



Atlas Employee Health & Safety Policy Manual





Think Safe | Work Safe | Live Safe

Atlas Executive Management Statement

We have built Atlas Technical Consultants to be a company with heart. A company with core values that emphasizes the importance of relationships and community.

Life: We enhance life. We value our people and our clients by providing safe and sustainable infrastructure.

Heart: As our hallmarks, we act with compassion, empathy, and respect.

Trust: We work together as partners, doing what we say with full accountability.

Mastery: Always striving for the highest quality, we ensure greatness inspires all our work.

Here at Atlas we “**Think12**”. Employees are trained and coached to assess what can harm them:

12 feet in front,
12 feet behind,
12 feet to each side,
12 feet above...and,
12 feet below them.

We believe that **Think 12** helps us to:

- **Think Safe – Make safety our first thought.** Thinking safety is the first step to being safe. When our thoughts are focused on safety, actions follow. By thinking safety, we are looking for what could harm us and those around us.
- **Work Safe – Make safety a part of the Atlas culture.** Adhering to the safety program is expected and required for every employee of Atlas, but employees are choosing safety not because they have to, but because they know it is the right thing to do. Whether they are prompted to or not they go looking for the safe way.
- **Live Safe – Make safety a lifestyle.** In extracurricular activities, at home with our families or elsewhere we want employees to use what they learn outside of work. Injuries at home or outside the workplace still have an impact. Continuing to practice safety outside the workplace ensures safety habits are formed and part of our life.

The Leadership Team of Atlas is committed to creating a strong culture of safety within Atlas and providing a safe and healthful work environment for all employees and others that may work, visit, or enter our facilities or contractor’s job sites. It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by our operations and business. We will make every effort to provide a working environment that is free from any recognized or potential hazards.

Having a robust H&S Program that is support by all levels of management and employees is an essential element that ensures employees have the resources necessary to make active choices each and every day. The established H&S Policies included in this Manual are based on industry best practices and federal and state regulations and are developed to prevent on-the-job injuries. For Atlas’ H&S Program to be effective, it is necessary for each employee to understand the policies, follow the policies and procedures of this manual and actively choose to participate in the H&S program.




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Creating a safe work environment doesn't just happen. It requires active involvement and choices that begin the moment Atlas accepts work from a client and hires an employee to work here at Atlas. Our philosophy centers around managers and employees working together actively making choices that ensure a safe work environment. Employees every day, every task must make active choices to ensure they perform the task safely and that the work environment remains free of uncontrolled hazards. We as managers and employees must be engaged, we must remain alert and we must make the choice to be active in our safety and the safety of those around us.

Atlas is committed to this idea and as such, has given each employee the authority and responsibility to "Stop Work" if workplace conditions present an immediate risk of injury or illness to themselves, a co-worker, a subcontractor or the general public.

Always remember that no job is so important and no service is so urgent that we cannot take the time to perform our work safely.

L. Joe Boyer
Chief Executive Officer

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1.0 Purpose

To provide all Atlas operations with a common Health and Safety (H&S) Program that has standardized safety policies and guidelines to assure a uniform level of hazard prevention, “Best Management Practices” and regulatory compliance while recognizing the local needs of Offices and providing the necessary resources to managers and employees. Policies shall comply with all applicable Federal, State, and local safety, health and environmental (SH&E) regulations, and applicable client contractual safety inclusions.

The contents of this Policy, the H&S Manual and H&S Program shall form the compliance standard for safely conducting Atlas business at Atlas Offices, Atlas projects, and operations under the direct control of Atlas.

2.0 Definitions

Contractual - means any written, binding legal agreement whereby Atlas is held as a party to certain requirements as laid out within. This includes, but is not limited to, collective bargaining agreements, subcontracting agreements, vendor agreements, etc.

Direct Control of the Company – any work or activity performed by Atlas employees or where Atlas employees are directing the course of work.

Hierarchy of Controls – the preferred methods for eliminating or controlling hazards.


Office, Office Facilities, Projects, Work Sites and Operations – any location where employees of Atlas are assigned to perform work.

Safety Inclusions - means references within such contractual documents referring to actions required of Atlas for the protection of its own employees, assets, and public exposure.

Safety Manual – means the Atlas Health & Safety Policy Manual, which is the primary source for H&S information, guidance, and specific requirements.

3.0 Requirements

Atlas believes in providing a safe work environment for all employees, contractors and visitors. To do so, Atlas has created H&S Policies, contain in this Manual that reflect regulatory, industry best practices and Atlas’ expectations on how employees should perform work tasks and setup their work spaces and projects to minimize hazards. Atlas personnel shall strive to stay informed of applicable SH&E regulations and applicable

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contractual safety inclusions within their geographical area of responsibilities. Together, the H&S Policies in this Manual form the Atlas H&S Program.

Atlas work sites shall provide adequate resources to ensure awareness of, and compliance with, such regulations and contractual agreements. Such information shall be communicated to applicable employees as necessary. The contents of this Safety Manual may be superseded by more stringent requirements arising from regulatory or contractual obligations. Applicable elements of these requirements shall be implemented through any combination of the following methods:

- Management leadership and commitment and direct employee involvement.
- Employee training.
- Work site and project analysis.
- Hazard prevention and control.

3.1 Establishment of Atlas' Health and Safety (H&S) Program

Atlas hereby establishes a comprehensive H&S Program. The contents of this Manual contains policies that dictate how the H&S Program operates at all levels of the company.

Atlas will make every attempt to provide equipment and create conditions that will make for a safe workplace and provide safety education to employees as necessary.


Atlas requires compliance with its H&S Program and established work procedures. Failure on the part of any employee to comply with the Policies in this Manual may result in disciplinary action and possibly termination of employment. In addition, subcontractors shall be expected to abide by the applicable provisions of the Atlas H&S Program.

This H&S Program supersedes any previous Atlas H&S Programs and shall only be altered in accordance with Policy 03 General Manual Administration, in concert with Policy 17 Occupational Health & Safety Management System (OHSMS). It is intended that the H&S Manual be reviewed and updated on a continuing basis or as needed to address changing situations and services.

3.2 Hierarchy of Controls

The Hierarchy of Controls refers to Atlas' preferred priority for eliminating or controlling hazards. This hierarchy includes, in this priority:

- 3.2.1 Elimination** – Getting rid of the material, process, or hazard altogether by taking it out of the operations.

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- 3.2.2 Substitution – Using less hazardous materials, processes, operations, or equipment.
- 3.2.3 Engineering Controls – Eliminating or isolating the hazards by initial design specification or by applying methods of substitution, isolation, or ventilation. Examples: Machine guarding, noise enclosure cabinets, and ventilation systems.
- 3.2.4 Administrative Controls – Controls for employee exposures such as scheduling of work activities to reduce work time in contaminated areas, work practices, procedures, and employee training that address recognition of the hazards and ways to minimize exposures
- 3.2.5 Personal Protective Equipment (PPE) – Providing protective devices that help protect employees from the potential exposures from physical or chemical hazards. These may also be utilized in conjunction with engineering controls and other methods.

Engineering controls are to be used as the first-line of defense against workplace hazards wherever feasible and Atlas' preferred method for employee protection from hazards. This is the preferred method addressed by best management practices as well as regulatory authorities such as the Occupational Safety and Health Administration (OSHA).

4.0 Safety Metrics

Atlas shall on a monthly basis review the safety metrics for the company. Safety metrics shall include, but not be limited to; number of incidents reported (broken down by type hazard recognition, near miss, injuries, property damage, etc.), number of Behavior Based Observations performed, number of completed audits and training course completion rate. The Atlas H&S Group shall review these metrics to identify positive and negative trends and to develop if necessary corrective actions for the Company, Region or Branch.

5.0 Revision Notes

Revision Number	Date of Review	Changes/Additions/Modifications	Completed By
00	6/16/2020	Implementation of Policy	M. Rysavy