Health & Safety

You have a Right to Know

You have a right to know about chemical hazards and protections

OSHA's Hazard Communication Standard (or Hazcom) requires that an employee who works with a hazardous chemical has the right to know about its hazards, how to protect against those hazards, and the responsibility to use that knowledge to work safely. (Refer to TT program 02-01 Hazard Communication Program)

Chemical manufacturers must identify hazards and key precautions Manufacturers must:

- Determine the physical and health hazards of their products;
- Identify those hazards and key safety precautions on chemical container labels and safety data sheets (SDS).

Employers must inform employees about chemical hazards and precautions Employers must:

- Develop a written hazard communication program, including a list of hazardous chemicals used or stored in the facility;
- Train employees to identify chemical hazards and to use information and procedures to reduce the risks;
- Assure through proactive efforts by its employees that all chemicals have proper labels and complete, easily available SDS.
- Chemicals that are stored or used for testing or cleaning in the workplace must have a proper label on the container. All of the information is available on the original manufacturer's labeled container or in the SDS located on our online data base. All of the chemicals must be stored properly when not in use (storage requirements are based on quantities and type of chemical being stored.)

Chemicals may present physical hazards

They may catch fire easily, suddenly release and explode, or react when exposed to heat, air, water, or certain other chemicals by burning, exploding, or releasing dangerous vapors.

Chemicals may have health hazards

- Acute health problems develop quickly after exposure (e.g., corrosive skin burns);
- Chronic health problems develop over time, often after many exposures (e.g., cancer from inhaling a toxic chemical);
- Skin or eye contact, which can cause burns, rashes, or even blindness;
- Inhaling, or breathing in, chemical vapors and fumes, which can cause dizziness, nausea, lung damage, unconsciousness, or even death;
- Swallowing (including eating or smoking after handling chemicals without first washing), which can cause poisoning or damage to internal organs.

Container labels and SDS identify chemical hazards

- You must read them carefully before starting any job involving a chemical:
- Labels give a brief summary of the hazards; never use a chemical if its label is missing or too damaged to read. Employee has a duty to report such deficiencies;
- SDSs detail a chemical's hazards and signs of exposure, situations that make the chemical more dangerous, and the procedures and equipment to use to reduce risk. They contain 16 sections of information regarding how to use and handle the chemical.
- SDS can be found on the Ardaman online database provided by Donesafe/HIS **HSI Platform (osmanager4.com)**. In addition, QR code stickers are placed inside the driver side door jamb of each vehicle and printed books have been provided to all Drillers and Field Technicians.
- The labeling requirement applies to all containers that have chemicals or materials stored/transferred into them. Any bucket, drum, tank, etc., that contains, chemicals or materials, (e.g.; process water, soils, gypsum, muck, gravel or any other materials) must be labeled before being transported from the site to the lab or office. All buckets and samples at a minimum must have the common material name written on it in permanent marker. Any other known additional information should also be included (Safety Data Sheet, project number, PPE requirements for handling, etc.…) if available.

Container labels and SDSs describe safety precautions and instructions The safety information may include:

- Pictograms of the primary hazards
- Handling and storage requirements (e.g., ventilation, avoiding heat exposure);
- Personal protective equipment (PPE) to wear when using the chemical;
- Signs and symptoms of exposure that could cause health problems.
- How to handle spills, fires, and other emergencies involving the chemical.
- All containers must have labels on them to identify the contents.

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Ardaman & Associates, Inc.
A Tetra Tech Company

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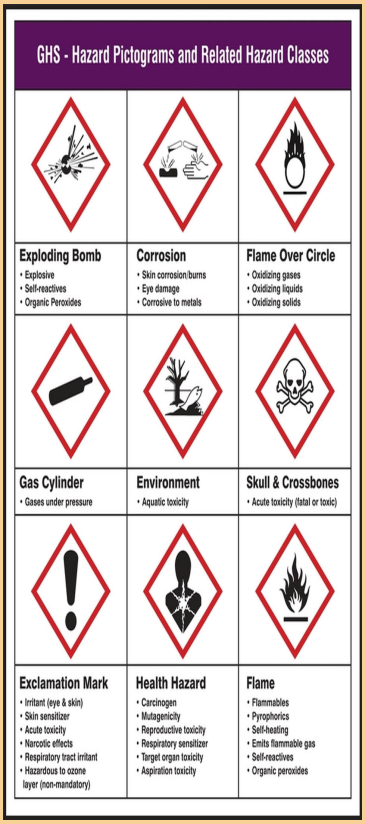
What do GHS Pictograms mean?

The Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard.



Where can I find information on a chemical at Ardaman? SDS can be found online at DoneSafe Online

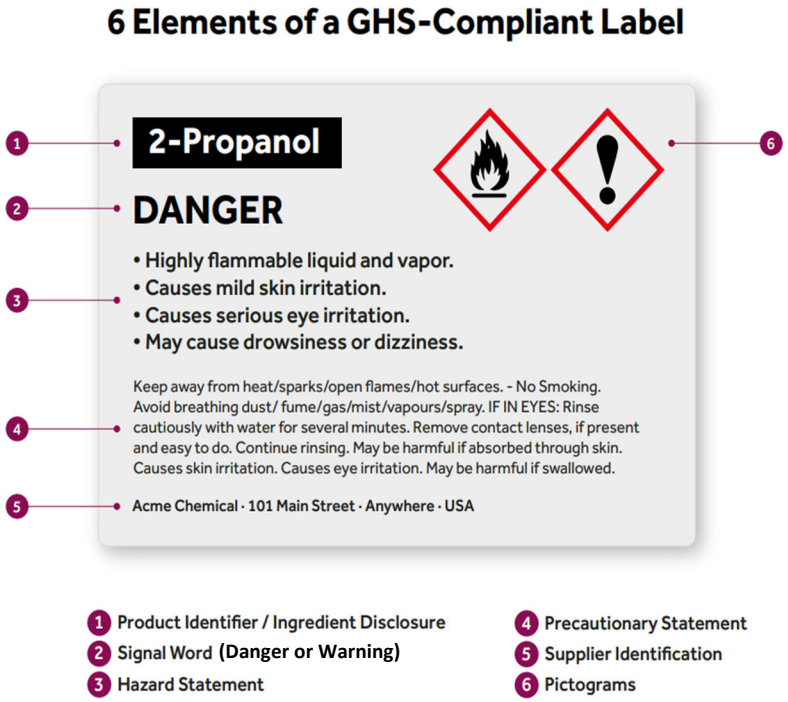
Scan and follow QR code:

Ardaman & Associates, Inc.

SDS Right to Know

4078553860

What is required on a chemical label?



What happens when we Tailgate another vehicle?

Tailgating is hazardous, irresponsible and voluntary. Whether or not they know it, when drivers follow too closely, they abandon their ability to properly use all Five Keys of the Smith System. Why?

Tailgaters have something in common - the vehicle ahead of them dominates their windshields and their minds. When following at even two seconds, a driver's eyes must constantly monitor the lead vehicle. Instinctively, tailgaters know that if the vehicle they are chasing makes a hasty move, they must be instantly aware of the change. Sudden braking on the part of the leader can rapidly involve the follower in a rear end collision. Though they seldom consciously consider it, tailgaters know that they cannot ignore the lead vehicle... one or two seconds is too little margin for error. The only way to know what the leader is doing is to watch him or her.

While it varies considerably, drivers following at one second tend to spend over 70% of their time with their eyes glued to the vehicle in front of them. At two seconds, it's not uncommon to observe people spending over half of their time watching the lead vehicle. Four or more seconds of following distance effectively frees a driver's eyes and mind to see and think. Visibility, Space and Time are the three most essential elements of safe driving. They all come with good following distance.

Aim High In Steering

1. Our eyes are designed to work for us at walking speeds.
2. The average person has not adjusted visually and mentally to the higher speeds of motor vehicles.
3. Look ahead to where you will be at least 15 seconds from now.
4. 15 second eye lead time provides advance warning of pending danger and gives you an additional margin of safety.
5. Use improved eye lead time for more efficient, economical driving.

Leave Yourself An Out

1. Your safest location in traffic is where the fewest potential conflicts exist, such as the outside lane of a 6 lane roadway as an example.
2. When possible, surround your vehicle with space.
3. Choose the proper lane and adjust speed accordingly, to maintain the space cushion (at least 4 seconds with car in front).
4. If you lose part of the cushion, work to keep at least the front and one side open.
5. Avoid tailgaters. When one is present, the accident potential is high.

The four routes of entry of hazardous chemicals

Chemicals exist on virtually every single worksite. Many chemicals used on the job are hazardous to humans depending on how an individual comes into contact with them as well as the amount of the chemical they are exposed to. Employees need to understand the chemicals they are exposed to and the possible routes of entry. There are four ways a chemical or substance can enter the human body. These four routes of exposure include inhalation, absorption, ingestion, and injection.

1. **Inhalation** – Inhalation is the most common route of entry a person comes into contact with a chemical. Once inhaled, chemicals are either exhaled or deposited in the respiratory tract. Upon contact with tissue in the upper respiratory tract or lungs, chemicals may cause health effects ranging from simple irritation to severe tissue destruction. The chemical can also go onto affecting organs that are sensitive to the chemical.

2. **Absorption** – Getting chemicals onto the skin or eyes can result in redness and irritation all the way to severe destruction of tissue or blindness. The eyes are especially sensitive to chemicals. Some chemicals have the ability to pass through the skin and get into the blood stream of a victim. This can lead to systemic problems in the organs.

3. I**ngestion** – Chemicals that inadvertently get into the mouth and are swallowed do not generally harm the gastrointestinal tract itself unless they are irritating or corrosive. Some chemicals can be absorbed through the gastrointestinal tract where they enter the bloodstream. Once in the bloodstream, they can cause damage to the organs.

4. **Injection** – Though not common, injection of chemicals into the body can occur. A sharp object can be contaminated with a chemical or substance and penetrate the skin. The chemical is then in the body and can make its way into the bloodstream where it can damage organs or other tissue.

Safe Work Practices When Working with Chemicals

Know the chemicals you are working with. Read the SDS to understand the safe handling procedures and what to do if you come into contact with the chemical.

Eliminate chemical hazards where possible. Do not use extremely hazardous chemicals unless absolutely necessary. Substitute a less hazardous chemical in place of a more hazardous chemical.

Engineer chemical hazards out of the workplace. Engineering controls include ventilation such as fans, barriers to create distance or a shield from chemicals, filters, etc.

Wear the correct PPE to protect yourself from the chemical. PPE such as respirators, goggles, a face shield, chemical gloves, and a lab coat are some examples to create barriers between your body and a chemical.

The little Things

When planning work tasks for the day and addressing hazards it is easy to get caught up on the big hazards. We focus on risks such as falls from heights, electrocution, and chemical asphyxiation during a confined space entry when they are present. While these hazards need to be taken seriously and be properly mitigated, the bigger hazards can be responsible for taking almost all of the attention from the "little things".

Defining the Little Things

When we say "the little things" we are referring to hazards such as a cord on the ground, a screw sticking out of a board, a slippery rung on the bottom of the ladder, or a hammer hanging off the top of a cabinet. These little issues can still pose a great risk for injury to the employees working around them if they are not recognized and corrected. The problem is, we get used to seeing some of these little things around the worksite, especially if there are bigger hazards at hand.

At some point though, one of these smaller hazards may end up causing the next recordable injury on your worksite. It is much more likely for a company to experience multiple trip incidents over a year's time that lead to injuries before they even have one fall from a height greater than six feet. For example, according to the Canadian Centre for Occupational Health and Safety, statistics show that 66% of falls happen on the same level resulting from slips and trips. The remaining 34% of falls occur from heights. An even smaller percentage of falls from that 34% occurs over six feet of height. Do you think more emphasis is placed on protecting 100 employees walking across a factory floor or one employee working at a height of over six feet?

The "little things" are the big things. While the big hazards need to be properly mitigated, we need to not lose focus on the small hazards. There is a much greater chance of a small hazard causing an injury or incident before a larger hazard causes a serious injury or a fatality.

Seatbelt use and safety

Everyone has heard that seatbelt use is crucial for saving lives on the road, but not everyone wears one. Studies show about 1 in every 7 people do not wear their seatbelt. There are many reasons why people do not wear seatbelts, but the facts are that they save lives.

Excuses Why People Do Not Wear Seatbelts

It is "not cool". Teenagers are the least likely age group to wear their seatbelts. Educate the teenagers in your family on seatbelt use. Males are also 10% less likely to wear their seatbelts compared to females.

They are uncomfortable. If it is to a point that it is uncomfortable for you to wear a seatbelt, look into buying an aftermarket pad to put on your seatbelt. Do not put it behind your back instead of across your chest. Wearing it improperly will make it less effective in protecting you during a crash.

The myth "it is more dangerous to wear seatbelts than not to". The research shows that this is not the case. Search on YouTube "Man Does Not Wear Seatbelt" to see what it looks like when a person rolls a vehicle and does not have one on.

Why You Should Wear Your Seatbelt

According to the NHTSA, seatbelts reduce crash-related injuries and deaths by half. It is estimated that seatbelts save an estimated 15,000 lives each year. Individuals who do not wear their seatbelt are more likely to be ejected from the vehicle in a crash. Seatbelts serve as a restraint for passengers in a vehicle. They restrain an individual to the seat instead of being ejected from the vehicle or being thrown around the interior of a vehicle in the instance of a crash.

While airbags serve as a great protection during a crash, they do not offer the best protection alone. Airbags combined with proper seatbelt usage offer passengers the best odds of surviving an automobile crash.

Seatbelts must be worn every time you are in a vehicle. Reasons such as being uncomfortable or "not cool" are not good enough for not wearing a seat belt. As the driver, you are responsible for everyone in your vehicle. Require anyone riding in a company vehicle or your personal vehicle to wear their seatbelt. Educate others who choose not to wear them.

Good enough mindset

For most of us, we have been doing our jobs long enough to know what is the right way to do something and what falls short and is "good enough". When it comes to workplace safety "good enough" does not cut it. When addressing hazards, having this mindset will lead to exposure to risk that will eventually result in incidents and injuries occurring. It is important to take the time to not only identify hazards but also taking the proper time and energy to mitigate them.

What Leads to the "Good Enough" Mindset?

There are many reasons why individuals may be tolerant of unnecessary risk during work tasks. A few of these reasons could include:

Complacency. For individuals who have been doing their work for long periods of time, complacency can be one of the biggest challenges to avoiding a "good enough" mindset.

Lack of training or understanding. Some workers, especially those less experienced, may not understand the importance of taking certain steps to protect themselves and those around them while completing their work.

The culture of their work group or the company as a whole supports tolerating risk. When supervisors or coworkers do not follow safety rules or procedures then others around them are more willing to also not follow the rules and settle for good enough.

Lack of energy or fatigue. There are many times we do not feel 100%. Lack of energy is a huge problem across the U.S. with all the demands we deal with both at home and at work. When fatigue or lack of energy becomes an issue our work suffers, including being safe while at work.

How to Avoid a "Good Enough" Mindset

Always aim to do your best. Often times, we know what the expectation is or how things should be done so the only thing left is to put action to that knowledge and do the right thing. Not only will doing your best help to ensure less chance of injury, it also builds your personal reputation as a worker.

Recognize when you are not feeling your best or when your energy levels are low. If you find yourself leaning towards making the easy choice instead of the right choice then take steps to combat the urge to cut corners.

Remind yourself why certain safety policies or best practices are in place and that the expectation is to follow them.

Have others who excel in their job double-check your work or give you feedback. Reaching out to others allows you to ensure you fully understand the task and the hazards which can lead to identifying ways to improve.

"Good enough" is a mindset that plagues individuals both at work and at home in different aspects of life. When we aim lower than what we know our potential is we are leaving a lot on the table. When it comes to safety at work, aiming lower than what is expected can lead to serious injuries.

Last Minute Safety Assessment (LMSA)

Last minute safety assessments (LMSAs) are one of the most important tools in the behavior toolbox. If performed correctly, an LMSA can prevent almost any type of loss or near loss. In fact an LMSA can prevent 98% of all losses or near losses by addressing the personal or job factors involved. Ardaman employees have all been given a LMSA card that should be kept with them and used as a reference tool when conducting a last minute safety assessment.

What Is An LMSA?

- Brief, last minute risk assessment
- Done by individuals
- Gets you out of "Auto Pilot "
- Identifies hazards & actions to mitigate them
- Used on and off the job

When To Conduct An LMSA?

- Immediately before starting any task
- After a loss or near loss occurs
- When conditions/situations change (weather, traffic, etc.)
- Continuously throughout the day

There are three steps involved in the performance of an LMSA.

Step 1 - ASSESS

The Assess step requires employees to ask two questions:

What could go wrong?

What's the worst thing that could happen?

The goal of this step is to identify potential hazards before they happen. This step should also identify the result if something does go wrong. Employees should think about the personal consequences of an accident.

Step 2 - ANALYZE

The analyze step requires that employees ask two questions relating to the hazards identified during the assess step:

Do I have the proper training to perform the job correctly?

Do I have the proper tools and equipment to perform the job correctly?

These two questions go straight to the root causes of incidents.

Step 3 – ACT!

Once the employee can answer yes to both questions in step 2 he or she can move on to step three and act to ensure safe operations. The actions will include following the JSA and using the proper equipment. If the answer to either question in step 2 is "no", then employee should either act to solve the problem or should contact someone who has the ability to affect change in the operation.

LMSAs should be performed by employees throughout the day. Specifically, employees should use the LMSA tools when starting a new task, when changing tasks throughout the day, when conditions change, etc. The general rule is that LMSAs should be performed by Ardaman employees "all the time, everywhere".

Falls on the same level

Every single year slip, trip, and fall injuries are some of the most common and costly injuries that occur in the workplace. Many people probably assume that falls from heights cost companies more every year than falls on the same level, but this is not the case. According to the Liberty Mutual's Workplace Safety Index, falls from heights were the third highest cause of disabling injuries at a cost to employers of $5.4 billion. Falls on the same level came in higher at number two with a cost of $10.1 billon.

Causes of Falls on the Same Level

Falls on the same level are defined as a slip, trip, or fall in which the worker either impacts an object or the floor at the same level at which they are standing. Oftentimes, slip and trip hazards are the cause of these types of incidents. The exact hazards that cause these incidents can vary greatly though depending on the workplace. Here are some common causes:

- Oily or wet walking surfaces
- Ice/ snow in colder climates
- Uneven terrain
- Cracks or chips in a walking surface
- Changes in elevation
- Objects/ tools on the ground
- Cords
- Rugs
- Improper or damaged footwear

Best Practices to Prevent these Incidents

- Practice good housekeeping and organization of work areas. Many of these hazards, especially trip hazards, can be eliminated solely through keeping a tidy work area.
- Do not be distracted when walking through work areas. Looking at your phone or something else can cause you to miss hazards that can lead to a slip or trip.
- Ensure that you have proper footwear for your work and that it is in good condition.
- Clean footwear of any mud, snow, ice, or moisture when possible when coming from outside to inside.
- Ensure there is proper lighting in work areas and that any changes in elevation are brightly marked.

Slips, trips, and falls are responsible for countless amount of injuries in the workplace every single year. Take time every day to evaluate your work area for hazards that can cause these injuries. It is important to eliminate as many of the hazards that cause these incidents as possible in your workplace.

Ardaman Update

Injury Incidents:

- No injuries in August, great job everyone!

Vehicle and Equipment Incidents:

- The employee was driving to the office and noticed a vehicle was speeding up and slowing down behind them. Our driver turned on their blinker and went to pull over to let them pass, however, the other driver struck our driver side rear bumper during the event. The employee never contacted law enforcement and only exchanged partial information with the other driver. Ardaman employee incident policy and procedures requires all employees to contact law enforcement if a vehicle incident occurs. This is to ensure proper documentation of the incident and to limit liability. (Baton Rouge)
- The employee was monitoring brush clearing operations to clear a heavily wooded site to clear paths for drilling equipment. During the process, the mulching equipment struck a discarded tire rim within the heavy brush and the rim flew up and struck the employees' truck which was parked over 100 feet behind the mulching equipment. (Orlando)

  Reminder to:
  - **Pre-Work Planning:**
    - → Conduct a site hazard assessment before work begins.
  - **Identify:**
    - → Uneven terrain, holes, and hidden obstacles
    - → Overhead and underground utilities
    - → Poisonous plants (poison ivy, oak, etc.)
    - → Wildlife, insects, snakes, and nests
    - → Nearby roadways, pedestrian traffic, and structures
    - → Establish work zones and exclusion areas.
- The employee finished a concrete test and walked to the water truck located approximately 25 feet away to wash their testing bucket. While washing the materials, a worker for another contractor yelled to our employee to have them move our company truck as they needed to work in the area where our truck was parked. Upon returning to the vehicle they discovered fresh damage to the rear passenger side of the company truck. The operator of an excavator admitted that they had struck our vehicle with their equipment. Always park at least 30 feet away from heavy equipment in the work area. (Tampa)

Near Miss / Hazard Identification

Highlighted Near Miss/ Hazard Identifications from 30 reports received from the month of July.

- Employee observed a field technician leaving the office parking lot to head out to a job site. As the vehicle passed by they noticed that the cargo net was not secured down properly. They contacted the employee to have them safely pull over and correct the issue. A reminder that per our Cargo net policy, that all service trucks that are carrying equipment with an open bed must have a cargo net. This does not apply to vehicles that may already have a topper cab or are otherwise enclosed. The required cargo net is the Gladiator Cargo Net. (Ft. Myers)

Ardaman Safety Audits

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

- **PPE:** Employee not wearing proper PPE on site. Standard minimum PPE is a Hard hat, safety glasses, high visibility vest or shirt, and 6" lace up safety toed boots.
- **PPE:** Employee was not wearing a hard hat properly due to long hair. Long hair must be tied up and placed inside the hard hat. This removes the potential for it to get entangled and allows the suspension to sit properly on their head.

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.

August Lottery Winners:
Jessica Litt: Baton Rouge
Meshac Green: West Palm Beach

A Safety Sticker was awarded to the following individual:

- **Ken Brumley** for recognition and actions regarding a potential confined space hazard due to the guarding and configuration of an excavation. The employee alerted the contractor and ensured the hazard was removed. (Shreveport)
- **Katie McGee** for recognition and actions taken regarding an unsecured cargo net on a technician vehicle. Personnel were notified and a reminder sent out regarding the use of cargo nets on loads to ensure they are secured. (Ft. Myers)
- **Michael Werner** for recognition and actions involving improper guarding of a hole in the ground. Employee observed a thin piece of wood used to cover a hole opening on site where heavy equipment was in use. The general contractor was notified and a proper steel plate was placed over the opening. A gift card was awarded to Michael. (Orlando)

September 2026 Safety Quiz

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

1. The OSHA regulation that gives employees the right to know about chemical hazards is:

A. Chemical Act B. Hazard Communication Standard C. Environmental Protection Agency D. All the above

2. Chemical manufacturers identify chemical hazards and provide the information on:

A. Container labels and SDS B. List of hazardous chemicals C. Letters to customers D. All the above

3. Employers must have written hazard communication programs.

A. True B. False

4. Safety Data Sheets (SDS) for Ardaman can be located online at HSI Platform (osmanager4.com), QR code sticker on the driver side door jamb of vehicles, printed field books in vehicles for field staff, and in the labs.

A. True B. False

5. According to the GHS labeling system Signal words on a label can be Danger or Warning.

A. True B. False

6. Why should I do a safety audit?

A. It helps identify positive and negative behaviors B. Employees are able to observe tasks performed throughout the company C. It helps in proactively identifying deficiencies before an accident happens D. All the above.

7. If a chemical's container label is missing or so damaged you can't read it, you should:

A. Label the container with your best guess B. Use the chemical cautiously C. Do not use the chemical D. All the above

8. To find all 16 sections of details on a chemical's hazards and protections, you check:

A. The label on the container B. The SDS C. With a co-worker D. All the above

9. When employees complete hazard communication training, they should:

A. Know and understand how to identify chemical hazards and protection B. Understand how chemical manufacturers make the chemical C. Know where to buy PPE D. All the above

10. Before starting any job with any chemical, you should:

A. Receive a manufacturer's booklet on the chemical B. Read the chemical's label and SDS C. Put on a respirator and protective suit D. All the above

11. When transferring a chemical to an unmarked container you must immediately.

A. Label the container B. Refer to the SDS for information regarding signal words and pictograms that must be transferred C. Check the handling and storage requirements D. All the above

12. Chemical labels will now have easy to read pictograms to alert employees of important dangers.

A. False B. True

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