

# 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:

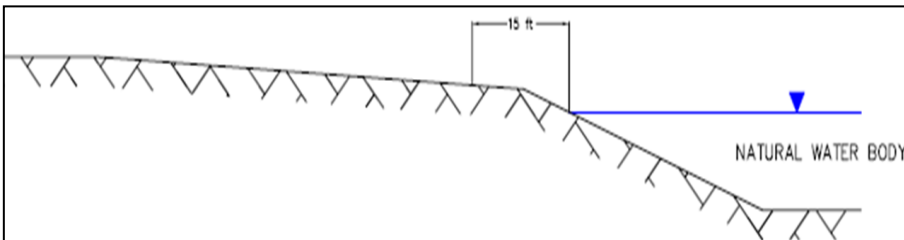
A. When working over, in, or near water, the following precautions must be taken:

#### WORKING OVER OR NEAR WATER FOR ARDAMAN SITES

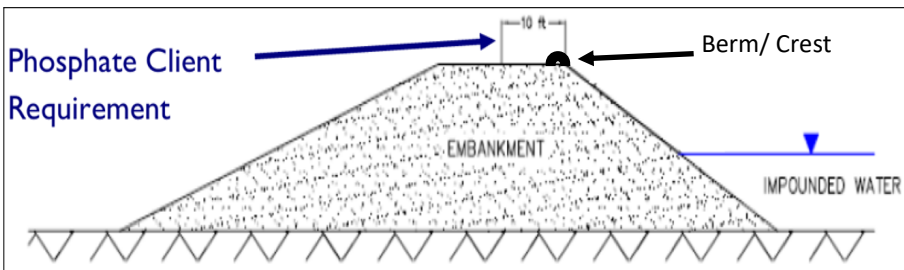
Employees and subcontractors **must wear a personal flotation device (PFD)** when working on or **within 15 feet** of any open water body three (3) or more feet deep or swiftly moving water (e.g. process water, ponds, lakes, streams, rivers, and oceans). A class IV rescue device with 90' of rope must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



#### Phosphate Client Site Requirements:

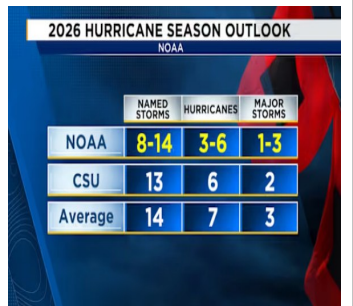


#### WORKING OVER OR NEAR WATER, OR IMPOUNDED WATER @ PHOSPHATE SITES

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 3, 2026

Ardaman & Associates, Inc.  
A Tetra Tech Company



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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. (For additional information refer to policy DCN-04-28)

- 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/on 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.



### EMERGENCY RADIO CALL PROCEDURES

1. MAKE SURE RADIO IS ON
2. ON DSC RADIOS, LIFT COVER AND PRESS DISTRESS BUTTON FOR 5 SECONDS AND RELEASE
3. VERIFY RADIO HAS SWITCHED TO CHANNEL 16 AND GO TO STEP 5
4. ON NON-DSC RADIOS, CHANGE TO CHANNEL 16
5. PRESS AND HOLD TRANSMIT BUTTON
6. CLEARLY SAY: "MAYDAY MAYDAY MAYDAY"
7. ALSO GIVE:  VESSEL NAME AND/OR DESCRIPTION  
 POSITION AND/OR LOCATION  
 NATURE OF EMERGENCY  
 NUMBER OF PEOPLE ON BOARD
8. RELEASE TRANSMIT BUTTON
9. WAIT 30 SECONDS — IF NO RESPONSE, REPEAT "MAYDAY" CALL.

**HAVE ALL PERSONS PUT ON LIFE JACKETS**

\* Intentional hoax calls are an offense and subject to prosecution.

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VHF-FM

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# 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
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- CONTACT LISTS
- CONTACTS FOR ABILITY TO CONDUCT BUSINESS
- EMERGENCY ORGANIZATION PHONE NUMBERS
- DEPARTMENTAL CONTACTS



# Safety Month 2026: 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.

Each June, Tetra Tech recognizes Safety Month as an opportunity to refresh our safety message and reaffirm our commitment to the health, safety, and well-being of our employees.

Protecting our employees, partners, and communities has always been a core value—and safety is integrated into everything we do, on every project, every day. This is an ideal time to reflect on how our health and safety program has evolved to continually improve the lives of our employees. This Safety Month, activities will focus on four weekly themes that reflect our history and future: continuous improvement, hazard assessment, wellness, and vehicle safety.

### Week 1: Continuous Improvement

The continuous improvement cycle—plan, do, check, and act—remains a cornerstone of our health and safety program and forms the foundation of an effective safety management system. By identifying hazards, implementing controls, evaluating performance, and learning from experience, we ensure our program adapts to new risks, changing work environments, and emerging best practices.

### Week 2: Hazard Assessment

Hazard assessment is the foundation of that approach. In the U.S., an activity hazard analysis and job safety analysis help project teams break work into steps, identify what could go wrong, and determine how to reduce risk. This makes safety part of the project plan, not an afterthought. A strong hazard assessment process also supports our Focus Four Injury Prevention Program, which highlights the four most common injury categories seen in field work: slip, trip, and fall incidents; overexertion injuries; environmental field hazards such as insect bites, plant hazards, and hot or cold environments; and struck-by events. By focusing attention on these recurring hazards, teams can target controls where they matter most.

### 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. Our Wellness Program page provides global EAP contacts, vendor information, program descriptions, and consolidates mental health support, cessation services, telehealth options, and vendor contacts across regions.

### Week 4: Vehicle Safety

Our fourth week of Safety Month focuses on safe driving and vehicle safety, and the message is clear—every journey matters. Vehicle incidents are preventable, and the habits we build behind the wheel can make the difference between a routine trip and a life-changing event. To support this commitment, we invite all employees to take part in our Vehicle Safety Kahoot! Challenge, featuring topics that matter on every trip: safe driving distance, defensive driving tips, emergency preparedness, journey management, vehicle maintenance, and proper gear storage. We also encourage everyone to participate in a small challenge and share what's in their car's emergency kit. This simple activity can spark valuable conversations about readiness, highlight useful ideas from colleagues around the world.

Throughout June, there will be many opportunities to participate in activities. Check our [Safety Month page](#) and follow us on [LinkedIn](#), [Facebook](#), and [Instagram](#) for updates, resources, and ways to engage. We invite every employee to pledge their commitment to look for safer ways to work, speak up about hazards, and help ensure that everyone goes home safe and healthy at the end of each day. Together, we will continue leading the way in safety for the next 60 years and beyond.



## 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:

- An employee was carrying a five foot section of drill casing and felt a pop in their shoulder. When an injury occurs, always stop immediately and notify your supervisor and health and safety. Proactive care can help reduce the severity of some injuries. Always report incidents ASAP or as soon as it is safe to do so. First Aid Only. (Tampa)
- The employee was performing drive sleeve density and speedy testing for moisture content. The test was completed and they placed the speedy on their hip to help with gripping the release knob. The speedy was facing down wind and they began to release the pressure and a small piece of dust blew up and went under their safety glasses and into their left eye. The eyes were flushed immediately with eye wash from our trucks. Prior to performing tasks, review the JSA and follow the mitigation actions. Do not look at the pressurize vessel when releasing the pressure. Always make sure your first aid and eyewash kits are inspected each month and pay special attention to items that may expire. (Eyewash, antibiotic ointment, first aid creams, alcohol wipes, etc.) First Aid Only. (Bartow)

## Vehicle and Equipment Incidents:

- The employee pulled into a gas station. While parked waiting at the pump, another vehicle was backing up and was getting close to striking our truck. Our employee started honking to alert the other driver. However, the other driver continued backing and ran into our passenger side door, causing a dent in the lower portion of the door. (Tallahassee)
- The employee was traveling on a road during the evening hours. A truck heading in the opposite direction had an object hanging outside their truck bed. The other vehicle came across into our lane as they approached our vehicle and the object struck our driver's side mirror and damaged it. (New Orleans)
- The employee was repairing the track rig. The employee was cycling the drilling assembly forward and back along the track. The drive shaft below the carrier suddenly disconnected causing the shaft to hang at an angle. While retracting the drilling assembly, the shaft punctured the fuel tank causing a spill. Inspect equipment before use and report defects immediately. Remove damaged equipment from service. Verify moving parts have proper clearance from fuel tanks and other vulnerable components. Keep spill kits available and know the response steps in case of a spill. (Orlando)
- The employee was moving the drill rig through a wooded / vegetative area to the next borehole location. While driving a branch caught onto the driver side mirror of the rig. Our driver kept moving forward and the branch tightened against the mirror, built up pressure and it released. The branch was against the anchor point of the mirror attached to the door frame and the pressure caused the door frame to crack in half. Always clear areas of brush prior to accessing them. If branches are present stop get out and remove/secure the branches to remove the potential for damage. (Ft. Myers)
- The employee began backing up the chase truck on site. An AAI spotter was behind them on the driver side and helping our driver to back up. The employee was backing up, and thought they had cleared a stump on the passenger side of the truck, however, they struck the stump along the driver side quarter panel of the bed and kept backing. When using a spotter ensure they safely check along both sides of the vehicle for clearance. Always perform a safety walk, and stop and get out if unsure of distances to objects. If you here or feel resistance when moving a vehicle stop immediately and inspect your vehicle and the area around it. (Orlando)

**PPE REMINDER:** Ear Buds are **not allowed to be worn during any field work activities**. In addition, ear buds are also not approved hearing protection for Ardaman. Approved hearing protection for AAI activities includes ear plugs, banded ear plugs, and ear muffs.

## Near Miss / Hazard Identification

Highlighted Near Miss/ Hazard Identifications from 28 reports received from the month of April.

- Employee was conducting an inspection on a job site. While on site, the plant siren began sounding. The employee immediately checked to confirm their location was upwind of the plant by locating the wind sock in the area. They then contacted the site permit issuer to notify them of their location and to determine if any response actions were necessary. This is an great example of following site specific safety requirements and maintaining situational awareness for themselves and others. (Bartow)

## 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.

## Ardaman Health and Safety Recognition Awards



The safety committee reviewed all of the near miss and hazard identification submittals for the month. All of the submittals were placed into a random lottery Pool. The following individuals were selected at random for a \$25.00 gift card.

### **May Lottery Winners:**

**Dustin Cates** : Bartow  
**Jeremy Marte**: New Orleans

A Safety Sticker was awarded to the following individuals:

- **Cheryl VanArsdall** for recognition and actions regarding an unsafe work practices by a construction company working on a roadway. Our employee notified the contractor of the hazard and ensured PPE and engineering practices were implemented. A gift card was also provided to them. (Bartow)
- **Carlos Gutierrez** for recognition and actions taken regarding a hidden trip/impalement hazard on a job site. They notified the contractor and the hazard was removed. (Miami)
- **Brian Runkles** for recognition and actions taken regarding emergency sirens at a job site. The employee observed wind directions on the socks, verified they were upwind, and communicated with the client regarding any additional actions to be taken. (Bartow)

# June 2026 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