

D & D DIVERS
PO Box 657
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DIVING PROCEDURES & SAFE PRACTICES MANUAL
SECTION 3-A: SAFETY
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SAFETY

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1.0 PURPOSE

The purpose of this procedure is to always keep in mind that your primary responsibility as an employee is to perform your duties in a safe manner in order to prevent injury to yourself or to your co-workers.

2.0 SCOPE

This procedure addresses general safety practices, house keeping and standard equipment used during normal operations. It is not the intent of this procedure to address every situation that might be encountered. An employer or employee should not assume safe working conditions by mere compliance to this procedure.

3.0 RESPONSIBILITIES

D & D Diver's diving personnel shall become familiar with this section. Safety is a full time job and it is every person's responsibility to work in a safe and professional manner.

4.0 GENERAL SAFETY PRINCIPLES

4.1 GENERAL

- 4.1.1 Adequate rest, exercise and proper diet will enhance your health and level of awareness which is helpful in avoiding accidental injury.
- 4.1.2 Be alert to hazardous conditions. Whenever possible, correct or eliminate the hazard yourself. Report to your supervisor all such hazards and the measures you have taken to correct them. Documenting the hazard and the steps taken to correct is recommended to prevent such hazards in the future. Documentation should describe the hazard and give its location. If the hazard can not be corrected immediately, clearly mark it until it can be corrected. Personnel coming on duty must be informed of any changes or conditions that might present a hazard.
- 4.1.3 You must report promptly to your supervisor any injury you sustain while at work. You are encouraged to report accident details that did not result in personal injury or property damage but could do so if it should occur again.
- 4.1.4 Never attempt to perform any work, operation of a vehicle or equipment when you are impaired by alcohol or drugs. You must inform your supervisor if you are on prescription medication that could affect your ability to perform your work. Any medical information that may be useful during a medical emergency should also be reported to your supervisor.

- 4.1.5 When working alone, notify another person of your work location and always try to anticipate any hazards that you might encounter. You should not attempt to do a job alone when safe working practices and common sense dictate assistance is required.
 - 4.1.6 Never attempt to lift or move a heavy object without assistance. If an object is beyond your capabilities, seek assistance.
 - 4.1.7 Always use the required personal protective equipment for the work you are performing.
 - 4.1.8 Never defeat the function of a safety device. If the work dictates disabling a safety device to complete the task, you must seek approval from your supervisor before proceeding. Any safety device which has been disabled must be returned to its original condition immediately after completing the task. Before placing that piece of equipment back into service, ensure that the safety device is operational.
 - 4.1.9 Preoccupation with matters other than the task at hand causes accidents. Concentrate on the task at hand and do not be distracted by outside influences.
 - 4.1.10 Hold a safety meeting at the start of each week. Discuss general procedures for work planned, safety precautions, possible hazardous conditions and any ideas that might make the work area a safer place. Daily safety meetings should take place at the start of each work day between individual groups. These safety meetings should be geared to more specific job tasks and possible hazards associated with the task.
- 4.2 Slips, Trips and Falls
- 4.2.1 Slips, trips and falls are a major contributor to injuries and lost time accidents. Be aware of your work environment at all times and all conditions that could cause an accident.
 - 4.2.2 The following situations should be made aware of to help prevent accidents.
 - 4.2.3 Wet floors, decks and docks are a normal condition of work. Care should be taken to make good and sound footing during movement around the job site.
 - 4.2.4 Docks and decks of work sites are regularly exposed to oily conditions from many factors such as spills and leaking equipment. Extra care should be taken when working around oily floors, decks and docks.
 - 4.2.5 Hoses, lines and equipment should be stored when not in use. All hoses, lines and equipment in use should be kept in a

neat and tidy manner to reduce the possibility of an accident.

- 4.2.6 When using tools, use the proper tool for the job. The use of a tool not intended for the job can result in injury. The use of the wrong wrench could slip resulting in injury to you, the person assisting you or even a person nearby.
- 4.2.7 Never run unless a life threatening situation is present.
- 4.2.8 All openings, hatches should be made aware of and clearly marked.

4.3 House Keeping

- 4.3.1 Good house keeping prevents accidents. Accidents and injuries are preventable. Each person has a personal responsibility for the safety of everyone on the job site. No work or project objective should be placed above the safety of anyone.
- 4.3.2 The work site should be kept in a neat and tidy condition. Hoses, lines and equipment should be managed at all times to prevent accidents.
- 4.3.3 At the end of each work shift, the entire work area should be washed down to remove all dirt, mud and work related materials from the work site. During the course of the work day, should the work site become too congested with mud or job related debris, time should be taken to conduct a brief wash down of equipment and the immediate work area.
- 4.3.4 Equipment should be washed and cleaned free of all mud and debris on a daily basis to aid in a cleaner, safer work environment.

4.4 Equipment

- 4.4.1 Each dive crew will keep and maintain as part of the dive package, in addition to the standard dive equipment as outlined in the company's agreement, the following equipment.
 - A. A water or trash pump of sufficient size to wash down the equipment and work area on a daily basis. If a jetting pump is part of the job's equipment, the jet pump may be used in place of the water/trash pump.
 - B. A suction and discharge hose of sufficient length and size to complete the wash down process.
 - C. The water/trash pump could be used in conjunction with dock or vessel's fire fighting equipment for certain Class A type fires. The client's representative would be required to make such a decision. While it is not the responsibility of D & D Diver's personnel to fight a fire on the client's property,

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we recognize the importance of containing and extinguishing such fires in a timely manner to preserve life and property.