# 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 1910  29 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

