

APOLLO INDUSTRIAL SAFETY AND HEALTH PROGRAM

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1.0 Purpose

- 1.1 The purpose of Apollo Home Healthy - Home Safe program is to reduce worker injury and illness. Apollo promotes a continuous improvement, value driven health and safety program that recognizes employee health can directly impact employee safety.

2.0 Mission

- 2.1 Apollo is committed to instilling a **HOME HEALTHY - HOME SAFE** culture with the intent of maintaining an injury free workplace while advancing worker well-being through policies, programs and procedures.

“Healthy Workers are Safer Workers”

- 2.2 The key elements of this process consist of the following:

2.2.1 **Leadership:** Inspires and exemplifies Home Healthy - Home Safe as a core value.

2.2.2 **Behavior:** Motivate workers to choose and commit to Healthier and Safer behaviors .

2.2.3 **Environment:** Provide workspaces that are functionally supportive of a culture of Health and Safety.

3.0 Health and Safety Plan Elements

- 3.1 In the spirit of continuous improvement and attainment of Health and Safety culture, the following programs, policies and procedures will be developed, adopted and implemented by Apollo on all its projects.

3.2 Safety Elements

3.2.1 **Orientation:** All new employees will receive orientation that includes a thorough and detailed presentation of Apollo’s Health and Safety Program, Policies, and Procedures. Orientations will also include required Health and Safety Training, with added emphasis on Apollo’s **HOME HEALTHY - HOME SAFE** philosophy.

3.2.2 **Discipline Policy:** A violation of safe practices, procedures, Federal or State regulations may result in suspension or termination of the employee. All written notices shall be turned into the Safety or HR Department.

First Violation – Written Warning

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Second Violation – Four Day Suspension

Third Violation – Termination

NOTE: Apollo reserves the right to execute immediate termination based on the hazard associated with the behavior.

- 3.2.3 **Subcontractor Pre-Qualification:** Pre-bid, post-bid, and other preliminary meetings will provide detailed safety direction and guidance to the Subcontractor. If subcontractors Experience Modification Rate and or incident rates are above general contractors or owners’ criteria for a safe contractor, the subcontractor shall submit a corrective action plan that is acceptable to Apollo Health and Safety and the general contractor or the owner’s Health and Safety department prior to awarding a subcontract.
- 3.2.4 **Health and Safety Representative:** Apollo will designate a Site Health and Safety Representative on all projects. The position may be filled by a qualified worker or foreman. Projects with 20 or more employees on the project will require evaluation by the Division Manager for an onsite non-working Health and Safety Representative. Projects with fifty or more employees are required to have a non-working Health and Safety Representative.
- 3.2.5 **Stop Work:** All employees are empowered to Stop Work if a serious hazard or violation is recognized. The Stop Work shall remain in place until the person or group issuing the Stop Work is satisfied with corrective actions.
- 3.2.6 **Personal Protective Equipment (PPE):** Head protection (hard hat), eye protection (safety glasses), hand protection (Cut Level Gloves), foot protection (sturdy, leather work boots above the ankle), full-length pants and shirts with sleeves (minimum 4” below the shoulder) are mandatory wear at all times. High visible class 2 vest shall be worn any time heavy equipment is on job site and high visible shirt shall be worn all other times. Hearing protection required around all noise sources above 80 dBA.
- 3.2.7 **Training Requirements:** Employees are required to participate in Health and Safety training as outlined in the contract and/or Apollo’s Industrial Health and Safety manual. Topics may include but are not limited to: fall protection, scaffolding, trenching and excavation, equipment operation, CPR/First Aid, the control of chronic illnesses through nutrition, movement, stress management, sleep, relaxation, and communications.
- 3.2.8 **Meeting Requirements:**
 - 3.2.8.1 **Daily-** Stretch and Flex and Pre-Task meeting shall be conducted. Pre-Task Meeting shall be documented on the Apollo Pre-Task Plan. Other Pre-Task Plans may be used if contract

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requires it and it meets minimum requirements of Apollo's Pre-Task Plan.

- 3.2.8.2 **Weekly-** Health (50%) and Safety (50%) focused meetings are required and shall be documented on the Apollo Weekly Health and Safety Meeting Agenda form.
- 3.2.8.3 **Monthly-** As determined by project team, once a month the Weekly Health and Safety Meetings (Tools for Life) can be conducted as an all "Hands Meeting".
- 3.2.8.4 **Periodically-** In addition to Daily, Weekly, Monthly Health and Safety meetings, Job Hazards Analysis will be discussed when applicable.
- 3.2.8.5 **Health and Safety Leadership Meeting (SLM):** Division Managers or designee shall hold a meeting with all key supervisors on a regular and scheduled basis (Monthly, Quarterly, Bi-Annually or Annually). An agenda shall be established and include at a minimum: recognitions, incident rates, leading/lagging indicators, lessons learned, safety committee items, a safety /health topic, upcoming training and events.
 - 3.2.8.5.1 **Monthly-** Large projects with on-site health and safety personnel, shall hold a monthly meeting led by the project manager or designee for all supervisors on site. An agenda shall be established and include at a minimum: recognitions, lesson learned, safety inspection findings, and a safety /health topic.
- 3.2.9 **Health and Safety Planning Process:** Safety planning begins with the defining scope of work and establish health and safety requirements, it's conducted on three levels: Strategic (Apollo), Operational (Subcontractor/Apollo), and Action (Crew).
 - 3.2.9.1 **Strategic – Site Specific Plan/Phase Health and Safety Plan:** Apollo Project Management will initiate the health and safety planning process based on the scheduled phases of construction. Key activities, training and operational requirements to perform work safely are identified and referred to the appropriate Subcontractor for planning and action or for self-performed work the Apollo Superintendent.
 - 3.2.9.2 **Operational – Job Hazard Analysis (JHA):** Superintendent/Subcontractor utilizes the JHA process to identify all hazards, health and safety requirements and controls related with non-routine tasks performed in a given phase of construction. When a JHA is required it shall be reviewed by the Health and Safety Department.
 - 3.2.9.3 **Action – Pre-Task Plan (PTP):** Crew/foreman completes a PTP daily for the specific tasks they will undertake that day, or when

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the scope of work changes, to ensure hazards are noted and health and safety measures are implemented.

3.2.10 Incident Reviews. All incidents, with or without injury, are reviewed within 24-hours of occurrence.

3.2.10.1 Reviews are attended by Apollo Project Management, the employee(s) involved, the employee's foreman and superintendent, and witnesses to the incident.

3.2.10.2 Sequence of events, contributing factors, root cause and corrective action are determined.

3.2.10.3 Lessons learned are published and discussed at weekly health and safety meetings and health and safety leadership meetings.

3.2.11 Health and Safety Inspections/Observations: Daily site inspections and observations are conducted by the Key Supervisor and/or Health and Safety Representatives, findings shall be noted, and corrective actions planned. Employee monitoring and observations shall also be done to ensure employees are working effectively and safely as a team. Weekly documented health and safety inspection is conducted with a crew member and supervision.

3.2.12 Health and Safety Self-Assessment (HSSA): Health and Safety Self-Assessments will be conducted during the project or annually, by the Project Management Team. Safety Division Manager's responsibility to coordinate and schedule this inspection.

3.2.13 Project Management Involvement: Managers, superintendents, and project support staff will become intricately familiar with project health and safety/field operations. To accomplish this, the following methods are suggested:

3.2.13.1 **Health and Safety Management by Walking Around (SMBWA):** Involvement by becoming acquainted with the project and the workers on a personal and professional basis.

3.2.13.2 **Meeting Attendance:** Personnel involvement at health and safety meetings and morning Stretch and Flex.

3.2.13.3 **Follow-up:** Addressing health and safety issues immediately upon knowledge and following through with corrective action.

3.2.13.4 **Visible Leadership:** Maximize team resources to effectively and efficiently lead the site health and safety process. Planning, organizing, coordinating and communicating are the principle vehicles to accomplish this.

3.2.14 **Subcontractor Flow Down:** Subcontracts shall have flow down requirements to ensure all subcontractors meet minimum Federal or State health and safety requirements and General Contractors or Owners safety requirements as specified in the contract documents.

3.2.15 **Equipment Inspection:** To ensure zero non-permitted releases of hazardous chemicals to the environment all equipment will have a thorough documented inspection prior to being allowed on site. Any deficiency shall be corrected prior to mobilization. Daily inspections and monthly documented inspections shall be performed to ensure all items are working safely and prevent any spills. Manufacturer's recommendations shall be followed for scheduled maintenance activities.

3.2.16 **Accountability and Responsibility:** The project manager has overall responsibility for implementation of the contract and Apollo's Industrial Health and Safety Manual and is accountable for the safe performance of their projects. Superintendent/key supervisors are responsible and accountable to ensure an Home Healthy – Home Safe culture, compliance with applicable procedures, federal, and contract safety requirements and enforcing disciplinary actions. Workers are responsible to follow the work rules and good working practice.

3.2.17 **Job Site – Good Order and Housekeeping Policy:** It is the policy of the Apollo group to maintain good project housekeeping, order and organization. We believe that while not every clean jobsite is safe, every safe job site is clean. Project Managers and site superintendents will ensure that housekeeping and cleanliness is maintained regularly on the project floor, trailers and storage facilities – including associated laydown areas. All areas will be maintained free of general trash and debris, including the work areas, office and break facilities. Work areas will be swept down daily, while all materials and equipment will be stored neatly, in an organized manner, thus enhancing jobsite safety, morale and productivity.

3.3 **Health Elements – The health and safety department will develop programs, challenges, and educational opportunities to promote worker physical and emotional resilience against the common chronic illnesses prevalent in the construction industry: Cardiovascular disease, suicide and diabetes. Physically and emotionally resilient workers are more productive, at home, and in their communities leading to a better quality of life for everyone. A HEALTHY WORKER IS A SAFER WORKER!**

- 3.3.1 **Energy – Improve awareness of the function of food as energy and vitality as well as the basis for a healthful life. Develop and implement programs/resources on how nutrition and hydration minimizes risks associated with chronic illnesses, cardiovascular disease, diabetes, obesity and mental well-being. Foster a work environment that motivates and inspires workers to make healthier nutritional choices.**
- 3.3.1.1 **Education** – Apollo Health and Safety representatives will distribute information through the Weekly Health and Safety Meeting.
- 3.3.1.2 **Healthy Meetings and Healthy Socials** - When offering meals at work functions aim to provide a rainbow of color in vegetables and fruits, use meat as a side dish, offer low sugar desserts and snacks. Consider options that support workers with dietary restrictions such as gluten, dairy and sugar free.
- 3.3.1.3 **Vending Machines.** Conduct an annual evaluation of vending machines for healthier options.
- 3.3.2 **Prevention – Improve awareness of the health risk factors of tobacco use, substance abuse, and social isolation.** Foster positive relationships. Motivate and inspire workers to reduce the usage of tobacco and other toxic substances.
- 3.3.2.1 **Drug Free Workplace.** Employees are required to follow Apollo's Drug Free Workplace procedure which requires pre-employment, random, post incident and for reasonable suspicion or their specific Bargaining agreement program.
- 3.3.2.2 **Tobacco Cessation.** Identify local resources to decrease the number of workers who use tobacco products.
- 3.3.2.3 **Suicide Prevention.** Apollo representatives participate in industry targeted committees to increase awareness of death by suicide. Educate workers to recognize signs and symptoms and how to help co-workers.
- 3.3.2.4 **Workplace Community.** Develop and implement programs that encourage a culture of mutual respect and positivity.
- 3.3.2.5 **Health Inspections.** Incorporate positive health outcomes into routine health and safety inspection checklists.
- 3.3.3 **Balance – Improve awareness of the health risk factors of stress, poor sleep.** Develop and implement programs and resources that motivate and inspire workers to reduce stress, improve sleep, increase mindfulness or spirituality.
- 3.3.3.1 **EAP.** Ensure all employees are aware of the resources available through the Employee Action Plans. Update and remind workers periodically.
- 3.3.3.2 **Schedules.** Evaluate and implement reasonable overtime schedule limitations to prevent fatigue that can lead to accidents, injuries and material losses.

- 3.3.4 **Movement – Improve awareness of the benefits of physical activity.**
Develop and implement programs and resources that motivate and inspire workers to increase movement in day to day activities.
- 3.3.4.1 **Stretch and Flex:** At the beginning of each work day, the Key Supervisor will lead the entire project team by exercising and warming up muscles for improved flexibility, range of motion and injury prevention. Employee participation is mandatory. Supervisors will utilize stretch and flex time to evaluate fitness for duty.
- 3.3.4.2 **Workstation Flexibility:** Deskbound workers are encouraged to stand, stretch or walk for every 60 minutes of sitting. When possible, schedule walking meetings or group stretch breaks prior to sitting meetings.
- 3.3.4.3 **Education:** On request, Health and Safety Representatives can provide ergonomic consultations on how to fit the workstation to the worker.
- 3.3.5 **Industrial Health**
- 3.3.5.1 **SDS Approval:** Toxic chemicals can have a negative impact on total worker wellness. Hazardous chemicals/materials are required to have Apollo approval prior to the on-site delivery and use of the product.
- 3.3.5.2 Internal chemical users shall use the SDSonline.com approval process for evaluation by Health and Safety Professional.
- 3.3.5.3 Subcontractors must submit SDS's for each product to Apollo/General contractor or Owner for review and approval.
- 3.3.5.4 Hazardous chemical inventory and reporting usage shall meet the contract requirements.
- 3.3.6 **Quality of Life – Basic necessities are fundamental to advancing worker well-being.**
- 3.3.6.1 Adequate facilities are provided to enhance the worker quality of life and increase morale. Toilet facilities, hand washing stations, lunchrooms, parking, lighting, access ways, and other conveniences will be provided where feasible.
- 3.3.6.2
- 3.3.7 **Employee Appreciation and Recognition.**
- 3.3.7.1 According to a project's needs, programs are developed and implemented to motivate and recognize employees for outstanding

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health and safety performance, continuous improvement ideas, and participation in the health and safety program. Currently Apollo budgets \$500 per \$1/M contract value to be distributed accordingly and as determined by the Project Management.

- 3.3.7.2 With employee permission, recognize employees who make considerable personal health changes in meetings, on social media accounts, company newsletters, banners and posters.
- 3.3.7.3 Individual projects may develop site recognition/appreciation plans with the approval of the Division Manager. Assistance shall be provided by division safety manager to ensure Health and Safety are included.
- 3.3.7.4 Additional outside of work appreciation events may be conducted upon approval of the Division Manager. Examples are Golf tournaments/crab derbies/pumpkin patch days/bowling/axe throwing/recognition BBQ's/softball teams and book clubs.