

Health & Safety



Water Safety Guidelines

Employees working over, in or near water or where a danger of drowning exists must wear Coast Guard approved life jackets or buoyant vests, and possess flotation/rescue aids.

The following sections discuss general procedures for working over, in or near water. This safe work practice (SWP) provides guidelines for all Ardaman employees and our subcontractors (staff and team members) who work over, in or near bodies of water three (3) or more feet deep (or if depth is unknown) or swiftly moving water. This SWP was developed in accordance with the Occupational Safety and Health Administration (OSHA) standard specified in Title 29 of the Code of Federal Regulations (CFR), Part 1926.106, "Working Over or Near Water."

GENERAL PROCEDURES:

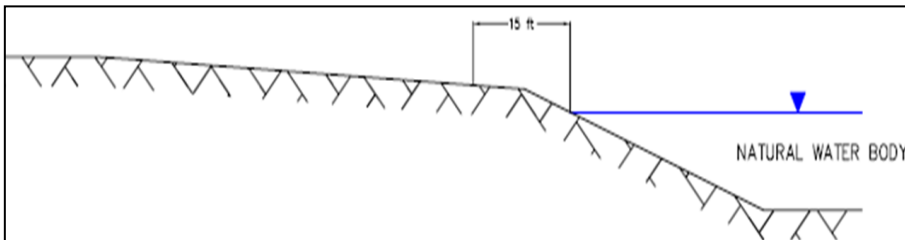
A. When working over, in, or near water, the following precautions must be taken:

WORKING OVER OR NEAR WATER FOR ARDAMAN SITES

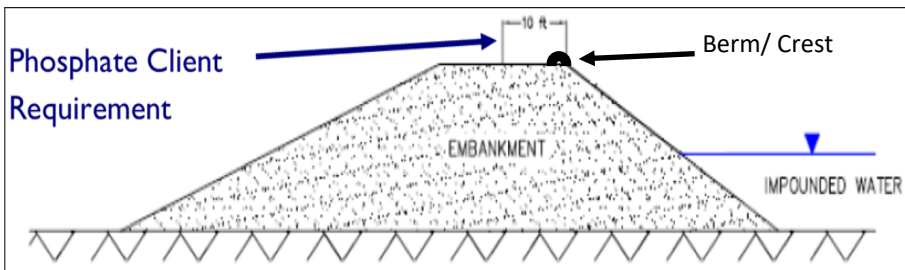
Employees and subcontractors **must wear a personal flotation device (PFD)** when working on or within 15 feet of any open water body three (3) or more feet deep or swiftly moving water (e.g. process water, ponds, lakes, streams, rivers, and oceans). A class IV rescue device with 90' of rope must be present as well.

When working on slopes steeper than 4:1 where a body of water is present below; a PFD must be worn if the open water body is three (3) or more feet deep or has swiftly moving water (e.g. process water, ponds, lakes, streams, rivers, and oceans).

Ardaman Requirements:



Phosphate Client Requirements:



WORKING OVER OR NEAR WATER, OR IMPOUNDED WATER @ PHOSPHATE SITES

Employees and subcontractors must wear a personal flotation device (PFD) when working on the crest of any earthen or gypsum dike within 10 feet from the edge of the berm/crest adjacent to a body of water three (3) or more feet deep (e.g. process water and ponds). A **Water Safety permit** is also required.

June 5, 2025

Ardaman & Associates, Inc.

A Tetra Tech Company



2025 HURRICANE SEASON COURTESY: NOAA			
	NOAA	CSU	AVERAGE
NAMED STORMS	13-19	17	14
HURRICANES	6-10	9	7
MAJOR HURRICANES	3-5	4	3

Inside this issue

Water Safety Continued.....	2
Vehicle Escape Plan.....	2
PPE/RESCUE	2
Hurricane Safety at Home.....	3
Ardaman Emergency Plan.....	3
National Safety Month.....	4
Injuries and Avoidance.....	4
Being Present in the Moment	4
Ardaman Update.....	5
Quiz.....	6

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Vehicle Escape Plan

- Brace yourself for impact
- Open the window as soon as you can
- Remain Calm
- Keep your seat belt on (If you instinctively release your seat belt, due to underwater disorientation you may end up moving away from the window or door opening.)
- While you can see it, place your outside hand (the hand closest to the door) on the door latch.
- Escape through the window or door. (If the car is floating, you might be able to do this before water fills the vehicle. If you're sinking rapidly, however, you will have to wait until the vehicle interior floods). Once this happens, you can escape through the window, or open the door with your outside hand, then unbuckle your seat belt. The window breaker and seat belt cutter should be used when needed. Each company vehicle must have one.
- Swim to the surface as quickly as possible (inflate your pfd, if available. Push off the vehicle and swim to the surface).



Resqme Escape Tool / Seat Belt and Glass Breaker are required in all Ardaman vehicles.

Water Safety Continued.....

GENERAL PROCEDURES (CONTINUED):

B. Ardaman personnel will be provided with U.S. Coast Guard (USCG)-approved life jackets or work vests. The PFD should be a Class V vest which will support the head of an unconscious person above the water.

- Life jackets and work vests must be inspected before and after each use.
- **Ring buoys or Class IV rescue device with at least 90 feet of line will be provided and must be readily available for employee rescue operations.**
- The distance from ring buoys to each worker must not exceed 200 feet.
- At least one lifesaving skiff must be immediately available at locations where employees are working over water. The local Coast Guard must be notified when working in navigable waterways and a USCG Float Plan must be completed.
- Under no circumstances will team members enter water bodies without protective clothing (e.g.; waders, wet suit, ...)
- At least one person should remain on shore as a look-out if other methods of rescue are not available.

C. If a team member falls into the water, a ring buoy, branch, paddle, pole, or other floating object should be extended to the person in the water. Resist the impulse to dive in. Employees should not attempt a deep water rescue unless they have been trained in water lifesaving skills. When the worker in the water grabs the extended item, the worker should be pulled toward the shore or boat. If the person is unconscious, the PFD, clothing, or hair should be hooked to pull the person toward the shore or boat. Once the person has been safely retrieved, necessary emergency medical procedures should be performed by qualified personnel. The retrieved team member should change into dry clothing as soon as possible after any necessary personal decontamination.

D. Personnel within ten (10) feet from an unprotected edge of the crest of a dike, levee, or berm near an Impounded Body of Water where the depth is greater than 3 feet (or unknown) must:

- Do a ground condition inspection – Cracks, sloughing.
- Always be aware of ground conditions, as they can change.
- Watch out for vehicles and heavy equipment.

Water Safety: PPE and Rescue

Personal Flotation Device (PFD)

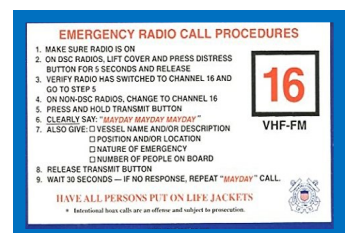
Team members will wear USCG approved PFD's when:

- In any area posted as a "life vest" area.
- Within 15 feet of any body of water without barriers
- When operating equipment near a body of water
- When operating a boat



Type IV PFD

A throwable PFD is designed to be thrown to a person in the water. Throwable devices include cushions, ring buoys, and horseshoe buoys. 90 feet of rope is required to be attached to Type IV PFD's. All AAI vessels must be equipped with one as well as any vehicles/equipment working within 15 feet of a body of water.



Hurricane Safety Tips at Home

A hurricane is a type of tropical cyclone or severe tropical storm that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico, and in the eastern Pacific Ocean. A typical cyclone is accompanied by thunderstorms, (in some cases tornadoes), and in the Northern Hemisphere, a counterclockwise circulation of winds near the earth's surface.

All Atlantic and Gulf of Mexico coastal areas are subject to hurricanes. Parts of the Southwest United States and the Pacific Coast also experience heavy rains and floods each year from hurricanes spawned off the coast of Mexico. The Atlantic hurricane season lasts from June to November, with the peak season from mid-August to late October. The Eastern Pacific hurricane season begins May 15 and ends November 30.

Basic Preparedness Tips:

- Know where to go. If you are ordered to evacuate, know the local hurricane evacuation route (s) to take and have a plan for where you can stay. Contact your local emergency management agency for more information. Check with local officials about updated evacuation shelters for this year. If you evacuate to a community shelter, follow the latest guidelines from the Centers for Disease Control and Prevention (CDC).
- If you are able, bring items that can help protect you and others in the shelter, such as hand sanitizer, cleaning materials, wipes, face coverings, etc.... Children under 2 years old and people who have trouble breathing should not wear cloth face coverings. While at the shelter, be sure to wash your hands regularly. If possible, be sure to maintain a physical distance of at least 6 feet of space between you and people who aren't members of your household.
- Put together a disaster supply kit, including a flashlight, batteries, cash, first aid supplies, and copies of your critical information if you need to evacuate
- If you are not in an area that is advised to evacuate and you decide to stay in your home, plan for adequate supplies in case you lose power and water for several days or you are not able to leave due to flooding or blocked roads.
- Make a family emergency communication plan.
- Many communities have text or email alerting systems for emergency notifications. To find out what alerts are available in your area, search the Internet with your town, city, or county name and the word "alerts."

Preparing Your Home:

- Hurricane winds can cause trees and branches to fall, so before hurricane season trim or remove damaged trees and limbs to keep you and your property safe.
- Secure loose rain gutters and downspouts and clear any clogged areas or debris to prevent water damage to your property.
- Reduce property damage by retrofitting to secure and reinforce the roof, windows and doors, including the garage doors.
- Purchase a portable generator or install a generator for use during power outages. Remember to keep generators and other alternate power/heat sources outside, at least 20 feet away from windows and doors and protected from moisture; and NEVER try to power the house wiring by plugging a generator into a wall outlet or hardwiring the generator to your home electrical panel.

Suggested items to include in a basic emergency supply kit:

- One gallon of water per person per day (3 days for evacuation, 14 days for home) drinking and sanitation
- At least a 14-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit, medications (7 day supply)
- Hygiene products include soap and hand sanitizer
- Whistle to signal for help
- Dust mask to help filter contaminated air, face covering for shelters
- Plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench, pliers, and basic tools to turn off utilities
- Can opener for food
- Local maps



Ardaman Emergency Plan

Ardaman has a Disaster Preparedness Plan which is the same for all branches. This plan will be reviewed by each office this month.

The plan goes over the precautions that should be taken by each office before and after a disaster to ensure the safety of the employees, equipment, and business.

All employees should obtain a copy of their office-specific contact list from their H&S Coordinator to ensure communications are maintained in case of an emergency.

Table of Contents : AAI Disaster Preparedness & Recovery Plan:

- DISASTER PREPAREDNESS
- PRIOR TO THE FIRST HURRICANE
- WHEN A HURRICANE APPROACHES
- DAY BEFORE / DAY OF THE HURRICANE
- BEFORE CLOSING THE OFFICE
- DAY AFTER THE HURRICANE OR NEAR-MISS
- EMPLOYEE ORIENTATION FOLLOWING A HURRICANE OR NEAR-MISS
- COMPUTERS
- HANDLING COMPUTER EQUIPMENT AND FILE SERVERS PRIOR TO AND FOLLOWING A DISASTER
- MISCELLANEOUS COMPUTER INFORMATION
- SUPPLY INVENTORY
- RECOMMENDED SUPPLY LIST
- ACCOUNTING SUPPLIES
- EMERGENCY NUMBERS
- CONTACT LISTS
- CONTACTS FOR ABILITY TO CONDUCT BUSINESS
- EMERGENCY ORGANIZATION PHONE NUMBERS
- DEPARTMENTAL CONTACTS



Safety Month 2025: Leading with Safety

Common Injuries and Avoidance

Awareness begins by educating ourselves on the most commonly occurring injuries in our industry, reducing our risk to them with the appropriate measures, and looking for areas to improve.

Tetra Tech designed the **FOCUS 4 Program** as a tool to educate our global staff on frequent injuries that occur within our project sites, offices, and homes and how to prevent them.

Struck by or against

- While planning work, eliminate potential struck-by or against hazards
- Be aware of your surroundings and anticipate struck by hazards (e.g., walking in parking lots, entering active work sites or standing near doors that open into walkways)
- Pay attention to the pre-work and daily safety briefings to understand potential hazards in your work zones

Slips, trips, and falls

- Identify areas that are likely to be slippery or have obstacles and mitigate the risk of an accident
- Wear appropriate footwear for your work environment
- If working at heights or near a ledge 4 feet (1.2 meters) or higher, engage in fall hazard assessment and the use of barriers, training, or other safe work practices

Overexertion

- When possible, avoid the need to lift a heavy load (e.g., place heavier items at waist high to avoid lifting from the ground or overhead)
- Use power or manual lifting aids to reduce strain on the body
- Use proper lifting techniques, which include bringing the load closer to the body
- Do not lift heavy or awkward loads by yourself; always use a buddy while moving loads more than 50 pounds (22 kg)

Environmental field hazards

- Make sure you have appropriate shade and enough water while working outdoors
- Know heat stress signs, symptoms, and prevention methods
- Assess the worksite frequently to identify areas where dangerous plants, hives, nests, or animals may be present and avoid them.

Tetra Tech's Health & Safety team recognizes Safety Month and encourages employees to reaffirm our commitment to Leading with Safety.

We are excited to announce the kickoff of this year's Safety Month. Throughout June, we will dedicate four weeks to reinforcing and reengaging our commitment to safety with a series of themed activities and events. Each week will focus on a different aspect of safety, ensuring that we cover a broad spectrum of important topics.

Week 1: Leading with Safety

Safety starts at the top. We will explore the role of leadership in fostering a safe work environment, discuss how to lead by example, and provide resources to help our leaders inspire a culture of safety. Look for resource links and materials to deepen your understanding of effective safety leadership.

Week 2: Hazard Identification

Recognizing and addressing hazards is key to preventing accidents. We will train employees on how to identify potential hazards in the workplace, take proactive steps to mitigate them, and provide tools and resources to help you become more vigilant and effective in hazard identification.

Week 3: Employee Wellness

A healthy employee is a safe employee. We will focus on overall wellness, including physical, mental, and emotional health. We also will share resources to help you maintain a healthy lifestyle that will not only improve your well-being, but also enhance your ability to work safely.

Week 4: Safe Driving

Whether on the road or on-site, safe driving is crucial. We will cover the importance of safe driving practices, both for personal and professional travel, and provide tips and guidelines to ensure everyone

is aware of the best practices for driving safely. Additionally, we will provide resources and introduce a Driver Self-Assessment Tool to help you evaluate your driving habits, identify areas for improvement, and help you become a safer driver.

Engagement opportunities

To make Safety Month interactive and engaging, we have planned several activities:

Weekly online Kahoot! games: Test your safety knowledge with friendly competition and win exciting prizes

Wellness Webinar: In collaboration with our [Wellness Program](#) and Healthy Life community, we will host an informative session on fitness and nutrition

Mini Healthy Life Challenge: Participate in guided yoga sessions, hosted by Tetra Tech's (TDR) Rose Whitehair, to improve your physical and mental well-being, as well as a daily step challenge

Supervisor safety training: A new training module will launch on our [learning management system](#) to enhance supervisor skills in safety management

Photo submissions: Submit photos of your participation and contributions to our Safety Month program that will be highlighted on our social media profiles—[LinkedIn](#), [Facebook](#), and [Instagram](#)

We encourage everyone to actively participate in these activities and make the most of the resources provided. Your engagement is crucial to making Safety Month a success and ensuring a safer workplace for all.

Let's come together to prioritize safety and well-being. Stay safe, engaged, and remember to follow our theme of **Leading with Safety**.

Being Present in the Moment

There are many things going on around us in our physical environment as well as distractions occupying our minds at any given time. With all of the challenges and noise we face in today's world, it is difficult to be truly present in the moment. This can be especially true at work. It is important to realize when our focus, attention, or mind is not fully present in the moment while completing a work task.

What does it mean to be truly present? In this discussion we are talking about where our focus and attention is in a given moment. All too often we are physically present, but our focus and attention are not. Whether it is during a safety meeting or when driving home, we zone out and quickly realize we have no clue what was said in the safety meeting or with the snap of a finger we are home but have no recollection of the drive. This kind of disconnect from the present moment can be extremely dangerous when at work or while driving.

Dangers of not Being Present While at Work

The dangers of not being fully present and engaged while at work are obvious. Two quick scenarios:

Scenario #1 – An instructor is going through the safety procedures for a new piece of equipment. Your mind begins to wander and you do not hear much of the discussion. Later that day while you are using the equipment a coworker's hand gets caught in moving parts and you do not know where the emergency shutoff switch is.

Scenario #2 – You are working at a construction site and many different companies are performing work in a small area. You are not paying attention to where you are walking and totally miss multiple signs warning of overhead work being performed. A piece of pipe

falls from the higher level and strikes you on the shoulder.

How to be Present

There are many reasons why we may not be present in any given moment. As individuals we vary greatly, but a few quick tips may help you be more in the moment the next time you find your mind wandering.

Take note of how well you are focusing and where your mind is. From there make the conscious choice to improve your focus and attention if needed.

When you are part of a discussion or receiving directions make sure that you are actively listening to the person speaking. One way to become a better listener is to treat the information as something you are going to have to teach to a coworker. Receiving information with having the expectation that you will be responsible to pass on it can help you actively listen to the person speaking.

Eliminate distractions from the physical work area. Things such as noise, clutter, chemicals, people, equipment, etc. can have a large impact on your ability to fully pay attention to what you are doing in any given moment. Eliminating distractions can make all the difference in whether or not you are able to fully focus on the task at hand.

Eliminate any personal issues that are causing your mind to wander whenever possible. Often times personal issues cause our minds to not be fully focused on our work. Try to calm your concerns or worries by making a phone call home if that will help solve the issue. If a discussion will not help the situation then maybe you need to take the rest of the day off.

Always perform a Last Minute Safety Assessment!

Ardaman Update



Injury Incidents:

- Employee was standing on the back bumper of the pickup truck in the storage yard. They jumped down from the bumper and felt a pop in their knee. First Aid only. (Baton Rouge)

AAI Vehicle policy:

- * **Jumping on or off vehicle is prohibited. 3 point of contact when exiting off/out of the vehicle.**
- * All passengers must be seated and completely inside of vehicle body. Seat belts must be worn properly at all times.
- * Standing is prohibited.
- * Do not sit on or lean against the tailgate of a pickup truck unless vehicle is parked and not operating.

Vehicle and Equipment Incidents:

- An employee was following a third-party vehicle while exiting from a driveway at a commercial complex onto the main roadway. The other vehicle came to a complete stop at the intersection of the driveway and the roadway. Our driver came to a complete stop to avoid collision with the vehicle in front. At that moment, our driver was rear-ended by another vehicle. Always leave a one car buffer zone between you and the vehicle in front of you when stopping. (West Palm Beach)
- An employee was leaving an automated car wash. As they were exiting the wash area, their foot became lodged between the gas pedal and the brake pedal. This caused them to lose control of the vehicle it ran off course, struck an automated arm bar, and then continued around the car wash area, striking a palm tree. If the gas pedal ever becomes stuck when driving, the following actions can be taken to stop the vehicle: Apply the brakes, try to turn off the vehicle (key or ignition button), put the vehicle in neutral and apply the brakes, or set or pull the emergency brake. (Orlando)
- Employee was pulling into their driveway. Due to multiple vehicles at the residence, they had to park very close to the garage door. While pulling forward, the employee accelerated too quickly and struck the rock facade on the pillar of the garage and the garage door. If you are unsure of the distance to objects stop get out and look or get a spotter. Always scan the area for safer locations to park a vehicle. (Bartow)

Near Miss / Hazard Identification

Highlighted Near Miss/ Hazard Identifications from 31 reports received from the month of April.

- Employee was staking boring locations for a project. During staking, they noticed additional structures that were present with potential utilities that may not be documented on the 811 system as they appeared to be recently installed. Employee provided additional information in the response section when creating the ticket for the 811 system. (Sarasota)

Ardaman Vehicle Inspection Reminder:

Ardaman's vehicle policy requires that all company vehicles are inspected at a minimum each month and documented. These inspections are then submitted to H&S for tracking.



What is the purpose of the vehicle inspection?

Monthly vehicle inspections are like a routine check-up for your vehicle, ensuring it stays in top shape and keeps you safe on the road. By staying proactive, you can catch potential issues before they turn into safety issues, costly repairs, or compliance with regulations. The inspection helps to ensure that your vehicle operates properly and performs as expected per the manufacture or when an emergency situation happens.

In addition, the monthly inspection also includes checking the safety items in the vehicle, (e.g. first aid kit, eyewash, fire extinguisher, etc....) and that they are in proper working order and not expired. We outfit the vehicles with safety items to provide additional help when needed. We prepare for the worst and hope for the best, and if needed, we want to ensure these items are available and in proper working order to help provide proactive care.

Ardaman Safety Audits

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

- **PPE:** Employee was wearing regular sunglasses on the construction site. All employees must wear Z87.1 safety glasses on all job sites.
- **Roll Over:** Employee did not place additional jack pads under drill rig outrigger after determining materials were soft in the proposed borehole location. Additional cribbing was installed immediately.

Ardaman Health and Safety Recognition Awards



The 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.

April Lottery Winners:

Dustin Cates : Bartow
Clif Leffler: Cocoa

A Safety Sticker was awarded to the following individuals:

- **Randy Hunter** for recognition and actions regarding an unprotected excavation on the job site. Our employee notified the contractor of the hazard and ensured barricades were put in place. (Bartow)
- **Angie Groce** for recognition and actions taken regarding an active shooter threat. They notified AAI employees that were in the area and had them stay clear of the area. A gift card was awarded for their actions. (Tallahassee)

June 2025 Safety Quiz

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

1. A personal flotation device (PFD) must be worn when working over or near bodies of water 3 or more feet deep (or if unknown depth) or swiftly moving water.

- A. True B. False

2. When working within 15 feet of any open body of water 3 feet or more deep or swiftly moving water the following PPE must be used and available per Ardaman policy.

- A. Class V PFD B. Class IV rescue device C. 90 feet of rope attached to rescue device
D. All the above

3. If a person falls into the water on the job site you should jump in and rescue them.

- A. True B. False

4. All AAI vehicles are to be equipped with a seat belt cutter and window breaker.

- A. True B. False

5. Employees should obtain an emergency contact list for their office from their H&S Coordinator in case of an emergency such as a hurricane.

- A. False B. True

6. What month is National Safety Month?

- A. July B. August C. June D. October

7. Ardaman has a Disaster Preparedness Plan for all of the Branches.

- A. True B. False

8. The best way to prepare for a hurricane is to.

- A. Prepare a Disaster Supply Kit B. Prepare a Disaster/Evacuation Plan C. Be informed and prepared
D. All the above

9. When are you supposed to perform a safety walk?

- A. After getting in the vehicle B. Before getting in the vehicle C. Never D. All the above

10. When working on any earthen or gypsum dikes in the phosphate industry within 10 feet from the edge of the crest that is adjacent to a body of water of 3 feet or more in depth, a PFD, and rescue device are required.

- A. True B. False

11. Who must be contacted prior to working on navigable water ways when using a barge for drilling to ensure rescue is available if needed?

- A. Fire Department B. Police Department C. U.S. Coast Guard D. All the above

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