

Mode 1, Power curves														
Wind speed [m/s]	Air density kg/m ³													
	1.225	0.95	0.975	1	1.025	1.05	1.075	1.1	1.125	1.15	1.175	1.2	1.25	1.275
18.5	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
19	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
19.5	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
20	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815

Table 12-4: Mode 1, power curve.

12.2.2 Mode 1, Ct values

Mode 1, Ct values														
Wind speed [m/s]	Air density kg/m ³													
	1.225	0.95	0.975	1	1.025	1.05	1.075	1.1	1.125	1.15	1.175	1.2	1.25	1.275
3	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874
3.5	0.890	0.890	0.890	0.890	0.890	0.890	0.890	0.890	0.890	0.890	0.890	0.890	0.890	0.890
4	0.863	0.863	0.863	0.863	0.863	0.863	0.863	0.863	0.863	0.863	0.863	0.863	0.863	0.863
4.5	0.809	0.809	0.809	0.809	0.809	0.809	0.809	0.809	0.809	0.809	0.809	0.809	0.809	0.809
5	0.764	0.764	0.764	0.764	0.764	0.764	0.764	0.764	0.764	0.764	0.764	0.764	0.764	0.764
5.5	0.741	0.741	0.741	0.741	0.741	0.741	0.741	0.741	0.741	0.741	0.741	0.741	0.741	0.741
6	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733	0.733
6.5	0.766	0.766	0.766	0.766	0.766	0.766	0.766	0.766	0.766	0.766	0.766	0.766	0.766	0.766
7	0.755	0.755	0.755	0.755	0.755	0.755	0.755	0.755	0.755	0.755	0.755	0.755	0.755	0.755
7.5	0.750	0.749	0.750	0.750	0.750	0.750	0.750	0.750	0.750	0.750	0.750	0.750	0.750	0.750
8	0.748	0.749	0.749	0.749	0.749	0.749	0.749	0.749	0.749	0.749	0.748	0.748	0.748	0.747
8.5	0.735	0.745	0.744	0.744	0.743	0.742	0.741	0.741	0.740	0.739	0.738	0.737	0.734	0.733
9	0.699	0.729	0.727	0.726	0.724	0.722	0.720	0.717	0.715	0.712	0.708	0.703	0.694	0.689
9.5	0.631	0.699	0.695	0.691	0.687	0.683	0.676	0.669	0.663	0.656	0.648	0.639	0.622	0.613
10	0.544	0.652	0.643	0.634	0.626	0.617	0.607	0.597	0.586	0.576	0.565	0.555	0.533	0.522
10.5	0.458	0.585	0.574	0.562	0.551	0.539	0.527	0.516	0.504	0.492	0.481	0.470	0.448	0.438
11	0.388	0.514	0.501	0.488	0.475	0.462	0.451	0.440	0.428	0.417	0.408	0.398	0.380	0.371
11.5	0.333	0.442	0.430	0.418	0.406	0.395	0.385	0.376	0.366	0.356	0.349	0.341	0.325	0.318
12	0.288	0.381	0.370	0.360	0.350	0.340	0.332	0.324	0.316	0.308	0.301	0.294	0.282	0.276
12.5	0.251	0.331	0.322	0.313	0.305	0.296	0.289	0.282	0.275	0.269	0.263	0.257	0.246	0.241
13	0.222	0.289	0.282	0.275	0.267	0.260	0.254	0.248	0.242	0.236	0.231	0.227	0.217	0.213
13.5	0.197	0.256	0.249	0.243	0.237	0.230	0.225	0.220	0.215	0.210	0.206	0.201	0.193	0.189
14	0.176	0.227	0.222	0.216	0.211	0.205	0.201	0.196	0.192	0.187	0.184	0.180	0.173	0.169

Mode 1, Ct values														
Wind speed [m/s]	Air density kg/m ³													
	1.225	0.95	0.975	1	1.025	1.05	1.075	1.1	1.125	1.15	1.175	1.2	1.25	1.275
14.5	0.158	0.203	0.199	0.194	0.189	0.184	0.180	0.176	0.172	0.168	0.165	0.161	0.155	0.152
15	0.142	0.183	0.178	0.174	0.170	0.165	0.162	0.158	0.155	0.151	0.148	0.145	0.140	0.137
15.5	0.129	0.165	0.161	0.157	0.153	0.150	0.146	0.143	0.140	0.137	0.134	0.132	0.127	0.124
16	0.117	0.150	0.146	0.143	0.139	0.136	0.133	0.130	0.127	0.125	0.122	0.120	0.115	0.113
16.5	0.107	0.137	0.133	0.130	0.127	0.124	0.121	0.119	0.116	0.114	0.112	0.109	0.105	0.103
17	0.098	0.125	0.122	0.119	0.116	0.114	0.111	0.109	0.107	0.104	0.102	0.100	0.097	0.095
17.5	0.091	0.115	0.112	0.109	0.107	0.104	0.102	0.100	0.098	0.096	0.094	0.092	0.089	0.087
18	0.084	0.105	0.103	0.101	0.098	0.096	0.094	0.092	0.090	0.088	0.087	0.085	0.082	0.081
18.5	0.077	0.097	0.095	0.093	0.091	0.089	0.087	0.085	0.083	0.082	0.080	0.079	0.076	0.075
19	0.072	0.090	0.088	0.086	0.084	0.082	0.081	0.079	0.078	0.076	0.075	0.073	0.071	0.069
19.5	0.067	0.084	0.082	0.080	0.078	0.077	0.075	0.074	0.072	0.071	0.069	0.068	0.066	0.065
20	0.062	0.078	0.076	0.075	0.073	0.071	0.070	0.069	0.067	0.066	0.065	0.063	0.061	0.060

Table 12-5: Mode 1, Ct values.

12.2.3 Mode 1, Sound Power Levels

Sound Power Level at Hub Height, Mode 1		
Conditions for Sound Power Level	Verification standard: IEC 61400-11 Ed. 2. Wind shear 0.15 Max turbulence at 10 meter height: 16% Inflow angle (vertical): $0 \pm 2^\circ$ Air density: 1.225 kg/m^3	
Hub Height	80 m	95 m
LwA @ 3 m/s (10 m above ground) [dBA]	93.7	93.7
Wind speed at hh [m/sec]	4.2	4.3
LwA @ 4 m/s (10 m above ground) [dBA]	95.3	95.7
Wind speed at hh [m/sec]	5.6	5.7
LwA @ 5 m/s (10 m above ground) [dBA]	99.1	99.7
Wind speed at hh [m/sec]	7.0	7.2
LwA @ 6 m/s (10 m above ground) [dBA]	102.9	103.4
Wind speed at hh [m/sec]	8.4	8.6
LwA @ 7 m/s (10 m above ground) [dBA]	105.0	105.0
Wind speed at hh [m/sec]	9.8	10.0
LwA @ 8 m/s (10 m above ground) [dBA]	105.0	105.0
Wind speed at hh [m/sec]	11.2	11.5
LwA @ 9 m/s (10 m above ground) [dBA]	105.0	105.0
Wind speed at hh [m/sec]	12.6	12.9
LwA @ 10 m/s (10 m above ground) [dBA]	105.0	105.0
Wind speed at hh [m/sec]	13.9	14.3
LwA @ 11 m/s (10 m above ground) [dBA]	105.0	105.0
Wind speed at hh [m/sec]	15.3	15.8
LwA @ 12 m/s (10 m above ground) [dBA]	105.0	105.0
Wind speed at hh [m/sec]	16.7	17.2
LwA @ 13 m/s (10 m above ground) [dBA]	105.0	105.0
Wind speed at hh [m/sec]	18.1	18.6

Table 12-6: Sound power level at hub height: Mode 1.

12.3 Mode 2

12.3.1 Mode 2, Power Curves

Mode 2, Power curves														
Wind speed [m/s]	Air density kg/m ³													
	1.225	0.95	0.975	1	1.025	1.05	1.075	1.1	1.125	1.15	1.175	1.2	1.25	1.275
3	13	9	9	9	10	10	11	11	11	12	12	13	14	15
3.5	53	34	36	38	39	41	43	45	46	48	50	52	55	57
4	112	80	83	86	89	92	95	98	101	104	106	109	115	118
4.5	181	136	140	144	148	152	156	160	165	169	173	177	185	189
5	260	198	203	209	215	220	226	231	237	243	248	254	265	271
5.5	353	270	278	285	293	300	308	315	323	330	338	345	360	367
6	462	355	365	375	384	394	404	413	423	433	442	452	471	481
6.5	581	443	455	468	480	493	506	518	531	543	556	568	594	606
7	735	563	579	594	610	626	642	657	673	688	704	720	751	766
7.5	908	697	717	736	755	774	793	812	831	851	870	889	926	945
8	1090	840	863	886	909	932	954	977	999	1022	1045	1067	1113	1135
8.5	1271	981	1008	1034	1061	1087	1113	1140	1166	1192	1218	1244	1297	1323
9	1437	1112	1142	1172	1201	1231	1261	1290	1320	1349	1379	1408	1465	1494
9.5	1580	1227	1260	1293	1325	1358	1390	1423	1455	1487	1518	1549	1607	1634
10	1689	1331	1367	1402	1437	1473	1506	1540	1573	1607	1634	1661	1709	1729
10.5	1757	1425	1462	1499	1536	1573	1604	1635	1666	1697	1717	1737	1768	1780
11	1792	1512	1549	1585	1622	1659	1683	1708	1732	1757	1768	1780	1797	1802
11.5	1805	1592	1624	1657	1690	1722	1738	1755	1771	1787	1793	1799	1808	1811
12	1811	1666	1691	1715	1740	1764	1774	1783	1792	1802	1805	1808	1812	1813
12.5	1813	1726	1742	1757	1773	1789	1794	1799	1804	1809	1810	1812	1814	1814
13	1814	1765	1774	1784	1793	1802	1805	1807	1810	1812	1813	1814	1815	1815
13.5	1815	1786	1791	1797	1803	1808	1810	1811	1813	1814	1815	1815	1815	1815
14	1815	1802	1805	1808	1811	1813	1814	1814	1814	1815	1815	1815	1815	1815
14.5	1815	1812	1812	1813	1814	1815	1815	1815	1815	1815	1815	1815	1815	1815
15	1815	1813	1813	1814	1814	1815	1815	1815	1815	1815	1815	1815	1815	1815
15.5	1815	1814	1814	1814	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
16	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
16.5	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
17	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
17.5	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
18	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815

Mode 2, Power curves														
Wind speed [m/s]	Air density kg/m ³													
	1.225	0.95	0.975	1	1.025	1.05	1.075	1.1	1.125	1.15	1.175	1.2	1.25	1.275
18.5	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
19	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
19.5	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815
20	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815	1815

Table 12-7: Mode 2, power curve.

12.3.2 Mode 2, Ct values

Mode 2, Ct values														
Wind speed [m/s]	Air density kg/m ³													
	1.225	0.95	0.975	1	1.025	1.05	1.075	1.1	1.125	1.15	1.175	1.2	1.25	1.275
3	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874	0.874
3.5	0.891	0.891	0.891	0.891	0.891	0.891	0.891	0.891	0.891	0.891	0.891	0.891	0.891	0.891
4	0.877	0.877	0.877	0.877	0.877	0.877	0.877	0.877	0.877	0.877	0.877	0.877	0.877	0.877
4.5	0.847	0.847	0.847	0.847	0.847	0.846	0.847	0.847	0.847	0.847	0.847	0.847	0.847	0.847
5	0.818	0.818	0.818	0.818	0.818	0.817	0.818	0.818	0.818	0.818	0.818	0.818	0.818	0.818
5.5	0.801	0.801	0.801	0.801	0.801	0.801	0.801	0.801	0.801	0.801	0.801	0.801	0.801	0.801
6	0.796	0.796	0.796	0.796	0.796	0.796	0.796	0.796	0.796	0.796	0.796	0.796	0.796	0.796
6.5	0.811	0.811	0.811	0.811	0.811	0.811	0.811	0.811	0.811	0.811	0.811	0.811	0.811	0.811
7	0.800	0.800	0.800	0.800	0.800	0.800	0.800	0.800	0.800	0.800	0.800	0.800	0.800	0.800
7.5	0.783	0.783	0.783	0.783	0.783	0.782	0.783	0.783	0.783	0.783	0.783	0.783	0.783	0.783
8	0.747	0.747	0.747	0.747	0.747	0.747	0.747	0.747	0.747	0.747	0.747	0.747	0.747	0.747
8.5	0.695	0.695	0.695	0.695	0.695	0.695	0.695	0.695	0.695	0.695	0.695	0.695	0.695	0.695
9	0.634	0.634	0.634	0.634	0.634	0.634	0.634	0.634	0.634	0.634	0.634	0.634	0.634	0.634
9.5	0.569	0.570	0.570	0.570	0.570	0.570	0.570	0.570	0.570	0.570	0.570	0.569	0.567	0.565
10	0.505	0.513	0.513	0.513	0.513	0.513	0.513	0.513	0.512	0.512	0.509	0.507	0.500	0.496
10.5	0.441	0.462	0.462	0.462	0.462	0.462	0.460	0.458	0.456	0.454	0.450	0.445	0.435	0.428
11	0.381	0.417	0.416	0.415	0.415	0.414	0.410	0.407	0.403	0.400	0.394	0.388	0.375	0.368
11.5	0.330	0.377	0.375	0.373	0.371	0.369	0.364	0.359	0.354	0.349	0.342	0.336	0.323	0.317
12	0.287	0.342	0.339	0.335	0.331	0.328	0.322	0.316	0.311	0.305	0.299	0.293	0.281	0.275
12.5	0.251	0.310	0.305	0.300	0.295	0.290	0.285	0.279	0.273	0.267	0.262	0.257	0.246	0.241
13	0.222	0.279	0.274	0.268	0.263	0.258	0.252	0.247	0.241	0.236	0.231	0.226	0.217	0.213
13.5	0.197	0.250	0.245	0.240	0.235	0.229	0.224	0.220	0.215	0.210	0.206	0.201	0.193	0.189
14	0.176	0.225	0.220	0.215	0.210	0.205	0.201	0.196	0.192	0.187	0.184	0.180	0.173	0.169

Mode 2, Ct values														
Wind speed [m/s]	Air density kg/m ³													
	1.225	0.95	0.975	1	1.025	1.05	1.075	1.1	1.125	1.15	1.175	1.2	1.25	1.275
14.5	0.158	0.203	0.198	0.193	0.189	0.184	0.180	0.176	0.172	0.168	0.165	0.161	0.155	0.152
15	0.142	0.182	0.178	0.174	0.169	0.165	0.162	0.158	0.155	0.151	0.148	0.145	0.140	0.137
15.5	0.129	0.165	0.161	0.157	0.153	0.150	0.146	0.143	0.140	0.137	0.134	0.132	0.127	0.124
16	0.117	0.150	0.146	0.143	0.139	0.136	0.133	0.130	0.127	0.125	0.122	0.120	0.115	0.113
16.5	0.107	0.137	0.133	0.130	0.127	0.124	0.121	0.119	0.116	0.114	0.112	0.109	0.105	0.103
17	0.098	0.125	0.122	0.119	0.116	0.114	0.111	0.109	0.107	0.104	0.102	0.100	0.097	0.095
17.5	0.091	0.115	0.112	0.109	0.107	0.104	0.102	0.100	0.098	0.096	0.094	0.092	0.089	0.087
18	0.084	0.105	0.103	0.101	0.098	0.096	0.094	0.092	0.090	0.088	0.087	0.085	0.082	0.081
18.5	0.077	0.097	0.095	0.093	0.091	0.089	0.087	0.085	0.083	0.082	0.080	0.079	0.076	0.075
19	0.072	0.090	0.088	0.086	0.084	0.082	0.081	0.079	0.078	0.076	0.075	0.073	0.071	0.069
19.5	0.067	0.084	0.082	0.080	0.078	0.077	0.075	0.074	0.072	0.071	0.069	0.068	0.066	0.065
20	0.062	0.078	0.076	0.075	0.073	0.071	0.070	0.069	0.067	0.066	0.065	0.063	0.061	0.060

Table 12-8: Mode 2, Ct values.

12.3.3 Mode 2, Sound Power Levels

Sound Power Level at Hub Height, Mode 2		
Conditions for Sound Power Level	Verification standard: IEC 61400-11 Ed. 2. Wind shear 0.15 Max turbulence at 10 meter height: 16% Inflow angle (vertical): $0 \pm 2^\circ$ Air density: 1.225 kg/m^3	
Hub Height	80 m	95 m
LwA @ 3 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	93.8 4.2	93.8 4.3
LwA @ 4 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	96.0 5.6	96.4 5.7
LwA @ 5 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	100.1 7.0	100.7 7.2
LwA @ 6 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 8.4	103.0 8.6
LwA @ 7 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 9.8	103.0 10.0
LwA @ 8 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 11.2	103.0 11.5
LwA @ 9 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 12.6	103.0 12.9
LwA @ 10 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 13.9	103.0 14.3
LwA @ 11 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 15.3	103.0 15.8
LwA @ 12 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 16.7	103.0 17.2
LwA @ 13 m/s (10 m above ground) [dBA] Wind speed at hh [m/sec]	103.0 18.1	103.0 18.6

Table 12-9: Sound power level at hub height: Mode 2.

SAFETY MANUAL

REpower MM100

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Revision Profile

Rev.	Date	Name	Approval Signature	Remarks
0	11/08	Owens O'Quinn QHSSE Consultant	On File	ORIGINAL
0	11/08	Tammy Conekin	On File	ORIGINAL
1				
2				
3				
4				
5				

Original Review Progress

Date	Reviewer	Signature
11/08	J.K. Barrilleaux – Grammar/Technical Format <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Owens O'Quinn – QHSSE Consultant <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Tammy Conekin – Head of Service	On File



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Section I: Overview

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1.0 HSE Policy Statement

Policy Statement

It is the policy and goal of **REPOWER USA** to provide pro-active planning of HSE loss control and operating efficiency in all aspects of our operations. **REPOWER USA** Management and HSE Department are dedicated to providing active leadership and support in developing and maintaining an effective HSE Program. Management is not only interested in the continued growth of our organization, but is also concerned about the health, safety, and environmental well-being of each employee and will make every effort to provide a healthy, safe, and environmentally clean work environment. **REPOWER USA** has every incentive, legal, moral, and economic to minimize hazards that may adversely affect the HSE of our personnel, the security of our property, and the preservation of our environment, as well as the well-being of the public who are exposed to potentially hazardous operations. It is our intention and goal, as a minimum, not only to develop a plan to fully meet required regulatory compliance obligations but also to achieve a level of performance surpassing the best applicable experience similar to ours.

Achieving these goals will require the cooperation and support of each employee with their pro-active participation in:

- Observing all HSE practices and procedures
- Involvement and compliance by fellow employees
- Providing meaningful "feed-back" to Management & HSE Department with the appropriate reporting of substandard conditions and/or practices.

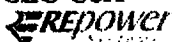
REPOWER USA is aware that no program is of value without the complete support and dedication of every employee. Only pro-active efforts as a **TEAM** will make the program work and help to achieve identified goals. Management & HSE Department will recognize pro-active planning of HSE loss control and operating efficiency achievements in all aspects of our operations.

NO JOB is so IMPORTANT nor any SERVICE so URGENT that EACH EMPLOYEE CANNOT TAKE the TIME to PERFORM OUR WORK in a HEALTHY, SAFE, SECURE & ENVIRONMENTAL OBJECTIVE MANNER and with QUALITY.

It is the premier OBJECTIVE of REPOWER USA to set REASONABLE METHODS to IDENTIFY, RECOGNIZE and MEDIGATION of HAZARDS in the WORKPLACE.

For this reason, unsafe work practices by any employee will be subject to the disciplinary action outlined in the Progressive Disciplinary Policy (e.g. reference RPHSE – 28) and as Senior Management deems necessary to correct the situation, up to and including termination of employment.

Sincerely,

Steve Dayney
CEO USA


2.0 Objectives

The overall objective of the HSE Program is protecting our employees, our clients, community and the public, preventing and controlling accidents, increasing effectiveness of operations, and protecting our environment. Hereafter **REPOWER Systems** will be **REPOWER USA**.

2.1 In addition to these objectives, REPOWER USA is committed to

- Advising each manager, supervisor, and employee of HSE requirements and holding them accountable for their performance
- Recognizing the importance of health, safety and environmental factors where they may be in competition with economic factors
- Complying with all laws and regulations governing health, safety, and environmental protection
- Designing and managing HSE operations to minimize environmental and human health impacts and to provide work places free of recognized HSE hazards
- Identifying, evaluating and monitoring performance in HSE protection.
- Providing professional HSE staff to support health, safety, and environmental protection
- Providing HSE training to protect human, environmental, and physical resources
- Participating in programs designed to continue our knowledge in HSE Management

THIS HEALTH, SAFETY & ENVIRONMENTAL PROGRAM has been DEVELOPED to SUPPLEMENT the POLICY and PROCEDURES FOUND in this MANUAL, the REPOWER USA EMPLOYEE HANDBOOK, and ALL APPLICABLE INDUSTRY & COMMON SENSE STANDARDS THAT are APPROPRIATE to the TASK being PERFORMED in the WORK PLACE ENVIRONMENT.

3.0 Outline

3.1 HSE Communications

- Daily Site-Specific HSE Instructions
- A daily meeting held by the Field Supervisor(s) with his/her crew to discuss job safety, accidents, and/or other job-related information
- HSE Meetings
- A weekly safety meeting conducted by each Field Superintendent/Supervisor with his/her crew with suggested topics and meeting outlines provided by HSE Department, as required
- Pre-job HSE Meetings
- HSE meetings held at specific job site in conjunction with the clients to discuss all aspects of the job are discussed as well as the client's HSE requirements

- Pre-Employment HSE Orientations
- Publications
- A **REPOWER USA** newsletter published quarterly with articles relating to Health, Safety & Environmental issues and company activities
- Other HSE publications that are sent to each job location to serve as source material for HSE meetings
- HSE Performance Reports
- HSE Reports that are developed by the HSE Department and distributed to project and office management
- Reports measuring frequency, severity and cost of accidents per division and/or project
 - **Accident/Injury/Near Miss Investigations**
 - All accidents shall be fully investigated and followed with written reports reviewed at communication meetings
 - Significant incidents (near misses) shall be investigated, reported, and reviewed as indicated above
 - **Inspections**
 - Job Site Inspections shall be conducted weekly
 - HSE Job Site Inspections shall be conducted weekly, monthly, bi-quarterly, and annually (as applicable)
 - Equipment and Tool Inspection shall be conducted weekly and according to OSHA requirements
 - **HSE Recognition Programs**
 - Scheduled Company-Wide Recognition Awards Program
 - Periodic Job or Project Recognition Awards Programs
 - Recognition for Quality Performance by Company Management
 - **Alcohol and Drug Abuse Programs**
 - Pre-Employment Testing
 - Post-Accident Testing
 - Random Testing
 - Probable-Cause Testing
 - Periodic Testing

3.2 Identification and Evaluation of Hazards

REPOWER USA believes that the first step in a complete Health, Safety & Environmental program is to identify and evaluate work place hazards. These hazards will be generally associated with but not limited to machinery, equipment, tools, operations, materials, and the physical area. There are ways to acquire information about work place hazards.

REPOWER USA has elected to begin with **YOU**, our employees. **YOU** are the professional who is familiar with your operations and the hazards associated with them.

The second phase information is obtained is from inspection reports and Accident/Injury/Near Miss Reports. The third way we acquire meaningful hazard information is through hazard analysis. These analysis probe operational and management systems to uncover hazards that may have been overlooked, or developed after the project started, or may exist because original procedures and tasks were modified. The greatest benefit of hazard analysis is that it causes employees to view each operation as part of a system. In doing so, we can assess each step in the operation while keeping the relationship between the steps and the interaction between employees and equipment, materials, the environment, and each other in perspective.

- **Other benefits of this analysis include**

- Pro-active identification of hazardous conditions and potential accidents
- Providing information with which effective control measures can be established, determining the level of knowledge and skill as well as the physical requirements that employees need to execute specific tasks
- Discovering and eliminating unsafe procedures, techniques, motions, promotions, and actions

3.3 General Employee HSE Training

- Orientation-New Employee HSE Training
- Health, Safety & Environmental Policy
- Dress Code (as applicable to job site requirements)
- Housekeeping Procedures
- Hazard Communication
- Personal Protective Equipment (PPE)
- Incident Reporting
- Fire Prevention and Protection
- Access to Exposure and Medical Records
- Drug and Alcohol Abuse Program
- **REPOWER USA Basic HSE Rules**
- Site Specific (as applicable for assignment):
 - Emergency Alarms and Procedures
 - Evacuation Procedures
 - Escape Respirator
 - Safety Shower and Eyewash
 - Hazardous Materials

3.4 Project Employees HSE Training

- Housekeeping (Site Specific)
- Access to Employee Exposure and Medical Records
- Basic and Advanced Fire Fighting
- Hazard Communication
- Hearing Conservation/Hearing Protectors
- Lockout/Tagout/Control of Hazardous Energy

- Respirator Protection/Respirator Training and Fit Testing (as applicable)
- Fall Protection/Ladder Safety/Scaffold
- General/Aerial Lifting Practices
- Permit-to-Work System
- Floor/Wall Openings/Stairways
- Safety Shower, Eyewash and Neutralization Tub
- Personal Protective Equipment (PPE)
- Confined Space Entry
- Hole/Man-way Watch
- Accident Prevention Signs and Tags
- Traffic Control/Safety Barricades
- First Aid/CPR
 - General (Awareness Level)
 - Advanced – First Responder Level (Field Supervision – as applicable)
 - Bloodborne Pathogens
- Hazardous Materials (HAZMAT)
- Hazardous Waste Operations and Emergency Response (HAZWOPER)
- Assured Equipment Grounding Conductor Program
- Compressed Gas Cylinders
- Overhead Crane Training
- Onshore Crane & Rigging Certification (Operators)
- Basic Rigging and Sling Safety
- Hand Signals
- Hand Tool Safety
 - Portable Grinders
 - Welding, Cutting, and Brazing
- Driver/Fleet Safety
- Personal Conduct
- Office Safety
- Excavations (as applicable at job site)
- Drug and Alcohol Abuse

3.5 Supervisor (Advance) HSE Training

- Accident Investigation (Supervisory Level)
- Disciplinary Action (Supervisory Level)
- HSE Program Enforcement (Supervisory Level)
- First Aid/CPR (First Responder + EMT III Levels as applicable)
- Drug and Alcohol Abuse Training (Supervisory Level)
- Identification and Evaluation of Hazards
- Housekeeping
- Lockout/Tagout/Control of Hazardous Energy
- HAZMAT (Supervisory Level)
- Permit-to-Work (Supervisory Level)
- Confined Space Entry (Supervisory Level)
- Human/Employee Relations
- Technical Skills
- Workers' Compensation
- Company Policies
- Hazard Communication (Supervisory Level)
- Conducting HSE Meetings (Supervisory Level)
- Job Site Inspections (Supervisory Level)

3.6 Hazard Communication (Right-to-Know Compliance) (HAZCOM)

- Hazard Communication Policy
- Chemicals In The Workplace
- Hazard Evaluation
- List of Hazardous Chemicals
- Labeling and Other Identification Methods
- Material Safety Data Sheet
- Non-Routine Tasks
- Outside or Other Employers

3.7 Hazardous Waste Operations and Emergency Response (HAZWOPER)

- Hazard Recognition
- Labeling and Shipping Papers
- Material Safety Data Sheets
- Container Shapes
- Respiratory Protection
- Personal Protective Equipment (PPE)
- Emergency Response Planning

- Hazardous Materials Management
- Spill Assessment and Site Control
- Toxicology/Health Effects
- Monitoring Instruments
- Control and Containment
- Decontamination Procedures
- Fire Extinguishing Procedures
- Rescue and Medical Emergencies
- Media/Community Relations

3.8 Community First Aid/CPR – Medic First Aid/CPR

- Certified American Red Cross and/or Medic First Aid Instructor
- CPR/First Aid-Adult, Child, and Infant

3.9 Hearing Conservation

- Area and Personnel Monitoring
- Hearing Protection
- Engineering Controls
- Personal Protective Equipment (PPE)
- Employee Training

3.10 General Training Program

- Hazard Communication
- Respiratory Protection
- Hydrogen Sulfide (H₂S)
- Confined Space Entry
- Lockout/Tagout/Control of Hazardous Energy
- Electrical Safety – Qualified – Non-Qualified
- Fire Prevention and Extinguisher Safety
- Excavations
- Aerial, Ladder, Stairways & Scaffolding Safety
- Accident Prevention Signs/Tags
- Bloodborne Pathogens
- Hearing Conservation
- Permit-to-Work

- Welding and Cutting
- Rigging Fundamentals
- Crane Operations—Mobile

3.11 Project Economic Management

- Maintaining direct contact with treating doctors and auditing of expenses.
- Reviewing claims on a regular basis with Workers' Compensation Carrier.
- Provide restricted or light work duty.
- Constant review of Injuries/Illnesses/Near Misses.
- Pre-employment workers' compensation background checks.

4.0 Roles and Responsibilities

The **REPOWER USA** HSE Program is developed and administered by **REPOWER USA** HSE Department.

The program's overall effectiveness is the responsibility of everyone, with management and supervision being ultimately responsible for the well-being and actions of those employees under their charge. It is also very important for **REPOWER USA** employees to understand that all accidents can be prevented and his or her role in the HSE Program is a very important one.

4.1 Corporate Management

Corporate Management has the ultimate responsibility for the prevention of accidents. Specific responsibility and authority for the implementation of the HSE Program rests with each member of management and supervision.

- Maintain an active progressive HSE Plan that all members of management participate in to form an effective and pro-active HSE Program for the establishment of a safe and healthy work environment
- Provide a work environment in which identified occupational hazards are controlled when elimination is not feasible
- Require that all employees follow established HSE rules and work practices
- Provide adequate financial support for the achievement of all approved HSE Program objectives
- Maintain primary responsibility for the HSE Program, which involves continuing to monitor the HSE Program's effectiveness
- Provide the motivation to get the HSE Program started and to oversee the program's operations
- Actively support the HSE Program with the decisions and directives that are required
- Delegate authority to expedite and facilitate the application of the HSE Program

4.2 HSE Department

- Develop, maintain, coordinate, and manage the HSE Program
- Prepare for and attend Sales Presentations, Performance Evaluations, and Special Customer Committees, and HSE Committees
- Manage Workers' Compensation Program investigations
- Conduct field inspections to determine compliance with all required HSE rules, policies and procedures and report findings to Corporate Management
- Coordinate HSE Recognition Programs
- Evaluate and investigate all injuries, illnesses and incidents
- Assist in development and coordination of HSE training programs
- Maintain and evaluate recordkeeping and statistical reports
- Attend the meetings and conferences of the American Society of Safety Engineers, Safety Councils, and other organizations considered advantageous to professional development
- Attend training institutions and/or seminars that provide current methods and/or systems training in accident prevention and safety development

4.3 Department Managers/Operations Managers

- Assume responsibility and accountability for a superior level of HSE performance in their areas
- Educate and train employees regarding job hazards
- Utilize engineering methods for controlling work place hazards
- Institute work practices that reflect the safest and most efficient methods available for accomplishing assigned tasks

4.4 Field Supervisors

- Assume responsibility for pro-actively supporting the HSE Program
- Assume accountability for the HSE performance of their assigned personnel.
- Instruct each employee in hazard identification of the job and how to avoid and/or control identified hazards
- Advise each employee that the violation of established HSE rules will not be tolerated
- Institute prompt corrective action whenever unsafe acts and/or conditions are observed or reported by employees
- Provide needed HSE equipment or other protective devices for assigned tasks as required
- Conduct regular HSE inspections of their area of responsibility and submit reports as required
- Instill a REPOWER USA pro-active HSE awareness in each employee by demonstrating a REPOWER USA HSE culture consistent with HSE practices
- Report and investigate all accidents/injuries/near misses to determine causes and implement corrective action to prevent recurrence

- Review all accidents/injuries/near-misses with each employee in their area of responsibility
- Provide applicable HSE training and recurring training to all new employees and transferred employees
- Conduct HSE meetings and be informed on each portion of the HSE Program and related issues
- Enforce good housekeeping practices
- Observe and enforce proper use of Personal Protective Equipment (PPE)
- Ensure that all assigned personnel are informed of the HSE Program
- Ensure that supervised employees are participating in the HSE Program
- Obtain and/or render prompt First Aid to injured employees

4.5 REPOWER USA Employees, Sub-contractors & Part-time Workers Employees

- Review HSE Program and Employee HSE Work Practices Handbook and comply with all applicable HSE policies, procedures, and rules
- Support and participate in the HSE Program
- Perform jobs in the safest manner possible
- Report workplace hazards and make suggestions for control and/or elimination of identified hazards.
- Operate in a manner that enhances their personal safety and that of their fellow workers
- Work according to good HSE practices as instructed, discussed, or posted by REPOWER USA Management and the HSE Department
- Request and use Personal Protective Equipment (PPE) provided for specific tasks
- Report all accidents, injuries, illnesses, and near misses to their immediate supervisor on the day of occurrence
- Refrain from taking shortcuts in established work practices.
- Attend all HSE meetings and take a pro-active part in the discussions.
- **SHALL NOT** start any work under any unsafe conditions unsafe or questionable circumstances without first bringing these conditions to the attention of the On-Site Supervisor for remediation and/or correction.

5.0 Audits/Inspections/Meetings

Each Operations Manager/Field Supervisor will schedule a weekly/monthly job site inspection for each facility assigned to their area of responsibility. A written report (checklist or narrative) is to be completed for each inspection. This report is to be forwarded to the HSE Department for review and retention. The report will cover the identification of recognized hazards, unsafe practices, unsafe conditions, and unsafe tools or equipment. The report shall also indicate any corrective action taken.

5.1 Inspections are to serve two basic functions

- To maintain a safe working environment and control the unsafe actions of people
- To maintain operational profitability - Management inspections can be used to measure Field Supervisory Level performance
- Scheduled HSE inspections should in no way relieve Field Supervisory force of its responsibility for continuous surveillance of **REPOWER USA** employees, equipment and work environment

5.2 Accident/Injury/Near Miss Investigation Reports

An Accident/Injury/Near Miss Report is required for all work-related injuries or illnesses, regardless of the severity. Accidents/injuries/near misses must be reported immediately to the On-Site Field Supervisor. On-Site Field Supervisors are responsible for obtaining the information required to fully complete Accident/Injury/Near Miss Report. All of the information areas on the report must be completed (if unknown, so indicate). The Accident/Injury/Near Miss Reports must be forwarded to the HSE Department within **12 HOURS**. Reporting time constraints mandated by regulations prohibit delays in the submittal of the Accident/Injury/Near Miss Reports.

5.3 On-Site Supervisor's Investigation Report

Often the Accident/Injury/Near Miss Report are vague and inadequate. Each Operations Manager will instruct all first line supervision to conduct an accident investigation of each accident, injury, illness, and near miss. The value of the On-Site Field Supervisor's Investigation Report is to add clarity to the circumstances surrounding the event. The intent of the investigation is to isolate and determine causes and identify methods to prevent recurrence. Once the event that led to the accident is uncovered, a pro-active plan for eliminating further accidents must be developed and implemented. The On-Site Field Supervisor Investigation Report will be prepared and submitted to the HSE Department within **24 HOURS**.

5.4 HSE Meetings

The Operations Manager will instruct each On-Site Supervisor to conduct HSE meetings with all assigned personnel. A written record will be completed indicating the topics discussed, date, and the names of the persons attending the meeting. Meeting records are to be forwarded to the HSE Department. HSE meetings shall be used for the communication of HSE data and employee training needs. Accidents/Injuries/Near Misses and the contributing hazards shall be reviewed with assigned personnel to inform others and prevent recurrence.

5.5 HSE Management System**5.1.1 Introduction**

An effective HSE Management System is decisive factor in reducing the extent and severity of work-related injuries and illnesses and their related cost. **REPOWER USA** has instituted such a program and advises and encourages its employees to participate in the established program that provides adequate systematic policies, procedures, and practices to protect them selves and fellow employees. Additionally, follow training practices to recognize, job-related safety and health hazards. Use the tools provided for systematic identification, evaluation, and prevention or control of general workplace hazards, specific job hazards, and potential hazards that may arise from foreseeable conditions.

Although compliance with the law, including specific Federal, State, Local, Company policies and procedures and other regulatory guidelines is an important objective. The effective program goes beyond specific requirements of law to address all hazards. The effective program will seek to prevent injuries and illnesses, whether or not compliance or the law is at issue.

5.1.2 Major Elements of an Effective Management System

The **REPOWER USA** HSE Management System includes the following four main elements:

- **Management Commitment and Employee Involvement**

The element of Management Commitment and Employee Involvement are complementary and form the core of any occupational HSE program. Management's commitment provides the motivating force and the economic resources for organizing and controlling activities within any organization. In this program and the referenced corporate guidelines fully identify and express Management support. In this program management takes the stance that **REPOWER USA** regards worker health and safety as a fundamental value of the organization and applies its commitment to health and safety with as much vigor and economic support as other organizational goals.

Employee involvement provides the method with which the workforce a involved in developing and expressing their commitment to health and safety protection for themselves and for their fellow workers.

REPOWER USA has elected to employ the following actions to implement the **REPOWER USA** HSE Management System.

- Clearly communicate the established worksite policy on HSE working conditions, so that all on-site workforce fully understands and assumes responsibility for the priority and importance of HSE protection within **REPOWER USA**.
- Communicate the **REPOWER USA** goals for HSE Program and Plan. Fully define objectives for obtaining these goals to all workforce members to ensure complete understanding of results desired and measures planned for achieving them.
- **REPOWER USA** will provide visible top management involvement in implementing the HSE Program to communicate management's commitment is serious and all workforce members understand.
- **REPOWER USA** will arrange for a program to encourage employee involvement in the HSE Program/Plan and in decisions that affect their health, safety and environmental welfare to ensure development of a HSE culture that effectively achieves the program's goals and objectives.
- **REPOWER USA** roles and responsibilities have been assigned for all aspects of the HSE Program/Plan communicates to managers, supervisors and employees know what performance is expected of them.
- **REPOWER USA** provides adequate authority and resources to responsible parties for their support in reaching established goals and objectives.
- **REPOWER USA** requires full accountability of managers, supervisors and employees for meeting their respective responsibilities to ensure essential tasks are performed.
- **REPOWER USA** provides the services of an HSE Advisor to annually and/or as applicable to evaluate the HSE Program/Plan in meeting the goals and objectives to ensure deficiencies are identified to form a bases to revise goals and objectives that have not met the context of the plan.
- **Worksite Analysis**
REPOWER USA will provide the services of a HSE Advisor to perform and train On-Site Field Supervisors a practical analysis of the work environment to identify existing hazards, work conditions, and operations in which changes may occur to generate additional HSE hazards.

These analyses will address the following areas:

- Conduct comprehensive baseline worksite survey for HSE issues and periodic comprehensive update surveys involving on-site workforce in this effort.

- Analyze HSE plans for each pre-qualification and job-site processes, materials, and equipment.
- Perform formal job hazards analyses, employee training and review of employee job safety analyses (JSA).
- Perform scheduled and unscheduled job-site HSE inspections to establish an on-going identification of hazards and hazards control.
- Communicate the **REPOWER USA** system for employees in notifying management and supervision of conditions that appear hazardous and receive timely and appropriate responses and encourage workforce personnel to work within the system without fear of reprisal.
- Investigate "ALL" accidents/injuries/near miss incidents to identify the cause and method of prevention. Use established "Root Cause Investigation Methods".
- Track trends of injuries and identified hazards to establish patterns in common causes and provide methods of future prevention.

REPOWER USA HSE advisor will formulate a report of the job-site analysis and review analysis with on-site workforce, supervision and management for documentation and records.

- **Hazard Prevention and Control**

REPOWER USA has established appropriate hazard prevention and controls within the HSE Manual and Plan. The **REPOWER USA** HSE Manual has hazard prevention and control awareness and evaluation woven throughout its contents. Below are some of the key areas to reference information requirements.

Reference:

- 7.1.2 RPHSE – 2 Job Site HSE Inspection – Job HSE Analysis
- 7.1.5 RPHSE – 5 Personnel Protective Equipment (PPE)
- 7.1.5A RPHSE – 5A Respiratory Protection
- 7.1.6 RPHSE – 6 Hearing Conservation
- 7.1.7 RPHSE – 7 Permit-to-Work
- 7.1.8 RPHSE – 8 Hazard Communication (HAZCOM)
- 7.1.8A RPHSE – 8A Identification and Evaluation of Hazards
- 7.1.12 RPHSE – 12 Fall Protection

- **Training**

REPOWER USA has established a Training Matrix for employees. This training identifies requirements for Management, Supervision, HSE Advisor, contractors and sub-contractors. Reference Section I – Item 7.0

6.0 Basic HSE Rules

The purpose of the Basic HSE Rules is to provide a set of basic and enforceable safe working rules, which will help preserve the health, safety, and environmental welfare of our employees.

Compliance with these Basic HSE Rules is essential at all times. Each member of Management and Supervision is charged with ensuring compliance by all of their assigned personnel.

In the event the Basic HSE Rules conflict with other rules applicable to a specific job site, the most stringent rule or safest practice will prevail. These Basic HSE Rules are presented to each **REPOWER USA** Project employees during HSE Orientation or Job Site Orientation. Any violation of Basic HSE Rules will be considered cause for Progressive Disciplinary action.

7.0 Training

7.1 HSE, Skill & Trade Craft Training

The HSE Department shall develop and implement a training program that will provide training for each new employee and existing employees in a new work environment. Training programs are designed to assist the employee in correct work procedures, the use of required personal safety equipment, and where to get assistance when needed.

The HSE Department will routinely monitor this training. Specialized training must be conducted for those employees working in the offshore environment and for other work assignments where unusual hazards or regulatory requirements may exist. All employees will receive training in the recognition of hazards, avoidance and prevention of unsafe conditions, and the regulations applicable to the work environment to control or eliminate any hazards or exposures to illness or injury.

8.0 Recordkeeping

Systems shall be established and maintained by the HSE Department to ensure records are kept in accordance with applicable regulations and internal company procedures.

8.1 Such records shall include, but are not be limited to

- Accident/Injury/Illness/Near Miss Reports and Logs
- Accident/Injury/Near Miss Investigation
- Employee Training Records
- HSE Meeting Minutes
- Job Site Inspection Reports
- Driver Qualification Records
- Injury/Illness Statistics
- Vehicle Accident Statistics
- Employee Medical Files

9.0 HSE Manual Evaluation

The final process in hazard control is to evaluate the effectiveness of a HSE Program.

9.1 Evaluation involves answering the following questions

- Is there a reduction of injuries, workers' compensation cases, and damage losses
- What impact are the above answers having on improving operational efficiency and effectiveness

The HSE Department will examine the program to see if it has accomplished its objectives and whether the objectives have been achieved in accordance with the program plan.

REPOWER USA Management and/or HSE Department may elect to have the HSE Manual evaluated by a Third Party Group to satisfy Client or Regulatory requirements.

9.2 Criteria used to determine effectiveness of the HSE Program are

- Number and severity of injuries to workers compared with work hours
- Cost of medical care
- Material damage costs
- Facility damage costs
- Equipment and tool damage or replacement costs
- Number of days lost from accidents

A major indicator of the effectiveness of a HSE Program is the experience rating (EMR) given to us by the insurance carrier responsible for paying Worker Compensation. This EMR is a comparison of the actual losses of **REPOWER USA** with the losses that would be expected from a risk of such size and classification. Experience rating determines whether the individual risk is better or worse than the average and to what extent the premium should be modified to reflect this variation. Experience modification is determined in accordance with the Experience Rating Plan (ERP) formula, which has been approved by the insurance commissioners. Loss frequency is penalized more heavily than loss severity because it is assumed that the insured can control the small loss more easily than less frequent, severe loss.

Section I – Forms & Information

Form 1 – General HSE Responsibilities

General HSE Responsibility Chart (Page 1)

Position	Responsibilities
Corporate Management	Maintain an active progressive HSE Plan that all members of management participate in and form an effective and pro-active HSE Program for the establishment of a safe and health work environment.
	Provide a work environment in which identified occupational hazards are controlled when elimination of hazard is not feasible.
	Require that all employees follow established HSE rules and work practices.
	Provide adequate financial support for the achievement of all approved HSE Program objectives.
	Maintain primary responsibility for the HSE Program, which involves continuing to monitor the HSE Program's effectiveness.
	Provide the motivation to get the HSE Program started and to oversee the program's operations.
	Actively support the HSE Program with the decisions and directives that are required.
	Delegate authority to expedite and facilitate the application of the HSE Program.
	XX
HSE Department	Develop, maintain, coordinate, and manage the HSE Program.
	Prepare for and attend Sales Presentations, Performance Evaluations, and Special Customer Committees, and HSE Committees.
	Manage Worker's Compensation Program investigations.
	Conduct field inspections to determine compliance with all required HSE rules, policies and procedures, and report findings to Corporate Management.
	Coordinate HSE Recognition Programs.
	Evaluate and investigate all injuries, illnesses and incidents.
	Assist in development and coordination of HSE training programs.
	Maintain and evaluate recordkeeping and statistical reports.
	Attend the meetings and conferences of the American Society of Safety Engineers, Safety Councils, and other organizations considered advantageous to professional development.



Section I Forms & Information

Valid from: November 2008

General HSE Responsibility Chart (Page 2)

HSE Department	Attend training institutions and/or seminars that provide current methods and/or systems training in accident prevention and HSE development. XX
Department & Operations Managers	Assume responsibility and accountability for a superior level of HSE performance in their areas. Educate and train employees regarding job hazards. Utilize engineering methods for controlling work place hazards. Institute work practices that reflect the safest and most efficient methods available for accomplishing assigned tasks. XX
Field Supervisors	Assume on-site responsibility for pro-active support for the HSE Program. Assume accountability for the HSE performance of their assigned personnel. Instruct on-site employee in hazard identification of the job and how to avoid and/or control identified hazards. Advise each employee that the violation of established HSE policies and procedures will not be tolerated. Institute prompt corrective action whenever unsafe acts and/or conditions are observed or reported by employees. Provide needed HSE equipment or other protective devices for assigned tasks as required. Conduct regular HSE inspections of their areas or responsibility and submit reports as required. Instill a REPOWER pro-active HSE awareness in each employee by demonstrating a REPOWER HSE culture consistent with HSE practices. Report and investigate all accidents/injuries/near misses to determine causes and implement corrective action to prevent recurrence. Review all accidents/injuries/near misses with each employee in their area of responsibility. Provide applicable HSE training and recurring training to all new employees and transferred employees. Conduct HSE meetings and be informed on each portion of the HSE Program and related issues. Enforce good housekeeping practices. Observe and enforce proper use of Personal Protective Equipment (PPE). Ensure that all assigned personnel are informed of the HSE Program. Ensure that supervised employees are participating in the HSE Program. Obtain and/or render prompt First Aid to injured employees. XX



Section I Forms & Information

Valid from: November 2008

General HSE Responsibility Chart (Page 3)

REPOWER Employees, Sub- contractors & Part- time workers	Review HSE Program and Employee HSE Work Practices Handbook and comply with all applicable HSE policies, procedures, and rules.
	Support and participate in the HSE Program.
	Perform their assigned jobs in a professional and safe manner.
	Report workplace hazards and make suggestions for control and/or elimination of identified hazards.
	Operate in a manner that enhances their personal safety and that of their fellow workers.
	Work according to good HSE practices as instructed, discussed, or posted by REPOWER Management and the HSE Department.
	Request and use Personal Protective Equipment (PPE) provided for specific tasks.
	Report all accidents, injuries, illnesses, and near misses to their immediate supervisor on the day of occurrence.
	Refrain from taking shortcuts in established work practices.
	Attend all HSE meetings and take a pro-active part in the discussions.
	SHALL NOT start any work under any unsafe conditions and/or questionable circumstances without first bringing these conditions to the attention of the On-site Field Superintendent/Supervisor for remediation and /or correction.



Section I Forms & Information

Valid from: November 2008

Section I – Forms & Information

Form 2 – Minimum Training

Employee Minimum Training

Item No.	Training Description	Training Frequency
	Orientation – New Employee HSE Training	
1	REPOWER HSE Policy – December 2008	Initial Hire
2	Job site dress code (as applicable to specific job-site)	Initial Hire
3	Housekeeping	Initial Hire
4	Hazard Communication (HAZCOM)	Initial Hire / Annually
5	Personal Protective Equipment (PPE)	Initial Hire / Annually
6	Accident/Injury/Near Miss Reporting	Initial Hire
7	Fire Prevention & Protection	Initial Hire
8	Access to Medical Records	Initial Hire
9	Alcohol and Drug Program	Initial Hire / Annually
10	REPOWER Basic HSE Rules	Initial Hire
11	REPOWER Site Specific (as applicable to job assignment)	Initial Hire / Annually
	❖ Emergency Alarms and Procedures	Initial Hire
	❖ Site Evacuation Procedures	Initial Hire
	❖ Escape Respirator	Initial Hire
	❖ HSE Equipment (Safety Showers & Eyewash stations)	Initial Hire
	❖ On-Site Hazardous Materials	Initial Hire



Section I Forms & Information

Valid from: November 2008

Section I – Forms & Information

Form 2 – Minimum Training

Project Employee Minimum Training

Item No.	Training Description	Training Frequency
1	General and Site Specific Housekeeping	Annual
2	Access to Employee Exposure and Medical Records	Annual
3	Basic Advanced Fire Fighting	Annual
4	Hazard Communication (HAZCOM)	Annual
5	Hearing Conservation	Annual
6	Permit-to-Work	Annual
7	Respiratory Protection	Annual
8	Fall Protection	Annual
9	Personal Protective Equipment (PPE)	Annual
10	Accident/Injury/Illness/Near Miss Investigation & Reporting	Annual
11	First Aid/CPR Awareness Level	2 years
12	Hazardous Materials (HAZMAT) Awareness Level	Annual
13	Hazardous Waste Operations and Emergency Response (HAZWOPER) Awareness Level	Annual
14	Natural Occurring Radioactive Material (NORM) Awareness Level	Annual
15	Hand and Portable Tool Safety	Annual
16	Electrical Safety – Equipment Grounding	Annual
17	Crane and Lifting Equipment Awareness Level	Annual
18	Power Lift Truck (Fork Lift) Operation Awareness Level	Annual
19	Vehicle Operation	Annual
20	Welding Operations	Annual
21	Equipment and Process Purging	Annual
22	Hydrogen Sulfide (H ₂ S) Awareness Level (as applicable)	Annual
23	Asbestos Operation Awareness Level (as applicable)	Annual
24	Identification and Evaluation of Hazards	Annual
25	REPOWER Progressive Disciplinary Policy	Annual
26	REPOWER HSE Policy – December 2008	Annual
27	Emergency Response Plan (ERP) Awareness Level	Annual
28	REPOWER Alcohol & Drug Program	Annual
29	Bloodborne Pathogens	Annual



Section I Forms & Information

Valid from: November 2008

Section I – Forms & Information

Form 3 – Minimum Training

Manager/Supervisor Training

Item No.	Training Description	Training Frequency
	Advance Training	
1	ALL items identified in Project Employee Minimum Training	Annual
2	Accident/Injury/Illness/Near Miss Investigation & Reporting (Advance Level)	Annual
3	Progressive Disciplinary Program (Advance Level)	Annual
4	REPOWER HSE Program Enforcement (Advance Level)	Annual
5	First Aid/CPR (as applicable)	2 years
6	REPOWER Alcohol and Drug Program (Supervisory Level)	Annual
7	Identification and Evaluation of Hazards (Supervisory Level)	Annual
8	Hazardous Waste Operation and Emergency Response (HAZWOPER)(Supervisory Level) (as applicable)	Annual
9	Hazardous Materials (HAZMAT) (Supervisory Level) (as applicable)	Annual
10	Human/Employee Relations	Annual
11	Permit-to-Work (Supervisory Level)	Annual
12	Audits/Job Site Inspections (Supervisory Level)	Annual
13	REPOWER HSE Manual & Company Policies	Annual
14	Others (as applicable)(Internal Company)	(as applicable)



Section II INTRODUCTION

Valid from: November 2008

Revision Profile

Rev.	Date	Name	Approval Signature	Remarks
0	11/08	Owens O'Quinn QHSSE Consultant	On File	ORIGINAL
0	11/08	Tammy Conekin	On File	ORIGINAL
1				
2				
3				
4				
5				

Original Review Progress

Date	Reviewer	Signature
11/08	J.K. Barrilleaux – Grammar/Technical Format <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Owens O'Quinn – QHSSE Consultant <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Tammy Conekin – Head of Service	On File



	Section II INTRODUCTION	Valid from: November 2008
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Section II: INTRODUCTION

Section	Topic	Page No.
1.0	Introduction	3
2.0	HSE Philosophy	3
3.0	HSE Manual Revision Request	4

1.0 Introduction

1.1 The Code of Federal Regulations (CFR)

The Code of Federal Regulations, also referred to as the CFR, consists of all the regulations developed by the various regulatory agencies of the U.S. Government. The code is currently divided into 50 titles. Each title covers the regulations of a specific agency or covers a specific subject.

1.2 For example: United States

Occupational Safety and Health Administration (OSHA)
Environmental Protection Agency (EPA)
Department of Transportation (DOT)
OSHA 29 CFR EPA 40 CFR
MMS 30 CFR DOT 49 CFR
USCG 33 CFR
State and Local Regulatory Requirements

Canada

Canada Occupational Safety and Health Administration
Provincial Trade Craft Training

In addition, there are other federal, state, and local agencies, such as the Texas Railroad Commission (TRC), National Fire Protection Agency (NFPA), State of Louisiana Administrative Code (LA Admin Code), and American Petroleum Institute (API), etc., which also govern specific subjects.

2.0 HSE Philosophy

The **REPOWER USA** Health, Safety & Environmental Manual has been developed to identify health, safety and environmental regulations required by various regulatory agencies, safe work practices, and industry standards. The purpose of this manual is to assist **REPOWER USA** employees in performing work tasks safely and efficiently. All regulations do not, and cannot apply to all job locations and situations. **REPOWER USA** cannot develop a procedure to cover all work situations. Even if this could be accomplished, HSE rules alone cannot prevent accidents. You have a personal responsibility for your own HSE protection and for fellow workers. It is the responsibility of every **REPOWER USA** Team Member to be dedicated to the principle of proactive accident prevention, which is an essential part of the planning and execution of every job.

Team Members also determine when and where specific HSE standards and rules should be used. Two types of rules appear in this manual; “shall” rules and “should” rules.



Section II INTRODUCTION

Valid from: November 2008

REPOWER USA Senior Management, Department/Head of Service, and HSE Department approval is required before operations can be conducted that conflicts with a “**shall**” rule. It is at the discretion of Department/ Head of Service and On-Site Field Supervisory personnel, with communication with appropriate HSE Department personnel, to decide on the variance and levels of “**should**” rules in their particular operation while understanding the requirements that HSE **shall** not be compromised in any way.

3.0 HSE Manual Revision Request

This form **must be** completed before revisions will be processed for **REPOWER USA** HSE Manual.



Section II Forms & Information

Valid from: November 2008

Section II – Forms & Information Form 1 – HSE Manual Revision Request Form

Date Submitted: _____

Requested revision(s): _____
(Attach a marked up page indicating suggested revisions)

Identify Location: _____
(Section Title) (Section Number) (Paragraph/page)

(Policy/Procedure) (Number) (Paragraph/page)

Request "NEW TEXT": _____
(Attach a copy of "NEW TEXT" that is proposed for review)

Identify Location: _____
(Section Title) (Section Number) (Paragraph/page)

(Policy/Procedure) (Number) (Paragraph/page)

Reason for suggested revision(s): _____

(Policy or Procedure - update, change, spelling, grammar, typographical or other corrections)
NOTE: A marked up copy of suggested alterations MUST accompany this form.

Comments: _____

Approval Levels:

Head of Service/Operations Manager: _____

HSE Department: _____

REPOWER HSE Manager: _____

REPOWER HSE Committee Chairperson: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Date: _____

Date Received: _____

Date Reviewed: _____

Date Reviewed: _____

Date Reviewed: _____

Date Reviewed: _____

Date Reviewed: _____



Section III Policy & Procedures

Valid from: November 2008

Revision Profile

Rev.	Date	Name	Approval Signature	Remarks
0	11/08	Owens O'Quinn QHSSE Consultant	On File	ORIGINAL
0	11/08	Tammy Conekin	On File	ORIGINAL
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Original Review Progress

Date	Reviewer	Signature
11/08	J.K. Barrilleaux – Grammar/Technical Format <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Owens O'Quinn – QHSSE Consultant <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Tammy Conekin – Head of Service	On File





Section III Policy & Procedures

Valid from: November 2008

Section III: HSE Policy & Procedures

Contents

Section	Topic	Page No.
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2.0	Scope and Purpose	3
3.0	General HSE Rules	4
4.0	Search and Seizure Policy	4
5.0	HSE Meetings	5
6.0	General Personal Conduct	7
7.0	HSE Procedures	8

1.0 Introduction

The primary **OBJECTIVE** and **FOCUS** in HSE for REPOWER USA is to provide a Healthy and Safe place to work, an Environmental goal to leave the environment clean for those that follow us, and to identify hazards, and to prevent accidents and injuries in the work force.

To assist in this goal, **REPOWER USA** Management has developed a HSE Plan and a HSE Manual with the appropriate applicable and enforceable policies and procedures. **REPOWER USA** provides each employee workable methods and applicable policies and procedures to perform their job in a healthy, safe, and environmental clean work environment. The **REPOWER USA** Team Member, contract, part-time, and job-specific employee are to pro-actively support and implement both the philosophy and the letter of this policy. To meet our goal, it is very important for each of us to understand this policy and conduct our daily business in a manner that assures compliance. However, keep in mind that the decision to work within the HSE Policies and Procedures is **YOURS**.

"THINK, and USE YOUR COMMON SENSE!"

If for any reason you suspect the area or operation to be unsafe, **STOP!** Report the situation to your On-Site Supervisor before proceeding with a potentially hazardous task. **ASK** questions. Ask for an explanation of areas that you do not understand thoroughly. Caution must be utilized in each work process. All accidents, regardless of their nature, share three basic characteristics. Your awareness and understanding of these characteristics are fundamental in the prevention of accidents.

- ❖ Accidents/Injuries/Near Misses are the results of many accumulative reasons
- ❖ Accidents/Injuries/Near Misses can be prevented by the appropriate application of HSE Policies and Procedures
- ❖ Unless these causes are eliminated these same accidents/injuries/near misses **will** continue to occur
- ❖ Remember, each of us can prevent accidents

2.0 Scope and Purpose

This HSE Manual shall be utilized as a tool to help accomplish our goal of a healthy, safe, and environmentally clean work place at all **REPOWER USA** work locations as well as assist you in the specific precautions you **must** take to maintain and improve your safe working environment.

This manual serves as a guide and a reference tool in maintaining a uniform safety policy by specifying minimum rules and standards, which are applicable in all areas, and endorsed by **REPOWER USA** Management and the HSE Department. Local, State, and Federal regulations (including but not limited to Federal and State OSHA, MMS, DOT, TRC, and MSHA) may require additional precautions.

Please check with your On-Site Field Superintendent/Supervisor and/or the HSE Department for site-specific procedures that would require additional or specific requirements.

3.0 General Safety Rules

The following rules apply to all **REPOWER USA** employees, contract employees, and the employees of any sub-contractor which does business with **REPOWER USA**.

- ❖ **ALWAYS THINK SAFETY** - Keep in mind that one of your primary responsibilities as an employee is to perform your duties in a safe manner
- ❖ **MAINTAIN a PRO-ACTIVE INTEREST** - Give your undivided attention to HSE discussions, which the Field Superintendent, Supervisor, Management or the HSE Department may introduce to prepare you for new or different work. **ASK** questions if you do not understand thoroughly
- ❖ **ALWAYS be ALERT** - Correct or eliminate an obvious hazard yourself whenever possible. Report all hazards and the corrective measures you have taken to your On-Site Supervisor. If a hazard cannot be corrected immediately mark it until it can be corrected. Personnel coming on duty **must** be informed of any changes or conditions that might present a hazard
- ❖ **NEVER ATTEMPT to do a JOB ALONE** - Use the buddy system, common sense, and safe working practices tell you to call for assistance when needed
- ❖ **LEARN the APPROVED SAFE PRACTICES** – That are applicable to your work and observe them at all times

Failure to observe these applicable HSE rules and regulations could result in serious injury to you and/or a fellow employee. For this reason, unsafe work practices will result in disciplinary action, as management deems necessary to correct the situation, up to and including immediate termination.

4.0 Search and Seizure Policy

This **REPOWER USA** policy is to maintain a work environment that is safe for all employees and others and is conducive to maintaining high work standards. As part of this policy no illegal drugs, intoxicating beverages, explosives, firearms, or other weapons are allowed on **REPOWER USA** or Client facilities, including vehicles, operated by **REPOWER USA**. Illegal drugs include all controlled substances not prescribed by a licensed physician for use by the person possessing them (Reference **REPOWER USA** Policy on Drug and Alcohol Misuse).

As a further precaution, entry into or remaining at **REPOWER USA** operated facilities is conditioned upon the **REPOWER USA** maintaining the right to search the person and the personal effects of the individual for illegal drugs, intoxicating beverages, explosives, firearms, or other weapons or unauthorized possession of **REPOWER USA** property.

Searches may be made without warning and may include lockers, rooms, workstations, desks, and/or other areas operated by the **REPOWER USA** employees, as appropriate. Searches may also be made on departure from any **REPOWER USA** facility. Prior to any search or screening employees, contract personnel and third party sub-contractors seeking admission to the **REPOWER USA** premises or leaving will be requested to sign a form stating that they have read, understood, and consented to the **REPOWER USA** policy on search and seizure. Employees and non-employees have the right not to be searched.

However, the refusal of an employee to submit to a search will be cause for immediate discharge from the **REPOWER USA**. In all cases of a refusal to consent to a search, the responsible supervisor will arrange for the refusing person to be removed immediately from **REPOWER USA** or the Client's property. Non-employees refusing to allow a search will not be allowed entry on **REPOWER USA** property. Prohibited items discovered through a **REPOWER USA** search may be taken into custody and may be turned over to the proper law enforcement authorities, if appropriate. This policy is in effect at all **REPOWER USA** work sites and production facilities owned, operated, contracted or leased by **REPOWER USA** for **REPOWER USA** and/or a Client's use.

5.0 HSE Meetings

5.1 Procedures

Supervisors at all work locations are responsible for holding weekly safety meetings with their assigned personnel (including sub-contractors). These meetings if on a client controlled work site, may be brief, 10-15 minutes in duration. At other work sites controlled by **REPOWER USA**, the meetings could be 15-30 minutes in duration, depending on topics covered (i.e. HSE Meetings held for training purposes might require additional time whereas a HSE Meeting held to warn personnel of a hazard might be briefer).

ALL HSE Meetings will be fully documented on a **HSE MEETING REPORT FORM** to record time, date and topic covered, duration, and person presenting the topic and all personnel attending. This information is required to update employee-training records.

A Safety Meeting should be held immediately following an injury or near miss incident to warn assigned personnel in an effort to preclude similar incidents. A **HSE MEETING REPORT** is required to document this potential hazard for future training.

The HSE Department and Field Supervisor/Operations/Head of Service will meet once each month to evaluate and discuss current safety issues, to develop and/or recommend additional training programs for improving employee's safety performance, and to review recent injuries and accidents. Minutes of each meeting shall be taken to document actions and to identify required training.

5.2 Planning a Safety Meeting

Ensuring that HSE Meetings are effective and interesting is very important to providing employees with tools that enhance their pro-active HSE culture. Pre-Planning is the key to insure that the subject matter is pertinent and that the meeting will be effective and interesting.

The development of a successful meeting plan should include the following points:

- **Advance Preparation** - The planning determines the results. Never conduct a meeting without preparation
- **Select A Major Topic** - Make it timely and practical - one that a group can discuss
- **Obtain Facts & Figures** - Be sure they are correct and complete. Prepare visual aids when possible, such as a simple chart or table
- **Plan the Presentation** - Determine the best way to present the meeting subject. Try to anticipate the group's reactions and questions. Outline the results you want to accomplish
- **Set the Length** - Allow adequate time but set a reasonable limit
- **Be Sincere** - Your sincerity and interest in the workers' welfare must be real
- **Introduce the Topic** - Tell what the meeting will address in simple terms. Use a punch line or some other good lead in. Get the group's attention
- **Present Facts**
- **Arouse Interest** - State highly pertinent facts in an interesting manner.
- **Promote Discussion** - Ask open-ended questions that cannot be answered "Yes" or "No". Encourage members of the group to think individually and collectively. Let them talk
- **Agree On An Action Plan** - Try for group agreement on methods of correction and improvement. Write these down
- **Summarize the Meeting** - Review briefly what has been discussed and decided.
- **Always Follow Up!**
- **Suggestions to help make the meeting successful**
- Control the meeting and prevent it from becoming a "gripe session".
- **NEVER** reprimand employees during a meeting as the reprimand will nullify the wanted effect.

The On-Site Field Supervisor or the person conducting the meetings should observe workers' reactions to determine if the meeting is accomplishing its purposes. Constant effort and planning will assure that safety meetings are productive and informative.

6.0 Personal Conduct**6.1 General**

REPOWER USA desires a reputation for furnishing qualified and professional personnel, providing Quality work, a Healthy and Safe work environment, and leaving the environment clean for those that follow us, which places tremendous responsibility on every employee. As an employee of **REPOWER USA** your conduct (good or bad) is a reflection on **REPOWER USA**. Therefore, if any employee's Personal Conduct discredits, or lessens the Client's and/or the general public's opinion of **REPOWER USA**, he/she will be subject to disciplinary action up to and including termination.

Each Employee is expected to perform their assigned duties in the manner of a mature qualified professional.

Boisterous or unruly conduct while on duty at a job site **OR** while off duty at any lodging facilities provided by **REPOWER USA** is strictly prohibited and will not be tolerated.

6.2 HSE Violation Disciplinary Action and Enforcement

Any non-compliance or violation of safety rules, policies, and/or procedures observed by anyone **SHALL** be reported to the On-Site Field Superintendent/Supervisors, On-Site HSE Coordinator and/or HSE Manager immediately. If flagrant disregard or violation of safe work rules/practices or a major violation has occurred the On-Site Field Supervisor, Head of Service **SHALL** take such action as deemed necessary to ensure compliance with applicable safe work rules/practices, including but not limited to, the following.

- **First Offense**

The On-Site Field Supervisor or the Head of Service shall write a letter of reprimand to the Employee with copies to the Employee's personnel file and to the HSE Department.

- **Second Offense**

The On-Site Field Supervisor/Operation Manager may order that the Employee be suspended from work without pay for one or more days. A second letter of reprimand **SHALL** be written to the Employee with copies to the Employee's personnel file and the **REPOWER USA** HSE Manager. The Head of Service shall also counsel the Employees' immediate On-Site Field Supervisor on safe work performance.

- **Third Offense**

Employee is **immediately** terminated from employment with **REPOWER USA**.

NOTE: If non-compliance or violation of these safety rules is considered serious enough, the Head of Service and/or Manager of HSE may omit the first or second step listed above, or both, and go to the next step.

6.3 Vehicle Safety Violation Disciplinary Action and Enforcement

REPOWER USA Management and the HSE Department promotes safe driving habits in employees operating motor vehicles during, after and prior to work hours as part of a preventive and pro-active HSE program. "REPOWER USA vehicles" refers to REPOWER USA owned and/or operated Client owned, leased and/or rented and personal vehicles used on REPOWER USA business.

- **Defensive Driving** REPOWER USA business will use techniques of Defensive Driving and will attend the HSE Department recommended driving course for the following reasons:

Following any preventable accident.

When an investigation of a moving-traffic violation indicates a need, any unsafe vehicle operation practices by any employee will be subject to disciplinary actions deemed necessary by REPOWER USA Management and HSE Department. These actions are to ensure compliance with applicable safe work rules and procedures, including, but not limited to, the following:

- **First Offense:**
Written reprimand and/or two days off without pay
Immediate Discharge
- **Second Offense:**
Immediate Discharge

NOTE: If non-compliance or violation of these HSE rules is considered serious enough, the Field Superintendent/ Head of Service and/or REPOWER USA HSE Manager may omit the first step listed above and go to the next step.

7.0 HSE Policies and Procedures

The following is a listing of the REPOWER USA/ HSE Policies and Procedures developed by REPOWER USA using the appropriate governmental regulations as the basis of the standard. REPOWER USA HSE Policies and Procedures shall be used and adhered to by all employees and contractors, as applicable, in the performance of their jobs. These standards shall not supersede any governmental regulations but rather to provide guidance and structure to all employees and contractors in the safe execution of their jobs. In the unlikely event any of these standards differ from the associated regulation, the regulation shall prevail and supersede the standard.

Anyone noticing any discrepancy in any policy or procedure should notify his/ her On-Site Field Superintendent/Supervisor immediately who in-turn should notify the **REPOWER USA HSE** Manager at appropriate office.

7.1 HSE Policies & Procedures

7.1.1	RPSHSE - 1	Accident/Injury/Near Miss/Incident Investigation and Reporting
7.1.1A	RPSHSE - 1A	Accident/Injury/Near Miss Prevention
7.1.2	RPSHSE - 2	Job Site HSE Inspection - Job HSE Analysis
7.1.3	RPSHSE - 3	General Offices and Warehouse HSE
7.1.4	RPSHSE - 4	Fire Extinguisher Classifications and Rating
7.1.4A	RPSHSE - 4A	Prevention of Fires
7.1.5	RPSHSE - 5	Personal Protective Equipment (PPE)
7.1.5A	RPSHSE - 5A	Respiratory Protection
7.1.6	RPSHSE - 6	Hearing Conservation
7.1.7	RPSHSE - 7	Permit-to-Work
7.1.7A	RPSHSE - 7A	Confined Space
7.1.7B	RPSHSE - 7B	Lockout - Tagout (LOTO)
7.1.7C	RPSHSE - 7C	Safe and Hot Work Permits
7.1.8	RPSHSE - 8	Hazard Communications (HAZCOM)
7.1.8	RPSHSE - 8A	Identification and Evaluation of Hazards
7.1.9	RPSHSE - 9	Hazardous Waste Operations (HAZWOPER)
7.1.9A	RPSHSE - 9A	Emergency Response
7.1.10	RPSHSE - 10	Hand and Portable Tool Safety
7.1.11	RPSHSE - 11	Electrical Safety
7.1.11A	RPSHSE - 11A	Equipment Grounding
7.1.12	RPSHSE - 12	Fall Protection
7.1.13	RPSHSE - 13	Crane and Lifting Equipment
7.1.14	RPSHSE - 14	Vehicle Operations
7.1.15	RPSHSE - 15	Progressive Disciplinary
7.1.16	RPSHSE - 16	First Aid and Cardiopulmonary Resuscitation (CPR)
7.1.17	RPSHSE - 17	Bloodborne Pathogens
7.1.18	RPSHSE - 18	Illness, Injury Prevention Program
7.1.19	RPSHSE - 19	Contractor Management
7.1.20	RPSHSE - 20	Drug and Alcohol Program



Section III Forms & Information

Valid from: November 2008

Section III – Forms & Information Form 1 – Consent to Search From

I do hereby voluntarily consent to a search of my person, tool boxes, vehicles by Management representative of **REPOWER Systems USA**, my employer. This consent is voluntarily given with full knowledge by me that should the search result in discovery of alcoholic beverages, drugs, drug paraphernalia or other items of contraband that I may be subject to disciplinary action.

Employee Signature

Date

Witness



Section III Forms & Information

Valid from: November 2008

Section III – Forms & Information

Form 2 – General Drug Policy Acknowledgement Form

I have been advised that REPOWER Systems USA has adopted a Prohibited Drug and Alcohol Policy for the purpose of maintaining a safe work environment and to protect Company property. That policy is:

The use, possession, distribution, transfer or storage of prohibited drugs, inhalants or alcoholic beverages in or on Company property or being under the influence of drugs, inhalants or alcohol while acting within the scope of employment is prohibited, as is the misuse of legitimately prescribed drugs.

Further, no employee shall report to work under the influence of prohibited drugs or alcohol.

Compliance with this policy, including consent to searches and medical tests, is a condition of employment.

The intention of the Management of REPOWER Systems USA is to provide a safe work environment for employees and to protect Company property. Prohibited drugs or alcohol have been determined by Management to be a threat to those goals.

Acknowledged:

Employee Signature

Print Name

Date

	Section III RPSHSE 7.1.1	Valid from: November 2008
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Revision Profile

Rev.	Date	Name	Approval Signature	Remarks
0	11/08	Owens O'Quinn QHSSE Consultant	On File	ORIGINAL
0	11/08	Tammy Conekin	On File	ORIGINAL
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Original Review Progress

Date	Reviewer	Signature
11/08	J.K. Barrilleaux – Grammar/Technical Format Evergreen QHSSE Solutions LLC	On File
11/08	Owens O'Quinn – QHSSE Consultant Evergreen QHSSE Solutions LLC	On File
11/08	Tammy Conekin – Head of Service	On File



Section III: 7.1.1 RPSHSE – 1
Accident/Injury/Near Miss/Incident
Investigation Reporting
Contents

Section	Topic	Page No.
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2.0	Policy	3
3.0	Reporting	4
4.0	Procedures	4
5.0	Investigation Meetings	8
6.0	Classification of Severity	9

1.0 Introduction

RPSHSE 7.1.1 addresses the following procedures:

- Reporting of Accidents/Injuries/Near Miss or Incidents
- Accident Reporting
- Injury Reporting
- Near Miss Reporting
- Incident Reporting
- Accident/Injury/Near Miss/Incident Investigation

After reviewing the 7.1.1 RPSHSE - 1 Procedure each employee and On-Site Supervisor should be capable in reporting an accident/injury/near miss/incident and of conducting a meaningful investigation to prevent the reoccurrence of unsafe acts and/or unsafe conditions.

2.0 Policy

RPSHSE's policy is to report and investigate the following incidents:

- All Injuries and job related illness, including:
 - First Aid Cases **FAC**
 - Professional Medical Cases **PMC**
 - No Lost Time Accidents **NLTA**
 - Lost Time Accidents **LTA**
 - Fatality Cases **FC**
- Near Miss Incidents
- Spills/Releases
- Vehicle Accidents
- Property Damage
- Major Accidents
- Identified Hazards

A report is required for all on-site accidents, injuries, near misses, incident or illnesses, regardless of the severity.

3.0 Reporting

3.1 Accident/Injury/Near Miss/Incident Reporting

Effective accident/injury/near misses/incident reporting is based on complete and unbiased knowledge of the root cause that resulted in the development of the situation that lead to the incident.

Accuracy and completeness in reporting is critical for the Company, insurance reporting, federal and state mandated reporting, as well as to assist in the development of preventive measures to reduce the probability of and potential for recurrences.

3.2 On-Site Field Supervisor Investigation Report

This report is a detailed investigation about the accident/incident compiled by the immediate On-Site Supervisor and/or investigation team. This report is required for all incidents, even when only a minor injury or near miss occurs. This report is an integral part of Root Cause Analysis during the investigation following the subject incident report.

3.3 Potential Incident (Near Miss) Report

This report is beneficial in recording the information surrounding incidents without injury that have the potential of developing into a serious or fatal incident. The premier purpose in the initiation of this report by the On-Site Field Supervisor is to investigate circumstances leading to and surrounding the incident to assist **REPOWER USA** Management and HSE Operation in planning preventive measures, equipment repairs, and employee training, etc.

4.0 Procedures

4.1 Injury Reporting

An **Injury Report** is required for all work related injuries or illnesses, regardless of the severity. Specific "**1st Report of Injury**" forms for each Country and State are mandatory and required for filing insurance and Worker Compensation claims. This form records the basic information concerning an injury and is the first (1st) and primary report(s) completed by the injured employee(s) and the immediate On-Site Supervisor at the work location.

Reports for injuries that do not require treatment other than first aid should be noted as a "**First Aid Case**". Injuries must be reported immediately to the On-Site Supervisor in charge, preferably before the end of the employee's shift. The On-Site Supervisor is responsible for assisting the employee in obtaining the information required to fully complete the Injury Report. All of the information areas on the report must be completed (if unknown, so indicate).

The Injury Report must be submitted to the HSE Manager within **24 HOURS**. A copy should be kept on site.

Reporting time constraints mandated by regulations prohibit delays in the submittal of the Injury Reports.

4.2 Required Forms for Injury/Illness Reporting

The State and Federal forms are required as follows:

4.2.1 Onshore Operations

- **First Report of Injury or Illness Report**

Required for the initial reporting of any injury and illness at each respective job site in the United States of America. The On-Site Field Supervisor who **DO NOT** have access to the correct State forms and must report job accidents and illnesses in various States should contact the HSE Manager immediately, and/or complete the On-Site Field Supervisor's Investigation Report and submit to the HSE Manager to initiate the reporting process.

- **Supplemental Report of Injury**

Required when an injured employee returns to work or an injured employee has an additional disability due to the injury after returning to work or an injured employee has an increase or decrease in earnings during a temporary return to work status or an injured employee resigns or is terminated.

- **Employer's Wage Statement**

Required when an employee is disabled for at least 8 days. This report will be completed by the HSE Manager upon notification by the On-Site Field Supervisor that the employee has missed 7 days of work.

4.2.2 Offshore and Longshoreman Operations

- **Operation of Labor First Report of Injury or Illness**

Required for the initial reporting of any injury offshore, in dock operations, offshore transportation, and/or long-shore operations.

- **Operation of Labor Supplementary Report of Accident/ Illness**

Required whenever the First Report of Injury or Illness does not show the date employee returned to work or when an injured employee has returned to work and later becomes disabled for work.

- **Operation of Labor Supplementary Report of Disability**

Required when an injured employee is disabled for more than 3 days. This form will be completed by the HSE Manager upon notification by the On-Site Supervisor in charge that the employee has not returned to work by the 4th workday.

It is critical that the On-Site Supervisors maintain daily communication with the HSE Manager on the status of injured employees until the employee returns to full time work with a full Doctors release.

4.3 On-Site Field Supervisor Investigation Report

Often the Injury Report is vague and inadequate. The value of the On-Site Field Supervisor's Investigation Report is to add clarity to the circumstances surrounding the event. The intent of the investigation is to isolate and determine the causes and identify methods to prevent recurrence. The value of the investigation is destroyed if there is a suspicious purpose to place blame. Once the event that led to the accident is uncovered, a positive plan for eliminating further accidents must be developed and implemented.

Each Operation/Head of Service will instruct all first line supervision to conduct an accident investigation of each injury, illness, and/or near miss. The On-Site Field Supervisor Investigation Report will be prepared and submitted to the HSE Manager within **24 HOURS**.

The On-Site Field Supervisor's Investigation Report includes information on the person injured, his/her job title, the tasks being performed at the time of the accident, who directed the work, identifies the witnesses and includes witness statements regarding the accident, and the cause of the accident and what corrective action was taken. The On-Site Field Supervisor Investigation Report is made a part of the official records concerning the incident and must be taken seriously. **Unsatisfactory and/or incomplete reports will not be accepted.**

4.4 Other Reports

The following reports should be filled out and forwarded to the HSE Manager as follows:

- **"Near miss" incidents** without injury that could have been more serious should be reported to the On-Site Field Supervisor and documented immediately in the Near Miss Incident Report.
- **Spill/Release** of chemicals, petroleum products, hazardous materials, etc. must be reported and documented on the Spill Report Form for required environmental compliance.
- **Property Damage and/or Vehicle/Equipment** damage or accidents must be reported and documented on the Property Damage Report for insurance requirements.

4.5 Responsibilities

- **First-Line On-Site Supervisor** - has the responsibility of ensuring an investigation is conducted, verbally informing the Operation/Head of Service and the HSE Manager of any actions that should be taken and completing the appropriate reports. It will be the responsibility of the HSE Manager to direct the Operation/Head of Service to participate as a member of the investigation.
- **Operation/Head of Service** – has the responsibility for maintaining a list of corrective action items for his/her area, assigning the responsible party and establishing a completion date for each corrective action item. The Operation/Head of Service is also responsible for the follow-up of each of the corrections until all are completed, and will act as a liaison between the First-Line On-Site Supervisor and the HSE Manager. Operation/Head of Service should, whenever possible, arrange with the HSE Manager for "light duty" assignments for injured workers who are at partial capacity.
- **HSE Manager** will review all reports, tabulate results and provide trend analysis to management. If the severity of the accident indicates that the injured employee will be absent from work for more than one workday the HSE Manager must be notified of the incident by telephone at the applicable office so that case management activities with the insurance carrier can be implemented. All medical bills should be sent directly to the Worker Compensation carrier from the medical provider. The HSE Manager will verify Worker Compensation coverage for the provider as required. No employee shall be allowed to return to work after treatment and/or rehabilitation without a **Return-To-Work** release from his/her treating physician and notification to the HSE Manager.

5.0 Investigation Meeting

The On-Site Field Supervisors will promptly follow up each reported employee accident/injury/illness, **REPOWER USA** vehicle accident, **REPOWER USA** property damage, and Third Party Accident/Injury/Illness with an investigation report. Investigations should be conducted as soon as possible following notification of the incident.

Good accident investigations help prevent future accidents and protect the **REPOWER USA** from unwarranted liability. The On-Site Field Supervisor investigation must be thorough, requiring a meeting of all involved and investigation of the accident scene in order to pinpoint the true cause of the accident.

This process will help to determine the appropriate corrective action needed to prevent similar accidents from occurring in the future.

- Attempt to visit the accident scene prior to conducting the investigation meeting, if possible. In addition, draw a diagram, take pictures (if permitted), prepare overheads, etc. to assist in the review.
- Arrange a time and place and invite all necessary personnel.
- Arrive early and engage in informal conversation to establish a relaxed atmosphere.
- Start meeting on time. Never be late.
- Open with an introduction (i.e. why we are here) and identify those present, if necessary. **WE ARE HERE TO...**
 - Establish facts of what happened.
 - Not to find fault or establish blame.
 - Discover contributing factors.
 - Develop methods to prevent reoccurrence.
 - Use the "4-W" & "1-H" approach to establish the facts.
 - When did it happen?
 - Where did it happen?
 - What happened?
 - Why did it happen?
 - How did it happen?

Make a diagram, using a chalkboard, and walk through the accident for demonstration and reference. You may have to back-step to establish prior activities, which might have contributed to the accident/incident.

Ask **When, Where, What, Why, and How** until the root causes are found. Make a notation as they are revealed by the investigation team. Start with those directly involved in the accident/incident. Then review the contributing factors.

- Now discuss ways to eliminate or correct the factors that contributed to the accident.
 - Once again, list ideas and review them with the team.
 - Assign the corrective action to the individual responsible.
 - The individuals shall report when the corrective action has been completed.
- Prepare a final investigation report and distribute it to all involved personnel with diagrams or any other attachments.
- Avoid doing the following items:
 - **NEVER** attempt to find fault.
 - **Do Not** blame any person for the accident/incident.
 - **Do Not** humiliate anyone.
 - **Do Not** discuss any disciplinary action at this meeting.

Remember, discuss the facts, reveal the causes or contributing factors and take positive action to prevent reoccurrence.

6.0 Classification of Severity

6.1 First Aid Case (FAC)

Minor injuries such as scratches, cuts, burns, splinters, etc., which do not ordinarily require medical care. Any one-time treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such one-time treatment and follow up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel.

6.2 Professional Medical Case (PMC)

Injuries that must be treated only by a physician or licensed medical personnel. Injuries that impair bodily function (i.e., normal use of senses, limbs, etc.). Injuries resulting in damage to the physical structure (i.e.: fractures). Injuries that involve complications requiring follow up medical treatment.

6.3 No Lost Time Accidents (NLTA)

An NLTA results when the injured employee has sustained a minor injury and was taken to a doctor or emergency facility due to the potential for a greater injury and to ensure no extended injury and/or illness not apparent to visual evaluation at accident/injury/illness site were overlooked.


6.4 Lost Time Case (LTC)

- An LTC results when the injured employee is unable to return to his/her regular duty, or is on limited/light duty status on the next regularly scheduled workday due to the injury or resulting treatment.
- If the injured is released to a limited/light duty status and no limited/light duty is available and he/she begins to lose time, the case shall be considered a LTC.
- Working any part of a workday as well as losing time that same day shall constitute a day worked.

6.5 Fatality (FC)

Any injury resulting in Death.

The HSE Manager may reclassify the severity of some accidents based upon final review of all pertinent documented information.

	Section III RPSHSE 7.1.1A	Valid from: November 2008
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Revision Profile

Rev.	Date	Name	Approval Signature	Remarks
0	11/08	Owens O'Quinn QHSSE Consultant	On File	ORIGINAL
0	11/08	Tammy Conekin	On File	ORIGINAL
1				
2				
3				
4				
5				

Original Review Progress

Date	Reviewer	Signature
11/08	J.K. Barrilleaux – Grammar/Technical Format <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Owens O'Quinn – QHSSE Consultant <i>Evergreen QHSSE Solutions LLC</i>	On File
11/08	Tammy Conekin – Head of Service	On File



	Section III RPSHSE 7.1.1A	Valid from: November 2008
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Section III 7.1.1A RPSHSE – 1A
Accident Prevention – Color Codes, Signs, & Tags

Contents

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3.0	Accident Prevention Signs	3
4.0	Accident Prevention Tags	4
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1.0 Introduction

This standard is designed to establish universal color, codes, signs, and tagging requirements to meet OSHA standards and to minimize incident or injury by ensuring that all personnel are aware of unsafe situations and conditions in the work place. The following are general requirements imposed by OSHA. Additional requirements apply to specific hazards and operations.

2.0 Safety Color Codes

- **RED - DANGER**
 - Fire equipment and apparatus
 - Danger
 - Safety cans or other portable containers of flammable liquids
 - Red lights provided at barricades and temporary obstructions
 - Danger signs are painted red
 - Stop
 - Emergency stop button, bars, or electrical switches used for the emergency stopping of machines and equipment
- **YELLOW - CAUTION**
 - Should physical hazards such as falling, tripping, or caught between, slow area, etc.

3.0 Accident Prevention Signs

3.1 General

Accident Prevention Signs should meet the following OSHA standards:

- Should denote specific hazards and provide warnings and safety instructions for the personnel and the public who are likely to be exposed to the hazard
- Should be used if failing to indicate a hazard could result in personal injury or property damage.
- Must have rounded or blunt corners and fastened where they do not constitute a hazard.
- Coloring must conform to Table 1 of the *American National Standard* (ANSI) Z53.1.
- Wording is easily read and concise. Contains enough information to be easily understood and make a positive, rather than negative suggestion.

3.2 Types of Accident Prevention Signs

- **Danger Signs** – warn of specific dangers and radiation hazards; indicates immediate danger and that precautions are necessary.
Colors: Red with black or white lettering.
- **Caution Signs** – warn against potential hazards or to caution against unsafe practices.
Colors: Yellow background; black panel with yellow lettering; or black lettering against yellow background.
- **Safety Instruction Signs** – supply general instructions and suggestions relative to safety measures.
Colors: White background; green panel with white lettering; or black lettering against white background.
- **Biological Hazard Signs** – signify the actual or potential presence of a biohazard or infectious agent presenting a risk or potential risk to the well-being of man or identify a contaminated areas (See Biological Hazard Tags for Colors).

4.0 Accident Prevention Tags

4.1 General

- Used as a means to prevent accidental injury or illness to employees exposed to hazardous or potentially hazardous conditions and equipment, or during operations which are unusual, unexpected, or which are not readily apparent.
- Used until the identified hazard is eliminated or the hazardous operation has been completed. Tags are **NOT** required where signs, guarding or other positive means of protection are being used.
- Contain a signal word (Caution, Danger, Warning, etc.) and a major message (Do Not Start, High Voltage, etc.). The signal word should be readable at a minimum distance of five (5) feet or greater as warranted by the hazard.
- Affixed as close as safely possible to the hazard, and attached with string, wire, or adhesive that prevents loss or unintentional removal.

4.2 Types of Tags

- **Danger Tags** – indicate major hazard situations where an immediate hazard presents a threat, death, or serious injury to personnel.
Color: **RED**, or predominantly red, with lettering or symbols in contrasting color.
- **Caution Tags** – indicate minor hazard situations where a non-immediate or potential hazardous unsafe practice presents a lesser threat of personnel injury.
Color: **YELLOW**, or predominately yellow, with lettering or symbols in a contrasting color.

- **Warning Tags** – indicate a hazard level between Caution and Danger, in lieu of the Caution Tag.
Color: **ORANGE**, or predominately orange, with lettering or symbols in a contrasting color.
- **Biological Hazard Tags** – identifying the actual or potential presence of a biological hazard and equipment, containers, rooms, etc. that contain or are contaminated with hazardous biological agents.
Color: **FLUORESCENT ORANGE**, or orange-red, with lettering or symbols in a contrasting color.

5.0 Tagging and Flagging

5.1 Purpose

The purpose of tagging and flagging is to communicate with other people working in the area that a hazard condition or situation exists. Using tagged equipment could result in bodily injury, costly mechanical damage, fire, or the disruption of operations. Before re-commissioning any equipment, the following list is representative of situations where tagging is warranted:

- Valves not in normal operating position.
- Valves that should not be used under normal operating conditions.
- Switches, valves, and blinds used to isolate control lines or equipment undergoing maintenance as outlined in Safety Standard SS13, Lockout/Tagout.
- Defective or leaking valves.
- Equipment, tools, etc., that are unsafe to use.
- Safety or emergency equipment that will not function properly and is unsafe to use.

5.2 Definitions

- **Tag** – a weatherproof tag that is marked with the name of the equipment, the name of the person affixing the tag and the date, time and reason for tagging the equipment.
- **Flag** – a piece of bright orange or red ribbon attached in addition to a tag only when the tag is not readily visible, such as tags on overhead valves. **Flags should never be used without a tag.**

5.3 Procedures


- Tagged equipment requires the following:
 - Equipment name, identification, and the condition, and fault or reason for the tagging to ensure that proper attention is given to needed repairs.
 - Date, time, and signature. If the tag is not readily visible a flag should also be attached.

- Notify your immediate supervisor.
- Tags and flags shall be removed immediately after the conditions change so as they are not left on by mistake. Tags are not substitutes for careful checking of each device prior to re-commissioning equipment or to an operational change.

5.4 Responsibilities

- **Employee** – the responsibility for using tags where necessary belongs to the person repairing equipment, isolating equipment, shutting valves or switches or discovering an unsafe piece of equipment.
- **On-Site Field Supervisor** – the responsibility for acquiring the necessary repairs for tagged items rests with the notified Field Superintendent/Supervisor or designated alternate.

Upon the completion of the assigned job, all signs and tags shall be removed after thoroughly checking that no person will be jeopardized and that the equipment is repaired and functional. Removal of tags should be done by the person that signed the tag; but due to shift changes, etc., it can be removed by the Field Superintendent/Supervisor as outlined in **7.1.7B RPSHSE – 7B, Lockout/Tagout – Control of Hazardous Energy**.

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Section III – Forms & Information

7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 1 – On-Site Field Supervisor Investigation Report



Section III Forms & Information

Valid from: November 2008

On-Site Field Supervisor Investigation Report (Page 1)

This Report must be completed and sent to the REPOWER USA HSE Manager within 24 HOURS.

Division:

- | | |
|--|---|
| <input type="checkbox"/> WIND TURBINE | <input type="checkbox"/> CORPORATE |
| <input type="checkbox"/> OPERATIONS | <input type="checkbox"/> ENGINEERING |
| <input type="checkbox"/> WORK MANAGEMENT | <input type="checkbox"/> TECHNICAL SERVICES |
| <input type="checkbox"/> OTHER | |

Job Number: _____ **Location:** _____

Facility Address: _____

Name of Injured: _____

Social Security Number: _____

Date of Birth: _____ **Age:** _____ **Sex:** ☐ Male ☐ Female

Home Address: _____

Telephone Number: Home _____ Work: _____

Job Title: _____

Length of Employment with REPOWER USA:

- | | | |
|---|---|--|
| <input type="checkbox"/> Less than 3 months | <input type="checkbox"/> 3 months to 1 year | <input type="checkbox"/> 1 year to 3 years |
| <input type="checkbox"/> 3 years to 5 years | <input type="checkbox"/> 5 years to 7 years | <input type="checkbox"/> More than 7 years |

Accident Time: _____ **Accident Date:** _____ **Day of the Week:** _____

Month/Day/Year that Injured Returned to Work: _____

Activity at the Time of Accident: _____

Describe What Happened: _____

NOTE:

The What, When, Where, Why, and How method to describe accident/injury/incident/near miss being investigated.

Tools, Equipment or Machinery in Use at the Time of Accident: _____

Exact Location of Accident: _____



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On-Site Field Supervisor Investigation Report (Page 2)

Nature of Injury:

- | | | | |
|---------------------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Strain/Sprain | <input type="checkbox"/> Dermatitis | <input type="checkbox"/> Skin Irritation |
| <input type="checkbox"/> Cut | <input type="checkbox"/> Contusion/Bruise | <input type="checkbox"/> Puncture | <input type="checkbox"/> Chest Pain |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Abrasion | <input type="checkbox"/> Vision Loss |
| <input type="checkbox"/> Other: _____ | | | |

Part of Body:

- | | | | | |
|---------------------------------------|----------------------------------|--------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Right | <input type="checkbox"/> Left | | | |
| <input type="checkbox"/> Head | <input type="checkbox"/> Eye | <input type="checkbox"/> Ear | <input type="checkbox"/> Face | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Shoulder | <input type="checkbox"/> Arm | <input type="checkbox"/> Elbow | <input type="checkbox"/> Forearm | <input type="checkbox"/> Wrist |
| <input type="checkbox"/> Hand | <input type="checkbox"/> Finger | <input type="checkbox"/> Chest | <input type="checkbox"/> Lung | <input type="checkbox"/> Groin |
| <input type="checkbox"/> Hip | <input type="checkbox"/> Leg | <input type="checkbox"/> Knee | <input type="checkbox"/> Ankle | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Toe | <input type="checkbox"/> Thigh | <input type="checkbox"/> Scalp | <input type="checkbox"/> Mouth/Teeth | <input type="checkbox"/> Skull |
| <input type="checkbox"/> Back | <input type="checkbox"/> Abdomen | | | |
| <input type="checkbox"/> Other: _____ | | | | |

☐ Multiple Body Parts

Accident Type:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Slip (Not Fall) | <input type="checkbox"/> Fall (Same Level) | <input type="checkbox"/> Fall (Different Level) | <input type="checkbox"/> Struck Against |
| <input type="checkbox"/> Struck By | <input type="checkbox"/> Caught In/Between | <input type="checkbox"/> Vehicle | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Repetitive Motion | <input type="checkbox"/> Inhalation | <input type="checkbox"/> Absorption | <input type="checkbox"/> Ingestion |
| <input type="checkbox"/> Overexertion | <input type="checkbox"/> Temperature Extreme | | |
| <input type="checkbox"/> Other: _____ | | | |

Hazardous Condition:

- | | | |
|--|---|---|
| <input type="checkbox"/> Improper Guard | <input type="checkbox"/> Safety Devices Inoperative | <input type="checkbox"/> Defective Tool |
| <input type="checkbox"/> Improper Illumination | <input type="checkbox"/> Improper Ventilation | <input type="checkbox"/> Improper Dress |
| <input type="checkbox"/> Hazardous Dust/Gas | <input type="checkbox"/> Poor Housekeeping | <input type="checkbox"/> Congested Area |
| <input type="checkbox"/> Lack of PPE | <input type="checkbox"/> Hazardous Arrangement | <input type="checkbox"/> No Hazardous Condition |
| <input type="checkbox"/> Other: _____ | | |

Agency of Accident:

- | | | | |
|---------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Machine | <input type="checkbox"/> Vehicle | <input type="checkbox"/> Hand Tool | <input type="checkbox"/> Material Handled |
| <input type="checkbox"/> Conveyors | <input type="checkbox"/> Hoist/Crane | <input type="checkbox"/> Building | <input type="checkbox"/> Electrical Apparatus |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Ladders | <input type="checkbox"/> Boilers, Vessels | |
| <input type="checkbox"/> Stairs/Steps | <input type="checkbox"/> Floors | <input type="checkbox"/> Sheet/Scrap Plate | |
| <input type="checkbox"/> Other: _____ | | | |

Did Injured Refuse Medical Attention? ☐ No ☐ Yes (Signature Required)

NOTE:

When injured person refuses Medical Attention the ON-Site Field Supervisor "MUST OBTAIN THEIR SIGNATURE" on applicable form.

Severity of Injury:

- | | | |
|---|--|--|
| <input type="checkbox"/> First Aid Case (FAC) | <input type="checkbox"/> Professional Medical Case (PMC) | <input type="checkbox"/> Lost Time Case (LTC) |
| <input type="checkbox"/> Non Lost Time Accident | <input type="checkbox"/> Fatality (FAT) | <input type="checkbox"/> No First Aid Required |

Transportation to Hospital Required: ☐ No ☐ Yes

Transportation Used: _____

Name of Person Accompanying Injured to Hospital: _____

Name and Address of Physician: _____

Name and Address of Hospital: _____

Describe Corrective Action and Give Completion Dates: _____



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On-Site Field Superintendent/Supervisor Investigation Report (Page 3)

List all Witnesses: _____

List all Personnel assigned to Work Crew: _____

Report Prepared By: _____
Title: _____
Date Signed: _____ Date sent to HSE Manager: _____
APPROVED by HSE MANAGER: _____ Date: _____
Comments: _____

On-Site Field Supervisor

Date

Section III – Forms & Information

7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 2 – Near Miss Incident Report

Near Miss Incident Report

This Report must be completed and sent to the REPOWER USA HSE Manager within 24 HOURS.

Description: _____

Time, Date and Place of Incident: _____

Nature of Incident: _____

All Personnel Involved: _____

Equipment Involved: _____

Description of Events: _____

NOTE:

The What, When, Where, Why, and How method to describe accident/injury/incident/near miss being investigated.

Analysis: _____

Potential Loss Severity: ☐ Major ☐ Serious ☐ Minor ☐ None
Probable Recurrence Rate: ☐ Frequently ☐ Occasionally ☐ Rarely

Prevention:		
Specific Corrective Measures	Responsible Position/ Parties	Estimated Completion Date

On-Site Field Supervisor _____

Date _____

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Section III – Forms & Information

7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 3 – Vehicle Accident Report



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Valid from: November 2008

Vehicle Accident Report (Page 1)

This Report must be completed and sent to the REPOWER USA HSE Manager within 24 HOURS.

Division:

- | | |
|--|---|
| <input type="checkbox"/> WIND TURBINE | <input type="checkbox"/> CORPORATE |
| <input type="checkbox"/> OPERATIONS | <input type="checkbox"/> ENGINEERING |
| <input type="checkbox"/> WORK MANAGEMENT | <input type="checkbox"/> TECHNICAL SERVICES |
| <input type="checkbox"/> OTHER | |

Name: _____ Driver's Age: _____ Date of Accident: _____

Date of Hire: _____

☐ Company Car No.: _____

☐ Personal Car

☐ Rental/lease vehicle

Type of vehicle: _____

Work Location: _____

Accident Type:

- | | | |
|--|--|--|
| <input type="checkbox"/> HIT OTHER IN REAR | <input type="checkbox"/> INTERSECTION | <input type="checkbox"/> PEDESTRIAN |
| <input type="checkbox"/> HEAD-ON COLLISION | <input type="checkbox"/> BACKING | <input type="checkbox"/> HIT STATIONARY OBJECT |
| <input type="checkbox"/> CUT IN OR OUT-SIDESWIPED | <input type="checkbox"/> LOADING-UNLOADING | <input type="checkbox"/> HIT IN REAR |
| <input type="checkbox"/> PULLED FROM PARKED POSITION | <input type="checkbox"/> CARGO FELL OUT | |
| <input type="checkbox"/> JACKKNIFE | <input type="checkbox"/> UPSET | <input type="checkbox"/> PARKED |
| <input type="checkbox"/> OTHER | | |

Description of Accident (Draw Map of Accident on back, if necessary):



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Vehicle Accident Report (Page 2)

Description of Accident: _____

NOTE:

The What, When, Where, Why, and How method to describe accident/injury/incident/near miss being investigated.

Accident Judged as: ☐ Avoidable ☐ Unavoidable

Recommended Preventive Action: _____

Driver's Acknowledgement

I have read this report and agree to follow the above suggestions. In the future I will not only operate my vehicle in the safest possible manner but will be prepared to allow for the unsafe actions of other motorists and pedestrians.

Driver's Signature _____ Date _____

On-Site Field Supervisor's Signature _____ Date _____



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Section I – Forms & Information

7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 4 – Property Damage Report



Section III Forms & Information

Valid from: November 2008

Property Damage Report (Page 1)

This Report must be completed and sent to the REPOWER USA HSE Manager within 24 HOURS.

Division: _____

- | | |
|--|---|
| <input type="checkbox"/> WIND TURBINE | <input type="checkbox"/> CORPORATE |
| <input type="checkbox"/> OPERATIONS | <input type="checkbox"/> ENGINEERING |
| <input type="checkbox"/> WORK MANAGEMENT | <input type="checkbox"/> TECHNICAL SERVICES |
| <input type="checkbox"/> OTHER | |

Customer: _____ Location: _____

Accident Date: _____ Accident Time: _____

All Personnel Involved: _____

Equipment Damaged: _____

Owner/Rented From: _____

Extent of Damage: _____

Cause: _____

NOTE:

The What, When, Where, Why, and How method to describe accident/injury/incident/near miss being investigated.

Estimated Downtime: _____ Estimated Cost to Repair: _____

Description of Accident: _____

NOTE:

The What, When, Where, Why, and How method to describe accident/injury/incident/near miss being investigated.

On-Site Field Superintendent/Supervisor _____

Date _____

Representative of Damaged Equipment _____

Date _____



Section III Forms & Information

Valid from: November 2008

Section III – Forms & Information

7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 5 – Spill Report Form



Section III Forms & Information

Valid from: November 2008

Spill Report Form (Page 1)

This Report must be completed and sent to the REPOWER USA HSE Manager within 24 HOURS

Location of Spill/Release: _____

Facility: _____

Country/State/County: _____

Landowner(s): _____

Person Completing Spill Report Form: _____

SPILL/RELEASE SPECIFICS

Date and Time of Spill/Release: _____

Substance Spilled/Released: _____

Volume Spilled/Released: _____

Volume Recovered: _____

If a Chemical was released, What is the know chemical's "Reportable Quantity": _____

Cause of Incident: _____

NOTE:

The What, When, Where, Why, and How method to describe accident/injury/incident/near miss being investigated.

Did spill reach water :(rivers, streams, slews, lakes, ditches, etc?) ____ Yes ____ No

If Yes: Name of water source: _____

Is slick moving? If so where? _____

Containment and cleanup actions: _____

Type of Waste Generated: _____

Waste Disposition: _____



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Valid from: November 2008

Spill Report Form (Page 2)

Any Immediate Damage Observed to Plants/Animals: _____

Plans To Prevent Reoccurrence: _____

REPORTING RECORD

Person in Charge and Telephone Number: _____

Facility On-Site Field Supervisor: _____

Date/Time Contacted: _____

Person Contacted: _____

Called By Whom: _____

REPOWER USA:

Date/Time Contacted: _____

Person Contacted: _____

Called By Whom: _____

If into Waterways:

National Response Center: 800/424-8802

Date/Time Contacted: _____

Person Contacted: _____

Called By Whom: _____

NRC Report Number: _____

State General Land Office: _____

Date/Time Contacted: _____

Person Contacted: _____

Called By Whom: _____

State GLO Report Number: _____

Comments made by Regulatory Agency: (i.e. written report required, etc.)



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7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 6 – Accident Report (as applicable for insurance carrier)

THIS FORM LEFT BLANK
FOR INSERTION OF BELOW
ITEM

UTILIZE LOCAL STATE INJURY FORM
TO BE OBTAINED FROM
INSURANCE CARRIER



Section III Forms & Information

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7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 7 - Employee Refusal of Medical Attention



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Valid from: November 2008

Employee Refusal of Medical Attention

I have been advised of my right to medical attention due to an injury or potential injury on the job.

I have assisted in filling out the appropriate Accident/Injury/Incident/Near Miss Report and submitted the same to On-Site Field Supervisor and HSE Manager.

With my signature, I hold **REPOWER USA** harmless of any additional sustained injuries resulting from my refusal of medical attention at time of injury.

Acknowledged:

Employee Signature

Employee Social Security Number

Print Name

Date

On-Site Field Supervisor

Date



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7.1.1 RPSHSE – 1

Accident/Injury/Near Miss/Incident Investigation Reporting

Form 8 – Employee Injury Report



Section III Forms & Information

Valid from: November 2008

Employee Injury Report (Page 1)

This Report must be completed and sent to the REPOWER USA HSE Manager within 24 HOURS.

Name of Injured: _____

Social Security Number: _____

Date of Birth: _____ Age: _____ Sex: ☐ Male ☐ Female

Home Address: _____

Telephone Number: Home _____ Work: _____

Job Title: _____

Length of Employment with REPOWER USA:

- | | | |
|---|---|--|
| <input type="checkbox"/> Less than 3 months | <input type="checkbox"/> 3 months to 1 year | <input type="checkbox"/> 1 year to 3 years |
| <input type="checkbox"/> 3 years to 5 years | <input type="checkbox"/> 5 years to 7 years | <input type="checkbox"/> More than 7 years |

Accident Time: _____ Accident Date: _____ Day of the Week: _____

Month/Day/Year that Injured Returned to Work: _____

Activity at the Time of Accident: _____

Describe What Happened: _____

NOTE:

The What, When, Where, Why, and How method to describe accident/injury/incident/near miss being investigated.

Report Prepared By: _____

Title: _____

Date Signed: _____ Date sent to HSE Manager: _____

APPROVED by HS&E MANAGER: _____ Date: _____

Comments: _____


Employee Signature

Date



Section III Forms & Information

Valid from: November 2008

	Section III RPSHSE 7.1.2	Valid from: November 2008
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Revision Profile

Rev.	Date	Name	Approval Signature	Remarks
0	11/08	Owens O'Quinn QHSSE Consultant	On File	ORIGINAL
0	11/08	Tammy Conekin	On File	ORIGINAL
1				
2				
3				
4				
5				

Original Review Progress

Date	Reviewer	Signature
11/08	J.K. Barrilleaux – Grammar/Technical Format Evergreen QHSSE Solutions LLC	On File
11/08	Owens O'Quinn – QHSSE Consultant Evergreen QHSSE Solutions LLC	On File
11/08	Tammy Conekin – Head of Service	On File



	Section III RPSHSE 7.1.2	Valid from: November 2008
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Section III 7.1.2 RPSHSE - 2
Job Site HSE Inspection (JSSI) Job Safety Analysis (JSA)

Contents

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1.0	Introduction	3
2.0	Policy	4
3.0	Procedures	6

1.0 Introduction

7.1.2 RPSHSE - 2 Inspections are a frequently used form of analysis to prevent accidents. It is possible to chart on paper many of the possible things that could go wrong, but in operating systems, inspections must be performed to detect actual faults and failures in equipment plus unsafe activities in the workplace. Inspections are a vital part of preventive and proactive management of accident/incident/near miss prevention.

There are several types of inspections; however the most frequently used are "general" and "detailed". In general inspections wide ranges of deficiencies are identified. In any particular facility the general inspection may only consist of a walk through that considers a wide range of safety problems.

There are also detailed inspections, which are tailored to all activity and equipment involved. For example, a rigging inspector must be able to identify about twenty (20) different kinds of effects in wire rope, some of which may be very visible, and others may be extremely difficult to identify and require special training and considerable experience.

Scheduled inspections are those required on a regular basis. Examples include:

- Annual Mineral Management Service (MMS) for the Gulf of Mexico Operators.
- **REPOWER USA** HSE Annual & Quarterly Inspections.
- **REPOWER USA** Employees Daily Site Inspections.

These inspections are governed by many aspects, which include legal or regulatory requirements, work cycles, equipment run hours, preventative maintenance schedules and preventive and proactive accident prevention programs.

Specialists may perform unscheduled inspections on random visits. These specialists include **REPOWER USA** Management Personnel, the HSE Manager, Third Party Auditors and Original Equipment Manufacturer (OEM) Representatives. Unscheduled inspections may occur when equipment is brought for maintenance, during Job Hazard Analysis (JHA) or Job Safety Analysis (JSA), process operation changes, and facility reviews.

The goal of every person filling the capacity of Inspector is to identify hazardous and defective conditions. Several strategies are used to cover the inspections. Some apply to the inspection of critical conditions or equipment that may require detailed training and the knowledge and experience necessary to recognize a problem. Some inspections may require the use of special instruments and tools with a properly trained inspector knowledgeable in the use and procedures for them. In other applications, nearly everyone is taught to identify unsafe activities and conditions.

Other inspections are needed by personnel that are not directly involved in performing work on the equipment or in the facility being inspected. This is necessary because people may not see their own mistakes or may be too familiar with the facility or equipment to notice things that are amiss.

Additionally, in some cases two (2) inspectors are necessary to consider the work completed. The individual who has performed the work should be the first inspector and a co-worker, which should be the On-Site Supervisor or specialists. The second inspector may be more knowledgeable and experienced. This double inspection provides redundancy and documented follow-up. Each situation will dictate who is qualified to conduct an inspection.

2.0 Policy

REPOWER USA's policy is to inspect Job Sites with HSE inspections for the following reasons:

- Assist in discovering unsafe conditions.
- Assist in bringing the operation up to accepted and approved safety standards.
- Follow up on previously identified hazards and unsafe activities or conditions.
- To take preventive and proactive approaches to accident/incident/near miss prevention.
- Communicate to **REPOWER USA** Management what hazards exists and what controls been implemented to eliminate or reduce their impact at the facility.

Each specific job site should have a job site inspection form developed to profile the particular equipment and/or operations for that facility. The inspection forms may include daily, weekly, monthly or annual required inspection guidelines by regulatory agencies along with **REPOWER USA** Health, Safety and Environmental Programs.

2.1 Informal Unscheduled Inspections

The **REPOWER USA** On-Site Supervisor, the On-Site HSE Coordinator and employees will do informal inspections on a daily basis. These routine observations should be informal; however, any observed deficiencies should be reported immediately and promptly corrected.

2.2 Formal Scheduled Monthly/ Weekly Inspections

The **REPOWER USA** On-Site Supervisor, On-Site HSE Coordinator, and/or a designated employee should do formal Scheduled Weekly Inspections on a regular basis. Depending on the job site, location, size, etc., these inspections may be weekly or monthly. Report observed deficiencies immediately and institute methods for prompt correction. The **REPOWER USA** On-Site Supervisor will keep an Action File until observed and reported hazards and/or unsafe activities or conditions corrected.

Any noted unsafe activity or condition will result in the “shut-down” of the operation, de-energizing involved machinery, and/or “red-tagging” of the unsafe equipment that presents an imminent threat to employees’ safety, which cannot be corrected.

2.3 Quarterly Inspections

The **REPOWER USA** HSE Manager along with the On-Site Supervisor of the operation or the On-Site HSE Coordinator (as applicable) will perform a quarterly inspection of each location. Each work area will be inspected and all program documentation and previous inspections reviewed. A copy of quarterly inspections will be submitted to **REPOWER USA** Management for review and will become a part of this program’s documentation.

2.4 Annual Inspections

The **REPOWER USA** HSE Manager along with the Department/Head of Service responsible for the operation will perform an annual inspection of each location. Each work area will be inspected and all program documentation and previous inspections reviewed. A copy of this annual inspections will be submitted to **REPOWER USA** Management for review and will become a part of this program’s documentation.

3.0 Procedures

3.1 Formal Weekly Inspections by Facility Personnel

- Make sure all items on the form are checked. If an item is not in compliance identify action taken to correct the unsafe act or condition.
- In the comments or remarks section of the form identify the non-compliance item, reference to the “letter” topic heading and “number” subtopic heading, then detail the item and show corrective action.
- Review the Inspection Report at the Weekly HSE Meeting prior to submitting it to **REPOWER USA** Department/ Head of Service and the HSE Manager.
- Forward a copy of the Inspection Report to **REPOWER USA** Department/ Head of Service and HSE Manager following completion of the report for review and follow up.

3.2 Walk-through Inspection by Facility Personnel

- **Office Area** - Make sure the proper manuals, posters, etc. are present and posted.
- **Storage Areas** - (i.e.: tool storage areas, tool trailers, warehouse areas) Look for items such as the condition of tools, tool guards, assured grounding program, material storage, flammable liquid storage, housekeeping, fire extinguisher, etc.

- **Fuel Storage Area** - Make sure any tanks are in good condition, tied down securely, and grounded properly. The contents must be labeled, no-smoking signs posted, and near a fire extinguisher, etc.
- **Compressed Oxygen and Gas Cylinder Storage** - Check for valve caps, proper separation, and that they properly secured. There should be no-smoking signs posted, fire extinguishers present and good housekeeping.
- **Work Areas** - Observe work areas and look for unsafe acts and unsafe conditions relating to those activities. Also, evaluate items performed to ensure completion in a good, safe manner. Once the inspection is complete, review the items noted with the entire crew at the Weekly HSE Meeting prior to submitting the formal report. Once the formal report is completed, submit a copy to **REPOWER USA** Operation/ Head of Service and the HSE Manager.

3.3 Formal Quarterly Inspections by REPOWER USA HSE Manager

Make sure all items on the form are checked. If an item is not in compliance, note the action taken to correct the unsafe act or condition.

In the comments or remarks section of the form, identify the non-compliance item, make reference to the "letter" topic heading and "number" subtopic heading, then detail the item and show the corrective action taken.

- **Office Area** - Make sure the proper manuals, posters, etc. are present and posted.
- **Storage Areas** - (i.e.: tool storage areas, tool trailers, warehouse areas) Look for items such as the condition of tools, tool guards, assured grounding program, material storage, flammable liquid storage, housekeeping, fire extinguisher, etc.
- **Fuel Storage Area** - Make sure any tanks are in good condition, tied down securely, and grounded properly. The contents must be labeled, no-smoking signs posted, fire extinguishers present, etc.
- **Compressed Oxygen and Gas Cylinder Storage** - Check for valve caps, proper separation, and that they are secured properly. There should be no-smoking signs posted, fire extinguishers present, and good housekeeping.
- **Work Areas** - Observe work areas and look for unsafe acts and unsafe conditions relating to those activities. Also, evaluate items that are satisfactory or that are being performed in an appropriately safe manner.
- Review the Inspection Report with the **REPOWER USA** On-Site Supervisor and, as applicable the On-Site HSE Coordinator prior to submitting it to the Department/ Head of Service.

- A copy of the Inspection Report must also be forwarded to the HSE Committee Members for review prior to next scheduled HSE Committee Meeting.
 - A copy of the completed check list and inspection report **SHALL** be given to the **REPOWER USA** On-Site Supervisor with instructions to correct any non-compliance items, and to reply by a certain date to advise of the corrective action taken.
- 3.4 Formal Quarterly Inspections by REPOWER USA Department/ Head of Service**
Make sure all items on the form are checked. If an item is not in compliance, action must be taken to correct the unsafe act or condition.

In the comments or remarks section of the form, identify the non-compliance item, make reference to the "letter" topic heading and "number" subtopic heading, then detail the item and show the corrective action taken.

- **Office Area** - Make sure the proper manuals, posters, etc. are present and posted.
- **Storage Areas** - (i.e.: tool storage areas, tool trailers, warehouse areas) Look for items such as the condition of tools, tool guards, assured grounding program, material storage, flammable liquid storage, housekeeping, fire extinguisher, etc.
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- **Work Areas** - Observe work areas and look for unsafe acts and unsafe conditions relating to those activities. Also, evaluate items that are satisfactory or that are being performed in a good, safe manner.
- Review the Inspection Report with the **REPOWER USA** On-Site Supervisor and, as applicable the On-Site HSE Coordinator prior to submitting it to the Department/ Head of Service.
- A copy of the Inspection Report must also be forwarded to HSE Committee Members for review prior to the next scheduled HSE Committee Meeting
- A copy of the completed check list and inspection report **SHALL** be given to the On-Site Supervisor with instructions to correct any non-compliance items, and to reply by a certain date to advise of the corrective action taken.

This foregoing document was electronically filed with the Public Utilities

Commission of Ohio Docketing Information System on

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in

Case No(s). 12-0160-EL-BGN

Summary: Application of Champaign Wind LLC, Vol III, Part 22 electronically filed by Mr. Michael J. Settineri on behalf of Champaign Wind LLC