrate on giving initial first aid to the victim according to the level of First Aid/CPR/AED training he or she has received.

4.7.1 In the event of a medical emergency or anyone requiring treatment beyond first aid you are to report the issue immediately to your Foreman/CM.

4.7.2 The supervisor should then either call 911 for serious injuries.

4.7.3 The supervisor should then notify the Safety Manager, Director of Construction, and HR.

4.7.4 The injured person should be taken out of harm's way after any power sources or potential sources of danger have been isolated. The Emergency Response Team should be notified as soon as possible.


4.7.5 The ERT or First Aid giver should stop any bleeding and treat for shock while stabilizing the IP until EMS arrives.

4.7.6 After EMS arrives they will take over the situation and everyone should go about making sure that whatever harmed the person is no longer a risk. Leave the scene as is until an investigation can be completed.

4.7.7 In the event that an injury occurs that requires care beyond first aid but does not warrant a 911 call and/or EMS services (ambulance) the Construction Manager is to make arrangements to call the Company Triage Nurse at 1-844-636-0152 or if severe, take the employee to the closest Emergency Room.

4.7.8 After the initial investigation is completed and pictures taken any blood or bodily fluids should be cleaned up in a manner that complies with BBP training practices.

4.7.9 CM must notify the Director of Construction and the EHS Manager within an hour of any major incidents. Reports are due to the same before the supervisor leaves for the day.

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INITIAL RESPONSE FIRST AID

- First survey the area to see if it is safe to enter
- Do respond quickly using accepted standards of care
- Do not attempt to move anyone who is unconscious, has a broken limb, or injured back. Keep the person from moving.

Administer first aid as trained. Practice Universal Precautions.


- Do check for breathing/open airway. Administer rescue breathing, if necessary.
- Do administer CPR/AED if needed (and you are trained)
- Do try to stop severe bleeding.
- Do treat for shock and make patient comfortable.
- Do get all information concerning the patient and accidents, if a person is conscious (signs, symptoms, allergies, medication taken, pertinent past illness, last oral intake, events leading to the illness/injury)
- If contact was made with blood or body fluids follow the company's Blood Borne Pathogens Standard Exposure Plan located in ProCore.
- Document the exposure event in writing.
- Do have victim follow-up with visit to his or her physician.

When calling 911:

- Identify yourself
- Give location of the victim and his/her identity
- Describe the victims condition
- Tell whether he or she is breathing and alert
- State whether paramedics/EMT are needed
- If internal contact is not possible, the person finding the victim should contact the appropriate outside agency directly and related victims condition
- Do not hang up until the emergency operator tells you to do so or hangs up first.
- During off hours, send someone to the facility entrance to open doors for the outside rescue agency

4.8 Incident Command System

4.8.1 In any emergency the Director of Construction or Facility Manager will be the on-scene commander, until Emergency services arrive. Once EMS arrives, they assume command. In the absence of the Facility Manager the on scene commander’s responsibilities will pass on in succession by the following order:

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Construction Manager
Foreman
Lead Person

OUTSIDE EMERGENCY NUMBERS

POLICE: 911
FIRE: 911
AMBULANCE: 911

Calls to the following will be made by management:
Maine DEP Spill Hotline: (800) 482-0777.
MEOSH: (207) 623-7916

FACILITY EMERGENCY CONTACT NUMBERS

Director of EHS – Nathan Pentico
651-350-2569

Facility Construction Manager – TBD
Phone Number TBD

HR Manager – Darrin Kuhnke
651-323-3302

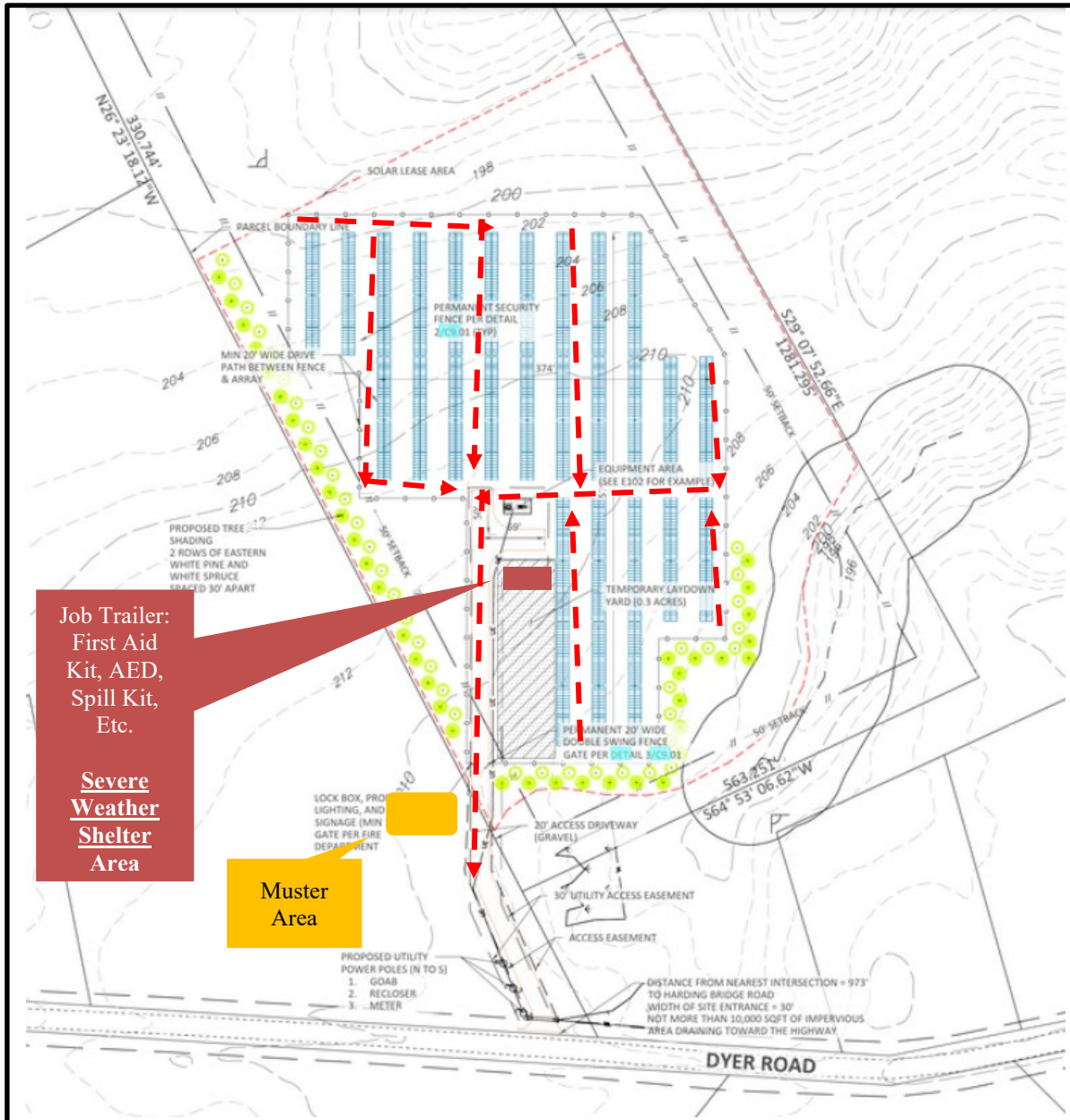
Company Triage Nurse
1-844-636-0152

CLOSEST URGENT CARE FACILITY: Northern Light Walk-in Care
ADDRESS: 22 Bramhall St, Portland, ME 04102
PHONE: +1(207) 662-0111

CLOSEST EMERGENCY ROOM: Maine Medical Center Emergency Room
ADDRESS: 23 North St UNIT 2, Presque Isle, ME 04769
PHONE: +1 (207) 768-4100

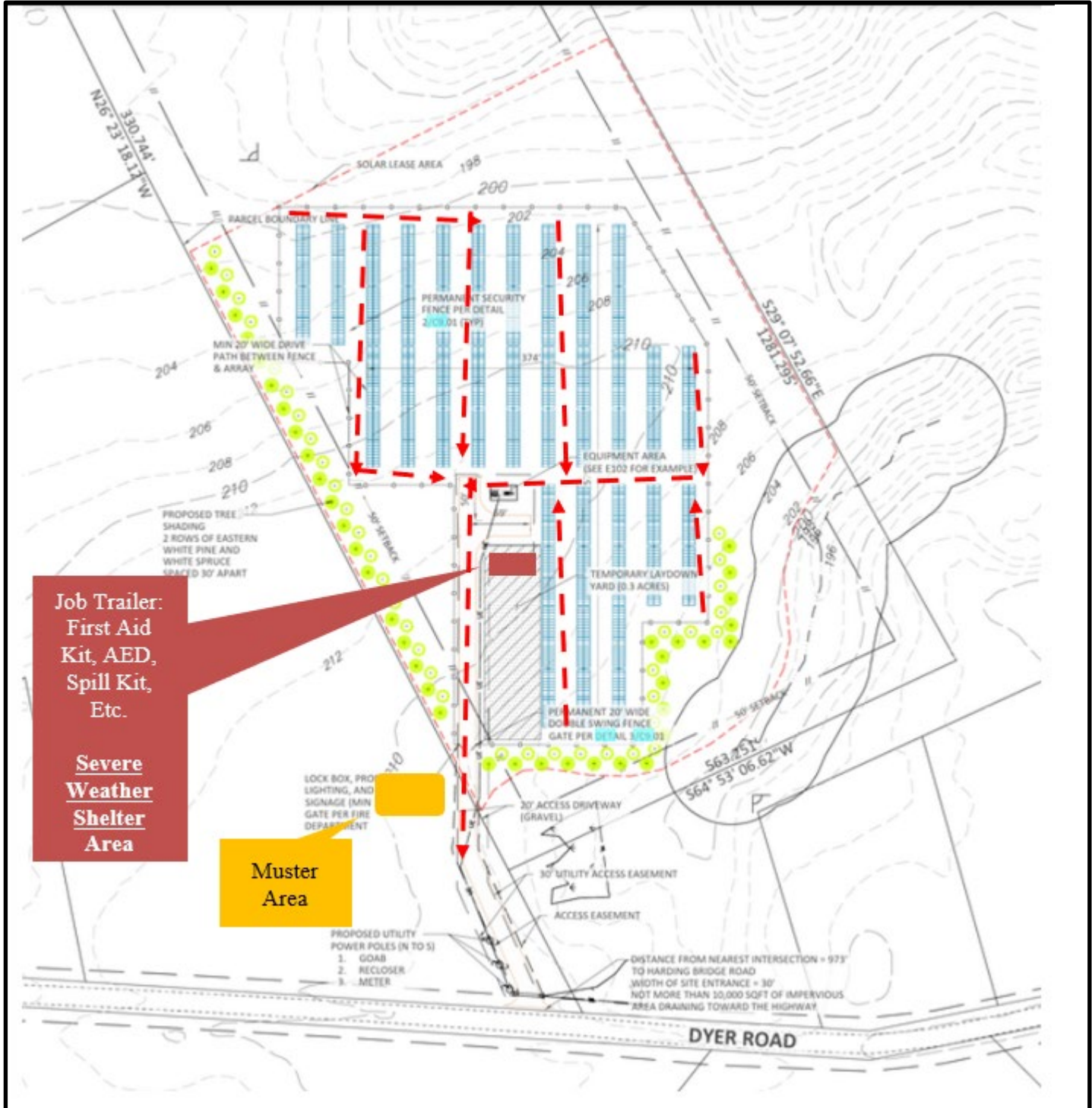



APPENDIX A: FACILITY EVACUATION ROUTES AND MUSTER AREAS MAP





APPENDIX B: EMERGENCY EXITS AND LIFESAVING EQUIPMENT MAP




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APPENDIX C: TRIAGE NURSE POSTER


IN CASE OF WORKPLACE INJURY

PASOS a seguir en caso de un accidente en el trabajo



Available
24/7/365






Phone (Teléfono)

1-844-636-0152

Digital, powered by Lintelio
(Digital, implementado por Lintelio)



Employer Name (Nombre De la Compañía)

Novel Energy Solutions LLC

Search Code (Código Del Búsqueda)

QT842

- 1

Injured worker notifies supervisor.
El empleado lesionado notifica a su supervisor.
- 2

Supervisor/Injured worker:

 - Calls above number OR**
 - Scans above code with their smartphone (they will see Lintelio), clicks "Let's Get Started," registers, and selects "Incident."**

Supervisor / Empleado lesionado:

 - Llama al número en la parte superior O
 - Escanea el código de arriba con su teléfono (ellos verán Lintelio), Da clic en "Let's Get Started/comencemos," se registra, y selecciona "Incident/incidente."
- 3

Company Nurse gathers information and helps injured worker access appropriate care. Injured worker notifies Supervisor of the outcome of the call.
Company Nurse obtiene información y ayuda al empleado lesionado a adquirir el tratamiento médico adecuado. El trabajador lesionado le notifica al supervisor la conclusión de la llamada.

NOTICE TO EMPLOYER/SUPERVISOR: Please post copies of this poster in multiple locations within your worksite. If the injury is non-life-threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.



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Procedure

Number:
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Nathan Pentico
Revision Date:
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APPENDIX D: PROCORE INCIDENT REPORT

3/31/23, 9:57 AM Incidents • Front Street

Novel Energy Construction 21134.08 - Front Street Project Tools Incidents Search Incidents Favorites Apps Select NP

Incidents > **New Incident**

New Incident

Incident Information

Title: Distribution:

Event Date:

Event Time:

Private:

Description:

Attachments:

[Attach File\(s\)](#) or Drag and Drop

Name of Person Completing the Form: Contact Info for person completing the form:

Type of Incident: Date of Incident:

Name of Injured Person (If Relevant): Contact info for Injured Person:

Details of the Incident:

B I U | ≡ ≡ ≡ | ≡ ≡ | ← → | ↶ ↷ | 🗑 📄 | 12pt ∨
A 🖍 ↶ ↷

Investigation Recommendation: Implementation Detail:


Witnesses (Names, Contact Info and titles for all witnesses):

Incident Records, Witness Statements, and Actions can be added after the Incident has been created.

* required fields [Cancel](#) [Create](#)

[Terms of Service](#) [Privacy Policy](#) Powered By


https://us02.procore.com/562949953707741/project/incidents/new 1/1

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APPENDIX E: INCIDENT RESPONSE MATRIX / FIELD GUIDE

Quick Incident Response Guide

1	Is it a life-threatening emergency?	If Yes	Call 911 or take to nearest E.R.
		If No	Make situation safe as possible then proceed to next step.
2	Is the injury significant: More than first aid?	If No	Perform 1st Aid, Inform CM, Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)
		If Yes	Inform CM, Call Triage Nurse at 1-844-636-0152 ; Follow directions given by nurse. Notify Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)
3	Once the immediate threat to health has been addressed, begin taking pictures and statements. Is site safety to continue work.	If No	Stop work in the immediate area, put up barrier or call all workers to safe zone. Notify CM, Notify Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)
		If Yes	Conduct safety stand down with all employees on site. Implement immediate corrective actions. Return to work. Submit Incident report in ProCore. Notify CM, Safety Director (Nathan Pentico 651-350-2569) and Roy Lohndorf (651-392-0047)

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Incident Report Process											
Injured Person											
If you need assistance with HR related matters, contact dana.blumberg@novelenergy.biz											
Phase	Significant incident - Uncontrolled bleeding, compound fracture, unconscious						Minor incident - First aid, mobile patient, in pain but calm, communicative				
Steps	1	2	3	4	5	6	1	2	3	4	5
Time frame	<i>Within 30 minutes of event</i>	<i>Within 30 minutes of event</i>	<i>Within 30 minutes of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 30 minutes of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>
Details	Report the event to your CM and get the injured person to the nearest emergency room	Report the event to the Health and Safety Manager	Decide if the event requires a Safety Stand Down of work onsite.	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, report the injury to workers comp (The Hanover)	Report the event to the VP of construction	Report event to CM and Health/Safety Manager and call Nurse Triage line	Collect incident report information - details, witness statement and contact, photographs	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, and if the nurse triage line HAS NOT been called, report the injury to workers comp (The Hanover)	Report the event to the VP of construction
				This means gathering all details of event, witnesses, and recording pictures	If documentation from medical center is available, include in submission to workers comp					If documentation from medical center is available, include in submission to workers comp	
Accountable Party	Site Foreman	Construction Manager	Construction Manager	Construction Manager	People Team	People Team	Site Foreman	Construction Manager	Construction Manager	People Team	People Team
Supportive Party	Quality team member		ACMs		CM					CM	
Document location				https://app.procore.com/	https://www.thehartford.com/workers-compensation/claims-our-policy-number-is-41WEHAR9H6B		844-636-0152		https://app.procore.com/	https://www.thehartford.com/workers-compensation/claims-our-policy-number-is-41WEHAR9H6B	
Notes											

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Incident Report Process												
Equipment Damage												
If you need assistance with HR related matters, contact dana.blumberg@novelenergy.biz												
Phase	Significant incident - Collision with no injury causing damage, spill > 20 gal						Minor incident - Damage < \$500 estimate, spill < 20 gal					
Steps	1	2	3	4	5	6	1	2	3	5	6	
Time frame	<i>Within 30 minutes of event</i>	<i>Within 30 minutes of event</i>	<i>Within 30 minutes of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 30 minutes of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	<i>Within 2 hours of event</i>	
Details	Report the event to your CM	Report the event to the Health and Safety Manager	Decide if the event requires a Safety Stand Down of work onsite.	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, send all documentation to Grant Bassmore at Brown and Brown (corporate insurance)	Report the event to the VP of construction	Report event to CM and Health/Safety Manager	Collect incident report information - details, witness statement and contact, photographs	Complete Incident Report in the project where event occurred within Procure	Once Incident Report is received, send all documentation to Grant Bassmore at Brown and Brown (corporate insurance)	Report the event to the VP of construction	
Accountable Party	Site Foreman	Construction Manager	Construction Manager	Construction Manager	People Team	People Team	Site Foreman	Construction Manager	Construction Manager	People Team	People Team	
Supportive Party	Quality team member		ACMs		CM					CM		
Document location				https://app.procore.com/					https://app.procore.com/			
Notes					Grant Bassmore grant.bassmore@brown.com 612.987.9980					Grant Bassmore grant.bassmore@bbrown.com 612.987.9980		