

Safety and Health Policy Statements Procedure

January 2023

A. Philosophy

1. The safety goal of IPS★ITCS is to accomplish all work safely, without any accidents or injuries. This goal will only be reached when we promote a caring environment for all employees – both in the office and in the field – to include their families. We must strive daily to be proactive safety leaders, thinking objectively how we can safely accomplish every task we undertake. This safety program should provide ideas on how to integrate safety into our work as we go about our responsibilities each day.

2. This Standard Operating Procedure is not all-inclusive but is intended to provide the basic framework for the safe operation of IPS★ITCS, and shall be supplemented by additional plans, which respond to specific needs.

These specific plans fall into two (2) categories:

a. Business specific response to more stringent business or legal requirements, for example:

Safety plans to satisfy OSHA and other legal requirements in addition to the specific operational needs

b. Project – specific plans responding to client and site-specific requirements.

B. Program Effectiveness

1. People are the most essential element of an effective Safety and Health Program. The active and sincere cooperation of all employees and the coordination of their efforts in carrying out these responsibilities are IPS★ITCS' greatest resource.

2. The strength of these principles lies in their application. The jobsite superintendent and the first line supervisor are ultimately responsible for

the safety of all workers and for preventing accidents and injuries. The lead must come by example rather than just rhetoric.

3. Identification of loss control and standard setting for such work are the key elements of a successful program. The basic responsibilities are:

a. Safety must be planned into all work to eliminate personal injury, property damage and loss of productivity. Attention to the problems and potential hazards of the job and the workplace is a continuing obligation of supervision.

b. Safety performance observations to monitor and evaluate the workplace for unsafe acts or conditions. The early detection and correction of unsafe acts or conditions increase the program effectiveness.

c. It is necessary to provide training, to ensure that all employees work safely. Awareness can be achieved with effective safety education programs designed to gain, stimulate, and maintain the interest and active participation of all employees.

d. In the event of an accident or near miss accident, a thorough investigation and evaluation must be conducted to establish a root cause and contributory factors. Once developed, the formulation of corrective actions to prevent a reoccurrence shall be established and reviewed with all levels of management and employees, thus utilizing an unfortunate incident as a learning tool.

C. Safety Goals and Objectives

The safety goals of IPS★ITCS are to accomplish all work with no accidents (zero injuries) to our employees and to incorporate safety considerations into all projects. Credible, clearly defined objectives and the total involvement and commitment can only reach these goals by each member of the IPS★ITCS team. The corporate objectives are:

1. Demonstrate to all employees and clients that the safety and health of individuals, and their families are of the utmost importance.

2. Foster individual grassroots involvement and a mind-set in each employee that safety is a priority consideration in every activity.
3. Develop and promote the philosophy that safety is a continuous learning process.
4. Continue to reinforce with all employees and clients that safety is our number one priority.
5. Develop and maintain a safety program that will insure IPS★ITCS is in full compliance with all applicable State, Local and Federal laws and regulations.
6. Require that all subcontractor safety programs meet or exceed IPS★ITCS' written program and the client's safety requirements.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	11.23.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By Employee: _____ Date: _____

Trainer: _____ Date: _____

Assessor:

Date:

Regional Manager:

Date:

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Activity	Aspect	Impact

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance