

RULES

Personal Protective Equipment (PPE)

R1. Wear and maintain Terracon-approved PPE at project sites and in laboratories as required by project, task, and/or work environment, except when in a PPE-Free Zone. Your Core PPE Kit includes:

- Safety glasses with lateral protection.
- Approved safety footwear.
- Gloves when engaged in physical activity in accordance with the Hand Protection Chart.
- Hard hat on construction sites, around drill rigs, and when overhead or projectile hazards are present.
- High-visibility apparel on project sites (note: Minimum Class II).
- Hearing protection in high-noise areas.

Exception: PPE-Free Zones

R2. Inspect approved PPE for defects before and during use. If defective, repair or discard and replace with defect-free PPE.

Equipment and Tools

R3. Inspect Terracon-approved tools, equipment, and safety devices for defects before and during use. If defective, repair, or tag with “do not use” and report to supervisor to remove from service

R4. Use tools, equipment, and safety devices according to manufacturer’s instructions only. Never modify or override safety devices.

R5. Never enter the swing radius of equipment until the operator has acknowledged you and brought movement to a full stop.

Working at Heights and Depths

R6. Work at heights:

- Only if trained in Terracon Fall Protection and Scaffold Safety requirements and
- Always use fall protection when working on lifts or scaffolding at a height of 6 feet or more.

R7. Use Terracon-approved ladders and stepladders:

- Only if trained in Terracon Ladder Safety requirements and
- After confirming which type has been approved for use according to project-specific requirements.

R8. Enter an excavation only if trained in Terracon Excavation Safety requirements.

Motorized Vehicles

R9. Secure loads, equipment, and tools with Terracon-approved methods.

R10. Wear seat belt while operating or riding in any motorized vehicle. Drivers must ensure passengers fasten seatbelt before driver operates motorized vehicle.

R11. Do not use cell phone when driving company vehicles or while conducting company business in your personal vehicle.

R12. On project sites, use Terracon-approved cone when parked.

Reporting an injury

R13. Call WorkCare immediately in the event of an injury or as soon as injury becomes apparent; report an injury to your supervisor as soon as possible after contacting Work Care.

PRACTICES

Employees have the right and responsibility to:

P1. Take the time you need to do the job safely.

P2. Prior to performing physical activity, take the time to Warm-Up for Work.

P3. Step back for safety. Stop your work if you feel it is unsafe to continue or if someone questions the safety of your behavior. Inform supervisor of the situation and work together to identify and mitigate any hazard.

P4. Where safety training and certification are required for a job task, only do the task that you have been trained and certified to do.

P5. Redirect a co-worker performing an unsafe act to safe work practices immediately.

P6. While in a work area, protect against controllable hazards and unsafe conditions. Report hazards outside of your control immediately to a supervisor or appropriate person.

P7. Monitor and keep clear of equipment moving in work area in any direction and at all times.

P8. Plan lifting or moving based upon size and weight of object and body position required to make the lift or move. Use proper techniques and ask for support with a lift that is awkward or heavy.

P9. While conducting company business or on company property, park company or personal vehicle to prevent the need for backing to exit the space or work area.

Hand-Protection Chart

Hazards	Leather Palm	Cut Resistant	Chemical Resistant	Heat Resistant
Abrasion, cut, scrape, or laceration	■	■		
Acids, caustics (concrete), chemicals, environmental sampling, lead-paint			■	
Burns from high-heat	■			■
Grease, oil, lubricant		■	■	
Handling wire, cables, natural or synthetic ropes	■	■		
Loss of grip when lifting, carrying or climbing	■	■		
Pinch, crush, strike	■	■		
Sampling: soil ¹ , soil vapor, groundwater, sediment, surface water		■	■	

Notes: Gloves appear in the order of greatest to least hazard coverage.

When more than one glove is appropriate for mitigating a hazard, determine selection based on the project Health & Safety Plan, job hazard analysis, and pre-task planning.

¹For logging soils, gloves may temporarily be removed to determine soil texture; however, before doing so, logger must assess soil to be free of contamination or harmful debris.

Incident and Injury-Free (IIF) is based on care and concern and a commitment to everyone going home safely to their family every day. Our Rules to Live By support *IIF* because they (1) are clear and consistent about the actions we take to mitigate our most frequent and potentially severe hazards, and (2) prevent injuries, including potentially serious injuries to ourselves or the public.

Core Safety Rules

Core Safety Rules (Rules): Rules that are common to all employees, and must be complied with at all times as part of planning and performing our work in an *IIF* manner. Rules are followed alongside Terracon and client policies, as well as local, state, and federal laws and regulations.

Core Safety Practices

Core Safety Practices (Practices): Lay out basic safety rights and responsibilities that employees need to follow. These work practices are common to all employees, and must be complied with unless we can describe how we planned to do the work more safely. At no time are we allowed to take a less-safe action than what is spelled out in a Practice.

Safety Accountability Policy

Our Safety Accountability Policy corresponds with our Rules and Practices, and describes what Safety Coaching and accountability steps apply to any employee, regardless of position, who violates a Rule or Practice. Details of the policy are posted on TerraNet and include specifics about the responsibilities of managers and employees, and consequences for violations.

Live *IIF!*



Our Rules to Live By

More than 3,000 Employee-Owners Nationwide.

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Terracon