Standards of Safety Performance
AECOM - Committed to Working Safely

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 Goals
An employee-led safety “culture of caring” that empowers employees to contribute to Safety.

Recognizing and evaluating workplace hazards to develop effective controls.

Systematic approach to reducing hazards to lowest reasonably achievable levels.

Safety training programs to foster: safety awareness, expectations for safe behavior and accountability for Safety.

John Vollmer
President
Management Services Group
Why are we committed?

- Employees are our most important asset
- Valued health and well being of employees
- Reduced costs associated with injuries
- Ability to bid and win new work
- Provide a leading example of sustainable success in workplaces and communities
Safety for Life

• “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 nine (9) “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>
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<tr>
<td>Pre-Planning</td>
<td>Our design, engineering, project and construction management staff will deploy effective risk mitigation efforts to design, plan and build safety into every project. Pre-Project and Pre-Task planning is an effective tool in protecting our employees and the environment.</td>
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<tr>
<td>Category</td>
<td>Description</td>
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<tr>
<td>Contractor Management</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>Recognition and Rewards</td>
<td>Our employees will be recognized for their efforts in working safely and their support of our safety efforts.</td>
</tr>
<tr>
<td>Safety Orientation and Training</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>Incident Investigation</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>Fit for Duty</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>
# Standards of Safety Performance

**Employee Expectations**

<table>
<thead>
<tr>
<th>Each AECOM employee is expected to be an active part of Safety through:</th>
<th>Working safely and helping others to work safely</th>
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<tbody>
<tr>
<td></td>
<td>Including safety planning in all work activities</td>
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<td></td>
<td>Performing a task hazard assessment before starting work</td>
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<td></td>
<td>Sharing a common commitment to safety excellence</td>
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<td></td>
<td>Developing safety knowledge, skills, and abilities</td>
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<td>Complying with safety procedures</td>
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<td></td>
<td>Identifying, reporting and helping to correct safety hazards</td>
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<td></td>
<td>Exercising stop work authority when unsafe conditions exist</td>
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<td></td>
<td>Cooperating during incident investigations</td>
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</tbody>
</table>
Standards of Safety Performance
Fundamental Principles

All incidents and injuries can be prevented

• Actively participate in site safety meetings
• Take action to correct unsafe conditions
• Report and act on Near Misses
• Report all injuries to ensure that all actions can be taken to prevent recurrence
Standards of Safety Performance
Fundamental Principles

All employees are responsible for their own Safety.

All employees are responsible for the safety of those working with and around them.

As an AECOM employee, you are accountable for following and acting on the principles in the Standards of Safety Performance.
SH&E Code of Conduct
Fundamental Principles

Hazard Reporting / Stop Work Authority

• Any employee who believes a health, safety or environmental violation exists or that a situation poses the potential for physical harm or imminent danger should stop work and report the situation to AECOM management with no fear of retribution

Safety Red Card

• Remember you are Empowered
• All work stops immediately
• Stoppage reported to supervisors
• Work resumes only when cleared by management
### Incident Reporting

- Immediately 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.
- 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.
Injury Management

- Employee options for non-critical injury/illness:
  - First aid treatment by qualified first aid responder
  - Telephone consultation with medical services provider
  - Referral to occupational health clinic
  - Report any medical provider restrictions or prescribed time off immediately to supervisor
- Return to work benefits:
  - Decreased healing time
  - Support to employee during recovery
  - Return to full wage-earning capacity
Standards of Safety Performance
Safety Requirements

Use 4sight

- Ask the following questions when planning work and just prior to performing all tasks:
  - *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?*
Standards of Safety Performance
Safety Requirements

Job Hazard Analysis

- Perform a Job Hazard Analysis when planning work to ensure engineering & administrative controls are implemented and personal protective equipment is available prior to work.

Task Hazard Assessment

- Perform a Task Hazard Assessment (THA) at the time of work at the job site using a START Card.
- START Card is a two-sided form which includes a risk matrix for assessing risk to determine hazards \(what \text{ could go wrong?}\) and ensure that control measures are in place for each hazard \(what \text{ can I do to make it safer?}\).
- Changes to work scope, conditions or assigned personnel require THA review and/or revision to include participation by those performing work.
## Standards of Safety Performance
### Safety Requirements

<table>
<thead>
<tr>
<th>PPE Compliance</th>
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<tbody>
<tr>
<td>Wear all furnished personal protective equipment (PPE) as required, including:</td>
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<tr>
<td>• hard hats</td>
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<td>• bump caps</td>
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<tr>
<td>• gloves</td>
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<tr>
<td>• eye protection</td>
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<tr>
<td>• face protection</td>
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<tr>
<td>• hearing protection</td>
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<tr>
<td>• respiratory protection</td>
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<tr>
<td>Inspect all equipment, ladders, tools, and PPE before each use.</td>
</tr>
<tr>
<td><em>Never use defective equipment.</em></td>
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</tbody>
</table>
Standards of Safety Performance
Safety Requirements

Environmental Stewardship

• Follow all work area rules and guidelines for environmental protection
• Handle, store, and dispose of all hazardous materials properly
• Select and use green products
• Recycle whenever possible
• Minimize the consumption of resources when possible
### Safe Lifting

- Never lift more than 50 pounds by yourself.
- Seek help from a co-worker for all heavier, large, or hard-to-handle materials.
- Always use any available mechanical devices to assist in material handling.
### Standards of Safety Performance

#### Safety Requirements

<table>
<thead>
<tr>
<th>Maintain Guards</th>
<th>No Horseplay</th>
<th>Work Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure that all machinery guards, guardrails, and other protective devices are kept in place and in good operating order, unless required as part of authorized maintenance.</td>
<td>• Never partake in horseplay of any kind while on the job or on company premises.</td>
<td>• Do not perform maintenance or repair on equipment unless properly trained and authorized to do so.</td>
</tr>
<tr>
<td></td>
<td>• Report horseplay or other unsafe behaviors to your supervisor.</td>
<td>• Do not operate equipment unless qualified.</td>
</tr>
</tbody>
</table>
# Standards of Safety Performance

## Safety Requirements

<table>
<thead>
<tr>
<th>Hand Safety</th>
<th>Work at Heights</th>
<th>Smoking</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use the appropriate gloves when working with any tool</td>
<td>• Maintain three points of contact when working on ladders</td>
<td>• Smoke only in designated areas</td>
</tr>
<tr>
<td>• Do not use fixed open blade knives</td>
<td>• When working above certain heights (usually 4 feet), always use fall protection devices</td>
<td>• Never smoke in ‘No Smoking’ areas, near flammable or combustible material storage areas, or in company vehicles</td>
</tr>
<tr>
<td>• Keep your hands out of pinch points, rotating parts, etc.</td>
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</tbody>
</table>
Standards of Safety Performance

Safety Requirements

Driving Safely

• Do not use mobile communication devices while driving on company business

• This includes hands-free devices

• Always wear a seatbelt

• Drive defensively

• Do not eat or smoke

• Always observe rules of the road

• Be alert for changing conditions, weather, etc.
Standards of Safety Performance

Safety Requirements

**Housekeeping**

- An AECOM workplace should be clean and well organized
- Safety and efficiency are both results of a clean workplace
- Materials left on the job should be stored out of the way
- Combustible materials must be disposed of properly
- Office spaces should be clean and free of tripping hazards
## Standards of Safety Performance
### Accountability - The Disciplinary Process

<table>
<thead>
<tr>
<th>The Disciplinary Process</th>
<th>Examples of Safety Related Actions</th>
<th>Employee Misconduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary actions are usually progressive in nature in accordance with Human Resource Policy</td>
<td>Failing to report an work-related injury in a timely manner</td>
<td>Conduct in conflict with company safety policy or detrimental to the safety of fellow employees may be cause for termination without advance notice.</td>
</tr>
<tr>
<td>Depending on the nature of the offense, the process can begin at any step including termination</td>
<td>Failing to wear provided personal protective equipment</td>
<td>Reporting all incidents accurately and cooperating during incident investigations are required. It is unlawful to submit false information and such a submission may be cause for dismissal.</td>
</tr>
<tr>
<td></td>
<td>Deliberately not following known safety rules and policies</td>
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<tr>
<td></td>
<td>Operating equipment or tools for which you are not trained or qualified</td>
<td></td>
</tr>
</tbody>
</table>
# Standards of Safety Performance

## Quiz

1) All incidents should be reported:

- A) Within 24 hours
- B) Within 24 hours, or 72 hours on weekends
- C) During the same shift
- D) Immediately

2) Task Hazard Assessment (THA) should be completed before any task, by using which of the following:

- A) Job Hazard Analyses
- B) START card
- C) Site Health & Safety Plan
- D) OSHA Regulations
- E) None of the above

3) Any employee who believes a health, safety or environmental violation exists or that a situation poses the potential for physical harm or imminent danger should:

- A) Stop work and report the situation to AECOM management with no fear of retribution
- B) Discuss the concern with co-workers but not report until absolutely certain that a hazard exists
- C) Do nothing unless your direct supervisor says it’s ok to report
- D) Submit a report to management
Standards of Safety Performance
Quiz

4) Scenario: Hand Safety

- You are assigned to a job that requires the cutting of cardboard boxes to open them. The only cutting device you can find is a pair of scissors. What do you do? (select all that apply)
  - A) Use the scissors and evaluate whether they are adequate for the task.
  - B) Talk to your supervisor about getting a safe box cutting tool that is not a fixed open blade knife.
  - C) Use your personal multi-tool that has a knife on it.
  - D) Look into alternative solutions to open the boxes and discuss with your supervisor.

5) Scenario: Workplace Injury & Near Miss Reporting

- On your way to lunch you trip and fall on the sidewalk. You aren’t injured in any way that you can determine but you aren’t sure how you will feel in the morning. What should you do? (select all that apply)
  - A) Report the fall to your supervisor immediately even though you don’t believe you are injured
  - B) Wait until tomorrow to see if you still feel ok. If by then you are feeling ok, do nothing.
  - C) Identify any unsafe conditions in the areas of the fall that may have contributed to the fall and also report those to your supervisor.
  - D) Do nothing. There is no injury to report.
6) What is the maximum allowable weight limit that someone can lift at work?

- A) 35 pounds
- B) 40 pounds
- C) 50 pounds
- D) 60 pounds

7) How often must you conduct a Task Hazard Assessment?

- A) Only during hazardous operations
- B) Once per day
- C) Prior to performing that particular task for the first time
- D) Before every assigned task
Standards of Safety Performance
Quiz

8) What does “JUSTDRIVE” require for driving safely?

- A) Do not use distracting devices while driving a company vehicle.
- B) Do not use distracting devices while driving a personal vehicle on company business.
- C) Do not use company-supplied distracting devices while driving a personal vehicle whether on company business or not.
- D) All of the above

9) What are the proper actions to take when you report an injury?

- A) Report all occupational injuries to a member of management, no matter how minor
- B) Obtain management approval prior to seeking medical treatment for non-emergency work related injuries and call 1-877-878-9525 prior to non-emergency treatment
- C) Report all unsafe acts and conditions and take appropriate actions to prevent others from being exposed to unsafe conditions until they can be corrected
- D) Drug and alcohol testing is required for employees who are involved in most incidents
- E) All of the above
Standards of Safety Performance
Read, Sign & Acknowledge