

# General Drilling Inc.

## Employee Safety Policies

Ver 1.8

### **Scope**

The scope of this policy affects any current employee of General Drilling Inc. (GDI). All employees are responsible to not only meet GDI safety standards but also any and all local, state and federal safety standards that may apply.

### **Purpose**

The purpose for setting safety policies is to prevent potential safety problems from becoming hazardous to an employee's health, safety, and well-being.

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### **Policy**

#### **I. Noise Safety**

- A. Employees are required to properly wear at least one (1) type of certified hearing protection when operating or working on a drill rig that is running.
- B. Employees are required to use protective sound barriers when operating drill rigs.
- C. Employees are required to remain in climate-controlled pick up trucks as much as possible when drilling.
- D. Employees are required to follow the guidelines set forth in General Drilling Noise Regulations, which is posted at the office and has been distributed to all employees of GDI.

#### **II. Shop Safety**

- A. Safety Glasses
  - 1. Safety glasses are required to be worn anytime you are operating or performing maintenance on machinery.
  - 2. Safety glasses are required to be worn anytime you are welding or using a cutting torch.
  - 3. Safety glasses are required to be worn anytime you are using chemicals.

4. Safety glasses are required to be worn anytime you are working in the shop or in the vicinity of potential hazard.

**B. Hard Hats**

1. Hard hats are required to be worn anytime you are operating a drill rig.
2. Hard hats are required to be worn anytime you are performing maintenance on the mast with the mast raised.
3. Hard hats are required to be worn anytime you are on mine property that requires hard hats.
4. Hard hats are required to be worn anytime you are changing drill steels.
5. Hard hats are required to be worn anytime there is a danger of falling objects from above.

**C. Lock Out Procedures**

1. Proper lock out procedure is required to be followed anytime you are working on machinery.
2. Proper lock out procedure is required to be followed anytime there is a risk of machinery coming down on you.
3. Proper lock out procedure is required to be followed anytime you are working on parts that could move and cause injury.
4. Proper lock out procedure is required to be followed anytime you are working on electrical circuits.
5. Rig keys, both front and back, are not to be left in the ignition overnight.

**D. Clothing and Personal Protection**

1. Steel-toed boots are required at all times.
2. Full-length pants are required at all times.

**E. Fire and Chemical Hazards**

1. You are required to check the surrounding area when using a cutting torch or a welder.
2. Fire extinguishers should be easily accessible and in working order.

**F. Fall Protection**

1. When tying off, you must use a certified fall arrest harness that is well fitting and properly attached.
2. When the mast is in the horizontal position, proper tie-off procedures to the mast must be used to prevent a fall hazard.

**III. Field Safety**

**A. Power lines**

1. You are required to always look up when raising the mast to check for power lines.
2. Never leave rig unattended under any power lines.
3. When asked to operate equipment under utility lines for the first time, you are required to contact the office to confirm safety of operating equipment within the vicinity of those utility lines.

B. Falling Rock

1. You are required to check the face when drilling next to the high wall.
2. You are required to notify the quarry superintendent of falling rock so the face can be scaled.

C. Weather

1. Do not operate the drill rig when lighting is visible in the area.
2. Do not move the rig in heavy fog.
3. Do not move the rig in heavy rain.
4. Do not move the rig in snow and ice.
5. Do not move the rig if you feel road conditions are unsafe.

D. Ramps and Traffic Flow

1. You are required to know the traffic flow of the quarry you are working in.
2. You are required to check your brakes before descending any ramp in the quarry.

E. Machinery

1. Proper lock out procedures must be followed at all times when working on machinery.
2. You are required to know how to safely operate the machinery that you are running.
3. Seat belts are required to be worn by any person in a moving company vehicle when not drilling.

F. Underground Utilities

1. If asked to drill outside of normal quarry operation such as farm fields, you are required to call GDI first to clear that utilities have been checked for, and proper safety procedures have been followed.
2. When drilling in a non-typical site you are required to check for marking that may indicate buried utilities.

G. Fire Extinguishers

1. You are required to keep fire extinguishers in working order and easily accessible.
2. Only break-away ties are allowed for retaining pins on all fire extinguishers.

H. Dust Control

1. Dust control is required by either dust collection or by the use of water or a combination of the two at all times.
2. If excess airborne dust exists you are required to wear a personal dust protection.

I. Lock Out Procedures

1. Proper lock out procedure is required to be followed anytime you are working on machinery.
2. Proper lock out procedure is required to be followed anytime there is a risk of machinery coming down on you.
3. Proper lock out procedure is required to be followed anytime you are working on parts that could move and cause injury.
4. Proper lock out procedure is required to be followed anytime you are working on electrical circuits.
5. Rig keys, both front and back, are not to be left in the ignition overnight.

J. Documentation

1. At any time that you are operating a drill rig, you are required to complete all applicable safety documents i.e. daily inspection sheets and permits.
2. The operator or the office must have current documentation of the aforementioned inspections.
3. The paperwork is due by the end of each month in the office.

**IV. Fall Protection Safety**

A. Site inspection

1. You are required to check the face of the shot for hazards before starting to drill.
2. You are required to check the site for items such as ice, snow, mud, loose material, or cracks, which may hinder your safe movement while working on the face.
3. You are required to keep the face clutter free. Whenever possible keep things such as tools, hoes, and personal items properly stowed.

B. Drilling and Tie Off

1. You are required to be tied off anytime your body comes within eight feet of the high wall or unstable ground. This includes activities such as operating the drilling, moving about the drill, performing maintenance on

the drill, changing bits and hammers, cleaning cuttings away from a hole, and any and all other circumstances where you come within 8 feet of a high wall or unstable ground. Unstable ground examples are eyebrows, cracks, cavities, sloping crest and back breaks. A highwall is defined as any face high enough that a fall could cause injury or death.

2. When tying off use either a locked out pick up truck or a tee bar. If neither a tee bar nor pick up truck a feasible option, you then may use a plate supported by the jack pad.
3. Never drill with the rig parallel (over at least two holes in the same row) to the face on the first row of holes or within 12 feet of the face or on unstable ground.
4. When tying off you must use a certified fall arrest harness that is well fitting and properly attached.
5. You are to make every effort not to climb the mast in the non-horizontal position. In case of a mechanical malfunction, try to use a boom or cherry picker from the quarry. If that is not available then call the GDI office.
6. When the mast in the horizontal position, proper tie-off procedures to the mast must be used to prevent a fall hazard.