

Manual Section 1	Issue Date 07/15/04	Revision Date 01/01/24	Policy Number LLC-006
	<b>HSE Responsibilities</b>		

### **Purpose**

Our Company requires superior effort and attention from each of its employees for a successful Safety Program. Executive Management to the front-line employee should realize that safety starts at the top of an organization, and slowly trickles down to the job level. We want our employees to know that management is serious in its endeavor to operate safely, because without it the safety program will suffer, and along with it, so will the company.

### **Scope**

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries, Valvemax; Discovery Industries, Inc.; hereafter identified as “Company”.

### **Responsibilities**

#### ***Executive Leadership***

Executive Leadership accepts full responsibility for and will provide its total support in fulfilling the safety policies of our Company as stated herein.

- Maintain competent, safety minded Managers who are capable of insuring that their subordinates are in compliance with safe working practices;
- Work with the Safety Director to constantly improve procedures, designs, equipment and working conditions;
- Permit spending in relation to safety that will carry out the Company Vision, Mission and Goals.
- Ensures that financial resources are provided to the organization to ensure that operations are to be performed with safety being its first priority.
- Encourage employee’s interest and participation to the Company’s Safety Programs & Procedures.
- Oversees Risk & Liabilities of the organization
- Oversees and provides guidance as necessary to the Corporate HSE/HR Department

#### ***Corporate HSE Director***

The Corporate HSE Director, will act in an advisory capacity in all matters pertaining to safety and accident prevention, and in guiding management toward adopting appropriate safety policies. The Director will also:

- Coordinate all accident prevention and loss control activities within the company;
- Study safety information available and discuss that which is applicable with those affected;
- Keep abreast of all changes of government rules and regulations to inform management of areas of non-compliance and to insure that all safety standards are met;
- Attend seminars, schools and meetings for the purpose of benefiting from the exchange of ideas;
- Assist in the standardization of first aid and all protective equipment. Provide literature where applicable and demonstrate proper use and maintenance;
- Aid supervisors in organizing safety-meeting programs. See that regular safety meetings are conducted, and that records of meetings are maintained;
- Make safety inspections of job sites, with the Superintendent when possible;
- Set up a system of recordkeeping and maintain records as required by local, state, federal and company rules and regulations;
- Analyze accident trends or problems and recommend preventative measures to be taken;

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- Administer drug & alcohol testing programs and hold classes in drug education;

### ***Management***

Management accepts full responsibility for and will provide its total support in fulfilling the safety policy of our Company as stated herein.

Management agrees that its functions are to:

- Maintain competent, safety minded supervisors who are capable of insuring that their subordinates are in compliance with safe working practices;
- Work with the Corporate HSE Director to constantly improve procedures, designs, equipment and working conditions;
- Carry out all practical and cost effective recommendations;
- Determine that all accidents are investigated, accurate records are kept, and corrective measures are carried out;
- Be responsible for checking employee credentials.
- Make it known that accident prevention is an essential part of the job, and see that all supervisors set an example;
- Furnish all required safety protective devices and/or equipment to employees;
- Encourage employee's interest in, and their contribution to safety procedures.

### ***Supervisor***

The supervisor is one of the most important links in any accident prevention program. Because of his/her close association with the day-to-day operations, he/she must be the primary motivator. He/She should be a good leader, a teacher, and should set a good example for his/her employees to follow.

Some of the safety duties of the supervisor are to:

- Familiarize him/herself with the Company's safety policy and programs, along with all local, state and federal rules and regulations pertaining to his work;
- Stress safety off the job as well as on, and give each individual employee every opportunity to learn;
- Encourage suggestions and recommendations by employees and give credit where due. Do not ridicule or belittle any employee for making a "dumb" suggestion;
- Discuss accidents with all employees, and be sure that they understand how to avoid similar types of accidents in the future;
- Determine that all applicable equipment is issued and used properly. Discontinue use of any unsafe equipment until the defect can be corrected or the equipment replaced.
- Take any steps necessary to correct hazardous conditions and/or work practices;
- Validate information received pertaining to any hazardous situation immediately. Do not wait to see what develops;
- Maintain good housekeeping habits on all job locations

### ***Employee***

One of the most important tasks of any employee is to be capable of performing his/her job safely. As an employee, the following is a very important part of your job:

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### **Follow Safe Procedures**

- Take an active part in protecting yourself, your fellow workers, and the equipment you work with.
- Watch for hazardous conditions and unsafe equipment or behavior in your work area. Report it to your supervisor immediately.
- Make suggestions and/or recommendations for a better and/or safer way to do your job.
- Remember that practical jokes and horseplay are out of place on the job. Often, an employee is seriously injured or even killed when a "harmless" joke backfires.
- Assist other employees in maintaining good job site housekeeping. The condition of your job location may show a reflection of the interest and attention given it.
- Observe all company rules and regulations, and try to persuade your fellow workers to do the same. Do not give in to "peer" pressure. Something another employee does may cause injuries to others, maybe you.
- If you are not familiar with a certain procedure, or a tool that you need to use, don't do it or use it! First, ask a supervisor or a fellow worker to explain it to you. Perform the job only after you understand how to do it safely.
- Dress for the job. Do not wear loose clothing when working around machinery. Use personal protective equipment. Safety glasses in your glove compartment will not do you any good if they are left there.
- Be alert and keep your mind on the job at hand. Know your job and the procedures to follow in order to do it safely.
- When lifting heavy objects, use proper lifting techniques. When help is available, ask for it and work as a team.
- Report to work sober, drug free and physically fit. Observe the same principles of accident prevention off the job as well as when you are at work.

Depending upon your knowledge, and interest in your job, you can be the best possible safety inspector that our Company employs. Let us know where potential problems lie and we will do everything feasible to correct it.

In conclusion, we expect you, to adhere to all safety regulations. Only then may operations be carried on in such a manner as to insure your safety, as well as the safety and well-being of your fellow employees. When in doubt, stop the job and consult with your Supervisor. If you should ever have any questions or concerns regarding safety, please call our 24 hour Hotline at 855-543-5163.