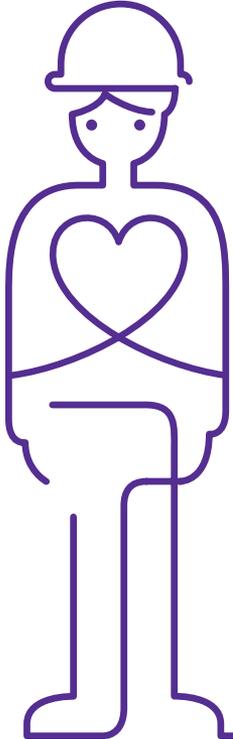


# Little Safety Book

ch2m.<sup>SM</sup>

## Our vision



Everyone returns home healthy and safely at the end of each day.

## Safety will always be at the heart of how we do business.

We are uncompromising in our commitment to the health and safety of our employees, contractors, clients and communities. We create a safe work environment and continually evaluate and improve our processes. We are mindful of hazards, we adhere to established standards, and we hold one another accountable. We all are empowered to speak up, pause and/or stop work if we ever have a concern. We practice this safety mindset both on and off the job.

Target Zero is a goal we work toward every day. It applies to everyone, everywhere—across every team, office and project site. Together, we are setting a new standard for our industry.

**Target Zero.** Make a commitment.

# CH2M's values influence our safety behaviors

## **We are respectful.**

Because we treat people the way they deserve to be treated and always do the right thing, the safety of others is an ethical imperative. We respect the hazards to which we are exposed. We know and follow established procedures to protect ourselves. We listen, support and learn from each other's experiences and ideas, and we are empowered—regardless of position or job title—to report unsafe conditions and/or stop work.

## **We are collaborative.**

Because we are honest and transparent, we welcome diversity of opinions, backgrounds and ideas. We share lessons learned, best practices and near misses to improve our safety performance. We team up to make our work family safe by calling out unsafe actions, maintaining open communication pathways and inviting innovative ideas.



*I am personally committed to ensuring that everyone returns home healthy and safely at the end of each day.*

Behavior 9, CH2M Blueprint

## **We are entrepreneurial.**

Because we have confidence in our abilities to make the right decisions and have a strong sense of ownership in our work, we constantly look for safer ways to complete tasks. We are a company comprised of smart people who develop and deliver innovative solutions, considering health and safety in every step of the project lifecycle. Each of us has the power to make our workplace safer.

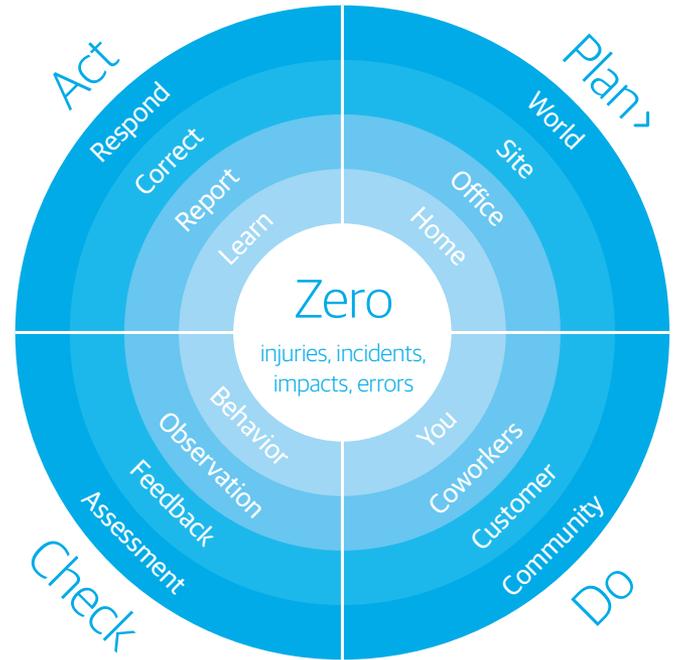
## **We are compassionate.**

Because we care deeply about each other—our teammates, our clients and the people in the communities where we work—a safe environment is at the core of our compassion. Everyone deserves equal and genuine attention. We look at them as people, not as statistics or measurements.

## **We are positive.**

Because we work hard and enjoy what we do, we recognize and reward safe behaviors. We celebrate our successes and learn from our mistakes. We believe every incident is preventable, and we can create an environment that is incident- and injury-free.

Using the Plan-Do-Check-Act model helps us prepare for each task, perform tasks safely, assess the results of our work and continuously improve the way we work.



# Top 10 safety hazards

Our goal always is to maintain a safe work environment for our employees, clients and partners. To achieve it, we all need to work together.

These Top 10 hazards reflect the most common risks and hazards we face every day—the ones by which our people historically have been injured. By focusing our collective attention on reducing these hazards at every CH2M office and project site around the world, we can make great strides on our Target Zero journey.

1. Slips, trips and falls
2. Journey management
3. Ergonomics and material handling
4. Heavy equipment
5. Working at heights
6. Control of energy
7. Falling objects
8. Confined space entry
9. Hand safety
10. Exposures

For policies and more information click [Health, Safety & Environment](#) on the Virtual Office. Choosing to violate our safety practices and procedures is choosing not to be part of the CH2M work family.





## Walk this way

### Slips, trips and falls

Slips and trips can result in falls. Avoid them by wearing appropriate shoes for the weather and the environment. Use a handrail whenever one is available. If there's an elevator, use it when your hands are full. Clean up spills or other messes. Remove, secure or mark tripping hazards such as loose cords, hard-to-see pathways and ladders. Cover open holes and repair walking or working surfaces. Survey and avoid work area obstacles.



## Stop before you go

### Journey management

Are you traveling? Do it safely. If you're driving, plan your trip. Make sure you inspect your vehicle before you start. Don't drive if you're tired or distracted—that means no texting, calling or emailing behind the wheel! If you're traveling abroad, share your itinerary. Know any country and regional security concerns before you depart. Once you've arrived at your hotel, find the exits, and keep an eye out for suspicious behavior or packages.



## Watch your back

### **Ergonomics and material handling**

Sore muscles or back feeling stiff? Maybe it's time to get that ergonomics self-assessment completed to ensure your workstation is set up properly. If you're going to be lifting or carrying items, use proper lifting techniques (back straight, knees bent), and assess the lift before you make a move. Don't move heavy objects by yourself. Use transporting equipment such as a hand truck or trolley when possible. If you're unsure, don't lift!



## Heavy metal

### **Heavy equipment**

Be aware and alert around heavy equipment work zones. Only trained and certified operators are authorized to operate heavy equipment. Before you get behind the wheel, plan your work, and identify any hazards at the work site. Know the location of and stay away from utility lines, both overhead and underground. Do not operate equipment if you're tired. If in doubt, stop. Maintain control at all times.



## Tie one on

### Working at heights

When possible, eliminate the need to work from heights or control the hazard through engineering (manlift, scaffolding, etc.). If you're working from an unprotected elevation of 4 feet or 1.2 meters (6 feet or 1.8 meters at construction sites), 100-percent fall protection is required. You may also need fall protection if equipment or materials below you present a hazard. Tie off with a body harness and lanyard (typically 2) to achieve 100-percent fall protection. Use the proper safety equipment for all tasks, inspecting and testing as necessary.



## Tag, you're it

### Control of energy

Lockout/tagout is a procedure to keep you safe from the unexpected startup of dangerous machines and equipment or the release of hazardous/stored energy during service or maintenance activities. Before you begin any work, discuss and understand all energy sources and control requirements. De-energize the equipment. Place a lock on the device to ensure it can't be operated until the lock is removed, and apply a danger tag to warn others that equipment can't be used.



## Heads up

### Falling objects

Look out below! If you're working above team members, take action to prevent objects from falling to lower levels by securing tools, providing kickboards and practicing good housekeeping. If you're working under overhead work or objects, stay out of the falling object zone, wear a hard hat and never walk under lifted loads. Be aware of where you are and what is going on overhead at all times.



## Think outside the box

### Confined space entry

Some job sites have confined spaces—areas large enough to enter but not intended for normal work. Because of their small nature and/or limited entry and exit points, they can be dangerous places to work. Potentially hazardous atmospheres, unstable or sloping walls, live wires and many other hazards can exist. Entry requires a permit. Before entry, determine if the space is safe, define roles and responsibilities, conduct training, consult with the Health & Safety team and take measures to prevent unauthorized entrance.



## Can't touch this

### Hand safety

When you're working with your hands, beware of potential hazards. Wear appropriate gloves for the job. Keep your hands away from sharp surfaces, line of fire, pinch points and extreme temperatures. Take periodic breaks to avoid repetitive motion injuries.



## Got it covered

### Exposures

If you're performing tasks that put you at risk of potential exposure hazards such as extreme temperatures or radiation, chemicals or biological threats, make sure you're wearing the proper personal protective equipment. Practice safety habits such as wearing sunscreen, applying insect repellent and staying hydrated. If the hazard is airborne, air monitoring and sampling should be conducted according to your health and safety plan.



## Target Zero

Virtual Office | Health, Safety & Environment

[www.ch2m.com](http://www.ch2m.com)

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