Apollo Inc. is committed to 100% health and safety. The Apollo safety process is solidly based on the *Injury Free Workplace* philosophy, through *High* *Performance Safety.* The key elements of this process consist on the following:

* *Leadership:* Establishing *Safety as a Value* rather than a priority.
* *Behavior:* Acceptance and Commitment to safety by *Choice* rather than compliance.
* *Environment:* Maintaining the culture of the workplace at a *High Moral*

Apollo’s Commitment is to eliminate worker injuries at every project site and workplace. All employees are obligated as follows:

1. To conduct their work in a safe manner.
2. To stop work immediately to correct any unsafe condition that is encountered
3. To take corrective action so that work may proceed in a safe manner.

It is the company goal and expectation that NO ONE will suffer an injury in the Execution of our work

**Project Overview**

### Scope of Project / Schedule / Owner

* Employee Parking
* Material Storage / Deliveries
* MSDS Station / Copies
* First Aid Kits: Each subcontractor needs to come prepared with first aid kits. A first aid kit will be located in the Apollo field office for emergency use only
* Sanitation Facilities
* Emergency Response Plan
* Means of Access
* Fire Protection plan
* Temporary Lighting / Power / Ventilation
* Smoking and tobacco Policies
* Clinic - Emergency phone numbers are posted in Apollo field office by the phone
* Work Hours
* Neighborhood Awareness
* Hospital Awareness

**Safety Requirements**

* PPE - Personal Protective Equipment: Safety Glasses, Hard Hat, Leather Work Boots, Gloves, High visibility Vest
* Fall Protection – All work over 6’, Fall Protection Work Plan, Training
* Ladders – Training, Inspections, Usage
* Cranes – NCCCO, Pick Plan, Crane Certifications
* Forklifts / Aerial Lifts – Certification, Training, Daily Inspections
* Excavations / Heavy Equipment – Daily inspections, Training
* Electrical
* Hot Work
* Confined Spaces
* Weekly Safety Meetings / Tool box meetings
* Stretch & Bend
* Reporting Procedures for: Unsafe acts, near misses, and all accidents
* First Aid trained personnel / Emergency Phone Numbers
* Competent Persons: Trenching, Excavating, Scaffolding
* Housekeeping -Clean up Every Day, Every Sub, Every Area
* Disciplinary Procedures: 1st Offense: verbal warning unless the unsafe act is determined to be severe which at that point could lead to suspension or removal from the project. 2nd Offense: 2- day suspension. 3rd Offense: removal from the project if the violation was a repeat or increased severity for continuation of an unsafe act.
* Project Safety Coordinators:

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_