Welcome to AECOM Management Services Group

A Message from our President

Our Commitment
An uncompromising commitment to the Safety, Health and Environment for our employees, clients, contractors and the residents of the communities in which we work.

Safety shall receive the highest consideration in all work and take precedence over expediency or other operating concerns.

Our Philosophy
Management leads safety from the top

Safety is embraced and acted upon by every employee

All incidents are preventable

We create and utilize best practices

Safety is a key indicator of operational discipline

Randy Wotring
President
Management Services Group
Introduction
Safety is a Core Value at AECOM

– As industries change, companies must adapt their operating practices and business strategies to stay competitive and meet demand.
– Core values, however, never change. They are the foundation for how businesses conduct themselves and perform work.

At AECOM, providing a safe and healthy place to work and protecting the environment is a Core Value.
Safety Orientation Video
Believe in Safety for Life

Purpose

• The purpose of this video is to introduce you, the employee, to the fundamental aspects of AECOM’s safety program
• The foundation of Safety for Life, which are the 9 Life-Preserving Principles, are introduced
• Mike Burke (CEO) and Andy Peters (SVP, Chief Safety Officer) are featured in the video

Link to the Training: Safety for Life 2016
Introduction

AECOM Safety, Health and Environment Policy Statement

AECOM’s global Safety, Health and Environment (SH&E) policy demonstrates the commitment the organization has made to protecting our most valued asset – our staff members. The policy also describes the basic objectives of our overall program and responsibilities of our staff as described below:

Objectives

• Our ultimate goals are simple and are derived from AECOM’s Core Values:
  • Prevent work-related injuries or illnesses.
  • Prevent damage to property and/or equipment from our activities.
  • Prevent adverse impacts to the environment from our ongoing projects or operations.

• All employees will be responsible for:
  • Conducting themselves in accordance with directives, standards and procedures established by the applicable SH&E program.
  • Temporarily suspending their personal work activities and requesting guidance from their supervisor before continuing a task when they identify a condition or practice that creates a serious safety, health or environmental risk.
  • Immediately reporting safety, health and/or environmental incidents to their supervisor.
Introduction
Management Services Group Safety, Health and Environment Policy Statement

Management Services Group will:

• Consistently demonstrate a firm commitment to the safety and health of the workforce and work environment, subcontractors, customers, and the public, as well as the preservation of the environment, shall receive the highest consideration in all MS work and take precedence over expediency or other operating concerns.
• Foster an employee-led safety culture that empowers employees to actively contribute to safe work practices for themselves and those around them.
• Recognize, evaluate and document hazards in the workplace to develop effective controls for the prevention of work-related injury and illness. AECOM will aim to reduce occupational and environmental hazards to the lowest reasonably achievable levels.
• Execute a consistent, systematic approach to effective hazard prevention and control.
• Implement effective Safety, Health and Environment training programs to promote awareness, responsibility, and knowledge to ensure a safe and healthy workplace.
• Issue detailed Safety, Health and Environment guidance (e.g., MS Safety Policies and Procedures, Instructions, etc.). This guidance, as well as that stipulated by contract, shall be followed unless work is performed under an equivalent or more protective Safety, Health and Environment system approved by the AECOM MS Vice President, Safety, Health and Environment.
Introduction
Why Safety, Health and Environment Matters to Us…

According to the current U.S. Bureau of Labor Statistics…

- more than one workplace injury occurred every 12 seconds
- more than half of those injuries were considered serious
- more than 3 out of every 100 workers gets hurt on the job

Injuries can change a person’s life forever…

At AECOM, each day we want you to go home in the same condition you came to work.
Introduction
We are committed to your safety at AECOM…

AECOM has been named “One of America’s Safest Companies” by Environmental Health & Safety Today Magazine

AECOM is the only company to be awarded the prestigious Industry Leader Award for 5 consecutive years – 2010, 2011, 2012, 2013 and 2014

Many sites have received the Voluntary Protection Program (VPP) Star Award for their exemplary efforts in Occupational Safety and Health

We are the 4th Company and the 1st Engineering Construction Company to receive the Corporate VPP Award

Occupational Safety & Health Administration Alliance Agreement
• The only alliance of its kind in the construction industry
• To improve construction safety everywhere
Introduction
The Safety Red Card

At AECOM, every employee is responsible for their own safety and the safety of others

- You have the right and responsibility to STOP work if a job is unsafe or poses a danger to the environment
- The use of the Red Card will immediately require work to cease. Having the physical red card is not required in order to stop an unsafe practice
- When red-carding a job, immediately report it to your supervisor
- Work on a red carded job may only continue when a member of management clears the red card
- No one – fellow employees, customers or supervisors – has the authority to direct you to violate or disregard any safety or environmental standard

Please read your **Red Card** carefully and keep it with you…
Quiz 1
Safety at AECOM

1) All incidents are ________________
   - A) Unavoidable
   - B) Preventable
   - C) Human Nature
   - D) The employee’s fault

2) At AECOM, safety is a ________________
   - A) Priority
   - B) Preference
   - C) Core value
   - D) Challenge

3) AECOM wants you to go home after work ________________
   - A) In the same condition that you came to work
   - B) And get plenty of exercise
   - C) And rest
   - D) Only when you are finished with all of your assigned tasks
You see AECOM co-workers performing an operation that is unsafe and you realize that the job should be stopped or “red carded” until it has been evaluated by a manager. However, when you ask a co-worker if the operation looks safe to them, you are told “We’ve always done it that way.” What should you do?

A) Tell the co-workers to stop until a manager can evaluate the work because you are concerned about their safety and you have an obligation to stop the work based on your observations. You may or may not show the red as it is symbolic and isn’t physically needed to exercise this right.

B) Don’t say anything to the workers until you find and speak with your supervisor.

C) Locate your red card and present it to the workers. They will know what to do after that.

D) Tell the workers to be careful and then stand by and monitor the job.
Safety, Health and Environment Fundamentals
Overview

Covered in this section

- Safety for Life
- Life Preserving Principles
- Unsafe Acts and Unsafe Conditions
- Behavior-Based Safety (BBS)
- Incident Reporting
  - Near Misses
- Returning to Work After an Injury or Illness
  - Work-Related Injuries and Illnesses
  - Personal Injuries and Illnesses
- How can I prevent injuries to myself and others?
“Safety for our employees and partners is a core value for AECOM. Our 100,000 employees around the world work in a variety of environments. And each of us shares a common responsibility — whether we work at a project site or in an office — to do our part to ensure a safe workplace, to protect property and to protect and preserve the environment.”

- Mike Burke
  Chief Executive Officer

Our goal is to lead our industry in SH&E by committing to zero incidents in the workplace.
## Safety, Health and Environment Fundamentals

### Life Preserving Principles

We firmly believe these “Life Preserving Principles” will enable AECOM to achieve its goal of zero employee injuries, no property damage and an environmentally friendly and sustainable workplace.

<table>
<thead>
<tr>
<th>Demonstrated Management Commitment</th>
<th>Our executive, senior and project managers will lead the SH&amp;E improvement process and continuously demonstrate support and commitment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Participation</td>
<td>Our employees will be encouraged and empowered to become actively engaged in our safety processes through their active participation in safety committees, training, audits, observations and inspections. Employees will be encouraged to participate in health initiatives and adopt a healthy lifestyle.</td>
</tr>
<tr>
<td>Budgeting and Staffing for Safety</td>
<td>Our safety staff will be competent, fully trained and qualified to provide technical resources to our internal and external clients. A budget to support safety activities will be included project proposals.</td>
</tr>
<tr>
<td>Pre-Planning</td>
<td>Our design, engineering, project and construction management staffs will deploy effective risk mitigation efforts to design, plan and build safety into every project. Pre-Project and Pre-Task planning will be an effective tool in protecting our employees and the environment.</td>
</tr>
<tr>
<td>Life Preserving Principles</td>
<td></td>
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<td>---------------------------</td>
<td></td>
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<tr>
<td><strong>Contractor Management</strong></td>
<td>Our project staff will work closely with our sub-consultants, subcontractors, contractors and JV partners to provide a safe work environment for employees and members of the public. Our goal of SH&amp;E performance excellence will be equally shared by all project participants.</td>
</tr>
<tr>
<td><strong>Recognition and Rewards</strong></td>
<td>Our employees will be recognized for their efforts in working safely and their support of our safety efforts.</td>
</tr>
<tr>
<td><strong>Safety Orientation and Training</strong></td>
<td>Our employees will be provided with effective safety training in order to identify and mitigate hazards in the workplace to prevent injuries to themselves and others who may be affected by their actions.</td>
</tr>
<tr>
<td><strong>Incident Investigation</strong></td>
<td>Our managers and safety professionals will investigate all recordable incidents and serious near misses to identify contributing factors and root causes in order to prevent a reoccurrence. Lessons learned shall be identified, communicated and implemented.</td>
</tr>
<tr>
<td><strong>Fit for Duty</strong></td>
<td>Our employees are responsible to report to work each day fit for duty and not to pose a health and safety hazard to themselves or others.</td>
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</table>
Safety, Health and Environment Fundamentals
Employee Expectations

Each AECOM employee is expected to be an active part of Safety, Health and Environment through:

- Working safely and helping others to work safely
- Including safety planning in all work activities
- Using a job or task safety analysis when starting work
- Sharing a common commitment to safety excellence
- Developing safety knowledge, skills, and abilities
- Complying with safety procedures
- Identifying, reporting and helping to correct safety hazards
- Cooperating during incident investigations
Safety, Health and Environment Fundamentals
Unsafe Acts & Unsafe Conditions

All incidents are caused by two things

| Unsafe Acts = 88% | Unsafe Conditions = 12% |

That means **YOU** have most of the control over whether or not you get injured.
<table>
<thead>
<tr>
<th>Statement</th>
<th>Response</th>
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</thead>
<tbody>
<tr>
<td>I check the label for hazards before I use any type of chemical.</td>
<td>Always</td>
</tr>
<tr>
<td>I ask questions if I’m not completely sure about how to do a job safely.</td>
<td>Sometimes</td>
</tr>
<tr>
<td>When I see something another employee could trip over, I pick it up or move it.</td>
<td>Always</td>
</tr>
<tr>
<td>I do a job the safest way, even if it might take a little longer.</td>
<td>Always</td>
</tr>
<tr>
<td>I disconnect and de-energize equipment before working on it.</td>
<td>Always</td>
</tr>
<tr>
<td>I know what to do in an emergency situation.</td>
<td>Always</td>
</tr>
<tr>
<td>I keep my work area clean and organized.</td>
<td>Always</td>
</tr>
<tr>
<td>I come to work alert and well rested so I can focus on my job.</td>
<td>Always</td>
</tr>
<tr>
<td>If I see a dangerous situation or “near miss”, I report it immediately.</td>
<td>Always</td>
</tr>
<tr>
<td>I consider the hazards of a task and take all necessary precautions before I begin work.</td>
<td>Always</td>
</tr>
</tbody>
</table>
Safety, Health and Environment Fundamentals
How Safe is your Behavior?

Whenever I lift something, I test the weight first and then use the correct technique.

Before I move in any direction, I make sure I have a clear path of travel.

I work at a steady pace without rushing or taking shortcuts.

I keep my hands out of any area where they could be pinched or crushed.

I wear the proper PPE whenever I’m in the workplace.

I try to think of safer ways to do my job.

I keep my tools and equipment in safe operating condition.

I slow down and use extra caution if I’m working on an uneven or slippery surface.

I watch out for my coworkers and talk to them about unsafe behavior or situations I see.

I use fall protection systems or maintain 3 points of contact at all times when working at heights.

If you didn’t respond with “Always” to each of these, you may be putting yourself and others at risk. Identify your weak areas and start working to change those habits today.
Safety, Health and Environment Fundamentals
Behavior Based Safety (BBS)

What is Behavior Based Safety?

• Behavior Based Safety is the process of observing and influencing co-workers to replace unsafe behaviors with safe ones
• Most accidents are due to unsafe behavior
• Behavioral changes are the best way to significantly reduce accident potential
• Behavior is best influenced by co-workers

What is at-risk behavior?

• Individual actions that increase the chance of injury, despite knowledge of the hazard
• Examples:
  • Using the wrong tool for the job
  • Working over 4’ without fall protection, or
  • Grinding without a face shield
Safety, Health and Environment Fundamentals
Behavior Based Safety (BBS)

Observe & be observed

• BBS relies heavily on you and your co-worker’s participation
• As part of BBS, you:
  • Make observations (using checklists)
  • Are willing to be observed

How can you help to reduce at-risk behavior?

• Intervene when observing at-risk behavior
• Provide positive feedback for safe behavior
• Volunteer to be observed
Safety, Health and Environment Fundamentals
Incident Reporting

**What** Do I Report?

- All Work-related Injuries, Illnesses, and Near Misses even when it is unknown or unclear whether it is a result of the workplace or not

**Why** Do I Report Incidents?

- Management needs to know right away to ensure that the employee gets the care they need
- We need to correct the unsafe behavior and/or condition to prevent someone else from getting hurt the same way
- Reporting is a requirement of regulations and our contracts, and customers

**When** Do I Report?

- Immediately! Even if medical treatment is not necessary
Safety, Health and Environment Fundamentals

Incident Reporting

**Who** Do I Report To?

- Your immediate Supervisor or member of management
- Employees must obtain management approval prior to seeking medical treatment for all non-emergency work-related injuries and illnesses

**How** Do I Report It?

- In person or over the phone is the best way – you can confirm the message was received!
  - Emails may go unnoticed for hours, costing critical time
  - After initial notification you may then be asked to complete statements and other forms to adequately document the incident

Once you have notified your Supervisor, the incident will be entered into the Company’s reporting system

Failure to report an incident may result in the denial of a worker’s compensation claim by the carrier
### Incident Reporting Summary

- Report all occupational injuries to a member of management, no matter how minor.
- Obtain management approval prior to seeking medical treatment for all non-emergency work related injuries.
- Call 1-877-878-9525 prior to non-emergency treatment. Number is also listed on the backside of the safety red card.
- Report to your supervisor, any prescription medication that may affect your ability to work safely prior to operating vehicles or machinery.
- Report all unsafe acts and conditions and take appropriate actions to prevent others from being exposed to unsafe conditions until they can be corrected.
- Drug and alcohol testing is required for employees who are involved in incidents that; damage AECOM MS vehicles, cause damage exceeding $500, or that result in injury to self or others that requires off-site medical treatment.
Safety, Health and Environment Fundamentals
Near Misses

What is a Near Miss?

• An unplanned event that involved either no harm or harm not requiring first aid treatment as defined by OSHA 29 CFR 1904.7
• When reported properly, it gives us an opportunity to correct a hazard before it causes serious harm
• Just like all incidents, Near Misses need to be reported immediately

Why Report Near Misses?

• Reporting a near miss could prevent the real accident
• We can identify and correct risky behavior or hazardous conditions
• Increase safety awareness
• Fix problems before someone gets hurt
• Improve communication about safety issues
Resistance to Reporting

• **Blame** – “I might be blamed for the Near Miss or problem identified”

• **Perception** – “I might be thought of as a snitch or a trouble maker”

• **More Work** – “I’ll have to fill out paperwork”

Ways To Overcome

• **Stay Positive** – Near Miss reports are opportunities for prevention. There is no place for blame

• **Get Rewarded** – Employees may be rewarded through incentive programs

• **Be Anonymous** – You can remain anonymous if you prefer

• **It Only takes a Few Minutes** – Just write down when, where, and what happened

• **Prevent Injuries** – You might save yourself or a coworker from having a serious injury
Safety, Health and Environment Fundamentals
Return to Work – Work-Related Injuries & Illnesses

Our Goal

• To return the injured employee to work as soon as possible
• To make every effort to accommodate any restrictions the MD will give

Each time you see the physician/clinic:

• You will be required to provide your work status from the medical professional, including:
  • Return to work with no restrictions
  • Return to work with restrictions
  • Not able to return to work

If you have restrictions or are off work:

• You will have a follow-up visit with the MD
• You are required to attend the follow-up appointment
  • You must provide the work status report to your supervisor after the appointment
Safety, Health and Environment Fundamentals
Return to Work – Personal Injuries & Illnesses

Our Goal

• Ensure your safety while at work without aggravating any personal illness or injury you may have
• Please help us to keep you safe and healthy!

Notify HR and your Supervisor if:

• You are off work for more than 3 days
• Your physician has placed any restrictions with regard to returning to work
• Your medical condition impacts your ability to perform your job tasks safely, with or without MD restrictions
Task Hazard Assessment (THA)

- Conducting a THA prior to starting a task is the single best way to avoid incidents/accidents and aligns with the 4sight method:
  - What am I about to do?
  - What could go wrong?
  - What could be done to make it safer?
  - What have I done to communicate the hazards?
- Employees are required to perform a THA before engaging in any physical activity that has one or more hazards associated with it.
Quiz 2
Safety, Health and Environment Fundamentals

1) Scenario: Shortcuts

- Sam is working hard with his team to maintain the customer’s expectation of production. The customer has instructed Sam to skip the final safety inspection as this would save an extra 10 minutes for each vehicle. Sam should remember that:
  - A) The customer is always right
  - B) His job depends on customer satisfaction
  - C) No one has the authority to direct Sam to violate or disregard any safety standard
  - D) His supervisor is powerless to help him, he should do as he is told and skip the safety inspections

2) Scenario: Near Miss

- Kelly has been on the job for 2 months. She does not want to report that she almost hit a pallet with the company forklift. This could make her co-workers lose faith in her ability to drive the forklift. She should remember that:
  - A) Near misses are opportunities to prevent more serious incidents later
  - B) She has an option to remain anonymous when reporting near misses
  - C) Preventing an injury takes much less time than dealing with an injury after the fact
  - D) All of the above
## Quiz 2
Safety, Health and Environment Fundamentals

### 3) Scenario: PPE Dilemma

- George is tasked with performing some paint booth operations today that require a respirator. He has not shaved recently and knows his facial hair will prevent a good seal with his respirator. George has also been told that the customer needs this task done today. What should George do?
  - A) Wear his respirator and perform this task. The respirator’s seal will still be pretty good
  - B) Check with his supervisor to see if there is anyone else on this shift that is qualified to wear a respirator and can switch jobs with him today.
  - C) Shave on his lunch break and perform this task later in the day, assuming there is time left to complete it.
  - D) B or C

### 4) Just like all incidents, near misses need to be reported ______________.

- A) only when serious in nature
- B) to a coworker
- C) immediately
- D) by close of business
5) A Job Safety Analysis or “JSA” is:

- A) A thorough step-by-step analysis of the work being performed, identification of the hazards associated with those steps and assignment of control measures for each identified hazard
- B) Completed by the employees that will perform the task with the assistance of an SH&E Rep
- C) Reviewed by the employees before performing the task
- D) All of the above

6) Who is required to inspect your PPE prior to each use?

- A) You
- B) Your Supervisor
- C) A coworker
- D) It is not required that you inspect your PPE before each use
Overview of Specific Safety, Health and Environment Topics

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<td>• Lock Out/Tag Out (LOTO)</td>
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<td>• Emergency Preparedness Plan</td>
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</table>
Specific Safety, Health and Environment Topics
Permit-Required Work – Confined Spaces

Confined Space Entry

- A confined space is defined as:
  - It is large enough and so configured that personnel may bodily enter and perform assigned work.
  - It has limited or restricted means for entry or exit.
  - It is not designed for continuous occupancy.
  - Only highly qualified and trained personnel may conduct confined space entry operations.
  - Guidelines must be strictly adhered to when performing these operations.

Hazards

- Confined spaces have potential to trap the entrant or contain hazardous atmospheres.

What you need to know

- Ask your supervisor or manager whether any of the tasks you will perform are considered confined space entries
- If they are, you must receive specific confined space entry training prior to conducting an entry and obtain a permit
- Confined space entries are never performed alone
Specific Safety, Health and Environment Topics
Permit-Required Work - Electrical

**Energized Work**

- May only be performed when:
  - It is not feasible to de-energize
  - An approved permit is obtained
  - Two qualified personnel are present

**Hazards**

- Electrical Shock
- Arc Flash Burn

**What you need to know:**

- Only highly qualified and trained personnel may perform work on electrical equipment
- Every attempt must be made to de-energize equipment before performing work
- Working near energized parts can be dangerous, consult with a qualified person and consult guidelines prior to starting.
Specific Safety, Health and Environment Topics
Permit-Required Work – Hot Work

Hot Work

• Defined by AECOM as:
  • Any work involving welding, torch cutting, grinding, and other spark- or heat-producing operations.
• Only highly qualified and trained personnel may conduct hot work operations.

Hazards

• Can cause fires and explosions
• Can create atmosphere that is hazardous to breathe
• Welding arc produces ultraviolet radiation that will burn an unprotected person’s eyes (cornea)

What you need to know:

• Appropriate PPE is critical! Including the correct shaded lens for your operation
• Continue “fire watch” for 30 minutes after hot work is completed
• Have adequate ventilation
• Make sure at least one 20-pound ABC fire extinguisher is available at each hot work location
• Use welding screens to shield unprotected personnel
Specific Safety, Health and Environment Topics
Housekeeping

- Maintaining the workplace in a clean and well-kept condition is often called “Housekeeping”
- Housekeeping is every employee’s responsibility
- Poor housekeeping results in unsafe conditions and may appear that the worksite is poorly managed or create a perception of a lack of professionalism
- Many accidents and injuries that are charged to other causes are actually caused by unsafe conditions from poor housekeeping
Specific Safety, Health and Environment Topics
Housekeeping

- A safe worker knows he can do his best work easier and more quickly if good housekeeping is maintained.
- Materials left on the job should be stored in a central location and if at all possible, stacked out of the way.
- When cleaning up be sure that all combustible materials are disposed of properly so as to curtail the possibility of fires.
- Good housekeeping requires constant effort and vigilance to make certain the job and equipment are kept in good condition.

Effective Housekeeping
Specific Safety, Health and Environment Topics
Hazard Communication

You Have the Right to Know:

• The safety and health hazards of chemicals in the workplace
• Safe methods for working with those chemicals

New GHS – “Safety Data Sheets (SDS)” – will replace MSDS

• MSDS/SDS are provided by manufacturers for each chemical they produce
• MSDS/SDS are designed to provide both workers and emergency medical personnel with proper procedures for handling or working with a particular substance
• SDS will replace MSDS by 2016. Make sure to read and understand the appropriate SDS (or MSDS for now) for each hazardous substance in your workplace before you’re exposed
Specific Safety, Health and Environment Topics
Hazard Communication

Labeling

- Unless each container has appropriate labeling, label all chemical containers with the following information:
  - Product name and identity of hazardous chemical
  - Appropriate hazard warnings
  - Name and address of the chemical manufacturer, importer or other responsible party

What you need to know

- Every chemical in an AECOM workplace, whether it is purchased by AECOM or brought in by a subcontractor, must have an SDS/MSDS on site
- Know where the SDS/MSDS are kept for your work area and the chemicals you work with and keep it updated
- You should review an SDS/MSDS prior to working with a chemical to ensure you understand the safety and health hazards and what the appropriate PPE is
- Always make sure containers are properly labeled to identify their contents
Specific Safety, Health and Environment Topics
Hand Safety

Why Hand Safety is so important at AECOM
- One-third of all injuries in Management Services are to the hands and arms.
- What’s more, these are among the most easily preventable of all injuries.

Control the Hazards
- 70% of those injured did not wear gloves
- A majority of the remaining 30% wore gloves that were inadequate, damaged, or the wrong type for the hazard.

Prevent Injuries
- All Hand Injuries are preventable
- Understand the hazards – protect your hands
Specific Safety, Health and Environment Topics
Hand Safety

The Impact of Hand Injuries
- For many of us, hand functionality is something we take for granted
- All of that changes when you suffer a debilitating hand injury
- Consider the impact of suffering a debilitating injury

Would you be able to play sports or enjoy other hobbies?

Could you still write or type on a keyboard?

Could you still perform your job and support yourself or your family?
Specific Safety, Health and Environment Topics
Hand Safety

A Foot Can Save a Hand

- Keep your hands 12 inches (30cm) away from hazards to drastically reduce the risk of injury.
- Hands and wrists are made up of very fragile bones, nerves, blood vessels, tendons and ligaments that are easily damaged. Injuries can be irreversible and change your life forever.
- We depend on our hands for so much. Do everything you can to protect them.
- **Think about where you are going to place your hands and what could hurt you**
Specific Safety, Health and Environment Topics
Hand Safety

Preventing Hand Injuries

Identify the Hazards of the Task
- Cuts from knives or sharp edges
- Punctures from nails, staples, needles, or debris
- Bites or stings from insects
- Burns from extreme temperatures
- Equipment such as rotating parts, pinch points, and vibrating equipment

Select the Correct Glove
- Chemical Resistant
- Cut-Resistant

Select the Correct Tool
- Tools should be in good condition and right for the task at hand.
- Always use push sticks, tongs, etc. when possible

Follow Safe Work Practices
- Don’t place hands under loads or near pinch points
Specific Safety, Health and Environment Topics
Hand Safety

Select the correct tool

Level 1: Bladeless Safety Cutters
Tools that perform tasks with no blade.

Level 2: Concealed Blade Safety Cutters
Unexposed blade cutters that minimize waste and reduce the risk of lacerations.

Level 3: Smart Knives
The latest in utility knives, featuring an auto-retract mechanism that cannot be overridden under normal use.

Level 4: Spring Loaded Retractable Knives
The original generation of safety knife technology.

Level 5: Manually Retractable and Fixed Blade Knives
No safety features at all.

The use of fixed open-bladed knives is prohibited!
Specific Safety, Health and Environment Topics
Personal Protective Equipment (PPE)

Who *Provides* PPE?
- Any PPE required to perform your work tasks will be provided by AECOM

Who *Maintains* PPE?
- You will be trained on proper use and maintenance of your PPE when it is provided to you
- You are responsible for maintaining PPE that is provided to you
- You must inspect your PPE before each use and report damage or wear to your supervisor

What PPE Do You Need?
- PPE requirements are usually determined by conducting Job Safety Analyses (JSAs) on specific work tasks
- Discuss this with your supervisor prior to starting work to ensure you have the right PPE
Specific Safety, Health and Environment Topics
Manual Material Handling

What is manual material handling?

• The movement of items by manually lifting, lowering, pushing, pulling, carrying, holding, or restraining

Hazards and Risks

• Strains and sprains to the back, shoulders, wrists, etc.
• Losing grip and dropping materials onto feet
• Hand injuries

You are responsible for:

• Always using material handling equipment when available – “work smarter, not harder”
• Warming up before a manual lift
• Never lifting more than the maximum 50 lbs. by yourself or without mechanical lifting devices
• Using team lifts when weight exceeds safe lifting limit
• Lifting with your legs – keep your back flat, eyes forward
Specific Safety, Health and Environment Topics
Medical Surveillance

What is medical surveillance?
• Prevents occupational illness and injury by early identification of exposure-related health effects before they result in disease

Medical exams are conducted:
• To ensure employees are capable of safely performing assigned tasks
• To verify that workplace controls and protective equipment are effectively providing protection
• To comply with government regulations
Specific Safety, Health and Environment Topics
Substance Abuse Prevention

Substance abuse poses a serious threat

- Work environment can be directly affected by non-compliance
  - Endangerment to self (employee)
  - Endangerment to coworkers
  - Endangerment to work place
  - Endangerment to community

When does drug screening occur?

- Pre-employment
- Random on some projects
- Post-incident
- For cause ("reasonable suspicion")
When do you need hearing protection?

- When noise levels exceed 85db as an 8-hour time-weighted average hearing protection is required
  - You will be enrolled in the company’s Hearing Conservation Program (HCP)
  - Within 6 months of first exposure to noise levels at or above 85db, you will be sent for audiometric testing
  - If entered into the HCP, your hearing will be tested annually with results compared to your initial baseline test
Specific Safety, Health and Environment Topics
Noise and Hearing Conservation

What you need to know about hearing conservation

• Hearing protection (PPE) that is selected must reduce the noise levels to safe ranges
• The company will provide hearing protection appropriate to the noise levels you are working in

You are responsible for:

• Following the guidance your supervisor provides regarding noise levels and the protections provided
• Always wearing hearing protection appropriate to the areas you work in
Specific Safety, Health and Environment Topics

Respiratory Protection

When do you need respiratory protection?

- Engineering and administrative controls (ventilation, barriers, etc.) should be used to keep hazardous atmospheres to within permissible exposure limits.
- If you are required to work an area that has a hazardous atmosphere above permissible exposure limits, then respiratory protection is used as a last line of defense to provide protection to personnel from airborne hazards.
Specific Safety, Health and Environment Topics
Respiratory Protection

What you need to know about respiratory protection

- You must be medically evaluated and cleared to wear a respirator by a physician.
- You must pass a fit test for the specific type and size of respirator.
- You and your supervisor and/or Safety Rep must select the correct type of respiratory protection for the hazards involved with the task.
- You must be trained before you are assigned a respirator, annually thereafter and whenever a new hazard or job is introduced or if you fail to demonstrate proper use or knowledge of the respirator.

You are responsible for:

- Being clean shaven when using respiratory protection.
- Storing, cleaning, maintaining as required.
- Inspecting and performing positive & negative fit checks each time respirator is put on.
- Knowing the service life of the cartridges you are using and requesting replacements when needed.
Specific Safety, Health and Environment Topics

Fall Protection

The Facts:

- Falls are the leading cause of fatalities in the aviation, vehicle and construction industry.
- 36% of deaths in the workplace are caused by injuries sustained in falls.
- It takes .67 seconds to recognize that you are falling, but you have already fallen 7 feet and reached 15 mph.

Common types of fall hazards:

- Scaffold use
- Dangerous Equipment
- Unprotected elevations
- Ladders
- Floor holes or wall openings

What you can do to protect yourself:

- The first step is to learn to protect yourself from falls and identify what the hazards are.
- Review the Job Safety Analysis.
- Select the safest possible hazard control methods using the “hierarchy of controls”
Specific Safety, Health and Environment Topics
Fall Protection

**The Hierarchy of Fall Protection Controls**

- **Elimination or Substitution** – Removal of the hazard
- **Passive Fall Protection** – Isolating or separating the hazard from the workers
- **Fall Restraint** – Preventing the worker from reaching the fall hazard
- **Fall Arrest** – This method allows for the employee to fall, but arrests the fall before reaching the level below and limits the arresting force of the fall to within acceptable limits
- **Administrative Controls** – Work practices and procedures to limit the risk involved which require additional review and approval prior to implementation.
Specific Safety, Health and Environment Topics

Lock Out Tag Out

What is Lock Out Tag Out (LOTO) used for?

- LOTO is used to ensure that a machine or piece of equipment is isolated from all potentially hazardous energy before employees perform servicing or maintenance.

Types of hazardous energy include:

- Electrical Circuits
- Fluid Systems (water and liquid product)
- Pneumatic system
- Flammable systems (Including liquid and gaseous fuels)
- Thermal Systems (steam)
- Gravity Systems
- Hazardous materials systems

You are responsible for:

- Hanging your individually assigned lock and tag on the energy isolation device to ensure you are protected.
- Never relinquishing control of the key to your personal lock or allowing another individual to remove it.
Specific Safety, Health and Environment Topics
Vehicle Safety Program

Who are “Authorized Drivers”?

- Individuals permitted to drive Company or Government owned, rented or leased vehicles, and employees driving a personal vehicle for work purposes
- This includes designated vehicle operators, Commercial Driver Licensed (CDL) personnel, and personnel permitted to drive specified categories of vehicles

Authorized Drivers must:

- Review Vehicle Safety Program
- Complete training
- Report any conviction for driving under the influence of drugs or alcohol, suspension of driver’s license, or any other change in an employee’s driving status to the Human Resources Representative
- Immediately report incidents

Training

- Within one month of their hire date, Authorized Drivers shall complete basic driver safety training, including a review of the AECOM Vehicle Safety Program and the online or classroom administered 30-minute Vehicle Safety training module
Specific Safety, Health and Environment Topics
Vehicle Safety Program

Driving Safely

• Always wear a seatbelt
• Drive defensively
• Do not:
  • Use a personal or company mobile communication device (MCD) while driving a company vehicle;
  • use a company MCD while driving a personal vehicle;
  • or use a personal MCD while driving a personal vehicle on company business
• Do not eat while driving
• No smoking in vehicles
• Always observe rules of the road
• Be mindful of conditions, weather, etc.
Specific Safety, Health and Environment Topics
Emergency Preparedness Plan (EPP)

The importance of being prepared

- During emergencies it is difficult to think clearly and make on-the-fly decisions
- Developing Emergency Preparedness Plans are critical in the effective handling of emergencies

The objectives of the EPP

- Promote a fast, effective reaction in coping with emergencies
- Save lives, and avoid injuries and panic
- Restore order and conditions to normal levels with a minimum of confusion and as promptly as possible
Specific Safety, Health and Environment Topics
Emergency Preparedness Plan (EPP)

Critical Elements of an EPP

• Identify the risks
• Develop the plan
• Practice the plan

Your Responsibilities:

• Make sure you review the EPP for your site/facility and discuss your role and specific responsibilities with your Supervisor
• Always know where to go and what to do in the event of an evacuation
• Be prepared to assist others in an evacuation
Quiz 3
Specific Safety, Health and Environment Topics

1) Container labels shall contain all of the following, except:
   - A) Product name and identify of hazardous chemical
   - B) Appropriate hazard warnings
   - C) Address of your location
   - D) Name and address of the chemical manufacturer, importer, or other responsible party

2) Lock Out/Tag Out (LOTO) can prevent the release of what type of hazardous energy?
   - A) Compressed Air
   - B) Steam
   - C) Electricity
   - D) All of the above

3) Which is an ineffective means of preventing injuries during manual material handling?
   - A) Use team lifts
   - B) Use of material handling equipment (mechanical assistance)
   - C) Stretching and warming up prior to performing the lift
   - D) Wear a back belt
4) What is the most effective way to control a fall hazard in an operation?

- A) A harness and shock absorbing lanyard, tied off (used as Fall Arrest)
- B) A guard rail (Passive Fall Protection)
- C) A safety net below the work area
- D) Eliminate the need to perform that operation

5) Which is not one of the things we must do to protect our hands at work?

- A) Wear gloves that protect you from the particular hazards involved
- B) Refrain from cracking our knuckles
- C) Choose the right tool for the job
- D) Follow safe work practices

6) Which tool is prohibited for use in AECOM?

- A) Chainsaw
- B) Cordless drill
- C) Fixed, open-bladed knives
- D) Ceramic cutters
Clear Expectations
What You Can Expect From Us…

Our Commitment

• Provide you with the appropriate personal protective equipment (PPE)
• Address your concerns of any safety issues/violations
• Respond in a timely manner to any identified hazards and make reasonable changes to procedures and work areas to make your job safer
• Investigate and determine the root cause of workplace incidents
• Conduct adequate safety training for any hazardous tasks you perform
Clear Expectations
What We Expect From You…

Your Commitment

• Stay involved with your Safety program – help us help you
• Work safely at all times
• Read, acknowledge, and comply with the Standards of Safety Performance

You Said It! We Did It!

• Engages employees to submit concerns or suggestions for improvement (‘You Said It!’ column)
• Can be used during toolbox talks or daily pre-task briefings or while working
• Management and SH&E shall provide feedback on the actions (‘We Did It!’ column)
Clear Expectations
The Commitment Banner

Make the Commitment!

• Join your fellow coworkers in making the commitment to identify and help correct hazards by signing a banner

Safety, Health and Environment Workplace Orientation

• Take part in a physical orientation (tour) of your workplace to become acquainted with your location and its unique hazards and programs
The SoURSe – Safety Page
https://thesource.urs.com/dept/hse/Pages/Homepage.aspx

Safety

Protecting People & The Environment

Our clients, employees and partners share a common certainty about URS: safety is paramount. Health and safety is more than policies at URS; it is the foundation of how we work in the field, at our sites, and in our offices and laboratories.

URS is committed to the elimination of personal injuries, occupational illnesses and damage to equipment, property and the environment. At URS we not only incorporate best practices into our safety culture, we create them.

WHAT'S NEW IN SAFETY

SH&E Orientation Video
JANUARY 16, 2015

AECOM's SH&E Orientation Video presents the key aspects of the program and our expectations.

SAFETY SPOTLIGHT

KEY CONTACTS

- Peters, Andrew (New York)
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