Health & Safety



Electrical Safety Tips you should know for your home.

We love electricity – it keeps us warm, makes our homes bright, allows us to access all of our entertainment, enables us to eat a warm meal whenever we want and so much more. Electricity has made our lives more enjoyable in so many ways– but that doesn't mean it comes without its risks–we'll walk you through some electrical safety tips that all homeowners should be aware of.
Gain some knowledge on basic electrical safety tips– these five tips will help you enjoy the devices and appliances you love while keeping everyone safe from harm.

1. Replace or repair damaged power cords
Exposed wiring is a danger that cannot go overlooked. If you see the protective coating on a wire is stripped away, be sure to replace it or cover it with properly rated electrical sheathing as soon as possible. Always pull by the solid plastic plug—not the cord—when disconnecting a power cord.

2. Don't overload your outlets
Every outlet in your home is designed to deliver a certain amount of electricity; by plugging too many devices into it at once, you could cause a small explosion or a fire. If you have a lot of things to plug in, use a power strip (an energy-saving one of course!) that can safely accommodate your needs. A power strip/ surge protector will reduce the potential overload to electrical devices.

3. Avoid extension cords as much as possible
Running extension cords through the house can trip up residents; this can cause injury and damage to the wire or outlet if it causes the cord to be ripped out of the wall. If you find yourself using extension cords very often, consider having an electrician install new outlets throughout your home. Extension cords are designed for temporary power and should never be passed through wall openings or doors.

4. Keep electrical equipment or outlets away from water
Water conducts electricity, so even the slightest exposure to this dangerous mix can lead to injury. Make sure you wipe up any spills to ensure that plugs don't get wet. Areas exposed to moisture are to have receptacles with ground fault circuit interrupters (GFCI) built in. Test this monthly by pressing the "Test" and "Reset" buttons. If a plugged-in appliance falls into water, never reach in to grab it. Shut off the main circuit breaker first or unplug the device if it is safe to touch the plug.

5. Protect small children from hazards
Toddlers and small children are very curious, and they love to explore just about everything. Parents of small children should put tamper-resistant safety caps on all unused electrical outlets. In addition, all loose cords should be tidied up and put out of reach to avoid kids tugging on them.

November 5, 2026
Ardaman & Associates, Inc.
A Tetra Tech Company

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Underground Utilities

Drilling through underground electrical or gas lines may cause a serious injury or death. Electricity is as dangerous underground as it is above ground. Always suspect the existence of underground utilities such as electricity, gas, sewer, phone, cable. Utility locates must be performed prior to drilling.

Call 811 for the National One Call for LA, TX, and FL to have utilities located before digging. In Florida, you can also use SUNSHINE STATE ONE (this is the same as 811 but goes directly to Florida,) at 1-800-432-4770. For all states the 811 calls must be called prior to drilling for locating buried utilities. Confirmation of the call-in ticket must be received, and the call-in ticket and responses must be on site before drilling is conducted. If there is any uncertainty as to location of utilities, private mark-out should be contacted prior to drilling.

In order to ensure workers in the field have the necessary information, Ardaman drill crews or technicians who will be performing drilling/ hand augering must have the following items completed:

811 Call-in Requirements:

1. 811 Call ticket must be called in and created.
2. Call-in ticket must be checked and updated after information is received regarding the status of the utilities in the area.
3. The full Call-in ticket with information regarding the status of each utility in the area must be printed out and given to the field employees prior to machine drilling or hand augering. (Drilling or hand augering cannot be performed without clearance of all utilities on the ticket.)
4. The ticket must be physically on-site during work activities.
5. A copy of the Call-in ticket should be initialed by the Drill Crew Chief/Field Technician and is to be included into the report file for the project after completion of the job.



Electrical Safety

Ardaman's electrical safety concerns include. general safety, overhead power lines and underground utilities. Special precautions must be taken when using a drill rig or hand augering on a site in the vicinity of electrical power lines and other utilities. Overhead and underground utilities should be located, not-ed and emphasized on all boring location plans and assignments.

General Electrical Safety

Faulty electrical equipment can shock, burn and cause death. The following safety precautions must be practiced when working with electrical power sources, tools and extension cords.

A. Electrical power sources for our use must be in compliance with OSHA and the National Electric Code Safety Requirements of Ground Fault Circuit Interrupters, and Assured Grounding Protection.

B. Employees are generally restricted to the use of 120-volt power sources only. A few exceptions are made for specialized equipment:
   - The employee must receive safety instructions from the Safety Officer or a trained Supervisor before using any of the specialized equipment.
   - Under no circumstances should employees use, disconnect or handle any extension cords carrying higher voltages than 120 volts without a trained Supervisor's authorization.

C. All power extension cords must be vendor supplied and have a three-pronged plug. A GFCI (Ground Fault Circuit Interrupter) must be used with extension cords.

D. The frames of portable electric equipment must be grounded with a plug having three prongs. The exception is where the equipment is UL approved double insulated.

E. All electric hand tools and portable equipment which is to be operated in damp or wet conditions must be grounded with a plug having three prongs and a GFCI must be used.

F. Any electric tool that becomes defective, or has had a cord frayed or damaged, must be immediately removed from service, repaired or replaced. All electrical repairs must be made by a licensed electrician. Tools must be tagged and taken out of service.

G. Inserting too many plugs into one outlet can cause an overload and start a fire.

H. Flexible electrical cords connected to portable electric equipment must not be stapled or hung in a fashion that could damage the outer jacket or insulation. They should be secured with plastic tie wraps only. The use of metal ties (wire, cable, hooks, etc.) is prohibited.

I. A ground fault circuit interrupter should be used on all portable electric equipment when working on construction sites. Check the power source furnished by the contractor to be sure it is safe, i.e., no frayed extension cords.

J. Electric cords and welding cables, when used on work sites, shall be kept out of passageways, or from being placed across stairs and ramp ways.

K. Lockout/tag out is required when servicing or performing maintenance on equipment. Effective lockout/tag out should occur in three phases:
   1. Applying lockout/tag out
   2. Servicing and repairing equipment.
   3. Returning equipment to proper operation, by removing lockout/ tag out

L. Drill rigs must be grounded when drilling around electrical substations. The approved means of grounding a drill rig includes installation of a copper ground rod into the ground and the connections grounding cable attached to a metal surface on the drill rig.

Hand and Power Tool Tips……..

Use Personal Protective Equipment
If you can't engineer out the threat, then using personal protective equipment (PPE) is needed.

Dress Right
When handling hand and power tools, you also need to dress for the job. Avoid wearing loose-fitting clothing, jewelry, and neckties. Remove dangling objects of any kind before you start working. If you have long hair, tie it behind your head so that it doesn't get in your way.

Educate Yourself
All hand and power tools come with instruction manuals, and these exist for good reasons. Refer to your JSA for additional guidance.

Regularly Inspect Your Tools
All tools require inspections prior to use. Check your devices for loose cracks, breakage, damaged plugs, and exposed wires. If it is damaged, take it out of service and notify your supervisor.

Keep Your Work Area Clean

Be Extra Cautious with Power Tools Unlike hand tools, power tools use electricity and are much more powerful.

Turn the Tools Off After each use.

Use Proper Lighting in the work area.

Ground All Tools prior to use, use a GFCI as needed.

Maintain a Firm Grip and Balance
If you feel that a tool may be too heavy for you, do not use it.

Stay Calm and Confident
Keeping your cool while handling these devices is the key to staying safe. Don't get reckless if things aren't going the way you'd like. Take a break, calm down, and conduct an LMSA. Staying
Safe is easy when you think ahead!

Overhead Powerline Safety

All crew members must take special precautions when a drill rig is being used within the vicinity of electrical power lines and other utilities. Maintaining proper distances from utilities is the responsibility of crew members no matter who stakes or designates the boring locations. If you are too close to a utility, **do not drill** without obtaining explicit permission from the Drilling Manager after they have contacted the Health and Safety Director.

Overhead Electrical Lines

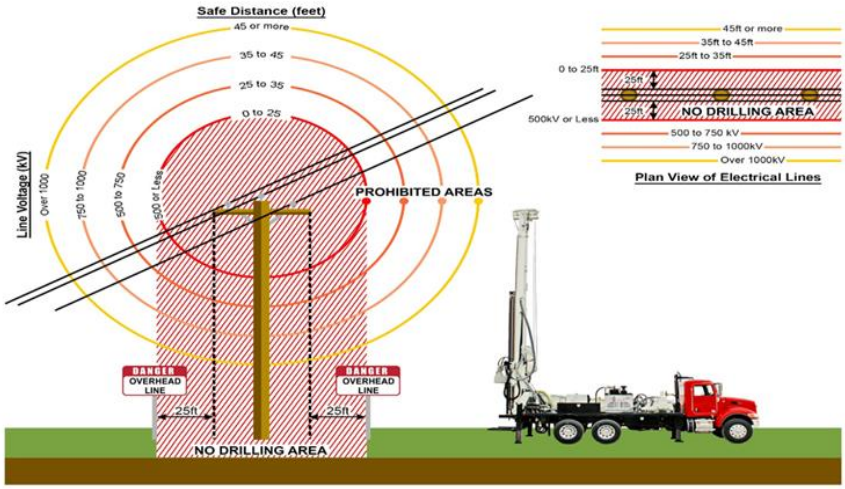
- All drilling is to take place away from energized lines. Distances from energized lines should be determined using the following table.

TABLE A: ARDAMAN DISTANCES FOR ELECTRICAL LINES

Line Voltage (kV) *	Safe Distance (feet) **
500 or less	25
500 to 750	35
750 to 1000	45
Over 1000	(As established by the power line owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution)

* Information pertaining to the line voltage at a site may be obtained from the power company's service center.
** The safe distance is based on electrical arcs. It is **not** necessary for the drilling equipment to actually touch the power line to cause an electrical shock.

- Do not drill within the safe distance (preceding Table A and Diagram 1) of overhead electrical lines without explicit permission from Drilling Manager after approval from the Health and Safety Director.
- Before raising the mast on the site in the vicinity of power lines, walk completely around the drill rig. Determine the minimum horizontal and vertical distance from any point on the drill rig to the nearest power line when the mast is raised and/or while working. This distance must be established at the highest point of the drill rig and include any drill rod that could be potentially raised above the mast. Always use a spotter to ensure proper distance is maintained while setting up the drill rig and during drilling activities. Use a range finder to determine distances.
- When power lines exist on location, assume that all lines are alive and dangerous. Do not lift power lines to gain access to location - the utility company must be notified and they will move them. **When working near overhead power lines never pull rod above the mast to a height where if the drill rig would tip over, the drill rod or mast could make contact with the lines or come within the safe distance of the power line as described in Table A and Diagram 1.** Remember that the drilling equipment does not need to actually touch the power line to cause electrical shock. Deadly electricity can arc from the power line to the drilling equipment, and the safe distance requirements are based on preventing shock form the electrical arc.



- When circumstances arise that do not allow employees to maintain a distance of 25 feet from energized lines that are less than 500kV, then Ardaman will follow work practices according to OSHA Reg, 29 CFR 1910.333 after approval from Health and Safety Director.

What should I do before drilling?

Hand augering should be conducted the first 5' when the following may exist:

- Drilling in a road or utility right of way.
- When utilities are present or suspected in the vicinity of the boring.

The Drill Crew Chief/Field Technician will make the decision whether or not to hand auger before machine drilling based on his/her assessment in the following scenarios:

- Drilling on undeveloped land
- Drilling outside of a road or utility right of way

If the Drill Crew Chief/ Field Technician elects to not hand auger the location after the assessment, they are to document the basis of their decision on the work order. The engineer or project manager must be contacted prior to performing work if sampling location from the initial work order is altered.

If there is any uncertainty as to location of utilities, private mark-out should be contacted prior to drilling. The Project Engineer or Project Manager should request that the client/ property owner provide us with any site civil and/or utility plans and then review these plans to determine the potential for buried utilities in boring areas.

An insulated probe rod should be used to verify the presence of under-ground utilities in the vicinity of the hole before advancing the hand auger or post hole digger. Before probing is conducted, a 1' (foot) diameter circle (6" radius) should be visualized around the boring location and divided into 4 quadrants. The probe should be inserted at the 12, 3, 6, and 9 o'clock positions around the perimeter of the circle at a minimum to confirm that no utilities are present below. If unknown objects are encountered, then do not drill, and contact your supervisor for further instructions.

Utility companies usually will not locate all lines within private property. Therefore, observe where utilities enter the site. Look for manholes or catch basins for storm water or sew-age lines. Observe where power lines enter the building. Check the electrical box for underground lines leading away from the building. Use magnetic detectors to locate energized lines. These detectors are to be use only by experienced and qualified personnel.

If utilities are not ruled out prior to drilling, the test hole location should be dug to a minimum depth of five (5) feet with a post hole digger or hand bucket auger to verify that there are no utility lines.

If utilities are not ruled out prior to drilling, the test hole location should be dug to a minimum depth of five (5) feet with a post hole digger or hand bucket auger to verify that there are no utility lines.

To minimize the chance of hitting a buried utility in LA and TX, as required in the drilling safety guidelines, a hand auger should be performed to a depth of 5 feet below the existing ground surface about 3-5 feet from the planned boring location. The hand auger location should be aligned with the proposed boring location such that this alignment is parallel to the nearest known buried utility alignment.

GFCI vs Surge Protector

A GFCI (Ground Fault Circuit Interrupter) protects people from electric shock, while a surge protector protects appliances and electronics from high-voltage spikes. They serve completely different safety roles and do not replace each other.

How Do They Work?

GFCI Protection:
•Shock Prevention: A GFCI continuously monitors the electrical current. If it detects even a tiny leak of electricity (as little as 4–5 milliamps) escaping to the ground—such as when a hairdryer falls into a sink of water—it trips and cuts the power instantly.
•No Surge Defense: A standard GFCI cannot stop a high-voltage power surge from frying a computer or TV.

Surge Protection:
•Hardware Defense: A surge protector absorbs excess voltage or shunts it away via a ground wire using metal-oxide varistors (MOVs).
•No Shock Defense: A surge protector cannot detect if current is leaking through a human body or water source, meaning it offers zero protection against electrocution.

Key Differences

Feature	GFCI (Ground Fault Circuit Interrupter)	Surge Protector
Primary Goal	Protect **human life** from electric shock and electrocution.	Protect **equipment and appliances** from electrical damage.
What It Detects	Current imbalances between the hot and neutral wires (e.g., electricity leaking through water or a person).	Sudden, transient spikes or surges in voltage (e.g., from lightning or grid issues).
Response Time	Cuts off power in a fraction of a second (about 25/1000ths of a second).	Absorbs or diverts excess voltage safely to the ground wire (using components like MOVs).
Common Locations	Bathrooms, kitchens, garages, basements, and outdoor areas near water.	Computer desks, entertainment centers, office equipment, and sensitive electronics.

Lock out / Tag out what is it?

Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in severe injury or death to workers.

What are the harmful effects of hazardous energy?
Workers servicing or maintaining machines or equipment may be seriously injured or killed if hazardous energy is not properly controlled. Injuries resulting from the failure to control hazardous energy during maintenance activities can be serious or fatal! Injuries may include electrocution, burns, crushing, cutting, lacerating, amputating, or fracturing body parts, and others.
A steam valve is automatically turned on burning workers who are repairing a downstream connection in the piping.
A jammed conveyor system suddenly releases, crushing a worker who is trying to clear the jam.
Internal wiring on a piece of factory equipment electrically shorts shocking worker who is repairing the equipment.
Craft workers, electricians, machine operators, and laborers are among the millions of workers who service equipment routinely and face the greatest risk of injury.

What can be done to control hazardous energy?

Proper lockout/tagout (LOTO) practices and procedures safeguard workers from hazardous energy releases. OSHA's Lockout/Tagout Fact Sheet describes the practices and procedures necessary to disable machinery or equipment to prevent hazardous energy release. The OSHA standard for The Control of Hazardous Energy (Lockout/Tagout) (29 CFR 1910.147) for general industry outlines measures for controlling different types of hazardous energy. The LOTO standard establishes the employer's responsibility to protect workers from hazardous energy. Employers are also required to train each worker to ensure that they know, understand, and are able to follow the applicable provisions of the hazardous energy control procedures:
•Proper lockout/tagout (LOTO) practices and procedures safeguard workers from the release of hazardous energy. The OSHA standard for The Control of Hazardous Energy (Lockout/Tagout) (29 CFR 1910.147) for general industry outlines specific action and procedures for addressing and controlling hazardous energy during servicing and maintenance of machines and equipment. Employers are also required to train workers to ensure that they know, understand, and can follow the applicable provisions of the hazardous energy control procedures.
Workers must be trained in the purpose and function of the energy control program and have the knowledge and skills required for the safe application, usage, and removal of the energy control devices.
•All employees who work in an area where energy control procedure(s) are used need to be instruct-ed in the purpose and use of the energy control procedure(s), especially prohibition against attempting to restart or reenergize machines or other equipment that are locked or tagged out.
•All employees who are authorized to lockout machines or equipment and perform the service and maintenance operations need to be trained in recognition of applicable hazardous energy sources in the workplace, the type and magnitude of energy found in the workplace, and the means and methods of isolating and/or controlling the energy.
•Specific procedures and limitations relating to tagout systems where they are allowed.
•Retraining of all employees to maintain proficiency or introduce new or changed control methods.

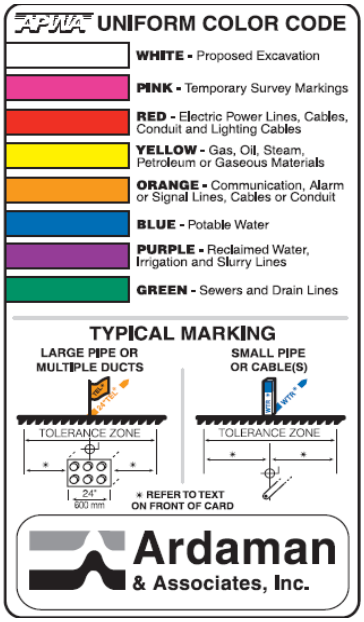
Call in tickets: what should I do?

Ardaman policy requires the full Call-in ticket (with information regarding the status of each utility in the area) to be printed out, given, and reviewed with the field employees prior to machine drilling or hand augering.

The tolerance zone (no digging allowed) must be established 2 feet away from the outermost utility locate marking that is present on the ground. If markings are missing or questionable the supervisor or project manager must be contacted immediately and locators are to be sent back out to the site to establish or confirm markings in the area.

Regardless of any directions given by locators or clients, we must always move two feet away from the identified outer markings on the ground. Borehole locations cannot be changed in the field without consulting with the project manager/ engineer.

The Ardaman safety procedure is to take a photo of the marked utilities and borehole location prior to beginning the task to ensure proper documentation is available in case an underground utility is struck due to an incorrect locate.



Ardaman Update

Injury Incidents:

- The crew chief and helper were drilling. The helper stepped around the rig to get materials. The crew chief had a standard 24" pipe wrench attached to the drill rod and was in the process of tightening the rod. They placed the clutch lever into an idle position; however, the lever was not fully set into the dogeared safety section on the operator panel to keep the lever from moving. While leaning over to tighten the drill rod they bumped the lever causing it to engage the clutch. The pipe wrench attached to the rod then swung around and the butt end struck them in the stomach. Always ensure levers are secured properly when engaging or disengaging them. Do not stand in the line of fire and apply proper body ergonomics when using tools. First Aid Only. (Orlando)
- An employee partially opened an overhead roll-up door to retrieve a core-cutting saw. While removing the equipment, the door unexpectedly descended and struck the employee. The employee fell to the ground and suffered a fractured left wrist, resulting in an **OSHA recordable** injury. Refer to Safety Alert sent out 10/29/2026. (Miami)

  Immediate Safety Reminders
  - Do not walk, work, or pass under a partially opened roll-up door.
  - Roll-up doors are designed to be fully open or fully closed.
  - Use designated pedestrian doors for personnel access whenever available.
  - Any roll-up door left in a partially open position must be secured to prevent accidental closing.
  - Damaged doors must be removed from service (tagged and secured) until repaired.

Vehicle and Equipment Incidents:

- The employee was traveling on the roadway. They stopped with their left turn signal on to turn into a mine entrance. A vehicle behind us was coming at a high rate of speed and our driver tried to move, however, our vehicle was struck from behind. Remember to look ahead for 15 seconds to try to help identify potential oncoming hazards, the other driver failed to do so. (Bartow)
- The employee was traveling on the road in the right lane getting ready to enter the on ramp to the interstate. The other driver swerved into our vehicle from the lane to our left without warning striking our vehicle on the driver side denting the front and rear doors and truck bed. This serves as a reminder to check your mirror and blind spots prior to changing lanes and leave yourself an out. (Baton Rouge)
- The employee was heading to the job site on a two-lane roadway. A third-party vehicle behind them passed us and was moving back over into the lane, while a vehicle in the opposite lane was approaching at the same time. To avoid causing a vehicle accident, our driver swerved to the right side of our lane, causing them to hit a plastic garbage can in front of a private residence along the roadway damaging the passenger headlight. When vehicles are trying to pass on single lane roads, let off the gas to increase distance from the other vehicle that is passing. Only pass if it is legal and safe to do so. Make sure the road ahead is clear, check your mirrors and blind spots, signal your intention, move into the opposing lane only when there is enough distance and visibility to safely see if vehicles are ahead. Do not pass when approaching curves, hills, intersections, railroad crossings, or where pavement markings or signs prohibit passing. (Orlando)
- The employee was traveling to the office from their home. While traveling on the roadway, the vehicle in front of them came to a stop sign. Our driver was not paying attention, and rear ended the other vehicle at a low rate of speed. Maintain a one car length buffer zone when coming to a stop. Limit distractions when driving. (Tampa)
- The employee was loading a wheelbarrow into the back of the truck. While loading, the wheelbarrow struck the taillight damaging it. When lifting odd-shaped objects ensure you have clearance around you and request help if needed. (Ft. Myers)
- The employee was driving back and forth throughout the day on the job site using the chase truck. At the end of the shift, the crew chief conducted a safety walk around their vehicle and noticed a dent in the passenger bumper. When they asked the employee who was using the truck what happened, they did not realize that they struck something. When backing vehicles, always use your mirrors and rearview camera for visibility. If you are unsure of distances to objects, get out and look, or ask for assistance from a spotter. (New Orleans)
- The drill crew were loading the mud bug onto the trailer on sloping ground. While transitioning onto the trailer, the weight of the load shifted the trailer causing the back wheels of the carrier connected to the trailer to lift. The carrier and trailer then moved forward on their own and the equipment jackknifed denting the fuel tank and fender when the trailer contacted the carrier. Always load trailers on flat even ground. When using a trailer to load a mudbug, a winch should be added so that one person is able to winch up the rig with a remote out of the line of fire. This process would allow greater control of the rig at a slower speed as it is loaded on the trailer, thus reducing the amount of weight transfer during loading. A set of industrial wheel chocks are to be placed on the front tires to ensure they vehicle cannot move forward. Other branches use a flatbed-style carrier with an articulating ramp and winch to safety load this type of equipment. (New Orleans)

Ardaman Safety Audits

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

- **PPE**: Employee was not wearing hearing protection while drilling. Hearing protection is mandatory for all personnel within 25 feet of a drill rig. Decibel surveys have been conducted and provided values that require the use of hearing protection per OSHA.

- **Overexertion:** Employee was pivoting from the waist while lifting a bag of drilling mud. Always lift with your legs and keep your back straight.

- **PPE**: Employee was not wearing a face shield while using a grinder. PPE is the last line of defense when laceration or pinch hazards may be present, and the hazard cannot be removed.

Ardaman Health and Safety Recognition Awards

The safety committee reviewed all. identifications submittals for the month. All the submittals were placed into a random lottery Pool. The following individuals were selected at random. for a $25.00 gift card.

September Winners:
Derek Bair: Cocoa
Kevin Herrera Wences: Ft. Myers

A Safety Sticker was awarded to the following individuals:

- **Dylan Longo:** for recognition and actions regarding a contractor driving sheets piles causing extreme vibrations in the area. The employee extended their exclusion zone and notified others. (West Palm Beach)
- **Kevin Herrera Wences:** for recognition and actions taken regarding a contractor operating a backhoe with workers present in the excavation and in the line of fire of the bucket. The employee notified the operator. (Ft. Myers)
- **Clif Leffler:** for recognition and actions regarding an 811-utility locator failing to locate utilities during a survey. The employee surveyed the area and observed utility structure, however, no markings were present. The locators were notified to reassess the area. (Cocoa)

November 2026 Safety Quiz

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

1. One of the most serious dangers of electrical accidents is:

A. Blowing a fuse B. Electrical fire C. Electrical shock D. All the above

2. To avoid electrical shocks caused by cord insulation, you should:

A. Inspect the cords B. Avoid stapling cords C. Check for tight plug connections D. All the above

3. When exposed to electricity, wet hands or wet floors make electrical shock:

A. More likely B. Less likely C. Less painful D. All the above

4. Wearing metal jewelry around electricity can turn you into a conductor.

A. True B. False

5. Ground fault circuit interrupters (GFCIs) should be used outdoors, when using extension cords, and in wet areas.

A. True B. False

6. When servicing or performing maintenance on equipment, lock / tag out must be performed to isolate the hazards.

A. True B. False

7. Who should be part of the development team when creating a JSA?

A. A Job expert B. An employee who performs the task C Someone familiar with the JSA process

D. All the above

8. If you are within (25 feet) of an overhead power line, you must contact the Drilling Manager and H&S Director to get permission to work.

A. False B. True

9. Before digging/drilling for a project at a job site, ____ must be contacted and a ticket must be generated, updated with utility status, printed, and on site for review.

A. 911 B. 711 C. 411 D. 811

10.A GFCI should be placed at the source of where electricity is coming from to protect workers from shock (e.g. wall outlet or generator).

A. True B. False

11.The Tolerance Zone (no digging allowed) for a marked utility must be 2 feet away from the outermost marking present on the ground.

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 complete 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