



**Facilities Operations
Policy Statement
OP-5
Safety Practices and Report**

1. **Purpose:** To establish a review procedure to ensure OSHA training is completed as required and employees utilize safe practices in the field.
2. **Reviews:** All FO Supervisors shall schedule and complete periodic reviews of their Zone/Shop's safety practices not less than once per year. Such reviews shall include; a review of the Lockout/Tagout procedures used in the field by personal observation and report, an accuracy review of the forms on file for Lockout/Tagout and confined space entry, a random review of the safe work practices employed by their staff on various projects as compared to those which should be employed, and a review of job briefings conducted/or not and content thereof.
3. **Reporting:** Each Supervisor shall prepare a written report of their findings addressing each of these items and other safety related issues along with their OSHA Training Matrix for the previous year by January 15 to the FO Director via their manager.


Lee Snodgrass
Facilities Operations Director