

Accident Prevention Plan	Page 1
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

This Plan explains how the Company's Safety & Health Programs will be established, implemented, managed and maintained.

1. Statement of Company Safety Policy

1.1. Our Policy

- 1.1.2. Cleveland Integrity Services Inc. is committed to the continuous improvement of environmental, health and safety performance to help achieve the greatest benefit for all our Clients. It is our policy to meet or exceed applicable environmental, health and pipeline safety laws and regulations, and to facilitate full and open discussion to address responsible standards and practices where laws and regulations do not exist. Accordingly, this Environmental, Health and Safety Policy is a standard by which Company employees are continually measured.

1.2. Our goals under this policy:

1.2.1. Operations

- 1.2.1.1. Integrate environmental, health and safety stewardship into our core business activities.
- 1.2.1.2. Make environmental, health and safety considerations a core component in existing operations and in the planning, design and construction of new and expanded facilities, including the integration of physical risk management into our business and decision processes.
- 1.2.1.3. Establish a system for total employee involvement in environmental, health and safety processes and a means to measure that participation.

1.2.2. Communications

- 1.2.2.1. Promote environmental, health and safety awareness among clients, customers and in the communities where we operate.
- 1.2.2.2. Provide environmental, health and safety training and promote awareness among all employees.
- 1.2.2.3. Cooperate and coordinate, in the spirit of partnership, with local, state and federal authorities on environmental, health and safety matters and incident response.

Accident Prevention Plan	Page 2
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

1.2.3. Evaluation

- 1.2.3.1. Incorporate critical environmental, health and safety performance metrics into our existing management reporting systems.
 - 1.2.3.2. Include the achievement of high environmental, health and safety standards of excellence as a component of the performance review process for each employee.
 - 1.2.3.3. Perform environmental, health and safety process assessments and independent compliance audits at a frequency appropriate to the size and nature of the operations and facilities, and implement corrective action.
 - 1.2.3.4. Perform evaluations of incidents and near misses through formal investigation including the identification of basic and root causes and steps to prevent reoccurrence of a similar event.
 - 1.2.3.5. Assess environmental, health and safety risks of existing operations, new business ventures and acquisitions.
- 2. Each employee is responsible for compliance with this policy and for implementing the policy within his or her area of responsibility.
 - 3. The leadership of each business unit is responsible for implementing management systems with appropriate standards and procedures to carry out this policy.

President of the Company

2. Authority & Accountability

- 2.1. The President of the Company will accept the responsibility for providing resources and guidance for the development and implementation of the Safety & Health Program; selecting and designating the Company Safety Coordinator; and establishing management policies and procedures toward effective implementation of the Safety & Health Program.
- 2.2. The Safety Coordinator will be responsible for the overall implementation of the working plan. The President will have the authority to delegate portions of the Program as he deems appropriate to subordinates. However, the President will be responsible for the implementation of the Plan.
- 2.3. Company Supervisors will have the duty and authority to approve and carry out all disciplinary actions for those who violate the policies, procedures and/or rules and

Accident Prevention Plan	Page 3
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

regulations relating to this Safety & Health Program. Supervisor responsibilities and duties relating to this safety and health program are also explained in greater detail on the following pages.

- 2.4. Each Employee will be responsible for abiding by the policies, procedures, rules, regulations and orders set forth by this Safety & Health Program. Each Employee should become actively involved in this program to assist the Company in maintaining a safe and healthful workplace environment for all involved. Individual Employee Responsibilities relating to safety and health are explained in greater detail on the following pages.
- 2.5. Contractors that perform work at a Company location are responsible for ensuring that their personnel perform this work in a manner that complies with Company safety standards, as well as federal occupational safety and health requirements and other pertinent safety and health regulations.
- 2.6. The Company Accident Prevention Plan and Safety & Health Program will be made available to all contractors for review. Likewise, each contractor will provide to the Safety Coordinator a copy of its written safety and health programs relating to work that will be performed on the Company premises.

3. Safety Coordinator Responsibilities

- 3.1. The President will designate an individual to serve as Safety Coordinator for Cleveland Integrity Services Inc..
- 3.2. The Safety Coordinator will be responsible for the overall implementation of the Company's Safety & Health Program. This will include taking steps to identify workplace hazards and conditions that are unsanitary, unhealthy or dangerous to Employees. When such hazards or conditions are identified, the Safety Coordinator will have responsibility to initiate timely and appropriate corrective actions.
- 3.3. The Safety Coordinator will be knowledgeable about general workplace safety and health issues. This knowledge will be gained through training and experience.
- 3.4. The Safety Coordinator will monitor and report directly to the President results of safety and health programs, training and accident prevention activities as measured by criteria such as:
 - 3.4.1. Records of new hire safety orientations and ongoing safety training activities
 - 3.4.2. The tracking of accident and "near miss" incidents
 - 3.4.3. Injury and illness incidents that are recordable on the OSHA 300 form
 - 3.4.4. Workers' compensation injury and illness initial and ongoing reports
 - 3.4.5. Insurance company loss runs and statistical analysis

Accident Prevention Plan	Page 4
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

3.5. Safety Coordinator responsibilities include, but will not be limited to:

- 3.5.1. Conduct or schedule to be conducted, safety inspections, surveys, audits and assessments throughout the Company workplace.
- 3.5.2. Review safety inspection reports and unsafe or unsanitary conditions that are reported by Supervisors, Employees or others. Obtain corrective actions as needed.
- 3.5.3. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.
- 3.5.4. Actively support and promote Company safety and health programs and activities.
- 3.5.5. Plan, coordinate, perform and/or delegate safety training of Supervisors and Employees.
- 3.5.6. Maintain appropriate training and testing records for each Employee.
- 3.5.7. Report unsafe Employee practices and/or behaviors to their respective Supervisors.
- 3.5.8. Review and monitor any disciplinary actions and/or remedial training.
- 3.5.9. Conduct or delegate regular safety meetings with Supervisors and Employees to promote safety awareness and compliance with the Safety & Health Program.
- 3.5.10. Investigate or cause the investigation of at-work accidents, injuries, illnesses and "near miss incidents. Assist as needed when these investigations are performed by Supervisors or others.
- 3.5.11. Review investigation reports to determine possible preventative actions. Take immediate corrective actions as required.
- 3.5.12. Ensure that reportable injuries are being documented on applicable state workers' compensation forms and OSHA forms 300A, 301 and 300 as required.
- 3.5.13. Review the safety and health programs of contractors before they perform work on a Company premises. Contractor safety and health programs must meet OSHA requirements. They should be effective in protecting contractor personnel and also Company Employees who may be exposed to hazards associated with work performed by contractors.

Accident Prevention Plan	Page 5
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

4. Supervisor Safety Responsibilities

- 4.1. Supervisors will be responsible for following and promoting safety rules, policies and safe work procedures throughout the Company workplace.
- 4.2. For purposes of this program, the term "Supervisors" will be defined as any Employee who has the authority to direct the work of other Employees.
- 4.3. Supervisors will be concerned about the safety and welfare of fellow Employees in the Company workplace. Consequently, if a Supervisor observes a hazard or safety violation in an area outside of his or her direct authority, he or she will report this to the Supervisor in charge of the work area and then to the Safety Coordinator.
- 4.4. If the hazard or violation presents an immediate danger to life or health, the Supervisor observing the danger will intervene immediately to the extent necessary to prevent injury or harm to persons without causing danger to him or herself. This protection of persons is of primary importance! Preventing damage to Company facilities and/or property is a secondary priority.
- 4.5. Any observed hazard requiring corrective action that is outside the Supervisor's authority and/or ability to correct or eliminate, will be immediately reported to the Safety Coordinator.
- 4.6. Supervisor job responsibilities include:
 - 4.6.1. Help ensure compliance with Company safety rules and safe work procedures through daily supervision of Employees. Take corrective and disciplinary action as needed.
 - 4.6.2. Conduct and/or assist in the safety orientation of new hires about department safe work practices and potentially hazardous conditions within the assigned work area. This includes ensuring that personal protective equipment (PPE) is either issued or available to new hires and re-assigned Employees. Initial safety training of new and re-assigned Employees will be completed before they begin duties in the Company workplace.
 - 4.6.3. When possible, correct unsafe conditions anywhere they are observed in the workplace. If the situation involves another Supervisor's area of responsibility, or if additional authorization or resources are required, inform the Safety Coordinator or, in the Safety Coordinator's absence the senior Supervisor in charge of overall Company operations.
 - 4.6.4. Help ensure that all accidents, injuries and "near miss" incidents are reported by Employees.
 - 4.6.5. Investigate reported accidents and "near miss" incidents in accordance with Company policies and procedures.

Accident Prevention Plan	Page 6
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

- 4.6.6. If an injury requires more than self-administered first aid, make sure that the Employee receives first aid and medical attention as needed. This may include taking the injured Employee to the Company's designated medical provider, or arranging for transportation. Report any such incident to the site Safety Representative immediately.
- 4.6.7. In emergency situations, alert and cooperate with emergency medical, fire and/or police. Notify the Company Safety Coordinator promptly after meeting immediate needs of the emergency.
- 4.7. All Supervisors will work to develop and support safety awareness throughout the workplace. This includes maintaining an open and responsive attitude when Employees ask about or raise safety issues.
- 4.8. All Supervisors will set a good example with respect to safety by their personal behavior. This includes wearing personal protective equipment in areas where it is required, and personally complying with Company safety policies and safe work procedures.

5. Employee Safety Responsibilities

- 5.1. Management considers the health and safety of each Employee to be a Company core value. All Employees will share and respect this Company value.
- 5.2. Employees must assume primary responsible for their own safety because no other person can fulfill this role. Employees must make every initiative to protect their own safety and that of their fellow workers.
- 5.3. Employees will learn, understand and follow Company safety rules and safe work procedures. This includes maintaining an awareness of the potential hazards pertaining to their work assignment. Safety compliance is a condition of employment at the Company.
- 5.4. Employees are not required to perform any task that they believe to be dangerous or unsafe.
- 5.5. Below are other individual Employee safety responsibilities:
 - 5.5.1. Employees will perform those duties assigned by the Company through its Supervisors.
 - 5.5.2. Employees will utilize personal protective equipment (PPE) when it is required.
 - 5.5.3. Before beginning special work or new assignments, Employees will review applicable and appropriate safety rules
 - 5.5.4. If an Employee has any question about how a task should be done safely, he or she must suspend work on the task until he or she has discussed the

Accident Prevention Plan	Page 7
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

situation with his or her Supervisor. Together, the employee and the Supervisor will determine the safest way to accomplish the task.

- 5.5.5. After discussing a safety situation with his or her Supervisor and site Safety Representative, if the Employee still has questions or concerns regarding the task, he or she will be permitted to notify the Company Safety Coordinator. Unsatisfactory answers and/or additional concerns will be directed to the President of the Company.
- 5.5.6. If an Employee observes what he or she believes is a hazardous condition, unsafe work practice, defective machine, tool, vehicle, facility or equipment in the workplace, he or she will report this immediately to his or her Supervisor.
- 5.5.7. If the Supervisor is not immediately available, Employees will take action as necessary to protect others from what they believe is the hazard. This may include taking a malfunctioning machine or tool out of service so that it is not used by someone else. The Employee then will notify a Supervisor or the site Safety Representative at his or her earliest opportunity, and no later than the end of the day's shift.

6. Safety Meetings

- 6.1. Meetings with Employees will be conducted periodically to discuss safety, health, environmental and security issues concerning Company operations. The primary function of these meetings is to promote safety awareness and communication throughout the workplace.
- 6.2. Employees and Supervisors will attend safety meetings. Safety meetings will be conducted by the site Safety Representative, Supervisor or some other person designated by the Safety Representative or management.
- 6.3. Should a scheduled meeting have to be postponed, it will be held later on a date and at a time determined by the Safety Representative.
- 6.4. Safety meetings will include ongoing Employee safety training and discussions to encourage safety awareness. Meetings will also address specific safety issues raised by Employees.
- 6.5. A written attendance record, signed by each Employee, will be maintained as documentation for every safety meeting.

7. Employees Reporting a Hazard Are Protected

- 7.1. The purpose of this section is to state Company policy and procedure regarding protection for Employees who report a safety hazard. It affects all organizational units of Company operations.

Accident Prevention Plan	Page 8
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

7.2. Policy & Procedures

- 7.2.1. It is the policy and philosophy of the Company that every Employee must feel secure and comfortable in reporting a known or perceived safety hazard to his or her Supervisor, to higher management within the Company, and to any appropriate governmental authority.
- 7.2.2. To this end, and to protect the legitimate rights, health and safety of every Employee, it is the policy of the Company that no person will discharge or in any manner discriminate against any Employee who reports or calls to the attention of management what he or she believes to be a safety or health hazard; or any unsafe, unhealthy condition or situation in the workplace.
- 7.2.3. Furthermore, no person will discharge or in any manner discriminate against any Employee because such Employee has filed any complaint, instituted or caused to be instituted any proceeding under or related to state or federal occupational health and safety law, has testified or is about to testify in any such proceeding, or because of the exercise by such Employee on behalf of himself or others of any right afforded by state or federal law.
- 7.2.4. Any Employee who feels he or she has been discriminated against for any of the above reasons should report this directly to the Company Safety Coordinator or an appointed alternate.
- 7.2.5. The intention of this policy is to support legitimate Employee comments, suggestions and complaints, and to ensure protection against illegal discrimination.
- 7.2.6. At the same time, the Company will take appropriate action in response to the filing of a false claim, or a claim with little merit that Company management judges to have been filed primarily to harass the Company, an individual Employee or Supervisor.

8. Access to Employee Exposure & Medical Records

- 8.1. Employees and former Employees of the Company who are, have been or may be exposed to toxic substances or harmful physical agents, have direct access to exposure and medical records maintained by the Company, as required by OSHA Standard 1910.1020.
- 8.2. Company Employees will be informed of the existence, location and availability of these records. Employees will be informed of their rights to have access to these records. Request for these records will be made in writing.
- 8.3. "Access" will mean the right and opportunity to examine and copy. Access to Employee medical and exposure records will be provided in a reasonable manner and place. Access will be provided as promptly as possible. If access cannot be

Accident Prevention Plan	Page 9
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

provided within 15 days after the Employee's request, the Company will state the reason for the delay and the earliest date that the records will be made available.

- 8.4. Responses to initial requests, and new information that has been added to the initial request, will be provided without cost to the Employee or their designated representative. At the sole discretion of the Company, Employees requesting access will be given records and the use of mechanical copying facilities so that the Employee may copy the records; or lend Employees their records for copying off the premises. Additionally, medical and exposure records will be made available, on request, to authorized OSHA representatives to examine and copy.
- 8.5. Regarding exposure records, if no such records exist for the Employee making written request, the Company will provide records (if such exist) of other Employees who have job duties/environment similar to those of the requesting Employee. Medical records relevant to the Employee requesting access will be provided to this Employee, their designated representative, or to authorized representatives of OSHA, under guidelines and provisions contained in 1910.1020(e)(2)(ii). Access to the medical records of another Employee will be provided ONLY if specific written consent can be obtained from that Employee.
- 8.6. The Employee requesting access, their designated representative, or OSHA will also have access to analyses (if any such exist) that were developed using information from exposure or medical records about the Employee's working conditions or workplaces. Personal identities, such as names, addresses, social security and payroll numbers, age, race and sex will be removed from the data analyses prior to access.
- 8.7. A copy of 29 CFR 1910.1020 is maintained by the Company for general reference and review by Employees. It is available to any Employee upon request.

9. Safety & Health Self-Inspections

- 9.1. The Company has implemented a program to identify, correct and control hazards on an ongoing basis.
 - 9.1.1. Safety & Health Self-Inspections
 - 9.1.1.1. Supervisors in each department and job site will conduct scheduled "in-house" safety and health self-inspections at least monthly in their area(s) of responsibility. Inspection will include, but will not be limited to: any tools, equipment, machinery, operating procedures and any existing and/or potential hazards on the work site, or working conditions that are unsanitary, hazardous or dangerous to Employees.
 - 9.1.1.2. Each department/location will develop and maintain one or more self-inspection checklists specific to its operation. The list will be developed utilizing a general inspection checklist and will be

Accident Prevention Plan	Page 10
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

evaluated and updated with hazards that are identified during the inspections, and from other pertinent data (injury reports, "near misses," Employee observations and suggestions) as such information is acquired.

- 9.1.1.3. Contents of checklists will be reviewed on a regular basis to ensure that they are current and updated. Checklists will become a part of the permanent record of the inspection and will serve as one confirmation of the self-inspection.
- 9.1.1.4. Each checklist will indicate the location or specific site or area surveyed, name and title of the inspector, date and time of the inspection, corrective action(s) taken for specific hazards or violations, and specific person(s) either initially informed or assigned to make sure that corrective actions are effectively implemented.
- 9.1.1.5. The self-inspection report will be forwarded to the Company Safety Coordinator for use in trend analysis and recordkeeping.
- 9.1.1.6. Employees will be notified of any hazard that poses an immediate threat of physical harm or property damage, and be informed of measures or steps taken to eliminate, correct or control the hazard.
- 9.1.1.7. The Safety Coordinator will review self-inspection checklists to confirm that any required corrective action has been completed.

10. Accident Reporting & Investigations

- 10.1. The Company will investigate all work-related accidents, injuries and near miss incidents involving Employees or other persons; or significant damage to Company property. The company will ensure all equipment and materials need to conduct a proper investigation will be readily available. This investigation will be used to develop preventive measures and implement corrective actions.

10.2. Reporting

- 10.2.1. All Employees are required to report any of the following to their immediate Supervisor as quickly as possible and without delay:
 - 10.2.1.1. Accidents or incidents resulting in injury or illness of any magnitude (including first aid related cases); Employees who could be first responders should be trained and qualified in first aid techniques.
 - 10.2.1.2. Accidents or incidents resulting in significant property or equipment damage; and

Accident Prevention Plan	Page 11
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

10.2.1.3. Any near miss incidents that could potentially have resulted in injury or illness to an Employee, or damage to property.

10.2.1.4. After injured personnel are attended to maintenance personnel should be summoned to assess integrity of buildings and equipment, engineering personnel to evaluate the need for bracing of structures.

10.3. Accident Investigation

10.3.1. The site Supervisor and Safety Representative will be responsible for conducting accident investigations that occur in areas that affect Employees under their supervision. Upon notification of an accident or near miss incident, the Safety Representative and/or Supervisor, will begin an investigation to determine the following:

10.3.1.1. How the accident or incident occurred;

10.3.1.2. Reporting of the incident must occur in a specified manner and the reporting sequence must be posted. For example, in the event of an incident, the following are contacted in order: 911, department supervisor, section manager, company physician, security, human resources, safety department, and other organizations as required. The employer must also verbally report required incidents to OSHA within 8 hours of their discovery. Incidents must also be reported to the Owner Client as soon as possible or in a timely manner (OSHA requires reporting of work related incidents resulting in the death of an employee or the hospitalization of three or more employees. within 24 hours of incident).

10.3.1.3. Special circumstances involved;

10.3.1.4. Underlying, indirect or associated causes; and

10.3.1.5. Corrective actions or preventive measures and controls indicated by investigation results.

10.3.2. Accidents and incidents involving situations where multiple Supervisors are affected, such as an Employee of one area injured in another area, will be investigated as a joint effort directed and overseen by the Company Safety Coordinator.

10.4. Documentation

10.4.1. All activities and findings of the investigations will be documented and recorded for review by the Safety Coordinator.

Accident Prevention Plan	Page 12
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

10.4.2. Accident and incident investigation documentation will record, as a minimum, the following information:

- 10.4.2.1. Date of occurrence;
- 10.4.2.2. Name of person(s) involved, job title, area assigned and length of experience in the Company with this job;
- 10.4.2.3. Location of occurrence;
- 10.4.2.4. Nature and severity of injury or illness;
- 10.4.2.5. Name of Supervisor(s) involved in the investigation;
- 10.4.2.6. Job assignment or duties being performed at time of incident;
- 10.4.2.7. A list of any Personal Protective Equipment and/or operator certification(s) required for this job or assignment, and whether the person(s) involved were using this PPE and/or held current certifications as required;
- 10.4.2.8. Special circumstances or encumbrances;
- 10.4.2.9. Details of how the accident or incident occurred;
- 10.4.2.10. Equipment affected or involved;
- 10.4.2.11. Written statements shall be of the person(s) injured or directly involved (unless unavailable due to injury);
- 10.4.2.12. Names and written statements of witnesses;
- 10.4.2.13. All evidence such as photos witness statements shall be kept secure.
- 10.4.2.14. Apparent direct cause;
- 10.4.2.15. Apparent indirect, underlying or contributing factors – “root causes” (including fault or failure in Safety & Health Program elements); and
- 10.4.2.16. Incident investigations should result in corrective actions, individuals should be assigned responsibilities relative to the corrective actions, and these actions should be tracked to closure. Lessons learned should be reviewed and communicated to prevent reoccurrence or similar events.

11. Analysis & Review

Accident Prevention Plan	Page 13
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

- 11.1. Company management and the Safety Coordinator will periodically review and analyze records and documentations pertaining to ongoing implementation of the Safety & Health Program, accidents, injuries and near miss incidents.
- 11.2. Management will also ensure Personnel be trained in their roles and responsibilities for incident response and incident investigation techniques. Training requirements relative to incident investigation and reporting (Awareness, First Responder, Investigation, and training frequency) should be identified in the program.
- 11.3. This review will focus on hazard analysis and recognition of any developing trends.
- 11.4. Trend analysis will identify recurring accidents and near miss incidents resulting in, or potentially involving injury, illness or property damage.
- 11.5. The analysis also will be used to identify deficiencies in program components so that enhancements can be made as needed.
- 11.6. This process will include review of Employee training records to ensure that new hire and safety procedures training are being accomplished in accordance with Company requirements.

12. Orientation & Training

- 12.1. The Company will provide initial safety and health orientation and related ongoing training to Employees at all levels of the organization.
- 12.2. The Safety Coordinator will develop, implement and maintain the safety and health orientation and training programs. These are intended to educate and familiarize Employees with safety and health procedures, rules and safe work practices established for Company operations.
- 12.3. Management will encourage and require participation of all Employees.
- 12.4. Management will support the safety orientation and training programs with sufficient allocations of time and funding for effective implementation.
- 12.5. Training & Development
 - 12.5.1. Safety and health orientations and training will be developed to inform Employees about:
 - 12.5.1.1. Potential hazards associated with the work area;
 - 12.5.1.2. Potential hazards associated with specific job or task assignments;
 - 12.5.1.3. Emergency procedures;

Accident Prevention Plan	Page 14
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

- 12.5.1.4. Personnel Protective Equipment (PPE) required for specific tasks or assignments;
- 12.5.1.5. Hazard Communication Standard (Right-to-Know) information about chemicals used in the workplace;
- 12.5.1.6. Specific equipment operations and/or competent person training related to Employee tasks or job assignments;
- 12.5.1.7. Company safety rules and safe work procedures;
- 12.5.1.8. Employee reporting requirements regarding safety hazards, accidents, injuries and near miss incidents;
- 12.5.1.9. Accident investigation procedures and requirements; and
- 12.5.1.10. Personnel health monitoring requirements as applicable to a task or job assignment.
- 12.5.2. Employee safety and health training will be implemented in three ways -- New Hire Safety & Health Orientation; Reassigned Personnel Safety and Health Orientation; and Ongoing / Annual Safety & Health Training.
 - 12.5.2.1. New Hire Safety & Health Orientation
 - 12.5.2.1.1. New Hire Safety Orientation Training will be administered to all new Employees prior to the initial work assignment.
 - 12.5.2.1.2. The orientation will consist of all required training programs as well as job and site-specific safety and health information.
 - 12.5.2.1.3. New Hire Orientation includes an overview of the Safety & Health Program, plus explanation of Individual Employee Safety Responsibilities; the written Hazard Communication Standard (Right-to-Know) Program; General Safe Working Procedures; Job-Specific and Site-Specific Safety and Health Procedures (including special training about Company safety and safe work procedures); Fire Extinguisher Training and Emergency Response Procedures.
 - 12.5.2.1.4. All New Hires will be given a tour of the facility/job site and an opportunity to pose

Accident Prevention Plan	Page 15
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

questions to the site Safety Representative or Supervisor as needed to help the new Employee understand safety and health information, rules, policies and procedures.

12.5.2.2. Reassigned Personnel Safety & Health Orientation

12.5.2.2.1. Personnel who are given a new work assignment will receive an orientation on safety rules and safe work procedures relating to these new duties.

12.5.2.2.2. This is referred to as the REASSIGNED PERSONNEL SAFETY ORIENTATION. In addition to job specific safety training, reassigned personnel will receive information/training on the chemical hazards and emergency procedures for the reassigned work area.

12.5.2.3. Ongoing Safety & Health Training

12.5.2.3.1. Employees will participate and be involved in ongoing safety and health training at the Company. This type of activity provides both refresher training and reinforcement of safe work procedures. It also helps communicate new information and general safety awareness.

12.5.2.4. Annual Safety & Health Training

12.5.2.4.1. Annual training and recertification training will be developed and/or reviewed by the Safety Coordinator.

12.5.2.4.2. Annual training topics may include, but may not be limited to the following:

12.5.2.4.2.1. Hazard Communication

12.5.2.4.2.2. Proper Selection and Use of Personal Protective Equipment

12.5.2.4.2.3. Responding to Injuries and Illnesses at Work – First Aid and CPR Options

Accident Prevention Plan	Page 16
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

- 12.5.2.4.2.4. Bloodborne Pathogens Awareness
- 12.5.2.4.2.5. Fire Safety, Prevention and Response
- 12.5.2.4.2.6. Electrical Safety
- 12.5.2.4.2.7. Control of Hazardous Energy – Lockout and Tagout
- 12.5.2.4.2.8. Emergency Response, Evacuation and Shelter In Place Procedures
- 12.5.2.4.2.9. Housekeeping for Safety / Safe Walking and Working Surfaces
- 12.5.2.4.2.10. Material Handlings / Preventing Back Injuries
- 12.5.2.4.2.11. Machine Guarding and Safe Operations of Powered Equipment
- 12.5.2.4.2.12. Ergonomics in the Company Workplace
- 12.5.2.4.2.13. Preventing Violence In The Workplace
- 12.5.2.4.2.14. Heat Related Illnesses
- 12.5.2.4.2.15. Stairs and Ladder Safety / Fall Protection
- 12.5.2.4.2.16. Office Safety

12.5.2.5. Documentation Of Training

- 12.5.2.5.1. The Safety Coordinator will maintain a written record of safety training taken by each Employee during the year.
- 12.5.2.5.2. Employee safety and health training will be documented with at least the following information:
 - 12.5.2.5.2.1. Date of training session;

Accident Prevention Plan	Page 17
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

12.5.2.5.2.2. Provider (name of person conducting training and affiliation, if not an Employee of the Company);

12.5.2.5.2.3. Subject matter;

12.5.2.5.2.4. Legible name of attendee(s) and supplemental identification if needed or required;

12.5.2.5.2.5. Printed name and signature of Employee as acknowledgment of attendance.

12.5.2.5.3. Individual training records will be maintained for the duration of employment plus three years.

13. Concepts About General Safety & Specific Duty Training

13.1. The Safety & Health Program is designed to provide detailed information to Employees about the Company's safety related policies, as well as to serve as a training guide and reference source.

13.2. The program presents GENERAL SAFETY TRAINING to Employees about health and safety subject matter that pertains to all Company operations.

13.3. Job-specific or task-specific safety and health orientation is presented as SPECIFIC DUTY TRAINING. It is provided to Employees who are assigned to work in jobs or at tasks that require specialized safety/health knowledge, understanding and proficiency.

13.4. Examples of these types of assignments include operation of heavy equipment, cranes and hoists; forklift operator safety training and certification; performance of lockout and tagout procedures for authorized persons; excavation safety training and certification; confined space entry safety training and certification; use of powered equipment and tools; and vehicle operations when in the course and scope of employment with the Company.

13.5. Employees will receive both types of training based upon and before they begin a job assignment.

14. Recordkeeping

14.1. The Company believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective Recordkeeping Program. The recordkeeping element is also essential in tracking the performance of duties and responsibilities under the Program.

Accident Prevention Plan	Page 18
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

The Company is committed to implementing and maintaining an active, up-to-date Recordkeeping Program. Therefore, all documents and records applicable to the Company will be submitted and maintained on file for verification purposes at the address given below:

Cleveland Integrity Services Inc.
Attn: Recordkeeping
370669 East Highway 64
Cleveland, OK 74020
United States

14.2. Injury & Illness Data

- 14.2.1. The Personnel Department will maintain records of all work-related Employee injuries and illnesses.
- 14.2.2. The following records are applicable only to work-related injuries and illnesses:
 - 14.2.2.1. OSHA 300 Log or Recordable Injuries and Illnesses, or equivalent if required;
 - 14.2.2.2. OSHA 301 Injury and Illnesses Incident Report, or equivalent if required;
 - 14.2.2.3. OSHA 300A Summary of Work-Related Injuries and Illnesses, or equivalent if required; and
 - 14.2.2.4. State workers' compensation and insurance carrier forms (as appropriate)
- 14.2.3. The OSHA 300 Log, an Annual Log of Recordable Injuries and Illnesses, or an equivalent record, will be maintained at each job site for not less than five (5) years. The OSHA 301 Injury and Illness Incident Report, or an acceptable equivalent, will be established bearing a case number correlating with the case identifier on the OSHA 300 Log and all pertinent and required information. The information contained or entered on these records will be made current within six working days of a recordable incident.
- 14.2.4. A copy of the completed and signed OSHA 300 annual summary must be posted in each establishment in a conspicuous place or places where notices to Employees are customarily posted. The Company will ensure that the posted annual summary is not altered, defaced or covered by other material.

Accident Prevention Plan	Page 19
Cleveland Integrity Services Inc. Master Safety & Health Program	Rev. 3/2011

- 14.2.5. The completed and signed OSHA 300 annual summary will be posted no later than February 1 of the year following the year covered by the records. The posting will remain in place until April 30.

14.3. Other Safety-Related Records

- 14.3.1. The Company will maintain and review records of safety audits and inspections that are conducted within or that affect the Company, employees or facilities.
- 14.3.2. The Company will document and maintain records of safety and health related Employee training. This documentation will be maintained as proof of attendance and for review to assist in determining the need for additional or recurring training for Employees on an individual basis.
- 14.3.3. The Company will maintain records and documentation of accident and incident investigations.
- 14.3.4. The Company will maintain records and data pertaining to equipment and maintenance programs performed at each workplace. Applicable forms and records are:
 - 14.3.4.1. Routine inspection and maintenance records;
 - 14.3.4.2. Documentation of services performed by contract agreement; and
 - 14.3.4.3. Documentation of repair and replacement of parts or equipment.

15. Annual Review & Revision of Program Elements

- 15.1. At least yearly, the Safety Coordinator, management and other designated Company personnel will review and revise the components of the Accident Prevention Plan and the Safety & Health Program for effective implementation.
- 15.2. Specific attention will be devoted to the introduction of new procedures, processes and equipment, as well as indications that a program component needs revision or updating.
- 15.3. Information for this review process will be solicited from Supervisors and Employees.