



EMPLOYEE HEALTH, SAFETY, AND ENVIRONMENTAL HANDBOOK

SAFETY FIRST



**Safety
Starts
Here**

Think Safe...

Work Safe...

Be Safe

HMI SAFETY COMMITMENT

Creating, cultivating, and promoting a safety-conscious culture is a strategic priority, front and center to our vision for Hendry Marine Industries, Inc. (HMI).

HMI is committed to protecting the health and safety of every employee, vendor partner, independent contractor, and visitor within our secure facility and on any HMI job site. Our team members, as well as all who work in or visit our facilities, have a personal and professional stake in staying alert to hazards that may result in harm to people, property, equipment and the environment. Every working day, we are committed to conducting our activities in a manner that protects people and the physical assets of the Company and its customers, as well as the environment. Our shared commitment extends to team members across all levels: skilled craft workers and general laborers, supervisors and managers, financial and administrative specialists, and executive leadership.

It is the responsibility of each Supervisor to ensure that team members are trained in safe work practices and contingency procedures. It is the personal responsibility of every team member to work safely throughout every shift. It is essential that each employee learns to recognize and eliminate workplace conditions that may result in an occupational health risk, injury or incident. As an organization we do our utmost to remain in timely compliance with applicable regulations and legislation, and to rigorously review our practices and standards in a manner which drives continuous improvement.

This commitment to a safe workplace, our commitment to prevent injuries and eliminate incidents, is a sound business decision benefiting our team members, their families, and our Company.



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SAFETY DEFINITIONS

INTRODUCTION

“The confidence of all employees and their good-will is desired.” Quote from Capt. F.M. Hendry in the original Hendry Corporation employee handbook, circa 1940.

He cared first about the people.”
Quote from Rick Watts, GMR President xxx-2018 describing legacy Owner and CEO Aaron Hendry (1936 – 2016)

“Creating, cultivating and promoting a safety-conscious culture is a strategic priority, front and center of our vision for Hendry Marine Industries.” *Quote from Kelly Hendry and Mike Hendry, 3rd generation HMI family leadership*

The practices and guidelines discussed in this HSE Employee Handbook represent the blueprint for a foundation of stewardship toward our most valuable investment – the workforce of Gulf Marine Repair and Port Staffing – and framework for preservation of our most vulnerable gifts – the marine ecosystem and the atmosphere which sustains all life on Earth. It is the sincere intention of the ownership, the management and the Board of Directors of Hendry Marine Industries that each of our operating companies weave this manual’s principles into day-to-day practices and procedures. Protecting our workers and our environment aligns with one of the key messages in Aaron W. Hendry’s personal mission statement:

“Branding the names of the Hendry companies to make them recognized, respected and appreciated for generations to come.”

“A safety culture is a broad, organization-wide approach to safety management. A safety culture is the end result of combined individual and group efforts toward values, attitudes, goals, and proficiency of an organization’s health and safety program. In creating a safety culture, all levels of management are highly regarded on how they act toward workers and on a day-to-day basis. Organizations with a safety culture show a deep concern for employee well-being, and this is reflected in all levels and departments within the organization.” *Quote from author Stephanie Zizzo, “Eight Steps to a Strong Safety Culture.”*

Thank you for doing your part to preserve the proud legacy of the maritime industrial workforce and of the Maritime Industry in Port Tampa Bay and beyond.

For the purposes of this manual, “employee” refers to Gulf Marine Repair, Port Staffing, and subcontractor employees at or on GMR facilities and property. The Health, Safety and Environmental Department is represented using HSE, and the Human Resources Department is represented using HR. Thank you.

GULF MARINE REPAIR HSE POLICY STATEMENT

The health, safety, and welfare of Gulf Marine Repair (GMR) and Port Staffing (PSI) employees are critical. We aim to attain a first-rate HSE program that empowers the employees to take an active role in mitigating risk at work. We believe that all incidents are preventable and strive to protect people, property, and the environment. This allows us to build a pro-active HSE culture, create a safe and healthy workplace, and minimize the environmental impact of our activities, products, and services.

Continual improvement will be achieved by implementing a risk-based HSE management system that will comply with relevant legal, industry, and other requirements and seek to implement the industry best practices. The President of GMR and the HSE Manager are responsible for implementing the aims and goals of this policy. Implementation will be through line management, which will involve employees in the achievement of these policy objectives.

RESPONSIBILITY

All employees must accept their responsibility to work safely and to follow all facility rules. Work procedures will be carried out by using systems that will take away or reduce risk with engineering controls, substitution, administrative controls, and personal protective equipment to contribute to the continuation of a safe and healthy workplace. Failure to be a proactive team member and promote a positive HSE culture will be grounds for corrective action.

Employees also have to be environmentally responsible and follow the environmental protocols to leave our piece of the world sustainable for the future. We will provide HSE training information and directives to employees to meet the required performance standards. The aim and objective of this policy is to achieve and maintain the following:

1. The prevention and mitigation of all incidents. GMR will ensure that all incidents and near misses are investigated to the root cause with actions taken to prevent recurrences.
2. The allocation and maintenance of tools, equipment, systems of work, and working conditions that are safe, environmentally sound, and without risk to the health of employees, visitors, contractors, or the public.
3. Ensure there are safe systems of work, and the absence of risk to health, connected with the handling, storage, and transport of materials and substances. Specific instructions for using and handling such equipment and substances will be provided.
4. GMR will ensure that employees are provided, where appropriate, with the correct protective clothing, equipment, and safety devices, available, suitable, and instructed in their correct use and disposal.

5. GMR will ensure that risk assessments are undertaken on all hazards with the potential to cause harm. Specific permit-to-work systems for hazardous operations will be enforced.

This Handbook does not cover every aspect of safety and is not a replacement for government regulations.

Each of us must perform our daily tasks for safety in the same manner that we perform our regular work. All safety rules and practices contained in this Handbook are mandatory and are a condition of employment.

Some offenses are severe enough to cause severe disciplinary action, including dismissal, even for the first offense. They include, but are not limited to, failure to comply with the following:

- Gas and oxygen must be turned off and disconnected at the manifold or bottle at lunch or any other equal period of time when work is not being performed (approximately 15 minutes). All hoses must also be pulled out of confined spaces if space is unattended. NO EXCEPTIONS!
- At no time will anyone remove a lockout/tagout except for the person who placed that specific lockout/tagout.
- No oil, grease, oily water, or any other product which requires proper disposal as a non-hazardous or hazardous product may be removed from a vessel without first completing a proper manifest and submitting the manifest to the HSE Department prior to the product being placed onto GMR property (landside).
- Intentionally tampering with any safety or rescue equipment is prohibited. These activities are forbidden. Tampering with safety/rescue equipment violates OSHA and USCG requirements. Employees are required to report any tampering with safety equipment to their Supervisor or an HSE technician immediately. Every employee of GMR/PSI is expected to do their part to prevent accidents and injuries. The ultimate responsibility for safety lies with you!

Know, observe, and enforce all general safety instructions and special instructions set for your department. Set an example of safe practices by your conduct.

IMPORTANT TELEPHONE NUMBERS

HSE Department	(813) 247-3153	x170 or x155
HSE Manager (cell phone)	(813) 362-3351	
HSE Foreman (cell phone)((813) 520-0875	
HR Department	(813) 247-3153	x159 or x171
Security Guard	(813) 247-3153	x142

GENERAL SAFETY RULES AND REQUIREMENTS

1. All work-related injuries/illness or vehicle collisions, no matter how slight, shall be reported immediately to your supervisor.
2. All fires, spills and releases, no matter how small, shall be reported immediately to your supervisor.
3. Immediately report any unsafe conditions, practices, near miss or incident to your supervisor.
4. Horseplay, practical jokes or fighting, including initiations, are safety violations. Supervisors allowing these acts as well as the violators are subject to disciplinary action.
5. All personnel (drivers and passengers) shall wear seat belts at all times.
6. Smoking is only allowed in designated smoking areas.
7. Identify risks and hazards associated with tasks before beginning work or if the location or conditions should change.
8. A SWAP or PTW shall be raised before a safety device is removed from service and/or defeated, the appropriate supervisor and affected parties shall be notified, the device shall be tagged and the action documented.
9. The unauthorized removal of isolations or the operation of equipment having a "Danger Do Not Operate" tag is prohibited.
10. Before operating any machinery or switch gear, all safe guards, switches and alarms shall be in place and functional.
11. All block valves on pressure relief systems in service shall be locked or sealed open.
12. Finger rings and other jewelry along with loose fitting clothing, long hair (head and facial) and other loose accessories shall not be worn while working on GM locations.
13. Do not apply compressed air, other gases or high pressure wash-down guns to yourselves or others.
14. Climbing up and down ladders requires the use of both hands. Traveling up and down stairs requires the use of handrails.
15. When descending ladders, the employee must always face the ladder.

16. Running in work areas is prohibited.

17. Use the correct tool for the task, all tools and equipment must be well maintained. Homemade tools are prohibited.

18. Erect barricades/flagging around areas of hazardous work, such as holes in decking and work areas, trenches, road crossings and overhead hazardous work and all crane operation sites.

19. Climbing or standing on equipment, piping or valves to do work is prohibited. Approved scaffolding, work platforms, personnel lifts or ladders with full body safety harnesses shall be used.

20. All fire extinguishers and other emergency equipment shall be in good condition, inspected at least monthly, and kept clear of any obstructions. Accidental discharge or use of firefighting equipment must be reported to the supervisor immediately.

21. All chemical or hazardous material containers shall be properly labeled and stored. Drums shall be stored in secondary containment area.

22. Proper manual lifting techniques must be used at all times. If you think a load is too heavy, ask your supervisor for help or employ a mechanical lifting device.

23. Safety eyewear, hard hats, gloves and safety footwear are mandatory. Metal hard hats are prohibited

24. Safety goggles and a full face shield must be worn when chipping, grinding or when performing any job where flying particles pose a potential for eye injury.

25. When handling or mixing chemicals, chemical gloves, goggles, apron and appropriate respirator must be used (reference the MSDS). In addition, when mixing caustics, a full face shield and goggles are required. Note: Anytime a face shield is required, goggles shall also be worn.

26. Hearing protection must be worn when entering high noise areas 85dB or higher.

27. The use or possession of illegal drugs, intoxicating beverages or firearms is forbidden.

28. All personnel are empowered and accountable to Stop Work if you observe; any defective equipment, machinery, hazardous condition or unsafe work practice, and immediately report the hazardous condition or work practice to your supervisor. No further activity shall be conducted until a safe working environment exists.

29. No one should ever work or walk under a suspended load or cross barricades/barriers while crane operations are ongoing.

30. Full body safety harnesses with properly secured lanyards must be worn when working at heights above 5 feet (1.6 meters).

31. All personnel shall attend weekly safety meetings and participation in emergency drills, pre-tour and pre-job safety meetings.

32. Hair should be neat and cleanly trimmed, no longer than over the collar. Facial hair that may inhibit the seal of any respirator is not permitted.

33. A “tail rope” must be used when moving pipe, tubing, etc.

34. All personnel arriving to the site location must report to the person in charge (PIC) for orientation.

35. No unauthorized or privately owned vehicles (POV) are allowed on site locations without prior approval.

36. Non-approved electrical/electronic devices (e.g., cellular phones, pagers, cameras, and instruments) shall not be used in classified areas unless properly permitted.

37. Maintain good housekeeping in your work area at all times.

ORIENTATION AND TRAINING

Before reporting for work, all employees (if applicable) will **attend HSE orientation**. Employees will receive instructions on properly using all Personal Protection Equipment (PPE) types before reporting to their Trade/Department.

Employees are not expected to be trained in all trade-specific safety elements of his/her trade before being assigned to any trade work. Trade-specific training is provided according to the level of risk to which the employee will be exposed.

General HSE training is conducted as needed. Information and training may be presented in lectures, discussions, videos, written instructions, computer presentations, etc. The key types of training include weekly Toolbox Talks.

PERSONAL PROTECTION EQUIPMENT (PPE)

All **Personal Protection Equipment (PPE)** required and issued for your protection must be used following manufacturer’s instructions, OSHA requirements, and yard standards.

Employees are responsible for inspecting PPE before use to ensure it is in good working condition and can perform its function thoroughly.

When coming into the Shipyard before starting work, employees must immediately obtain and wear their PPE before entering production areas. Short cuts through production areas are prohibited.

HEAD (HARD HAT) PROTECTION

Hard hats are required in all production areas of the Shipyard, including on board vessels, piers, ways, and off-site while working on GMR operations. All employees are responsible for maintaining their head protection equipment in good condition and appropriately wearing head protection in the designated production areas. The hard hat is worn in the direction in which it is designed to be worn (head band forward) regardless of the direction the shell is worn. **Metal hard hats are forbidden.**

In tight quarters where a hardhat interferes with access, a hardhat is not required. When a hardhat interferes with welding operations, a welding sock hood may be worn instead. These exceptions are expected to have limited applications.

Hard hats are not required when entering the Shipyard to report for work, leaving work at the regular shift change, or during lunch periods when accessing a lunch truck or the lunchroom.

It is prohibited to alter or paint any hard hat or head protection system. The application of decals, stickers, tape, etc., shall be kept to those decals/stickers necessary for work and identification.

No objects such as portable radios, respirators, or other types of objects shall be stored or otherwise kept in the hardhat while being worn.

EYE AND FACE PROTECTION

Employees are **required to wear approved eye and face protection** (industrial safety glasses, goggles, and or face shield) while in the Shipyard and all other times when exposed to eye hazards. This includes the AW Training Center and all other locations where GMR work is being performed.

Employees who do not require prescription glasses are issued a pair of non-prescription industrial safety glasses on their first day. Employees must maintain their eye protection equipment in good condition.

Safety glasses are not required when entering the Shipyard to report for work, leaving work at the regular shift change, or during lunch periods when accessing a lunch truck or the lunchroom.

Prescription Industrial Safety Glasses. Employees who require the use of prescription industrial safety glasses must purchase, at their own expense, GMR-approved prescription industrial safety glasses within thirty (30) calendar days of hire.

Employees that do not have prescription industrial safety glasses must wear mono-goggles or cover industrial safety glasses over prescription street glasses until the employee gets prescription industrial safety glasses.

Shaded Lenses. Dark shaded lenses are not worn on vessels or hulls, or under fully shrouded ships, inside shops, offices, or other indoor locations unless the work requires shaded lenses. At no time are dark shaded lenses permitted to be worn in the yard after sundown or before sunrise.

FOOT PROTECTION

Sturdy **steel-toed safety shoes are required** at all times. Footwear shall have a distinct heel of at least ¼ inch, but no higher than 1¾ inches, and must be in good condition. Employees shall be responsible for maintaining safety footwear in good condition and wearing authorized footwear in the Shipyard.

Production employees, supervisors, and support personnel who are frequently in production areas shall wear safety footwear.

The following shoes are prohibited in production areas: sandals/flip flops, open-toed shoes, high-heeled shoes.

Employees may wear tennis shoes or shoes with exposed and mesh type inserts to enter and exit the Shipyard at the beginning and end of shift. However, they must proceed directly to their work area and change into safety footwear before working in a production area. Short cuts through production areas without appropriate safety footwear and basic PPE are prohibited at all times.

GMR Safety Shoe Program. GMR employees required to wear safety footwear shall be eligible to participate in the safety shoe program. The Company shall provide eligible GMR employees with at least one year of full-time service a \$100 stipend towards a pair of safety footwear each calendar year. Please get more information from the HSE or HR Department.

Non-production employees who enter production areas greater than 25% of the time may submit a request for safety footwear to the HSE Department. HSE reviews requests. If approved, non-production personnel are authorized one pair of safety footwear every three years.

RESPIRATORY PROGRAM

Employees must **complete respirator qualification tests**, including a medical evaluation, respiratory protection training, and respirator fit testing. Employees are responsible for wearing respirators when welding, burning, ship fitting, painting in enclosed spaces, confined spaces, beneath overheads that cause fume accumulation, and or outdoors when natural cross ventilation is inadequate.

Facial hair which prevents respirator facepiece seal is not permitted.

HEARING CONSERVATION

Hearing protection in the form of earplugs and earmuffs **is required** when in all production areas.

VEHICLE AND TRAFFIC SAFETY

The maximum speed limit throughout the Shipyard is **ten mph**. Safety belts must be worn securely and tightly fastened by all riders when operating a vehicle equipped with such safety devices.

Vehicles operated at night or during inclement weather such as fog and rain shall turn on headlights and taillight(s) during operation.

Vehicles have the right-of-way. Pedestrians must yield to vehicle traffic. Oversized vehicles and vehicles transporting loads have the right of way over smaller vehicles.

Vehicle passengers must be seated in a manufacturer-installed seat while riding in a vehicle. Passengers shall not ride in the back of golf carts, burden carriers, scooters, pick-ups, forklifts, heavy equipment, etc. Passengers and drivers shall keep all body parts inside the vehicle.

Vehicle loads shall be properly secured. Do not overload to avoid reduced steering or the potential for material falling from the vehicle.

Drivers shall maintain at least 3 ft. of clearance from the trucks of portal and bridge cranes. Never drive under suspended loads.

Vehicle operators shall refrain from performing any activity that creates a distraction or impairs the vehicle's safe operation, e.g., using a cell phone or any other handheld communication device while the vehicle is in motion.

Vehicles shall not park inside of a working crane path.

There shall always be a clear path throughout the yard for emergency vehicles. Whenever a blockage is expected, HSE should be notified.

Vehicles shall refrain from driving underneath loads on equipment or near high-risk production areas such as hot barges.

Bicycles. Bicycles are **not permitted** in the yard. Bicycles shall be parked in designated areas only.

Pedestrians. Pedestrians shall give the right-of-way to all cranes and vehicles. Pedestrians shall walk to the side of the road and crane ways. Never walk under suspended loads.

Pedestrians shall **ensure there is no oncoming traffic** before crossing from one side of the road or crane way to the other and expedite crossing the roadway by crossing at a perpendicular angle.

Pedestrians shall give all loaded vehicles and overhead loads wide clearance to avoid injury if the load shifts or comes free of its carrier.

Pedestrians shall refrain from any activity that detracts from their ability to see and avoid the hazards of the Shipyard. Pedestrians refrain from congregating or walking in roadways and impeding vehicular traffic.

Running is prohibited in the Shipyard.

HAZARDOUS COMMUNICATIONS PROGRAM

Before using any chemical substance such as paints, solvents, cleaners, oils, thinners, etc., the **following steps must be taken**:

- Look for any read warning labels.
- If you have not been instructed in the safe use of a substance, inform your Supervisor or the HSE Department.
- Check material safety data sheets (MSDS) in the HSE Department for all necessary instructions in the proper use of the substance.
- Get instructions for the safe use of all substances before using.

EMERGENCY AND EVACUATION PLAN

A workplace emergency is an unforeseen situation that threatens employees, customers, or the public, disrupts or shuts down operations, or causes physical or environmental damage. Emergencies may be natural or man-made and include the following: Natural Hazards, Meteorological, Biological, Human-Caused Events (Accidental) and (Intentional).

Emergencies are reported by calling HSE on the phone or radio. If it is a serious emergency beyond the HSE staff's abilities, call 911 from a phone.

There are three basic options to take in response to an emergency:

Evacuate. If there is an accessible escape path attempt to evacuate. Be sure to:

- Locate escape routes
- Evacuate regardless of whether others agree to follow
- Leave personal belongings behind
- Help others if possible
- Prevent individuals from entering the area
- Follow instructions
- Do not attempt to move injured people

Take Cover. Certain incidents may require people to take cover. If evacuation is not possible, find a place to take cover. Cover should provide protection but not trap you or restrict your options for movement.

Take Action. This should be done as a last resort and only when your life is in imminent danger.

Once the incident is under control, the HSE Department will announce "All Clear" three times over the yard radio and request an E-Mail "All Clear" to Management and Trade Supervisors.

Vessel Evacuation. In a shipboard evacuation, the HSE Department and the Ship Superintendent will instruct employees to evacuate the vessel.

When instructions are given, all employees not engaged in emergency response activities will immediately evacuate the vessel and meet with their Supervisor at the pre-determined location, keeping clear of all firefighting and other emergency equipment.

Employees are responsible for securing his or her work, including gas leads, welding machines, electrical leads or machines, or anything else that would pose a hazard if left unsecured.

Building Evacuation. Building evacuations are accomplished via prompts from radios, fire alarm systems, by word of mouth, yard public address system, and megaphone or bullhorn.

Zone or Area Evacuation. Before leaving your assigned work areas, employees must secure all gas and welding leads, welding machines, and electrical leads.

Shipyard. In the event of a yard-wide evacuation, the HSE Department will initiate the evacuation under the direction of the GMR President or HSE Manager. The evacuation will be accomplished via radios, yard public address system, bullhorn, and word of mouth. Available exits will be announced via the radio, bullhorn, and word of mouth.

Chemical or Oil Spills. Because of the nature of GMR's business and the proximity to major highways, railways, and the bay, there is a possibility of a chemical or oil spill that can impact operations. Should an evacuation be required, instructions will be given to employees via the yard public address system, radios, and bullhorns.

Instructions will include the route to reach a safe area, direction for supervisors to muster their employees, and the requirement to turn muster reports into the HSE Department.

Fire. The HSE Department is responsible for responding to all reports of fires. If necessary, the Tampa Fire Department will be called for additional assistance.

Civil Disorder and Sabotage. Civil disorder or other hostile or destructive acts can cause damage or threats of damage to facilities or personnel. Following are examples of these acts:

- Arson and firebombing
- Forced entry and destruction of property
- Sabotage of plant equipment or disruption of productive operations
- Bomb threats

All acts or suspected cases of hostile or destructive acts are reported to the HSE Department for investigation.

Plane Crash. The proximity of civil and military airports introduces the added hazard of planes crashing into the facilities. The potential for widespread structural damage, fires, and injuries can result from a plane crash. The City of Tampa Fire Department will be called to the scene immediately to assist with plane crashes.

The Emergency and Evacuation Plan will be exercised in the event of a plane crash occurring on GMR facilities.

Adverse Weather. GMR's location makes the possibility of hurricanes and tornadoes highly likely. High winds and flooding are possible. In the event of such adverse weather, the GMR Adverse Heavy Weather Plan will go into effect.

Information is released to news media or the general public by the President of GMR, his/her designee, or other authorized management. It is essential to have clear public relations procedures to convey accurate information and minimize distortions and rumors that could poorly reflect the Company.

LIGHTNING SAFETY PROCEDURES

Suspending Activities and Seeking Shelter. When the HSE Department indicates a lightning strike danger within a 5-mile radius, employees must seek shelter inside a nearby building, fully enclosed vehicle, or other suitable structure. Do not seek shelter under towers, trees, or tall objects that could attract a lightning strike. Once inside a vehicle, do not touch any metal that could be part of the vehicle frame.

Resumption of Activities. Activities may resume after the HSE department issues an “all clear” message or a severe weather warning (tornado, severe thunderstorm) expires. Activities may be resumed once the threat of lightning exceeds the 5-mile radius surrounding the yard, provided a severe weather warning is no longer in effect.

REPORTING EMERGENCIES

When reporting an emergency to an HSE Technician, Supervisor, or Security Guard, state whether the emergency is **Medical, Environmental, Security, or Fire**, be prepared to answer the following questions:

1. What is the exact location of the emergency (Vessel Name, Shop, Yard)?
2. If aboard a vessel, what is the deck number, the frame number, its port, starboard, or centerline?
3. What happened?
4. If there is an injury, what is the condition and location of the injured?
5. If it is fire. What is burning? What stage is the fire in?
6. If it is a spill, what is the quantity? What is the material? Is it in the water or on land?
7. If it is security. Was it theft? Was it suspicious persons? Was it unauthorized personnel in the yard?

When using two-way radios on channel 2 “call for emergency” and go to channel 13 for details which prompts the HSE Department and Supervisors to tune in for all responses. Any GMR telephone can be used to report emergencies by dialing 9 and then 911.

ACCIDENT, INCIDENT AND NEAR MISS

If you are **injured while working on the job, report to your Supervisor IMMEDIATELY!** Precede immediately to the HSE Department for treatment no matter how insignificant the injury may seem to be. Serious infections and disability can result from minor cuts, burns, and bruises. All injuries (emergency and non-emergency) must be reported to your Supervisor immediately and to the HSE Department within 12 hours of the incident.

When treated at HSE or by a doctor, you are responsible for following instructions after treatment.

If you are unable to report for work because of an injury received while on the job, you must notify the HSE Department and the HR Department.

In accordance with the Company's Drug Free Policy, any employee involved in an accident must **submit to a drug and alcohol test**. Also, the Company may perform drug and alcohol tests for reasonable suspicion.

Any employee who has become ill or has been injured on or off the job resulting in absence from work due to the illness or injury must present a physician's Return to Work note before returning to work.

Employees are responsible to report accidents and incidents, including near misses, to their Supervisor or the HSE Department. **If you witness an accident**, remain calm and do the following:

- See that the injured person is in no danger of further injury without putting yourself at risk.
- Call HSE Department (813-247-3153 x170 or x155). If an ambulance is needed, call 911 and give the location of the accident and, if possible, the nature and extent of injuries.
- In case of serious injury, do not attempt to move the victim until an HSE Technician arrives to take charge unless necessary to prevent further injury.

LONE WORKER AWARENESS

Ensuring the safety and well-being of each employee is critical. Specific work activities and assignments may require working alone or in isolated locations, or in hazardous locations that require the **Buddy System** to be employed. If an emergency condition occurs, the Buddy is responsible for summoning help, assisting the worker, and initiating rescue efforts. Employees working alone must be monitored at regular intervals by site or verbal communications.

HEAT ILLNESS PREVENTION

Acclimatization is a temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Most people attain peak acclimatization within four (4) to fourteen (14) days of regular work for at least two (2) hours per day in the heat.

Provision of Water. Employees have access to adequate drinking water at all times regardless of outdoor temperature. The water must be potable (i.e., fit to drink), fresh, pure, suitably cool, and provided to employees free of charge. Where plumbed water is not continuously supplied, drinking water will be made available in sufficient quantity to provide each employee with one quart of water per hour.

Access to Shade. Employees are encouraged to take their breaks in the shade for preventative recovery periods, particularly during hot weather. When temperatures exceed 85°F, shade structures are provided for all employees.

Employees who feel the need to access shade for preventative measures shall be allowed access at all times to take a break.

Employees taking a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have decreased but in no event less than 5 minutes in addition to the time needed to access the shade.

Emergency Response. Get medical attention for any symptoms manifesting beyond the first stage of heat cramps. Heat illnesses, in order of severity with recommended actions:

- **Stage 1 – Heat cramps.** The employee may continue work after a preventative recovery period, and cramps subside.
- **Stage 2 – Heat syncope.** Employees must go to a cool area, sit quietly, and sip water. Call the HSE Department to get medical attention.
- **Stage 3 – Heat exhaustion.** Remove the employee to shade and get medical attention. Call the HSE Department. If heat exhaustion is untreated, it may progress to heatstroke.
- **Stage 4 – Heatstroke.** Immediate medical attention is essential when stroke symptoms first show. Conditions may deteriorate into delirium or coma. Call the HSE Department immediately or 911 if life threatening.

Progression to more severe illness can be rapid. It can include altered coordination and speech, mental confusion, unusual behavior, nausea, vomiting, hot, dry skin, unusually profuse sweating, loss of consciousness, and seizures.

The importance of recognizing and obtaining proper medical treatment cannot be overemphasized. Maintain hydration throughout the day, be aware of the body and the environment, and pay attention to other personnel.

High Heat – Temperatures exceeding 95 degrees Fahrenheit. During periods of high heat, employees must be monitored for early signs and symptoms of heat illness. Effective communication by voice, observation, or electronic means will be conducted regularly and as frequently as possible throughout the day to monitor employees for alertness and signs of heat illness.

FLOTATION JACKETS

Flotation jackets (life jacket or vest) **will be worn:**

- When boarding or leaving small boats or floats
- When working near unguarded deck edges over or on the water
- When your work area is within 6 ft. of the edge of a barge, drydock, or any unguarded deck edge.

Personal flotation gear is also required when working over water from swing scaffolds and in a man lift.

FIRE PREVENTION AND PROTECTION

Obey the “**NO SMOKING**” signs. Smoking is prohibited wherever these signs are posted.

Use extinguishers to put out fires, not to prevent them. Report any fire immediately to your Supervisor or an HSE Technician.

Always keep access routes open to fire exits, fire alarm boxes, extinguishers, or other firefighting equipment. Know where the firefighting equipment and fire extinguishers are kept in your work area and know how to use them. Remove empty fire extinguishers from a job site and take them to the tool room immediately for recharging.

Use only the cleaning fluids that have been designated for cleaning purposes in the yard. Do not use flammable solvents as cleaning agents. No cleaning fluid shall be used unless approved by the Safety Department. Oil spills, accumulation of paper, rags, paints, and other flammable materials are potential fire hazards. Report these situations to your Supervisor or the HSE Department. Flammable liquids such as paint thinners, solvents, gasoline, cleaning fluids, etc., must be in safety cans when carried aboard a vessel.

Building fires, tending fires, or loitering around fires is unauthorized and is prohibited.

Employees are NOT allowed in any shipboard area, room, compartment, space, etc., while the ship's onboard firefighting equipment is tested. NO EXCEPTIONS!

HOT WORK

Before commencing work, employees shall conduct a visual inspection to determine if a preservative coating such as paint exists on the material. It is the **responsibility of the employee engaged in hot work** to ensure that flammable and toxic coatings are removed prior to commencing hot work. Make sure that access to and from your work area is kept clear of obstructions.

Before welding, cutting or heating is commenced on any surface covered by a preservative coating whose flammability is not known, a test shall be made by HSE personnel to determine its flammability. When flammable coatings and grease preservatives are present, HSE will initiate contact with the Marine Chemist to certify the space safe for hot work before commencing welding, cutting, or heating operations.

Do not enter or work in the space before it has been checked by the HSE Department or Shipyard Competent Person and tagged with a yellow caution tag. If the job changes or the work areas have not been checked within an appropriate interval, contact the HSE Department immediately.

The HSE Department controls all HOT WORK. Employees must read the certificate or competent person's log to ensure that their work area is "Safe for Entry" and "Safe for Hot Work." These signs are located at the head of the vessel's gangway. The HSE Department must check and approve all hot work on piping, valves, flanges, dresser couplings, and closed containers.

EXPOSURE CONTROL FOR HAZARDOUS HEAVY METALS AND NON-METALLIC MATERIALS

Follow cadmium, hexavalent chromium, lead safety procedures, and PPE requirements.

Any work operation that could create airborne cadmium, hexavalent chromium, or lead requires using a properly fitted respirator with P100 filters. Notify your Department/Trade Supervisor of tasks or procedures that may cause cadmium, hexavalent chromium, or lead exposure.

Our goal is to minimize GMR and PSI worker exposures to cadmium, hexavalent chromium, and lead. This goal can be achieved using administrative controls, engineering controls, proper personal protective equipment, and specially trained contractors to perform tasks that could result in high exposures.'

LOCKOUT, TAGOUT, AND TAG PLUS

Violation of this procedure and policy may result in immediate dismissal even for the first offense.

Employees whose work operations are or may be in any area where energy control procedures may be utilized are instructed about the procedures and the prohibition of attempts to restart or re-energize machines or equipment tagged out.

Only the **originator of the tagout removes** the tag and or lock unless the originator authorizes another person in writing to remove the tag. An Authorized Supervisor may remove the tag in

the absence of an employee once all reasonable efforts have been made to contact the employee to inform them that the tag will be removed. The employee will be notified of the removal of the tag before they resume work.

Each tag has the originator's name, the employee's contact information, and the date the circuit or equipment was tagged out. The employee placing the tag and or lock knows equipment energy and related hazards.

Only qualified electricians/maintenance personnel are authorized to lockout/tagout any circuit using the Danger Tag.

The lockout procedure is used when more than one trade is involved.

CONFINED SPACE ENTRY

Confined and enclosed spaces exist at GMR in landside and onboard work environments. They exist as tanks and cargo holds (for products in bulk), hollow structures, machinery spaces, boiler rooms, and the like.

Depending on the conditions existing in the confined and enclosed spaces and the type of work to be done in those spaces, **clearance to enter into and work may require inspection**, atmospheric testing, and space entry labeling by a Shipyard Competent Person (SCP), Certified Industrial Hygienist (CIH), or a Marine Chemist (MC).

If you are assigned to work in an approved Confined Space that is not ventilated, you are responsible for providing ventilation in the space before starting work.

Employees must read the **confined space log** to determine the status of the space before entry. Tradespersons shall conduct pre-work inspections of the confined or enclosed spaces where they have been assigned to work. Any suspect liquids, materials, or conditions are to be brought to the attention of your Supervisor. Work does not continue until that space has been cleared for entry and, if applicable, hot work.

ACCESS TO VESSELS, WORKING BARGES, FLOATS, AND BOATS

The gangway shall be **kept clear of all obstructions** which might impede personnel access.

For vessels at GMR, at least two means of egress from the ship, at separate locations, will be maintained, except where compliance would create a hazard or the scope of work in progress makes this impractical.

No loads will travel over the gangway or means of access while employees are on it.

Before each use, personal floatation devices are inspected for dry rot, chemical damage, or other defects that may affect their strength and buoyancy. Defective personal floatation devices must be tagged and removed from service.

Employees are not permitted to work alone over the water on waterborne craft without handrails or adequate bulwarks.

The entire length of the gangway's access shall be adequately lighted.

SCAFFOLDING, STAGING, AND LADDERS

An **inspection of all scaffolding**, staging, and ladders must be made before each use to verify it is in good condition and safe to use. Any defects found are reported to the Supervisor or the HSE Department.

Scaffold builders work in teams of two or more to provide necessary aid to each other. Scaffolds are designed by a Competent Person and are constructed and loaded in accordance with that design.

All scaffolds, platforms, and staging shall be built with standard guardrails on all open sides more than 5 ft. high. Safety harness must be worn if guardrails are not complete and if the scaffolding exceeds 5 ft. in height. If over water, floatation vests must be worn. All scaffolds must be checked and tagged by a competent scaffold person.

It is forbidden to remove or alter guardrails, scaffolding, and bracing. If guard rails or scaffolding must be removed or altered due to work requirements, only qualified or competent personnel perform the job. When guard rails are removed to provide access, removal and replacement are accomplished by qualified, trained personnel. These temporary accesses must be guarded by personnel or secure with danger tape at all times until the guardrail is put back in place and properly secured.

No person shall use scaffold equipment or the installation process for any purpose other than for which it has been specifically designed.

Employees never ride rolling scaffolds.

When rope walking, ensure fall protection is worn at all times.

Throwing or dropping any item off of the scaffolding is prohibited.

Keep scaffolds completely free of cables, hoses, fitting aids, drift pins, small tools, and other loose objects. Such items present a tripping hazard. Scaffolds are kept free of grease, oil, and other material that will create slipping hazards.

No one is permitted to remain on any scaffold while it is being moved.

Use of Ladders. All ladders are inspected before use. Side rails and rungs are checked for defects such as cracks and broken or missing parts. The ladder must be free of oil, grease, or other slippery material. A defective ladder is not used. Defective ladders are immediately reported to your Supervisor.

Metal ladders are not used to avoid electrocution when working on electrical wiring, fixtures, and receptacles. Assume all wires are “hot” until proven they are not. Inspect ladders to be sure that there is no metallic path that could cause an accidental ground.

Ladders must be placed so that the top extends at least 36” above deck edge, beam, plank, or scaffold. When you must step to or from the ladder, the ladder should be located so that you do not need to step more than 12” from the ladder to any intermediate landing or platform.

Before climbing a ladder, hands and shoes should be clean, dry, and free of any grease or other dense material.

Face the ladder and use both hands for climbing. Do not carry tools or equipment in your hands while climbing a ladder. Tools or materials are never thrown up or down a ladder. Raise or lower tools or equipment using a handline or canvas tool bag.

Ladders are never leaned against loose boxes, barrels, round objects, or other unsafe supports. The legs of the ladder must both sit flush to the deck.

No extension ladder should be extended to its full length. There must be an overlap of at least four rungs. The angle shall not be less than or more than $\frac{1}{4}$ of the total length of the ladder length. The top section of an extension ladder is locked securely before attempting to climb. Ladder dogs rest securely on rungs. After dogs are set, the ladder is tied snug, so the top part is secure. The top section of an extension ladder is lowered before moving from one location to another.

Ladders are not used as braces, skids, walk ramps, or any purpose other than for which it was designed.

Short ladders are not spliced together to make a more extended ladder.

Do not paint ladders or allow paint or other foreign material to accumulate on the ladder. This can cover defects in various parts of the ladder.

Sliding down a ladder is strictly prohibited.

Use of Stepladders. Thoroughly inspect the ladder before its use. Defective stepladders are immediately reported to your Supervisor.

Both brackets are fully extended and locked, and all four rail feet are on a level surface. Shimming is never allowed.

Stepladders are free-standing and are not used in a straight ladder form unless designed for that use. Stepladders are never folded and leaned against a bulkhead or structure to be used as a straight ladder.

When working from a stepladder, always keep your body between the side rails. Never stand nor sit on the top two steps of a stepladder. Enter and exit a stepladder from the front, never to the side.

Never wiggle-walk, pogo-hop, or use any other method of moving the ladder while still on it. Get down off of the ladder and move it.

WORKING AT HEIGHTS

Employees in poor physical condition, averse to working at heights, or taking prescribed or over-the-counter medication that may impair their balance or ability to climb should not be assigned to work at heights.

Persons assigned to work at heights on un-scaffold masts, stacks, yardarms, or king posts **must inspect and wear a safety harness** and the appropriate attachment gear before ascending.

Employees working at heights **wear properly fitting clothing**. Loose or baggy clothing is not worn while working aloft.

“Y” or double lanyards are used while at heights to ensure that the employee is tied off at all times. The second lanyard is attached before the first is detached when changing positions.

Tools are secured with wrist straps or similar devices to eliminate the potential for dropping the tool.

SAFETY HARNESS

Safety harnesses must be worn and properly attached any time there is a chance of falling (such as standing on machinery, including all types of man lifts, incomplete staging, working from swing scaffold or land or water, working at the height of more than 5 ft.).

The safety harness must be attached in such a manner as to limit any free fall to the shortest fall distance possible.

FALL PROTECTION

Employees shall **inspect fall protection devices for condition** immediately upon receipt from the Tool Room or area tool lockup. If any defects are found, the fall protection device shall be removed from service and returned to the Tool Room.

Quick-release safety belts shall not be used.

Harnesses are used in all situations where personal fall protection devices are required. Personal **fall protection devices are required** when working in a Boomlift, a Skyclimber, or anytime an employee is exposed to a 5 ft. or greater fall.

Employees installing handrails shall inspect all covered holes and installed rails for loose components, gaps, and proper installation.

AERIAL WORK PLATFORMS

Boom lifts are only used by **trained and qualified personnel** with documented proof. Only trained and qualified personnel in possession of an operator's license may operate a scissor lift.

Scissor lifts are not used as a crane. All parts, tools, and materials must be inside of the basket.

Pay close attention to housekeeping in the basket. Do not allow the floor to accumulate lines, leads, wires, material, scrap, and other trash that could cause a trip hazard. Always clean the platform during and after each use.

TRANSPORT EQUIPMENT OPERATION

Before operating equipment, the operator **inspects the condition of the equipment**. Defects or required repairs are immediately reported to the Department/Trade Supervisor. Where licenses are required for equipment operation, only those holding a valid license are permitted to operate the equipment.

Stunt driving and horseplay are not permitted.

Keep both hands free on all transport equipment, no distractions such as cell phones, water bottles, or food.

Leaving the equipment unattended while the engine is running is prohibited

Right-of-Way. Always keep a safe distance behind other moving vehicles to allow sufficient space for safe stopping.

Never pass or overtake other vehicles moving in the same direction when at intersections, blind spots, or other dangerous locations.

Never drive under a suspended load.

Loaded vehicles have the right-of-way over unloaded vehicles.

Large vehicles have the right-of-way over smaller vehicles.

Never park on crane mats for any reason without notifying the crane crew first.

Fuel Storage, Fueling Vehicles, and Recharging Batteries. Engines are turned off when refueling. The operator is responsible for cleaning up any fuel spillage less than one quart. Immediately notify the HSE Department for all fuel /oil spills greater than one quart or any size that touches the water.

Wear gloves when changing propane tanks. Do not check for leaks with your bare hand; use a soap solution.

Forklift Operations. Only authorized personnel may operate GMR forklifts and lift trucks. Never walk under, allow anyone to walk under, or extend any part of the body under raised forks or the load that may extend beyond the forks.

Variable Reach Forklifts. Only authorized personnel may operate GMR variable reach forklifts. Never stand under a load or the extended boom. Never use the boom as a walkway.

Mass Transit Vehicle Operations. Only personnel with a valid Class "C" License may operate a mass transit vehicle.

Electric and Gas Power Carts and Burden Carriers. Operators are responsible for visually inspecting the vehicle before operation. Safety belts must be worn by all riders when carts for carriers are equipped with such safety devices.

Passengers must remain within the cart with no arms or legs hanging over the sides or the back. Passengers are not allowed to be on the cart bed if it is loaded with equipment or material.

Operational lights must be used at night.

CRANES AND RIGGING

GMR's policy is to minimize the exposure of all employees to cranes and the suspended and supported loads. Working immediately next to cranes or being present under a suspended or supported load is not permitted unless specifically identified. When exposure is required, only those **personnel authorized by the crane and rigging** supervisor and the HSE Department to perform the tasks identified in this work instruction are permitted to be near or under the load.

Many cranes, hoists, and rigging devices are used at GMR for lifting and moving materials. It is GMR's policy to maintain a safe workplace for its employees; therefore, it cannot be overemphasized that **only qualified and licensed** individuals shall operate these devices.

Only qualified persons are permitted to work on the setting of load on stands or shores. Personnel not directly engaged in packing/cribbing, securing the load, installing shores, or disconnecting gear are not permitted under or adjacent to the suspended load. Employees **follow the direction of the riggers and other load attendants** keeping well clear of the exposure zone around suspended and supported loads. Employees failing to follow the procedures established in this work instruction are subject to disciplinary action, including dismissal.

MECHANICAL SAFETY AND MACHINE GUARDING

Employees shall not operate machinery for which they are not trained. Employees must never remove or bypass a safety guard from any machinery, tool, or equipment.

Newly installed machinery is not released for use until the HSE Department has approved all guarding, and all affected employees have been trained in its operation.

Working on or Near Machinery. Employees shall wear clothes that are suitable for working around machinery. Tank tops or other types of abbreviated clothing are not permitted. Long sleeve shirts are buttoned down at the cuff or rolled up past the elbow. Loose gloves are not worn around any fixed points of operation, such as pedestal grinder, lathe, band saw, and drill press. They should be the form-fitting type or none, only if the risk is too high.

Employees with long hair must wear caps, snoods, or hairnets to prevent hair entanglement in rotating machinery or tools. GMR-approved eye protection is required when operating machinery. Before starting a machine, ensure all personnel are clear and loose items secured.

Guards and safety devices are in place and good working order.

Employees shall comply with lockout tag procedures.

No employee shall perform maintenance and or adjustments to any part of machinery unless trained and authorized.

A brush or hook shall be used for clearing away chips and cuttings. Use of hands to clear away chips and cuttings is prohibited. Compressed air with a nozzle that reduces the exit pressure to below 30 pounds-per-square-inch (PSI) may be used for this purpose. Compressed air greater than 30 PSI exit pressure shall never be used to blow down an area or clean.

Machinery power will be shut down when not in use.

Machines are operated as they are intended to be operated by the manufacturer. Shortcuts are not to be taken, nor alterations made to the machine.

Keep the work area clean and orderly. The floor must be clean, dry, and clear of tripping hazards. Clean chips and shavings from machines and work areas before the end of your shift or after a job has been completed.

Horseplay is prohibited. Careless, mischievous, or other unsafe action that may distract other employees from their work is prohibited.

When machinery or its guards do not operate properly, it must be shut down, tagged out of service, and reported to Facilities and Maintenance for repair.

Protective shields shall be used to prevent debris from becoming airborne during the operation of machinery.

Employees shall be responsible for ensuring the edges of machined equipment and material are “de-burred” to prevent injuries to themselves and other employees.

PORTABLE TOOL PRACTICES

Job-specific PPE may be required for employees operating specific tools, equipment, and machinery. Employees shall consult with their immediate Supervisor to determine what specific PPE is required.

Tools, equipment, and machinery shall be visibly inspected before each use. If you have checked out Company-owned tools and equipment, you must return it to the Tool Room daily, not later than the end of your shift. The ONLY exception to this will be pursuant to the specific approval of the Superintendent. Such tools must not be misused, mutilated, or altered in any way. Each employee will be held responsible for such tools checked out by him/her and protect them against damage, loss, or theft.

Any Company-owned tool which is damaged or discovered to be in bad condition after it has been checked out must be immediately returned to the Tool Room for repair or replacement.

All hand tools shall be kept in good repair and used only for their designed purpose. Tools abused, damaged, or lost by an employee will be paid for by that employee.

Hair and loose clothing shall be secured while operating all power tools.

Portable Electric Tools. All portable electric tools must be visually inspected before use. Hands and shoes shall be dry when using portable electric tools. Portable electric tools shall not be used around damp or moist areas. Portable electric tools shall not be used in an area where there are explosive gases or vapors.

Tool Storage. Racks, bins, hooks, and other storage spaces are provided to permit the convenient arrangement of tools. Tools shall not be left on scaffolds, ladders, or overhead working spaces when not in use. When work is being performed overhead on scaffolds or ladders, containers are used to hold tools and prevent them from falling. Sharp-edged or pointed tools are not carried in employees' pockets.

Pneumatic Tools. Hoses shall not be laid over ladders, steps, scaffolds, or walkways in a way that would create a tripping hazard. The use of compressed air for blowing dirt from hands, face, or clothing is prohibited.

Machine & Tool Guarding. All tool guarding shall be kept in place on power tools at all times. Modification or removal of guards is strictly prohibited. Machine guarding must never be adjusted while the machinery is running.

Housekeeping. Excess material and scrap are put in the scrap box or bin. Oily or used rags shall be placed in approved, closed, and labeled metal containers.

General Tool Safety. The practice of throwing tools from one location to another, or dropping them to lower levels, is not permitted. Never lower an electric power tool by the cord. When necessary to pass tools or material under the above conditions, suitable containers or ropes are used.

Cheater bars shall not be used to gain leverage. Files, screwdrivers, and wood chisels must not be used for prying.

Machinery shall be turned off when making measuring adjustments. Machinery left running while unattended is strictly prohibited.

Welding operations shall not be conducted on wet surfaces.

Gas Cylinders. Gas cylinders shall be properly stored and secured. Gas cylinders must never become a part of an electrical circuit. They must be isolated from excessive heat or welding spatter.

GRINDERS AND GRINDING WHEELS

If a grinder is found to be defective, DO NOT USE IT! It should be taken out of service and returned to the Tool Room.

Always use protective gloves when grinding to protect the hands from injuries.

Only use the attachments recommended by the manufacturer to mount the wheel/disc.

Be sure that all required guards are in place and in good working condition before operating any grinder. All handheld angle grinders require a guard when using a wheel over two inches in diameter. Never remove, disable, or modify a safety feature or guard on a handheld grinder.

Pedestal Grinders. If a pedestal grinder is found to be defective, DO NOT USE IT! It should be taken out of service and returned to the Tool Room.

Face shields shall be worn over mono-goggles while operating a pedestal grinder. DO NOT wear loose gloves while operating a pedestal grinder.

Employees shall be responsible for ensuring that the opening from the tool rest to the grinding wheel does not exceed 1/8 of an inch and the top tongue guard does not exceed 1/4 of an inch.

Handling of Grinding Wheels. Care shall be exercised in the handling and storage of grinding wheels to prevent damage. Handle wheels carefully to prevent dropping or bumping. Do not roll wheels. Wheels shall be carried or otherwise transported.

Storage of Grinding Wheels. Suitable racks, bins, or drawers are used to store wheels. All grinding wheels are stored in a dry area in rooms not subjected to extreme temperature change. Excessive humidity, dampness, and extreme temperature changes may affect some bonds.

HANDLING AND USE OF COMPRESSED GAS CYLINDERS

It is the employee's **responsibility to comply with this policy** during the storage, handling, hook-up, and use of compressed gas cylinders.

Cylinders containing oxygen, acetylene, or other fuel gas must not be taken into confined spaces.

Regardless of the marking on a cylinder, it is moved, handled, and stored on the assumption that it is full. There is no difference in the method used in handling “Empty” and “Full” cylinders.

Cylinders are handled with great care. Special attention is paid to prevent knocking, dropping, or rolling cylinders.

Because of their shape, smooth surface, and weight, cylinders are difficult to carry by hand. They should be moved by two-wheeled cylinder carts or by a two-employee carrying device. Cylinders to be moved very short distances may be rolled on the bottom edge but never dragged.

Whether full or empty, cylinders shall not be used for rollers, supports, or any purpose other than to contain gas. Never tamper with safety devices in valves of cylinders or make unauthorized repairs.

Empty and full cylinders in use or transit are in an upright position. They are secured to prevent them from being accidentally tipped over. Cylinders do not project beyond the sides or ends of the vehicles in which they are transported. Adequate precautions are taken to prevent cylinders from falling off vehicles and being submitted to rough usage, excessive shocks, or local stress.

Compressed gas cylinders are not lifted with an electric magnet. A crane or derrick must handle cylinders. A cradle or similar device is used to prevent them from being dropped. Slings alone are not used.

Compressed air is not used to blow down personnel at any pressure. Pointing compressed air or gas hoses at other people is strictly prohibited.

Employees using compressed air or gas hoses must inspect them for damage or defects before each use. If any damage or defects are found, the hose must be repaired and tested for leaks. Hoses developing leaks during the test are removed, and severely damaged hoses are taken out of service.

Never use oil to lubricate protection caps. Tape shall not be used to make field repairs. Only proper hose repair materials and techniques are used.

All leaks and improper gas shut-off instances are reported to the HSE Department, Facilities and Maintenance, and Pipe Department immediately.

SHIP'S PROPULSION MACHINERY

Before working on the main engine, reduction gear, or connecting accessories, **ensure that the jacking gear is engaged** to prevent the main engine from turning over. A sign shall be posted at the throttle indicating that the jacking gear is engaged.

Before starting the work on or near the propeller, ensure that a warning sign is hung in a CONSPICUOUS location in the engine room.

The area around the propeller must be visually checked for obstructions such as people, scaffold and equipment, before rotating the propeller—coordinate movement with walkie-talkie radios.

INSULATED EQUIPMENT, MACHINERY, PIPING, ETC.

When working near insulated pipes, ducts, machinery, etc., be extremely **careful not to damage the insulation**. If damage does or has occurred, stop work immediately and report it to your Supervisor so that repairs can be made and proper clean-up can be done.

Obey all signs and barricades around areas where insulation removal is being done.

Never do any insulation rip-out work, or enlarge a rip-out, unless approved by the HSE Department.

If you suspect that asbestos materials (dust, scrap) are on the deck or in the air of a work area, stop and notify your Supervisor immediately.

BURNING AND WELDING

Each **welder or burner determines that his/her area of operations is safe** to weld or burn. Never weld or burn in or on a closed or covered tank, vessel, or container until verified that it is safe to do so. Consult the Department/Trade Supervisor if there is doubt regarding the relative safety of welding or burning in any location. Through him, get permission from HSE before commencing work.

Before each use, check welding lines, gas and oxygen hoses for defects. If defects are found, fix them before using them. If defects cannot be repaired, report them to your Supervisor.

Arrange air, burning, and welding lines to prevent tripping hazards and damage to lines. Hoses and lines shall be elevated overhead or placed under walkways or working surfaces or covered by good crossovers. Air/gas lines and welding leads may not be run on ladders, stairways, walkways, or guardrails.

Clothing should fit snugly around wrists, ankles, and neck to prevent sparks from entering openings in clothing. Use an approved respirator while doing hot work on galvanized materials or other similar materials. Goggles or a face shield will be worn as additional eye protection. This PPE equipment must be worn at all times.

Gas and oxygen lines must be pulled back to the manifold or bottle, disconnected, and rolled up at the end of the shift. At no time will gas or oxygen lines be left unattended in any confined area. No exceptions! Violation of this policy may result in immediate dismissal even for the first offense.

A Supervisor must assign one person daily to disconnect the “bull line” from the main bottle and ensure that all hoses are disconnected and pulled back to the manifold at the end of each shift.

Gas and oxygen must be turned off and disconnected at the manifold or bottle at lunch or any other time when work is interrupted for 15 minutes or more. All hoses will be pulled out of confined spaces. Violation of this policy may result in immediate dismissal even for the first offense.

Disconnect electrode holder when finished with work or at the end of the shift. Make sure that you are properly grounded before beginning to weld.
Do not leave electrodes or welding stubs on the floor or deck.

Check the opposite side of the bulkhead for combustibles and other workers before burning through the bulkhead. If you are not sure what is on the other side of the bulkhead, see your Supervisor or a Competent Person before starting any hot work.

Main supply valves on gas and oxygen lines must be secured at the end of the last shift.

Check torches for leaks. Immediately return defective torches to the tool room.

BUTANE LIGHTERS - All plastic **butane lighters are banned** from use within all of the shipyard work areas. Violation of this policy may result in immediate dismissal even for the first offense.

Before leaving a location, ensure that no smoldering fires are left. No flammable material is in contact with the hot metal, and all gas utilities are secured at the manifold. At no time is charged fuel gas and oxygen hose lines or torches left unattended in enclosed spaces for more than 15 minutes. If torches need to be left unattended for more than 15 minutes while still connected to a charged hose for any reason (e.g., lunch, tool room, bathroom break), one of the following is done: 1) Shut off gas and oxygen valves at manifold and disconnect leads from the manifold or 2) Move the torch and entire lead to open-air (blue sky). **A TORCH MUST NEVER BE LEFT UNATTENDED IN A CONFINED SPACE.**

GMR has designated areas for hot work in vessels, vessel sections, fabricating shops, and subassembly areas free of fire hazards.

OIL OR CHEMICAL SPILLS

To prevent contamination of the Earth or water surrounding the Shipyard or worksite, the **following procedures MUST BE FOLLOWED AT ALL TIMES:**

- If there is a spill of any amount of oil or chemical onto the ground or into the water, **IMMEDIATELY** notify your Supervisor and the HSE Department! Immediate attention to eliminating the source of the spill is essential.
- Take whatever action you can to stop and contain the spill (dirt, blasting grit, rags, or whatever will help).
- When aid arrives, assist in stopping the source, clean-up, and providing information on the cause.

OIL, NON-HAZARDOUS & HAZARDOUS WASTE HANDLING AND REMOVAL

It is Company policy **NOT TO RECEIVE ASHORE ANY USED OIL OR OTHER SIMILAR PRODUCTS** when working on a vessel unless the proper paperwork and procedures are followed. The same policy applies to ANY NON-HAZARDOUS AND OR HAZARDOUS PRODUCT OR MATERIAL THAT REQUIRES PROPER DISPOSAL OF THE SUBJECT PRODUCT OR MATERIAL BY FEDERAL, STATE, OR COUNTY LAW.

All employees should attempt to leave the subject product or material aboard the vessel upon completing the job.

Should anyone from the vessel request that you assist with disposal of the subject product/material, it is YOUR RESPONSIBILITY to ensure that proper procedures are followed AND that all forms are completed before the product or material leaving the vessel. Your immediate Supervisor or the Ship Superintendent, or other designated person will fill out the forms. The proper MANIFEST must be filled out entirely according to the instructions attached to them. The product/material must be in an appropriate container, properly sealed, and labeled BEFORE LEAVING THE VESSEL! The forms must be promptly given to your Supervisor or the HSE Manager.

SAFE WORK PRACTICE DURING CLEANING, SURFACE PREPARATION, AND COATING OPERATIONS

The Paint Department or Shipyard Competent Person must verify that mechanical ventilation is unnecessary for outdoor spray operations where mechanical ventilation is not being used.

Anyone with potential exposure to a product, chemical, or contaminant must receive Hazard Communication Training specific to that product, chemical, or contaminant.

All affected workers ensure that confined space entry precautions are followed.

Upon completion of work and turning the space over to another trade, the space is thoroughly cleaned. All hazardous waste is placed into containers that are properly labeled and covered.

DRYDOCK OPERATIONS

Under no condition will anyone be allowed into a confined space on any **vessel on drydock until it has been checked**, declared, and marked “SAFE FOR ENTRY” and or “SAFE FOR HOT WORK.”

Boards and sandboxes with nails will have the nails secured to prevent accidental punctures of equipment and personnel. All nails will be removed from the drydock ASAP, not to become hidden by sandblasting grit.

Any powered equipment to be used on the drydock must be either powered by electricity or diesel fuel.

No Styrofoam cups, containers, aluminum or plastic cans, or bottles are allowed on the drydocks.

TANK OPENING AND CLOSING IN REPAIR

It is the **responsibility of all persons entering tanks** to follow the requirements of this policy.

When potential exposure to sealed atmospheres exists, the Department/Trade Supervisor ensures that opening a tank or confined space is performed according to the Confined Space Entry policy.

Before entering a confined space, **employees must read the posted Tag**, Shipyard Competent Person Log, and associated Marine Chemist Certification (if applicable) to ensure the last update was performed within the previous twenty-four hours.

Confined space logs are color-coded for easy identification of tank status:

- **Green** - Safe for Worker/Safe for Hot Work
- **Yellow** - Check notice on tag for precautions before entry
- **Red** – Not Safe for Worker/Not Safe for Hot Work

One or more employees will perform the sweeper task to visually confirm the tank or confined space is clear of personnel in all areas of the space. To provide an audible alert to all personnel that a tank closure is imminent, sweeper(s) will communicate the alert verbally, “we are closing the tank. Everyone needs to get out.”

An attendant will remain posted at the final access until the last sweeper emerges and reports that the tank or confined space is clear of all personnel. The attendant will not enter the tank or confined space. The attendant will not permit unauthorized personnel to enter the tank or confined space.

If a change in condition or inability to remain on station, the attendant will order an immediate evacuation of the tank or confined space.

If a rescue is necessary, the attendant will initiate an emergency response via radio or telephone. The attendant will maintain their position until all personnel are clear of the confined space or relieved by the Supervisor or the HSE Department.

PROCESS FOR INERTING PIPES AND TANKS AND OTHER HOLLOW STRUCTURES

All inerting activities for **fire and explosion prevention** are conducted under the direction of a Marine Chemist. Inerting solely for weld processes does not require a Marine Chemist.

It is the responsibility of all employees involved in the inerting process and the hot work to follow the directions of the Marine Chemist.

Before starting the flow of an inert gas, a Confined Space Log is initiated. The tag stating Not Safe For Worker or Safe For Hot Work is used.

After completing the hot work, the inert gas is evacuated from the pipe or piping system or left in the system as prescribed by the Marine Chemist.

ELECTRICAL

Only **authorized electricians** are permitted to work on electrical tools, machinery, or equipment.

No work is initiated on any electrical power circuit until a qualified electrician has checked it and has been de-energized. Warning signs are posted where energized power lines exist.

Only qualified authorized electricians are permitted to change fuses, fluorescent light tubes, incandescent lamps, or mercury vapor lamps.

Only three-wire extension cords are used with portable electric tools and appliances. Grounding prongs or two-wire to three-wire adapters are not used.

Tools, hand lamps, and cords are inspected before use. Defects are reported to your Supervisor or the Tool Room Attendant.

No portable electric tool is used unless properly connected to a grounding outlet. Three-pole grounding outlets are provided in all industrial locations and office buildings. When portable tools are used in office spaces, they are connected to ground outlets.

Persons using portable electric tools work with firm footing and maintain the work area free of tripping hazards.

Extension cords are of a continuous length without excessive splices or tape. Qualified personnel performs repairs to extension cords.

Never operate a switch or controller that has a lock/tagout tag or lock attached. Only the person who placed the lock/tagout may remove it. No exceptions!!

ILLUMINATION

Install light stringers or other supplemental lighting, **as needed**, when working in darkened areas.

Employees may replace burned-out light bulbs. Employees tag out defective light stringers and other supplemental lighting.

MATERIAL HANDLING PROCEDURE

Before lifting or carrying material, always plan the path of travel and ensure it is clear. To **avoid back injury**, follow these steps when lifting an object:

- Bend at the knees and keep the back straight.
- Grasp the object firmly and raise it by straightening the legs.

Always get assistance when lifting a load that is too heavy or too awkward. Maintain a good handhold and footing when handling material by hand. Be alert for sharp edges or burrs and for material that may be hot from burning, welding, or grinding. Always wear gloves appropriate for the material being lifted.

Use a hoist, forklift, crane, or other machines when loads are too heavy and cannot be safely handled by hand.

Do not pile or stack material in aisles, passageways, or fire lanes. Keep material behind designated aisle lines.

Employees are not permitted to walk or stand beneath any suspended load at any time, nor are they permitted to pass between swinging loads and fixed objects. Employees must maintain a safe distance from loads being moved or handled by any conveyance. All body parts are kept clear of moving parts, machinery, or equipment.

Maintain good housekeeping standards at all times. Do not leave blocking, chains, hoses, or tools lying on the floor or deck after completing the task. Keep bolts, pins, and washers in containers.

PILING MATERIAL

Material is **not piled** to a height that would make the pile unstable. Material is not to be piled in such a manner that it will damage the material itself.

All material loads should be evaluated for the ability to support the weight. Do not stack or pile material if there is a doubt about how it is loaded. Contact your Supervisor or the HSE Department if you require help.

Thin material with no weight-bearing verification ability should not have anything piled on it.

Copper, CuNi, Nickel Alloys, and other soft metals or pipe should not have any materials or pallets stacked/ piled on top of it. It is easily bent and crushed under the weight of another load.

OFFICE SAFETY

It is the responsibility of the office employees to ensure that they **follow good office safety**, including notifying Supervisors of conditions and situations that need correcting.

Remove litter and spilled liquids as they occur, such as broken glass, spilled coffee, and other liquids, paper, pencils, and objects that can cause tripping or slipping hazards.

Keep aisles, stairways, and walkways free of boxes, wastebaskets, chairs, and other obstacles. Aisles and walkways must be at least three feet wide and free of obstacles that could impede movement.

Office workers entering the Shipyard for any reason must wear Personal Protective Equipment, including a hard hat, safety glasses, earplugs (where required), and sturdy leather shoes.

Objects to be lifted or carried are within the capability of the individual. Heavy objects are moved with the help of another person or a mechanical lifting-transporting device.

Step stools, platform ladders, or folding ladders are used to access elevated areas. Chairs, boxes, drawers, or other improvised platforms are expressly prohibited for this purpose.

Chair legs or casters remain in constant contact with the floor.

Running is not permitted anywhere in the Shipyard, including offices.

File cabinet drawers must be closed when not in use. Only use one file cabinet drawer at a time. The weight of two fully-open drawers may tip the file cabinet over.

Loose or floppy clothing, loose jewelry, long hairstyles are not allowed around operating office machinery.

Pencils, pens, drafting tools, and desk knives are not held or carried in a manner that may pose an unnecessary risk of injury.

Smoking is not permitted within any GMR office space or active worksite, or shop.

GMR uses Type A, B, and C fire extinguishers in offices. Only employees who have received training in the proper use of fire extinguishers are authorized to use extinguishers.

In an emergency evacuation, department supervisors assist in the evacuation and take a roll call of their assigned employees.

Office employees are encouraged to take part in stretching exercises to relieve physical stress and promote healthy blood flow.

ERGONOMICS

Use furniture, equipment, and tools as instructed. Use good biomechanics when at work.

Stretch to prevent injury, including a **pre-work stretch** and **ongoing work counter stretch** to relieve stress.

Avoid repetitive motion or performing the same activity for long periods—Mix dissimilar body movements when possible.

Report all injuries to your Supervisor or the HSE Department immediately.

JOBS THAT REQUIRE ROAD TRAVEL

Drivers must have a **valid driver's license** from the State of Florida.

All vehicles, including towed trailers, must be inspected for safety deficiencies. Example: horns, lights, directional signals, tires, brakes, properly locking doors, trailer hitching attachments, towing safety chains, windshield wipers, etc.

All equipment must be stored safely and securely. Gas and oxygen bottles must be vertically secured in a rack with valve caps in place. Steel or other supplies that could shift or fall from the vehicle must be tied or strapped down.

Emergency road kit containing reflectors and red flag (for objects extending beyond the truck bed) and a fire extinguisher is to be carried in the vehicle.