



**COTTONWOOD CONSULTING LLC**

**HEALTH & SAFETY STANDARD OPERATING PROCEDURES  
(SOPS)**

**“SAFETY FIRST”**

## Cottonwood Consulting LLC

### Health & Safety Standard Operating Procedures

#### Introduction:

Cottonwood Consulting LLC (Cottonwood) makes all reasonable efforts to:

- protect the health and safety (H&S) of Cottonwood personnel;
- provide safe work environments for personnel;
- provide information to all personnel about H&S hazards;
- identify and correct H&S hazards; and
- encourage personnel to report hazards.

Cottonwood has adopted these H&S Standard Operating Procedures (SOPs) which describe specific requirements for program responsibility, compliance, personnel responsibility, safety meetings, safety trainings, accident reporting, safety committee, and record keeping (relevant forms included as Attachment 1).

#### Purpose:

The purpose of this plan is to set clear expectations for Cottonwood's safety program. All personnel at Cottonwood have a responsibility to ensure documented safety protocols are applied and followed for all work performed.

#### Compliance:

Cottonwood complies with all legally mandated H&S rules and regulations as well as develops and implements its own voluntary H&S programs to deliver a safe and effective work environment for its personnel and clients. Cottonwood also complies with client-specific safety policies.

#### Responsibilities:

- Health and Safety Supervisor (H&S Supervisor)
  - Oversees compliance of Cottonwood and regulatory safety policies and procedures throughout the organization.
  - Understands client's specific safety policies, procedures and reporting requirements and complies accordingly.
  - Identifies, eliminates, and/or reduces unsafe work conditions and potential hazards.
  - Investigates, reviews, and reports on all accidents involving personnel or which occur on the job site, and completes follow up reporting.
  - Represents Cottonwood during investigations conducted by the Occupational Safety and Health Administration (OSHA), by any other federal, state, or local

safety and health personnel, or by insurance underwriting or client representatives.

- Trains personnel in company safety policies and procedures.
  - Schedules and conducts Safety Meetings.
  - Implements new written safety plans and/or programs as needed.
  - Establishes safety goals and objectives for the Cottonwood.
  - Provides H&S training as required.
  - Maintains accident rates and records.
  - Implements new written safety plans and/or programs as needed.
  - Maintains knowledge of all Cottonwood's H&S procedures.
  - Audits Cottonwood's safety programs for effectiveness.
- Personnel Responsibilities
    - Follows Cottonwood and federal and safety rules.
    - Reports unsafe conditions to the H&S supervisor.
    - Reports all accidents and injuries immediately to the H&S supervisor.

### **Health and Safety Meetings:**

- Regular Safety Meetings
  - H&S meetings are conducted monthly for all personnel.
  - Safety topics are chosen based on currently relevant safety issues.
  - Meetings will be documented with the following information at a minimum:
    - Subject matter;
    - Name of instructor or presenter;
    - Name of attendee; and
    - Date of meeting.
- Pre-Job Safety Meetings
  - Pre-Job safety meetings will identify and document specific hazards associated with a particular job and ways to eliminate or reduce these risks.
  - Meetings will be held at the start of each field work day.
  - Meetings shall be held again when a job task work environment changes.
  - A Cottonwood representative shall direct pre-job meetings.

### **Training:**

Cottonwood requires that all personnel be trained to protect themselves from hazards in their working environments. Personnel shall be trained in the following:

- Personal Safety and general H&S practices;
- Job-specific H&S practices and hazards;
- Minimization of risks through sound safety practices and use of personal protective equipment (PPE);
- Vehicle and driving safety;
- Hazard Communication – Chemical Safety; and
- Cottonwood's Safety SOPs.

### **Accident Reporting Procedures:**

- Near Miss
  - Personnel are encouraged to report to the H&S supervisor observed events that had the potential to result in an injury or property damage.
- Injury or Property Damage
  - Personnel are required to report accident/exposure to the H&S supervisor as soon as possible, and not later than 24 hours of the incident.
  - Personnel shall complete Incident Investigation Report Form (attached)
  - H&S Supervisor investigates the incidents and handles all necessary reporting requirements.
  - All accidents involving injury including serious injury and death will be handled and reported in accordance with OSHA rules.

### **Inspections:**

- The following equipment will be inspected monthly and before each use:
  - Portable atmospheric monitors (4 gas meters when needed); and
  - Fire Fighting Equipment (fire extinguishers).
- Annual inspections, testing, training and/or reporting will occur for the following equipment:
  - Fire Fighting Equipment;
  - Portable Cylinders, Compressed Gas and Air;
  - Portable atmospheric monitors;
  - Chemical Inventory; and
  - OSHA 300 Log.
- A physical examination is recommended bi-annually (every two years).

### **Safety Committee:**

Company Safety Committees may be utilized at the discretion of the H&S Supervisor.

- Safety Committee Members
  - Safety Committee members shall be appointed by the H&S Supervisor.
  - Safety Committee members shall serve a minimum of one year.
  - The H&S Supervisor or designee shall guide Safety Committee meeting.
- Safety Committee Members Duties
  - Proposes and reviews safety policies and procedures.
  - Helps and occasionally leads Safety trainings and meetings.
  - Assists in accident investigations.
  - Identifies work place hazards and ways to mitigate them.



### **Violence in the workplace policy**

Cottonwood is committed to maintaining a workplace that is free from acts or threats of violence. In keeping with this commitment, Cottonwood has established a “zero tolerance” policy for all personnel. Every effort will be made to recognize and respect the privacy of the reporting parties and to protect such individuals from reprisal.

### **Record Keeping:**

Documentation of all health and safety trainings, meetings, accident reporting, etc. shall be maintained by the H&S Supervisor for a specified time period based on Cottonwood’s policy.

### **Health and Safety Publications:**

Cottonwood’s health and safety publications are available to all personnel. These documents can be access from Cottonwood’s website. These publications provide guidance on H&S rules, regulations and policy found at Cottonwood. These publications are also to be used for training and compliance efforts.

**ATTACHMENT 1**

**FORMS**



## Regular Safety Meeting Form

Cottonwood Consulting LLC

**Safety Topic:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Instructor:** \_\_\_\_\_

**Name of Attendee(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Other Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Pre-job Safety Meeting Form

Cottonwood Consulting LLC

Name of Person Responsible for work: \_\_\_\_\_

Date of work performed: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

List individual job steps:	List safety hazards associated with each step:	List ways to eliminate or reduce risk:

List any additional safety precautions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name:	Signature:	Company:





## Incident Investigation Report Form

### Cottonwood Consulting LLC

---

Report date: \_\_\_\_\_ Incident #: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Date investigation started: \_\_\_\_\_ Time investigation started: \_\_\_\_\_

Location/area involved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Personnel Involved in the Incident

Name	Title/Organization
_____	_____
_____	_____
_____	_____

#### Severity of the Incident (check all that apply)

- Near miss       Injury/first aid       Injury/lost workday
- Fatality       Property Damage       Other

Injured person(s), if applicable: \_\_\_\_\_

#### Description of the Incident (what occurred)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contributing Factors to the Incident (how and why)**

---

---

---

---

---

---

---

---

**Corrective Actions and Recommendations**

---

---

---

---

---

---

---

---

**Other Notes**

---

---

---

---

---

---

---

---

**Reported By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**H&S Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_