



UICTS / UICMM / Bowhead Safety Orientation

Piyaquutailaqta – “Let Us Go Without Injury”

UICTS-HSER-2-6-600-R1 Rev 3





Health, Safety, Environmental & Risk (HSE&R) Department

- **Responsibilities:**

- To ensure all employees are free from work place hazards and risks while at work.
- Ensure the implementation of a Health, Safety and Environmental program that meets or exceeds state and federal standards to create a safe and successful work environment.
- Develop needed safety policies and training to ensure compliance with Regulatory standards and contract requirements.





The UICTS/Bowhead Safety Orientation will review the following OSHA and Bowhead required safety topics:

- Bowhead Safety Culture
- Accident Reporting
- Stop Work Authority
- Personal Protective Equipment
- Fall Protection
- Safety Controls & JHA
- Hazard Communication
- Bloodborne Pathogens
- Fire and Emergency Exits
- Work Location Safety
- Proper Lifting Technique
- Workstation Ergonomics
- Drug and Alcohol Policy
- Safe Driving Policy





“Safety Is Priority One”

Gerrie L’Heureux, President & CEO



Bowhead Strives To Instill A Safe Working Culture For All Employees

- The development and success of the safety culture are the responsibility of every employee to conduct their work in a safest manner, while being an example to others.
- It is the responsibility of every supervisor to lead all projects and tasks with safety as the first priority, then ensure that all employees are safely & properly conducting those tasks.
- Adverse conditions (accidents and property damage) affect our safety culture, our employees, their families, the corporation, our clients, our sub-contractors, and visitors to or near our work areas.
- To assist in the growth and practice of a positive safety culture, every employee must:
 - **Report all accidents and incident right away, no matter how trivial.**
 - Take the time to do the job correctly and in a safe manner.
 - Avoid taking short cuts.
 - Use “STOP WORK AUTHORITY” when necessary.
 - Ask a supervisor if the situation is questionable regarding safety.
 - Wear personal protection equipment (PPE) at all times when required and applicable.
 - Be an example to others by using safe work practices.



- **When an accident or injury has occurred, what do you do?**
 - Evaluate the situation.
 - Call 911 if immediate medical treatment is needed.
 - Contact your supervisor.
 - Supervisor will contact the Bowhead POC and the Bowhead HSE Department.
 - Contact HSE Manager
 - C. Monetta Cell #: 540-656-0740 / J. Boucher Cell #: 703-399-9477
 - Available 24 hours a day / 7 days a week
 - All contact information is available in MS Outlook “GAL” & on Employee Portal
 - HSE Department will assist with non-emergency accidents & medical care direction, help process documentation and assist with the medical facility visitation(s).
 - Supervisors are responsible for completing an Initial Notification of Incident, Injury or Illness (INOI) form, or the Subcontractor First Report of Injury Form.
 - These forms are available from the Bowhead POC and the Bowhead HSE Dept.
 - Return the completed forms by COB to HSE Manager by:
 - E-mail: HSE@bowheadsupport.com / Fax: 703-379-6880





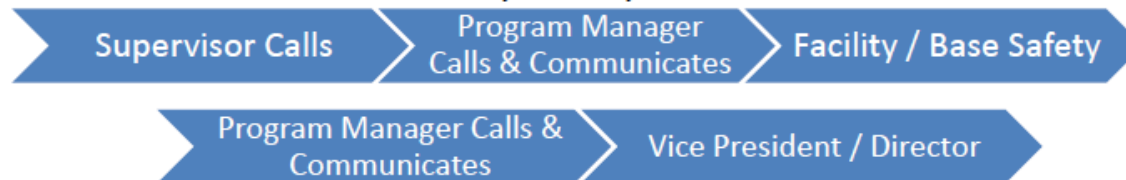
UICTS-HSER-4-6-202
REF Doc: UICTS-HSER-2-6-201
(UIC HSE Policies, Procedures & Guidelines, 2009)

ACCIDENT REPORTING STEPS

All accidents will be reported immediately

- # 1. **Evaluate** the situation & Determine if **911** should be called.
State the type of emergency and location.
- # 2. **Contact** your supervisor with the following information:

Who, What, Where



- # 3. **Call** Bowhead HSE Manager 24 / 7 at **(540) 656-0740** or the UIC Duty Manager at **(907) 229-6567**
- # 4. **Complete** & Return the INOI (*Initial Notification of Incident*) *Return to HSE Manager ASAP but No later than the next working day.*
The Email is hse@bowheadsupport.com, Fax is (703) 379-6880.

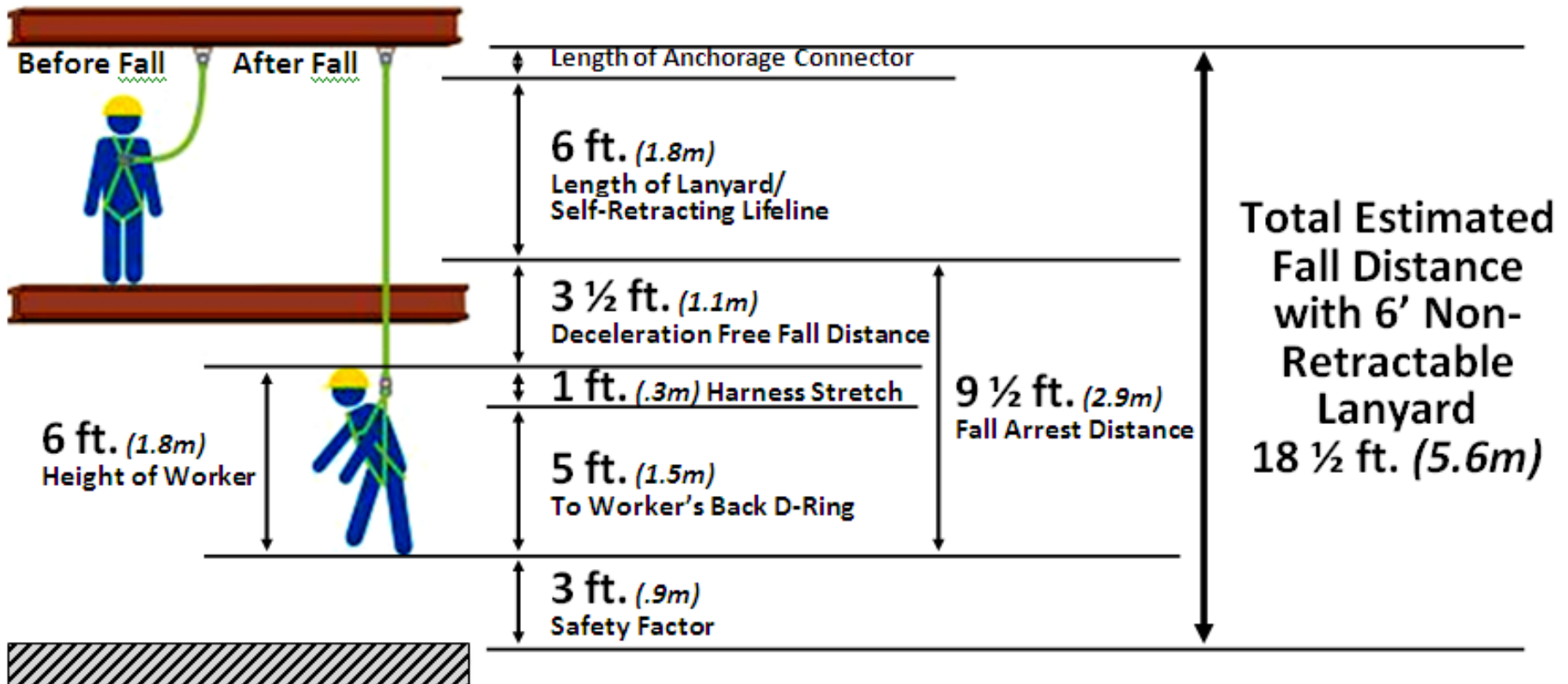
- **It is *everyone's* obligation to recognize and STOP any potentially hazardous work activity or situation.**
 - This includes any work activity that could result in bodily injury to employees and / or property damage.
- **Immediately report all hazardous situations to your supervisor.**
- **Correct the issue right away if possible.**
- **Contact the Bowhead HSE Department for consultation or assistance.**



- Personal Protective Equipment (PPE) are items that are worn as a last defense to protect the employee from unexpected harmful contact while working in potentially hazardous environments.
- It is the employees responsibility to properly wear, maintain, and select the appropriate PPE when working in hazardous environments.
- PPE includes, but is not limited to the following items:
 - Hard Hat
 - Gloves
 - Safety Toed Shoes
 - Protective eye wear
 - Hearing Protection
 - Various types of Respiratory Protection
 - Fall Protection Harnesses
 - Lab Coats
 - Face Shields
 - Protective clothing for welding



Fall Protection – Do the Math!



- **Safety Hierarchy of Controls:**

1. Engineering Controls

- Ventilation
- Enclosures
- Process Re-design

2. Administrative Controls

- Job Rotations
- Work policies and procedures
- Limits on work periods and potential exposures

3. PPE

- **JHA (*Job Hazard Analysis*) or AHA (*Activity Hazard Analysis*)**

- Job description
- Hazards associated
- Application of controls

Hazard Communication & Global Harmonization



- It is the employer's responsibility to inform employees of the hazards and available information for any chemicals that they may work with or potentially come in contact with.
- This is done through training and access to Safety Data Sheets (SDS) (formerly known as Material Safety Data Sheets or MSDS)
 - An SDS is a document prepared by the chemical producer with information regarding the chemical or substance.
 - Every chemical has an SDS.
 - SDS are prepared in a uniform format, and include 16 sections:
 1. Identification
 2. Hazard(s) Identification
 3. Composition/Information on Ingredients
 4. First-Aid Measures
 5. Fire-Fighting Measures
 6. Accidental Release Measures
 7. Handling and Storage
 8. Exposure Controls/Personal Protection
 9. Physical and Chemical Properties
 10. Stability and Reactivity
 11. Toxicological Information
 12. Ecological Information
 13. Disposal Considerations
 14. Transport Information
 15. Regulatory Information
 16. Other Information

Chemical Name	
CAS #	
HEALTH	<input type="checkbox"/>
FLAMMABILITY	<input type="checkbox"/>
INSTABILITY	<input type="checkbox"/>
SPECIFIC	<input type="checkbox"/>



- In addition to SDS, standardized labels include pictograms to alert users of the chemical hazards to which they may be exposed

SAMPLE LABEL

CODE _____ Product Name _____	Product Identifier	Hazard Pictograms  
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____		

Supplier Identification

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
 Keep away from heat/sparks/open flame. No smoking.
 Only use non-sparking tools.
 Use explosion-proof electrical equipment.
 Take precautionary measures against static discharge.
 Ground and bond container and receiving equipment.
 Do not breathe vapors.
 Wear protective gloves.
 Do not eat, drink or smoke when using this product.
 Wash hands thoroughly after handling.
 Dispose of in accordance with local, regional, national, international regulations as specified.










Precautionary Statements

Signal Word
Danger

Hazard Statements
Highly flammable liquid and vapor.
May cause liver and kidney damage.

Supplemental Information
 Directions for Use _____

 Fill weight: _____ Lot Number: _____
 Gross weight: _____ Fill Date: _____
 Expiration Date: _____

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  <ul style="list-style-type: none"> • Gases Under Pressure 	Corrosion  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment (Non-Mandatory)  <ul style="list-style-type: none"> • Aquatic Toxicity 	Skull and Crossbones  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)



- All Bowhead employees have access to an online SDS management website.
- This site provides:
 - Information on thousands of chemicals and materials
 - A centralized, customized inventory of each location's products
 - Ability to create and print specific labels
 - Instant support by phone or online to ensure the safety and protection of Bowhead's employees and facilities
- Please "Bookmark" this site to ensure SDS are readily available in the event of an emergency



****To begin exploring this site, simply click the card!**



- **Bloodborne pathogens are viruses or bacteria which are carried in blood and bodily fluids, and can cause diseases in people such as:**
 - Malaria
 - Syphilis
 - Hepatitis A , B, C, D, E
 - Hepatitis B is very common, and currently has a preventative three shot series.
 - Hepatitis C is the most common chronic Bloodborne infection in the U.S.
 - Hepatitis D and E are primarily spread through fecal matter.
 - Human Immunodeficiency Virus (HIV), which can become AIDS.
- **To prevent exposure to a Bloodborne Pathogen, use these **Universal Precautions**:**
 - Place a protective barrier between your skin and the blood or bodily fluid.
 - Use gloves (latex or medical), eye protection, face mask (if available), and cover any open or broken skin.
 - When disposing of materials (PPE, bandages, etc.) ensure they are placed in a separate garbage bag. Do Not place them in the regular trash.
 - Always wash your hands and any potentially exposed areas with soap and water after all clean-up or medical assistance is completed.





- **Once again, exposure to a Bloodborne Pathogen occurs when:**
 - Blood to blood contact is made.
 - Blood to body fluid contact is made.
 - Body fluid to body fluid contact is made.
 - Blood comes in contact to open cuts, abrasions, or broken skin.
 - Blood or body fluid come in contact to the eyes, nose, and mouth.
- **If blood or body fluid exposure occurs?**
 - Wash all exposed areas with soap and water immediately.
 - Thoroughly flush eyes for 15 minutes, if blood comes in contact with eyes.
 - Immediately notify your supervisor and the Bowhead HSE Department.
 - Record how the exposure occurred on Initial Notification of Incident (INOI) form.
 - The Bowhead HSE Department will direct you to seek medical attention.
 - A list of local medical facilities will be provided.





- **Emergency Response & Emergency Exit Preparedness**
- **While at your work location, take a few minutes to orient yourself with the facility and find the following items:**
 - Emergency exits.
 - Fire extinguishers.
 - Fire alarm pull stations.
 - Where emergency rally points are located.
 - Become familiar with the halls and walkways.
 - Where emergency stairs exit the building.
 - Find your work location's first aid kit.
- **How you can assist prior to an emergency?**
 - Help keep emergency exits free of clutter.
 - Keep hallways and work areas clear of all objects.
 - Report safety issues and concerns to a supervisor.
 - Participate in emergency drills and training.



- **When the fire alarm is activated you should:**
 - Stay calm, do not panic
 - Locate the nearest emergency exit, walk to that exit and leave the building.
 - Do not use elevators if your work location has them.
- **First to notice a fire:**
 - First pull the fire alarm and then notify the rest of the employees of the fire.
 - Early warning and notification is important in building evacuation.
 - If you have been trained, attempt to extinguish the fire with a charged and ready to use a fire extinguisher.
 - Ensure the fire is completely out, if not evacuate immediately.



- **How to use a Fire Extinguisher: Think of the acronym PASS:**
 - **P**ull the secure tag and the pin.
 - **A**im the nozzle at the base of the fire.
 - **S**queeze the trigger or handle.
 - **S**weep from side to side until the fire is extinguished completely or the extinguisher has completely discharged.



- **NOTE: If the fire is not fully extinguished, exit the room while facing the fire. Never turn your back on the fire. CLOSE THE DOOR to contain the fire, and exit the building.**

- While working at any location, whether in the field, construction site, laboratory, technical area or office environment, there can always potentially be a hazard.
- The following work injuries and hazards do occur and exist in all work locations:
 - Slips / Trips / Falls
 - Burns
 - Sprains and strains
 - Cuts and lacerations
 - Back injuries
 - Electrical hazards
 - Fire hazards
 - Poor housekeeping
 - Equipment damage
 - Adverse weather hazards
- Be aware of your surroundings and report any hazard or problem to a supervisor immediately.



- **A few simple rules to follow when lifting objects:**
 - Evaluate if a box or item is too heavy for you by moving it slightly around or pushing it. If it readily moves, it is reasonable that you can be comfortable lifting it.
 - Remember to use the “buddy system” to assist in the large lifts.
 - Use mechanical assistance such as a hand truck, pallet jack or office cart.
 - Empty the box contents to make it lighter.
- **When you are lifting use the following methods:**
 - Either squat or kneel on one knee.
 - Grasp the object on either side or top and bottom.
 - Pull the object close to your chest and prepare to stand-up.
 - **KEY POINT:** Before standing up, lift your chin so you are looking straight ahead, **Do Not Look Down.** Stand-up while looking straight ahead.
 - This allows your body to use your thighs and not your lower back muscles.

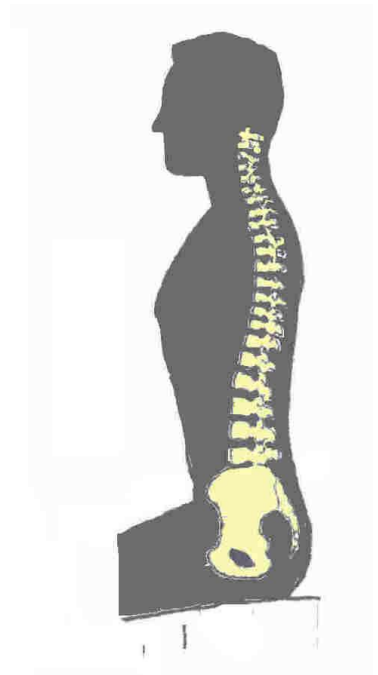
Example of how to lift properly



Keeping your head up, naturally makes you lifting with your legs.



Notice the spine curves with no support when looking down.



Spine is straight with a normal curve when looking up

If you have any continuous or reoccurring pain while working at your station, whether in the neck, shoulders, wrists, back of the knees, lower back or develop eye strain contact your supervisor and they can contact the HSE Department to schedule an ergonomic evaluation.

Pain Areas of Concern



Diagram of a Proper Ergonomic Workstation



- Bowhead has a zero tolerance policy across the company
- All Bowhead work locations are alcohol and drug free to increase safety and reduce accidents and injuries.
- Our Substance Abuse program includes pre-employment screening, post-accident screening, random testing, sweep testing and reasonable suspicion testing.
- An electronic copy of the entire Drug and Alcohol Policy is available upon request.



Bowhead / UIC Safe Driving Policy & Procedures

- To drive a Bowhead, government, rented, leased, or personally owned vehicle for company business, employees must be included in the “UIC Authorized Safe Driver Program”:
 - Be designated as a driver by direct supervisor
 - Complete and submit “D&R Form”
 - Complete web-based training
 - Receive UIC Auto Insurance Packet
- Additional Policy Elements:
 - Drive within the laws of each state and the Federal government
 - Seat belts will be worn by all occupants at all times
 - All cell phone and hands-free device use shall be in accordance with Federal, state, and local regulations
 - Report all accidents while on company business.
 - Written notice is required within 24 hours of the incident occurring
 - Never Drink and Drive





Any Questions or Concerns?

If at any time a question or concern does arise please feel free to contact the HSE Manager, 24 hours a day , seven days a week.

Christopher Monetta Cell #: 540-656-0740

Jeff Boucher Cell #: 703-399-9477

E-mail: HSE@bowheadsupport.com

Fax: 703-379-6880

For UICTS/Bowhead Emergency Information &
the Open/Closed Status of a Facility, check:

UICTS.blogspot.com or Call 540-709-1115

