



June 26, 2019

Ms. Ruth Curley, Professional Engineer
New York State Department of Environmental Conservation
Division of Environmental Remediation
625 Broadway, 12th Floor Albany, NY 12233-7016

RE: 39-40 30th Street, Long Island City, New York
Former Union Wire Die Corp, Site No. C241163
Geotechnical Work Plan

Dear Ms. Curley:

The site is located at 39-40 30th Street, Long Island City, Queens County, NY (herein referred to as the "Site"). The Site is currently in the New York State Brownfield Cleanup Program (BCP) which is administered by New York State Department of Environmental Conservation (NYSDEC). After completion of the remedial work, some contamination was left at this site, which is hereafter referred to as "remaining contamination". Institutional and Engineering Controls (ICs and ECs) have been incorporated into the site remedy to control exposure to remaining contamination to ensure protection of public health and the environment. This letter serves as a work plan for the geotechnical test pits that will be installed on the Site. The basis of this work plan is to conform with the requirements of the Site Management Plan ("SMP"), dated September 2017 prepared by AMC Engineering, PLLC. Specially, this plan is intended to conform with the requirements of the Excavation Work Plan ("EWP"), the Community Air Monitoring Plan ("CAMP") and the Health and Safety Plan ("HASP") contained within the SMP. This plan is intended to provide the NYSDEC with the required fifteen (15) day notification of activities that are "anticipated to encounter remaining contamination" as per the SMP.

SCOPE OF WORK

Six (6) test pits are planned to be installed at the Site for geotechnical purpose to evaluate the adjacent building structures for foundation design to support the proposed building structure. The test pits will be installed using a backhoe by a contractor, PG Environmental Services, Inc. of Hauppauge, New York. The work will be performed in compliance with the EWP and 29 CFR 1910.120. A copy of PG Environmental Services, Inc. HASP can be found as an attachment to this work plan. The schedule of the scope of work is expected to require approximately seven (7) days upon notification of approval by NYSDEC.

Anticipated Remaining Contamination

Chlorinated VOC contamination at the Site consists mainly of trichloroethene (TCE) in shallow soil along the south and east portions of the building to a depth of 0-2 feet extending to 4-6 feet below grade at one location and is expected to be encountered in borings B-4 and B-5 within the interior of the existing building. TCE was not reported above USCOs in any of the deeper samples. PCE was reported above USCOs in shallow soil samples collected on the site. Groundwater is present at a depth of approximately 20 feet below grade. Chlorinated VOCs including tetrachloroethene (PCE) and TCE were detected throughout the Site above NYSDEC groundwater standards.

Utility Clearance

Prior to the start of work, 811 public utility clearance mark-outs will be called in by the contractor. In addition, a ground penetrating radar survey will be completed at each proposed boring location to clear each location of utilities. In addition to clearance of underground utilities, including the vertical SVE wells and monitoring wells present on the Site, a representative of Impact Environmental will be present during the setup and mobilization for test pit locations to ensure that these existing structures are not damaged.

Geotechnical Test Pits

Four (4) test pits will be installed on the exterior of the Site in the alleyways to the north and west of the existing building, and two (2) test pits will be installed within the footprint of the existing building, but after demolition of the building. The test pits are estimated to be installed to approximately eight (8) feet deep, or shallower depending on the depth of the adjacent building's foundations. The location of the proposed test pits is provided in the attached Test Pit Location Plan.

Sampling

No soil samples will be collected from the test pits, as they are intended for visual inspection and evaluation of the adjacent building foundation.

Investigative Derived Waste

All investigative-derived waste will be properly transferred and containerized into an approved roll-off type container for proper off-site disposal. All investigative-derived waste will be properly transported in accordance with Section E-5 of the EWP and disposed of at an approved offsite disposal facility. All

transport of materials will be performed by licensed haulers in accordance with appropriate local, State, and Federal regulations, including 6 NYCRR Part 364. Haulers will be appropriately licensed and trucks properly placarded. Material transported by trucks exiting the site will be secured with tight-fitting covers. Loosefitting canvas-type truck covers will be prohibited. If loads contain wet material capable of producing free liquid, truck liners will be used.

Test Pit Backfilling and Reuse

All materials proposed for import onto the Site will be approved by the qualified environmental professional and will be in compliance with provisions in this SMP prior to receipt at the site. Each test pit will be backfilled with approved sources as per Section E-10 of the EWP in the SMP. Where required, sampling of the proposed backfill materials will be conducted, and results will be submitted to NYSDEC for approval of import. The surplus soils generated from the test pits will not be reused on the site or used for backfilling of the test pits. All imported soils will meet the backfill and cover soil quality standards established in 6NYCRR 375-6.7(d). Based on an evaluation of the land use, protection of groundwater and protection of ecological resources criteria, the resulting soil quality standards are listed in Table 1. Restoration of each test pit will be conducted using similar existing paving's (asphalt or concrete) to prevent potential short-circuiting of the remedial SVE system and prevent rain water infiltration into existing soils.

Waste Characterization Sampling and Laboratory Analysis

Sampling of investigative derived waste generated from test pit activities will be conducted by a qualified representative of Impact Environmental Closures, Inc. Soil (or liquid, if necessary) samples will be collected in accordance with disposal facility permits and requirements. The laboratory analysis conducted for the waste will include parameters required to determine if the soil is classified as hazardous. The analytical requirements for the soil disposal will be based on two anticipated disposal facilities; Clean Earth of North Jersey and Bay Shore Soil Management. The sampling matrix with frequency and methods are attached to this work plan. The results and final selected disposal facility will be forward to the NYSDEC prior to shipping material off-site. Legal transportation and manifesting will be performed in accordance with applicable regulations.

Community Air Monitoring

Community air monitoring activities will be conducted during test pitting activities by a qualified representative of Impact Environmental Closures, Inc in accordance with the CAMP outlined in the SMP.

Please contact me with any questions.

Sincerely,
**Impact Environmental
Closures, Inc.**



Kevin Kleaka, P.G.
Executive Vice President

Cc: Joe Stern, LIC Owner LLC (via Email)
Roni Benjamini, LIC Owner LLC (via Email)

Attachments:

- Test Pit Location Plan
- Facility Sampling and Analysis Matrix
- PG Environmental HASP

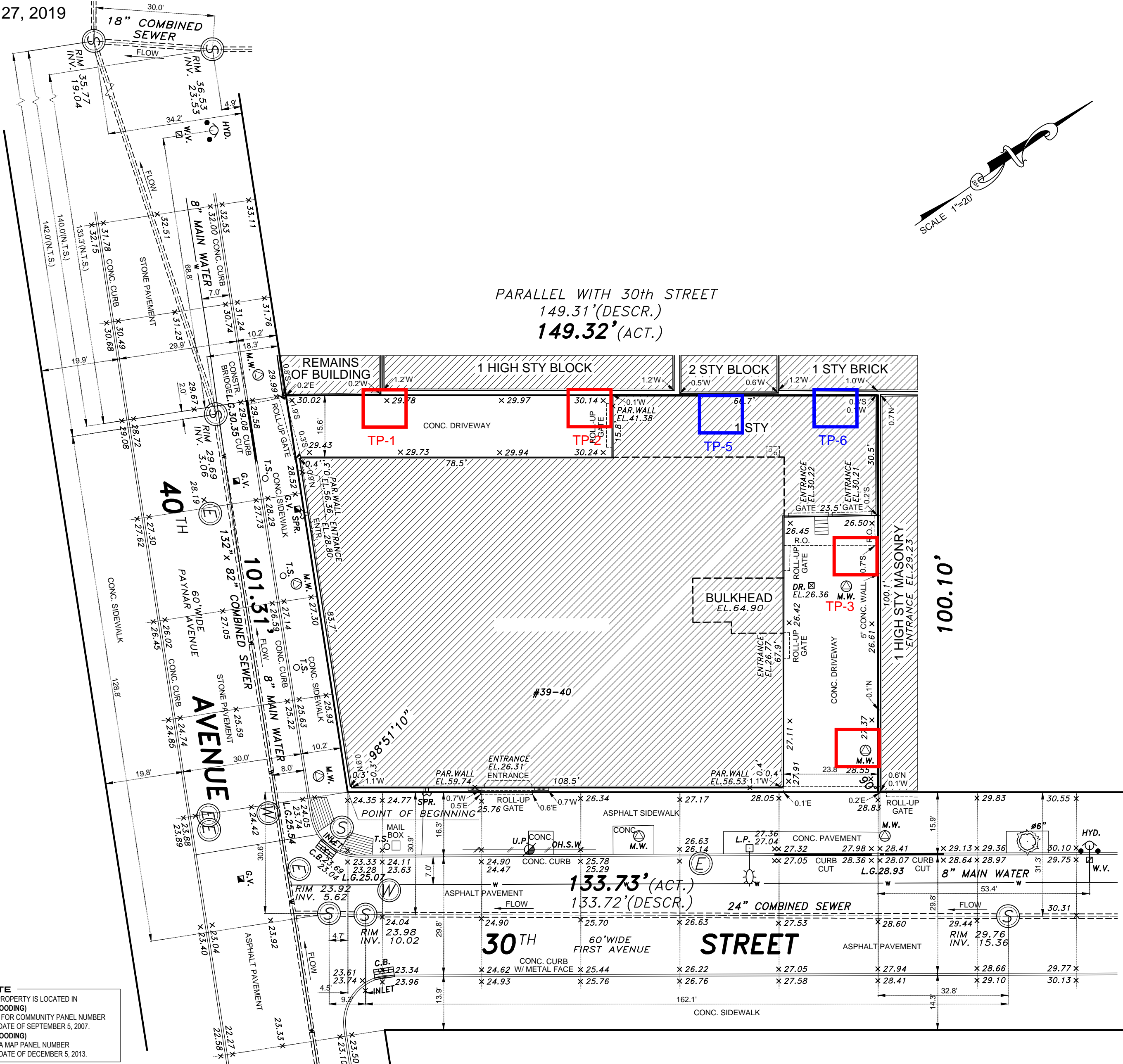
ATTACHMENTS

Former Union Wire Die Corp.

- Test Pit Location Plan
- Facility Sampling and Analysis Matrix
- PG Environmental HASP

JOB NO. Q 399-34-TO
 SURVEYED ON: MAY 27, 2019

FENCE	CHL.FE.	WOOD FE.
UTILITY POLE		W.P.
PARKING METER		P.M.
OIL FILL		O.F.
MONITORING WELL		M.W.



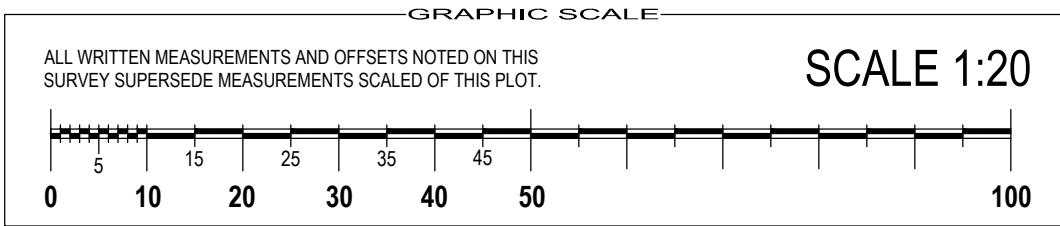
- TEST PIT NOTES:**
- EXCAVATION DEEPER THAN 4-FT SHALL BE PROPERLY SHEETED WITH TIMBER LAGGING OR BERMED WITH STABLE SOIL SLOPE ON ALL SIDES.
 - TEST PIT MUST BE EXCAVATED IN THE DRY.
 - CONTRACTOR SHALL DETERMINE TEST PIT SIZE FOR SAFE EXCAVATION.
 - TEST PIT EXCAVATION SHALL NOT UNDERMINE OR OTHERWISE DESTABILIZE THE FOUNDATIONS OF THE ADJACENT BUILDINGS.
 - IF NEIGHBOR'S BOTTOM OF FOOTING IS NOT ENCOUNTERED AT THE ELEVATION OF OUR BOTTOM OF EXISTING FOOTING, PROBES THROUGH OUR EXISTING WALLS SHALL BE MADE TO DETERMINE THE EXACT ELEVATION OF THE NEIGHBOR'S BOTTOM OF FOOTING.
 - TP-5 AND -6 TO BE EXCAVATED AFTER EXISTING BUILDING IS DEMOLISHED.

STATE EQUALIZATION LAW: COPIES OF THIS SURVEY MAP NOT BEARING THE LAND SURVEYORS INKED SEAL OR EMBOSSED SEAL SHALL NOT BE CONSIDERED TO BE A VALID COPY. GUARANTEES OR CERTIFICATIONS INDICATED HEREON SHALL RUN ONLY TO THE PERSON FOR WHOM THE SURVEY IS PREPARED AND ON HIS BEHALF TO THE TITLE COMPANY, GOVERNMENTAL AGENCY AND LENDING INSTITUTION LISTED HEREON, AND TO THE ASSIGNEES OF THE LENDING INSTITUTION. GUARANTEES OR CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.

GUARANTEED TO:	
COUNTY: QUEENS	CITY: LONG ISLAND CITY
SECTION: BLOCK: 399	LOT(S): 34
PROPERTY ADDRESS: 39-40 30th STREET	

FLOOD NOTE
 BY GRAPHIC PLOTTING ONLY. SUBJECT PROPERTY IS LOCATED IN ZONE X (AREA OF NO FLOODING) AS SHOWN ON THE FLOOD INSURANCE RATE MAP FOR COMMUNITY PANEL NUMBER 360 497 0093 F WHICH BEARS AN EFFECTIVE DATE OF SEPTEMBER 5, 2007.
 ZONE X (AREA OF NO FLOODING) AS SHOWN ON THE PRELIMINARY FEMA MAP PANEL NUMBER 360 497 0093 G WHICH BEARS AN REVISED DATE OF DECEMBER 5, 2013.

LOT AREA = 14167.06 sq.ft. = 0.3252 acre



ARCHITECTURAL SURVEY

PREPARED BY
PERFECT POINT
 LAND SURVEYING RT
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DATE: MAY 27, 2019

**Clean Earth Sampling Protocol
North Jersey**

PARAMETERS	TOTAL VOLATILE ORGANICS	TOTAL SEMI-VOLATILE ORGANICS	TOTAL METALS - 8 RCRA + Be, Ni, Cu, Zn and Cr+6	TCLP METALS - 8 RCRA + Ni, Cu & Zn	IGNITABILITY	CORROSIVITY (pH)	REACTIVITY - SULFIDE AND CYANIDE	PCBs	TCLP VOLATILE ORGANICS	TCLP SEMI-VOLATILE ORGANICS	TCLP HERBICIDES	TCLP PESTICIDES	
METHODS (1)		8260B	8270D	6010/7471/ 7196	1311/6010/ 7470A	1030 or 1010A	9040C or 9045D	SW846 CHAPTER 7.3	8082A	1311/ 8260B	1311/ 8270D	1311/ 8151A	1311/ 8081B
	FREQUENCY												
CENJ Waste Streams	Grab Sample every 750 tons	X								X			
	5 point composite sample every 750 tons		X	X	X	X	X	X	X		X	X	X

(1) The methods provided are standard EPA methods. The method revisions are subject to change and the most current method should be utilized by the laboratory. This is to be used as a guideline for sampling. Sampling frequencies and parameter requirements may be modified at the discretion of the CE Approval staff based on items such as site history, levels of contamination and/or source of contamination, etc..

CENJ Specific compounds - ** Please note that Clean Earth of North Jersey (CENJ) requires that the compounds identified below be assessed/reported for all projects. The concentrations of the compounds cannot exceed the limits identified below. The analysis must include the compounds below OR the generator must certify that the compounds do not exceed the limits below based on generator knowledge.

COMPOUND	Concentration (PPMW)
Arsenic	≤ 4,000
Cadmium	≤ 4,000
Lead	≤ 80,000
Mercury	≤ 80
Beryllium	≤ 800
Nickel	≤ 80,000
Benzene	≤ 400
Chlorobenzene	≤ 400
Cumene (isopropylbenzene)	≤ 960
Ethylene Glycol	≤ 56,000
Methanol	≤ 4,800
Methylene Chloride (Dichloromethane)	≤ 880
Methyl Ethyl Ketone (2-Butanone, MEK)	≤ 800
Methyl Isobutyl Ketone (MIBK, 4-methyl-2-Pentanone)	≤ 1,360
Phenol	≤ 1,360
Tetrachloroethylene (PCE, perchloroethylene)	≤ 400
Toluene	≤ 560
Trichloroethylene (TCE)	≤ 480
Xylene	≤ 1,200
Hexavalent Chromium (Chromium +6, Cr+6, CrVI)	≤ 21,400

BAYSHORE

Soil Management, LLC

Material Sampling and Laboratory Guide

Site Type	Sampling Frequency & Testing Requirements	EPH	Home Gen Cert	Total VOCs 8260B	SRS Metals 6010B	Paint Filter 9095	SVOCs 8270C	PCBs 8080	Sulfur	Pesticides	TCLP
Petroleum Contaminated Soil											
Residential < 20 CY/30T	1 sample per 30T	X	X								
Residential > 20CY/30T	1 Composite Sample per 800 CY / 1200T			X**	X	X					****
	1 Composite Sample per 400CY / 600T	X									
Commercial	1 Composite Sample per 800 CY / 1200T			X**	X	X					****
	1 Composite Sample per 400CY / 600T	X*									
Coal Tar / MGP soil	1 Composite per every 500 CY/ 750T	X		X**	X		X	X	X		****
Unknown Source / Historic or Urban Fill	1 Composite Sample per 800 CY / 1200T			X**	X***	X	X	X		X	****
	1 Composite Sample per 400CY / 600T	X									
Street Sweepings	1 Composite Sample per 800 CY / 1200T			X**	X***	X	X	X		X	****
	1 Composite Sample per 400CY / 600T	X									
Potable Water T.R. / CFM	1 Composite Sample per 800 CY / 1200T	X		X**	X***	X	X	X		X	****

* EPH or DRO is acceptable for Diesel Range contamination. GRO is required for Gasoline contamination. Mixed Fuels require both EPH and GRO.

** Discrete sampling for VOCs per NJDEP requirements is acceptable.

*** TAL Metals List required.

**** TCLP will be required for any parameter which exceeds the RCRA 20X Rule.

Acceptance of all projects are subject to the completion and review of a completed "PROFILE SHEET", the criteria noted above, and approval as granted by Bayshore Soil Management, LLC.

At the discretion of the facility, additional analysis may be required for project acceptance. For soils originating from substations/generating/switching stations or industrial sites, analysis for PCBs and SVOCs are requested.

It should be noted that soil with moisture content in excess of 18% per ASTM Standard Test Method D 2216-05, will be subject to a surcharge.

The amount of debris acceptable is 1% by volume; and any stone, brick, block and/or concrete should be 12 inch minus.

For materials to be considered for acceptance as clean to BRC, TCL/TAL+30 must be provided, along with EPH & PFT

Bayshore Soil Management, LLC
75 Crows Mill Rd
Keasbey, NJ 08832
P: 732.738.6000 * F: 732.738.0620

OCCUPATIONAL HEALTH AND SAFETY

POLICY AND PROCEDURES MANUAL



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Forward

PG Environmental Services, Inc is committed to the Health and Safety of all our employees.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others.

All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience.

Our goal is to eliminate or minimize hazards that can cause accidents.

It is company policy that all employees be given a copy of the policies manual and be familiar with its contents.

This policy will be reviewed annually.

Together we can achieve a safe and happy work environment.

Health and Safety Policy

PG Environmental Services, Inc is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement. This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within PG Environmental Services, Inc personnel, contractors and visitors.

In particular:

- Management, working in cooperation with the Joint Health and Safety Committee, will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers and visitors are expected to perform their duties and responsibilities in a safe and healthful manner, and are accountable for the Health and Safety of themselves and others.
- PG Environmental Services, Inc is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, PG Environmental Services, Inc will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.

Health, safety, the environment and loss control in the workplace are everyone's responsibility. PG Environmental Services, Inc expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day to day basis. Only through the dedication and efforts of all individuals can PG Environmental Services, Inc succeed in providing a healthy safe working environment.

Occupational Health and Safety In Workplaces Duties of Workers

Occupational Health and Safety and You

One of your most important responsibilities is to protect your Health and Safety as well as that of your co-workers. This booklet will discuss some of your duties under the occupational Health and Safety legislation and help you to make your workplace safer and healthier.

What the law requires

Workplaces under the jurisdiction are governed by your provincial legislation. The legislation places duties on owners, employers, workers, suppliers, the self-employed and contractors, to establish and maintain safe and healthy working conditions. The legislation is administered by your provincial legislation. Your officials are responsible for monitoring compliance.

Duties Of Your Employer

Your employer is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination and harassment. You must cooperate with your employer in making your workplace safe and healthy.

Your Responsibilities

You must also comply with the legislation. You have responsibilities to:

- protect your own Health and Safety and that of your co-workers;
- not initiate or participate in the harassment of another worker; and
- co-operate with your supervisor and anyone else with duties under the legislation.

Your Rights

The legislation gives your three rights:

- the right to know the hazards at work and how to control them;
- the right to participate in Occupational Health and Safety; and

- the right to refuse work which you **believe** to be unusually dangerous.
- You may not be punished for using these rights. An employer can be required to legally justify any action taken against a worker who is active in Health and Safety.

Your Right To Know

The Act requires your employer to provide you with all the information you need to control the hazards you face at work. For example, chemicals at the workplace must be listed. You are entitled to review this list. Your employer must train you to safely handle the chemicals you will work with. If you are inexperienced, you must receive an orientation which includes;

- What to do in a fire or other emergency;
- First aid facilities;
- Prohibited or restricted areas;
- Workplace hazards; and
- Any other information you should know.

You must also be supervised closely by a competent supervisor.

Your Right To Participate

You have the right to become involved in occupational Health and Safety. The legislation encourages employers and workers to work together to maintain a healthy and safe workplace. Employers at workplaces with (ten or more – consult your provincial act) workers must set up an occupational health committee of employer and worker representatives.

Committees Have Duties To:

- Regularly inspect the workplace;
- Conduct accident investigations;
- Deal with the Health and Safety concerns of employees;
- Investigate refusals to work;

- Meet at least (four times a year – consult your provincial act); and return minutes of each meeting to the Division.

Committee members are entitled to five days (consult your provincial legislation) of unpaid educational leave each year to take occupational Health and Safety courses. They may attend courses provided by the Division without loss of pay or benefits.

Certain types of workplaces with less than (ten) employees must have a worker Health and Safety representative. The representative must be selected by the workers at the workplace. He or she has many of the responsibilities of an occupational health committee.

Your Right To Refuse

You have the right to refuse to do work which you believe is unusually dangerous. The unusual danger may be to you or to anyone else. An unusual danger could include such things as:

- a danger which is not normal for your occupation or the job;
- a danger under which you would not normally carry out your job; and/or
- a situation for which you are not properly trained, equipped or experienced.

To exercise this right, use the following guidelines.

Once you believe that the work you have been asked to do is unusually dangerous, you should inform your supervisor. Make sure that the supervisor understands that you are refusing to do the disputed job for health and safety reasons. Work with the supervisor to attempt to resolve the problem.

If the problem cannot be resolved by the supervisor to your satisfaction, and no worker health and safety representative or occupational health committee exists at the workplace, your supervisor should phone the Division and ask for advice. You also have the right to contact the Division at any time.

The supervisor has the right to assign you to other work (at no loss in pay or benefits) until the matter is resolved.

Do not leave the site without the permission of your employer.

If a committee exists at the workplace, contact your local representative and ask for help. Your supervisor should contact the co-chairpersons and ask them to investigate. They will try to resolve the matter. If they cannot resolve the matter to your satisfaction, they will convene for an emergency

committee meeting. The committee will investigate and prepare a report on the refusal.

You have the right to continue to refuse until:

- measures have been taken to satisfy you that the job is now safe to perform; or
- Your occupational health committee has investigated and ruled against your refusal.

If the committee rules against your refusal, you have the right to appeal the ruling to an occupational health officer. The officer will investigate and prepare a report on the disputed work. If you disagree with the decision of the officer, you may appeal to the director of the Division.

An employer cannot assign another worker to do the disputed job unless the replacement worker is advised in writing:

- of the refusal and the reasons for it;
- of the reasons why the employer believes that there placement worker can do the disputed job safely;
- that the replacement worker also has the right to refuse; and
- of the steps to follow when exercising this right.

Contact Information

*PG Environmental Services, Inc
175 N Commerce Drive, Hauppauge NY 11788
T:631-901-1888 F:631-901-1889
Email: Carlos@pgenviro.com*

Responsibilities

Our safety program is the responsibility of all levels of company employees. The chain of responsibility is as follows.

- 1) Warehouse staff and delivery driver report to the warehouse supervisor.
- 2) Warehouse supervisor, sales staff and suppliers report to the safety officer.
- 3) Safety officer reports to the branch manager.
- 4) All employees are responsible for the health and safety of all visitors or contractors brought on site by them, and to insure that they are aware of and follow all company safety rules and procedures at a minimum.

Technicians

Technicians are accountable to the Office Manager for ensuring that all aspects of Occupational Health & Safety policy are followed. Employees must take an active roll in protecting and promoting their health, safety and accident prevention. You must not perform activities that jeopardize your health and safety or that of others.

Drillers and Helpers

The Drillers and Helpers is accountable to the safety officer and is responsible for ensuring the Occupational health & safety policy is followed during the field activities on-site. They must provide leadership in all aspects of Health and Safety including developing policy and procedure. They are also responsible for ensuring proper procedures are followed on-site.

Sales Staff And Suppliers

Sales staff is accountable to the safety officer for ensuring that Occupational Health & Safety policies are followed. They are responsible for all aspects of health and safety in their area of the office and sample areas.

Suppliers are accountable to the safety officer for providing WHMIS and MSDS (Material Safety Data Sheets) sheets for all hazardous products supplied by them.

Safety Officer

The safety officer is accountable to the office manager and is responsible for Occupational Health & Safety performance for all employees at all levels.

The safety officer must provide leadership in all aspects of health and safety activities at work or otherwise. The safety officer must take an active roll in all aspects of safety, within their branch.

Office Manager

The Office manager is responsible for the health and safety of all employees within the company. The office manager must ensure all policies and procedures are followed according to Occupational Health & Safety.

Duties

Office Manager

- 1) Ensure that all reasonable steps are taken to prevent accidents.
- 2) Ensure that standards and procedures are developed and maintained.
- 3) Be familiar with the Occupational Health & Safety act and any revised regulations and ensure they are followed.
- 4) Ensure that all employees are instructed in the procedures and requirements of Occupational Health & Safety.
- 5) Review accident reports, safety audits and other related material relative to health or safety.

Safety Officer

1. Ensure that all reasonable steps are taken to prevent accidents.
2. Be familiar with Occupational Health & Safety act, the company policy and any other legislation pertaining to health or safety.
3. Ensure all policies and legislation is followed by all levels of employees.
4. Ensure safety meetings are held and minutes are recorded, posted and filed accordingly to Occupational Health & Safety regulations.
5. Ensure all accidents are reported and investigated.

6. Ensure MSDS sheets are provided for all hazardous materials delivered to the workplace and are readily available for employees to review.
- 6) Review all MSDS and advise/train employees in the safe use, storage and transportation of controlled or dangerous products including what to do in case of an accidental spill or emergency.
7. Ensure employees are instructed in the procedures and requirements of Occupational Health & Safety.
8. Review all accidents and near misses to determine root and basic causes, with suggestion/implementation of changes to prevent re-occurrence.
9. Ensure all employees are trained in WHMIS (Workplace Hazardous Material Information System)

All Other Staff

- 1) Comply with all Company Procedures, Safety Policy and requirements of Occupational Health & Safety.
- 2) Be responsible for working safely and carrying out their duties with skill and care as to not cause accidental injury to themselves, fellow employees or the general public.
- 3) Immediately report all injuries, near misses or potential hazards to their supervisor.
- 4) Know the location of all fire extinguishers, fire alarms or other warning devices.
- 5) Ensure all personal safety equipment is being used properly.
- 6) Never engage in horse play or tomfoolery.
- 7) Maintain clean and orderly work area.
- 8) When in doubt.... ASK

Suppliers

- 1) Provide MSDS for all hazardous material shipped to our warehouse.
- 2) Ensure all reasonable steps are taken to prevent an accident.
- 3) Be familiar with Occupational Health & Safety act.

General Safety Rules

- 1) **All** accidents, injuries or near misses, regardless of their nature, shall be promptly reported to the safety officer.
- 2) Clothing shall be appropriate to the duties being performed. Long pants, a clean neat shirt and steel toed shoes are the minimum requirements.
- 3) Hard hats and safety vests are provided for all staff and **must** be worn at all times in the **job site**, loading or unloading of vehicles in the yard.
- 4) Running is **not** permitted except in extreme emergencies.
- 5) Smoking is not permitted in any part of the warehouse, vehicles or office. You may only smoke in designated areas.
- 6) Visitors and customers are to be escorted by staff while on company property.
- 7) Hand tools are to be used for their intended purpose only.
- 8) Riding on equipment is prohibited except where designated for operator.
- 9) Horseplay, fighting or tomfoolery is strictly prohibited on *PG Environmental Services, Inc* premises.
- 10) All spacers are to be of equal proportion and undamaged. Damaged spacers are dangerous.
- 11) All spills will be immediately cleaned up and reported.
- 12) Drawers and filing cabinets will be kept closed when not in use.
- 13) Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened /anchored.
- 14) Do not unload a truck alone under any circumstances, if someone can not help you then wait or call someone else for help. (Applies on and off *PG Environmental Services, Inc* property).

Safety Tips

- 1) If you are not sure....ask.
- 2) Follow instructions and don't take chances.
- 3) Wear your personal safety equipment.
- 4) Never operate equipment you have not been trained for.
- 5) Keep your work area clean.
- 6) Stay clear of forklifts while they are being operated.
- 7) Avoid injury by lifting correctly. If it's heavy ask for help. Max weight to be lifted is 75lbs.
- 8) Make sure the job can be done safely.
- 9) **DO NOT** unload a truck alone.

Portable Ladders

Portable ladders must be secured against movement and placed on a base that is stable; the base of an inclined portable ladder is to be no further from the base of the wall or structure than $\frac{1}{4}$ of the height to where the ladder contacts the wall or structure.

Pallets & Storage Racks

All employees must ensure that pallets used to transport or store materials/containers are loaded, moved, stacked, arranged and stored in a manner that does not create danger to workers.

PG Environmental Services, Inc must ensure that racks used to store materials or equipment are designed, constructed and maintained to support the load placed on them and are placed on firm foundations that can support the load.

Employees must report any damage to a storage rack to the manager as quickly as is practical. All managers and employees must take all reasonable steps to prevent storage racks from being damaged to the extent that their integrity as a structure is compromised.

First Aid

An employer must ensure that the first aiders at a work site have successfully completed a first aid training course approved by a Director of Medical Services and hold a valid certificate in first aid. (consult with your local medical services)

An employer must keep record at the site of workers who are first aiders and post these names where they are accessible by all employees.

The office must have a first aid kit on site; each kit must contain the following: (see your Provincial legislation)

- a) 10 antiseptic cleansing towelettes, individually packaged
- b) 25 sterile adhesive dressings, individually packaged
- c) 10 - 10cm X 10cm sterile gauze pads, individually packaged
- d) 2 - 10cm X 10cm sterile compress dressings, with ties individually packaged
- e) 2 - 15cm X 15cm sterile compress dressings, with ties, individually packaged
- f) 2 conform gauze bandages – 75mm wide
- g) 3 cotton triangular bandages
- h) 5 safety pins - assorted sizes
- i) 1 pair of scissors
- j) 1 pair of tweezers
- k) 125mm x 4.5 m of adhesive tape
- l) 1 crepe tension bandage – 75mm wide
- m) 1 resuscitation barrier device with a one-way valve
- n) 4 pairs of disposable surgical gloves
- o) 1 first aid instruction manual (condensed)
- p) inventory of kit contents
- q) 1 waterproof waste bag

Accident And Near Miss Reporting

The following protocol must be followed.

- 1) All employees must immediately report any occupational injury, accident or near miss to the safety officer or their supervisor.
- 2) Supervisors must immediately tend to injuries and then report them to the safety officer.
- 3) Office managers must immediately discuss the incident with the safety officer and injured persons.

The purpose of this procedure is to comply with Occupational Health & Safety act, workers compensation board and to determine the cause of the accident and make recommendations to prevent further re-occurrence. All reports of injury must be filed.

If an injury occurs a record must be kept and include the following:

- a) name of worker
- b) name and qualifications of person giving first aid
- c) a description of illness or injury
- d) the first aid given to the worker
- e) the date and time the illness or injury
- f) the date and time the illness or injury was reported
- g) where at the work side the incident occurred
- h) the work-related cause of the incident, if any

The employer must retain the records kept for 3 years from the date the incident is recorded. A person who has custody of records must ensure that no person other than the worker has access to a workers records unless:

- a) the record is in a form that does not identify worker
- b) the worker has given written permission to the person
- c) the Director of Medical Services or a person authorized by the director requires to be produced under the act.

An employer must give a worker a copy of the records pertaining to the worker if the worker asks for a copy.

Critical Injury Protocol

First and foremost, always take whatever measures are required to provide proper care of an injured worker.

If a critical injury has occurred and the worker has been cared for, the branch manager, safety officer and W.C.B must be notified. The appropriate report must be completed as soon as possible; this is to ensure that important details are not forgotten.

A critical injury is an injury that....

- 1) Places life in jeopardy
- 2) Produces unconsciousness

- 3) Results in substantial loss of blood
- 4) Involves the fracture of a leg or arm, but not a finger or toe
- 5) Involves the amputation of a leg, arm, hand or foot, but not a finger or toe.
- 6) Consists of burns to major portion of the body.
- 7) Causes loss of sight in an eye.

Accident Investigation Policy

All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated.

The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence.

The safety officer shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the branch manager. The safety officer and appropriate supervisor shall determine what steps are to be taken to prevent recurrence.

Any disputes arising from the investigation will be investigated and arbitrated by the branch manager.

Alcohol And Drug Policy

It is the responsibility of all employees to ensure an alcohol and drug free environment. If there is any awareness or suspicion that any employee, supplier or visitor is under the influence of illegal narcotics or alcohol, will be removed from the premises immediately.

Should an employee report to work while under the influence of such substances, the employee will be taken home either in a cab or by the Branch Manager.

This is a zero tolerance policy

Disciplinary Action

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace. Even absenteeism influences safety by placing more duties on fellow employees.

The following instances shall be cause for verbal or written warning and possible dismissal.

- 1) Absenteeism without cause
- 2) Health and safety violations
- 3) Poor conduct or misconduct
- 4) Theft
- 5) Sexual harassment
- 6) Racial discrimination
- 7) Carelessness
- 8) Wilful damage to company property
- 9) Drug or alcohol use

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program non compliance issues must be dealt with.

The following is a guideline for disciplinary actions for safety infractions based on seriousness of the offence.

*First offence, employee will be given a documented verbal warning

*Second offence, employee will be given a written warning and a one day suspension.

*Third offence, employee may be suspended or terminated (suspension or termination to fit seriousness of the offence).

Hazard Warning Signs

When ever possible, warning signs will be displayed where a potential hazard may cause injury. Warning signs must be strictly adhered to.

Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled.

Environmental Policy

PG Environmental Services, Inc is Committed to the Protection of the Environment for Present and Future Generations. All Employees Are Responsible for incorporating into Their Planning and Work the Actions Necessary to Fulfill this Commitment.

PG Environmental Services, Inc Will Meet These Responsibilities by Endeavouring to Provide the Resources for Continuing To:

- Design and manage our operations to meet or surpass applicable environmental laws.
- Work in partnership with customers, suppliers, trade associations and government agencies to promote the environmentally safe handling and disposition of materials and products.
- Acquire knowledge and technologies to improve the environmentally save efficient use of our processes and products.
- Formulate and implement effective environmental emergency response systems.
- Involve our employees in our environmental programs and keep them informed of our performance.
- Promote employee awareness of this policy and enhance their capabilities to implement this policy.

Acknowledgement & Agreement Receipt

Date _____

I, _____, hereby acknowledge receipt of the *PG Environmental Services, Inc* "**Occupational Health & Safety Manual**".

I have read, understand and agree to the terms of employment and will carry out and abide by the operational procedures and rules as outlined therein.

I agree:

To adhere to all company policies and procedures.

To the use of safety equipment, at all times, which is required by my safe work procedures and by my clients.

That government and client regulations shall be complied with at all times. That I am responsible and accountable for my health and safety performance.

Employee's Signature:

Manager, *PG Environmental Services, Inc* : _____

This page is to be forwarded to head office at time of signing.