

	COMPANY HEALTH AND SAFETY PROGRAM	
	Document No. 2.2	Date: August 2, 2006
	Safety Rules and Practices	Revision: 0

1.0 PURPOSE

To promote a safe and presentable code of conduct that will allow for safe working activities and reduce potential lost work time due to a violation.

2.0 SCOPE

This Policy applies to all departments, affiliates, subcontractors and joint ventures of HES.

3.0 POLICY

All personnel working for HES while present on the job site or Company property will comply with the following established Safety Rules and Practices.

4.0 GENERAL REQUIREMENTS

Compliance with the Safety Rules and Practices is considered a condition of employment, and therefore, disciplinary action may be taken for violations of these Safety Rules and Practices as warranted.

5.0 SAFETY RULES AND PRACTICES

A copy of the Safety Rules and Practices will be made available to any employee or employee representative requesting a copy. It is important to note that the following items are not all inclusive:

- Employees may take lunch breaks only during designated times and eat in a clean and safe area clear from work activities.
- While on the job site, personnel must comply with OSHA Safety and Health Standards for the General and Construction Industries and with each of the safety procedures required by the specific project.
- All personal work injuries must be reported to a supervisor immediately.
- All unsafe conditions or unsafe acts must be reported immediately to a supervisor.
- Unless otherwise notified, hard hats must be worn by all personnel on a construction job site.
- Good housekeeping by all personnel is considered mandatory.

Safety Rules and Practices	
Document No.: 2.2	Revision: 0

- Employees must use their personal protective equipment as required by law, including but not limited to, head, hearing, eye, hand, foot, and fall protection devices.
- When required, designated respiratory protection equipment will be worn.
- If air sampling equipment was attached to an individual, this equipment must be left alone and unobstructed until instructed to remove it.
- There is to be absolutely no smoking in those areas posted NO SMOKING or where there is the potential for an explosion to occur.
- Tools with sharp edges or blades are to be covered, closed, or sheathed when not in use. Only during cutting operations should the blade be exposed.
- Employees will not engage in horseplay, practical jokes, or mischief while on the job site or Company property.
- Fighting or attempting bodily injury to any person while on the job site or Company property is not permitted.
- The carrying of weapons, alcohol and controlled substances, and knives on the job site or Company property is expressly forbidden.
- In an unknown situation, exercise extreme caution.
- Be observant of your immediate surroundings and the surroundings of others in an effort to notice or warn of impending dangerous situations.
- Emergency contacts and phone numbers should be clearly identified prior to the start of work.
- All trailers or towing vehicles should at least be double wheel chocked with emergency brakes engaged before equipment is loaded or unloaded.
- No employee may enter a confined space without supervisory approval in accordance with the HES Confined Space Entry Program.
- All employees are expected to review and familiarize themselves with hazardous materials associated with each job assignment in compliance with the HES Hazard Communication Program.

Safety Rules and Practices	
Document No.: 2.2	Revision: 0

- Any use of prescription drugs or medications that may affect a worker's alertness or ability to operate equipment or machinery must be reported to the site supervisor before beginning work.
- Equipment operators are expected to familiarize themselves with the equipment to be operated and adhere to any safety or operating procedures defined by the manufacturer's specifications or operating manuals.