

# Safe Work Action Plan

January 2023



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# Health and Safety Policy

IPS★ITCS is committed to conducting business with the goal “Zero Harm” to all stakeholders, by providing a safe work environment, safe systems and people who work safely. This policy will be implemented through the Company’s Management System.

The Chief Executive Officer has ultimate responsibility for the implementation of this policy, but without diminishing management’s obligations, IPS★ITCS recognizes that all parties have an obligation to ensure the health, safety, and welfare of all stakeholders. The foundation of our commitment is that no business objective will take priority over health and safety and that no task is so urgent that it cannot be done safely.

IPS★ITCS commits to taking all practical steps to ensure a safe working environment by:

- Compliance with the relevant HSE legislation, regulations, standards, and codes of practice.
- Setting health and safety objectives and targets in line with its operational goals.
- Consultation with stakeholders to deliver continuous improvement of equipment and work environments, while maintaining the highest level of safety and reporting all incidents, to enable investigation and implementation of corrective actions, aimed at addressing root causes.

Objectives and targets will be established and reviewed through consultation with our people and management to enable continuous improvement of our HSE performance.

This policy will be made available to the public and reviewed annually to ensure its relevance to the organization.

## David Shipwash

David Shipwash  
Chief Executive Officer

# Environmental Policy

IPS★ITCS is committed to pursuing the highest possible standards of environmental management in all operations. This policy will be implemented through the Company's Management System. IPS★ITCS is committed to minimizing of pollution and any negative impacts on the environment and community.

IPS★ITCS commits to taking all practical steps to minimize damage to the environment from its operations by:

- Compliance with applicable legal requirements.
- Setting environmental objectives and targets in line with its operational goals.
- Promotion of a strong environmental awareness ethic within our code of conduct.
- Planning, construction, and operation of equipment in a manner which minimizes adverse environmental impacts.
- Review and continuous improvement of the system, using collected data.
- Conservation of resources during the design and production of products, by reducing the use of raw materials, packaging, and energy in manufacture, as well as recycling production wastes; and
- Open and constructive communication with all stakeholders.

This policy will be made available to the public and reviewed annually to ensure its relevance to the organization.

## David Shipwash


David Shipwash  
Chief Executive Officer

## Inspections

It is the policy of IPS★ITCS to maintain a safe and healthful work environment for each employee and to comply with all applicable occupational health and safety regulations. IPS★ITCS's Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within IPS★ITCS, while addressing legal requirements for a formal, written IIPP.

Safety inspections are the most effective means of identifying hazardous conditions at the worksite. Therefore, Inspections shall be made of all areas of the workplace at least weekly by a supervisor on site.

A written report is to be completed for each inspection and retained for a period of one year.



<b>Confined Space and Dumping</b>	Y	N	Comments/ Corrective Action Taken
12. Are employees wearing Proper PPE?			
13. Is vac loader being used?			
14. Is the vac loader grounded?			
15. Are all hoses to the loader secured?			
16. Are fire extinguishers readily available?			
17. What are the readings on the monitor at time of inspection?			
O <sub>2</sub> : _____ Temperature: _____			
LEL: _____			
Comb: _____			
Scaffolds			
1. Scaffolds been inspected per shift?			
2. Scaffolds properly constructed for load?			
3. Access ladders 3 ft. above deck?			
4. Guardrails, toe boards, decking in place?			
Electrical			
1. GFCIs being used?			
2. All cords inspected and properly color coded?			
Slings/ Chokers			
1. Slings/ Chokers free of cracks, tears, rips, or defects?			
2. Have shackles/ hooks been inspected and free from defects?			

Other Comments/ Corrective Actions and/ Positive Feedback

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**# of items audited**

**# of items answ.  
deficient**

**% Compliance on this audit**

Person Performing Audit: \_\_\_\_\_ Signature: \_\_\_\_\_

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[illegible]

## **Personnel and Environmental Monitoring**

### **Initial Monitoring**

In a workplace where toxin levels (i.e.: Benzene, Lead, or other heavy metals) may be at or above action levels (or suspected to be) initial air monitoring must be conducted and read by a Safety Professional or someone trained to the satisfaction of an IPS★ITCS Company Safety Professional. This air monitoring training must be documented.

### **Personnel Exposure Monitoring**

Employee exposure monitoring must be conducted and normalize the results for a full shift. Personal samples should include at least one sample for each shift for each job classification in each work area and must be representative of employees who may be exposed to toxins. Records will be kept on-site of exposure monitoring.

### **Methods for Informing Employees**

Employees shall be informed, in writing, of the results of the air monitoring which represents their exposure within 10-working days of the monitoring. These results shall be written up and forwarded to all employees who worked or who are working at the site.

### **Environmental (Background) Monitoring**

To help ensure decontamination procedures are working in conjunction with the environmental controls put in place during the project, areas such as Vacuum exhaust, clean areas, break areas, shall also be monitored to ensure contaminants are not present, or have not been transferred to these areas.

### **Collection and Test Methodology**

All monitoring and analytical methods shall be in compliance with the applicable NIOSH collection and test methods for each individual toxin being analyzed. Examples:

Asbestos	NIOSH 7400
Benzene	NIOSH 1500 or 1501
Silica (Quartz)	NIOSH 7500
Heavy Metals	NIOSH 7300
Lead	NIOSH 7300
Vanadium	NIOSH 7300
Chromium	NIOSH 7300
Arsenic	NIOSH 7300
Etc.	

## **Accident Investigation**

All incidents (accidents resulting in injury or causing illness to Company employees) and events (near-miss accidents) shall be reported.

Incidents (Occupational Injuries and Illnesses) Injuries and illnesses that require reporting include those injuries and illnesses occurring on the job which result in any of the following:

- lost work time, restrictions in performing job duties, requirement for first aid or outside medical attention, permanent physical bodily damages, or death.
- Other incidents requiring reporting include those incidents occurring on the job which result in any of the following: injury or illness, damage to a Company vehicle, fire/explosion, property damage of more than \$100, or chemical releases requiring evacuation of at least that immediate spill area.
- Events (Near Misses) Other incidents which, strictly by chance, do not result in actual or observable injury, illness, death, or property damage are required to be reported.

All Company personnel have a responsibility to report all occupational injuries and illnesses, and other incidents or events under IPS★ITCS Incident Reporting System immediately

Incidents (Injuries and Illnesses) Serious injury or illness posing a life-threatening situation shall be reported immediately to the local emergency response medical services (Call 911) and client.

Injuries and illnesses shall be reported by the injured employee to his or her supervisor in person or by phone as soon after any life-threatening situation has been addressed. If the injured employee is unable to report immediately, then the incident should be reported as soon as possible.


Upon notification of an occupational injury or illness, the supervisor should notify the client and the HSEQT Manager, who will then prepare the necessary record keeping forms.

IPS★ITCS employees on assignment at a client's facility shall be responsible for knowing and following the IPS★ITCS Safety and Health Policies and Procedures in addition to any requirements by the client's safety program. Where the client's safety regulations are more stringent than IPS★ITCS policies, the employee will report to IPS★ITCS in accordance with this program. A copy of any written report and/or investigation made by the client should also be forwarded to the IPS★ITCS Supervisor or the team leader as soon as possible.




Each employee on assignment to a client's plant where hazardous materials are present at the job site will assure that they have access to the MSDS's and is trained to the required level. Each employee shall also ensure that the client has provided information as to any fire, explosion or toxic exposure that may be encountered onsite.

A copy of any written report and/or investigation shall be entered into the IPS★ITCS Office Server to be shared within the company.



"An Industrial Service Group"

Incident Summary			
Originator			
Incident Name			
Site			
Job Number			
Shift Start	Date Occurred	Time Occ'd	
Reported By	Surname		
	First Name		
Supervisor			
Potential Severity <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Catastrophic			
<b>Low</b> – potential first aid, loss less than \$5,000, lost time less than 3 hours, temporary impact on environment <b>Medium</b> – potential medical treatment, loss between \$5,000 - \$50,000, lost time less than 2 days, impact on environment less than 7 days <b>High</b> – potential serious injury, admission to hospital, lost time between 2-7 days, loss between \$50,000 - \$100,000, impact on the environment severe but repairable <b>Catastrophic</b> – potential fatalities and loss of limbs, lost time 7+ days, loss over \$100,000, irreparable damage to the environment			
Mechanism of Incident			
<input type="checkbox"/> Contact with electricity <input type="checkbox"/> Exposure to cold <input type="checkbox"/> Exposure to heat <input type="checkbox"/> Exposure to noise <input type="checkbox"/> Exposure to pressure <input type="checkbox"/> Fall of same level <input type="checkbox"/> Fall from height <input type="checkbox"/> Chemical Exposure	<input type="checkbox"/> Manual handling <input type="checkbox"/> Other <input type="checkbox"/> Other Muscular Stress <input type="checkbox"/> Repetitive movement <input type="checkbox"/> Struck against <input type="checkbox"/> Struck by/object <input type="checkbox"/> Exposure to vibration <input type="checkbox"/> Exposure to Radiation	<input type="checkbox"/> Exposure to Biological Hazards <input type="checkbox"/> Exposure to Mental Stress <input type="checkbox"/> Entrapment <input type="checkbox"/> Vehicle Accident	
Agency of Incident			
<input type="checkbox"/> Machinery/fixed plant <input type="checkbox"/> Mobile Plant <input type="checkbox"/> Road transport <input type="checkbox"/> Other transport <input type="checkbox"/> Powered equipment/tools <input type="checkbox"/> Hydrojet equipment <input type="checkbox"/> Non-powered equipment/tools <input type="checkbox"/> Hazardous substances <input type="checkbox"/> Other materials/substances	<input type="checkbox"/> Outdoor environment <input type="checkbox"/> Internal vessel condition <input type="checkbox"/> PPE <input type="checkbox"/> Unspecified <input type="checkbox"/> Other <input type="checkbox"/> Underground Environment <input type="checkbox"/> Human Agencies <input type="checkbox"/> Biological Agencies		
Location			
Management Notified <input type="checkbox"/> Yes <input type="checkbox"/> No			
Details			



"An Industrial Service Group"

Procedures Followed			
Witnesses	Witness 1	Witness 2	
	Witness 3	Witness 4	
Authorities Notified	<input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance <input type="checkbox"/> EPA/DECC <input type="checkbox"/> Workover		
	Date Notified	Time Notified	
	Who notified		
	Advice received		
Client Notified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who? <input type="text"/>	
Corrective Action			
Classification <input type="checkbox"/> Training <input type="checkbox"/> Documentation <input type="checkbox"/> Supervision <input type="checkbox"/> Malfunction <input type="checkbox"/> Environment <input type="checkbox"/> Process			
<b>Training</b> – Inadequate training or awareness of responsibility <b>Documentation</b> – Inadequate documentation <b>Supervision</b> – Inadequate supervision/QA <b>Malfunction</b> – Equipment malfunction <b>Environment</b> – Unusable work environment <b>Process</b> – Process/System failure			
Solution			
Employee			
Due Date			

## **Safety Meetings**

### **Weekly Safety Meetings**

Safety meetings shall be held by a supervisor with all their employees at least weekly. A record will be kept showing the topics discussed, date of meeting and the names of the person attending.

These weekly meetings should last no longer than 15-30 minutes. Ideally, the meeting would include time for active participation by employees; at the least, there should be a question-and-answer session.

Schedule meetings at the beginning of new operations to ensure that all the employees are familiar with safe job procedures and the requirements of the upcoming work.

### **Toolbox (Daily or Each Shift)**

The Toolbox Talk/Work Group Safety Meeting is a method used by this Company to develop the employees' safety awareness.













For greatest effectiveness, cover subjects that most interest the employees. These topics might include accidents, inspection results, the safety program, or a work procedure and should last about 5-10 minutes prior to each shift.

Toolbox Talks/Work Group Safety Meetings may be either motivational or instructional. The motivational meeting creates awareness and aims at worker self-protection. The instructional meeting covers a particular job task or procedure.

The supervisor is the key management communicator for work groups, because they are most familiar with the individual workers and their work requirements.

A review of the recent work area inspection results, the workers' compliance with safety procedures and the accident investigation that occurred since the last safety meeting should be covered in the safety meeting.

## Daily Toolbox Meeting

Site/Location:		Date:	Shift:	AM / PM	Shift Start Time:
IPS Job Supervisor:		Contact No:	Site Emergency No :		
Client Rep:		Contact No:	Emergency Assembly Point/s:		
Certified First Aider/s		First Aid Station:	Permits Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		Signed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Environmental Conditions:			Extra Plant / Equipment Required:		
PPE to be used (identify by ticking the appropriate box / picture)					
					
					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other PPE required?					
Names of all persons present for the Toolbox Talk (signature required from each person present)					
1. _____		2. _____		3. _____	
4. _____		5. _____		6. _____	
7. _____		8. _____		9. _____	
10. _____		11. _____		12. _____	
13. _____		14. _____		15. _____	

**Remember Toolbox Talks are Not Safety Meetings**

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<b>(Sec A) Issues Arising from Previous Day (Safety and Operational)</b> (only complete this section if there were risks / Issues from the work conducted the day before and they could affect today's task) Note: Sec A is NOT required for NEW tasks Note: If there is nothing to add to Sec A move to and complete Sec B		<b>Action Required? Yes / No</b> (if yes - action to be listed below)	<b>By Who:</b>	<b>Date / Time:</b>
1. _____ 2. _____ 3. _____ 4. _____		_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
<b>(Sec B) Discussion Points / Issues Associated with Work to be Performed this Shift / Task</b> Section B must be completed before each new task has commenced with consideration of: change of shift, change in job scope, new people are added or removed from the working group, following an incident or serious near miss, PPE / PPC required, Hazards issued raised in Sec A		<b>Follow Up Action Required? Yes / No</b> (if yes - action to be listed below)	<b>Discussed:</b>	
1. Task JSEA needs to be read / reviewed and signed of by all staff Everyone has the required and appropriate PPE, this PPE must be used when required, if damaged or worn the item must be replaced, if extra PPE or a specific type is required inform your supervisor. 2. All Permits required for the task have been received and signed by the permit receiver, ensure that all applicable staff has signed onto the permit. 3. All work areas to be appropriately barricaded 4. BBO's (reminder to all about doing BBO's) 5. Importance of reporting all incidents, near misses and new hazards 6. _____ 7. _____ 8. _____ 9. _____ 10. _____		_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____	

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## Site Safety Rules

Safety regulations are established to protect people and property from injury or damage. All employees are asked to adhere to the following rules and also to develop a sense of pride for the safety and health in their respective workplaces. There is no substitute for the use of common sense and good judgment when it comes to safety.

1. Study your job and working conditions. Recognize the hazards and protect yourself and your fellow workers against them.
2. Promptly report all injuries to your supervisor; administer first aid promptly. (In case of serious injury, do not move the person until medical aid arrives unless in a dangerous location.
3. Read and observe all signs and warnings.
4. If you are in doubt about the safe or proper way to perform a job, get instructions from your supervisor.
5. Correct or report any unsafe workplace conditions to your supervisor as soon as possible.
6. Report fires immediately, sound the alarm, evacuate the building utilizing standard fire alarm protocol, only use the fire extinguishers available if you have been properly trained and if appropriate, to fight the fire.
7. Know the location of emergency exits and of safety equipment for your area(s). Know the location and general operation of hand fire extinguishers and other emergency equipment in your department. Keep exit paths clear. Report the use of any emergency equipment to your supervisor immediately.
8. All work areas shall be kept free of recognizable hazards. Material stacking or storage must be arranged to prevent its falling or creating trip hazards.
9. Oily and dirty rags must be stored and disposed of in proper containers.
10. Fluids spilled on floor areas must be cleaned up immediately.
11. Repair jobs are not complete until all debris resulting from such jobs has been cleaned up.
12. Use the right tools for the right job
13. Work within the rules of operating safely, each type of machine/equipment they may be required to operate.
14. Report immediately to the Project Manager, all substandard practices and conditions that are likely to cause injury or damage.
15. Wear proper and appropriate protective equipment and ensure that such protective equipment is maintained in good condition.
16. Comply with any additional site-specific safety regulations

IPS★ITCS have in place comprehensive safety policies and procedures designed to eliminate or minimize risks and hazards affecting the health and safety of our employees and others affected by our operations. We insist that these be observed and followed in all aspects of our activities, thus we require all our employees to be familiar with and be adequately trained in appropriate topics to the work they perform.

These include:

- IPS★ITCS Safety Management Plan
- IPS★ITCS Safety Procedures Manual
- Client Company's Safety policies and procedures
- Appropriate OSHA Regulations
- Approved Codes of Practice and Standards applicable to the work they undertake

Training on these topics will be provided as appropriate via generic induction training for new employees, site induction for all employees prior to commencing work on any new client site or project and is an ongoing program of safety training and "refresher" sessions. Casual employees engaged for short periods of time on specific work will be provided with such induction and job specific training appropriate to the work they are to perform and the site or location where they are employed.

The IPS★ITCS Safety Procedures manual documents procedures covering:

- Company Rules
- General Safety dealing with:
  - Emergency Instruction
  - Housekeeping
  - Power Tools
  - Compressed Air
  - Ladders
  - Floor Openings and Holes
  - Working At Heights
  - Confined Spaces
  - Working in Hot Conditions
  - Accident Reporting
- Vehicle and Mobile Equipment Rules
- Environmental Care
- Working in Confined Spaces, and specifically:
  - Inert Entry Procedures
  - Project Procedures for Inert Entry
  - Vessel and/or Atmospheric Entry

Client Safety Procedures, which take precedence over or augment our own on their site, include but are not limited to:

- Emergency Procedures
- Personal Behavior
- Work Permit Procedures
- Protective Clothing
- Motor Vehicles
- Entry to Site Locations and Areas
- Housekeeping
- Eye Protection
- Drugs and Alcohol
- Facial Hair
- Confined Space Entry
- Electrical Isolation
- Equipment Isolation

IPS★ITCS hold copies of the above company and Client procedures at their main offices and in their site offices on major projects. These are available for the ready perusal of any employee.

## **Training**

IPS★ITCS recognizes that regular and effective training of all employees is an essential factor in ensuring their knowledge, familiarity and compliance with all relevant safety rules and requirements.

While it is our policy to employ people having a background and proven experience in the Petro-Chemical and Oil-Refining industries, we provide additional training to all employees both as initial induction to safe working practices and procedures for new employees and ongoing training on safety topics and procedures for all employees on a regular basis to ensure their continuing awareness and update their knowledge as changes take place.

At the beginning of each year, the IPS★ITCS HSEQT Manager develop a safety training schedule for the next 12-months based on knowledge of immediate training needs, deficiencies and safety topics known to be relevant. This schedule will be followed through the year and only varied as urgent training needs become recognized or because of specific client requirements.

### **INDUCTION TRAINING PROGRAM**

This is delivered by the IPS★ITCS Senior Supervisor at our main premises to all new and temporary employees prior to them commencing work or attending a client site. The content of the program includes:

An introduction to IPS★ITCS and the services it provides

- Safety management
- Safety policies and procedures
- Safety and hazard awareness
- Clients' site safety rules and procedures as applicable
- Clients work permit or authorization procedures as applicable

All trainees are required to take a verbal or written test on conclusion of this program to ensure their knowledge and retention of the major points and issues covered.

### **ANNUAL TRAINING PROGRAM**

This is included as an integral part of the Annual safety meeting at IPS★ITCS premises and is conducted by the IPS★ITCS HSEQT Manager or by invited Trainers who are experienced in the topic to be delivered. Where appropriate, competency tests will be conducted to ensure the knowledge and understanding of the topic by each employee.

The IPS★ITCS HSEQT Manager will maintain a training register for all employees detailing the training given, the results of any competency test, the date of training, the name and qualifications of the training presenter, and the date when re-training (if applicable) falls due. This information can be made available to clients at their request.

Major training topics include:

- Confined Space Entry Procedures
- Inert Entry Procedures
- Manual Handling
- Back Injury Prevention
- First Aid
- Safety Auditing
- Handling Hazardous Materials
- Chemical Safety and Handling
- Hearing Protection
- Eye Protection
- PPE Selection
- Fire Training
- Electrical Safety and Use of Appliances & Tools
- OSHA Standard Practices
- Respiratory Protection

Applicable topics to major projects may be delivered as additional training to our normal program prior to the commencement of the project. Additional topics will be included in our regular training program as the need becomes recognized.

**Note: See IPS★ITCS Training Matrix**

IPS Training Matrix

Value	IPS Training Matrix																							
	General																							
	Respiratory																							
	Advanced Training																							
	IH																							
	Haz-Mat																							
	Safety																							
	Rescue																							
	Chemical Specific Protocols																							
	Total Hours																							
Position	Required Training (Hours Noted)																							
Labor Technician	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19
Safety Attendant	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	111
Safety Supervisor	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	52
Haz-Mat Technician	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	99
Haz-Mat Supervisor	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	105
Industrial Hygiene Technician	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	207
Industrial Hygiene Supervisor	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	80
Rescue - Level 1	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	88
Rescue Team Leader - Level 2	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	129
Rescue Supervisor - Level 3	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	57
Pick-up and Delivery Driver	8	4	1	2	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	57



## Record Keeping

Each month the Operations Manager will coordinate for the client a report of our safety performance. This will be compiled from the information provided through the Supervisors and Senior Supervisor. Monthly Safety Statistics to be Recorded: (For IPS★ITCS total and for individual client operations for both the month and Year-To-Date)

	Client site		IPS★ITCS Total	
	This Month	This Year	This Month	This Year
Total hours worked				
No. of Lost Time Injuries				
No. of Medical Treatment Injuries				
No. of First-Aid Injuries				
No. of Near Misses				
No. of Safety Rule Violations				
No. of Property Losses or Damage				
Total of All Incidents				
No. of Days Lost to L.T.I's				
No. of Safety Audits Conducted				
Time Spent Auditing				
No. of Unsafe Acts Observed				

In addition to OSHA logs which are retained for five years, IPS★ITCS shall maintain other safety records for a period of one year from the end of the year for which the records are maintained. These will include inspection records, accident investigation reports, and minutes of safety meetings, training records and the LDOL-WC-1017A form.

## First Aid

If an employee has a work-related injury or illnesses that requires professional medical assistance, they shall notify their supervisor and let him/her know before they receive this assistance. If they fail to notify their supervisor, they may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

### CONTRACTOR SAFETY CONTACTS

HSEQT Manager:	Shayne Torrans	Phone: 281-479-4277 Cell: 832-640-8367
Safety Supervisor:	Johnny Rivera	Phone: 346-263-6510

Client Execution Lead:	Phone:
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Client Safety:	Phone:
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### RESPONSE TO INJURIES

#### a. INJURY NOTIFICATION LIST

*IPS★ITCS*

<i>Name: Shayne Torrans</i>	<i>Title: HSEQT Manager</i>	<i>Cell: 832-640-8367</i>
<i>Name: Joe Flores</i>	<i>Title: Catalyst Operations Manager</i>	<i>Cell: 832-284-3358</i>
<i>Name: Johnny Turner</i>	<i>Title: Rescue Coordinator</i>	<i>Cell: 281-229-2450</i>

#### b. DOCTORS AND HOSPITALS

<b>Primary Doctor:</b>	<b>Dr. Ron Kirkwood</b> <b>Office: 281-249-2273</b> <b>4001 Preston Ave Ste 110</b> <b>Pasadena, TX 77505</b>
<b>Secondary Doctor:</b>	<b>Dr. Puig</b> <b>Occupational Medical Care</b> <b>Office: 281-998-2323</b> <b>3692 East Sam Houston Parkway South - Suite 100</b> <b>Pasadena, Texas 77505</b>

## INJURY REPORTING AND DOCUMENTATION

After treatment is rendered, IPS★ITCS will ensure that the IPS★ITCS Incident Report - Injury Form will be generated to the client contact. **IPS★ITCS will follow the Client Contractor Accident Reporting process.** In the event of an injury or incident, IPS★ITCS will investigate, take employee statements, prepare a formal investigation and cover with all IPS★ITCS Employees at the next scheduled safety meeting.

### Minor Injury/Illness (On-Site Treatment)

- Immediately notify client Contact, client contractor safety representative.
- Contractor Supervisor or Safety Representative must escort injured person to the Site First Aid Facility for treatment (if applicable).
- First aid will be delivered in accordance with Client site specific requirements.
- Fill out IPS★ITCS Injury form

**IPS**  
"An Industrial Service Group"

**Incident Reporting and Investigation Form**

Site/Project: \_\_\_\_\_ Project Contact: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date: \_\_\_\_\_ Fax: \_\_\_\_\_

1 Details of Incident Reported to: ☐ Supervisor ☐ HSEQT Manager ☐ Other

Time of Incident: \_\_\_\_\_ Incident Category: ☐ Near Miss ☐ Fatality  
☐ First Aid Injury ☐ Property Damage  
Date of Incident: \_\_\_\_\_ ☐ MTI ☐ Environmental Complaint  
☐ Lost Time Injury ☐ Environmental Damage

Exact Location in the workplace: \_\_\_\_\_

**NEAR MISS/INJURY & ILLNESS/DANGEROUS OCCURRENCE INCIDENT**

2 Details of Injured Person: ☐ IPS Employee ☐ Subcontractor ☐ Client Employee

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Time Reported: \_\_\_\_\_ Time Left Work: \_\_\_\_\_  
Date Reported: \_\_\_\_\_ Date Left Work: \_\_\_\_\_

3 Details of Injury: Assessment By: ☐ First Aider ☐ Medical Center ☐ Hospital

Nature of Injury	Body Location	Mechanism of Injury	Agency of Injury
Fracture	Eye	Fall from Height	Machinery/Fixed Plant
Dislocation	Ear	Fall Same Level	Mobile Plant
Sprain/Strain	Face	Strike Against	Road Transport
Internal Injury	Head	Struck By	Other Transport
Amputation	Neck	Exposure to Noise	Powered Equipment Tools
Open Wound	Back	Exposure to Pressure	Non Powered Hand Tools
Superficial Injury	Tank	Repetitive Movement	Non Powered Equipment
Contusion	Shoulders/Arms	Other Muscular Stress	Chemicals
Foreign Body	Hands/Fingers	Contact with Electricity	Other Materials/Substance
Burns	Hips/Legs	Exposure to Heat/Cold	Outdoor Environment
Toxic Effects	Feet/Toes	Exposure to Substances	Internal Vessel Environment
Environmental Effects	Internal Organs	Other (give details)	PPE

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**IPS**  
"An Industrial Service Group"

**Incident Reporting and Investigation Form**

Nature of Injury	Body Location	Mechanism of Injury	Agency of Injury
Multiple Injuries	Multiple Locations		Other (give details)
Other (give details)	Unspecified		Unspecified Agencies

4 Description of Incident: (What happened? Information must be accurate)

5 Name of Witnesses: (attach copies of witness statements if possible)

1 \_\_\_\_\_ 3 \_\_\_\_\_  
2 \_\_\_\_\_ 4 \_\_\_\_\_

**NOTIFICATION OF THE INCIDENT**

Who was immediately notified of the incident? What procedures (if any) were followed?

Was the incident reported to the Client?  
When: \_\_\_\_\_  
Who By: \_\_\_\_\_

Immediate Advice Received?

Were authorities notified of the incident?  
Whom: \_\_\_\_\_  
When: \_\_\_\_\_  
Why: \_\_\_\_\_

Additional Comments (attach any photos, client reports etc that may be applicable)

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## **Injury/ Illness (Requiring Off-Site Medical Treatment)**

***Note: If Necessary, Site Superintendent may call for an ambulance***

**IPS★ITCS will follow the Client Contractor Accident Reporting process.**

- For Injuries/Illnesses requiring non-emergency medical attention at a medical facility outside of the complex:
  - Before leaving the complex, the Client Contact must be notified
  - Follow the procedure for Post Incident Drug and Alcohol Testing.
- Immediately notify Client Contact.
- Forman or another Contractor Representative must accompany the injured person off- site.
- A Medical Status Report must be completed by the doctor.
- A copy of the JSEA in use during the time of the incident must be attached.
- Within 24-hours of the injury, provide copies of the "Incident Report of Injury to the Client Contact.

# **IPS★ITCS SITE SPECIFIC EMERGENCY ACTION PLAN**

## **(Post Copy at Employee Collection Point)**

1. Project Location:
2. Project Manager(s):
  - a. Days:
  - b. Nights:
3. Medical Emergency Phone #:
4. Identify Evacuation Route(s):
  - a. (Primary #1)
  - b. (Primary #2)
  - c. (Alternate #1)
5. Identify Head Count Method to be Used:
  - a. Force Report
  - b. Time Sheets
  - c. Sign-In Sheets
  - d. Gate Logs
6. Persons Responsible for Head Counts
  - a. Project Manager
  - a. Safety Supervisor
7. Person Responsible for Notifying Client's Representative:
  - a. (Primary) Project Manager
  - b. (Secondary) Safety Supervisor
8. Client's designated representative(s) to receive head count:
  - a. (Primary)
  - b. (Secondary)
9. Wind direction determination methods
  1. Windsocks
  2. Steam Plumes
  3. Flags

10. Doctors and Hospital Information:

Primary Doctor:  
Dr. Ron Kirkwood  
Office: 281-249-2273  
4001 Preston Ave Ste 110  
Pasadena, TX 77505

Secondary Doctor:  
Dr. Louis Puig  
Occupational Medical Care  
Office: 281-998-2323  
3692 East Sam Houston Parkway South - Suite 100  
Pasadena, Texas 77505

11. Injury Notification List:

IPS★ITCS:

<i>Name: Shayne Torrans</i>	<i>Title: HSEQT Manager</i>	<i>Cell: 832-640-8367</i>
<i>Name: Joe Flores</i>	<i>Title: Operations Manager</i>	<i>Cell: 832-284-3358</i>
<i>Name: Jonny Turner</i>	<i>Title: Rescue Coordinator</i>	<i>Cell: 281-229-2450</i>

Client:

<i>Name:</i>	<i>Title:</i>	<i>Cell:</i>
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## Emergency Preparedness Program

In an industrial environment many circumstances events or conditions may require an emergency action plan. This could include but not limited to catastrophic events, fires, gas releases, adverse weather, and bomb threats.

### General

1. Location managers will prepare a written supplemental emergency response and disaster plan for IPS★ITCS employees assigned to a client's facility. This localized plan shall be coordinated with the client's plans and employee training shall be conducted.
2. The site evacuation procedure and evacuation routes shall be posted at the jobsite with employee access readily available. See Attachment ***HSE.FOR.Site Specific Emergency Action Plan.2022.***
3. For fire or gas release type emergencies, employee must be aware of wind direction to properly respond. Employees must be advised to use windsocks, steam plumes or flags to determine wind direction.

### Bomb Threats

1. If a telephone bomb threat is received, it is important that as much information as possible be obtained from the caller. A copy of the bomb threat information should be readily available at any telephone that directly receives outside calls. The person who receives the call shall report the call immediately to their supervisor. The Site Representative involved will contact the Client Representative to determine if an evacuation of the area will be ordered.

### Inclement Weather

1. The National Weather Bureaus will issue inclement weather conditions on a regular basis if there is a threat of inclement weather in the area. The warning system should include, but not limit to the following conditions.
  - High Wind and Thunderstorms (Lightning)
  - Ice and Heavy Snowstorms
  - Tornado Warnings
  - Hurricanes
2. In an area where the above conditions have been declared, IPS★ITCS activities will be shut down prior to the expected arrival of conditions or earlier if deemed necessary by the IPS★ITCS Site Superintendent.