APPENDIX S

HEALTH AND SAFETY PLAN

1. CONTINGENCY, EMERGENCY AND FIRE PREVENTION PLAN

2. EMERGENCY COORDINATION AGREEMENTS
   A. Peoria County Emergency Management Agency
   B. Peoria County Sheriff’s Office
   C. Logan-Trivoli Fire Protection District
CONTINGENCY, EMERGENCY AND FIRE PREVENTION PLAN

Peoria City/County Landfill
Brimfield, Illinois
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EXHIBITS:

1. Site Plan
2. Emergency Coordinators
3. Emergency Response Contact Numbers
4. Emergency Equipment
1.0 CONTINGENCY AND EMERGENCY PLAN

1.1 General Information

The purpose of this plan is to minimize hazards to human health and the environment from fires, explosion, or any unplanned sudden or non-sudden release of waste constituents to air, soil, or surface water. The provisions of this plan must be carried out immediately whenever there is a fire, explosion, chemical reaction or release of waste or waste constituents that may threaten human health or the environment.

Facility Name: Peoria City/County Landfill

Facility Location: 11501 West Cottonwood Road
Brimfield, Illinois 61517-9541

Wastes handled at the facility include conventional solid waste refuse, certified non-special waste, and non-hazardous Special Wastes. A site plan is provided as Exhibit 1.

Incoming wastes are checked at the gate control office and are sent to an assigned filling area once cleared for acceptance. Pre-authorized wastes that do not pass the paint filter test (i.e. contain free liquid) are transported to the facility's waste solidification area to be solidified prior to disposal. In the event that all solidification containers are full, these wastes shall be returned to the generator.

1.2 Emergency Coordinators

At least two alternative Emergency Coordinators are identified. The Secondary Emergency Coordinator will act as the facility Emergency Coordinator in the event that the Primary Emergency Coordinator is not available to perform the Emergency Coordinator duties. The Emergency Coordinator is to be familiar with all aspects of this Contingency, Emergency, and Fire Prevention Plan, all operations and activities at the facility, and the overall facility layout.

During normal working hours, all reporting of emergencies at the landfill will be done through the facility's office. The addresses and telephone numbers of the facility Emergency Coordinators are identified in Exhibit 2.

The Emergency Coordinator is authorized to commit the facility's resources to implement any portion of this Plan as needed. The Emergency Coordinator is also responsible for authorizing employee attempts to control the situation.

The Emergency Coordinator must have a minimum of one year of experience in the management of solid waste and must successfully complete eight hours of training in solid waste spill control.
1.3 Implementation

The Contingency, Emergency and Fire Prevention Plan will be implemented whenever there is a threat or actual incident of fire, explosion, chemical reaction, spill, or other release of toxic, flammable, or otherwise hazardous material that could threaten human health or the environment. The Emergency Coordinator has the responsibility for implementing this plan. The Plan should be implemented if any of the following occur or threatened:

1. Any event on the property involving fire, explosion, or chemical reaction which endangers human health or the environment.
2. Any spill of wastes occurring outside the active waste management area.
3. Any liquid spill within the leachate/landfill gas condensate storage area containment system, or waste solidification area with the potential for overflowing the containment system(s).

1.4 Emergency Response Procedures

Upon determining that an emergency situation exists or is threatened, the following steps will be initiated and coordinated by the Emergency Coordinator.

1.4.1 Incident Assessment

In the event of an emergency:

a. The person first noticing the incident shall immediately notify the Emergency Coordinator.

b. The Emergency Coordinator shall determine whether to implement the Contingency, Emergency and Fire Prevention Plan.

c. On-site personnel shall be notified of an emergency by word of mouth, telephone, or radio communication.

d. The Emergency Coordinator will assess the incident including:
   - Identification of materials involved,
   - Threat to human health/environment both within and outside the facility,
   - Need for evacuation,
   - In house incident response capabilities, and
   - Need for outside assistance.
e. If the Emergency Coordinator determines that evacuation is required, he will activate the EVACUATION PLAN.

After assessing the extent of the emergency situation and the possible hazards posed, the Emergency Coordinator will initiate the following control and notification procedures. The initial response in any emergency will be to protect human health and safety, and then the environment. Identification, containment, treatment, and disposal assessments will be the secondary response.

An emergency call-back system will be installed at the facility.

1.4.2 Fires and Explosions

Only those employees who have been trained in fire fighting procedures may fight fires using appropriate fire extinguishers, soil, fires blankets, and, when appropriate, water. In no case shall on-site employees risk injury or life fighting a fire. Under no circumstances shall any site employee attempt to fight a structural fire, a fire that cannot readily be extinguished using the available equipment and materials or fight a fire caused by an explosion or chemical reaction of unknown origin. These types of fires require outside assistance and evacuation of the area. Employees may also elect to attempt to control the spread of a fire. This could include cutting firebreaks and/or building soil berms. All employees shall stay upwind while controlling the fire.

The following guidelines shall be used in determining when to report the fire or explosion to the Fire Department:

- A fire that cannot be easily extinguished by trained onsite personnel within a few minutes of discovery,
- A fire that extends, or threatens to extend, offsite,
- A fire effecting structural components of a building or stationary equipment,
- An explosion that causes structural damage,
- A fire, or explosion that could possibly reoccur,
- A fire, or explosion of unknown origin,
- A fire that may have exposed people to toxic vapors, smoke, fumes, etc.,
- A fire that may have resulted in hot sparks, embers, etc. blowing offsite, and
- An underground fire.

1.4.3 Chemical Reactions

Chemical reactions could occur when non-compatible wastes and/or waste reagents come into contact with each other. For instance, acidic wastes, mixed with caustic reagents (e.g.
lime) could result in a chemical reaction. Chemical reactions can result in toxic fumes, vapors, smoke, etc., and/or a fire.

The facility conducts analytical tests on Special Wastes and a bench-scale waste/reagent compatibility test prior to solidifying new liquid waste-streams with a reagent. This testing is expected to minimize the potential for chemical reactions. However, although significant chemical reactions are very unlikely to occur at the facility because of the waste acceptance and testing procedures that are followed, they could occur anywhere within the landfill.

The Emergency Coordinator will decide what actions to take to control any chemical reactions. The Emergency Coordinator shall call the Logan-Trivoli Fire Department if a chemical reaction occurs that cannot be readily controlled by facility employees, or if fumes, vapor, smoke, etc. from a chemical reaction threatens to migrate beyond the facility boundary.

The first step in attempting to control a chemical reaction is try to segregate the incompatible material, if this can be done safely. The second step would be to cover and/or mix the incompatible materials with soil. Water should not be used to control chemical reactions. As with fires, all control operations should be performed from the upwind direction.

14.4 Material Spills

Response to spills of general refuse require no special precautions, except that workers shall wear, at a minimum, long sleeves shirts, long legged pants, work gloves, and sturdy boots. Chemical resistant overalls may be appropriate in some cases. The Emergency Coordinator shall establish an exclusion zone around spilled industrial waste, contaminated media, or Special Waste. The size and shape of the exclusion zone should be based on the size of the spill, character of the spilled materials, topography, and wind direction. Nobody shall be allowed within the exclusion zone without appropriate spill response training and personal protective equipment (PPE).

Once the exclusion zone is established, the Emergency Coordinator shall select the appropriate PPE. The appropriate PPE for responding to spills of industrial wastes, contaminated media, and Special Wastes shall be selected following review of the known waste characteristics.

Any nearby electrical power or potential spark sources shall be secured as appropriate when the spilled wastes exhibit organic or flammable vapors. Adsorbents (e.g. soil, corn cobs, oil dry, etc.) can be applied around the spill to contain and adsorb freestanding liquid.

The Emergency Coordinator shall assess the type and quantity of material that was released. Releases of material exceeding the applicable Reportable Quantity shall be reported to the proper authorities (such as the National Response Center and Illinois Emergency Management Agency) as soon as practicable after the release is discovered.
1.5. Evacuation Plan

The following procedures will be followed when the Emergency Coordinator has determined that site evacuation is required:

1. The Emergency Coordinator will communicate the need to evacuate the area to all people who are at the facility.

2. Shutdown procedures will commence, intake of loads will cease, and equipment and personnel will be moved to the perimeter of the site.

3. Personnel evacuation will proceed as follows:
   - Scan immediate area for any injured personnel.
   - Assist the injured to evacuate if safe and required.
   - Evacuate the area.
   - Personnel upwind of the incident will evacuate in the upwind direction to the assembly area if possible.
   - Personnel downwind of the incident will evacuate perpendicularly to the wind direction over the most accessible route to the assembly area.

4. Personnel shall assemble at the Assembly Area where the Emergency Coordinator will perform a count to ensure that all employees are accounted for.

The scalehouse area is the Primary Assembly Area. If the Primary Assembly Area cannot be reached safely due to the nature of the emergency, employees will be trained to select the best of multiple other routes based on which is upwind or otherwise the safest route away from an emergency. A Site Plan depicting these areas (Exhibit 1). This Site Plan is presently being refined to better depict potential emergency sources and evacuation routes.
2.0 FIRE PREVENTION PLAN

2.1 Open Flames and Hot Work

Welding and flame cutting shall occur at least 10 feet away from combustible materials. When combustible materials are present and it is not possible to keep at least 10 feet of separation between the materials and welding or flame cutting operation, combustible materials must be protected by a flameproof cover, curtain or other appropriate barrier.

Smoking is not permitted at the active face; within 20 feet of the landfill gas flare station, leachate storage tank, and leachate sump risers; or around flammable or combustible materials such as paints, aerosols, and fueling areas.

2.2 Load Inspection

Loads that appear to contain hot or burning material shall not be accepted into the facility. If necessary, and safe, trucks with hot or burning loads shall be isolated in an area accessible to fire department personnel.

2.3 Equipment and Facility Maintenance

Equipment shall be well maintained such that oil leaks are minimized to the extent possible. Equipment with fuel leaks shall not be used and shall be promptly repaired. All electrical components shall be properly maintained, well insulated and grounded as appropriate. Furthermore, equipment shall be routinely cleaned such that oil and other flammable materials do not contact hot engine and exhaust components. All flammable and combustible materials (oils, paints, solvents, fuels, oily rags, etc.) shall be stored in proper containers within designated areas. All trash receptacles shall be emptied on a routine basis. Proper smoking material disposal facilities shall be provided.

2.4 Fire Extinguishers

In the event of a fire, employees who have received annual fire extinguisher training are authorized to use portable fire extinguishers to control the fire to the extent that this may be accomplished without endangering the health or physical safety of the employee or any other person. Employees may only use portable fire extinguishers on an incipient stage fire. Under no circumstances shall any employee attempt to control a structural fire.

Type A-B-C dry chemical fire extinguishers are located in numerous areas throughout the facility. Type A-B-C fire extinguishers can be used on fires involving paper, wood, cloth, some rubber and plastic materials, flammable or combustible liquids, flammable gases, greases and similar materials,
and energized electrical equipment where safety to the employee requires the use of electrically non-conductive extinguishing media.

A commercial fire extinguisher service is contracted to perform all required annual maintenance checks and hydrostatic tests at the required frequency. Facility personnel will be responsible to conduct monthly inspections and note the inspections on the tag of each extinguisher.
EXHIBIT 1

SITE PLAN
EXHIBIT 2

EMERGENCY COORDINATORS
PCCLI EMERGENCY COORDINATORS
Peoria City/County Landfill

PRIMARY EMERGENCY COORDINATOR:

Name: Steve Harenberg
Office: 11501 West Cottonwood Road
        Brimfield, Illinois 61517-9541
        Cellular (309) 565-4281
Home Phone: (309) 633-1368
Mobile Phone: (309) 696-2870

SECONDARY EMERGENCY COORDINATOR:

Name: Ron Welk
Office: 4349 Southport Road
        Peoria, Illinois 61615
        (309) 676-4893
        Cellular Phone: (309) 696-1432
EXHIBIT 3

EMERGENCY RESPONSE CONTACT NUMBERS
EMERGENCY RESPONSE CONTACT NUMBERS

Ambulance (Advanced Medical Transport): (309) 494-6200

AMBULANCE (EMERGENCY): 911

Fire (Logan-Trivoli Fire Protection District): (309) 565-7552

FIRE (EMERGENCY): 911

Police (Peoria County Sheriff): (309) 672-6011

POLICE (EMERGENCY): 911

Peoria County ESDA: (309) 691-3111

Illinois Emergency Management Agency: (217) 782-7860

National Response Center: (800) 424-8802

February 2011
EXHIBIT 4

EMERGENCY EQUIPMENT
## EMERGENCY EQUIPMENT

### EQUIPMENT | LOCATION | CAPABILITIES
--- | --- | ---
**FIRE CONTROL**
2 10-lb. Chemical extinguishers | Office Building (1) Maintenance Building (1) | Small ABC fires
1 10-lb Dry Chemical extinguisher | Each piece of heavy equipment | Small ABC fires

### SPILL CONTROL/CLEANUP MATERIALS

300-ft Hose | Maintenance Building | Pumping of liquid and sludge materials
1 gasoline driven 3” centrifugal pump | Maintenance Building | Pumping of non-flammable liquids
4 50-lb. bags adsorbent | Maintenance Building | Contain and adsorb spilled/leaked wastes
3 packages sorbent booms/pads | Maintenance Building | Contain and adsorb spilled/leaked wastes
Earthmoving Equipment | Landfill Facility | Landfilling operations, excavation of soils, materials, building containment dikes
EMERGENCY COMMUNICATION AND ALARM SYSTEMS

2 Telephones
Office Building (1)
Cellar (1)
Notify off-site emergency response teams
Contact with Emergency Coordinator when off-site

3 Private Band Radios
Base station – office (1)
Supervisor while on site (1)
In each area where people are working (1)
Contact with Emergency Coordinator while on site
Notification of on-site personnel

PERSONNEL PROTECTION

1 First Aid Kit
Office/Maintenance Building
Treatment of minor injuries

1 Emergency eyewash
Office/Maintenance Building
Flush contaminants from eyes
CONTENTS

A. INTRODUCTION
B. GENERAL HEALTH AND SAFETY PROCEDURES
C. LANDFILL SAFETY RULES
D. ASBESTOS HANDLING AND DISPOSAL
E. DUMP TRAILER UNLOADING

EXHIBITS:

1. EQUIPMENT INSPECTION CHECKLIST
2. VEHICLE BACKING PROCEDURE
A. INTRODUCTION

The following rules are intended to provide supervisors and employees with a list of basic safety requirements which may not be specifically addressed in other health and safety procedures. All Peoria City/County Landfill, Inc. (PCCLI) employees, visitors, and subcontractors are required to comply with these basic provisions.

B. GENERAL SAFETY RULES

1. Each office location and project work site shall have the OSHA poster prominently displayed where other employee posting is normally done.

2. Each employee, as a condition of employment, must comply with the health and safety procedures which address requirements for each area in which the employee works.

3. Employees must immediately inform their supervisor if any unsafe condition, practice, or circumstance is noticed.

4. Job site safety meetings shall be held daily or as often as deemed necessary by the supervisor to review potential hazards, special safety precautions, and emergency procedures.

5. All accidents must be immediately reported to the supervisor regardless of whether or not an injury is involved.

6. Possession or use of alcohol or any controlled substance on company premises or any job site is absolutely prohibited. Employees may not report to work while under the influence of drugs or alcohol. Prescription medications are to be reported to the supervisor and shall not impair the ability of the employee to work safely.

7. Good housekeeping practices shall always be followed throughout the work site.

8. Tools which are damaged or needing repair are to be disposed of or tagged out of service until repaired.

9. All employees are to follow proper material handling and lifting practices, and should never attempt to move or lift heavy or bulky objects beyond their capacity or weighing more than 60 pounds. Forklifts, hand trucks, or other mechanical means of lifting or moving should be utilized whenever possible.

10. An employee should only operate equipment to which he has been assigned and for which he has been trained.
11. Always use the three point system of mounting and dismounting equipment. (Two hands and one foot or two feet and one hand in contact with handrails/steps at all times.) Do not jump from equipment.

12. All equipment must be inspected prior to each day's use by either the supervisor or mechanic and any problems are to be noted and addressed. Refer to Exhibit 1 of this procedure.

13. Seat belts are to be worn when required or as directed by the supervisor.

14. Operating/driving equipment or vehicles on-the-road shall be done in accordance with applicable traffic laws.

15. Operating/driving equipment or vehicles off-the-road shall be done in a manner that is safe and at a safe speed for the conditions of the job site.

16. All employees operating a vehicle are required to keep a clear view in the direction of travel. In situations where view is obstructed, especially to the rear, the employee must request the assistance of a spotter or use a vehicle equipped with a back-up alarm. Refer to Exhibit 2 of this procedure.

17. Do not load equipment beyond its rated capacity.

18. Walking or working under a suspended load is prohibited.

19. Riding on running boards of equipment or on surfaces not equipped with a seat and seatbelt is prohibited.

20. All trenches more than five feet deep shall be protected by shoring, sloping to angle of repose, or the use of a trench box.

21. Safety harnesses and lanyards are required for all elevated work at heights greater than four feet such as when using scaffolding or manlifts. The use of Body belts is prohibited.

22. Guard rails, mid rails, and toe boards must be in place for all work on fixed or portable elevated platforms exceeding four feet in height.

C. LANDFILL SAFETY RULES

Peoria City/County Landfill, Inc. is required to adhere to all Federal, State and Local regulations and to provide a safe, healthy and sanitary workplace.
Each of us has the responsibility to make the safety of our co-workers, our customers and the general public a primary concern; this objective is fundamental to the company and our employee's well being, as well as the efficient operation of our business. It is imperative that all persons entering the site know, understand and abide by these safety rules. This listing is not intended to be all-inclusive.

1. High visibility clothes/safety vests, safety shoes and eye protection are to be worn when outside the vehicle.

2. All vehicles must comply with the posted traffic signs, with special attention to the posted speed limit.

3. All vehicles must come to a full stop before proceeding onto the scales.

4. A minimum distance of ten (10) feet must be maintained between all personnel, trucks, rolling stock and fifteen feet (15) for heavy equipment.

5. All commercial solid waste vehicles entering the facility and heavy equipment operating at the facility shall be equipped with external audible back up alarms, in working order.

6. Drivers preparing to enter the active disposal area of the working face must stop and await the directions from the traffic coordinator or heavy equipment operator. The driver is to maintain eye contact with operating personnel at all times.

7. Blind side backing is not to be attempted without guidance. Seek assistance from facility personnel.

8. All passengers must remain in the inside of the vehicle. No children or pets are allowed on site.

9. Only drivers and equipment operators are allowed in the active disposal area of the working face. Drivers who exit the vehicle in the tipping area must remain within six (6) feet of the vehicle at all times.

10. Riding on the outside of the vehicle or standing on the vehicle rear step is forbidden when driving on site.

11. Cleaning out from behind the blade (truck cleanouts) must be done in designated clean out areas separate from the work zone.
12. The backs of packer trucks and roll off containers must be opened at the tipping area of the landfill working face. While dumping the load, stay clear of the back. Never stand under the open tailgate or raised hopper.

13. Drivers must pull away from the active area to secure latches and turnbuckles.

14. PCCLI prohibits non-vehicle/operating personnel from being present at or on the tipping area of the working face. In the event a PCCLI employee needs to enter the tipping area of the working face on foot all movement of equipment and vehicles must stop before and during this process. Movement cannot resume until the person(s) on foot have communicated to the vehicle operator(s) that the ground is clear.

15. Landfill Equipment Operators have the right-of-way on the active disposal area of the working face and landfill. All vehicles are to yield to operating machinery and pedestrians.

16. A fifteen-foot safe zone must be maintained between heavy equipment and trucks working on the active disposal area of the working face.

17. Conforming safety chains must be used to hold open roll off container door while unloading. Use of bungee cords, wire, ropes and etc will not be permitted.

18. Do not pass moving vehicles.

19. Turn headlights and 4 way flashers on during disposal.

20. Report all injuries/accidents to the Landfill Manager or scale house.

21. Smoking is prohibited while outside your vehicle.

22. Horseplay, scavenging or picking through loads is strictly forbidden.

23. All random load checks shall be dumped at least twenty (20) feet adjacent to the active area. Drivers must wait until released by the load inspector. The heavy equipment operator must not remove any waste from the random inspected load until the load inspector notifies the operator that the waste can be removed and the load inspector has left the area.

D. **ASBESTOS HANDLING AND DISPOSAL.**

NOTE: This section shall serve as the facility Health and Safety Plan (HASP) as it relates to the handling and disposal of Asbestos at the landfill facility.
1. The primary health objective in handling asbestos waste is preventing the release of asbestos containing dust.

The potential health effects associated with exposures to asbestos and the existence of associated air quality standards indicate the necessity for strict compliance with the policies and procedures contained herein. Asbestos or ACWM is any material that contains one percent (1%) or more asbestos.

2. Receipt of ACWM will be by appointment only. All dispatchers and/or customers must notify the landfill office to setup an appointment a minimum of 24 hours before wanting to dispose of ACWM. The date of ACWM acceptance is subject to fCLI approval.

3. Packaging requirements: Friable asbestos shall be accepted only when it is in a wetted condition and after it has been placed in closed, unruptured 6 mil (minimum) bags (preferably double bagged) or in other tightly closed containers, e.g. fiber drums. If a PCCLI employee observes that an ACWM load is not properly packaged, that employee will notify the landfill manager and describe the discrepancies. PCCLI will contact the customer to have the material properly packaged.

4. Each bag or container containing ACWM must be labeled as follows, minimum label size 3x5 inches.

DANGER- CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

In addition to the above, each bag or container must have the name of the waste generator and location where the waste was generated.

5. When handling ACWM, the trained PCCLI employee must wear the respirator issued, Tyvek suit, gloves and approved eye protection. The Landfill Manager is responsible for implementing the facility HASP.

6. At the time of disposal of ACWM all truck traffic will be held at the scale house until the operator has completed the burial process. The equipment operator will radio the scale house when it is safe to proceed.

Each load of ACWM will be directed to the proper disposal area by the landfill staff. A trained PCCLI employee will observe the waste being discharged and will notify and direct the driver when his load has been completely emptied. The employee will direct the driver to leave the area and return to the scale house.
The operator will then cover the ACWM. Cover will consist of a minimum of six inches of non-ACWM refuse or clean soil. The cover will be placed carefully so as not to rupture the containers or disturb the ACWM.

PCCLI reserves the right to turn away ACWM loads due to weather conditions, improper packaging, labeling, manifesting, etc.

7. In the event a load of ACWM becomes hung up in the tailgate of a non-Company transporter, the cost of time for Company personnel and equipment used to free the load will be passed on to the transporter. The Landfill Manager will handle pricing for any unique situations.

E. DUMP TRAILER UNLOADING

Due to the extreme hazard associated with a dump trailer turning over, PCCLI has established the following procedural requirements. This applies to all vehicles and ground personnel present whenever a dump trailer is being raised to dump.

All trucks are to proceed to areas, such as the tarping area, scale, or the landfill as directed by site personnel. No truck or ground personnel may be positioned within 40 feet to either side of a raised dump trailer at the landfill face. A spotter, if present, will be positioned to the rear and side of trailers as they are being raised so as to signal the driver if a problem is noticed.

Dump trailers may park at landfill locations that are adjacent to other truck types (e.g., roll-off) but may not raise the trailer until the trucks and any ground personnel have cleared the area as discussed above.

To help ensure customer, employee and equipment safety, strict adherence to these procedures is required at all times. Failure by PCCLI personnel to properly conform to these requirements will result in disciplinary action. Failure by outside haulers to properly conform to these requirements will result in corrective action up to and including loss of approved hauler status. Please contact site management personnel if there are any questions.
# Shift Inspection Checklist

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<th>Date</th>
<th>Submitted by</th>
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<td>Unit No./S.N.</td>
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<td>Make/Model</td>
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<td>Hour/Odometer Reading</td>
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<td>Today's Use: Hours Machine...</td>
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<td>- Operated</td>
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<td>- Down (due to failure)</td>
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<td>- Idle (machine not needed)</td>
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Use the daily inspection sheet as a guide to fill in the following information (if applicable). Explain any defects on the back side.

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<th>Amount Added</th>
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<td>Engine Coolant</td>
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<td>Engine Oil</td>
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<td>Trolleys</td>
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<td>Tires/Undercarriage</td>
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<td>Fire Protection</td>
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<td>Backup Alarm</td>
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<td>Wipers/Washers</td>
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<td>Hand Rails</td>
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* Inform Supervisor before operating. Do not place in service.
EXHIBIT 2
MEMORANDUM

To: John Davis
From: John Davis
Date: [Date]
Re: Backing Motor and Construction Vehicles with Obstructed View to Rear

Effective immediately, all employees operating motor and/or construction vehicles are required to keep a clear view in the direction of travel. In situations where an obstructed view, especially when backing, is unavoidable due to cargo, etc., the employee must request the assistance of a spotter or use a vehicle equipped with a back-up alarm loud enough to be heard above surrounding noise levels.

Any employee who has questions regarding this procedure has safety concerns about a particular situation, or witnesses a violation of this procedure, must contact their Supervisor immediately.

All employees authorized to operate site vehicles must read this memo and confirm an understanding of, and willingness to abide by, these requirements by signing and dating below.

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<th>Name</th>
<th>Signature</th>
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EXHIBIT: CONTRACTOR ACKNOWLEDGMENT
A. **INTRODUCTION**

When it is necessary for Coulter/PDC/AREA Companies (Coulter Companies) to hire contractors and subcontractors, it is required that contractor and subcontractor personnel comply with all applicable safety, health, and environmental regulations and adhere to all applicable Coulter Companies health and safety procedures.

The contractor shall assume and have full responsibility and liability for the safety of its employees and for the compliance of its subcontractors. Any contractor employee that does not comply with these rules and procedures may have their privilege of working for Coulter Companies revoked.

In addition to complying with these rules and procedures, contractors, subcontractors, and their employees are responsible for compliance with all applicable OSHA General Industry (Part 1910) and Construction Industry (Part 1926) regulations. In any instance where this program conflicts with any federal, state or local regulations, the more stringent shall take precedence.

It shall be the responsibility of the designated contractor representative to ensure that Coulter Companies safety rules are upheld by subcontractors and their workers. It is also the responsibility of contractor and subcontractor personnel to work in a manner which will not endanger themselves, Coulter Companies employees, Coulter Companies equipment or property, or the environment. For the sake of brevity, the term contractor shall include subcontractors from this point forward.

B. **CONTRACTOR POLICY ACCEPTANCE**

1. Any contractor accepting work with Coulter Companies must, upon request, provide a signed statement acknowledging that all applicable Coulter Companies health and safety programs will be reviewed and observed, including the Contractor Safety Handbook, prior to beginning work. Further, the contractor shall provide a roster with the signatures of all employees engaged in the work acknowledging the same.

2. Where the Coulter Companies site Manager or Safety Coordinator deems appropriate, the contractor shall provide a safety representative to monitor work practices and safety procedures. When required, the safety representative shall remain on-site at all times when work is in progress. The safety representative may have other project-related duties.

3. Any contractor personnel noting any unsafe practices or conditions must immediately report the unsafe practice or condition to the Coulter Companies site Manager or Safety Coordinator before commencing or continuing work.
4. Contractor employees working at the Coulter Companies site are required to fully comply with all applicable Coulter Companies procedures and OSHA standards.

C. TRAINING AND SITE ORIENTATION

Each contractor selected for a project shall be responsible to provide their employees with necessary information and training regarding Coulter Companies safety rules as well as any other applicable health and safety guidelines and/or OSHA regulations. The contractor is solely responsible for ensuring contractor employee compliance with the applicable Coulter Companies procedures and OSHA regulations.

This program includes the minimum safety rules and procedures which Coulter Companies requires of contractors performing work. Orientation topics discussed below are included in the Contractor Safety Handbook. However, the rules and procedures in this program are not all-inclusive and represent only a summary of basic, applicable standards and are not intended to serve as a substitute for the provisions of OSHA Parts 1910 and 1926 regulations.

D. PROCEDURES

Employee health and safety is a prime consideration in all work operations conducted by Coulter Companies. In general, OSHA requires that contractor employees be afforded the same level of protection as host employees. Therefore, strict coordination between Coulter Companies and contractor employees is essential to the safety and health of all employees on a site. The means employed by the contractor to achieve that end are the sole responsibility of the contractor.

1. General Safety Requirements

All contractors must strictly adhere to all applicable Coulter Companies safety procedures and OSHA regulations. Coulter Companies reserves the right to implement additional safety rules and measures, as deemed necessary by the site Manager or site Safety Coordinator, based on job conditions. The contractor must, upon request by Coulter Companies, provide copies of applicable, written OSHA compliance programs and employee training records.

The contractor shall be responsible for the security of all contractor equipment including tools, machinery, any necessary sanitary facilities including changing and locker facilities except as provided by Coulter Companies. Coulter Companies assumes no responsibility for lost or stolen contractor equipment, supplies, or personal property.
Contractor Safety Requirements

Contractor employees must immediately inform their supervisor if any unsafe condition, practice, or circumstance is noticed.

Job site safety meetings shall be held daily or as often as deemed necessary by the contractor to review potential hazards, special safety precautions, and emergency procedures.

Possession or use of firearms, alcohol, or any controlled substance on company premises or any job site is absolutely prohibited. Cameras are also not permitted on Coulter Companies premises without permission of the site Manager.

Employees may not report to work while under the influence of drugs or alcohol. Prescription medications shall not impair the ability of the employee to work safely.

Smoking or other open flame is not permitted on Coulter Companies premises or work site except in areas that have been designated or approved by Coulter Companies.

All contractor employees are to follow proper material handling and lifting practices, and should never attempt to move or lift heavy or bulky objects beyond their capacity or weighing more than 60 pounds. Forklifts, hand trucks, or other mechanical means of lifting or moving should be utilized whenever possible.

An employee should only operate equipment to which he/she has been assigned and for which he/she has been trained.

Always use the three point system of mounting and dismounting equipment. (Two hands and one foot or two feet and one hand in contact with handrails/steps at all times.) Do not jump from equipment.

Do not load equipment beyond its rated capacity.

Walking or working under a suspended load is prohibited.

Guard rails, mid rails, and toe boards must be in place for all work on fixed or portable elevated platforms exceeding six feet in height.

Warning signs, barriers, barricades, etc., must be provided whenever such protection is needed.
2. **Aisles, Exits, and Corridors**

All aisles, corridors, fire extinguishers, electrical panels, alarm boxes, emergency showers and eyewashes, and exits are to be kept free from any obstruction at all times. Roadways or passageways are not to be blocked without prior notification and approval of the site Manager or site Safety Coordinator.

3. **Chemical Spills**

In the event of a chemical spill the contractor must immediately notify the site Manager or site Safety Coordinator. If a safety hazard exists, the contractor shall evacuate the spill area.

If worker exposure hazards are not present and if the spill can be contained in a safe manner, then the contractor shall attempt to contain the spill.

Coulter Companies will be responsible for conducting spill clean-up and any necessary disposal and treatment of cleanup residues. The contractor will be liable for all costs incurred by Coulter Companies for clean-up of spills caused by the contractor and the disposal and/or treatment of residues.

Fluid leaks from vehicles are considered spills. The contractor must maintain all vehicles used on Coulter Companies premises to be leak free. If a vehicle must be repaired on-site, repairs shall be conducted away from storm drains and all fluids shall be contained.

4. **Chemical Waste Disposal**

Contractors shall comply with all Federal, State, and Local waste disposal, air pollutant emissions, and wastewater discharge regulations while performing work on Coulter Companies premises.

Contractors will not dispose of any waste on Coulter Companies premises with the following exception - waste such as paper and plastics may be disposed of in Coulter Companies waste containers, as approved by the site Manager.

Wastes such as oils, paints, empty aerosol cans, and flammable or toxic chemical waste containers must not be disposed into Coulter Companies waste receptacles, they must be disposed of separately by the contractor.
5.  **Compressed Gases**

All safety procedures prescribed by the Compressed Gas Association (CGA) and OSHA regulations must be observed.

All cylinders must be kept outside operations buildings except as permitted by the site Manager or site Safety Coordinator. All cylinders shall be stored in an upright position and shall be secured with cables, chains, or straps to prevent the cylinders from tipping. Cylinders must be strapped to and transported in a cylinder cart. Safety caps must always be secured in place when the cylinder is not in use. Tank regulators and pressure relief valves should not be altered in any manner.

Acetylene tanks shall not be stored near open flames or near oxygen cylinders unless properly shielded.

Cylinders shall be protected or kept at a safe distance from welding or cutting operations, heat, or heat sources.

If a leak develops in a cylinder, stop the leak if possible and immediately notify the contractor and the Coulter Companies site Manager or site Safety Coordinator. Never use an open flame to trace for leaks.

6.  **Confined Space Entry**

A confined space is defined as any space that is large enough that an employee can enter and perform assigned work, has limited openings for entry and exit, and is not designed for continuous occupancy.

A permit required confined space will have one or more of the following characteristics:

a.  Contains or has a known potential to contain a hazardous atmosphere.
b.  Contains material with the potential for engulfment of an entrant.
c.  Has the possibility that the entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section.
d.  Contains any other recognized serious safety or health hazard.

A permit required confined space shall be identified by a sign "DANGER - CONFINED SPACE ENTER BY PERMIT ONLY" or with similar wording.
No contractor shall be allowed entry into confined spaces, including tanks, trenches, etc., to perform work unless a designated, qualified Coulter Companies employee has determined that it is safe to do so and, if applicable, has issued a permit. The Coulter Companies confined space entry program and procedures shall be strictly adhered to in its entirety at all times.

The contractor shall provide all safety equipment required to comply with the procedures.

7. Construction Area

Any area used by a contractor to perform work on Coulter Companies premises is a construction area regardless of the length of time required to do the work or the type of work to be done.

Construction areas must be clearly identified through the use of fences, cones, barricades, ropes, tape and/or appropriate signs, unless otherwise approved by the site Manager.

The contractor shall provide any materials and means necessary that are required to keep unauthorized people out of the construction area.

8. Cranes and Hoists

Contractor personnel will not be permitted to use hoists and power lifting apparatus belonging to Coulter Companies unless approval is obtained in each instance from the site Manager.

9. Driving On-site

Contractor personnel operating vehicles or mobile equipment must observe all traffic rules including speed limits and right-of-ways. In general, the speed limit is 20 mph unless posted otherwise.

Contractor personnel shall not ride on tractors, forklifts, or other similar vehicles unless passenger seats are provided.

Seat belts are to be worn at all times.

All contractor employees operating a vehicle are required to keep a clear view in the direction of travel. In situations where view is obstructed, especially to the rear, the employee must request the assistance of a spotter or use a vehicle equipped with a back-up alarm.
10. **Electrical Work**

Performance of electrical work shall be done in accordance with applicable OSHA regulations as well as the current National Electrical Code and NFPA Electrical standards. All contractor electrical tools shall be Underwriters Laboratory approved, be in safe operating condition, and be properly grounded.

Extension cords shall be of the three-wire type. TW, Romex, and similar types of makeshift power cords shall not be used. Also, worn or frayed cords shall not be used. Cords should not be run across aisle ways or corridors where they may create a tripping hazard, and should be hung when possible.

All portable electrical tools and equipment which are used outdoors or in damp or wet locations shall be plugged into a ground fault circuit interrupter.

Any work on electrical circuits must be performed by a qualified electrician.

11. **Emergency Response Plan**

The Coulter Companies site Manager or Safety Coordinator will train designated contractor supervisors regarding facility alarms, evacuation plans, location of gathering points, and reporting procedures for personnel accounting. Contractor supervisors will be responsible for training their employees and ensuring compliance.

The Coulter Companies site Manager or Safety Coordinator must be immediately notified of any serious injury to a contractor employee occurring while on Coulter Companies property.

12. **Excavations and Trenches**

Excavation and trenches shall comply with OSHA Excavation Safety regulations (29CFR1926.550-552). Excavations shall be sloped sufficiently to prevent any cave-ins or slides. Shoring shall be used if sloping is not practical.

Excavations shall be inspected daily by a competent person designated by the contractor. If evidence of a possible cave-in or slide exists, all work in the excavation shall cease until necessary safeguards have been taken.

Excavations and trenches must be adequately identified and barricaded.
13. First Aid

The contractor shall be responsible to provide for their employee’s first aid medical requirements and will provide first aid supplies as necessary.

14. Flammable and Combustible Liquids

All flammable and combustible liquids brought on-site must be kept in OSHA approved containers. These containers must be clearly identified as to their contents.

Flammable paints and solvents must be stored in an approved flammable liquids storage cabinet when storage is required inside an enclosed area.

Flammable liquids must never be stored with acids.

Flammable liquids must be used with extreme caution to ensure that there are no sources of ignition that could cause a fire or explosion.

15. Floor Openings and Roof Openings

All floor and roof openings shall be guarded by barriers, railings, and/or covering materials substantial enough to sustain twice the load of pedestrian or vehicular traffic.

Elevated floor areas must be provided with guard rails when a danger of falling exists. Toe boards shall be provided when the possibility exists of falling objects striking personnel below.

16. Hazard Communication

The Coulter Companies site Manager or Safety Coordinator will be responsible for ensuring that hazard communication training is included as part of the site training and orientation for contractor personnel.

Hazard Communication information and training shall include:

a. A description of any chemical hazards present in the work area to which there is or may be potential exposure.

b. Information regarding the location and availability of MSDSs.

c. Information regarding the labeling system, precautionary measures, and safe handling procedures to be used.
Any contractor bringing chemicals on-site must provide Coulter Companies personnel with appropriate hazard information regarding these substances including the labels used, precautionary measures, and MSDSs.

17. **Hazardous Materials**

All containers of hazardous materials must be labeled either by the manufacturer or employer who transfers material from the original container.

Hazardous materials shall be stored in limited quantities. Empty containers shall be removed from Coulter Companies daily. Hazardous materials that must remain on site shall be stored in an approved area, designated by either the site Manager or Safety Coordinator.

The contractor is solely responsible for the labeling, use, storage, and disposal of all hazardous materials which the contractor or its personnel use or introduce onto Coulter Companies premises.

18. **Hazardous Waste Operations**

Contractor employees involved in work/locations where there is potential or actual exposure to hazardous waste materials must have received 24-hour or 40-hour HAZWOPER training in accordance with the requirements of 29 CFR 1910.120 paragraphs (c) and/or (p) as appropriate. Contractor shall provide written certification to Coulter Companies that affected employees have received such training.

19. **Housekeeping**

Contractor work areas must be maintained in a clean and orderly manner at all times, particularly at the end of each work day. Appropriate storage and disposal methods must be used for all materials brought or generated on-site including construction materials, combustible materials, and waste materials.

The contractor shall not store any equipment, materials, work carts, tools, trash, or debris in a manner that will obstruct exits, stairways, doors, electrical panels, or emergency equipment.

20. **Injury Reports**

Copies of injury investigation reports shall be provided to the Coulter Companies site Manager or Safety Coordinator within 24 hours on any accident or other occurrence which results in injury to any contractor personnel while performing duties related to Coulter Companies work assignment or otherwise on-site.
Contractor Safety Requirements

Contractor employees must immediately report all accidents to their supervisor regardless of whether or not an injury is involved.

21. **Ladders**

   The contractor is prohibited from using ladders with broken or missing rungs or steps, broken or split handrails, or with other faulty or defective construction.

   Working from the top rung or step on ladders is prohibited.

   For electrical work or where contact with an electrical conductor may occur, portable metal ladders shall not be used.

22. **Lockout / Tagout of Equipment**

   Where applicable, contractor personnel must fully comply with OSHA lockout/tagout requirements. The procedure is used to ensure that the machines or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

   Any locking, tagging, and unlocking of equipment shall be performed by Coulter Companies personnel after the procedure has been reviewed with contractor personnel by the site Manager or Safety Coordinator.

23. **Overhead Work**

   The contractor shall use barricades, tape, signal person, and/or any other approved means to prevent exposure to persons passing or working beneath overhead work.

   Overhead work will not start until occupants of the area beneath the job have been notified and the area has been cleared of people.

24. **Paints, Adhesives, and Solvents**

   Paints, adhesives and solvents shall not be used in such a way that will be detrimental to the health and/or life of any contractor or Coulter Companies employee.

   When employees will be exposed to vapors of paints, adhesives, or solvents, adequate ventilation must be provided.
25. **Powered Industrial Trucks**

In the operation of fork trucks, manlifts, etc., the contractor shall comply with the requirements for maintenance, operation, and employee training and certification, as outlined in 29CFR1920.178, at all times.

26. **Respiratory Protection**

All contractor personnel who may be required to use respiratory protective equipment must provide written certification to Coulter Companies that the employee has passed a recent fit test (i.e. - within the past 12 months), has received all necessary training, and is medically cleared to use such equipment.

Facial hair which could affect a tight facepiece seal will not be permitted.

Coulter Companies will not provide respiratory protective equipment to any contractor employees.

27. **Roofs**

When performing work on or from a roof, the contractor must comply with the requirements for fall protection as outlined in 29 CFR 1926 Subpart M.

Extension ladders must extend at least three feet above the roof line, and must be secured to the edge of the building to prevent slipping.

28. **Safety and Protective Equipment**

Certain situations may require personal protective equipment such as safety glasses, goggles, hearing protection, respirators, hard hats, and protective clothing. The type of protection to be worn will be determined by exposure to the potential hazard area.

When in doubt of safety measures to be observed, the contractor should consult with the Coulter Companies site Manager or Safety Coordinator.

Safety glasses with side shields, hard-hats and steel-toed work boots shall meet the appropriate ANSI standards. Hard hats are required for contractors when entering construction areas where overhead hazards exist.

Contractors shall ensure that their employees are equipped with approved personal protective equipment and shall enforce its use. Failure to wear appropriate apparel and safety equipment will result in the immediate removal of the contractor employee from the work site.
It is the responsibility of the contractor to provide any necessary safety and protective equipment.

29. **Safety Harnesses and Belts**

Safety harnesses and lanyards are required for all elevated work at heights greater than six feet such as when using scaffolding or manlifis. The use of body belts is prohibited.

Safety harness and lifelines are required on all work in confined spaces where an oxygen deficiency or toxic vapors may exist.

30. **Scaffolds**

Scaffolds standing upright shall be plumb, secure, and have firm footing. To prevent platform slippage, platforms and planks shall be secured or cleated to the scaffold. OSHA fall protection requirements must be followed when using scaffolds.

Platforms should be at least two planks wide (one plank = 12 inches) and extend over the supporting surfaces or edges not less than 6 inches or more than 12 inches.

31. **Tool and Equipment Policy**

All contractors shall provide necessary tools and equipment which are in safe working condition and appropriate for the intended use. Tools or safety equipment will not normally be loaned by Coulter Companies to contractor personnel and vice versa, except in the event of an emergency.

Hand and power tools shall be kept in safe operating condition. Tools which are damaged or needing repair shall be turned over to contractor to dispose of or tag and arrange for repair.

All power tools and equipment must be grounded, Underwriters Laboratory (UL) approved, and double insulated.

Safety guards must be kept in position on power tools and any machines with moving parts.
32. **Welding and Cutting Permits**

Any welding or cutting operations must be approved by the site Manager or Safety Coordinator. These operations must be conducted in compliance with the Coulter Companies “Hot Work” procedure and if necessary, such as in a confined space, a #2209 “Hot Work” permit must be obtained.
EXHIBIT 1
Contractor Acknowledgement Exhibit

This is to certify that the undersigned contractor agrees to follow the Contractor Safety Requirements rules.

________________________________________
Contractor Name - Printed

________________________________________  ~
Contractor Name Signature                  Date
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APPENDIX:

1. EMPLOYEE TRAINING CERTIFICATION RECORD
A. INTRODUCTION

Pursuant to our corporate policy that employees are entitled to a safe and healthful work environment, this hearing conservation program has been developed to ensure the protection of employees from hazardous levels of noise exposure. This program is intended to ensure employee hearing protection through the use of feasible controls, exposure monitoring, audiometric testing, and proper selection and use of protective equipment; and to ensure that such controls, monitoring, testing, and protective equipment will be appropriate and effective. This program has been developed in accordance with, and is designed to meet, the requirements of 29 CFR 1910.95.

B. SCOPE AND APPLICATION

This hearing conservation program shall apply to all employees of Peoria City/County Landfill, Inc. (PCCLI) who are or may be exposed to noise levels which equal or exceed an eight-hour time-weighted average (TWA) of 85 decibels when measured as required in 29 CFR 1910.95.

This program will be closely supervised and shall consist of the following:

1. Exposure Monitoring
2. Audiometric Testing and Follow-up
3. Evaluation and Use of Hearing Protection Equipment
4. Employee Training Program

C. EXPOSURE MONITORING

Whenever there is indication that noise exposure may equal or exceed a TWA of 85 decibels or the permissible noise exposure levels outlined in 29 CFR 1910.95 Table G-16 for any employee, noise exposure monitoring shall be conducted. The sampling strategy and measurement techniques used shall be adequate and appropriate for identifying employees for inclusion in this program.

Area monitoring and personal dosimetry will generally be used to assess employee exposures. This will be accomplished by taking a series of measurements with a sound level meter and or a noise dosimeter using A-scale weighting and slow response. Sampling will be conducted such that the areas measured, orientation of measurements taken, and number of measurements taken will provide monitoring results which are representative of employee exposure.

Exposure monitoring shall be repeated periodically (e.g., annually) or whenever a change in operations, equipment, or controls increases noise exposures to the extent that additional employees become exposed at or above the action level or that the existing hearing
protection is rendered inadequate.

D. **EMPLOYEE NOTIFICATION**

Any employee(s) determined to be exposed at or above the permissible exposure level shall be informed, by their supervisor, of the results of the monitoring.

E. **AUDIOMETRIC TESTING**

It is required in 29 CFR 1910.95 that an audiometric testing program be initiated for any employee exposed at or above the action level, with a baseline audiogram to be conducted within the first six months of the affected employee's exposure. This requirement will be observed for all affected PCCLI employees. Consistent with PCCLI's conservative approach to employee safety, however, audiograms will automatically be conducted during all pre-placement (baseline) and annual physical exams for site workers.

Audiograms must be preceded by at least 14 hours without workplace noise exposure. Employees must avoid high levels of non-workplace noise during the 14 hour period preceding the audiometric examination.

Audiograms will be repeated annually after conducting the baseline exam for affected employees. This will normally be done during routine physical examinations. Audiometric tests shall be performed by a certified audiologist, otolaryngologist, physician, or by a technician who meets the competence requirements outlined in 29 CFR 1910.95. Any technician performing audiometric tests will be responsible to an audiologist, otolaryngologist, or physician.

The responsible physician representing the examining facility shall certify to PCCLI that the following test requirements are met:

1. That all audiometric measuring equipment, calibration, and test procedures meet the requirements of 29 CFR 1910.95 section (h) and Appendices C and E.
2. That audiometric testing will be conducted in a test room which meets the requirements of 29 CFR 1910.95 Appendix D.

Annual audiograms shall be evaluated, by comparison with the baseline audiogram, to determine if a standard threshold shift, as defined in 29 CFR 1910.95 (g) (10) has occurred. This comparison may be done by a technician at the examining facility. If an annual audiogram indicates that an employee has experienced a standard threshold shift, PCCLI may repeat the test within thirty days. The results of the retest may then be considered as the annual audiogram.

Any problem audiogram must be reviewed by the audiologist, otolaryngologist, or
physician to determine if there is need for further testing. The person making this determination must be provided with the following information:

1. A copy of 29 CFR 1910.95 paragraphs (c) through (n).
2. The baseline audiogram and most recent audiogram of the employee.
3. Measurements of background sound levels of the test room.
4. Records of the audiometer calibration.

If it is determined that an employee has experienced a standard threshold shift, the employee shall be informed of this in writing within 21 days. Unless it is determined that the problem is not work related or aggravated by workplace exposure, the following steps shall be taken:

1. Affected employees not using hearing protectors shall be provided with hearing protectors, receive training in their proper use, and be required to use them.
2. Affected employees already using hearing protectors shall be provided with hearing protectors which offer greater noise attenuation and shall be retrained.
3. The employee shall be referred for a clinical audiological or otological examination as determined by the examination.
4. The employee shall be informed, by the examining physician, of the need for an otological examination if a medical pathology of the ear unrelated to the use of hearing protectors is suspected.

If follow-up audiometric testing reveals that a standard threshold shift is not persistent, the employee shall be informed of this and will not be required to wear hearing protectors as long as noise exposure levels remain under a TWA of 85 decibels. In the event that the examining physician determines that a standard threshold shift is persistent or that an annual audiogram reveals significant improvement over the baseline audiogram, the physician may then substitute the annual audiogram for the baseline audiogram.

F. PROTECTIVE EQUIPMENT AND ATTENUATION

It is required in 29 CFR 1910.95 that hearing protectors are provided to any employee who is exposed to an eight-hour TWA of 85 decibels or greater. Consistent with PCCLT's approach to employee safety, hearing protectors are made available to all employees regardless of whether or not permissible exposure levels are exceeded. This policy reflects recognition of the fact that some employees may be adversely affected by sound levels somewhat less than those allowed in the standard.

Hearing protectors must be used by employees under the following circumstances:

1. When exposure levels meet or exceed those outlined in 29 CFR 1910.95 Table G-16.
2. When an employee is exposed to a TWA of 85 decibels or greater and has not yet had
a baseline audiogram or has experienced a standard threshold shift.

Hearing protectors used must be capable of attenuating noise levels to less than a TWA of 85 decibels or the limits outlined in Table G-16 of the standard. The effectiveness of all hearing protectors are rated by the manufacturer and is expressed as the "noise reduction rating" (NRR). These ratings, however, are determined in a laboratory setting under ideal conditions.

The effective NRR and adequacy of hearing protectors shall be determined as outlined in Appendix B of the standard. Generally, the effective attenuation is obtained by subtracting seven (7) decibels from the manufacturer's NRR and the result is then subtracted from exposure levels as measured on the A-weighted scale.

There are several types of hearing protectors available which offer various levels of protection. PCIL provides high quality, disposable E.A.R.® Howard Leight, or Moldex, earplugs or equivalent. These hearing protectors, with a NRR of 29 - 32, provide the greatest degree of protection among the available devices including canal caps and earmuffs. Employees must observe the following instructions when using a disposable earplug protector:

1. Ensure that earplugs are clean and dry before use.
2. With clean hands and fingers, roll the earplug into a small cylinder, avoiding creases.
3. Insert the plug into the ear canal, but not too far such that it causes discomfort.
4. Hold plug in place with finger for about one minute until it expands.
5. Discard earplugs at the end of each workday or sooner if they become dirty.

When used properly, these earplugs will offer an effective noise attenuation of approximately 22 - 26 decibels. Any employee who has problems or difficulty with using the disposable hearing protectors provided, or would simply prefer to select a different type, should inform their supervisor so that other possible selections may be considered.

G. EMPLOYEE TRAINING

Training on the policies and requirements of this program and of 29 CFR 1910.95 will be provided annually to all employees exposed to a TWA of 85 decibels or greater and any other employees who must be included in the hearing conservation program. New employees shall receive training prior to being assigned to an area where hearing protection is required. Training shall include, at a minimum, the following:

2. The effects of noise on hearing.
3. The purpose of hearing protectors and the advantages, disadvantages, and attenuation of various types of hearing protectors.
4. Procedures for the proper selection, fitting, use, and care of hearing protectors.
5. The purpose of audiometric testing and an explanation of the test procedure.

H. RESPONSIBILITIES

1. Management Responsibilities

It will be the responsibility of management to assist employees with proper selection of hearing protection devices, and to implement, enforce, and maintain this hearing conservation program including the following specific items:

a. Conduct exposure monitoring as required by this program.
b. Schedule audiometric testing and follow-up testing as required by this program.
c. Inform employees of the result of exposure monitoring and audiometric testing required by this program.
d. Conduct employee training.
e. Maintenance of records.

2. Employee Responsibilities

It is the employee's responsibility to use, maintain, and care for hearing protection equipment as outlined in this plan and per the manufacturer's instructions. Employees whose exposure exceeds the permissible exposure levels must ensure that hearing protection is used and used properly.

Any employee who has questions or problems concerning the hearing provided, or workplace exposure levels, should contact their supervisor immediately.

Employees must never interfere with, remove, or modify noise attenuation devices. Any such devices must be properly maintained and malfunctions must be reported immediately to the supervisor.

Employees are strongly encouraged to avoid excessive exposure levels, especially without hearing protection while away from the workplace. Remember...hearing loss is irreversible!

H. RECORDKEEPING

All recordkeeping, retention, access, and transfer of records related to exposure monitoring and audiometric testing shall be in accordance with 29 CFR 1910.95 (m). Results of noise monitoring measurements shall be retained for at least two years. Audiometric test records shall be retained in accordance with PCCLI's medical monitoring program.
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A. INTRODUCTION

Pursuant to our policy that every employee is entitled to a safe and healthful workplace, this program has been developed to protect the health and safety of employees who must enter confined spaces during the course of their work assignments. This program outlines the minimum safety procedures required to protect Peoria City/County Landfill, Inc. (PCCLI) employees from the hazards associated with entry into confined spaces and is intended to meet the following goals:
1. Provide an effective procedural and training program that governs all permit-required confined space entries.
2. Ensure that everything possible has been done to provide the knowledge and work practices necessary to protect employee health and safety when performing confined space entries.
3. Ensure that each employee is fully aware of the consequences of failing to follow the procedures established by this program.
4. Define individual employee’s roles within this program.

This confined space entry program is under the direct supervision of the Facility Director.

B. SCOPE AND APPLICATION

The requirements of this program shall apply to any PCCLI employee who is required to enter a space such as a pit, containment tank/vault, etc., which is designated as a "permit-required" confined space located at the PCCLI facility, for the purpose of maintenance, sample collection, training, or other related activities. This program shall apply to a PCCLI subcontractor only when approved by authorized PCCLI personnel for the site as indicated on the permit. Any questions regarding any portion of this program should be directed to a Supervisor immediately.

C. DEFINITIONS

Acceptable entry conditions - means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant - means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant’s duties assigned in the employer’s permit space program.

Authorized entrant - means an employee who is authorized by the employer to enter a permit space.

Blanking or blinding - means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the
maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

**Confined space** - means a space that:
1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that have limited means of entry); and
3. Is not designed for continuous employee occupancy.

**Double block and bleed** - means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

**Emergency** - means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the confined space that could endanger entrants.

**Engulfment** - means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough pressure on the body by strangulation, constriction, or crushing.

**Entry** - means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.

**Entry permit (permit)** - means the written or printed document that is provided by the employer to allow and control entry into a permit space. The entry permit will list the potential hazards within the space and will define the conditions under which the space may be entered, states the reason for entering the space, lists the name of the entrant(s), attendant(s), and the supervisor in charge of the entry and establishes the length of time authorized for entry.

**Entry supervisor** - means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations and for terminating entry.

**Hazardous atmosphere** - means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
1. Flammable gas, vapor, or mist in excess of 10 percent of its lower explosive limit (LEL);
2. Airborne combustible dust at a concentration that meets or exceeds its LEL (or at a concentration that obscures vision at a distance of five feet or less);
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose or permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of 29CFR1910 and which could result in employee exposure in excess of its dose or permissible exposure limit;
5. Any other atmospheric condition that is immediately dangerous to life or health.

*Hot work permit* - means the employer’s written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

*Immediately dangerous to life or health (IDLH)* - means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

*Inerting* - means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible (Note: this procedure produces an IDLH oxygen-deficient atmosphere).

*Isolation* - means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as blanking and blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy (Ref: PCLP Lockout/Tagout Program) or blocking or disconnecting all mechanical linkages.

*Line breaking* - means the intentional opening of a pipe, line or duct that is or has been carrying flammable, corrosive, or toxic materials, in inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

*Non-permit confined space* - means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

*Oxygen deficient atmosphere* - atmosphere containing less than 19.5 percent oxygen.

*Oxygen enriched atmosphere* - atmosphere containing more than 23.5 percent oxygen.

*Permit-required confined space (permit space)* - means a confined space that has one or more of the following characteristics:
   1. Contains or has the potential to contain a hazardous atmosphere;
   2. Contains a material that has the potential to engulf an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
4. Contains any other recognized serious safety or health hazard.

**Permit-required confined space program (permit space program)** - means the employer's overall program for controlling and, where appropriate, for protecting employees from permit space hazards and for regulating employee entry into permit spaces.

**Permit system** - means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

**Prohibited condition** - means any condition in a permit space that is not allowed by the permit during the time entry is authorized.

**Retrieval system** - means the equipment (including a retrieval line, chest or full body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from a permit spaces.

**Testing** - means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

### D. SPECIFIC CONFINED SPACES AND EMPLOYEE NOTIFICATION

A review of the PCCLI facility has identified the following permit-required confined spaces that are present and may require periodic entry:

(To be identified prior to start of operations.)

PCCLI will inform exposed employees of the existence, location of, and hazards associated the permit-required confined spaces present at the facility. This will be in the form of training on the contents of this program which will include discussion of each permit space. A sign will be posted at each permit space with the following or similar language:

**DANGER**
**PERMIT-REQUIRED CONFINED SPACE**
**ENTER BY PERMIT ONLY**

### E. IDENTIFICATION AND EVALUATION OF HAZARDS

If it is determined by the Supervisor that a permit-required confined space is present and that personnel will enter the space, the Supervisor shall:
1. Conduct a thorough evaluation of the potential hazards associated with the space including but not limited to:
   a. the presence of, or potential to contain, a hazardous atmosphere,
   b. the presence of any material within the space which has the potential for engulfing an entrant,
   c. the potential for any material to be introduced by any means into the space during entry procedures,
   d. the potential for an entrant to become asphyxiated or trapped due to the internal configuration of the space,
   e. any other recognized safety or health hazard.

The presence of a hazardous atmosphere (condition Aa above) with respect to exposure to any airborne contaminant above a PEL shall be evaluated to determine the appropriate level of respiratory protection. Concentration levels of airborne contaminants requiring greater than level C respiratory protection is prohibited and measures to reduce levels, such as ventilation, must be taken.

Conditions described in b through e above are considered prohibited conditions. Entry when such conditions exist is not allowed until appropriate measures, such as bleeding, blocking, blinding, locking out, etc., have been taken and the Entry Supervisor deems the condition adequately controlled and safe.

Any other recognized safety or health hazard (condition "e" above) shall be evaluated by the Entry Supervisor on a case by case basis.

2. Conduct training for all affected employees on the existence, location, and hazards of each permit space which is present. The Supervisor shall also instruct employees that only those persons who are to be named on the entry permit are authorized to make entry; other employees shall not attempt to enter the space and shall obey any signs which may be erected and/or any cautionary warnings issued by the attendant(s).

3. Implement the permit system and proper entry procedures as necessary.

F. CONFINED SPACE ENTRY PROCEDURES

The nature of the various confined spaces PCCLI encounters may vary widely and not all permit-required spaces will require the maximum precautions during entry. This section outlines the general procedures that will apply to a wide variety of confined space situations. Specific hazards and procedure requirements must be identified on a case by case basis via the permit system.

1. Unauthorized Entry

Unauthorized entry into any confined space by any PCCLI employee or contractor is
absolutely prohibited. Confined space entry must first be authorized by the Facility Director, a Manager, or a Supervisor.

2. Entry Without Permit

A confined space may be entered without a permit or attendant provided it can be demonstrated that the only hazard is an actual or potential hazardous atmosphere and that continuous forced air ventilation alone is sufficient to maintain the space safe for entry. The Supervisor must follow all requirements of sections (c)(5)(i) and (c)(5)(ii) of 29 CFR 1910.146 to conduct entry without a permit. It must be noted that all spaces shall be considered "permit-required" until pre-entry evaluation and testing procedures demonstrate otherwise. The Supervisor shall conduct atmospheric testing as described in section G of this plan and document the results. The supervisor shall also survey the surrounding area to ensure that no external hazards may pose a threat to entrants. Any pumps or lines which are present and which may reasonably cause contaminants to flow into the space shall be effectively isolated as described in section G. Ventilation equipment shall be set up and used, as described in section G, if necessary to maintain acceptable conditions for entry. The Supervisor must complete and sign a certification that the space is safe for entry before the confined space is entered. This certification must be kept at the job site during entry operations.

If atmospheric conditions are acceptable with or without ventilation, no other non-atmospheric hazards are present, and there is no reason to believe that any are likely to develop, entry may now proceed without a permit, attendant or rescue equipment/services. Atmospheric testing must be continued periodically during entry operations to ensure that acceptable conditions are being maintained. If hazardous atmosphere is detected during entry, each employee shall leave the space immediately. The space shall be evaluated to determine how the hazardous atmosphere developed and all necessary measures and aspects of this program shall be implemented to protect employees before any subsequent entry takes place.

3. Permit Required Entry

The following permit entry procedures shall be followed whenever a space meets the criteria for a confined space as defined above and the conditions for non-permit entry are not met:

a. Prior to entry, an entry permit must be completed and approved by the Supervisor and a permit system implemented as described in section F.

b. Procedures for monitoring, guarding, isolation, and ventilation described in section G shall be carried out as appropriate. Confined spaces containing a hazardous atmosphere shall not be entered until the hazards have been eliminated or adequately controlled.

c. All necessary equipment for non-entry rescue operations must be immediately
available. An approved safety harness with safety line, winch and tripod or stanchion must be attached to the entrant when entering any high risk space as deemed necessary by the Supervisor.

d. All materials taken into the permit space and all processes shall be reviewed and limited so as not to create a safety or health hazard. Generally, solvents or products containing solvents shall not be taken into a permit space. If the use of a solvent is absolutely necessary, the space shall be continuously ventilated and only the minimal amount of solvent needed shall be taken into the space. The operation shall be closely supervised and the entrant, when feasible, shall be attached to a safety harness, lifeline and winch.

e. The Supervisor shall terminate the entry operation and cancel the entry permit when operations are complete or when a prohibited condition arises in or near the permit space as described in section E.

4. Rescue and Emergency Procedures

It is PCCLI's intention to perform non-entry rescue of any employee from a confined space should an emergency arise. PCCLI believes non-entry rescue is feasible (winch, lifeline, and harness) given the configuration of the spaces present and that the authorized attendants/supervisor are capable of performing such non-entry rescue. PCCLI intends only to summon emergency services for medical purposes. Although PCCLI is served by a volunteer township fire department, such a 911 medical call would be responded to by the Peoria County EMS with an expected response time of 4 - 5 minutes.

A 2 - 3 person rescue team, consisting of appointed entry supervisors and attendants, will be established at all times. Each member will be provided with, and be trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces. Each member will be trained to perform the assigned rescue duties. At a minimum, each member will receive the training specified in this program for authorized entrants.

Each member of the rescue team will practice making permit space rescues every twelve months. This practice will include simulated rescues in which they will remove dummies or other employees from spaces deemed representative of actual permit spaces.

Unless it is determined that retrieval equipment would increase entrant risk or not contribute to the rescue, retrieval systems will be used to facilitate non-entry rescue. Each authorized entrant will use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level or above the entrant's head. The other end (not attached to the entrant) will be attached to a mechanical lifting device appropriate for rescue service (e.g. - winch and stanchion).
Mechanical lifting devices will be capable of lifting any employee smoothly and safely from the permit space. When the retrieval line is secured to a fixed point, the fixed point will demonstrate adequate strength prior to entry. The fixed point will be visually inspected to ensure that no visible signs of weakness exist (e.g., cracks, corrosion, etc.).

It should also be noted that PCCLI personnel will be trained for entrant rescue only. Any necessary medical assistance will be provided by off-site facilities as discussed in the employee Emergency Plan.

G. CONTROL OF HAZARDS

1. Equipment Requirements

The following equipment shall be available and in proper operating condition at the permit space as necessary:

a. All necessary testing and monitoring equipment;
b. All necessary ventilating equipment;
c. All necessary communications equipment;
d. All necessary lighting equipment;
e. All necessary equipment for barriers;
f. All equipment necessary for safe entry and egress (e.g., ladders, etc.);
g. All necessary rescue and emergency equipment except to the extent that the equipment is provided by an outside rescue service; and
h. Any other equipment which may be required for the safe entry and rescue from a permit space.

All equipment will be provided and maintained by PCCLI at no cost to employees. Entry personnel shall verify proper operating condition of any equipment prior to any use. Entry personnel shall inform the entry supervisor immediately of any faulty equipment; faulty equipment must be removed from service and replaced. PCCLI shall ensure that all entry and rescue personnel are trained in the proper use of all required equipment.

2. Atmospheric Testing

Atmospheric testing shall be conducted on the air within a confined space prior to any entry to evaluate the hazards of the space and to verify acceptable entry conditions. Testing shall be done using direct reading instruments of sufficient sensitivity to identify and evaluate a hazardous atmosphere (four gas meter or equivalent). At a minimum, the following tests shall be conducted, in the order listed, and compared to the following acceptable entry conditions:
Confined Space Entry Program

<table>
<thead>
<tr>
<th>Atmospheric Test</th>
<th>Acceptable Entry Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxygen</td>
<td>19.5% - 21%</td>
</tr>
<tr>
<td>Flammable Gas, Vapor, or Mist</td>
<td>&lt; 10% of LEL</td>
</tr>
<tr>
<td>Toxic Gases</td>
<td>&lt; 5 ppm H₂S, &lt; 35 ppm CO</td>
</tr>
</tbody>
</table>

If specific contaminants (solvents, fuel, etc.) are suspected to be present or have been previously identified by evaluation testing, specific test procedures and equipment for these shall be used in addition to the above tests. Specific contaminants and acceptable levels shall be listed on the permit. The results of testing shall be recorded on the confined space checklist and on the permit in the space provided.

Some gases may be heavier than air and some spaces may therefore contain a stratified atmosphere. When monitoring for entries involving a descent into an atmosphere that may be stratified, testing shall be done at the top, middle and bottom of the space or at four foot intervals, whichever is more frequent.

Initial testing may be conducted after initial ventilation of the space. Routine entry may not begin until testing has demonstrated acceptable entry conditions. Once entry operations have begun, regular testing shall be continued at a minimum of thirty minute intervals.

3. **Ventilation**

Ventilation is conducted using a portable air compressor. The air supply for the compressor shall be from a clean air source (preferably 100% outside air) and shall not increase the hazards in the space. When potential atmospheric hazards exist, ventilation shall be done continuously due to the possibility of a changing atmosphere (toxic or flammable gas release or oxygen depletion).

4. **Isolation and Guarding**

The permit space shall be isolated from services, as deemed appropriate by the Entry Supervisor, when potential hazards are posed by them:

a. Lock out electrical sources, preferably at remote switches;
b. Disconnect, when possible, linkages on belt, chain, or shaft driven equipment and secure moving mechanical parts;
c. All pumps and lines which may reasonably cause contaminants to flow into the space shall be disconnected, blinded or locked out, or effectively isolated by other means to prevent development of dangerous air contamination or engulfment;
d. Bleed pneumatic and hydraulic lines.
5. **Welding and Cutting**

The entry permit must specify if "hot work" is to be performed in the permit space. If welding or torch cutting is to be performed in the permit space, local exhaust ventilation or portable ventilation fans, or a combination of both, shall be used to achieve proper ventilation. In addition, surfaces within at least four inches of where welding or cutting will be done shall be cleaned.

Special care should be taken (i.e. testing for oxygen and LEL at increased frequency as deemed necessary by the Entry Supervisor) to monitor the atmosphere during when welding or cutting is taking place within the permit space.

6. **Engulfment**

Excavation sidewalls must be sloped to 45 degrees or shored with a trench box to prevent collapse whenever a trench or pit is entered. Engulfment hazards created by pumps and lines shall be eliminated as described in E.4. above.

H. **PERMIT SYSTEM**

Prior to entering a permit space, the confined space entry permit must be completed. The following required information must be recorded on the permit:

1. The permit space to be entered.
2. The purpose of the entry.
3. The date and the authorized duration of the entry.
4. The names of all authorized entrants.
5. The name of the person serving as the attendant.
6. The name of the person currently serving as the entry supervisor and, if applicable, the signature of the supervisor who originally authorized entry.
7. The hazards present or possible in the permit space.
8. The measure(s) used to isolate the permit space and to control hazards.
9. The acceptable entry conditions.
10. The results of initial and periodic monitoring.
11. The names and phone numbers of rescue and emergency services that may be summoned in the event of an emergency.
12. The communications procedures that shall be used by entrants and the attendant to maintain contact during the entry.
13. All safety equipment such as PPE, monitoring, and rescue equipment which shall be used during the entry.
14. Any other permits or authorizations for the space which have been issued, such as for "hot work".
15. The Supervisor's signature.

Before entry may begin, the Supervisor must approve and sign the permit and the permit
must be posted at the entry location or otherwise be made available to the entrants such that pre-entry procedures and monitoring can be confirmed by the entrant.

The duration of the entry may not exceed the time required to complete the assigned task or job identified on the permit. The Supervisor shall terminate the entry operation and cancel the entry permit when the task covered by the entry permit has been completed or when a prohibited condition arises in or near the permit space.

PCCLI will retain each cancelled entry permit for a period of at least one year to facilitate the review of our Permit-Required Confined Space Program. Any problems encountered, or deficiencies identified during an entry operation will be documented on the pertinent permit so that appropriate revisions can be made to this program. Each permit will be reviewed within one year of the entry.

I. RESPONSIBILITIES AND DUTIES

1. Employer Responsibilities

PCCLI will revise, maintain, conduct training and inspections, and undertake any action necessary to ensure that this program is current and remains as effective as possible. PCCLI will initiate disciplinary action as necessary to ensure that the requirements of this program are adhered to.

2. Employee Responsibilities

Employees must follow the procedures established by this program. If at any time an employee is unsure of his specific role, or simply forgets or does not understand a requirement of this program, he must contact his supervisor immediately.

3. Authorized Entrants

PCCLI shall ensure that all authorized entrants are instructed to:

a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

b. Properly use all necessary equipment;

c. Communicate with the attendant as necessary to enable the attendant to monitor the entrant’s status and to enable the attendant to alert entrants if there is a need to evacuate the space; and

d. Alert the attendant if any warning signs or symptoms of exposure are recognized, or if the entrant detects a prohibited condition.

e. Exit from the space as quickly as possible whenever the order to evacuate is given by the attendant, if the entrant detects a prohibited condition, if the entrant recognizes any warning signs or symptoms of exposure to a dangerous situation,
4. **Attendants**

PCCLI shall ensure that each attendant is instructed to:

a. Know the hazards that may be faced during entry including information on the mode, signs and symptoms, and consequences of the exposure;
b. Be aware of the possible behavioral effects of hazard exposure;
c. Continuously maintain an accurate count of entrants in the permit space and their identity;
d. Remain outside the permit space at the assigned station or area until directed otherwise by the supervisor;
e. Communicate with authorized entrants as necessary to monitor entrant status and to alert the entrants of the need to evacuate;
f. Monitor conditions inside and outside the space to determine if it is safe for entrants to remain inside the space;
g. Order the entrants to evacuate if the attendant detects a prohibited condition, if the attendant detects behavioral effects of hazard exposure in an entrant, if the attendant detects a situation outside the space that could endanger the entrants, or if the attendant can no longer perform his assigned duties safely and effectively for any reason.
h. Summon the rescue and emergency services immediately upon determining that escape assistance is required.

In the event that an unauthorized person approaches or enters a permit space while entry is underway, the attendant shall warn the unauthorized person to stay away, advise them that they must leave immediately if they have entered the space, and inform the authorized entrants and the supervisor of the situation.

**Attendants are authorized to perform non-entry rescues** in accordance with the procedures in this program. The attendant shall not perform any duties that could interfere with his responsibility to monitor and protect entrants.

5. **Entry Supervisor**

Each permit space entry operation shall have an entry supervisor. The person assigned as the entry supervisor at a particular job may be the project manager, site supervisor or the safety officer. PCCLI shall ensure that the entry supervisor is instructed to:

a. Know the hazards that may be faced during entry including information on the mode, signs and symptoms, and consequences of the exposure;
b. Verify that the entry permit has been completed properly, that all necessary testing has been completed properly, and that all procedures and equipment
specified are in place. If any of these are deficient, he shall not sign the permit until the identified deficiencies are corrected;

c. Terminate the entry and cancel the permit when necessary, in accordance with the "permit system" outlined in this program;

d. Verify that rescue services are available and that the means for summoning them are operable;

e. Remove unauthorized individuals who enter or attempt to enter the permit space during entry operations;

f. Ensure that entry conditions remain consistent with the requirements of this program and the entry-specific permit if he must transfer is responsibility to another supervisor during the course of the entry. This transfer of responsibility shall occur only after the reason for transfer and time of transfer are recorded on the permit. The replacement supervisor shall also sign the permit, acknowledging that he is familiar with all aspects of the entry operation and has assumed the duty and responsibility of entry supervisor.

J. EMPLOYEE TRAINING

PCCLI shall provide training so that all employees whose work is regulated by the requirements of this program acquire the understanding, knowledge, and skills necessary for safe permit space entries.

Training will be provided to each affected employee:

1. Before the employee performs a permit space entry;
2. Before there is a change in duties;
3. Whenever there is a change in permit space operations that presents a hazard for which previous training was not provided;
4. Whenever PCCLI has reason to believe that inadequacies in the program and/or the employee's knowledge exist.

Employee training shall, at a minimum, consist of the following:

1. Review of 29 CFR 1910.146
2. Review of the ICLF Written Confined Space Program
3. Hazard Identification, Evaluation, and Notification
4. Control of Hazards
5. Confined Space Entry Procedures
6. Permit System
7. Responsibilities of authorized entrants, attendant, and entry supervisor

In addition, designated personnel shall receive confined space rescue training by performing annual simulated rescue exercises as discussed in section I above.
PEORIA CITY/COUNTY LANDFILL
CONFINED SPACE CHECKLIST

Site Name: __________________________ Site Location: __________________________

Date: __________________ Space To Be Entered: ________________________________

Description Of Work To Be Performed: ____________________________________________________________________________

A. Classification of Space

1. Is the space large enough and configured such that employee(s) can enter and perform work? __________ Yes __________ No
2. Does the space have limited means for entry or exit? __________ Yes __________ No
3. Is the space unintended for continuous employee occupancy? __________ Yes __________ No

If all three items above are answered "yes", the space is a confined space, proceed with hazard evaluation. If any of the three items above are answered "no", the space is not a confined space; sign and date this form and place in project file.

B. Hazard Evaluation for Permit Classification:

1. Does the space contain or have the potential to contain a hazardous atmosphere?
   a. Oxygen deficiency ( <19.5%) __________ Yes __________ No
   b. Flammable atmosphere ( > 10% LEL or >21.0% oxygen) __________ Yes __________ No
   c. Toxic gases or vapors (>PEL) __________ Yes __________ No

2. Does the space contain a material that has the potential for engulfing an entrant?

3. Is the space configured such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section?

4. Does the space contain any other recognized serious safety or health hazard?
   a. Mechanical hazards __________ Yes __________ No
   b. Electrical hazards __________ Yes __________ No
   c. Materials harmful to skin __________ Yes __________ No
   d. Thermal hazards (e.g. - hot surfaces) __________ Yes __________ No
   e. Slip, trip, fall hazards __________ Yes __________ No
   f. Other __________ Yes __________ No

If any of the above items in this section are answered "yes", this is a "permit-required confined space"; sign and date this form, proceed with permit system procedures, and attach this form to the completed permit. If all of the above items in this section are answered "no", the space is a "non-permit required space"; sign and date this form and place in project file.

Signature: __________________________ Date: __________________
APPENDIX 2
Area Disposal Services, Inc. and Subsidiaries
Training Certification Record
for Confined Space Entry – Hazard Awareness Only

This is to certify that the undersigned employee of Area Disposal Company has received training on the Area Disposal Services Confined Space Entry Program as required in 29CFR1910.146 on the date indicated. It should be noted that Area Disposal Employees do not enter Permit Required Confined Spaces. Training subjects include the following:

1. Review of 1910.146
2. Review of Area Disposal Services, Inc Written Confined Space Program
3. Hazard Identification, Evaluation and Notification
4. Control of Hazards
5. Confined Space Entry Procedures
6. Permit System
7. Responsibilities of Authorized Entrants, Attendants and Entry Supervisor

Any questions or uncertainties the employee had regarding the above were addressed by the trainer.

______________________________  __________________________
Employee Signature                Date

______________________________  __________________________
Instructor Signature              Date
A. INTRODUCTION
B. SCOPE AND APPLICATION
C. GLOSSARY OF TERMS
D. POWER LOCKOUT METHODS
E. PROCEDURES
F. EMPLOYER RESPONSIBILITIES
G. EMPLOYEE RESPONSIBILITIES
H. TRAINING
I. PERIODIC INSPECTIONS
J. MINIMUM SPECIFICATIONS OF LOCKS

APPENDICES:
1. LOCKOUT PROCEDURE INDEX AND FORMS
A. INTRODUCTION

Pursuant to our policy that every employee is entitled to work under the safest conditions possible, this program has been developed to ensure that employees of Peoria City/County Landfill, Inc. (PCCU), who are servicing and maintaining machines or equipment, will not be injured by the unexpected energization or start up of the equipment. This program is designed to meet, and closely follows the requirements of, 29 CFR 1910.147, and is intended to meet the following goals:

1. Provide an effective training program on the subject of lockout/tagout procedures as they apply to each individual employee.
2. Provide the knowledge and practices necessary to ensure employee safety while working on equipment.
3. Ensure that each employee is fully aware of the consequences of failing to follow established lockout/tagout procedures.

This lockout/tagout program is under the direct supervision of the Facility Manager, who will maintain a copy of the program at the PCCU office.

Employees should immediately contact their supervisor or the Facility Manager if they have any questions regarding the proper use of lockout procedures or the content of this program.

B. APPLICATION

This power lockout procedure DOES NOT apply while servicing or maintaining CORD and PLUG connected electrical equipment, provided that the equipment is unplugged from the energy source, and the plug remains in the exclusive control of the employee performing the service and/or maintenance.

The requirements of this program DO apply to ALL situations where the unexpected energization, start up, movement, or release of stored energy of equipment could have potential to endanger personnel. For example, at the PCCU facility, this will apply to work being performed on various machinery and equipment including shop equipment, flare station, and leachate pumps.

Employees performing minor adjustments and/or other minor servicing activities during normal production operations that are routine, repetitive, and integral to the use of the production equipment are not covered by the lockout standard provided the work is performed using alternative measures that give effective protection.
C. GLOSSARY OF TERMS

Affected Employee - An employee whose job requires them to use a machine or equipment on which servicing or maintenance is being performed under lockout, or whose job requires them to work in an area in which service or maintenance is being performed under lockout.

Authorized Employee - A knowledgeable employee to whom the authority and responsibility to perform lockout procedures are given.

Departmental Lock - A safety lock designed for use when machinery or equipment must be kept locked out for extended periods or during shift changes.

Disconnect - A device that cuts off the source of power to equipment.

Dissipate - To dissipate energy involves allowing it to run down or be used up after shutting off the primary energy source.

Energized - Machines and equipment are energized when they are connected to an energy source or they contain residual or stored energy.

Energy Isolating Device - Any mechanical device that physically prevents the transmission or release of energy. They include, but are not limited to, circuit breakers, disconnect switches, and line valves.

Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout - Is the application of a lock to hold an energy control device in a safe position for the purpose of protecting personnel.

Lockout Device - A device that uses positive means such as a lock, to hold an energy isolating device in a safe position, thereby preventing the energization of the machine or equipment.

Multiple Lockout Devices - A lockable device designed for the attachment of several personal safety locks, for use when more than one worker is involved in the work.

Residual Electrical Power - Electrical energy retained in a system, machine, or unit when the supply line disconnect is placed in the off position.

Residual Pressure - Pressure remaining within a component after the pressure source is closed off.
Safety Lock - A padlock designed for use in locking out an energy source.

Stored Energy - The general term for any form of energy remaining in a system or machine after primary energy sources have been shut off and locked out.

D. POWER LOCKOUT METHODS

1. For equipment using electrical power, the motor stop button shall be depressed, the disconnect handle placed in the off position and the lock applied. The disconnect handle should be operated while standing on one side rather than in front of the switch. If no disconnect is present, the electrical breaker must be placed in the “Off” position and a breaker lock device shall be applied. If the equipment is disconnected by unplugging an electrical cord, an outlet blocking device should be applied if the outlet is located remotely from the equipment.

2. Equipment which uses compressed air will be equipped with a main line shut off valve. This valve will be capable of being locked in the off position, and be of the type that automatically bleeds off any stored pressure in the air system.

   For existing valves which do not provide automatic pressure release, a portion of the piping system will be disconnected to allow pressure release if the trapped energy could endanger personnel.

3. Equipment using hydraulic pressure will be locked out by placing the hydraulic pump motor electrical disconnect switch in the off position, applying a lock to the disconnect and bleeding off residual pressure in the system if the energy has potential to endanger personnel.

4. Vehicle maintenance is the only application where tagout will be used. When vehicles are brought into the maintenance shop for repairs, the authorized person (mechanic) may use one of several tagging methods which may depend on whether the trucks are keyed alike or keyed different. For those keyed different the key should be removed and attached to the steering wheel by a wire tie accompanied with an out of service tag. Alternatively, and particularly if keyed alike, the authorized person will remove the key and maintain custody of the key; then either place a blank key into the ignition with an attached out of service tag, attach an out of service tag to the driver’s door handle, or apply an out of service steering wheel cover.

   Prior to performing work, wheels must be chocked. Drain air pressure if working on any part of the air system. Block or brace any hoist, hoppers, blades, etc. as appropriate to prevent them from moving while working underneath or around. Release hydraulic pressure if working on any portion of the hydraulic system.
After locking out energy sources as detailed above, cycle all control functions to verify that all energy forms have been dissipated prior to working on the equipment.

E. PROCEDURES

Lockout will be performed only by the authorized employee(s) who are performing the maintenance or service. ALL affected employees will be notified by the authorized employee who is performing the lockout, BEFORE the controls are applied and AFTER they are removed from the equipment.

1. Before an authorized employee turns off the equipment he must have knowledge of the type, magnitude, and hazards of the energy to be controlled. Additionally, he will be trained in the proper method to control that energy.

2. The equipment will be shut down utilizing the methods previously discussed in this program. An orderly shutdown, in accordance with the requirements of this program, will occur to avoid any additional hazards to employees as a result of the equipment stoppage.

3. Machine or equipment isolation will be accomplished by locating and operating it to isolate the machine or equipment from the energy source. This will typically be moving the disconnect handle or air valve to the off position utilizing the methods discussed previously.

4. Lockout devices will be applied, by authorized employees only, to all necessary energy isolating devices to lock the device in the "safe" or "off" position. It should be noted here that while 29 CFR 1910.147 allows the use of either locks or tags, PCCLI has elected to utilize locks whenever possible.

5. Following the application of the lockout device, all potentially hazardous stored energy will be released, utilizing the previously discussed methods. When the possibility of a re-accumulation of hazardous energy exists, verification of isolation must continue until the servicing or maintenance is completed, or until the possibility of re-accumulation no longer exists.

6. Prior to the service or maintenance work commencing, the authorized employee must verify that isolation and de-energization of the equipment have been accomplished. For example, the start button for a pump or other machinery would be pressed to ensure that the equipment has been isolated from the power source.

7. All of the following actions must be taken before lockout devices are removed:
   a. All tools and nonessential items must be removed from the area.
b. The equipment must be inspected to ensure that it is operationally intact.
c. The area in question must be inspected to ensure that all employees are in proper
   and safe positions.

8. Each lockout device must be removed from each energy isolating device by the
   employee who applied the lockout device.

9. Notify each affected employee that the lockout device has been removed.

10. In the event that a lockout device must be temporarily removed from the energy
    isolating device for the purpose of testing or positioning the equipment, the following
    actions must be taken:

    a. All tools and nonessential items must be removed from the area.
    b. The equipment must be inspected to ensure that it is operationally intact.
    c. Remove the lockout device in accordance with item 8 of this section.
    d. Energize and proceed with testing or positioning.
    e. De-energize equipment and reapply lockout device, utilizing the above
       procedures, when necessary, to continue servicing or maintenance.

11. When a contractor, or any non-employee, will be performing work covered by this
    program, PCCLI will inform the outside employer of our lockout procedures; and
    vice-versa. We will also make sure that our employees are made aware of any
    restrictions, and comply with any prohibitions of the contractor's energy control
    program.

12. Locks will be issued to all personnel who could be endangered by the activation of
    equipment while maintenance, set-up, repair, or service work is being performed. For
    our facility application, locks will be issued to maintenance personnel only, as they
    will be the only employees engaged in the above described work.

When new locks are purchased, the locks and both keys for each lock will be
numbered, starting with No. 001 and continuing numerically. The extra key from
each lock will then be forwarded to the Facility Manager. Additional locks will
continue the consecutive numbering. When these locks are issued to specific
personnel, that person's name will be engraved in the lock, clearly and legibly, and
that person's name and lock number will be documented on the master log which is
maintained by the Facility Manager.

The previously discussed methods and procedures for individual locks will also apply
to the multiple lockout device. Most importantly, each authorized employee must
apply his own lock to the multiple lockout device.
A necessary number of locks will be designated as "departmental" locks, and will be used in the following situations:

1. Major work that will not be completed during the shift in which it was started. This WILL NOT take the place of the individual personalized lock. The purpose is to avoid an unlocked piece of equipment at shift change time.

2. An employee who needs an additional lock to occasionally lock out a source of power.

Procedures for issuing, labeling, and using departmental locks are identical to those discussed for personalized locks, except that if a departmental lock is "abandoned" at shift change, the Facility Manager will be summoned to remove the lock with the extra key. Before the lock is removed, a thorough inspection shall be made by the supervisor of the equipment to ensure that starting the equipment will not endanger personnel or the equipment.

Department locks MUST be used by authorized employees when they do not complete the work prior to shift change.

G. EMPLOYER RESPONSIBILITIES

PCCLI will revise, maintain, conduct training and inspections, and initiate any action necessary to ensure that this program is current and remains effective.

PCCLI will initiate disciplinary action as necessary to ensure that the requirements and procedures established by this program are adhered to.

H. EMPLOYEE RESPONSIBILITIES

Employees MUST follow the procedures for lockout of hazardous energy established in the program.

If at any time an employee is unsure of their specific role, or simply forget or do not understand a procedure in this program, they must notify their supervisor immediately.

This written program can provide procedures to safeguard employees against injury from hazardous energy. The program's effectiveness, however, is related to, and limited by, the commitment of each employee who plays a role in its success.
I. TRAINING

PCCLI will provide initial training, and retraining as necessary, and document each employee who has received the training and the dates of training.

Training for authorized employees will include:

1. Details about the type and magnitude of the hazardous energy sources present at the PCCLI facility.
2. The methods and means necessary to control the energy sources.
3. All details regarding the purpose, function, and restrictions of the energy control program.
4. Knowledge and skill instruction necessary for the safe application, use, and removal of energy controls.

Training for affected employees will include:

1. Instruction necessary to ensure they are capable of recognizing when the control procedure is being implemented.
2. Understanding of the purpose of the procedure and the importance of not attempting to start up or use the equipment that has been locked out.

Retraining will be conducted whenever there is a change in job assignments, machines, equipment, or processes that presents a new hazard or necessitates a change in energy control procedures. Additional retraining must be conducted whenever a periodic inspection reveals, or whenever PCCLI has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedure.

J. PERIODIC INSPECTIONS

A periodic inspection of each procedure, where usage is at least once per year, will be performed at least annually by the Facility Manager or appointed Health and Safety Coordinator to ensure the continued effectiveness of, and adherence to, the procedures of this program. The results and information gathered during these inspections will be documented. This documentation will include, at a minimum, the following:

1. The machine or equipment on which the lockout procedure was being used.
2. The date of the inspection.
3. The employees included in the inspection.
4. The name of the person performing the inspection.
For the inspection of a lockout procedure, the periodic inspection will include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

K. MINIMUM SPECIFICATIONS OF LOCKS

Locks will be durable enough to withstand the environment to which they are exposed for the maximum duration of the expected exposure. Locks will be substantial enough to minimize early or accidental removal or to prevent removal except by excessive force of special tools such as bolt cutters or other metal cutting tools.

Locks must clearly identify the employee who is using them.

All locks will be standardized by shape and size. Individual personalized locks will be RED in color. All departmental (non-employee specific) locks will be GREEN in color.
Peoria City/County Landfill
Hazardous Energy Control Program
Lockout Procedure Index
(to be filled in with site-specific information)

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Peoria City/County Landfill

Hazardous Energy Control Program

Machine Specific Lockout Procedure

This form must be completed each time lockout procedures are used by an authorized employee. Authorized employee must enter signature and date at top of form, record purpose for lockout procedures, check off on all applicable shutdown and startup procedures, and initial steps to verify de-energization.

Signature: ___________________________ Date: ______________________

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D. EMPLOYEE TRAINING

APPENDIX:

1. EMPLOYEE TRAINING CERTIFICATION RECORD
A. **INTRODUCTION**

Peoria City/County Landfill, Inc. (PCCLI) provides portable fire extinguishers for its facility employees and operators. The following procedures describe the proper placement, use, maintenance, and testing of portable fire extinguishers and are established to comply with requirements outlined in 29 CFR 1910.157.

B. **SELECTION AND DISTRIBUTION**

Fire extinguishers are provided in the quantity, size and type as determined by several factors including facility size, number of personnel, and hazards and equipment present. These determinations for selection and distribution are normally made by the equipment supplier or qualified facility personnel in accordance with National Fire Protection Association (NFPA) or OSHA guidelines, and are based on the class of anticipated workplace fires.

All portable fire extinguishers should be wall-mounted and the adjacent area must be kept free of obstructions. Extinguishers must be distributed such that the travel distance to any extinguisher is not more than 75 feet for a class A fire (ordinary combustibles) and not more than 50 feet for a class B fire (flammable liquids). Extinguishers intended for class C fire hazards (electrical equipment) must be distributed based on the pattern identified for existing class A and B fire hazards. The need for class D (combustible metal) extinguishers is not generally anticipated.

C. **INSPECTION, MAINTENANCE, AND TESTING**

The facility must maintain an inventory of all fire extinguishers and their locations. All extinguishers must be visually inspected on a monthly basis to ensure that they are maintained in a fully charged and operable condition. The monthly inspection will consist of the following:

1. Fire extinguisher is in its assigned location.
2. Access to the fire extinguisher is not obstructed.
3. The fire extinguisher has not been actuated or tampered with and the lock pin is in place.
4. Fire extinguisher is fully charged (gauge needle is in the green area).
5. Inspection tag is attached and current.

The individual conducting the monthly inspection shall initial and date the inspection tag. Any extinguisher not meeting the above criteria must be removed from service until the deficiencies are corrected.

All extinguishers must receive an annual maintenance check. This check will be performed
by a qualified third party (e.g. - Getz Fire Equipment or other local supplier). Dry Chemical extinguishers must be emptied and subjected to applicable maintenance procedures every six years and must be hydrostatically tested every twelve years. Carbon dioxide extinguishers must be hydrostatically tested every five years. Records of tests and inspections of extinguishers shall be maintained at each facility.

D. EMPLOYEE TRAINING

Training is required upon initial employment and annually for all employees who will have access to a portable fire extinguisher. Training may be conducted by the facility manager, supervisor, or health and safety officer. At a minimum, training must include the following:

2. Review of PCCLI written program
3. General principles of fire extinguisher use
4. Hazards of fighting incipient stage fires
APPENDIX 1
Peoria City/County Landfill
Training Certification Record
for Portable Fire Extinguishers

This is to certify that the undersigned employee of Peoria City/County Landfill, Inc. has received training as required in 29 CFR 1910.157 (g) on the date indicated. Training subjects include the following:

1. Review of 29 CFR 1910.157 and Peoria City/County Landfill written program
2. Discussion of general principles of fire extinguisher use and limitations
3. Hazards associated with fighting incipient stage fires
4. Film - "Fighting Fires with Portable Extinguishers" (NFPA) or "Fire Extinguishers" (Long Island Productions).

--------------------------------------------------------------------------------
Employee Signature                      Date
--------------------------------------------------------------------------------
Instructor Signature                   Date
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EXHIBITS:

   1. Powered Industrial Truck Inventory
   2. Fork Truck Daily Inspection Form
   3. Manlift Daily Inspection Form
A. **INTRODUCTION**

This program has been established to provide a safe working environment for those employees who operate powered industrial trucks as well as those employees who work around powered industrial trucks. This will be accomplished by the following:

1. Operating powered industrial trucks in a safe manner;
2. Proper maintenance and inspection of all powered industrial trucks;
3. Adequate training and evaluation of all powered industrial truck operators;
4. Compliance with all federal and state regulations.

This program applies to all powered industrial trucks at the Peoria City/County Landfill, Inc. (PCCU) facility. Powered industrial trucks, as they pertain to this program, shall mean all counterbalanced forklifts, pallet jacks, skid steers (when fitted with fork or barrel attachments), and man lifts.

Only employees who have been trained, certified, and authorized by the Company are permitted to use powered industrial trucks including forklifts, manlifts, and skid steers equipped with fork or barrel attachments.

B. **RESPONSIBILITIES**

1. **Business Unit Managers**

   The facility Manager (or Director) is designated as the program administrator and shall oversee and enforce all aspects of this Program, in accordance with OSHA's 29 CFR 1926.600, 1926.602 (c) 1926.441, and 1910.178, at their location. They shall ensure that timely and competent maintenance is performed on powered industrial trucks and ensure that employees are operating those trucks in a safe manner.

3. **Maintenance Supervisors**

   The Maintenance Supervisor (or that person responsible for equipment maintenance) for each facility or group of facilities is responsible for ensuring that powered industrial trucks are serviced timely and appropriately and that unsafe trucks are taken out of service. It is also the responsibility of the Maintenance Supervisor to ensure that personnel servicing powered industrial trucks have sufficient training and experience.

4. **Operators**

   Operators are responsible for the safe operation of their powered industrial trucks. Operators must also not permit any unauthorized employees to operate their trucks.
E. **FORKLIFT OPERATION**

1. The load rating of a lift truck is determined by considering the weight of the load and the distance between the load center and the center of the drive wheels which serve as the fulcrum or pivot point of a teeter-totter. As you increase the distance between these two points, you reduce the total load that can be handled by the truck.

Carrying capacity can be greater than lift capacity, especially on machines with high lifts. If you lift loads to great heights, say 20 feet, you must reduce the weight of the load. That is because the mast, under certain circumstances, serves as a lever. When you tilt the load forward to deposit it, its weight makes the mast work like a lever against the truck. Too much weight when the mast is well extended could turn the truck over. The capacity for the lift can be determined for different loads at different heights by using the nameplate on the individual fork truck.

2. **Steering and Turning**

   a. Lift trucks steer with the rear wheels. The rear end of the truck swings wide when making a turn while the truck pivots on the front wheels.
   b. Make turns smoothly and slowly. Fast, sharp turns can cause your load to spill or the truck can tip over.
   c. A loaded lift truck steers easier than an empty one.
   d. When turning sharp corners, start the turn as far away from the turn as tail swing will allow.
   e. Release the clutch slowly and depress the accelerator pedal on propane gas lift trucks.
   f. To change the direction of travel, the truck MUST be brought to a complete stop BEFORE shifting the directional control lever.
   g. Make sure that the forks are as close as possible to the floor as obstructions will allow.
   h. Avoid sudden starts and stops.

3. **Picking up the Load**

   a. Every lift truck bears a rating-capacity plate. This plate gives the height of lift and load capacity of the lift truck. Trying to exceed the load capacity of the truck may cause serious damage to its various components and is dangerous. If you are in doubt about the weight of the load, don't try to move it.
   b. Approach the load straight on with the forks parallel to the floor. Adjust the forks sidewise on the fork bars so that the spread of the forks matches the width of the load or pallet.
   c. Approach loads slowly. Raise or lower forks to proper level and drive forward or extend reach forks until load touches back rest. Center the load as closely as...
possible. Tilt mast back slightly and lift slowly. Never take your eyes off load. When load has been lifted clear, back away from stack or retract reach forks.

d. Always make sure load is secure and against back rest. The reason for this is that weight of truck has to balance weight of load. The farther out the load center, the less weight the truck can lift safely.

4. **Driving with the load**

a. Avoid fast starts and stops. You can toss or spill the load or cause a collision between your truck and one following you. Besides, fast starts are hard on tires and gear train. Sudden stops also cause rapid wear of tires and brakes.

b. Loaded or empty, reach forks should be retracted, side shifts centered and raise forks just high enough to clear obstructions before driving. Driving with the load raised high is extremely dangerous. A sudden stop or sharp turn might cause the load to topple. Spilled loads could injure pedestrians and/or damage equipment or materials.

c. Avoid running over obstructions, large or small. They can damage tires and other components, spill your load or even overturn your machine. Whenever possible, avoid going over railroad tracks but, if you cross them, approach at an angle and hold the steering wheel firmly.

d. Always look in the direction you are traveling. Even if you have just driven through an area and know it is clear, you should always look where you are going. If your load is so high you cannot see over it or so wide you cannot see around it, drive backwards. Never drive with your visibility obstructed.

e. It is sometimes advisable to drive backwards. Where pickup and deposit points are close together, turning around at each end of the trip is time wasting. Drive forward to pick up load, back to deposit point.

f. Take special care when operating on ramps and other inclines. Be sure your load is well-stacked and stable so that maneuvering on the incline does not cause it to spill. Drive forward going up the incline and drive backward going down it to keep the load resting firmly against carriage or back rest.

g. Never do any fancy maneuvering on ramps or inclines. Always travel straight up or down.

h. Never park on an incline unless absolutely necessary. But if you must, be sure to rest forks flat on ground, apply parking brake, and put blocks behind drive wheels.

i. Check dock boards. Special operating techniques also are necessary when working in trucks and railroad cars. Always check to see that bridge plates and dock boards are firmly in position and strong enough to support the weight of the loaded truck.

j. Watch out for weak floors. Do not drive onto the floor of a building, truck or freight car that obviously will not carry the weight of your truck and its load.

k. Cross bridge plates or dock boards squarely and slowly. If you travel at high
speed, you may jar the plate or dock board loose. Sudden acceleration can spin it out from under you.

1. Avoid driving along the edge of a loading dock. But if it must be done, be very careful because you can easily go off the edge while maneuvering. If you find yourself in a position where maneuvering might cause you to fall off the dock, stop your truck. Put on the brake, get off, and figure out how you can maneuver the truck away from the edge. Remember that the rear wheels of the truck swing wide, so if you try to turn away from the edge by driving forward, you risk having the rear wheels go off?

5. Unloading

a. Slowly drive up to the place where load will be placed.
b. Approach the location squarely.
c. Apply the brakes.
d. Tilt mast so the load is level to the floor before extending reach forks or driving forward to enter racks.
e. Lower the load smoothly.
f. Make sure that the forks are free of and parallel with the opening of the load, then retract reach forks and/or back straight out.
g. If your forks extend beyond the front of the load, be careful they're not running into something in front.
h. Don't butt the load into position with the forks.

6. Stacking loads

a. Approach stack squarely and raise load until it just clears top of stack.
b. Make sure the load is level and lines up with the stack before driving forward or extending reach forks to center the load on the stack.
c. Lower the load slowly until it is resting solidly and the forks are free to be backed out.
d. Back or retract the forks straight out until they are clear of the stack, then lower them before driving away.
e. The heavier the load and the higher you raise it, the less stability your truck will have.
f. Always check for overhead obstructions when raising a load.
g. Alert anyone that is standing nearby when you are stacking a load.

7. Loading/Unloading Trailers/railcars

a. Make sure the wheels of the trailer are chocked.
b. Make sure that the dock board is properly placed and is secure.
c. Check the floor of the trailer for holes or damage to insure that it is safe to drive
on. If not, report conditions to your supervisor.

d. Check for proper overhead and side clearances before entering the trailer.

8. Protecting Others

a. Do not permit an uncertified person to drive your lift truck.
b. Watch out for pedestrians and other trucks. When approaching a person or another truck, slow down and warn them that you are going to pass. Always be cautious when approaching aisles and doorways.
c. When leaving your lift truck unattended, turn it off, lower the forks to the floor and set any manual emergency brake. Do not park on ramp or inclines.
d. A safety platform must be used to elevate a person on your lift truck. You must stay with the truck when someone is elevated by it. The platform should be fastened to the truck.
e. At intersections, yield to a truck already in the intersection or to the truck on your right.
f. Pedestrians have the right of way at all times.
g. Report all accidents to your supervisor immediately.
h. Do not stop suddenly except in emergencies.
i. Do not pass another truck that is moving in the same direction.
j. Alert any employees exposed to overhead lift truck operations in their work area that they should wear a hard hat or remove themselves from the work area while the operation is in process.

9. Protect Yourself

a. Keep your arms, legs and other parts of your body within the running lines of the truck.
b. Don't reach through the uprights of the mast at any time.
c. Do not drive with wet or greasy hands.
d. Maintain a safe distance from the edge of ramps and docks.
e. The overhead guard on your lift truck only offers protection from small boxes and light objects. It will not hold up to a pallet load falling on it.
f. Practice standard highway driving rules. Keep to the right whenever possible.
g. Do not ride on powered industrial trucks under any circumstances.

F. MANLIFT OPERATION

The manlift, and other aerial lifts we may have on our site, are very useful tools in that they enable workers easy, quick access to high elevations. The use of a manlift provides a much higher degree of safety than ladders or climbing structures. However, if used improperly, the machine could tip, the operator can fall or be thrown from the machine or the operator and personnel on the ground can be electrocuted. The following are general guidelines for
safe operation of manlifts.

1. **Safety Requirements**
   a. The Manlift may **never** be used as a crane. It is designed to lift personnel. Attempting to carry loads may exceed the safe operating capacity of the boom and catastrophic failure may result. Only essential tools and supplies are permitted in the basket.
   b. The Manlift may not be operated in heavy winds, rain, or snow.
   c. Operators should avoid traveling with the basket elevated.
   d. Travel slowly on uneven terrain.
   e. Do not operate the boom on surfaces beyond the manufacturer's level requirement.
   f. Smoking is not permitted on the Manlift.
   g. Secure all tools and supplies within the basket.
   h. Barricades or other measures should be taken to restrict access beneath an elevated basket where pedestrian traffic is reasonably expected.
   i. A fire watch must be stationed on lower levels when welding, cutting, or other hot-work is being performed from a manlift.

2. **Fall Protection**
   a. Operators must wear a safety harness and shock-absorbing lanyard when in the basket of the manlift, regardless of elevation. Lanyards must be tied off to the basket, not the work piece!
   b. Operators are not permitted to stand on or outside of the safety rail of the basket.
   c. The feet of the operator should be on the floor of the basket at all times.

3. **Electricity**

The following are minimum clearances from electrical lines. These distances should be increased whenever possible.

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Minimum Clearance (feet)</th>
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<tbody>
<tr>
<td>0 - 300V</td>
<td>Avoid Contact</td>
</tr>
<tr>
<td>300V - 50KV</td>
<td>10</td>
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<tr>
<td>50KV - 200KV</td>
<td>15</td>
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<tr>
<td>200KV - 350KV</td>
<td>20</td>
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<tr>
<td>350KV - 500KV</td>
<td>25</td>
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<tr>
<td>500KV - 750KV</td>
<td>35</td>
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<tr>
<td>750KV-1000KV</td>
<td>45</td>
</tr>
</tbody>
</table>
G. HAZARDOUS ATMOSPHERES

1. Flammable Atmospheres

Although the Company does not maintain flammable rooms or other areas where flammable atmospheres could be expected, situations may arise where a flammable atmosphere may be present. These situations include, but are not limited to fuel spills, leaking LPG tanks, spilled drums or other materials of unknown material, or similar circumstances. Sparks generated by the internal combustion engine and related electrical components can provide sufficient energy to trigger an explosion. In these cases, the operator is to immediately lower any suspended loads and turn off the power to the machine until such time as it is determined to be safe.

2. Carbon Monoxide

One of the by-products of the internal combustion engines of powered industrial trucks is the generation of carbon monoxide gas. The gas is odorless and colorless and has the potential to kill humans. It is imperative to provide adequate ventilation when using these machines indoors. Some symptoms include weakness, dizziness, and/or drowsiness. If any of these symptoms presents itself while working near powered industrial trucks in a poorly-ventilated workspace, the affected employee should be removed to fresh air immediately and trained medical personnel summoned.

H. MAINTENANCE AND INSPECTION


a. It is the responsibility of the truck driver to change the gas bottles on his truck.
b. Use the propane bottle until it's empty. The company pays for each bottle filled not how much each needs when filled.
c. To change the fuel bottles:
   - Always wear gloves.
   - Close the shutoff valve on propane gas fuel bottles.
   - Turn key off to lift truck.
   - Remove the quick disconnect coupling from the fuel bottle.
   - Remove empty bottle from the mounting cradle, replace with full gas bottle.
   - Strap bottle into cradle and connect line.
   - Open shutoff valve.
   - Check full bottle for leaks.
d. Transport LP gas bottles with a hand truck. Never drag or slide the bottles on the floor.
e. Return all empty bottles and put outside at designated location.
G. **HAZARDOUS ATMOSPHERES**

1. **Flammable Atmospheres**

   Although the Company does not maintain flammable rooms or other areas where flammable atmospheres could be expected, situations may arise where a flammable atmosphere may be present. These situations include, but are not limited to fuel spills, leaking LPG tanks, spilled drums or other materials of unknown material, or similar circumstances. Sparks generated by the internal combustion engine and related electrical components can provide sufficient energy to trigger an explosion. In these cases, the operator is to immediately lower any suspended loads and turn off the power to the machine until such time as it is determined to be safe.

2. **Carbon Monoxide**

   One of the by-products of the internal combustion engines of powered industrial trucks is the generation of carbon monoxide gas. The gas is odorless and colorless and has the potential to kill humans. It is imperative to provide adequate ventilation when using these machines indoors. Some symptoms include weakness, dizziness, and/or drowsiness. If any of these symptoms presents itself while working near powered industrial trucks in a poorly-ventilated workspace, the affected employee should be removed to fresh air immediately and trained medical personnel summoned.

H. **MAINTENANCE AND INSPECTION**

1. **Changing Propane Gas Fuel Bottles**

   a. It is the responsibility of the truck driver to change the gas bottles on his truck.
   b. Use the propane bottle until it's empty. The company pays for each bottle filled not how much each needs when filled.
   c. To change the fuel bottles:
      - Always wear gloves.
      - Close the shutoff valve on propane gas fuel bottles.
      - Turn key off to lift truck.
      - Remove the quick disconnect coupling from the fuel bottle.
      - Remove empty bottle from the mounting cradle, replace with full gas bottle.
      - Strap bottle into cradle and connect line.
      - Open shutoff valve.
      - Check full bottle for leaks.
   d. Transport LP gas bottles with a hand truck. Never drag or slide the bottles on the floor.
   e. Return all empty bottles and put outside at designated location.
f. Do not drop, throw or bang bottles around.
g. Make sure that the valve of an empty bottle is closed.
h. Do not park trucks or place gas bottles near heaters.
i. LP gas bottles, empty or full, are not to be stored indoors.
j. Don't smoke near LP gas bottles. Never use a match to check gas level or for leaks.
k. Use proper lifting method when handling gas bottles - use your legs to lift, not just your arms and back.

2. **Beginning of Shift Inspection**

A pre-use inspection must be performed by the operator daily or before each use. The inspection will be performed using the appropriate forklift truck or manlift inspection form (Exhibits 1 and 2). This inspection forms must be maintained for at least one year. Any deficiencies noted in the inspection must be corrected prior to placing the machine into service. Repairs may be made only by trained and authorized mechanics. The inspection will include, at a minimum, the following items:

- Check tires.
- Check steering.
- Check horn.
- Test brakes - both the foot brake and the hand brake.
- Check the clutch.
- Test the lift, tilt and side shift controls where applicable.
- Check fire extinguisher.
- Check oil in crankcase weekly.
- Check water in radiator weekly.
- Inspection sheet initialed and dated by designated employee.

3. **Periodic Inspection**

Periodic inspections or maintenance schedules are normally performed based on hours of operation. Consult the owner's manual for each lift to determine the proper inspection interval.

4. **Servicing Powered Industrial Trucks**

Any truck requiring service of systems which could affect safety must be taken out of service until repairs are made. These systems include, but are not limited to: tires, brakes, accelerator, forks, backup alarm, lifting mechanism, hydraulics, seatbelt, etc.

All work performed on powered industrial trucks must be performed or under the direct supervision of an authorized mechanic.
I. TRAINING

1. Initial Training

Initial training consists of classroom instruction and hands-on operation. A written test and an operator performance evaluation must be accomplished before using powered industrial trucks to perform work. The following information will be included in the training:

- Operating instructions, warnings, and precautions for the different types of powered industrial trucks to be used by the trained individuals;
- The differences between those trucks and automobiles;
- Truck controls and instrumentation, their location and operation;
- Engine and motor operation;
- Steering and maneuvering;
- Visibility (including restrictions due to loading);
- Capacity;
- Stability;
- Inspection required by operators;
- Refueling procedures;
- Operating limitations;
- Use of attachments and their limitations;
- Surface conditions where trucks will operate;
- Composition and stability of loads;
- Pedestrian traffic;
- Narrow aisles and other areas where maneuverability is restricted;
- Hazardous atmospheres (including releases of flammable material or gases and the presence of carbon monoxide);
- Ramps and sloped surfaces;
- Any other unique environments or unusual workplace characteristics of the facility; and
- The contents and availability of this program.

2. Employee Evaluation

Powered industrial truck operators shall be evaluated initially and every three years thereafter to ensure their skills are satisfactory. This evaluation will be conducted by the program administrator or by a designee of the administrator. This evaluation will consist of a hands-on demonstration of the operator performing those tasks he/she will be called upon to perform in the normal course of work. If the operator's skills are deficient, re-training will be conducted.
3. Refresher Training

Refresher training in relevant topics, including an evaluation, will be performed under the following conditions:

- The operator has been observed to operate the truck in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The evaluation reveals shortcomings in the operator's performance;
- The operator is required to operate a different type of truck or new attachment; or
- The workplace changes in such a manner as to affect the safe operation of fork trucks, such as the addition of ramps, loading docks, or new loads.

4. Certification

PCCLI shall certify and issue certification cards that must be in the possession of each operator who has successfully completed powered industrial truck operator training for the specific type of equipment being used by that person. Each card shall include the name of the driver, date of training, and name of the person who conducted the training.
EXHIBITS
Peoria City/County Landfill
Training Certification Record
for Powered Industrial Truck Operation

This is to certify that the undersigned employee of Peoria City/County Landfill has received training as required in 29CFR1910.178(1) on the date indicated. Training subjects include the following:

1. The contents and availability of this program.
2. Operating instructions, warnings, and precautions for the different types of powered industrial trucks to be used by the trained individuals;
3. The differences between those trucks and automobiles;
4. Truck controls and instrumentation, their location and operation;
5. Engine and motor operation;
6. Steering and maneuvering;
7. Visibility (including restrictions due to loading);
8. Capacity;
9. Stability;
10. Inspection required by operators;
11. Refueling procedures;
12. Operating limitations;
13. Use of attachments and their limitations;
14. Surface conditions where trucks will operate;
15. Composition and stability of loads;
16. Pedestrian traffic;
17. Narrow aisles and other areas where maneuverability is restricted;
18. Hazardous atmospheres (including releases of flammable material or gases and the presence of carbon monoxide);
19. Ramps and sloped surfaces;
20. Any other unique environments or unusual workplace characteristics of the facility; and

_________________________________________  __________________________
Employee Signature                        Date

_________________________________________  __________________________
Instructor Signature                      Date
Peoria City/County Landfill
Powered Industrial Truck Inspection Form

Equipment Name/Description: ________________________________

Items to Check:

☐ Test Brakes          ☐ Oil Leaks on Floor
☐ Backup Alarm        ☐ Backup Light(s)
☐ Battery Charged     ☐ Other Lights Working
☐ Battery Secure      ☐ Accelerator Pedal Working Properly
☐ Battery Water Level ☐ Reverse Pedal Working Properly
☐ Check Hoses         ☐ Forks Secure with Pins in Place
☐ Steering Working Properly ☐ Tire Condition
☐ Fork Movement (Up/Down, Side-to-Side, Tilt)

Week Ending/Initials of Person
Conducting Inspection

<table>
<thead>
<tr>
<th>Day</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Sunday</td>
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<td>Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Peoria City/County Landfill
Manlift Pre-Operation Inspection Form

A pre-operation must be performed every 8 hours or daily. The machine cannot be operated until all deficiencies have been corrected.

<table>
<thead>
<tr>
<th>Machine Condition</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Ground Controls</td>
<td>□ Multi-Axle 5° Slope Sensor</td>
</tr>
<tr>
<td>□ Platform Controls</td>
<td>□ Warning Buzzer</td>
</tr>
<tr>
<td>□ Hydraulic Leaks</td>
<td>□ Drive/Descent Alarm</td>
</tr>
<tr>
<td>□ Electrical System</td>
<td>□ Rotary Beacon</td>
</tr>
<tr>
<td>□ Missing Hardware</td>
<td></td>
</tr>
<tr>
<td>□ External Structural Damage</td>
<td></td>
</tr>
<tr>
<td>□ Tire Condition</td>
<td></td>
</tr>
<tr>
<td>□ Steering Connections</td>
<td></td>
</tr>
<tr>
<td>□ Wheel Lug Nuts</td>
<td></td>
</tr>
<tr>
<td>□ Decals, Placards, &amp; Warning Signs</td>
<td></td>
</tr>
<tr>
<td>□ Brake Pin and Cylinder</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hydraulic System</th>
<th>Platform</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Hydraulic Leaks</td>
<td>□ Pivot Pins/Connections</td>
</tr>
<tr>
<td>□ Hoses and Tubing</td>
<td>□ Structural Condition</td>
</tr>
<tr>
<td>□ Fluid Level</td>
<td>□ Control Box</td>
</tr>
<tr>
<td>□ Oil Condition</td>
<td>□ Access Opening Chain</td>
</tr>
<tr>
<td>□ Hydraulic Valves</td>
<td>□ Footswitch and Guard</td>
</tr>
<tr>
<td>□ Control Levers</td>
<td></td>
</tr>
</tbody>
</table>

Inspected By: ____________________________
Date: ____________________________
Hour Meter: ____________________________

Comments:
Peoria City/County Landfill
Powered Industrial Truck Training
Employee Demonstration/Certification Exercise

Name: ___________________________ Date: __________

Equipment: ___________________________ Score __________ Time __________

1. ___________________________ __________ __________
2. ___________________________ __________ __________

Infraction Points

1. Hits wall 10
2. Bump wall 5
3. Hits obstacle 5
4. Bumps obstacle 2
5. Fails to look in direction of travel 3
6. Fails to put fork tips flush with floor 3
7. Load too high 3
8. Drags forks/load 3
9. Placement missed 2
10. Direction change 2
11. Time 10 min 1

(70 is Passing Score)
CONTENTS

A. INTRODUCTION

B. RESPONSIBILITIES

C. LABELING AND OTHER FORMS OF WARNING

D. MATERIAL SAFETY DATA SHEETS

E. CHEMICAL INVENTORY

F. EMPLOYEE INFORMATION AND TRAINING

APPENDIX:

1. CHEMICAL INVENTORY LIST
A. **INTRODUCTION**

Pursuant to our corporate policy that all employees of the Coulter/PDC/Area companies be entitled to work under the safest possible conditions and in a manner compliant with applicable OSHA requirements, this hazard communication program has been incorporated to ensure that all employees are aware of the health and safety hazards associated with the chemicals used in the workplace.

This program has been developed in accordance with, and is designed to meet the requirements of, 29 CFR 1910.1200. This program is under the direct supervision of the Facility Manager for Peoria City/County Landfill, Inc. (PCCLI), and is intended to ensure that:

1. All hazardous chemicals are properly identified and labeled.
2. Material safety data sheets for hazardous chemicals are maintained in the workplace and are readily available to employees.
3. Employees working with hazardous chemicals are properly instructed about the hazards of those chemicals, how to work safely with them, and what special equipment, if any, is required.
4. In addition to the above training, any employee who may be exposed to hazardous chemicals when conducting non-routine tasks shall be informed of the risks which may be encountered. When training employees, special attention shall be given to special safety equipment and procedures such as lock-out/tag-out, confined space entry, etc.

Copies of this program will be maintained at the following locations:

<table>
<thead>
<tr>
<th>Peoria City/County Landfill, Inc.</th>
<th>PDC Environmental Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>11501 W. Cottonwood Road</td>
<td>4349 Southport Road</td>
</tr>
<tr>
<td>Brimfield, IL 61517</td>
<td>Peoria, IL 61615</td>
</tr>
<tr>
<td></td>
<td>Environmental Health and Safety</td>
</tr>
</tbody>
</table>

Employees should immediately contact their supervisor or the Facility Manager if they have any questions regarding the safe handling of any chemicals.

B. **RESPONSIBILITIES**

Overall responsibility for implementation and maintenance of this program will rest with the Facility Manager. It shall be his/her responsibility to maintain this program and see that employees receive necessary information and training as required by the Standard.
It is the responsibility of all employees of the company to familiarize themselves with this program, to comply with its requirements, and to handle all materials in a safe and appropriate manner so as not to expose themselves or others to hazards.

C. **LABELING AND OTHER FORMS OF WARNING**

All containers which contain hazardous chemicals shall be labeled in accordance with the OSHA Hazard Communication Standard. Specifically, each required label must contain the following information:

1. The identity of the hazardous chemical.
2. The appropriate hazard warnings.
3. Name and address of the chemical manufacturer, importer, or other responsible party.

Employees receiving shipments of chemical materials must ensure that the materials are supplied with the above information. The employee should be aware of the following:

1. The chemical identity of a hazardous chemical can be any name that will clearly identify the chemical for the purpose of matching it to the appropriate MSDS. Preferably, this name should be the same name as that on the MSDS. This can be the chemical name, common name, or trade name.
2. An appropriate hazard warning must clearly and concisely identify the hazards associated with the chemical. Examples of hazard warnings are:
   a. **Physical and chemical hazards:**
      - corrosive
      - irritant
      - reactive
      - oxidizers
      - flammable/combustible
      - explosive
   b. **Health hazard classifications:**
      - acutely toxic
      - chronically toxic
      - carcinogenic
      - teratogenic
      - mutagenic
      - sensitizing agent
   c. Routes of entry
   d. Symptoms of exposure
3. The name and address of the chemical manufacturer, importer, or other responsible party should be the same as that found on the bill of lading received with the shipment. In the event that labels do not contain the required information, the receiving personnel shall not accept the materials.

All containers of hazardous chemicals shall be properly labeled for the life of the container. Employees shall not remove or deface labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information. If labels are accidentally destroyed or removed, the container must be immediately marked with the required information which may be copied from the original label or from the MSDS.

Individual stationary process containers may be identified with signs, placards, process sheets, batch tickets, or other written materials in lieu of affixing labels as long as the alternative method identifies the container and conveys the required information. Portable containers into which hazardous chemicals are transferred from labeled containers, and are intended only for the immediate use of the employee, who performs the transfer, need not be labeled provided the container is not left with any contents when unattended by the employee.

D. MATERIAL SAFETY DATA SHEETS

A material safety data sheet must be maintained for each hazardous chemical in the workplace. A listing of all chemicals/materials to which this standard applies is found in section E. below. MSDS’s are provided by chemical vendors for the chemicals they produce or import. The purpose of the MSDS is to provide information concerning safe use and handling procedures for that chemical. OSHA requires that every MSDS provides the following information:

1. Identification (physical and chemical)
2. Hazardous ingredients
3. Emergency and first aid procedures
4. Recommended control measures
5. Physical and health hazards
6. Safe handling precautions
7. Date of preparation/revision
8. Manufacturer’s name, address, and phone number

The Facility Manager will ensure that a MSDS will be maintained for each item listed below in the chemical inventory. A copy of each MSDS will be placed in the MSDS binder.
which is maintained in the Maintenance Shop.
All employees shall familiarize themselves with each MSDS for materials for which they may be exposed. The Facility Manager will ensure that MSDS's will be reviewed with those employees who may have limited or impaired reading ability.

E. CHEMICAL INVENTORY

A list of all hazardous chemicals and materials, for which a MSDS must be maintained, must be established and shall be updated as necessary. This list shall be placed in the front of the MSDS binder and shall also serve as a contents page for that binder. The current chemical inventory list is included in this program as Appendix 1.

F. EMPLOYEE INFORMATION AND TRAINING

Each employee shall be provided with information and training regarding hazardous chemicals in their workplace at the time of their initial assignment and whenever a new hazard is introduced into their work area. All employee information and training shall be provided by the Facility Manager, or other qualified Supervisor. Written training records documenting the date of training and the employee name shall be maintained in accordance with OSHA recordkeeping requirements.

At a minimum, employee information shall include the following discussion topics:

1. The existence of the OSHA hazard communication standard and the requirements of the standard.
2. Any operations in the employee's workplace where hazardous chemicals are present.
3. The location of the written hazard communication program, including the required list(s) of hazardous chemicals and material safety data sheets.

At a minimum, employee training shall include the following:

1. How the hazard communication program is implemented in the workplace, how to read and interpret information on labels and material safety data sheets, and how to obtain and use the available hazard information.
2. The physical and health hazards of the chemicals in the work area (hazards may be discussed by individual chemicals or by hazard categories such as flammability).
3. Methods and observations, such as monitoring devices, odor, or visual appearance, workers can use to detect the presence or release of a hazardous chemical in the work area.
4. The measures employees can use to protect themselves from these hazards; including work practices, engineering controls, personal protective equipment, and emergency procedures.
5. Any specialized training which may be required for non-routine tasks.
APPENDIX 1

CHEMICAL INVENTORY LIST
# Chemical Inventory Index/Worksheet

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Chemical Name</th>
<th>Supplier</th>
<th>Approx. Amt.</th>
<th>Location</th>
<th>MSDS</th>
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<tr>
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*REFERENCE SUPPLIER INDEX FOR ADDRESS, PHONE NUMBER, CONTACT PERSON*
PPE NOTICE

The following are mandatory personal protective equipment (PPE) requirements from the Coulter/PDC/Area PPE program. Failure to adhere to these requirements will result in disciplinary measures as specified in the Company Health and Safety Management Plan.

Reflective Apparel: Reflective safety vests, or other reflective apparel, meeting the ANSI class II standard must be worn by anyone working in an area with exposure to vehicle traffic or heavy equipment. This includes, but is not limited to city/rural residential routes, commercial routes, landfill disposal cells, and construction sites.

Eye and Face Protection: Suitable eye protection, safety glasses or prescription glasses with side shields, must be worn for protection from wind-blown particulate at areas such as landfills or construction sites. Safety glasses meeting ANSI Z87.1 must be worn when an impact hazard exists during activities such as loading/operating rear-load packers and using shop tools such as saws, grinders, chippers, etc. A full-face shield meeting ANSI Z87.1 may be used in place of safety glasses during such shop tasks. A face shield must be worn for splash protection during activities such as pressure washing and applying corrosive chemical cleaning solutions. A #5 shade must be worn when using a cutting torch and a #10 or #12 shade must be worn when welding.

Hand Protection: Cloth or leather gloves must be worn when handling residential or commercial waste, or when performing shop tasks which pose an impact, abrasion or puncture hazard. PVC or nitrile gloves must be worn when there is exposure to shop chemicals such as solvents and acids.

Foot Protection: Work boots must be worn by all drivers, helpers, mechanics, and operators. Hard-toe boots are required for mechanics and operators and are optional for drivers and helpers. Approved boot models are specified in the Company boot program and are procured from an approved vendor as specified in the program.

Hearing Protection: Hearing protectors must be worn when performing tasks or operating equipment that involves exposure to noise at 85 dBA or higher. Examples of tasks which generate such noise levels include operating grinders, chippers, and other common pneumatic and power tools. Appropriate protectors (plugs or muffs) must be of sufficient noise reduction rating (NRR) to achieve adequate protection.

Head Protection: A hard hat meeting ANSI Z89.1 must be worn when there is potential exposure to falling objects.

Clothing: Long uniform, cotton, or denim pants must be worn. Shorts are prohibited.
APPENDIX S.2

EMERGENCY COORDINATION AGREEMENTS

A. Peoria County Emergency Management Agency
B. Peoria County Sheriff's Office
C. Logan-Trivoli Fire Protection District
Emergency Coordination Agreement

Proposed Peoria City/County Landfill No. 3 (Expansion) Facility
11501 West Cottonwood Road
Brimfield, IL 61517-9541

Participating Agency or Organization: Peoria County EMA

Vicky Turner, representing the above referenced Agency, has reviewed emergency plans for the proposed Peoria City/County Landfill No. 3 (expansion) facility.

Those plans include discussion of the following topics:

- Facility Contingency Plan,
- The layout of the facility,
- Types of emergencies that could result from fires, explosions, or releases at the facility,
- The role of the Peoria County EMA in responding to such an emergency.

Please describe the current state of preparedness of your Agency to participate in an emergency response at the above facility:

The Peoria County EMA would follow the Peoria County Emergency Operations Plan, coordinate with response agencies, and is the liaison to IEMA.

If your Agency is not prepared to participate in an emergency response at the facility, please estimate the cost that would be incurred in achieving a state of readiness:

Please state that your Agency has reviewed the facility Contingency Plan, understands that it is an emergency authority designated to respond to a facility emergency, and is in agreement therewith; or, if not in agreement, please define the areas of disagreement or objection:

\[Signature\]

Director, Peoria County Emergency Management Agency
Title

March 04, 2011
Date
Emergency Coordination Agreement

Proposed Peoria City/County Landfill No. 3 (Expansion) Facility
11501 West Cottonwood Road
Brimfield, IL 61517-9541

Participating Agency or Organization: Peoria County Sheriff's Office

Lt. Mark W. Nolleck, representing the above referenced Office, has reviewed emergency plans for the proposed Peoria City/County Landfill No. 3 (expansion) facility.

Those plans include discussion of the following topics:

- Facility Contingency Plan,
- The layout of the facility,
- Types of emergencies that could result from fires, explosions, or releases at the facility,
- The role of the Peoria County Sheriff's Office in responding to such an emergency.

Please describe the current state of preparedness of your Office to participate in an emergency response at the above facility: The Peoria County Sheriff's Office is prepared to assist in the evacuation of residents in the area of the landfill and to maintain a safe perimeter as determined by the incident.

If your Office is not prepared to participate in an emergency response at the facility, please estimate the cost that would be incurred in achieving a state of readiness:

Please state that your Office has reviewed the facility Contingency Plan, understands that it is an emergency authority designated to respond to a facility emergency, and is in agreement therewith; or, if not in agreement, please define the areas of disagreement or objection:

Signature

Special Project Coordinator
Title

March 14, 2011
Date
Emergency Coordination Agreement

Proposed Peoria City/County Landfill No. 3 (Expansion) Facility
11501 West Cottonwood Road
Brimfield, IL 61517-8541

Participating Agency or Organization: Logan-Trivoli Fire Protection District

Chief David Tuttle

representing the above referenced Department, has reviewed emergency plans for the proposed Peoria City/County Landfill No. 3 (expansion) facility.

Those plans include discussion of the following topics:

- Facility Contingency Plan,
- The layout of the facility,
- Types of emergencies that could result from fires, explosions, or releases at the facility,
- The role of the Logan-Trivoli Fire Protection District in responding to such an emergency.

Please describe the current state of preparedness of your Department to participate in an emergency response at the above facility:

Logan-Trivoli Fire Protection District is prepared to respond to all medical and fire incidents at the Peoria City/County landfill. We are able to provide basic life support/field medications and provide patient support until Advanced Medical Transport arrives on the scene. We are prepared to suppress all types of fires or coordinate the response for fire suppression that may be beyond our capability.

If your Department is not prepared to perform an emergency response at the facility, please estimate the cost that would be incurred in achieving a state of readiness:

Please state that your Department has reviewed the facility Contingency Plan, understands that it is an emergency authority designated to respond to a facility emergency, and is in agreement therewith; or, if not in agreement, please define the areas of disagreement or objection:

We have reviewed the facility contingency plan. On the Emergency Response Contact Numbers, correct: Ambulance (Advanced Medical Transport) (309) 494-6200. Please understand that ALL requests for medical assistance should be to 9-1-1 which will activate the Logan-Trivoli Fire Department for initial medical response and Advanced Medical Transport for additional medical response and transport.

Please ensure that the street address of the facility is clearly posted with reflective 3" numbers at the entrance.

Signature

Date

July 14, 2011

Title