

2017

USA Environment, LP

HBR “Best Practices”



Positive Communication, is our leading indicator.



Summary of Best Practices

- 1.0 EMPLOYEE LED TOOL BOX TALKS
- 2.0 CHALLENGE COIN SAFETY INCENTIVE
- 3.0 BASIC SAFE WEBSITE
- 4.0 WORKFORCE DEVELOPMENT PROGRAM
 - 4.1 NEW HIRE ORIENTATION
 - 4.2 TRAINING PASSPORT
- 5.0 ELECTRICAL WORKSTATION APPLIANCE PERMIT
- 6.0 AUTOMATED HYDROBLASTING EQUIPMENT
- 7.0 VACUUM TRUCKS GROUNDING
- 8.0 HEALTH AND SAFETY PLANS
- 9.0 INDUSTRIAL HYGIENE PLAN



Employee Led Toolbox Talks

USA has focused on broadening employee involvement in all aspects of the job through employee led tool box talks.

Employees are rotated with a daily tool box talk covering a topic of their choosing or a STAR Management System Procedure. Allowing all employees to have an open voice regarding their safety concerns.



This has allowed for employees to feel comfortable in speaking up on their own concerns and expressing their own mitigations to safe guarding the jobsite



Challenge Coin

This practice describes the requirements of USA Environment, L.P., to increase hazard awareness and how to use it as an effective tool for employee safety training, injury and illness prevention. It also provides a positive approach to environmental health and safety by encouraging an increase of employee's and management's involvement and participation in the behavior based program. This program provides non-verbal and verbal forms of communication and a positive recognition system to facilitate more employee involvement.

The presentation and utilization of the coin is intended to instill a sense of “esprit de corps” among the USA workforce.

The purpose of the Coin is to remind the employee of Health and Safety at all times:

- Provide a physical reminder of USA Safety;
- Positive recognition/reward for participation; and
- Involving all levels of employees in the entire process

The challenge coin program is a physical reminder and form of non-verbal communication intended to encourage employees to perform an ongoing Self Performance Self-Assessment (SPSA) throughout the day. By having a tangible object on the employee's possession, it will remind the employee of health and safety.

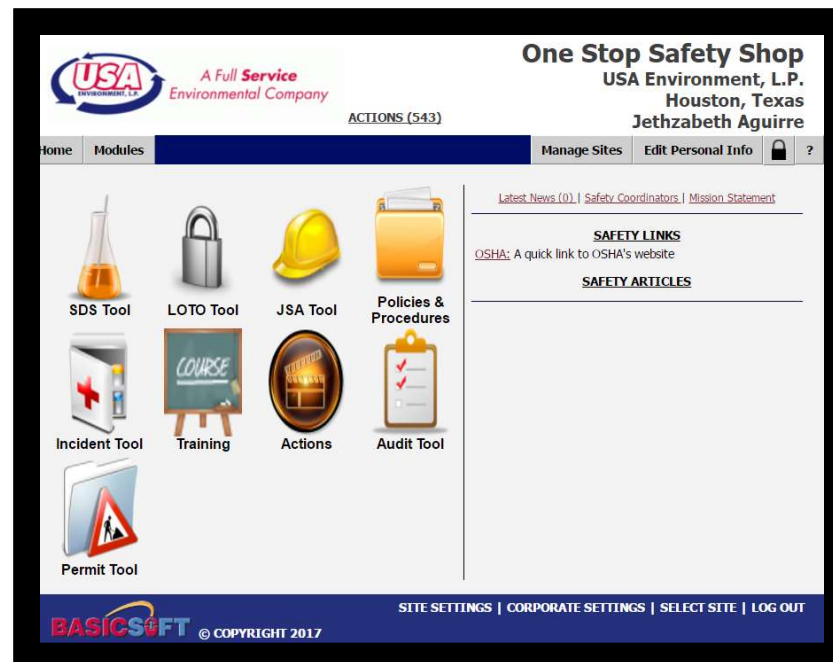
The employee is instructed to keep the coin on their person and may be asked to demonstrate this through the process of “coining”.





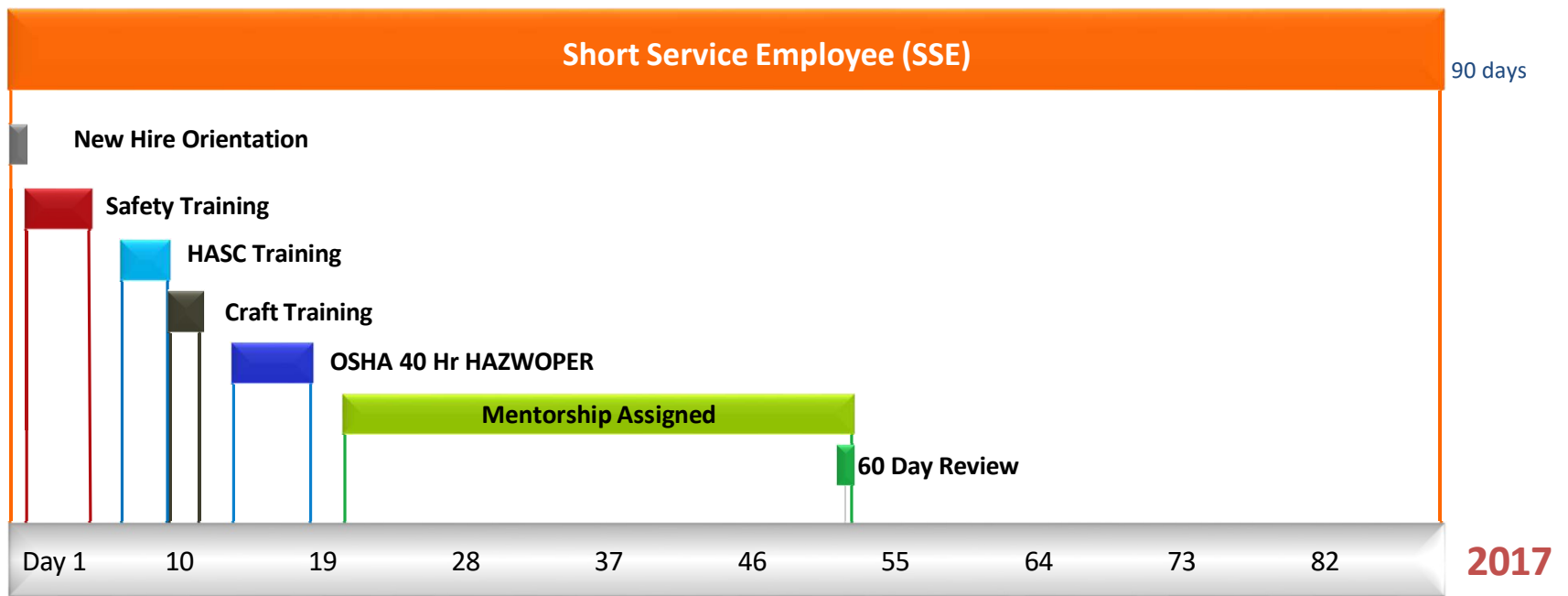
BasicSafe Database System

Basic Safe was implemented in June 2014, in order to digitize the various functions of the HSSE's related activities. Simple yet effective way to manage, track actions, audits, report injuries,/near misses, Stop works, MoC's. This helps USA capture and track trends to take proactive actions by evaluating the data visible through real-time trend analysis. Basic Safe is an extension of USA Environment's HSSE Management System and STAR program. This web based program stores USA's Policies, Procedures, JSA's, Forms, SDS's and other useful documents allowing employee access when working remotely.





Workforce Development Programs



The new hire training program has been increasingly strengthened and broadened to 65 hours of classroom instructions. This includes mandatory training on 40 hour HAZWOPER, in class training covering USA's safety procedures and practices; hand-on training, company Values & approaches. The employees are then designated as Short Service Employee's and start a 90 day mentoring program. Employees must complete their required new hire training before allowed to undertake any tasks. The topics covered include awareness level instructions on general safety and in-depth instruction on specialized topics as applicable to the job descriptions on the new employees.



Training Passport

Process for new hire employees; they receive a personal expectation plan. This is called a "Training Passport"; it was created to provide new hires with a smooth transition as short service employees. It gives them insight on the training process and creates a timeline for them. The passport contains a list all required training and medical monitoring requirements for each individuals along with a list of essential contacts.

ADDITIONAL CERTIFICATIONS
Expiration Dates

FIRST AID/CPR _____

HYDROBLAST () Classroom () Hands on _____

LPS _____

FORKLIFT _____

HEAVY EQUIPMENT Other: _____

Backhoe () Trackhoe () _____

Skidsteer () Trackhoe () _____

EXCAVATION COMPETENT PERSON _____

REASONABLE SUSPICION _____

NUMBERS YOU SHOULD KNOW

BENEFITS:
Linda Dull (713) 425-4900 Ext. 2507 lldull@usamviro.com
Melissa Lane (713) 425-4900 Ext. 2508 mlane@usamviro.com

TRAINING/MEDICAL:
Linda Arreguy (713) 425-4900 Ext. 2523 larreguy@usamviro.com
(832) 622-9977 (mobile)

OPERATIONS:
Laurie Wiley (713) 425-4900 Ext. 2686 lwiley@usamviro.com
(713) 247-9591 (mobile)

Kevin Otto (713) 425-4900 Ext. 2665 kotto@usamviro.com
(832) 851-6499 (mobile)

PAYROLL:
Lisa Brewer (713) 425-4900 Ext. 2585 lbrewer@usamviro.com

TRAINING/BOOT VOUCHER:
Ashley Asher (713) 425-4900 Ext. 2504 aasher@usamviro.com
(281) 352-0569 (mobile)

PPE:
Johnny Hampton (713) 425-4900 Ext. 2811 jhampton@usamviro.com
(281) 932-4903 (mobile)

TRAINING PASSPORT

Within this pamphlet you will find marked courses and dates of training that have been assigned to you. You are required to maintain this and return to Linda Arreguy for confirmation of completion.

Please note, timesheets must be submitted every Friday no exceptions. You are paid for actual time spent training up to the allotted time next to each course.

Also, you are responsible for keeping this training current, if you are unsure of expiration dates you can reference your Safety council cards/certifications or you can check with your training department.

Employee Name: _____

Employee Title: _____

Human Resources Training Operations

Training Expectation

- 40 Hr. HAZWOPER or 8 Hr. refresher

Scheduled: _____ Completed: _____

- You will attend scheduled training at Safety council (ISTC, HASC, SCTC, etc.)
- New Hire orientation/OSHA -10

Held 1st and 3rd Monday of each month

Scheduled: _____ Completed: _____

Client Specific Training (not held at safety councils)

DON'T FORGET TO SUBMIT TIMESHEETS
(you are responsible for your own time)

RULES FOR ALL USA WORK SITES

- Read HASP and complete a TSEA/JSA prior to beginning job.
- Work with a valid work permit.
- Conduct appropriate gas tests when required.
- Verify isolation before work begins and use the specified life protecting equipment.
- Obtain authorization before entering a confined space.
- Obtain authorization before overriding or disabling safety critical equipment.
- Protect yourself against a fall when working at heights.
- Do not walk under a suspended load.
- Do not smoke outside designated smoking areas.
- No alcohol or drugs while working or driving.
- While driving, do not use your phone and do not exceed speed limits.
- Wear your seat belt.
- Wear all appropriate PPE.
- Report all incidents immediately.
- Maintain good housekeeping practice at all times a place for everything and everything in its place.

BASIC TRAINING AT SAFETY COUNCIL

Sched /Exp.	Course	Dates	Allotted Times
_____	Basic Plus	Mon-Fri (7 a.m. & 11 a.m.)	6.5 hrs
_____	Basic P. Ref	Web	2.5 hrs
_____	Confined Space	Web	1.0 hr
_____	Excav Aware.	Web	1.0 hr
_____	Fire Ext. Safety	Web	0.5 hr
_____	Fire Watch	Web	0.5 hr
_____	HAZCOM	Web	1.0 hr
_____	LO/TO	Web	2.0 hrs
_____	Asb Aware.	Web	1.0 hr
_____	Benz Aware.	Web	0.5 hr
_____	H2S	Web	0.5 hr
_____	Supplied Air	Mon-Fri (8:30am)	3.5 hrs
_____	GHS	Web	1.0 hr
_____	Bottle Watch	Web (ISTC)	0.25 hr

SITE SPECIFIC TRAINING AT SAFETY COUNCIL

ITC		Chevron CB	
_____	19ITC 1.0 hr	_____	19CHEV 1.50 hr
_____	19ITC8D 0.5 hr	_____	19CHEVH 1.0 hr
_____	19ITC8Z 0.5 hr	_____	19SCAFUS 0.25 hr
_____		_____	04FLAGER 0.25 hr
_____	19KMGSL 1.75 hr	_____	19PCCVTS (others) 1.0 hr
_____	19NPPV 0.5 hr	_____	19VPP 0.75hr


EHS-PR-037A

ATCO-PR-4243



A Full Service
Environmental Company

ELECTRICAL WORKSTATION APPLIANCE PERMIT





Electrical Workstation Appliance Permit

The following items are allowed to be used at my work station. Before I add any electronic devices at my work station I will get approval from my supervisor and the safety department.

Work Station ID _____ Work Type _____
Branch Circuit Rating _____ Extension Cord Rating: _____

Appliance	Power Source (breaker id)	WAT TS	Power Rating (amp)	Purpose
Computer Monitor (Acer)				
Computer Monitor (Acer)				
Desk Phone				
Canon desk calculator				
Emergency Radio Charger				
Brother MFC Desk Printer				
Under cabinet lighting				
Under cabinet lighting				
Total Power Draw for work Station(not to exceed 10 amps)				


***Notes: AMP = $\frac{WATTS}{VOLTS}$ Power P=E* or 

Users' responsibility - As a user you are responsible to operate the electrical appliances listed above in a safe manner according to mfg. guidelines. All appliances shall be turned off at the end of each shift unless otherwise stated in the purpose above. Only appliances approved for usage by the safety department and user's supervisor will be allowed at the workstation.

Any appliance or electrical component i.e. extension cord, computer, GFCI, etc., must have one of the ratings listed above displayed on it somewhere for USA to accept it for use in any of our services or a special approval from USA Safety Department.

Workstation Occupant _____ Date _____
Supervisor _____ Date _____
Safety Representative _____ Date _____

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Electrical Workstation Appliance Permit

SAFETY HOUSEKEEPING INSPECTION CHECKLIST

#	ITEM	YES	NO	CORRECTIVE ACTION - DATE
1	Are floors chipped, cracked or uneven?			
2	Are aisles free of boxes and other obstacles that impede traffic?			
3	Is the lighting adequate in work area?			
4	Are there tripping hazards present?			
5	Are wall hangings hung properly to avoid head hazards or falling hazards?			
6	Is CPU properly aligned for the worker?			
7	Are the office furnishings in good repair?			
8	Is the under desk area free of obstacles that could cause feet to become entangled?			
9	Is the under desk area free of trash and buildup debris?			
10	Is the wiring and electrical appliances/tools in good repair?			
11	Are there any chemicals stored in the work area?			
12	Are there any safety concerns not address in the above list?			

Comments:

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In order to maintain a safe work environment USA has issued out electrical work station appliance permits. Users are responsible to operate the electrical appliances listed in their permit, in a safe manner and according to manufacturer's guidelines. This eliminates overloading circuits and electrical fires. The form details the appliance, power source (breaker ID), Watts, and power rating (Amperage) that should not exceed 10 amps. Only those items identified in the permit are allowed in the workstation. Before any new electronic devices can be utilized, approval is needed from their supervisor and the Safety Dept. In addition, a yearly housekeeping inspection checklist is utilized. This permit is posted in all stations where administrative work is performed.

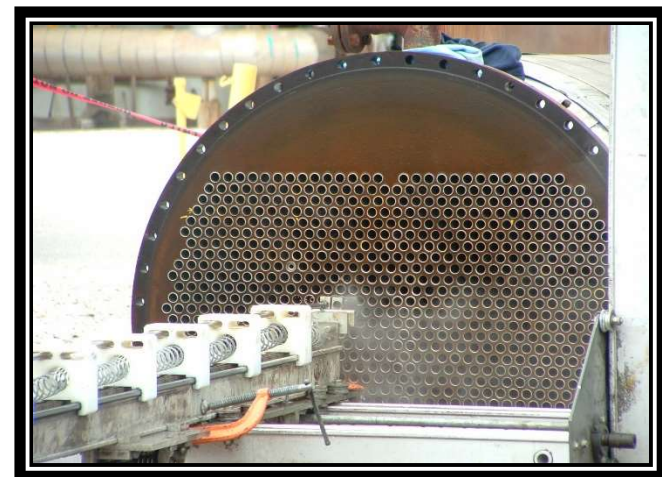


AUTOMATATION



AUTOMATED HYDROBLASTING EQUIPMENT

Throughout the industrial services industry, hydro-blasting still proves to be one of the more dangerous lines of cleaning offered. For this reason alone USA has moved to several different types of automated machinery in order to limit the exposure level of its employees. Our current automated equipment includes but is not limited to items such as the power lance system, shell side machine, shotgun stand, and the safe flex. All items listed are means of taking the human element away from the actual hands-on operation and instead putting them behind a pneumatic or hydraulically driven control panel.

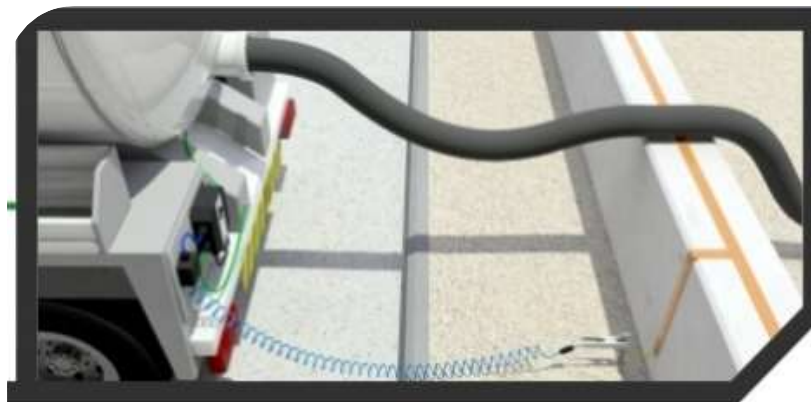




VISUAL GUIDES

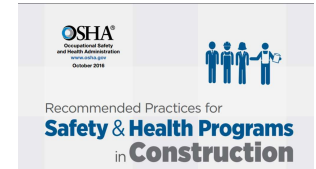
During normal vacuum truck operations the ability to build up different types of stored energy greatly exists. In order to mitigate this, USA has gone to a method of grounding called MGV that is comprised of the following:

- The Earth-Rite Mobile Ground Verification system (MGV) provides automatic confirmation of a positive electrostatic ground connection for vehicles collecting and transferring combustible products.
- **API RP 2219: Safe Operation of Vacuum Trucks in Petroleum Service.**
- The Earth-Rite MGV is designed to enable operators establish safe grounding of their vehicle in accordance with this standard.
- In addition, the Earth-Rite MGV can be fitted to bulk transport vehicles. This permits drivers verify if the designated earthen point at the delivery location is functioning correctly.
- ALL of USA's vacuum trucks are outfitted with the MGV Unit System
- The Bond-Rite EZ is a unique portable unit that bonds equipment engaged in liquid or powder transfers conducted in locations where installed earthen & bonding equipment is not provided.
- The EZ comprises a Bond-Rite Clamp with a flashing LED located in the clamp





JOB SPECIFIC HEALTH AND SAFETY PLAN



USA Environment, LP issues out Site Specific Health and Safety Plan with the following; Defined Roles and Responsibilities, EAP plans, Work Zones, Decon staging, TEP, Spill containment plan, Case Management instructions, Site Aerial Maps, Org Charts, Contact information, SDS, JSA's/TSEA's, EAP, SIMOPS, Fit for Duty, Air Monitoring and any other Hazardous Communication needed to complete the job safely.

In addition to the work packet, visitor sign in sheets, inspection forms, BBS, NLI packets.



HEALTH AND SAFETY PLAN

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ROUTINE WORK



Industrial Hygiene Monitoring

USA Partnered with
Southern Global Safety Services Inc.
To develop site specific Sampling Plans and Methods



Created by a CIH firm and maintained by our HSSE Department

- RESPONSIBILITIES
 - Certified Industrial Hygienist (CIH)
 - Site Supervisors
 - Site Safety Personnel
 - Site Monitoring Technician (or IH Technician)
 - Employees
- EXPOSURE EVALUATIONS
 - Qualitative Assessments
 - Quantitative Assessments
- Appendix A – Task / Chemical Listing
- Appendix B – Forms
- Appendix C – Sampling Plan





Questions or Comments

THANK YOU