



ENHANCED MECHANICAL SYSTEMS

COMMERCIAL & INDUSTRIAL
MECHANICAL INSULATION SPECIALISTS



SAFETY & DRUG POLICIES

January 01, 2025





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SECTION 1 – INTRODUCTION

A Message from the Owner

At Enhanced Mechanical Systems (EMS), safety is more than a checklist, it is a reflection of our values, our commitment to one another, and our reputation as a trusted contractor in this industry. The work we do is physically demanding, often performed in dynamic and high-risk environments. That means safety is not optional, it is **essential!**

This Safety Manual exists to ensure that every team member understands the standards and expectations that guide our operations. These protocols are not just about compliance—they are about protecting people. Every job site hazard mitigated, every near-miss reported, and every proper PPE choice made is a step toward ensuring that everyone working beside you—make it home safely at the end of the day.

I take great pride in the quality of our work, but even more so in our people. **You are the most important asset we have.** That's why we invest in safety training, maintain protective equipment, conduct job site inspections, and enforce procedures. It's also why we expect every EMS team member to take ownership of safety—not just for themselves, but for the whole crew.

This manual will serve as your guide. It outlines our safety procedures, reporting requirements, and training expectations. It documents how we approach hazard recognition, incident response, and continuous improvement. Keep it close. Refer to it often. Understand that it represents our collective responsibility—and our collective promise.

If you ever see something unsafe, report it. If you need training, ask for it. If you're unsure about the procedure, get clarification. We work in teams, and we succeed in teams, especially when it comes to safety.

Thank you for being a part of EMS and thank you for keeping each other safe on our projects.

A handwritten signature in black ink, appearing to read 'Sebastian Smoak'.

Sebastian Smoak
CEO & President
Enhanced Mechanical Systems, LLC
Email: sebastians@enhancedmechanical.com
Mobile: (903) 241-3325



SECTION 2 – DRUG AND ALCOHOL POLICY

Drug-Free Workplace Program

This program is designed to comply with the regulations of the Drug-free Workplace Act of 1988 (Public Law 100-690) and applicable Federal Regulations.

GENERAL POLICY

Enhanced Mechanical Systems (EMS) has a vital interest in maintaining safe, healthy and efficient working conditions for its employees. Individuals under the influence of drugs, marijuana, marijuana products, alcohol or other controlled substances may cause serious safety and health risks, not only to themselves, but also to others who work with them.

EMS recognizes that the success of its operations is dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation, and intent of EMS to take reasonable measures to ensure that alcohol, drugs, marijuana, marijuana products and controlled substances do not jeopardize the success of its operations or otherwise affect EMS, its employees, or its customers.

With these basic objectives in mind, EMS has established the following policy and procedures regarding alcohol, drugs, marijuana, marijuana products and controlled substances.

All employees will be given a copy of this policy.

1. **Alcohol**

The use of, or being under the influence of, alcohol by any employee while performing company business is strictly prohibited.

2. **Controlled Substances**

The use of, sale, purchase, transfer, manufacture, or possession of a controlled substance by any employee, while in a Company facility or while performing Company business, is prohibited. The presence of an amount of any controlled substance that results in a positive test of any employee, while in a Company facility or while performing Company business, is prohibited. Being under the influence of a controlled substance, while in a Company facility or while performing Company business is prohibited.

3. **Legal Drugs**

The use, or being under the influence of, any legally obtainable drug by any employee while in a Company facility or while performing Company business, is prohibited, as such use or influence may affect the safety of others. Employees who



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are under the influence of a legal drug may continue to work provided management has determined, after seeking appropriate medical counsel, that the employee does not pose a threat to his/her own safety nor the safety of others.

Employees who feel, or have been informed that, the use of a legal drug may impair their performance or present a safety risk, must report the use of such drug to management.

4. **Testing**

EMS will maintain pre-employment screening practices designed to prevent the hiring of individuals who use illegal drugs or individuals whose use of legal drugs, marijuana, marijuana products or alcohol indicates a potential for impaired or unsafe job performance.

Testing will take place after the prospective employee's accident history has been checked and at the time they undergo a pre-employment physical examination. Applicants whose test results are at a positive level for either drugs or alcohol will be rejected for employment.

Any employee involved in an on-the-job accident, whether as the victim, or the probable cause of the accident, will be subject to a blood test, urinalysis, or other drug, marijuana or alcohol test. However, testing will not be limited to such situations.

EMS at its exclusive discretion may require its employees to provide a urine specimen or blood sample, at a collection site, and may require the testing of such samples and specimens. A positive-level test may result in disciplinary action at exclusive discretion, including possible termination of employment. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action at EMS's exclusive discretion, up to, and including, termination of employment, even for a first refusal.

5. **Employees' Duty to Report Drug-related Convictions**

Each employee shall notify his/her supervisor of any criminal drug statute conviction for the violation occurring in the workplace, no later than five days after such conviction. "Conviction" includes conviction after trial, a plea of guilty, or a plea of nolo contendere. Such a conviction will constitute a violation of this policy.

6. **Employee Responsibilities and Assistance**

EMS will offer referral to rehabilitation programs which emphasize education, prevention, counseling, and treatment to employees when problems arise which may affect the employee's performance, safety and/or the safety of others.

Each employee is responsible for complying with the requirements of this policy and should seek assistance before drug or alcohol problems lead to disciplinary action.



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It is understood by management that the Construction Laborers Health and Welfare Fund has provisions in its health insurance policy for the treatment of drug and/or alcohol abuse.

7. Disciplinary Action

Violation of EMS's Alcohol, Drug, Marijuana, Marijuana products and Controlled Substance Policy may result in disciplinary action at its exclusive discretion. Such disciplinary action could result in termination of employment, even for a first offense.

Any employee who refuses to submit to a search or inspection, refuses to give a urine specimen or blood sample, or is found under the influence of alcohol, drugs, marijuana or marijuana products or controlled substances, may be discharged, at EMS's exclusive discretion, up to, and including, possible termination.

8. Definitions

- **Company Facilities** – any Company property including, but not limited to, all land (including parking lot), property and buildings leased by EMS, as well as any jobsite where EMS's employees may perform services. "Property" includes motor vehicles owned by the Company.
- **Controlled Substance** – any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs which are not being used for the prescribed purposes.
- **Legal Drugs** – all prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they have been prescribed or manufactured.
- **Under the Influence of** – means, for the purpose of this policy, that the employee is affected by a drug, marijuana, marijuana product, alcohol, or controlled substance, or any combination thereof, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. This term includes a positive result in a drug or alcohol test.
- **Collection Site** – a location for specific applicant/employees to report for the purpose of providing urine specimens and/or blood samples, for testing for the presence of drugs, marijuana, marijuana products and/or alcohol. The collection of urine specimens is to be conducted under tightly controlled conditions. This site will be separate from the Company facilities, predetermined, and approved by EMS.

SUMMARY

The primary purpose of the policy is to promote the safety and well-being of all employees. EMS considers it to be inconsistent to promote a strong safety policy while allowing the use of drugs, marijuana, marijuana products, alcohol, and controlled substances to undermine the safe and effective performances of every employee on the job.

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DRUG POLICY ACKNOWLEDGEMENT

By my signature below, I, _____, hereby acknowledge that I have read and understood the policy of Enhanced Mechanical Systems, Inc. (EMS), entitled Statement of Policy and Procedures Relating to Alcohol, Drugs, Marijuana or Marijuana Products and Other Controlled Substances, and hereby agree to abide by this policy. I understand that EMS may require me to submit to the providing of urine specimens and/or blood samples, for the purpose of analysis for the presence of drugs, marijuana, marijuana products, alcohol, or controlled substances. I further acknowledge that my cooperation is voluntary, but that my refusal to submit to the collection of a urine specimen or blood sample, may result in disciplinary action, including possible termination of employment, at EMS exclusive discretion.

Employee Signature

Employee Name (printed)

Sebastian Smoak
CEO & President
Enhanced Mechanical Systems, LLC
Email: sebastians@enhancedmechanical.com
Mobile: (903) 241-3325



SECTION 3 – MEDICAL & FIRST AID

EMS employees needing medical attention, other than first aid, should be escorted to the designated provider for immediate care. For workplace injuries, always prioritize the safety and wellbeing of the injured employee by contacting site medical personnel or emergency services if the employee injury risks life, limb, or eyesight. For minor injuries, stop work, report the injury to the employee's supervisor, and follow guidance from the EMS office regarding which medical clinic or medical service provider you should seek treatment at. EMS's insurance programs have pre-selected medical providers to address routine or minor workplace injuries. For more general issues, EMS will ensure access to medical personnel for advice and consultation on occupational health matters. As part of the pre-safety task checklist each day, Project Foreman should identify any potential medical hazards prior to beginning work. If hazards are identified, stop work, identify risk mitigation procedures, or contact the site supervisor or Operations Manager for additional guidance.

In the absence of nearby medical facilities, a person with certified first-aid training shall be present at the worksite. First aid supplies must be accessible, weatherproof, and inspected before deployment and at least weekly thereafter. Medical supplies will be stored in the gang box at each jobsite.

EMS will coordinate with the GC or First Tier contractor to confirm that emergency communication systems are available. If there is risk of exposure to corrosive materials, appropriate drenching or flushing stations will be provided in the work area and stored in each gang box.

SECTION 4 – HAZARD COMMUNICATION

It is the policy of EMS to implement and maintain, at each jobsite, a written Hazard Communication Plan in accordance with the following:

Each container of hazardous chemicals leaving a workplace shall be labeled, tagged, or marked with the following information:

1. Identity of hazardous chemical
2. Appropriate hazard warnings
3. Name and address of the chemical manufacturer, importer, or other responsible party

EMS shall ensure that any container used for storage or application of hazardous chemicals is labeled, tagged, or marked with the following:

1. Identity of the hazardous chemical contained



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2. Appropriate hazard warnings — or, as a substitute, words, symbols, pictures, or some combination of these — which provide at least general information regarding the hazards of the chemical, which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with specific information regarding the physical and health hazards of the hazardous chemical
3. EMS is required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer
4. EMS shall not remove or deface existing labels on incoming containers of hazardous chemicals unless the container is immediately marked with the required information
5. EMS shall ensure that all labels or other forms of warnings are legible, in English or Spanish as deemed necessary, and prominently displayed on the container or readily available in the work area throughout each work shift. EMS may also add the information in another language if the information is presented in English as well
6. EMS is not required to affix new labels to any container if existing labels already convey all necessary information
7. If EMS becomes newly aware of any significant information regarding the hazards of a chemical, the labels shall be revised for that chemical as soon as possible

SECTION 5 – SAFETY DATA SHEETS

EMS shall provide Safety Data Sheets (SDS) for all materials used in their work. These sheets shall include the following:

1. EMS shall have an SDS in the workplace for each hazardous chemical used.
2. Each SDS shall be in English (EMS may obtain additional copies in other languages) and must contain at least the following information:
 - The identity used on the label (except in the case of trade secrets).
 - If the hazardous chemical is a **single substance**, its chemical and common name(s).
 - If the hazardous chemical is a **tested mixture**, the chemical and common name(s) of ingredients contribute to known hazards, and the common name(s) of the mixture itself.
 - If the hazardous chemical is a **mixture not tested as a whole**:
 - a.) Chemical and common name(s) of all ingredients determined to be health hazards, comprising **≥1% of the composition** (≥0.1% for carcinogens).
 - b.) Chemical and common name(s) of ingredients presenting a **physical hazard** when present.
 - Physical and chemical characteristics (e.g., vapor pressure, flash point).



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- Physical hazards of the chemical, including fire, explosion, and reactivity risks.
 - Health hazards, including signs/symptoms of exposure and any known medical conditions aggravated by exposure.
 - Primary routes of entry/exit (as established by EMS or the General Contractor based on available information).
 - OSHA Permissible Exposure Limits (PELs), ACGIH Threshold Limit Values (TLVs), and other recommended exposure limits, if available.
 - Carcinogen status as identified by:
 - National Toxicology Program (NTP) Annual Report on Carcinogens,
 - International Agency for Research on Cancer (IARC) Monographs,
 - OSHA classifications.
 - General precautions for safe handling and use, including:
 - Hygienic practices,
 - Protective measures during repair/maintenance of contaminated equipment,
 - Procedures for cleanup of leaks/spills.
 - Emergency and first aid procedures.
 - Date of SDS preparation or last revision.
 - Name, address, and telephone number of the chemical manufacturer, importer, employer, or responsible party who can provide further information or emergency guidance.
 - If no relevant information is found for any category, it shall be marked to indicate this.
 - SDS preparers must ensure the information reflects accurate scientific evidence used in hazard determination. If new significant hazard information is identified, it must be added to the SDS within **three months**. If the chemical is not currently in use, it must be updated **before** reintroduction.
 - Chemical manufacturers/importers must provide:
 - SDS with the initial shipment,
 - SDS with the **first shipment after an SDS update**.
 - If an SDS is not included with a labeled shipment, EMS or the distributor must obtain one from the manufacturer/importer **as soon as possible**.
 - SDS must also be provided upon request to distributors, employers, and employees.
3. EMS shall maintain SDS copies in the workplace for all hazardous chemicals and ensure they are readily accessible during each work shift in employee work areas.
4. If employees travel between multiple worksites:
- SDS may be kept at the primary workplace.
 - EMS must ensure emergency access to SDS information from remote locations.



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5. SDS may be maintained in any format (e.g., operating procedures) and may cover groups of chemicals in a work area where a **process-based** approach is more suitable.
 - However, required information must be accessible and specific to each chemical.
6. SDS shall be made available upon request to:
 - Designated employee representatives, project supervisors, safety inspectors, and EMS customers visiting the worksite or warehouse.

SECTION 6 – FIRE SAFETY AND CONTROL

Fire Protection

EMS has implemented and supervised all procedures and requirements outlined in its fire protection program. Key provisions include:

- Fire extinguishers of an acceptable type shall be distributed as necessary and inspected monthly for defects, corrosion, or loss of charge.
- Employees shall be instructed and trained in how to use fire extinguishers and how to avoid fire hazards.
- Evacuation plans are typically provided by the General Contractor (GC) and are job specific. If no GC plan is available, EMS will develop and implement its own evacuation plan prior to the start of work. This plan will be communicated to employees and posted in a highly visible location.

Additional fire protection measures include:

- Access to all available firefighting equipment shall be always maintained.
- Firefighting equipment provided by EMS shall be conspicuously located.
- All firefighting equipment shall be periodically inspected and maintained in operable condition. Defective equipment will be removed from service and replaced immediately.
- As required by the project, EMS shall provide a trained and equipped firefighting organization (Fire Brigade) to ensure adequate life protection.
- In the event of a fire, employees must **evacuate immediately** and notify the appropriate superintendent. Employees are to assemble in a predetermined area and ensure that all workers are accounted for.

Fire Alarm Devices

- An alarm system (e.g., telephone, siren) shall be established by EMS to alert both onsite personnel and the local fire department in case of emergency.



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- The alarm code and reporting instructions shall be conspicuously posted on phones and at employee entrances.

Ignition Hazards

- Smoking is prohibited near operations or buildings where fire hazards exist, in accordance with Colorado law. Appropriate signage (“No Smoking or Open Flame”) shall be posted as needed.
- Portable battery-powered lighting equipment used around flammable gases or liquids must be approved for hazardous locations.

Indoor Storage

- Storage shall not obstruct, or compromise means of exit.
- Materials must be stored, handled, and piled regarding their fire characteristics.
- Incompatible materials shall be separated by a barrier with at least a 1-hour fire resistance rating.
- Piling shall be stable to minimize fire spread and allow firefighting access.
- Aisle space shall accommodate the widest firefighting vehicle used in the building.
- A **36-inch clearance** must be maintained between stored materials and sprinkler deflectors.
- Clearance must be maintained around lights and heating units to prevent ignition.
- A **24-inch clearance** must be kept along the path of fire doors unless a barricade is present. No materials may be stored within **36 inches** of a fire door opening.

Flammable and Combustible Liquids

- Flammable/combustible liquids shall not be stored in exit paths, stairways, or passageways.
- No more than **25 gallons** of flammable or combustible liquid may be stored outside of an approved cabinet.
- Quantities exceeding 25 gallons must be stored in acceptable or approved cabinets, such as:

Acceptable Wooden Cabinets:

- It is constructed of exterior-grade plywood at least 1" thick, resistant to delamination.
- Joints rabbited and fastened in two directions with flathead wood screws.
- Double-door cabinets must have a rabbited overlap of at least 1 inch.
- Steel hinges must retain holding strength under fire.
- Cabinets must be painted with fire-retardant paint.



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Approved Metal Cabinets:

- Permitted if labeled: **"Flammable – Keep Fire Away"**.
- A single cabinet may store up to **60 gallons of flammable** or **120 gallons of combustible** liquid. No more than **three cabinets** per storage area. Greater quantities must be stored in an inside storage room.

Fire Control for Flammable or Combustible Liquid Storage

EMS will advise employees of fire safety requirements and the location of firefighting equipment:

- **At least one 20-B rated fire extinguisher** must be located:
 - Within 10 feet of doors to rooms storing over 60 gallons of flammable/combustible liquids.
 - Between **25–75 feet** of any outdoor flammable liquid storage area.
 - On all tank trucks or vehicles transporting or dispensing such liquids.
- Areas transferring over 5 gallons of flammable liquid at a time shall:
 - Be separated from other operations by 25 feet or 1-hour fire-rated construction.
 - Be equipped with drainage or other spill control methods.
 - Provide adequate ventilation to keep vapor concentrations below 10% of the lower flammable limit.
- Liquid transfers must only occur between **electrically interconnected** containers.
- Flammable liquids must be kept in **closed containers** when not in use.
- Spills or leaks must be **disposed of promptly and safely**.
- Flammable liquids may only be used if there are **no ignition sources within 50 feet**, unless more clearance is warranted.

SECTION 7 – CONFINED SPACE ENTRY

EMS shall provide each employee who is required to enter a confined space with proper training and supervision to ensure the task is completed safely. EMS shall also supply all necessary equipment required for entry into any confined space.

Confined Space is defined as:

Any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen-deficient atmosphere.

All EMS employees required to enter a confined space shall:

- Have a confined space permit, if required

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- Be properly trained,
- Be equipped with the necessary safety equipment,
- Be supervised as needed,
- Perform their tasks in the safest manner possible.

SECTION 8 – AERIAL WORK PLATFORM SAFETY

Ladder Safety

Employees will be trained in ladder safety before using ladders on any jobsite. Improper ladder usage can lead to serious falls, causing injury or even death. Ladder use is one of the leading causes of worksite injuries. Therefore, all employees are educated on key safety practices:

- Employees must inspect the ladder before every use.
- EMS requires daily inspection of all equipment before each shift to check for:
 - Loose or missing parts
 - Damaged or missing rungs
 - Loose bolts
 - Presence and legibility of manufacturer warning labels
- Employees are trained to:
 - Choose the correct ladder for the task
 - Place ladders only on **firm, solid ground**
 - Fully extend ladder legs to prevent collapse
 - Use ladders only as designed (no leaning on unsuitable surfaces)
- Only **one person** may be on a ladder at a time.
- Maintain **three points of contact** when ascending or descending.
- Avoid placing ladders in doorways or under overhead hazards without signage or protection.
- **Fall protection** is required when working **6 feet or more** above the finished floor, or near a leading edge.
- Extension ladders must:
 - Extend **3 feet past the edge**
 - Be securely fastened at the top and bottom before use
- Ladders shall not be used in unsafe weather conditions.
- Employees must wear proper foot protection to avoid slipping.
- Always face forward and **never carry tools or materials** that compromise three points of contact.

Fall Protection

All employees are trained in the proper use of fall protection equipment and fall rescue procedures **prior** to use.



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- Before each shift, employees must inspect:
 - Body harness
 - Lanyard or retractable fall arrest systems
- Inspect for:
 - Wear from use
 - Manufacturer defects
 - Damage that could lead to failure
- Ensure:
 - Harness fits snugly
 - D-ring is located between the shoulder blades
- Tie-off points must be rated **at least 5,000 lbs.**
- When using a **scissor or boom lift**, employees must **never tie off outside** the platform. Use only manufacturer-approved guardrails and anchor points.

Scissor & Boom Lift Training

EMS provides comprehensive training for all employees operating mobile elevated work platforms (MEWPs) to prevent injury:

- Employees complete an **online training course** covering:
 - Equipment types
 - General operations and hazards
- EMS pays for all associated training costs.
- A **2-hour hands-on training course** with a qualified trainer (usually at an equipment rental company) is required before using equipment in the field.

Before operating a MEWP:

- Employees must perform a **daily inspection** of the lift and keep the inspection record with them while operating.
- A walk-through of the work area is required to assess for:
 - Holes, edges, debris
 - Stored materials, equipment
 - Overhead hazards
- A **fire extinguisher** must always be present on the lift, according to manufacturer guidelines.
- Employees must locate and use the **operator's manual** for both operation and inspections.
- At the end of each shift, the lift must be **plugged in and charging**.



SECTION 9 – PPE REQUIREMENTS

Employees are required to always wear their Personal Protective Equipment (PPE) when on a jobsite, whether active work is being performed.

PPE Required 100% of the Time:

- a.) Hard hat
- b.) ANSI-approved safety glasses or side guards
- c.) Class 2 reflective safety vest
- d.) Shirt with sleeves at least 4 inches long
- e.) Long pants without holes or tears
- f.) Leather boots with **composite or steel toe**
- g.) Gloves with a **cut rating of at least 3**
- h.) Hearing protection (when needed)

Enhanced Mechanical provides the following PPE:

- Hard hat
- Safety vest
- Safety glasses
- Gloves

All **other required PPE** is the **responsibility of the employee**.

SECTION 10 – INCIDENT REPORTING AND INVESTIGATION

Enhanced Mechanical Systems (EMS) is committed to maintaining a safe and accountable work environment. To uphold this commitment, EMS has established a standardized process for documenting, reporting, and investigating all incidents, potential hazards, and safety violations.

A. Reporting Framework

EMS uses six core safety reports as part of its incident reporting and safety monitoring process:

1. Job Pre-Task Inspection

- **Purpose:** To identify and address potential hazards before work begins each day.



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- **Frequency:** Required at the **start of every shift** and any time the nature of work changes (e.g., changing locations or work types).
 - **Responsibility:** Completed by the **job foreman**.
 - **Scope:** Includes evaluation of worksite conditions, tools, equipment, and team readiness.
-

2. End of Shift Inspection

- **Purpose:** To ensure proper project closure and jobsite safety at the end of the day or project.
 - **Frequency:** Completed **daily at shift end** and at the time of **project de-mobilization**.
 - **Responsibility:** Completed by the **project foreman**.
 - **Scope:** Includes walk-throughs for cleanliness, equipment shut off, and hazard removal.
-

3. Warehouse Safety Report

- **Purpose:** To inspect EMS warehouse facilities for safety compliance.
 - **Frequency:** Conducted **once per quarter (every 3 months)**.
 - **Responsibility:** Assigned to a designated **team member**.
 - **Scope:** Evaluates storage practices, fire safety, PPE inventory, lighting, and equipment conditions.
-

4. Incident Report

- **Purpose:** To document and investigate any **safety incidents**, including injuries or near-miss events.
- **Trigger Events:**
 - Injury to an EMS employee
 - Injury to a subcontractor or partner working near EMS teams
 - **Stop-work** event due to unsafe conditions or incidents
- **Responsibility:** Report must be initiated by any witnessing employee and completed by the **foreman or EMS leadership**.
- **Follow-up:** EMS leadership will investigate, determine root cause, and implement corrective actions. Corrective actions may include retraining, policy updates, or disciplinary action.



5. Safety Rule Violation Report

- **Purpose:** To address and document violations of EMS safety policies.
- **Responsibility:** Completed by **EMS leadership** when a violation is **witnessed or reported**.
- **Process:** May involve interviews, photo documentation, and employee acknowledgment.
- **Outcomes:** Can result in verbal warnings, written citations, retraining, or disciplinary action depending on severity.

6. OSHA Logs (300, 300A, 301)

- **Purpose:** To track and report workplace injuries and illnesses in compliance with OSHA requirements.
- **Responsibility:** Maintained by **EMS Leadership**.
- **Confidentiality:** Logs are stored securely (physical or digital) and made available upon request to employees, OSHA, or authorized personnel.

B. General Guidelines

- All reports must be **accurate, timely, and complete**.
- Employees must **immediately notify** their supervisor or safety officer if an incident or hazard is observed.
- No employee will face retaliation for reporting an incident or hazard.
- EMS will use incident trends to inform safety meetings, training updates, and process improvements.

SECTION 11 – TRAINING

EMS is committed to ensuring every team member is properly trained to perform their work safely, competently, and in compliance with all applicable regulations. The following training policies and procedures are designed to provide a structured framework for onboarding, ongoing education, and compliance tracking.



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1. Annual Training Requirements

EMS maintains an **Annual Training Requirements Checklist** separate from this Safety SOP to allow for updates as industry requirements evolve. All EMS team members must complete annual safety training to maintain certifications necessary for field operations. These may include but are not limited to:

- Lift safety
- Fall protection
- Lockout/tagout procedures
- Confined space entry
- Hazard communication

It is the responsibility of EMS leadership to ensure all required annual training is completed, tracked, and documented.

2. New Hire Onboarding Training

All new EMS team members, regardless of prior employment history, with the company—must complete EMS's **New Hire Onboarding Training** before beginning work on any project site. EMS maintains a **New Hire Onboarding Training Checklist**, which is updated outside this SOP as training requirements evolve.

Key Requirements:

- Completion of all onboarding training modules
- Submission of all training certifications to the EMS office
- Authorization from the **Operations Manager** before being assigned to any jobsite

Only after all documents are on file and verified may a new hire be deployed to the field.

3. Toolbox Talks / Gang Box Talks

Each **project foreman** is responsible for conducting **at least one weekly safety talk** at the beginning of each work week. These safety talks should address relevant hazards, reminders, and procedures specific to the work ahead.

Additional Guidelines:



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- If EMS's customer, project manager, or site supervisor requires more frequent safety meetings or routines (e.g., daily “stretch and flex”), the foreman must ensure EMS crews comply.
- EMS leadership may conduct **Gang Box Safety Talks** during jobsite visits on specialized topics such as:
 - Fall prevention
 - Safe material handling
 - Heat stress prevention

4. On-Demand Training Resources

To support ongoing employee education and assist with onboarding and annual requirements, EMS maintains a **video library of on-demand safety training resources**.

Access & Usage:

- Videos are available upon request
- May be used during toolbox or gang box talks
- Integrated into onboarding and annual training sessions

These materials are designed to support a flexible and comprehensive training experience.

5. Training Roster Management

All formal safety training and safety talks must include a **signed roster** of attendees. The roster must include:

- First and last name of all employees in attendance
- Date of the training or safety talk
- Title/topic of the training or safety talk
- Name of the facilitator
- Copies of training certificates (if applicable), submitted to the EMS office for filing

Proper documentation is essential for verifying compliance and supporting safety audits.



6. Training Certification Tracking

The **Operations Manager** is responsible for maintaining a **master tracker** of all employee safety certifications. This includes:

- Certification names and expiration dates
- Passing scores (if applicable)
- Status of current employee compliance

Important Notes:

- Employees must submit a copy of each certificate to the EMS office for **digital storage** in their personnel file.
- Failure to complete required certifications or achieve a passing score may result in:
 - Disqualification from working on specific projects
 - Termination of employment

It is the responsibility of the **employee** to ensure their certifications are submitted and up to date.

SECTION 12 – WORKER’S COMPENSATION

Enhanced Mechanical Systems (EMS) maintains **worker’s compensation insurance** to protect employees in the event of a workplace injury. This coverage ensures employees receive appropriate medical care and wage replacement as required by law.

A. Injury Reporting Protocol

In the event of a workplace injury:

1. **Immediately report the injury to the Operations Manager.**
Timely reporting is essential for initiating a worker’s compensation claim and ensuring proper medical care.
2. **For life-threatening injuries** (i.e., those involving **risk to life, limb, or eyesight**):
 - **Immediately arrange transportation** to the nearest emergency room or call emergency medical services.
 - Do not delay emergency care to complete administrative procedures.
3. **For non-emergency injuries** (minor cuts, strains, abrasions, etc.):
 - **Contact the EMS office** to obtain a list of **approved worker’s compensation medical service providers**.
 - Treatment must be conducted by an authorized provider to be eligible for full coverage under EMS’s worker’s compensation policy.



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B. Follow-Up and Documentation

- A formal **Incident Report** must be completed as soon as reasonably possible following any workplace injury (see Section 10 – Incident Reporting and Investigation).
- EMS leadership will coordinate with the injured employee, medical provider, and insurance carrier to facilitate care, monitor recovery, and assist with any required return-to-work accommodations.