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Solutions, LLC

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Health, Safety, and Environmental (HSE) EMPLOYEE HANDBOOK

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**Welcome
Aboard!**



TABLE OF CONTENTS

Goal	1
General	3
First Aid	4
Health And Sanitation	4
Personal Protective Equipment (PPE), Housekeeping	5
Overview Of Safety Practices When Gas Freeing Tugs Or Barges	6
Check Items For Entering Tanks After Gas Free	7
Deck Openings, Other Openings	7
Ventilation	7
Scaffolds, Staging And Ladders	8
Tools	8
Fire Protection	9
Electrical Hazards	9
Insulated Equipment, Machinery, Piping, Etc.	9
Ships Propulsion Machinery	10
Crane And Equipment Safety	10
In Plant Traffic	10
Hazardous Communications Program	11
Oil Or Chemical Spills	11
Oil, Non-Hazardous/Hazardous Waste Handling And Removal	11
Office Safety	12
Safety Requirements Incorporated By Reference (33 Cfr 154)	13

This Handbook applies to all employees of Universal Environmental Solutions, LLC. You are responsible for reading, understanding, and complying with the provisions of the Handbook. This Handbook does not cover every aspect of safety and is not a replacement for governmental regulations.

Contact the HSE Department if you have any questions.

GOAL

Universal Environmental Solutions, LLC (UES) has established a Workplace Safety Program to assist in providing a safe and healthful workplace for employees, customers, and visitors. This program is a top priority for UES. The Health, Safety, Environmental Department (HSE), led by our HSE Manager, has the responsibility and authority for evaluating the entire safety program. However, the real success of this program always depends on the alertness and personal commitment of each employee.

The HSE Manager is appointed by management and has the authority and responsibility for implementing the safety plan and other safety procedures as they apply throughout UES. Our safety will be best accomplished by a total commitment of all supervisors and a constant cooperative spirit among our employees and subcontractors to a safe work environment. All the safety rules and practices contained in this Handbook are mandatory and a condition of employment. Therefore, full compliance is compulsory and is to be rigidly enforced by Supervision.

Disciplinary warnings, counseling, coaching, and or training will be based on the following categories: Safety, Attendance, Performance, and Conduct.

In any six-month period, an employee who accumulates more than three (3) written disciplinary warnings will get the associated corrective measures:

Four (4) Disciplinary Warning:	3-day Suspension without pay
Five (5) Disciplinary Warnings:	1-week Suspension without pay
Six (6) Disciplinary Warnings:	Termination of employment

There are offenses that are serious enough to cause severe disciplinary action, including termination, even for the first offense. They include, but are not limited to:

1. Anyone not following the company procedures for use of Personal Protection Equipment (PPE) and the established Confined Space Entry rules.
2. Any infraction that results in a spill. For example, not tightening all man ways on portable frac tanks or allowing a vacuum truck to overfill. Petroleum hoses not in service must be "capped."
3. All hoses must also be pulled out of confined spaces if space is unattended. NO EXCEPTIONS.
4. At no time will anyone remove a lock out/tag out, except the person who placed that specific lock out/tag out.
5. Intentionally tampering with any safety or rescue equipment.



A good Safety Program is considered one of the most critical factors in the conduct of our business. The responsibility for safety and accident prevention is recognized as an integral part of efficient production and quality of workmanship.

We must incorporate Safety in every aspect of our work. This policy is necessary to protect our employees from the loss of income, the pain, and suffering resulting from injuries and enhance efficient production. Therefore, we must put forth a maximum effort to accomplish the following:

1. To provide the type of safety leadership by all the members of supervision that will result in the full cooperation of every employee to prevent accidents and injuries.
2. Maintaining continuous good housekeeping throughout the shipyard, on all vessels and in all work locations.
3. Maintaining safe and healthful working conditions in all working locations.
4. Providing proper safety instructions and enforce their use in all assigned tasks.
5. Ensure the proper use of all necessary personal protection equipment.
6. Tools used for work will be "safe" and in good repair.

UES will provide proper safety equipment to its employees to safely perform a job or task.

Employees are forbidden from adjusting original specification(s), disassembling, tampering with, or using parts of the entire safety apparatus and its components. EXAMPLE: Cutting polypropylene rope off a life ring to assist with lifting tools, etc.; intentionally disconnecting a backup alarm on a vehicle or forklift.

These are a few of the activities that are considered INTENTIONALLY TAMPERING WITH SAFETY/RESCUE EQUIPMENT. Therefore, these activities are forbidden.

Tampering with safety/rescue equipment violates OSHA and USCG requirements, as well as UES policy.

Violation of this policy may result in immediate termination, even for the first offense. In addition, employees must report any tampering with safety equipment to the HSE Manager or the Job Supervisor immediately!

Every employee is expected to do their part in preventing accidents and injuries.

THE ULTIMATE RESPONSIBILITY FOR SAFETY LIES WITH YOU!

GENERAL

The prevention of accidents is everyone's responsibility. If you see a hazardous condition, you are empowered to and must do one of two things: 1) Either correct the condition yourself or 2) Report it immediately to the HSE Manager or your Supervisor for their action.

1. Obey all signs. They are there for your protection. Never remove warning signs.
2. There is a correct way to lift material. You can avoid strains by lifting from a squat position. Keep your back as nearly straight as possible and lift with your leg muscles. If material to be lifted is more than you can safely handle GET HELP or use the proper lifting equipment. If you feel you need back support to perform your job, see the HSE Manager or your Supervisor.
3. Horseplay, running in the yard, or jumping from a bulkhead to a barge or vessel is strictly prohibited.
4. Walk; do not run, except in an emergency.
5. Do not lean against or sit upon a temporary or permanent guardrail.
6. Do not enter any confined space unless said space has been inspected by a Shipyard Competent Person (SCP), and the space has been properly tagged "SAFE FOR ENTRY" with a yellow caution tag.
7. All electrical wires, conductors, and equipment shall be considered alive (hot) until their status is positively known and properly tagged (tagged out).
8. Fluorescent light bulbs, incandescent lamps, and mercury vapor lamps are to be correctly replaced only by authorized persons by approved yard practice and then properly disposed of.
9. An authorized person may only replace fuses in accordance with yard practice.
10. Electrically powered tools must be double insulated and/or be adequately grounded. If they are not, DO NOT USE THEM.
11. Crimping hoses to stop the flow of liquid, air, or other gases is prohibited except for the temporary crimping in emergencies. Stop the flow of these substances at their source.
12. Use of compressed air, oxygen, or other gases on or about your body or the body of any person is forbidden, as they can enter any of the body's natural openings or penetrate the skin and cause severe injury or death. When using compressed air for cleaning, proper safety nozzles must be used, allowing no more than 30 psi.
13. Do not wear loose, ragged, or greasy clothing. Clothing of this nature is particularly hazardous around moving machinery, welding, and burning operations. Do not wear gloves, neckties, scarves, and similar clothing while operating drill presses or similar machinery. UES provides uniforms after 90 days of employment. You are encouraged to use them.
14. Employees with long hair who work around machinery shall wear their hair under their hat or wear a hair net to keep their hair from being caught in moving machinery or tools. Tank tops, sleeveless shirts, and shorts are not permitted. Standard short sleeves and full trouser length pants are the minimum lengths permitted.
15. Beards are not allowed for personnel that are expected to wear Respiratory Equipment.
16. Bicycles are not to be ridden within the confines of the property. If brought ashore by vessel crew members, they must be walked outside or past the main gate and then be ridden.

HEALTH and SANITATION

Only those chemical products whose fire and toxic hazards are known will be used in the yard. If you do not know the fire and toxic hazard of a chemical product, tell your Supervisor, and he will obtain a Material Safety Data Sheet (MSDS) for review. MSDS sheets are located in the HSE Department and are available for review during all working hours.

Do not work near uncovered garbage or beneath discharging sanitary lines.

Eating and smoking are prohibited in areas where painting, coating, or cleaning with toxic or flammable substances is in progress.

Before eating or smoking, all surface containments should be removed by thoroughly washing hands and face. The company provides soaps for this purpose, and the use of other cleaning solvents is prohibited.

Urinating, spitting, or committing a nuisance on a vessel, the shipyard, or work area is prohibited.

FIRST AID

If you are injured while working on the job, report to your Supervisor IMMEDIATELY. If it is not an emergency, precede IMMEDIATELY to the HSE Department for treatment - no matter how insignificant the injury may seem to be. Serious infections and disabilities can result from minor cuts, burns, and bruises. ALL INJURIES MUST BE REPORTED TO YOUR SUPERVISOR AND THE SAFETY DEPARTMENT IMMEDIATELY.

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

Employees must report all non-emergency treatment for accidents to the HSE Department and the HR Department.

If you cannot report for work because of an injury received while on the job, notify the Safety Department or the Human Resources (HR) Department by telephone or the fastest means available to assist you. The HR Department will assist you in obtaining an insurance-approved physician.

If you witness an accident, remain calm and do the following:

1. See that the injured person is in no danger of further injury without putting yourself at risk. Call 9-1-1 if an ambulance is needed. Give the location of the accident and, if possible, the nature and extent of the injuries.
2. In case of serious injury, do not attempt to move the victim unless necessary to prevent further injury.
3. In accordance to the Hendry Marine Industries (HMI) Drug-Free Workplace Policy, any employee involved in an accident must submit to a drug and alcohol test. The company will perform drug and alcohol tests for reasonable suspicion.
4. 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 report to the HR Department with a physician's "Return to Work" (if relevant) before returning.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

You must receive instructions and training on properly using all types of personal protective equipment before using it on the job.

1. All personal protective equipment required and issued for your protection must be used following the manufacturer's instructions, OSHA requirements, and shipyard or jobsite standards.
2. You will be held responsible for the condition of your safety equipment. You must inspect all PPE before use. If you find any defects, report them to the HSE Manager or your supervisor.
3. Steel-toed safety shoes are required at all times. Sandals, soft shoes, and elevated shoes are prohibited.
4. Hard hats and safety glasses are required for all work areas. Additional appropriate eye and face protection is required for specific work tasks, such as grinding, wash-burning, etc. Safety glasses will be worn at ALL TIMES, INCLUDING UNDER FACE SIDELDS.
5. The appropriate respiratory protection must be worn when working in fumes, dust, or toxic atmospheres. If in doubt, ask your supervisor. Facial hair that prevents respirator facepiece seal is not permitted.
6. 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 or high lifts, incomplete staging, working from swinging scaffold over land or water, or working at the height of 5 feet or more. The safety harness must be attached in such a manner to limit any free fall to the shortest fall distance possible.
7. Hearing protection must be worn when grinding, chipping, air-arcing, or when performing any similar noisy operations; when you are working in an area where noisy operations are being performed; and in areas designated by signs that say "hearing protection must be worn."
8. Gloves should be worn to protect against cuts, scratches, etc. Maintenance of your gloves is your responsibility.
9. Do not remove or bypass any guards on any machinery at any time.

HOUSEKEEPING

Safe work depends on good housekeeping. You **MUST** keep your work area clean. **ALL HOSES MUST BE POSITIONED IN SUCH A MANNER AS TO REDUCE OR ELIMINATE TRIPPING HAZARDS.** A clear walkway without product or air hoses, air socks, manifolds, etc., must be maintained in all working areas.

Items not in use on a project must be safely stacked in UES trucks or storage containers at all times.

All waste materials, paper, scrap, food, refuse, etc., shall be placed in waste containers. Never discard waste or trash in roadways, decks, floors, or on the ground. Keep all scrap, trash, and other debris clear of walkways and work areas. Please place it in disposal containers as you work.

Clean up all grease, oil, or other spills immediately. NOTIFY THE SAFETY MANAGER OR YOUR SUPERVISOR OF ANY SPILL, NO MATTER HOW SMALL.

Keep access to ladders, stairways, fire equipment, electrical switches, and rescue equipment clear of obstructions at all times.

Keep materials and equipment clear of designated walkways at all times. Never leave scrap steel, tools, trash, or any object that could fall, causing an injury on staging. All items must be cleared from dedicated walkways.

OVERVIEW OF SAFETY PRACTICES WHEN GAS FREEING TUGS OR BARGES

Only personnel essential to the gas freeing operations shall be on board during the gas-free operation until such time that all significant residuals are removed from the vessel, and all tanks are open, ventilating, and are under 10% LFL (Lower Flammable Limit).

Prior to the UES gas-free operation, the barge crew will utilize the vessel's Inert Gas (IG.) purging process. This is generally accomplished by or under the direction of the vessel's barge captain/cargo mate. First, tanks must be stripped of product using the vessel's stripping lances and further assisted by UES vacuum trucks and diaphragm pumps. Following product "stripping," the cargo tanks are then purged by the vessel's crew with inert gas. The vessel's IG system will purge the volatile content. As a result, during the subsequent gas freeing by UES, no portion of the tank atmosphere is brought within the flammable range.

Additionally, UES, at the customer's request, will "Butterworth" wash the tank interiors. This optional procedure will last approximately 30 minutes per tank. The wash water volume will be approximately 5,000 gallons per tank. This rinse water will be managed as Petroleum Contact Water (99% Water & < 1% Gasoline). Once the inert gas purging sequence (and potentially the additional Butterworth process) has been done, the tank can be ventilated with fresh air

Air horns are positioned and secured over tank hatches/openings. All air horns are grounded. If portable fans or blowers are used, use only pneumatic (air-powered) units. Caution! If pneumatic fans are used, then be certain to use a non-sparking brass unit. The capacity and penetration of portable fans should be such that the entire atmosphere of the tank on which the fan is employed can be made non flammable in the shortest amount of time. Portable fans, where used, should be placed in such positions, and the ventilation openings so arranged that all parts of the tank being ventilated are equally and effectively gas freed. Portable fans, where used, should be grounded to the superstructure so that an effective electrical bond exists between the fan and the deck, as a safety precaution, even though the tank should never pass through the explosive range. At this point all equipment grounding and other precautions for working in a flammable atmosphere shall remain in place.

No cell phones and only intrinsically safe flashlights (including headlamps). No lighters in crew member's pockets. The Project Superintendent will collect all cell phones and lighters in advance of job commencement.

Ventilating should be continually monitored and adjusted to prevent the entry of petroleum gas, if possible, by recirculation of air within the space.

On the apparent completion of gas freeing any tank, a period of at least one hour should elapse before taking final gas measurements. This allows relatively stable conditions to develop within the tank space. Tests should be made at several levels and where the tank is sub-divided by a swash bulkhead in each tank compartment. In large compartments, tests should be made at widely separate positions. Ventilation will be maintained throughout the barge cleaning process. If the barge is moved or "shifted" to another yard for repair work, then the shipyard will continue ventilation upon arrival. A Marine Chemist will issue a Gas Free Certificate for the entire barge, including inspecting each tank/space.

CHECK ITEMS FOR ENTERING TANKS AFTER GAS FREE

1. Have the operational risks been identified and lowered to as low as reasonably practicable (ALARP)?
2. Is the tank oxygen content 20.8% by volume (measuring at fore and aft, high, middle, and lower sections of the tank)?
3. Is the tank LFL below 1% (measuring at fore and aft, high, middle, and lower sections of the tank)?
4. Are Inert Gas delivery valves securely closed by double valves and/or lock out/tag out procedures?
5. Is the tank securely segregated from any remaining cargo within the cargo piping system via double valves, and/or lock out/ tag out?
6. Is the tank ventilation being continued? Follow the UES Confined Space Entry protocol and post the permit prominently as required.

VENTILATION

General ventilation is to be provided to ALL enclosed spaces where people are working. This includes, but is not limited to, pressure washing, tank cleaning and mucking, final rag wipe down, minor tank repairs, and tank inspections.

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. Check with your Supervisor BEFORE any entry is attempted. Check the oxygen level with an operational meter. Review the Confined Space Entry Permit posted at the tank opening and sign it after complete review.

Only explosive-proof ventilation equipment shall be used during volatile cargo (IE Gasoline) cleaning operations specified by the HSE Manager or Marine Services Manager.

DECK OPENINGS

All deck openings should be covered or must have a safe, approved guardrail.

Deck openings toeboards shall be installed to where objects can fall.

Guardrails must be installed immediately upon opening the hole.

All guardrails are to be maintained in a safe condition at all times.

OTHER OPENINGS

All machines and other openings must be barricaded by the workers making the opening. NEVER LEAVE THE OPENING UNGUARDED.

Obey all signs, barricades, and barricade safety tape. They will signify a hazard in the area and are intended to keep people out of the area.

SCAFFOLDS, STAGING AND LADDERS

When it is necessary to work overhead, inspect ladders, scaffolds, platforms, or staging before each shift and each time before using them. Do not use any defective equipment and report the defects to your Supervisor immediately. Defective equipment must be removed from service and tagged out.

All scaffolds, platforms, and staging shall be built with standard GUARDRAILS on all open sides above 5 feet in height. A safety harness must be worn if GUARDRAILS are not complete and if the scaffolding exceeds 5 feet in height.

Keep chain or wrapped wire guard rails taut at all times. Do not remove fall protection to make the job easier (i.e., pulling hoses up to a barge). If fall protection is compromised, you may be subject to disciplinary action.

Do not carry tools or equipment in your hands while climbing a ladder. Raise or lower tools or equipment using a hand line or canvas tool bag. Face ladder and use both hands for climbing.

Place the ladder firmly on the ground, deck, or floor, not on another object such as a barrel or box to gain added height.

Ladders shall be lashed, blocked, or held securely to prevent them from slipping or otherwise being displaced.

No extension ladder should extend to its full length. There shall be an overlap of at least four rungs on extension ladders; tie the ladder rope around a rung. Be sure the hooks engage the rung securely.

Do not reach out to one side more than an arm's length from a ladder. Move the ladder to a better location.

Do not use metal ladders or ladders with steel reinforcing when doing electrical work. Inspect the ladder to be sure 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, or scaffold. When you must step to or from the ladder, the ladder should be so located that you don't need to step more than 12" from the ladder to any intermediate landings or platforms.

Only non-repetitive jobs of brief duration can be performed from a ladder.

TOOLS

Use tools only for the purpose for which they are intended.

Inspect tools before each use for defects such as mushroomed heads, cracked handles, etc. Return defective tools to your Supervisor immediately.

If you are unfamiliar with a tool, get instructions for proper use from your Supervisor.

Company-owned tools and equipment, which employees have checked out, must be returned to the Tool Room daily, not after than at the end of the employee's shift. The only exception to this will be under 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 and protect them against damage, loss, or theft.

FIRE PROTECTION

The prevention and control of fire is the responsibility of everyone. Know where the firefighting equipment and fire extinguishers are kept in your work area and how to use them. Use extinguishers to put out fires, not to prevent them. **Report any fire immediately.**

1. Remove empty fire extinguishers from a job and take them to the Safety Manager or your Supervisor immediately for recharging.
2. Always keep the access routes open to fire exits, fire alarm boxes, extinguishers, or other firefighting equipment.
3. Use only the cleaning fluids that have been designated for cleaning purposes in the yard. Do not use flammable liquids, such as paint thinners, solvents, gasoline, as cleaning fluids.
4. Oil spills, the accumulation of paper, rags, paints, and other flammable materials are potential fire hazards. Report these situations to the HSE Department or your Supervisor.
5. Obey the “No Smoking” signs. Smoking is prohibited wherever these signs are posted. **EXTREME CAUTION IS NECESSARY DURING GAS-FREE OPERATIONS. SMOKING IS PERMITTED IN THE DESIGNATED AREA ONLY.**
6. If a vessel’s onboard fire suppression system is being tested, then all UES personnel are required to disembark immediately. Halon systems are hazardous, and exposure can result in serious injury. **NO EXCEPTIONS.**

ELECTRICAL HAZARDS

Only qualified electricians are permitted to work on electrical tools, machinery, or electrical equipment. Report any electrical problems to your Supervisor.

Only qualified authorized mechanics are permitted to change fuses, fluorescent light bulbs, incandescent lamps, and mercury vapor lamps.

All energized circuit boards must be covered to prevent contact with energized parts.

Never operate a switch or controller that has a lock/ tag out tag or lock attached. Only the person who has placed the lock/tag out may remove it. **NO EXCEPTIONS.**

All covers, panels, and connections must be replaced when repairing or servicing electrical equipment.

INSULATED EQUIPMENT, MACHINERY, PIPING, ETC.

When working near insulated pipe, duct, machinery, etc., be extremely careful and do not damage the insulation. If damage does or has occurred- **STOP** work immediately, report it to your Supervisor so that repairs can be made and proper cleanup can be done.

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

Never do any insulation 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. If you are uncertain, then ask your Supervisor.

SHIPS PROPULSION MACHINERY

Before working on the main engine, reduction gear, or connecting accessories, make sure 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 work on or near the propeller, ensure 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 or other appropriate communications.

CRANE AND EQUIPMENT SAFETY

Only qualified operators are permitted to operate ANY UES vehicle, truck, or heavy equipment. Only qualified signalmen are permitted to signal a crane operator, except in the case of an emergency. You must keep clear of suspended loads.

When a crane sounds its warning horn and/or the rigger in charge of the load warns of an approaching suspended load, all employees must clear the area.

Employees are positively prohibited from riding any lift being handled by a crane, except in an approved man basket and a crane with the appropriate safety equipment.

If a crane is lifting a man basket, all personnel in the basket must be attached to the basket or hook/headache ball with a safety harness to prevent accidental ejection from the basket.

When repair work is performed on any equipment, all lock and tag-out procedures must be followed.

If the equipment operator feels their activity is unsafe, it is his responsibility to stop and take the necessary corrective actions.

Never overload a machine beyond its lifting capacity. If in doubt, STOP and get your Supervisor.

Check the operational safety of your equipment at the start of your shift. Immediately report defective equipment to your Supervisor and/or the Maintenance Department. Do not use defective equipment! Instead, immediately tag it out for repair.

IN PLANT TRAFFIC

Employees shall obey posted speed limits at all times.

The yard speed limit is **10 MPH**.

The pedestrian always has the right-of-way.

Pedestrians are to walk on the side of all roadways at all times.

Obey stop and yield to signs.



HAZARDOUS COMMUNICATIONS PROGRAM

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

1. Look for any red warning labels.
2. If you have not been instructed in the safe use of a substance, inform your supervisor or the Safety Department.
3. Check material safety data sheets in the HSE Department for all necessary instructions of proper use of the substance.
4. Get instructions for the safe use of all substances before using.

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, notify your Supervisor, the Safety Department, and/or the Yard Superintendent IMMEDIATELY! 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, or rags).

When aid arrives, assist in stopping the source as long as a Safety Department representative declares it safe to do so. In addition, provide information regarding the cause to the Safety representatives and other relevant personnel.

OIL, NON-HAZARDOUS AND HAZARDOUS WASTE HANDLING AND REMOVAL

Company policy is not to receive any used oil or other similar products ashore when working on a vessel unless the proper paperwork and procedures are followed. Contact the Marine Services Manager or the Job Superintendent if the vessel requests the removal of items that are not previously scheduled for removal.

Should anyone from the vessel request that UES assist with disposal of the subject product/ material, it is the employees' responsibility to ensure that proper procedures are followed and that all forms are completed before the product/material leaving the vessel. The Marine Services Manager or Job 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 DOT container, properly sealed, and labeled before leaving the vessel. In addition, the container must be non-leaking and should be stored in the UES designated "storage" area.

The forms must be promptly given to the HSE Manager, Marine Services Manager, or the Job Superintendent.

Serious disciplinary actions, including termination, can result, even for the first offense, if the policy is violated.

OFFICE SAFETY

Keep cabinet drawers closed when not being used.

Electric cords must not cross walkways. Report defective cords and equipment immediately to your supervisor.

Do not use chairs as ladders. Do not tilt chairs. Keep chair legs and wheels on the floor.

Keep to the right of the corridors and do not run.

Carry sharp objects in such a manner that they do not protrude and cause injury to their owner or others.

No smoking is permitted in the UES offices.

To prevent tipping over, do not overload drawers. For example, do not open more than one drawer at a time in the same cabinet.

Unauthorized or untrained persons shall not tamper with office machines.

Orderliness is the key to safety. Keep desks and immediate area neat and clean.



Safety Requirements Incorporated by Reference (33 CFR 154)

§ 154.735 Safety Requirements

Each operator of a facility to which this part applies shall ensure that the following safety requirements are met at the facility:

1. Access to the facility by firefighting personnel, fire trucks, or other emergency personnel is not impeded.
2. Materials which are classified as hazardous under 49 CFR parts 170 through 179 are kept only in the quantities needed for the operation or maintenance of the facility and are stored in storage compartments.
3. Gasoline or other fuel is not stored on a pier, wharf, or other similar structure.
4. A sufficient number of fire extinguishers approved by an independent laboratory listed in 46 CFR 162.028-5 for fighting small, localized fires are in place throughout the facility and maintained in a ready condition.
5. The location of each hydrant, standpipe, hose station, fire extinguisher, and fire alarm box is conspicuously marked and readily accessible.
6. Each piece of protective equipment is ready to operate.
7. Signs indicating that smoking is prohibited are posted in areas where smoking is not permitted.
8. Trucks and other motor vehicles are operated or parked only in designated locations.
9. All rubbish is kept in receptacles.
10. All equipment with internal combustion engines used on the facility
 - Does not constitute a fire hazard; and
 - Has a fire extinguisher attached that is approved by an independent laboratory listed in 46 CFR 162.028-5, unless such a fire extinguisher is readily accessible nearby on the facility.
11. Spark arresters are provided on chimneys or appliances which:
 - Use solid fuel;
 - Are located where sparks constitute a hazard to nearby combustible material.
12. All welding or hot work conducted on or at the facility is the responsibility of the facility operator. The COTP may require that the operator of the facility notify the COTP before any welding or hot work operations are conducted. Any welding or hot work operations conducted on or at the facility must be conducted in accordance with NFPA 5 IB. The facility operator shall ensure that the following additional conditions or criteria are met:
 - Welding or hot work is prohibited during gas freeing operations, within 70 meters (200 feet at a minimum) of bulk cargo operations involving flammable or combustible materials, within 70 meters (200 feet at a minimum) of fueling operations, or within 70 meters (200 feet at a minimum) of explosives or 30 meters (100 feet at a minimum) of other hazardous materials.
 - If the welding or hot work is on the boundary of a compartment (i.e., bulkhead, wall or deck) an additional fire watch shall be stationed in the adjoining compartment.
 - Personnel on fire watch shall have no other duties except to watch for the presence of fire and to prevent the development of hazardous conditions.

- Flammable vapors, liquids or solids must first be completely removed from any container, pipe or transfer line subject to welding or hot work.
 - Tanks used for storage of flammable or combustible substances must be tested and certified gas free prior to starting hot work.
 - Proper safety precautions in relation to purging, inserting, or venting shall be followed for hot work on containers.
 - All local laws and ordinances shall be observed.
 - In case of fire or other hazard, all cutting, welding or other hot work equipment shall be completely secured.
12. Heating equipment has sufficient clearance to prevent unsafe heating of nearby combustible material.
 13. Automotive equipment having an internal combustion engine is not refueled on a pier, wharf, or other similar structure.
 14. There are no open fires or open flame lamps.
 15. Electric wiring and equipment is maintained in a safe condition so as to prevent fires.
 16. Electrical wiring and electrical equipment installed after October 4, 1990, meet NEPA 70.
 17. Electrical equipment, fittings, and devices installed after October 4, 1990, show approval for that use by
 - Underwriters Laboratories;
 - Factory Mutual Research Corporation; or
 - Canadian Standards Association.
 18. Guards are stationed, or equivalent controls acceptable to the COTP are used to detect fires, report emergency conditions, and ensure that access to the marine transfer area is limited to:
 - Personnel who work at the facility including persons assigned for transfer operations, vessel personnel, and delivery and service personnel in the course of their business;
 - Coast Guard personnel;
 - Other Federal, State, or local governmental officials; and
 - Other persons authorized by the operator.
 19. Smoking shall be prohibited at the facility except that facility owners or operators may authorize smoking in designated areas if:
 - Smoking areas are designated in accordance with local ordinances and regulations;
 - Signs are conspicuously posted marking such authorized smoking areas; and
 - “No Smoking” signs are conspicuously posted elsewhere on the facility.
 20. Warning signs shall be displayed on the facility at each shoreside entry to the dock or berth, without obstruction, at all times for fixed facilities and for mobile facilities during coupling, transfer operation, and uncoupling. The warning signs shall conform to 46 CFR 151.45-2(e) (l) or 46 CFR 153.955.

[CGD 86-034, 55 FR 36253, Sept. 4, 1990, as amended by CGD 93-056, 61 FR 41460, Aug. 8, 1996]