



Health & Safety

THINK SAFETY

If you were asked to define “Safety” in one word, what would be your reply? Would you define safety as alertness, always ready for the unexpected? Would you define safety as skill, the art of being ultra-adept? Would you define safety as experience, asserting that the veteran never gets hurt? Would you define safety as cooperation, the ability to exercise patience and get along with your fellow worker? Or, after due deliberation, would you finally define safety with the use of the single word **THINK**?

Perhaps Alertness, Skill, Experience and Cooperation could be associated with safety, but these are subservient to the word **Think** and must be construed as secondary definitions. A well-known business executive has made the word “THINK” synonymous with success, and as in other phases of industry, the application of the meaning of the word is also very necessary if we are to reduce the number of accidents and injuries. As has been so often stated, ninety percent of all accidents are attributed to unsafe acts on the part of the individual/worker, and failure to **think** before acting is the cause of practically all accidents in this category.

An employee removes a guard from a bench grinder for the purpose of expediency; an injury results. The employee has not given thought to the original purpose of the guard and has suffered the unfortunate consequences. Another employee, again in the interest of time, fails to don safety goggles for a project “that will take only a minute.” Again, injury results because of failure to think of the possible negative consequences. An employee is involved in an accident because they knew they had the right-of-way but failed to think that perhaps the second party involved would not recognize this established right.

Many accidents could be averted if we would only discipline ourselves to give full thought prior to our actions. What is the worst thing that could happen if something does go wrong?

Last Minute Safety Assessment

BEFORE BEGINNING ANY ACTIVITY/TASK/JOB

ASSESS the risk

What could go wrong?
 What is the worst thing that could happen if something does go wrong?

ANALYZE how to reduce the risk

Do I have all the necessary *Training* and *Knowledge* to do this job safely?
 Do I have all the proper *Tools* and *Personal* Protective equipment?

ACT to ensure safe operations

Take necessary *Action* to ensure the job is done safely!
 Follow written procedures! Ask for assistance, if needed!



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 Ardaman & Associates, Inc.
 A Tetra Tech Company



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What is Process Safety Management?

Process safety management is a regulatory standard issued by the Occupational Safety and Health Administration (OSHA) for processes that use Highly Hazardous Chemicals (HHCs). The OSHA process safety management standard contains requirements for preventing catastrophic releases of toxic, reactive, flammable, or explosive chemicals.

While the full list of HHCs can be found in Appendix A of the OSHA PSM standard, it might also be helpful for chemical safety managers to know the basic definitions of toxic, reactive, flammable, and explosive. These are properties or characteristics of HHCs.

According to the Center for Chemical Process Safety (CCPS):

- Toxic Material – an air-borne agent that could result in acute adverse human health effects
- Reactive Material – a substance which enters into a chemical reaction with other stable or unstable material
- Flammable – a gas that can burn with a flame if mixed with a gaseous oxidizer such as air and then ignited
- Explosive – a chemical that causes a sudden release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature

One of the reasons why OSHA decided to create PSM is the Phillips disaster of 1989. In October of that year, an explosion and fire at the Phillips 66 Company's Houston Chemical Complex (HCC) took the lives of 23 workers and injured 132 others. The event also resulted in \$750,000,000 worth of property damage and a \$4,000,000 fine issued by OSHA.

However, even after OSHA had released the PSM standard in 1992, another disaster occurred at the BP Texas City refinery in 2005, leading to the deaths of 15 workers and 180 others injured. The company had to pay \$2,000,000,000 to the victims of the disaster and their relatives as compensation. Repairs and lost profits also cost BP over \$1,000,000,000.



Why is Process Safety Management necessary?

Unexpected releases of toxic, reactive, or flammable liquids and gases in processes involving highly hazardous chemicals have been reported for many years in various industries that use chemicals with such characteristics. Regardless of the industry that uses these highly hazardous chemicals, there is a potential for an accidental release any time they are not properly controlled, and the associated possibility of disaster.

To help ensure safe and healthful workplaces, OSHA has issued the Process Safety Management (PSM) of Highly Hazardous Chemicals standard (29 CFR 1910.119), which contains requirements for the management of hazards associated with processes using highly hazardous chemicals. Many of Ardaman's clients operate facilities that contain hazardous chemicals. These facilities have PSM standards in place and we are required to understand the PSM processes that are in place at their facility and to follow them.

Process safety management (PSM) is addressed in specific standards for general industries and construction industries. OSHA's standard emphasizes the management of hazards associated with highly hazardous chemicals and establishes a comprehensive management program that integrates technologies, procedures, and management practices.

Many of our employees, work at project sites that require a PSM program at that facility, and must comply with the site specific PSM program that is in place at those facilities. It is very important that employees pay attention during site specific training at these facilities. During this training, important PSM processes are discussed along with emergency actions that must be followed in case a release does occur. Always be familiar with the procedures (notification and response) and the location of areas for evacuation.

How is PSM managed at a facility?

Process Safety Management is a way to prevent or minimize the consequences of a catastrophic release of toxic, reactive, flammable, or explosive highly hazardous chemicals from a process.

- A process is defined by OSHA as "any activity or combination of activities including any use, storage, manufacturing, handling, or the on-site movement of highly hazardous chemicals."
- An analysis is designed to identify, evaluate, and control the hazards of processes involving highly hazardous chemicals.
- The analysis is performed by a team experienced in engineering and process operations.

Key safety issues that a process hazard analysis should look at include:

- Hazards of the process
- Any previous accidents with the potential for catastrophic consequences
- Applicable engineering and administrative controls
- The consequences of failure of those controls
- Human factors

Employees must take an active role in developing the analysis.

- The team must include at least one employee who has experience and knowledge specific to the process.
- Another member must be experienced in the methods used to analyze the hazards.

OSHA regulations require you to use one or more of the following methods (or an equivalent) to evaluate hazards:

- What if/Checklist (used to determine what worst case scenario could be)

- Hazard and operability study (HAZOP)
- Failure mode and effects analysis (FMEA)
- Fault tree analysis (figure the root cause of how the release may have occurred)

A process hazard analysis must be based on reliable and current safety information about the hazards of the chemicals, the technology, and the equipment used in the process.

- Chemical hazard information should include physical hazards (corrosive, explosive, reactive), health hazards (toxicity), and permissible exposure limits.
- Technology information should include such items as a process flow diagram, process chemistry information, and safe upper and lower limits of temperatures and pressures.
- Information about equipment used in the process should include such items as information about materials used in construction, piping and instruments, safety systems, and ventilation systems.

OSHA requires a process hazard analysis to be updated at least once every 5 years.

- In addition, any change in process technology requires close review and potential reassessment of the process hazard analysis.
- Analysis should be viewed as an ongoing priority; a daily practice in which all process personnel should be directly and actively involved.

No one wants to experience catastrophic release of toxic, reactive, flammable, or explosive chemicals. The whole purpose of a process hazard analysis is to prevent such a tragedy that could endanger workers' lives and the surrounding community as well.

Pay Attention While Driving!

"I never saw them!" is the most common excuse heard after a collision. Was the other vehicle invisible? Virtually all collisions involve inattention on the part of one or both drivers. Inattention can involve many things, some of which are daydreaming, distractions, eating, sleepiness, fatigue, "highway hypnosis", talking or texting to others talking on the phone, etc.

A moving vehicle develops thousands of foot-pounds of energy. YOU as a driver have the responsibility not to use that energy to injure or kill others, or damage their property. Paying attention makes it possible for you to see, recognize and avoid the hazards lurking on the road; these are the three basic elements of defensive driving. The primary attribute necessary for a safe driver is alertness, and paying attention is the most important driving task because it helps create the time you need to recognize hazards and avoid a collision.

One statistic often quoted is that most collisions happen within a short distance from home. Why is this true? Since we mostly drive in our own neighborhoods, the odds are we'll have most of our mishaps there. We also are more comfortable closer to home and perhaps we let our guard down (and the other driver may do the same thing). You have heard that "familiarity breeds contempt"? Better yet, familiarity breeds inattention. This also applies to the area around our offices. We don't often consider

that serious or fatal injuries can occur in low speed collisions.

While it is important for you to be alert and aware, it isn't an easy task. Here is a challenge for you. The next time you drive, try concentrating solely on the driving task. Think of nothing else. Then see how far you get before your mind wanders. Many drivers will not even get out of the parking lot! Seasoned drivers don't have to think about driving much. It's something we do automatically, and our minds are free to wander. And our minds want to wander. Have you ever driven somewhere and been so lost in thought that you could not remember anything about the trip itself? Is this a problem?

Is this a curable problem? Paying attention can become a habit, but you have to work at it. Make conscious, persistent choices not to eat while driving, or whatever you do that takes your attention off where your moving vehicle is pointed. Connect your mind to your eyes and work at consciously analyzing what you see while you drive. This is called "situational awareness." Driving is the most

Before Driving

- Walk Around the Vehicle. (Safety Walk)
- Adjust your Seat.
- Adjust Your Mirrors.
- Adjust Your Headrest.
- Adjust the steering wheel.
- Do your "Seatbelt Check!"

How Do I Find The Correct Tire Pressure For My Vehicle?

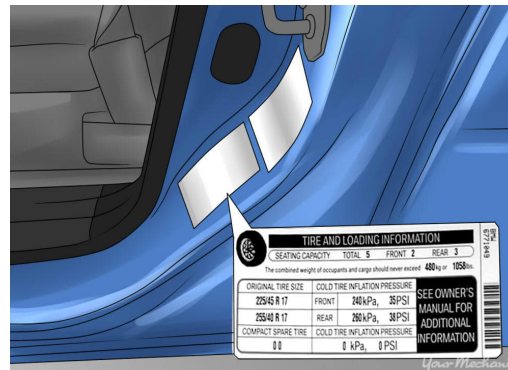
Having the correct tire pressure is extremely important for safety, and getting good gas mileage and the most life out of your tires. Your vehicle has a specific tire pressure that will give the best gas mileage, handling and tire life for that car, and its written right on the driver side door jamb of the car. That's the one you should follow when airing up your tires.

On newer vehicles, the recommended pressure is most commonly listed on a sticker inside the driver's door. If there's no sticker on the door, you can usually find the specs in the owner's manual. The recommended pressure applies to a cold tire. The reason you check when cold is that as tires roll along the road, friction between them and the road generates heat, increasing tire pressure. For the most consistent tire-pressure reading, make sure the vehicle has been sitting overnight, or at least has been parked for a few hours.

Do not inflate your tires to the pressure listed on the tire itself. That number is the maximum pressure the tire can hold, not the recommended pressure for the vehicle. Check the door sticker to see if the front pressure is different from the rear which is common in newer vehicles. Tricky, huh?

Over-inflated tires will give you a bouncy ride and an ill-handling car, while under-inflated tires

can develop premature wear from increased friction. Either way, not having your tires at their recommended pressure compromises safety and will negatively affect tire wear and vehicle performance.



Ready For Work

Coming into work healthy and in the right mindset every day is just as important as being properly trained or having the right tool for the job. Many factors, both on and off the job, affect how well or poorly we do our jobs on any given day. Some of the factors we will cover are sickness, fatigue, medication, and stress.

Sickness— We all get sick from time to time. Some illnesses are minor and work can continue, but for others, we need to stay home to get better before coming to work. When you are sick you may not be able to perform your duties as needed and this can put yourself or others at risk for an injury. Know when it is time to stay home due to an illness. During flu season especially, it is important that you do not come to work and infect others. Not only are you not able to work to your fullest ability you also affect others being able to work because you have transmitted illness to them.

Fatigue— Fatigue is a killer on job sites all across the country. Many employees work long hours either daily or weekly. Add on the demands of life away from work and there are many people who are probably too tired to safely perform their job functions. Get a sufficient amount of sleep each night and eat a balanced diet to help combat the demands of a busy life. Take a break and stretch when feeling tired on the job.

Medication— Many medications affect how we feel. When starting a new medication it is important to try it off the job to see how it affects you. Ask your doctor about all of the side effects. Make sure he or she understands the work you do as well as any other medications you take. Let a supervisor know if you are not feeling well due to a medication. If you feel comfortable telling a coworker about what medication you are taking, let him or her know so they can keep an eye on you.

Stress— There is good stress as well as bad stress. We are more familiar with the bad stress. Stress from work demands, home demands, family problems, health problems, etc. affect us every day. A combination of high expectations for productivity and limited resources to complete work often leads to high-stress levels on the job. It is important to be able to handle stress in a constructive way. Exercising or taking time to enjoy hobbies is a good way to relieve stress. Recognize when you are stressed and step away from the situation to take time to relax.



Backing up in a Motor Vehicle

Operating heavy equipment or a motor vehicle is inherently a hazardous task, however, backing up creates more risk for incidents to occur. According to the National Safety Council, backing accidents cause 500 deaths and 15,000 injuries per year. All too often, unnecessary backing is responsible for injuries or property damage incidents. It is important to consider the hazards of backing and what can be done to mitigate these hazards.

With increased blind spots, backing leaves drivers and operators at more risk for error resulting in damage or injury. The most serious incident occurring due to backing is fatalities of ground personnel. OSHA states that dump trucks followed by semi-trucks and ordinary pickups are responsible for the majority of back over incidents in the past 10 years on the job. Outside of struck-by incidents involving ground personnel, there are many other hazards to consider. A few hazards include:

- Less visibility/ more blind spots
- Fixed objects
- Moving equipment or vehicles
- Uneven terrain (construction sites)

Best Practices and Safeguards to Mitigate the Hazards of Backing

- The single best way to prevent backing-related incidents is to eliminate backing as much as possible. Most work areas and tasks can be set up in such a way that backing up is not necessary. Preplanning of movements is another way to eliminate unnecessary backing.
- Look for pull-through parking before choosing to park where your first move is backing up. Always try to position yourself so that you can easily pull forward out of a parking spot.
- If you need to back up after being in a fixed position, complete a walk-around of your vehicle. This allows you to be aware of what is in your blind spots prior to making a move.
- Install backup cameras on equipment and vehicles.
- Use a spotter when appropriate. If backing is necessary and there are hazards such as other ground personnel or fixed objects in the area then a spotter may be necessary. Always consider the additional hazards created when a spotter is used in a work area with moving equipment or vehicles.
- Mark fixed objects so they are more visible to those operating a motor vehicle or heavy equipment in a work area.
- Place protective barricades to protect critical or expensive equipment from struck-by incidents.

Backing can almost always be eliminated or greatly reduced when proper preplanning is used. Elimination should always be the first choice before relying on less effective safeguards such as backup cameras or a spotter. Remember G.O.A.L. "Get out and Look!"

Hand Tool Inspections

There are many injuries while using hand tools on the job. Many of these injuries occur from improper use, but there are also injuries that involve a tool that was broken or in need of repair. What tool is being used will decide what needs to be inspected on it. In this safety talk, we will discuss basic handheld tools that are not electric or pneumatic.

Common hand tools found on almost every job site and at home across the country are screwdrivers, hammers, chisels, and wrenches. This is not an all-inclusive list, but these are some of the most commonly used hand tools.

Common Hand Tool Inspection Items

Hammers– Ensure that the handle is not broken or chipped. If a handle is taped, more than likely it is broken and needs replaced. On any tool, tape is not a manufacturer's approved fix for a needed repair. Ensure the head of the hammer is tight on the handle. Throw the hammer away if part of the claw is broken off.

Screwdrivers– Ensure the handle is not chipped or broken. Many people will use the screwdriver as a chisel and hit the back end of it with a hammer. This causes damage to the screwdriver and will damage the handle. If the head of the screwdriver is chipped or worn down, replace the screwdriver.

Never use a screw driver as a pry bar, the tool was never intended for this type of use and the tip can break off and strike the eye or imbed in your skin. Screw drivers are only for turning screws.

Lack of Time on the job

There are many different sources of pressure individuals face at work for getting the job done. Time, or the lack of it, is a major driver in whether or not workers feel that they need to rush to get a job complete. It is important to plan work accordingly to avoid having to rush work tasks.

Sources of Time Pressures on the Job

There are many reasons why there is not enough time to get work done or at least the perception that there is a lack of time. Some reasons to consider:

- **Poor planning**- A lack of planning is a major factor in whether or not employees have to rush to get work done. Poor planning leads to a huge number of issues on the job and often results in safety-related shortcuts.
- **Unrealistic deadlines**- Related to poor planning, unrealistic deadlines put unnecessary pressure on workers to perform. When deadlines force workers to rush, incidents and injuries are bound to occur over time.
- **Weather**- Weather can throw a huge curveball at production schedules in the construction industry. When weather is not planned for both in the short and long-term major issues and setbacks can arise for everyone involved.

Best Practices to Avoid Time-related Issues

Proper planning is critical to all work. New work tasks especially should be evaluated well ahead of the actual work needing to be completed. Tasks need to be evaluated for both safety issues

Chisels– Chisels are strong tools, but just like any other tool they will begin to break down over time. Check the back of the chisel. Often times, the back will begin to mushroom. When mushrooming occurs the chisel either needs to be repaired properly or replaced. Select Chisels that incorporate a hand guard on them in case you miss the target.

Wrenches– Check that the wrench is not bent. Replace any wrench that is chipped or excessively worn. Losing the grip on a bolt due to a worn or broken wrench can easily cause hand injuries to the user. Always make sure the jaws/teeth are cleaned, clear, and sharp. Face a pipe wrench forward. Turn the wrench so pressure is against heel jaw.

Pull, rather than push on the pipe wrench handle. Maintain a proper stance with feet firmly placed to hold your balance

General Hand Tools Best Practices

- Keep tools clean. Dirty tools are harder to use safely and properly.
- Do not modify hand tools. Keep the manufacturer's design intact.
- Secure all hand tools and store them away properly. Tools left out are much more likely to get lost, stolen, or damaged.
- Use tools how they are designed to be used. This will keep the tool in good condition longer and you safe when using it.

and production issues. The hazards of the work need to be reviewed as well as what the mitigation actions would be for those hazards. Any extra safety equipment or training would need to be provided prior to the work beginning.

From a production standpoint, proper planning looks at what tools, material, equipment, personnel, time, etc. are needed to complete the project. Having all of these items in line prior to work beginning allows for a much smoother work process.

After planning is completed everyone should be on the same page of what time is required to complete the project. Realistic goals should be set by management and understood by everyone involved in the work. Plans for setbacks, weather conditions, or other issues should be considered when planning for the time needed.

All too often time pressures are created unnecessarily. Lack of time to get a job completed can lead to workers taking shortcuts which leads to additional exposure to risk. Proper time allotted for tasks allows for workers to ensure the proper safeguards are in place before a work task begins. When individuals work together to properly pre-plan and carry out tasks the job goes a lot smoother. Avoid time pressures through proper preplanning and setting realistic expectations for getting work tasks completed.



Ardaman Update

Injury Incidents:

- Employee was checking in soil sample jars in the office. One of the glass jars was broken and the employee cut their finger on the broken glass. Employee was not wearing cut resistant gloves when handling the jar. PPE is our last line of defense when handling sharp materials always wear cut resistant gloves. First Aid Only

Vehicle and Equipment Incidents:

- Employee was pulling into a parking space. As they pulled into the space they misjudged the distance to the vehicle next to them and the tool box on the back of the truck struck the mirror of the other vehicle scratching it. When unsure of distances to objects, stop, and get out and look or as for assistance from a spotter.
- Employee was traveling on the roadway and began moving into the lane to their right. Once they were in their lane, they misjudged their distance to the side walk. A tree was present with a knot on the side of the trunk that was protruding into the roadway. The employee struck the tree knot on the passenger side of the truck damaging it. Always Aim High In Steering by looking 15 seconds ahead avoid distractions, and maintain a space cushion around you vehicle.
- Employee was driving their company truck on personal time with a trailer. While traveling on the roadway an unsecured item flew off the trailer onto the roadway and the vehicle behind struck the object causing damage to their vehicle. Employee did not have permission to use the vehicle for personal use. Personal use of a company vehicle is not allowed without authorization from the branch manager or senior management. The employee is responsible for paying for the damages. When transporting materials, always make sure they are secured prior to mobilization.
- Employee was at a car wash facility. The vehicle at the stop sign getting ready to exit onto the roadway began backing up without warning and struck the driver side quarter panel of our vehicle. When stopping, always keep a 1 car length buffer zone from the vehicle in front of you. Use your horn or lights to notify other drivers to ensure they can see you if they are not paying attention.
- An Ardaman drill rig was parked overnight near a public road where work was being performed. While the crew was off for the night, drill rods that were stored on the rig were stolen. This was discovered when the crew returned to the rig the following morning for their shift.

When parking rigs overnight outside of the secured area of the office:

- Contact a local business or homeowner to see if the rig can be parked on their property.
- Contact a local Walmart, grocery store, gas station to see if they may allow the rig to be parked overnight. Leaving the rig unattended in poorly lit areas or remote areas encourages potential theft or vandalism of the equipment.
- An Ardaman driller was setting up the drill rig to start the shift. While raising the rig's tower, the winch cable connected to the mud tub gave way and the tub struck the front windshield of the drill rig. This occurred when one of the bolts that holds the winch backed out. Monthly service inspections are required for all rigs and includes a check that all nuts and bolts are tight. Both the daily and monthly inspections are critical to ensure the rigs are working properly and safely.
- Employee was driving through a gate on a rural job site. While traveling through the gate, they had to turn to enter another gate. Our driver turned the wheel sharply which resulted in them striking the wood gate post against the passenger side of the truck bed. When unsure of distances to objects, stop, get out, and look, or ask for a spotter. Pickup up trucks tend to be longer in length than most vehicles which results in needing to make a wider turn to clear objects when turning.

Near Miss / Hazard Identification

Highlighted Near Miss/ Hazard Identifications from 46 reports received from the month of September.

- Employee was walking with an empty wheelbarrow to the sampling location. The area was wet and even though they were taking small steps, they lost their footing and almost fell. Do not become complacent in tasks, always assess the work area prior to entry. If conditions are unsafe, stop and reduce the risk.
- Employee observed a contractor on site operating a backhoe. The operator was traveling above the posted speed limit on the site and was not wearing a seat belt. Always obey all posted speed limits or limits established by the client. All heavy equipment operators must wear a seatbelt during operation of the equipment. All drivers of vehicles must wear a seatbelt as well.

Ardaman Safety Audits

Identified Hazards from Loss Prevention Observation/ Safety Audits conducted in the month of September.

- **Ergonomics:** Employee lifting equipment using their back instead of their legs. Never lift with your back always lift with your legs or use a team lift.
- **PPE:** Employee was not wearing safety toed footwear staking boreholes. Field work requires the use of safety toed footwear.
- **Overexertion:** Employee placed wheelbarrow away from the sampling location and was pivoting from the waist to make concrete cylinders. Always set up the work area to reduce overexertion hazards. Never pivot from the waist while lifting. Always bend your knees and use your feet to change direction. Set up the sampling area in a manner to reduce overexertion concerns.



Ardaman Health and Safety Recognition Awards

This month, the Ardaman safety committee reviewed an increased volume of submittals. We are continuing the lottery pool this month and with the increase of submittals this month, we drew two winners at random for a \$25.00 gift card.

September Winners:

Casey Floyd: Baton Rouge
Melanie Shields: Tallahassee

A Safety Sticker was awarded to the following individuals:

- **Liselle Vega** for recognition and actions involving a worker exposed to a impact hazard. Employee observed a worker not paying attention walking in a parking lot and took actions to pull them away before being struck by a vehicle. She also received a gift card. (Orlando)

November 2024 Safety Quiz

Please circle the letter of the answer that fits best. Some answers can be found in the newsletter

1. Process safety management is a way to prevent or minimize the consequences of a catastrophic release of toxic, reactive, flammable, or explosive highly hazardous chemicals from a process.

A. True B. False

2. Key safety issues that a process hazard analysis should look at include:

A. Hazards of the process B. Applicable engineering and administrative controls

C. The consequences of failure of those controls D. All the above

3. Only top management is active in developing the process hazard analysis.

A. True B. False

4. A process hazard analysis should include hazard information , technology information, and equipment information.

A. True B. False

5. You should never come to work if you are not feeling well and notify Human Resources or Safety.

A. True B. False

6. When should hand tools be inspected?

A. Prior to each use B. After each use C. Never D. All the above

7. When you are unable to see or judge distances to objects when driving, you should stop and get out of the vehicle to verify the distance or ask for assistance from a spotter.

A. False B. True

8. OSHA requires a process hazard analysis to be updated at least once every 7 years

A. True B. False

9. Before driving or moving a vehicle, the first thing you should do is .

A. Put on your seat belt B. Adjust your seat C. Adjust your mirrors

D. Walk around the vehicle

10. A Process Hazard Analysis is designed to identify, evaluate, and control the hazards.

A. True B. False

11. Site specific training at a client’s facility is a crucial component in our ability to understand the PSM process at their site, know what chemicals might be on site, and how to respond if a release occurs.

A. True B. False

12. All employees can make an important contribution by sharing their knowledge and experience with the process hazard analysis team.

A. True B. False

All Ardaman employees must complete the quiz and turn it into their H&S coordinator by the end of each month. For those individuals who cannot attend the monthly safety meeting, please complete the quiz and submit it to your supervisor for approval. All completed quizzes must be submitted at a designated location at each office. The supervisor only needs to sign the quiz if you are unable to attend the monthly safety meeting. Please provide a reason for your absence in the box below:

Employee Print Name	Employee Sign Name	Date
Supervisor Print Name	Supervisor Sign Name	Date