#  Purpose

1.1 To define the requirements, responsibilities, and system for orientating employees to the Apollo Industrial Safety and Health (AISH) program, and instructing employees to the job-specific requirements as well as to ensure compliance with all State and Federal regulations.

# 2.0 Responsibility

* 1. Apollo is responsible for the following:
		1. Assisting contractors in identifying area-specific emergency response and notification requirements.
	2. The Safety Manager or Key Supervisor shall be responsible for the following:
		1. Orientating their employees and lower-tier contractor employees to the AISH program and completing the appropriate Safety Checklist prior to individual employees beginning work activities. Attachment AISH 4-A shall be utilized for Apollo personnel while AISH 4-B shall be utilized for lower-tier contractors. Prior to individual employees beginning work activities.

NOTE: Escorted personnel including vendors, engineers and infrequent visitors, can be exempt from the AISH program orientation provided they are escorted and kept out of hazardous areas.

* + 1. Ensuring each employee and lower-tier employee has reviewed the applicable/required AISH procedures and signed the Safety Checklist Signature Sheet (attachment AISH 4-B).
		2. The checklist and signature sheet shall be available at the jobsite.
		3. Verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently.
	1. Employees shall be responsible for understanding and complying with the AISH program and job-specific requirements.

# 3.0 Definitions

Not Applicable

# 4.0 General Requirements

* 1. Key Supervisors/Safety Representative shall orient employees to the AISH program as identified on the Safety Checklist, and to procedures the Contractor identifies that are applicable to the project. These procedures must be checked on the Safety Checklist.
	2. Topics to be covered during the orientation (as a minimum) include:
	3. All new hires shall watch the Apollo Welcome Video. The link to video is: <http://www.apollomech.com/about-apollo/>
	4. Safety Manager or Key Supervisor will use Apollo’s Safety Orientation PowerPoint (PowerPoint available on the corporate share drive in the safety folder) to discuss the following:
	5. The purpose of the safety orientation
	6. Apollo General Work Site Safety Rules AISH 4-C
	7. Company Overview
	8. Safety Program Overview: Home Safe
	9. INJURY FREE WORKPLACE
	10. Employer rights and responsibilities
	11. Disciplinary procedures
	12. Alcohol and Drug Abuse policies
	13. Stretch and Flex
	14. Pre-Task Planning
	15. The use and care of personal protective equipment
	16. Stop Work Authority
	17. How to report unsafe conditions
	18. How, when and to whom to report injuries
	19. Location of First Aid Supplies
	20. Location of Occupational Medical Facility
	21. No horseplay and no fighting
	22. Smoking and chewing policies. \* Note: Some owners and their facilities are tobacco free zones.
	23. All vaporizers/E-Cigs are outlawed on all Apollo jobsites, Apollo vehicles and in Apollo buildings.
	24. Clean jobsite practices
	25. Smart Lifting
	26. Emergency Action Plan and response.
	27. Constructions Fatal Four
	28. Falls
	29. Struck By Objects
	30. Crushed in Between (Pinch Points)
	31. Near Misses/Lessons Learned
	32. HazCom
	33. Handling and Storage of Materials
	34. Power Tools
	35. Forklifts (Must be Apollo Certified to operate)
	36. Fall Protection
	37. Fire Prevention
	38. Motor Vehicle Safety
	39. Ladder Safety
	40. Scaffolding
	41. Barricades
	42. Hoists, Cranes & Derricks (Must be Apollo Certified to rig or signal)
	43. Aerial Lift/Scissor Lifts (Must be Apollo Certified to operate)
	44. Electrical Installation (Only qualified persons are allowed to work on or near exposed electrical parts.)
	45. Lock Out/Tag Out Procedures
	46. Flammable Liquids and gases.
	47. Welding and Cutting
	48. Eye Safety
	49. Grinder Policy and the use of double Eye Protection
	50. Guards remain on at all times
	51. No Hoodie Strings or loose clothing
	52. Heavy Equipment
	53. Confined Spaces
	54. Hearing Protection
	55. Cold and Heat Stress
	56. Carbone Monoxide
	57. Respirator Protection
	58. Fatality Statistics
	59. Make it personal
		+ - **We all have people that are counting on us to come home. If we are injured, disabled or dead because of a workplace accident our ability to take care of our loved ones is gone.**
			- **Home Safe**
	60. The employees, after understanding the procedures identified in the Orientation checklist, sign the Orientation Signature Sheet.
	61. Prospective employees must show all applicable certifications, licenses, etc. to demonstrate that they trained and qualified to do the job.
	62. Job specific training will be provided for new or transferred employees. All employees must be trained on the tasks they perform on a regular basis

# 5.0 Procedure

Not Applicable

# 6.0 Records

|  |  |  |
| --- | --- | --- |
| Document | Record Submittal Responsibility | Record Retention Responsibility |
| Orientation Checklist | Contractor | Construction Management |
| Orientation Signature Sheet | Contractor | Construction Management |

|  |  |  |
| --- | --- | --- |
| **7.0** | **References** |  |
|  | 29 CFR 191029 CFR 1926 | Occupational Safety and Health Standards (OSHA) Safety and Health Regulations for Construction (OSHA)  |

**8.0 Attachment**

AISH 4-A Site Specific Safety Checklist

 AISH 4-B Subcontractor Safety Checklist

 AISH 4-C Apollo General Work Site Safety Rules

## AISH 4-A Apollo Employee Site Specific Safety Checklist



## AISH 4-B Sub Contractor Safety Checklist

AISH 4-C General Work Site Safety Rules

