

**MAYFIELD ENVIRONMENTAL ENGINEERING**

**HEALTH AND SAFETY PLAN  
AND EMPLOYEE HANDBOOK**

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**HEALTH AND SAFETY / EMPLOYEE HANDBOOK**  
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## HEALTH AND SAFETY SITE PLAN

### 1.0 INTRODUCTION

It is the policy of Mayfield Environmental Engineering (i) to provide a safe workplace for all employees; (ii) to ensure that all hazards are corrected immediately and that all employees receive the necessary training to perform their job tasks safely; (iii) to ensure that safety takes precedence at all times over expediency or shortcuts.

This document establishes health and safety guidelines and requirements for all personnel. The Health and Safety guidelines and requirements presented in this document were established on the basis of a review of available information and an evaluation of potential hazards.

All Mayfield Environmental Engineering employees, visitors, subcontractors, their suppliers, vendors, are required to comply with the provisions of these guidelines while on the job site. All must sign Tailgate Safety Meeting forms daily.

This Handbook is made available to all new employees, is provided to all partners and subcontractors upon recommendation, and is freely distributed upon request by any employee or supervisor. All employees and subcontractors are trained by the Foreman on site to ensure compliance.

### 2.0 RESPONSIBILITIES

#### Project Manager

The Project Manager will be responsible for supporting the Safety Coordinator in implementing, maintaining, and directing the standards and policies which comprise the Health and Safety Site Plan. The Project Supervisor is responsible for assisting the Project Manager with on-site implementation of this Site Safety Plan.

The Project Manager is responsible for distributing the Health and Safety Site Plan to all field personnel and to an authorized representative of each firm contracted to assist with on-site work. The Project Manager is also responsible for implementing the provisions of this plan and its addenda. Implementation includes review of requirements, training of field personnel involved with the project, provisions for the appropriate safety equipment and submittal of the required health and safety documents to the Project Supervisor.

The basic responsibility of the Project Manager is to ensure that the requirements of the Health and Safety Plan are carried out, evaluate the recommendations of the Project Supervisor and Safety Coordinator, and to implement those recommendations deemed by those persons to affect the health and safety of the project workers.

#### Project Supervisor

The Project Supervisor is responsible for assisting the Project Manager with on-site implementation of this Health and Safety Site Plan. The Project Supervisor has the authority to suspend work any time it is determined that the provisions of the Site Safety Plan are inadequate to provide a working environment conducive to worker safety. The Project Supervisor is to inform the Project Manager of individuals whose on-site presence jeopardizes their health and safety or the health and safety of others.

#### Safety Coordinator

The Safety Coordinator is responsible for delivering the Health and Safety Site Plan and any addenda to the Project Manager and for advising the Project Manager and Project Supervisor on health and safety matters. The Safety Coordinator has the authority to audit compliance with the provisions of this plan, suspend work or modify work practices for safety reasons, and to dismiss individuals whose conduct on-site endangers the health and safety of others.

### 9.0 SITE EVALUATION

The initial objective of an on-site survey is to determine, on a preliminary basis, hazardous or potentially hazardous conditions. The main effort is to rapidly identify immediate hazards that may affect personnel, the public, or the environment.

Of major concern are the real or potential dangers from fire, explosion, airborne contaminants such as dust.

### 10.0 STANDARD OPERATING SAFETY PRACTICES/PRECAUTIONS

Toxic materials can enter the body primarily in three ways: (1) by ingestion, through the gastro-intestinal tract, (2) by absorption through the skin or through cuts and punctures and (3) by inhalation through the respiratory system. The respiratory system not only presents the quickest and most direct avenue of entry into the body, but for many agents, the lungs are also the critical target. Airborne contaminants include solid and liquid particulate matter and gaseous material, whether a true gas or vapor, or

a combination of these.

Eating, drinking, chewing gum or tobacco, smoking, or any practice that increases the probability of hand-to-mouth transfer and ingestion of material is prohibited.

Hands and face must be thoroughly washed upon leaving the work area. Remove saturated clothing, wash affected skin areas with large amounts of water.

Whenever decontamination procedures for outer garments are in effect, the entire body should be thoroughly washed as soon as possible after the protective garment is removed. No facial hair which interferes with a satisfactory fit of the mask-to-face seal is allowed on personnel required to wear respirators.

Contact with contaminated or suspected contaminated surfaces should be avoided. Whenever possible, do not walk through puddles, leachate, discolored surfaces, kneel on ground, lean, sit, or place equipment on drums, containers, or the ground.

Medicine and alcohol can potentiate the effects from exposure to toxic chemicals. Prescribed drugs should not be taken by personnel on operations where the potential for absorption, inhalation, or ingestion of toxic substances exists unless specifically approved by a qualified physician.

All personnel must be adequately trained and thoroughly briefed on anticipated hazards, personal protective equipment to be worn, safety practices to be followed, emergency procedures.

Skin and eye contact with chemical hazards can cause serious burns, rashes, or irritations. All field personnel should report any skin or eye contact symptoms to their immediate supervisor or safety coordinator, so that person can be treated by a physician and steps can be taken to eliminate similar exposures.

## 11.0 LEVELS OF PROTECTION

Personnel must wear protective equipment when there is a probability of contact with hazardous substances that could affect their health. This includes vapors, gases, or particulates that may be generated by site activities, and

direct contact with skin-affecting substances. Respirators protect lungs, and the gastrointestinal tract against airborne toxicants. Chemical-resistant clothing protects the skin from contact with skin destructive and absorbable chemicals. Good personal hygiene limits or helps prevent ingestion of material.

Personal protective equipment to protect the body against contact with known or anticipated toxic chemicals has been divided into four categories according to the degree of protection afforded: (see Attachment A)

Level A: Should be worn when the highest level of respiratory, skin, and eye protection is needed.

Level B: Should be worn when the highest level of respiratory protection is needed, but lesser skin protection is needed.

The protection factor is adequate and TLV's are not exceeded.

If concentrations of air contaminants exceed IDLH value, personnel must immediately evacuate.

Level C: Should be worn when a lesser level of respiratory protection is needed than Level B. Skin protection criteria are similar to Level B.

Level D: Should be worn only as a work uniform and not on any site with respiratory or skin hazards. It provides no protection against chemical hazards.

The level of protection selected should be based on the hazard and risk of exposure.

Hazard: Type and measured concentration of the chemical substance in the ambient atmosphere and its toxicity.

Risk: Potential for exposure to substances in air, splashes of liquids, or other direct contact with materials due to work being done.

Other factors which should be considered in selecting the appropriate level of protection are:

#### Heat and Physical Stress

The use of protective clothing and respirators increases physical stress, in particular, heat stress on the wearer. Chemical protective clothing greatly reduces ventilation and diminishes the body's ability to regulate its temperature. Even in moderate ambient temperatures, the diminished

capacity of the body to dissipate heat can result in one or more heat-related problems.

### Stress

Both physiological and psychological stress affect personnel. Working in adverse weather conditions, wearing chemical protective clothing, and close proximity to hazardous materials, all contribute to physical conditions. Stress significantly contributes to worker accidents and illnesses.

### Noise

All workers shall be provided with approved hearing devices. An 8-hour TWA exposure may not exceed 85 DBA. If the 8-hour TWA exceeds 90 DBA, a reduced exposure must be attained through mandatory use of hearing protection devices, reduced work shift, or other engineering and/or administrative controls.

## 12.0 PERSONAL PROTECTIVE EQUIPMENT

There are four levels of protection based on EPA criteria with Level A being the most stringent and Level D the least stringent. (see Attachment A for Levels A & B, see below for Levels C & D).

This section provides personal protective equipment requirements for the activities conducted at the site. Personal protection equipment for this project will be Level D, with possible upgrade to Level C.

### 12.1 LEVEL C

Level C provides for air purifying respiratory protection and some skin protection.

Chemical resistant coveralls  
Inner and outer chemical resistant gloves  
Safety hard hat  
Safety faceshield/safety glasses  
Air purifying respirator  
Safety toe boots  
Tyvek boot covers  
Ear protection when required.



## 12.2 MODIFIED LEVEL C

Modified Level C is equivalent to Level C except chemical resistant coveralls are not worn.

## 12.3 LEVEL D

Standard work pants  
Safety toe boots  
Safety hard hat  
Ear protection (whenever potential noise hazards exist)  
Faceshield & safety glasses  
Work gloves  
Tyvek coveralls - disposable  
Tyvek boot covers - disposable  
Dust and mist respirator

## 12.4 MODIFIED LEVEL D

Same as Level D except that chemical resistant Tyvek coveralls and nitrile gloves are worn when there is the potential for skin exposure to contaminated water or soil. Modified Level D provides for dermal protection, and the use of dust and mist respiratory protection. The exclusion zones (see Figure 2) presents the greatest risk of exposure to chemicals and requires the most air sampling. The location of sampling stations should be based on previous investigations and potential for airborne contaminants. Using an Organic Vapor Analyzer (OVA) the data from these sample points, in conjunction with intermittent walk-around surveys will be used to verify the selection of proper levels of personal protection. When it is confirmed that no work area contains more than 30 ppmv of hydrocarbons, then Level D protection will be worn.

## HEAT ILLNESS PREVENTION PLAN & EMERGENCY RESPONSE

All responsibilities to ensure heat illness training, preparedness, and emergency response are handled by the Foreman on the job, although all employees are expected to protect each other's safety at all times.

When heat stress related conditions are likely, the field supervisor will monitor workers for symptoms of heat stress. Symptoms include, but are not limited to, clammy skin, confusion, dizziness, fainting, fatigue, heat rash, light-headedness, nausea, profuse sweating, and weak pulse. Serious

symptoms include convulsions, hot skin, incoherent speech, unconsciousness, and a ceasing of sweating. If serious conditions exist, remove exterior clothing, and wrap in a wet blanket. Call for medical assistance.

The threat of heat stress can be reduced by alternating work and rest periods in high heat conditions, performing heavy work during cooler periods of the day (if feasible) and replacing lost fluids by drinking water.

Workers will be required to wear Tyvek protective clothing to prevent chemical exposure, increasing the possibility for heat stress. The field supervisor should be aware of heat stress symptoms, and look for them when the temperature exceeds approximately 75 degrees F.

Drinking water containers (5 to 10 gallons each) will be brought to the site so that at least two quarts per employee are available at the start of the shift. All employees, whether working individually or in smaller crews, will have access to drinking water.

Water containers will be located as close as practicable to the areas where employees are working (depending on the working conditions and layout of the worksite) to encourage the frequent drinking of water. If field terrain prevents the water from being placed within a reasonable distance from the employees, bottled water or personal water containers will be made available so that employees can have drinking water readily accessible.

Daily, employees will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief "tailgate" meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

Audible devices, such as whistles or air horns, will be used to remind employees to drink water.

When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind employees throughout the work shift to drink water.

Shade structures will be opened and placed as close as practicable to the employees

when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.

The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.

Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.

Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated

alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness.

When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse!

When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.

Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital!

If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) and the worksite is located more than 20 minutes away from a hospital, emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an Air Ambulance will be requested.

## 12.5 HEAD PROTECTION

Hard hats must be worn by all personnel working on site when the nature of the work represents a potential risk of head injury.

## 12.6 EYE, EAR AND FACE PROTECTION

Safety faceshields together with safety glasses will be worn by all personnel during sampling procedures to prevent any possibility of eye contact with contaminated soil or liquid. If contaminated water contacts the eyes, immediately wash the eyes with large amounts of water. Get

medical attention immediately. Contact lenses should not be worn when working with contaminated soil or groundwater.

Ear muffs or disposable ear plugs shall be used by all personnel when working near equipment with exaggerated noise levels.

## 12.7 SKIN PROTECTION

Standard work uniforms (Level D) and work gloves will be worn by all personnel engaged in wood sorting and relocation of waste wood pile.

Chemical protective coveralls and gloves shall be worn when the potential of skin exposure to contaminated water or soil is anticipated. If contaminated water contacts the skin, promptly flush the contaminated skin with soap and water. If contaminated water penetrates the clothing, promptly remove the clothing and flush the skin with water. If irritation persists after washing, get medical attention.

## 12.8 FOOT WEAR

Chemically resistant boot covers will be worn by field personnel in work areas designated chemical contaminated soil areas. Safety toe boots will be worn at all times during work operations. Absorptive material shoe tops such as canvas or cloth tennis style shoes are prohibited on the work site.

## 13.0 RESPIRATORY PROTECTION PROGRAM

Dust masks and air-purifying respirators (APR) will be worn at all times during work involving construction activities that generate harmful amounts of silica, or dust. Do not use for protection against fumes, gases, vapors, or asbestos.

For hazardous-waste related work involving contamination, VOC-impacted soils, chemicals, or other materials imposing respiratory risks, Initial organic vapor readings will be taken in the breathing zone to see if the level is below 50 ppm using Photoionization Devices or other required equipment designed to determine the impact upon human health. If so, then workers can wear Level D personal protection equipment. If readings are greater than 50 ppm, then workers will wear modified Level C personal protective equipment until readings drop back to background levels.

Mask or respiratory protection requirements vary based upon the contaminant encountered, the relevant OSHA-stipulated Action Level or Permissible Exposure Limit, the concentration in the breathing zone as measured by PID meters or other relevant devices, or the site-specific HASP (Health and Safety Plan).

All health-related requirements related to respiratory protection will be thoroughly briefed DAILY during ALL Tailgate Safety Meetings with documented daily signatures. These recorded forms will document the type of ensemble required, the contaminant encountered, and other minimum requirements for OSHA compliance and maintenance of the Respiratory Protection Program.

For employees involved in acute hazardous waste-related work that exceeds daily Action Levels, all employees must be documented with certified FIT TESTING through a third-party organization and logged on file. At minimum, this includes fit testing the employee for proper size and medical fitness.

Safety supervisors will ensure workers perform “SEAL TESTS” or “NEGATIVE PRESSURE FIT TESTS” every time respirators are worn or replaced. For acute hazardous waste-related work, these tests will be checked and logged with signatures.

The action level for upgrading to Modified Level C protective equipment is presented in the table below. The stop work order goes into effect at 500 ppm, a level consistent with the protection factor at 10x for half-facepiece air purifying respirators.

#### 14.0 EXPOSURE MONITOR CRITERIA AND RESPONSE

##### Organic Vapor Levels - Parts per Million (PPM)

<u>OVA (ppm)</u>	<u>Response</u>
1-5	Normal background conduct routine monitoring every 30 minutes during work involving site contaminants.
6-50	Increase frequency of monitoring to continuously.
50-100	Upgrade to Modified Level C protection (half-face APR with organic vapor cartridges)
> 100	Temporarily stop or modify work to suppress vapors. Work may continue in Modified Level C protection.
> 500	Stop work and evacuate work area if readings persist for 15 minutes. Site activity will not commence until a course of action is agreed upon by client representative and Project Supervisor.
2000	Supplied air

Air-purifying respirators (APR) will not protect users against oxygen-deficient atmospheres, and they are not to be used in immediately dangerous to life or health (IDLH) conditions (Table 1).

#### 14.1 SUBCONTRACTORS

Subcontractors will be responsible for fit-testing their employees and shall provide proper records on the fit test. A respirator which has not been successfully fit-tested cannot be used by an individual on the project. To ensure proper fit, no facial hair will be allowed that will interfere with mask operations. Air purifying respirators will be used only if the following conditions are met:

The oxygen content of the air is greater than 19.5%.

Concentrations of air contaminants are known and monitored.

The protection factor is adequate and TLV's are not exceeded.

If concentrations of air contaminants exceed IDLH value, personnel must immediately evacuate.

Cartridges are changed daily or whenever breakthrough occurs, whichever occurs first.

The respirator is MSHA and NIOSH approved.

Workers with perforated ear drums shall not wear respirators.

Contact lenses shall not be permitted while wearing a respirator.

Gum and tobacco chewing shall not be permitted while wearing a respirator.

Air-purifying respirators (half and full-face masks) offer no protection against oxygen deficiency or oxygen enrichment. However, they can remove contaminants from the air.

#### 15.0 MEDICAL SURVEILLANCE PROGRAM

All site workers entering the work areas must have taken medical examinations as part of the medical surveillance program as required in CFR 29 1910.120 HAZWOPER.

The medical examination will be conducted by an occupational physician. The examination will include at a minimum:

Assessment of the individual's ability to wear respiratory protective equipment

Assessment of the individual's ability to work in chemical protective clothing; and basic physical exam for fitness to work

Any indication of a sign or symptom of exposure to a contaminant will be followed up by an "unscheduled" or interim examination.

## 16.0 SAFETY MEETINGS

The Project Supervisor will schedule and hold a safety meeting for all employees, including subcontractors prior to beginning work each day. Some of the topics include but are not limited to those listed below:

- Personal protective equipment requirements
- Heat stress
- Dust control

No employee is expected to undertake a job until he or she has received job instruction on how to do it properly and has been authorized to perform the job. No employee should undertake a job that appears to be unsafe. Mechanical safeguards must be kept in place.

Before work begins each day, the following equipment must be available on site:

- Personal protection equipment
- Type ABC #20 fire extinguisher
- First aid kit
- Drinking water
- Portable rest room
- Telephone and/or mobile radio

## 17.0 INCIDENT REPORTING

Report all accidents and injuries, including minor cuts, scratches, bruises, etc., to your supervisor as soon as possible.

Report the causes of your injuries factually and promptly so that sound accident prevention measures may be applied to prevent a recurrence of the same type of injury to you or another individual.



Telephone reports to the company safety coordinator are to be made as soon as the project supervisor learns of the accident/incident. Written report shall be completed using Employee Accident Report Form (see Attachment ).

#### 18.0 EMERGENCY PROCEDURES FOR AN INJURY

Assess the nature and severity of the injury.

If the injury requires emergency medical treatment or transport, call 911 for an ambulance.

If the injury is life threatening, have trained personnel begin CPR if needed and administer first aid.

If the victim is burned, apply water to the affected areas. Call 911 for emergency medical assistance.

When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection. The Foreman on site is responsible for ensuring all safety protocols are followed and will be in regular contact with management.

#### 19.0 EMERGENCY PROCEDURES FOR A FIRE

Identify type and approximate quantity of material involved. Call 911 for fire department response.

If the fire is not controllable with a fire extinguisher, initiate evacuation of non-emergency personnel.

To the extent possible, isolate other potential ignition sources (combustible materials, pallets, etc.)

Keep roads and evacuation routes clear for emergency personnel and vehicles.

Collect all fire fighting liquids and other residues by controlling run-off, manage as hazardous waste unless certified analysis proves otherwise.

## 20.0 OTHER SAFETY HAZARDS

Smoking is absolutely prohibited except in certain designated locations that have been approved for that purpose.

Make a thorough survey of the job site for hazards and determine what measures are necessary to conduct the work in a safe manner.  
Unauthorized persons shall be kept off premises when work is in progress.

The job site shall be inspected prior to beginning work, and any existing damages to public or private property, not deemed the fault of, nor from the operations of, the company, shall be reported to the client contact, and shall be noted on the daily log.

Place properly charged #20 dry chemical fire extinguisher in an area where it will be readily accessible in the event of a fire emergency.

## 21.0 EMPLOYEE TRAINING

When required by the Project Managers of the jobsite, all workers entering the work area will supply certificates or equivalent, attesting to completing HAZWOPER training as required  
by OSHA CFR 29 1910.120.

Escorted visitors may be allowed in the work area without OSHA training at the discretion of the project supervisor.

## 22.0 SITE ENTRY CONTROL

Site Entry and Exit Logs (see Attachment B) will be used to record the names, entry and exit dates and times of all personnel and of project site visitors.

### Work Zones

As appropriate (i.e. when working around well heads, vaults, vacuum trucks, open trenches, and excavations) work zones will be established during activities when hazardous materials are encountered. There are three types of work zones:

Exclusion Zone  
Contamination Reduction Zone; and  
Support Zone

Exclusion Zone: An Exclusion Zone (EZ) is the

area where contamination may be present or where open trenches or other physical hazards are present. Personal protection is required in this area. The size and shape of the EZ will be physically defined and may be changed to accommodate site conditions and to ensure the integrity of the contaminant. The Exclusion Zone can be delineated using caution tape or orange cones to provide a barrier.

#### Contamination Reduction Zone:

A corridor leading from the EZ to the support area will be defined. All decontamination activities will occur in this area.

#### Support Zone:

Support equipment is located in this area. This zone will be located upwind of the work area and will be considered as uncontaminated or clean. Normal work clothes (Level D) are appropriate within this zone.

### 23.0 MONITORING EQUIPMENT

Organic Vapor Analyzer (OVA) (see Attachment D)

### 24.0 DECONTAMINATION PROCEDURES (see Figure 2)

Decontamination of equipment and personnel will be performed to limit the potential migration of contamination outside any work areas.

Wash water and rinse water will be prepared and available in buckets or other appropriate containers to clean the equipment. Liquinox, simple green, or other nonphosphate detergents will be used in the wash water.

Under normal conditions, equipment decontamination procedures are used on a regular basis. In addition, nitrile gloves are decontaminated between operations to avoid cross contamination.

The following procedures when applicable will be followed to ensure proper personal and equipment decontamination when leaving the work area:

**Step 1:** Remove all equipment, sample containers and other material from the Exclusion Zone to the Contamination Reduction Zone. Decontaminate spades by brushing them in a decontamination solution (i.e., liquinox, simple green). Steam cleaning may also be required

depending upon the scope of work and contaminants encountered. Set up two basins for this purpose: (1) an appropriate cleaning solution and (2) clean water.

Step 2: Scrub boots in a basin of soapy water and rinse them in a collection basin with clean water.

Step 3: Remove the tape from the boots and gloves. Remove the outer gloves and place them inside the covered waste container.

Step 4: Remove the coveralls and place them inside the covered waste container. Continue wearing the boots, undergloves, and respirator

Step 5: Remove boots.

Step 6: Rinse the undergloves and remove the respirator.

Step 7: Wash the respirator in a basin of soapy water and rinse.

Step 8: Remove the undergloves and place them in a covered waste container.

Step 9: Wash your hands, face, neck, and forearms before consuming any foods or liquids, smoking, or using the restroom.

All personnel, in the interest of personal hygiene, should take a full body shower at the end of the work day. A full body shower includes a complete soapdown using a wash cloth.

All waste water resulting from decontamination will be put into the waste water drum.

## 24.1 EQUIPMENT DECONTAMINATION

All equipment and tools used for cleanup operations will be decontaminated prior to leaving the work site. Normal cleaning will consist of scrubbing to remove encrusted materials followed by a water rinse using a high-pressure low-volume water spray or steam cleaning unit.

## 25.0 EMERGENCY TELEPHONE NUMBERS:

POLICE	911
FIRE	911
AMBULANCE	911

## 26.0 EMERGENCY HOSPITAL

In the event of an accident resulting in physical injury, apply first aid and call paramedics. Severely injured personnel are to be transported only by paramedics and/or by ambulance personnel. A physician's attention at the hospital is mandatory regardless of how minor the injury appears.

## 27.0 HEALTH AND SAFETY PLAN APPROVALS

This is to certify that the workplace has been assessed to determine if hazards are present, or are likely to be present, which necessitates the use of personal protective equipment.

This is to certify that each employee has been trained on the use of personal protection equipment.

## 28 COVID SAFETY PROCEDURES

In accordance with State and Federal Law, Mayfield Environmental Engineering has implemented standardized policies to limit the spread of COVID-19. This includes mandatory vaccination and testing when required, disclosure of symptoms and positive/negative status, and mandatory quarantining upon infection. For more information, please consult our Covid-19 CAL/OSHA Paperwork.

Furthermore, in accordance with changing protocols by the Center for Disease Control and the State of California in February of 2022, policies related to masking, social distancing, and gatherings were suspended pending further direction from the CDC. Hereafter, employees are welcome to maintain their own preferences for their own safety.

## 29 EMPLOYEE PAY SCHEDULE PROCEDURES

Unless specifically arranged with the employee based upon the specific billable responsibility or monthly salary, employees are paid through PAYCHEX on a BIMONTHLY basis, meaning every other week, in the middle and end of each month work is rendered. Employee taxes are withheld automatically based upon the withholdings declared by the employee via the federal W4 form upon hiring. A paystub is included for each pay period for your consultation. If you have any concerns, please contact the President.

## 30 COMPANY NON-DISCRIMINATION POLICY

In accordance with State and Federal labor laws, MAYFIELD ENVIRONMENTAL

ENGINEERING does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

In accordance with State and Federal labor laws, MAYFIELD ENVIRONMENTAL ENGINEERING is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

### 31 COMPANY POLICY AGAINST SEXUAL HARASSMENT

In accordance with State and Federal labor laws, MAYFIELD ENVIRONMENTAL ENGINEERING compels all staff and employees to vigilantly prevent and report all forms of sexual or personal harassment, sexual misconduct between employees and staff, and quid pro quo-type arrangements in any form. In accordance with State and Federal labor laws, MAYFIELD ENVIRONMENTAL ENGINEERING is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

### 32 COMPANY NON-DISCLOSURE AGREEMENT POLICY

Upon hiring, each employee signs a Non-Disclosure Agreement. This means that the employee agrees to NOT release any information in person, on phone, internet, or social media relating to any work performed with Mayfield Environmental Engineering or its contractors unless it is necessary to perform his or her work. In compliance with CAL/OSHA, Mayfield Environmental Engineering fully discloses the nature of all health hazards and risks to employees and again upon request without limitation. If you have any concerns about Health & Safety risks, feel free to request our Employee Handbook or see our Safety Data Sheets for specific safety procedures about chemicals or hazardous materials.

### 33 DOT/HAZMAT SHIPPING POLICIES

The following policies refer to our services related to highway-bound transportation of HAZMAT, hazardous waste, and other DOT-regulated materials. No one is permitted to transport regulated materials in a vehicle other than company vehicles registered with DOT numbers and, when necessary, EPA numbers. No one may drive such vehicles during transportation of regulated material

except those properly licensed with Commercial Drivers' Licenses (CDLs) in the State of California and, when necessary, HAZMAT endorsements to their licenses. Non-licensed employees are permitted to ride as passengers for assistance. However, only employees with 40-hour HAZWOPER certification and company permission may interact with the hazardous material. All transported hazardous materials are REQUIRED to be properly manifested, secured, and placarded in accordance with state law and DOT regulations. All company protocols related to driver safety, fire extinguishers and emergency equipment, smoking, proximity to vehicles, intoxication, packaging, and public safety conform to state and federal law. All employees involved in transporting HAZMAT are fully trained in company policies (sections 33 and 34, et al), public safety procedures, and DOT regulations before any work is authorized.

#### 34 DOT/HAZMAT SHIPMENT EMERGENCY RESPONSE AND SECURITY PLAN

The safety of the public, our employees, and the environment are the highest priority. In the event of an accident involving physical injury during transportation, employees are required to report accidents to the company President and, when injuries or property damage are involved, to the police at 9-1-1.

In the event of a spill of regulated HAZMAT during transportation, employees are required to move themselves out of harm's way as quickly as possible, usher away the general public using all safety precautions as prescribed by the DOT and the State of California, and immediately inform the company President and the police at 9-1-1. If the substance being transported is a Reportable Quantity (RQ) as defined by the Hazardous Materials Table (federal DOT regulations 49 CFR), the employee must additionally notify the National Response Center at 800-424-8802 within 24 hours. For their own safety, employees who are not properly licensed to respond to HAZMAT emergencies may NOT interfere and must wait for first responders to arrive.

In accordance with State, Federal, and DOT regulations, employees of Mayfield Environmental Engineering are expected to maintain a company HAZMAT Security Plan. This involves personal vigilance before and during transportation of hazardous material for any signs of terroristic or criminal intent. All hazardous material must be properly contained and observed before and during shipment to ensure uninterrupted custody under the driver's control. All suspicions must be reported to the company President and, if necessary, the Department of Homeland Security, 9-11, or other relevant law enforcement agencies.

#### 35 WASTE CHARACTERIZATION PRECAUTIONS AND SAFETY PROCEDURES

For assignments related to waste characterization, analytical profiling, and sampling, employees and subcontractors of Mayfield Environmental Engineering are required to follow all other related protocols in this Health and Safety Plan and required by Cal-OSHA, AQMD, RCRA, and DTSC. Employees are required to follow safety protocols reported by the Waste Generator, the Safety Data Sheets provided by the Waste Generator, and the direction of the owner of Mayfield Environmental Engineering or hired environmental engineers who are trained in waste characterization at all times. Where necessary, safety protocols entail the use of Photoionization Devices (PIDs), Flame Ionization Devices (FIDs), Explosimeters, Oxygen Detection Meters, and Geiger Counters, at the direction of trained professionals. All proper

PPE and safety equipment must be worn under the supervision of trained engineers or the owner of Mayfield Environmental Engineering.

### 36 RADIOACTIVE/MIXED WASTE PRECAUTIONS AND SAFETY PROTOCOLS

For assignments related to regulated “mixed waste” and/or radioactive waste, employees and subcontractors of Mayfield Environmental Engineering are required to follow all other related protocols in this Health and Safety Plan and required by Cal-OSHA, DTSC, RCRA, AQMD, and the Atomic Energy Act (AEA). Employees are required to follow safety protocols reported by the Waste Generator, the Safety Data Sheets provided by the Waste Generator, and the direction of the owner of Mayfield Environmental Engineering or hired environmental engineers who are trained in waste characterization at all times. Where necessary, safety protocols entail the use of Photoionization Devices (PIDs), Flame Ionization Devices (FIDs), Explosimeters, Oxygen Detection Meters, and Geiger Counters, at the direction of trained professionals. All proper PPE and safety equipment must be worn under the supervision of trained engineers or the owner of Mayfield Environmental Engineering.

### 37 COMPANY DRUG AND ALCOHOL POLICY

In addition to providing a safe and productive work environment, **Mayfield Environmental Engineering** is dedicated to seeing that our employees enjoy a healthy lifestyle.

Drug & Alcohol abuse pose a threat to the health and safety of our employees and to the security of our equipment and facilities. It is therefore our commitment to ensure that we eliminate drug and alcohol abuse in the workplace.

This policy provides an overview of important practices and procedures to be followed, without fail, to accomplish our objective. This policy applies to ALL employees of **Mayfield Environmental Engineering** and will be a point of discussion with all applicants for employment.

#### **Legalized Marijuana:**

While the state of California has legalized recreational use of marijuana, **Mayfield Environmental Engineering** **does not allow** the use of marijuana during working days and working hours.

#### **Drug and Alcohol Education:**

The misuse of Drugs and Alcohol will result in many adverse health and safety matters. This will have an impact on employee success and productivity at work.

On a case by case basis, **Mayfield Environmental Engineering** commits to assist and support employees who voluntarily seek help for drug or alcohol abuse problems. This help should be



sought before the employee violates company policy and is subject to discipline or termination. Employees may use accrued time off benefits, take a leave of absence or utilize state benefits such as short term disability leave.

Employees who are seeking help while remaining employed by **Mayfield Environmental Engineering**, will be required to document that they are successfully following prescribed treatment and to take, and pass, follow-up tests as part of the treatment process.

Employees are expected to report for work fit for duty and free of any adverse effects of Drugs and Alcohol. If an employee is taking prescribed medications and those medications are deemed not to restrict the ability to perform ones normal duties effectively and safely, they will be permitted. Employees are advised to notify their supervisor of any prescribed medications they are taking. This will also assist the company or paramedics in dealing with the employee should they become incapacitated from heart attack, stroke, seizure or other incident.

### **Mayfield Environmental Engineering Rules:**

The following work rules apply to all employees of Mayfield Environmental Engineering:

- Whenever employees are working, operating a company vehicle, working at a project work site, on corporate office grounds or representing the company at an event, they are prohibited from:
  1. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or alcoholic product (also included is drug paraphernalia).
  2. Being under the influence alcohol, marijuana or an illegal drug as defined by this policy.
  3. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is strictly prohibited.
  4. **Mayfield Environmental Engineering** will not allow any employee to perform their duties while on prescribed medications unless that medication is carried on them, and in the container labeled by a licensed pharmacist. Employees must be prepared to show the container if requested by a supervisor.
  5. Any illegal drugs found on an employee will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

### **Testing:**

**Mayfield Environmental Engineering** reserves the right to require the following Drug and Alcohol tests:

1. **Pre-employment:** All candidates who have or will apply for employment. No written

offer of employment will be tendered until the candidate has taken and passed this test. The test will be paid for by **Mayfield Environmental Engineering** and conducted at the lab selected by the employer.

**2. Reasonable Suspicion:**

Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment of duties. The owner or designated manager of Mayfield Environmental Engineering must be consulted, for approval, before sending the employee for testing.

**3. Post-Accident:**

Employees are subject to testing when they cause or contribute to accidents that result in injury or damage to company vehicles, machinery, equipment or property. In these instances, the testing will take place within 90 minutes of the reported accident. Test samples (blood and urine) will be retained at the testing facility in accordance with state law for a period of not less than 5 years. Any employee wishing to contest the results may do so at their own expense.

**4. Follow Up Testing:**

Employees who have tested positive, or violated company policy, are subject to discipline up to and including termination. The discipline process, if the employee is retained by Mayfield Environmental Engineering, will include random follow up testing for a period of time to be determined by the company ownership but not greater than 3 years. During this period of time, the employee will be placed on probation until removed from the probationary status by company ownership. Any violation of company policies during the probationary period will result in immediate termination.

**Substances covered by Drug and Alcohol Testing:**

Employees and applicants for employment will be tested for commonly abused substances including but not limited to:

Amphetamines  
Barbiturates  
Opiates  
Cannabinoids  
Cocaine  
Methadone  
PCP  
Propoxyphene

Any person being tested must advise the testing lab of any prescription medication taken during the previous 30 days of the test and provide proof that those medications were prescribed by a licensed physician.

**Other Procedures:**

- Employees will be compensated during time spent at the testing facility. However, no

employee may return to work until the results of the tests have been presented to **Mayfield Environmental Engineering** for review. Further suspension may take place pending the company determination of disciplinary action.

- All information and records relating to testing times, dates and results will be kept confidential to the extent required by the Labor Laws for the state of California. Drug and Alcohol related files will be kept separate from normal personnel files.
- **Mayfield Environmental Engineering** reserves the right to conduct inspections of any facility, project site or company vehicle at any time for Drugs, Alcohol or other contraband. All employees, applicants and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal drugs or alcohol.

Employees who are assigned to operate company vehicles, equipment and machinery must ensure that such company asset is maintained in proper working order and completes a thorough daily inspection of such and report any asset that needs repair or maintenance prior to use. This inspection is to be detailed on the employee/supervisor daily report.

### 38 EMPLOYEE WARNING AND TERMINATION POLICY

For workplace-related problems including lateness, negligence, accidents, competence, or doubts about the safety of other employees or property, employees are allotted ONE documented warning in email, written, or text form. This is to ensure that the employee has adequate awareness of the severity of the issue. If another issue of similar severity occurs, Mayfield Environmental Engineering has the right to TERMINATE or “fire” the employee without additional compensation or qualifications for unemployment. The reason for providing employees only one documented warning prior to firing is because of the unusually regulated nature of our jobsites in terms of safety or danger. In other words, employee negligence, lateness, or non-presence (“no shows”) on a job can quite literally disrupt or endanger the tasks required or put other employees at undue risk.

The affected employee is fully afford the right to explain his/her perspective and this will be taken into equal account by the president of Mayfield Environmental Engineering.

However, in cases of extreme negligence, incompetence, danger, or repeated “no shows,” Mayfield Environmental Engineering reserves the right to fully TERMINATE or “fire” the employee as long as reasons are documented.

### 39 DRIVER SELECTION AND DISCIPLINARY PROCEDURE

Company vehicles are wholly owned by Mayfield Environmental Engineering and are used entirely for company-related assignments, primarily for transportation of employees inside the boundaries of contracted jobsites. All proper safety procedures – including those outlined in this Employee Safety Handbook and in accordance with daily Tailgate Safety Meetings – must be followed at all times by employees, whether driving or not.

Only employees designated by President James Mayfield as Drivers may drive company vehicles at any time, which are selected based upon trustworthiness, experience, driving record, and legal compliance as verified by the company's insurance background checks.

No employees may transport Hazardous Waste without express written permission by the company and President James Mayfield, and must have a good-standing CDL-HAZ endorsement in the State of California. Such authorized drivers must maintain compliance with all stipulations above and all requirements by CHP, DOT, DTSC, and other regulatory agencies.

Employees who are found to be reckless, irresponsible, or intoxicated while driving will be subjected to the disciplinary procedures listed above in this Employee Safety Handbook, including mandatory Drug Testing at the first instance of a crash or vehicle-related accident. Those who are found to be intoxicated are immediately forbidden henceforth to drive company vehicles and, at the discretion of the President, terminated from the company.

#### 40 BIOHAZARD, CONTAGIOUS PATHOGEN, CRIME SCENE POLICIES

Mayfield Environmental Engineering is licensed to work with biohazards and in support of trauma waste cleanups and crime scene restoration, which includes the risk of exposure to feces, blood, semen, urine, medical waste, and other substances that may contain blood-borne or airborne pathogens, sexually-transmitted diseases (STDs, STIs). Employees are expected to follow strict safety, PPE, and hazardous environment protocols that make employee safety the highest priority. This includes not making contact with any infectious material unless under fully functioning PPE as directed by the supervising engineer or foreman according to daily Tailgate Safety Meetings. This includes, as needed, puncture-proof leather gloves, respirators, tyvek, booties, and other protective measures as needed for the job or the employee's request. No work should continue unless all protocols are prepared. Employees understand the inherent risk of these activities and are safe as long as proper safety procedures are followed.

For work related to crime scenes and trauma waste, employees are not permitted under any circumstances to recirculate information or photographs sensitive to the affected victims or related investigating authorities without express permission by the president of Mayfield Environmental Engineering.

**Employees are instructed NOT to pick up any needles – capped or uncapped – on any job unless directly instructed during a biohazard-related assignment, which would be**

**documented for safety precautions and PPE on daily Tailgate Safety Meeting tickets. Puncture-resistant gloves are absolutely required during all engagement with needles.**

Chemical gloves, tyvek, and full-face respirators are required at all times during any exposure to fentanyl or drug vapor or residue that might enter an employee's bloodstream or breathing canal.

These protocols, as well as all other stipulations, are in observance of California code (29 CFR OSHA 1910.1030 (d)(3) on pathogen standards.

**In accordance with Cal/OSHA, Mayfield is offering employees FREE vaccinations for 1) Hepatitis A/B/C and 2) Tetanus. You have the right to DECLINE this.**

Employees risk exposure to certain diseases during crime scene, homeless encampment, and biohazard cleanups. See section 44 for policies and training.

EXPOSURE ASSESSMENTS for biohazards and OPIM (Other Potentially Infectious Materials) are determined before any hazardous or biohazardous-related job and discussed publicly with all members involved as documented on daily Tailgate Safety Meetings.

Any EXPOSURE INCIDENTS that may occur related to biohazardous work result in mandatory documentation in writing to be kept in permanent company records. In compliance with Cal/OSHA, if this entails potential risk to human health, the employee is provided free medical evaluations to ensure workers' safety and a safe workplace environment within reasonable precautions.

#### 41 LAB PACK HANDLING AND TRANSPORTATION PROTOCOLS

When employees of Mayfield Environmental Engineering are handling, preparing, or transporting hazardous materials or "Lab Packs," proper safety and legal protocols must be followed at all times under strict supervision. In compliance with other company policies related to hazardous waste handling, Cal/OSHA Hazwoper-certified supervisors and/or a CSLB-licensed Hazardous Substances Removal (HSR) Engineer will ascertain the required PPE and safety equipment, respirator requirements, or local DTSC/AQMD/DOT protocols and will ensure that all employees comply at all times. In preparing Lab Packs, a licensed HSR will determine the proper placement of substances to maintain an inert or non-reactive environment to comply with DOT transportation requirements. The supervisor or engineer will ensure that all employees are aware of what materials or potential hazards are involved in the assigned work on a daily basis. If transporting the Lab Pack, only DMV-Licensed transporters with CDL-HAZ endorsements will be allowed to drive or transport the material from cradle to grave in compliance with DOT standards. All company regulations related to driver's safety, as

outlined above, must be followed at all times.

## 42 UNCOMPENSATED OVERTIME POLICIES

The Fair Labor Standards Act permits an employer to exempt certain employees from overtime eligibility. Exemptions are based on an employee's pay amount and type of work performed. Employees that meet specific criteria in the FLSA will be categorized as an exempt employee. Employees not meeting the FLSA criteria for exemption are categorized as non-exempt. Every job position has been analyzed to determine if their position is exempt or non-exempt. Employee exemption status is maintained by the President of the company. Hourly paid employees (non-exempt employees) may be expected to work overtime in cases of emergency of whenever necessary. Hourly-paid employees will be paid 1.5 x their normal hourly rate of pay for approved overtime hours worked in excess of 40 (forty) hours per week. Hourly employees must obtain approval in advance to work overtime. The intent is to limit the hours of hourly regular full-time employees 40 hours per week for quality of life and fiduciary reasons: but we have the right permitted in the FLSA to assign hourly employees overtime without prior notice or employee consent. The company respects its employees and expects that the assignment of unplanned overtime will be minimal. This notice is a good faith effort to give employees an advanced notice that unplanned overtime may occur and all employees should make plans accordingly for emergency dependent care and other similar circumstances. Specific tasks that are often considered “emergency” and therefore exempt are emergency work related to hazmat, site security, trespass/graffiti, homeless vagrancy, property damage, and flooding emergencies or natural disasters. This work is considered essential for the integrity of the sites and their sensitive environments.

## 43 VEHICLE FOR HIRE POLICIES

In July of 2024, Mayfield Environmental Engineering decided to allow the use of one of its vehicles “FOR HIRE” to select individuals under very strict policies as outlined below that must be observed at all times for specific periods of agreement. Under specific written contract for a fixed period of time, Mayfield may agree to lend the use of one of its box trucks to the designated person on a day-to-day, vehicle-for-hire arrangement for the purpose of relocating household items for moving assistance or other specified purpose. This person must be a licensed California driver, must follow all California traffic laws and Mayfield company policies at all times, and must be an employee of Mayfield Environmental Engineering before truck use unless otherwise specified in the for-use contract. The vehicle permitted is VIN#1FDWE3FLXEDA28320, a 2014 Ford Ecoline. This arrangement does not extend to

other vehicles. The use of this vehicle must be approved in advance between Mayfield and the person for each job on each day. Among other safety policies, the following must be obeyed at all times. All violations and damages beyond this scope are entirely the financial and personal responsibility of the person using the vehicle “for hire” under contract.

- any damages to the vehicle, to client possessions or property, or other vehicles or properties is entirely the responsibility of the contracted individual
- activities, marketing, referrals, complaints, advertising, etc. will NOT involve Mayfield Environmental Engineering
- no other drivers are permitted at ANY TIME to operate the vehicle; NO EXCEPTIONS
- driver agrees that safety of the equipment, vehicle, and the public is top priority at all times and to obey all company policies of Mayfield Environmental Engineering
- any costs, taxes, towing, accidents, parking tickets, or fees incurred during operations are entirely the responsibility of contracted individual
- mileage and basic routes will be reported to Mayfield daily for each job
- contracted individual agree to use their own personal insurance, liability, and costs for any damage or accidents that may occur
- contracted individual agrees to not transport any illegal material, hazardous waste, persons, or other vehicles. Any material that is transported unknowingly is entirely the responsibility of contracted individual.
- contracted individual will not use this vehicle to tow or carry additional vehicles or trailers
- contracted individual agrees to clean out the vehicle from any operations not related to Mayfield
- Mayfield is strictly DRUG FREE and SMOKE FREE. Any drug-related materials found in the vehicles are strictly the responsibility of contracted individual
- contracted individual agrees to not use this vehicle to arrange any additional relationships with other individuals or companies without explicit approval from the President of Mayfield Environmental Engineering

#### 44 EMPLOYEE PROTECTIONS AND TRAININGS FOR EXPOSURE TO DISEASES COMMON IN HOMELESS, BIOHAZARD, CRIME SCENE CLEANUPS

During homeless cleanup work, biohazard, crime scene, and other hazmat, employees risk exposure to certain diseases or viruses. Mayfield employees are required at all times to follow strict training and safety protocols to protect against these issues :

##### **West Nile Virus**

The West Nile Virus has been identified by the CDC as a prominent virus in the state of California. Based on the scope of work we perform, it is important to learn how the virus is spread, what the symptoms are and how we can ensure the safety of our employees.

##### **HOW IT IS SPREAD:**

The virus is mainly spread through mosquito bites.

**SYMPTOMS:**

The most common symptoms are: headache, fever, soreness at the bite site, joint pains, vomiting and a bright red rash around the bite. In the case of a severe infection from the bite, you may experience inflammation of the brain (encephalitis), spinal cord (meningitis). It is imperative that you see the doctor at the early signs of any of these symptoms and do not just consider it the flu.

**PREVENTION:**

- Eliminate any standing water around the work site
- Use insect repellent designed for mosquitos, fly's, gnats
- Wear protective body suits if possible, especially in wooded areas
- It is preferable to wear long pants, long sleeves, gloves and safety glasses when working in conditions that could attract mosquitos.

Be sure to notify management if you develop any of the mentioned symptoms, find wet surfaces or standing water in your work area or notice mosquitos around you.

**Histoplasmosis**

Histoplasmosis is an infection caused by the fungus Histoplasma. Histoplasma is found in plants and soil which contain bird droppings. The fungus is usually noted by the greyish green build-up on the plant leaves and stems and the soil around the infected area.

**SYMPTOMS:**

The most common symptoms are: coughing, wheezing breaths, mild tightness in the chest, runny nose and eye irritation.

**PREVENTION:**

- Large amounts of bird droppings should be treated as hazardous waste and disposed of accordingly.
- When working in areas that have or could have bird droppings wear gloves, dust masks, safety glasses.
- Be sure to wash your hand before eating.
- Be sure to shower at home after work before having contact with family members

Be sure to notify management should you have any of the mentioned symptoms or if you are concerned about the specific work area so that management can inspect/correct the work area.

**Hantavirus**

Hantavirus, or Hantavirus cardiopulmonary syndrome, is a virus that acts like the flu but has a much more severe effect on the lungs, heart, liver and kidneys. The infection is usually caused by inhaling airborne hantavirus' carried in rodent urine, droppings or saliva. In Southern California, the primary carriers are mice, rats and other rodents.

**SYMPTOMS:**

The main symptoms are: Fever, chills, muscle aches, headaches, nausea, diarrhea, vomiting, cough, low blood pressure, dizziness, difficulty breathing and drastic change in heart rate (slower or faster)



## **PREVENTION:**

### **At the current time treatment options are limited to high potency anti-biotics and monitoring heart and lung functions.**

- Workers should avoid contact with rodents and clean-up rodent habitats as quickly as possible.
- Workers must wear protective equipment when cleaning the habitats such as gloves, safety glasses, dust masks, long pants, long sleeve shirts.
- See a doctor at the outset of flu like symptoms
- Do not leave food in the work area
- Set traps at night after the work shift to capture infected predators
- Empty lunch trash into enclosed bins when possible

Notify management at the early signs of flu symptoms and see your doctor as soon as possible to protect your heart and lungs.

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## WORKPLACE VIOLENCE PREVENTION PROGRAM

### **Introduction:**

The purpose of this Workplace Violence Prevention Program is to provide education and training for all employees to identify, deter resolve potential and actual workplace violence which occurs during the normal business hours, In addition, this program will provide the procedures in which each employee is to participate in the program and to be a part of all aspects identifying, reporting and preventing violence on any **Mayfield Environmental Solutions** work project. This written program will be attached to the company IIPP.

### **Date of implementation: July 1, 2024**

Violence in the workplace will consist of both threats and physical actions.

Violence in the workplace includes, but is not limited to:

- The threat or use of physical force against an employee that results in injury, psychological trauma or stress regardless of whether the employee sustains and injury
- An incident involving a threat or use of a firearm or other dangerous weapon, regardless of whether an employee sustains injury
- Any written or verbal statement. Including but not limited to, texts, email, social media posts, or any behavioral or physical contact that conveys an intent, or appearance of intent to harm, a fear of harm, cause physical harm or injury.

- Any type of violence category:
  1. Violence committed by a person who has no legitimate business at the workplace (community member coming onto job site for the purpose of committing physical harm, theft of materials or equipment, etc) **TYPE 1**
  2. Violence directed at **Mayfield Environmental Solutions** employees by other tradesmen, property managers, property owners or permitted visitors. **TYPE 2**
  3. Violence against a **Mayfield Environmental Solutions** employee by a current or former **Mayfield Environmental Solutions** employee. **TYPE 3**
  4. Violence against a **Mayfield Environmental Solutions** employee by a person who does not work at the site or for **Mayfield Environmental Solutions** but has a personal relationship with an employee (ex-spouse, ex-girlfriend, ex-boyfriend, family relative, disgruntled child, etc.) **TYPE 4**

**Workplace violence DOES NOT include lawful acts of self-defense or defense of others.**

The Mayfield Environmental Solutions Workplace Violence Prevention Program is hereby approved by me and is established and in effect as of July 1, 2024

\_\_\_\_\_  
**James Mayfield**

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

**Responsibility:**

The following persons will have the day to day responsibility and authority for implementing the Violence Prevention Plan for Mayfield Environmental Solutions:

<b>NAME</b>	<b>POSITION</b>	<b>RESPONSIBILITY</b>
James Mayfield	President	Overall authority for the plan, Approval of changes, updates Employee involvement, training Claims, reporting, Records, Emergency response, incident Investigation

All project Foremen and lead personnel are responsible for maintaining the Workplace Violence Prevention Plan in their work areas and project sites, including training support, inspections, incident reports and being a resource for other **Mayfield Environmental Solutions** employees.

### **Employee Involvement, Compliance and Responsibility:**

While management at **Mayfield Environmental Solutions** take workplace violence very seriously, the program can only be successful if the employees take an active role in the program.

As part of the overall Workplace Violence Prevention Program, **Mayfield Environmental Solutions** is establishing several goals for our employees. These are:

1. Identify, evaluate and determine corrective measures to prevent workplace violence.
2. Assist in the designing and implementing of training content and schedule.
3. Assist in the reporting and investigation of violence incidents
4. Assist in the communication of the company's policies and procedures
5. Lead by example in following all company violence prevention policies and procedures
6. Reinforce to other crewmembers that the workplace violence prevention program is in effect at all times and at all work locations during the workday.
7. Participate in all training sessions
8. Support any discipline handed out to employees who fail to comply with the policies and procedures of this program.

### **Communication With Employees:**

**Mayfield Environmental Solutions** recognizes that communication is a vital part of the Workplace Violence Prevention Program. Effective communication must be two-way, clear and concise between management, staff and field crew.

The following communication system is designed to facilitate a consistent flow of information between all employees in the organization:

1. All new employees will be trained on the Workplace Violence Prevention Program during orientation and have a thorough understanding of the program before reporting to their assigned job location. A copy of the written company Workplace Violence Prevention Program will be provided to each employee in English or Spanish
2. Workplace Violence Prevention will be a part of weekly “tool box” training at the field job sites (English and Spanish)
3. Monthly Foremen’s meetings will provide status reports on any claims, investigations and outcomes. Foremen are required to conduct at least one specific training session each quarter during the year with their crews. (English and Spanish)
4. All posters, training materials will be provided in English and Spanish
5. Employees will never be restricted from reporting issues, concerns or fears of violence in the workplace. In fact, it is encouraged.

### **Workplace Violence Incident Reporting Procedure:**

**Mayfield Environmental Solutions** will implement the following effective procedures to ensure that:

1. All threats or acts of workplace violence are reported to an employee’s supervisor or manager, who will inform the WVPP administrator. This will be accomplished by contacting the manager or supervisor immediately in person or via cell phone. If the manager or supervisor is not available, the employee may contact the Administrator directly.
2. If the employee cannot reach neither the manager, supervisor or Administrator, they are to remove themselves from the workplace and situate themselves at a safe location off the job site until they can make contact with their manager, supervisor or the Administrator. If the incident occurs at the end of the workday, they are to return home and try to contact their manager or supervisor that evening to report the incident.
3. In any event, the employee should not wait more than 24 hours to report any incident.

**It should be noted that at NO time will any employee be retaliated against for reporting a workplace violence incident.**

## **Emergency Response Procedures:**

**Mayfield Environmental Solutions** has in place the following specific measures to handle actual or potential workplace violence emergencies:

1. A reported incident or potential incident involving weapons will cause the site foreman to sound one beep from the air horn to alert the employees of a situation.
2. Once confirmed that a weapon is on site, 2 blasts from the air horn will indicate that all employees are to make their way to the rally point off site.
3. The Foreman will call 9-1-1 to alert local police of the situation and initiate a response to the site.

On each project located away from the main office, the project Foreman will be main contact for notification and who is responsible to initiate law enforcement, situation investigation and hazard identification.

4. If no weapons are involved, the site Foreman will meet with the employee who reported the incident and document that interaction.
5. The Foreman will then interview all persons involved and all witnesses and begin to compile a file on the incident along with a formal incident report form for discussion with the program Administrator.

## **Workplace Violence Hazard Identification and Evaluation**

Prior to starting a new project, and weekly thereafter, site inspections will be conducted by the project Foreman.

The inspections are used to determine weak spots within the site and along the perimeter fencing of the site. The key issues to look for are the following:

1. Openings along the fence line which provide access to the site. **Correct problems immediately.**
2. Areas designed as material storage and potential for theft by outside sources (copper pipes, wiring, lumber, tools etc.) **Ensure that high value items are in an enclosed shed and locked**

3. The need for violence surveillance such as cameras, night guards and motion detecting lights.
4. Security guard at main entrance to vet visitors. **This Should be controlled by the General Contractor for the project.**
5. Identify established escape routes and ensure they are free from materials, trash or other obstacles. **Either remove obstacles or establish new escape routes and communicate new routes to employees.**
6. Set up a suggestion box for employees to provide ideas to make the site safer from outside interests such as homeless citizens in the area, crime statistics for the project location, amount of foot traffic in the area, other construction projects nearby that could draw the attention of would-be robbers.

### **Procedures For Post Incident Response and Investigation**

After a workplace incident, the Workplace Violence Prevention administrator will implement the following procedures:

1. Visit the scene of the incident as quickly as possible
2. Interview all persons involved, including but not limited to victim, witnesses, security personnel and any law enforcement officers on site.
3. Review any security footage from on-site cameras, cell phone videos, if available
4. Examine the workplace to verify that no security fencing has been breached and needs repair, ensure that no dangers persist following the incident and review with security personnel what measures need to be improved or modified for the future
5. Review any files, reports or information on the identified employee perpetrator. If not an employee, meet with law enforcement to determine if they have any possible suspects.
6. Determine the cause of the incident
7. Meet with workplace managers, supervisors and Foreman to determine corrective actions need to prevent similar incidents from happening
8. Make a written report of the incident and review with management, supervisors, Foremen and all crew at next "toolbox" training session within 7 days.
9. Include the incident on the violent incident log

### **Training**

**Mayfield Environmental Solutions** will ensure that all employees, including managers, supervisors

and Foremen, will be properly trained on general and job specific workplace violence practices. These training sessions will detail the 4 types of workplace violence, scenarios, discussions and employee ideas.

Detailed training will take place as follows:

1. When the program is established
2. When a new hire joins the company
3. Annually during a company-wide, yearend review
4. When a change to the program is introduced (new segment or modification to existing segment)
5. Field personnel, a mandatory quarterly toolbox session

**Training Agenda:**

The following items will be a part of all training sessions:

- A. Review of the company WVPP policies and procedures
- B. How to report a workplace incident with no fear of reprisal
- C. Workplace violence hazards to the employees
- D. What the violence incidents log is and how to read its data
- E. How to make suggestions to improve the program
- F. Escape routes at each operating job site
- G. How to get medical care if injured
- H. How to get long term mental care for trauma

**Access To Written Workplace Violence Prevention Program:**

The **Mayfield Environmental Solutions** Workplace Violence Prevention Program will be made available to every employee in the following ways:

1. A written copy provided to each employee when the program is established
2. When a new hire joins the company
3. At the company's main office in the Human Resources office
4. At the project site's field office as part of the IIPP
5. A replacement to an employee's personal copy (replaced within 48 hours)

### **Recordkeeping:**

**Mayfield Environmental Solutions** has established the following protocols regarding all workplace violence incidents in the matter of records, files, reports and conclusions:

1. A file will be created on each violence claim.
2. The file will include all reports, investigations, hazard identification, corrective actions and legal conclusions.
3. These records will be maintained and reserved for a period of five (5) years
4. Maintain training records for a period of not less than 2 years and training records will include training dates, names of persons conducting the training and names of all attendees at the training sessions
5. Maintain violent incident logs for a period of not less than five (5) years
6. Maintain records of workplace violence incident investigations for a minimum of five (5) years
7. All records and files being maintained will be made available to all employees and to all state or federal agencies upon request within 48 hours.

### **Review/Revisions to Workplace Violence Prevention Program:**

**Mayfield Environmental Solutions** will maintain the following protocols regarding the review and revision of its written program:

1. Company owner, supervisors and Foremen will review the program annually
2. After a workplace violence incident occurs



3. When it is deemed that a deficiency in the current program exists
4. All components of the WVPP will be included in the review especially the Incident Log
5. The annual review will determine the effectiveness of the program and any changes to the program made during the year.

A record will be maintained in the HR Department indicating dates and times of reviews or revisions and persons involved in the review/revision

All reviews and revisions of the WVPP will also be maintained/indicated in the Employee Active Involvement section of the IIPP

### **Employer Reporting Responsibility:**

As required by CCR, Title 8, Section 342(a) **Mayfield Environmental Solutions** will immediately report to Cal/OSHA any serious injury, illness or death, including those caused by a workplace violence incident, of any employee which occurs during working hours at the place of assigned work.

Notification to Cal/OSHA will be accomplished within **8 hours** of the workplace incident.

## 46 HAZARD COMMUNICATION PROGRAM

In compliance with relevant California, federal, Cal/OSHA, and other regulations, Mayfield Environmental Engineering employees are required at all times to observe required protocols associated with regulated chemical substances. This means obeying all labeling requirements at all times during work as it relates to proper handling, transport, use, and admixture ratios. The labels must be left on the containers and visible at all times. All activities for spraying or use must comply with all regulations. The dangers, risks, and purpose of the use of these chemicals must be informed to ALL employees, personnel, and bystanders on the premises of the activity

at all times. This includes the open transmission of MSDS (Material Safety Data Sheets) to all employees and staff in Tailgate Safety Meetings. All required PPE (Personal Protection Equipment) must be worn at all times as required by the MSDS and manufacturers label.

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