

SUBJECT: Safety Program Responsibilities

General

SUBTERRA UTILITIES has established a comprehensive, Company Specific Safety Program. The ultimate purpose of the Safety Program is to protect the greatest asset of the company, its employees. Specifically, the SUBTERRA UTILITIES Safety Program has been designed to address the issues of evaluating potential hazards associated with our work, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

The purpose of this document is to outline the responsibilities of each level of management and employees within SUBTERRA UTILITIES. The Company expects all employees to be familiar with the contents of this document as they pertain to their specific place in the company.

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Written Program

SUBTERRA UTILITIES will review and evaluate this program periodically, and when regulatory or when operational changes occur that require a revision of this document.

Company Owner Responsibilities

The Owners of SUBTERRA UTILITIES recognizes the importance of safety and has committed to creating a place of employment, which is free from recognized hazards. SUBTERRA UTILITIES is ultimately responsible for the safety of its employees. SUBTERRA UTILITIES will ensure that all levels of management in the company are delegated the necessary authority to cultivate a safe environment and to take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. SUBTERRA UTILITIES will also be responsible for making available the funds necessary to support the Safety Manager, which will ensure that employees are provided with effective safety equipment to perform their work.

Safety Manager

The Safety Manager will be responsible for the day-to-day management of the company safety program. The Safety Manager will assist SUBTERRA UTILITIES in remaining in compliance with all applicable health and safety regulations. He or she will keep informed of current regulations and changes to those regulations that apply to SUBTERRA UTILITIES. In addition, he or she will supervise the compliance and enforcement of safety policies and procedures by supervisors and employees. The Safety Manager will identify, coordinate, and arrange for training sessions to ensure that all employees are equipped with the needed safety skills and knowledge. The Safety Manager will perform safety assessments of active worksites and facilities and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. He or she will serve as a resource for Supervisors to assist them in daily enforcement of the safety program. The Safety Manager will monitor, review, and serve as a liaison for the safety of subcontractors to avoid placing this company or its employees at risk.

Project Manager Responsibilities

Project Managers will be responsible for the initial implementation of safety on their projects. They will be expected to involve the Supervisors at the beginning of every project even before work has started. Project Managers will take recommendations from and work with the Supervisors to ensure the safety of employees on the job. Project Managers will also monitor the safety of subcontractors to avoid placing this company or its employees at risk.

Supervisor Responsibilities

Supervisors are responsible for the daily enforcement of the policies and procedures in the SUBTERRA UTILITIES safety program. They will be responsible for all aspects of employee safety in their respective

areas. Supervisors will take recommendations from and work with the Project Manager to provide a safe jobsite for all employees. They will conduct periodic safety meetings for their employees. Supervisors will monitor the safety of employees on a daily basis and take the appropriate actions to correct any deviations or deficiencies relating to safety on the job. Supervisors will be attentive to employee safety concerns and report concerns to the Project Manager. They will keep in communication with the Project Manager to ensure all employees receive training, refresher training, or retraining as needed. Supervisors will monitor the safety of subcontractors to avoid placing this company or its employees at risk.

Employee Responsibilities

Employees are the first lines of defense as it pertains to safety at all SUBTERRA UTILITIES jobsites. Employees are expected to abide by all of the safety policies and procedures in the company safety program. They will be held responsible for their own safety and are expected to report unsafe conditions to their supervisors immediately. If the Supervisor is unavailable, they will report safety violations or concerns to the Project Manager. Employees, if feasible, are also expected to correct safety violations within their immediate area. They will ensure they report to work in a state of readiness, with the appropriate clothing, and with all issued personal protective equipment. Employees will only operate equipment on which they have been trained and authorized to use. They will report accidents, injuries, and near misses immediately to their supervisor.

Safety Program Revisions & Updates

The table below shall be used to record revisions and or updates conducted to this safety program. The date, person conducting the revisions and revision notes shall be added each time for record keeping purposes.

Revisions & Updates		
Date	Name	Revision Notes
03/20/2025	Enrique Garza	Document Format Revision & General Review Completed

Program Development Disclaimer: Title [i.e. Program Manager, Safety Manager, Safety Director, Site Safety Coordinators, Project Managers, Site Supervisors, Employees, etc.] references and Safety Responsibility sections added to written procedures developed by CSC are referring to the Client's [Your] internal designated employees and your responsibilities. CSC personnel shall not be on site full-time to oversee your work activities and shall not be responsible for the day-to-day safety responsibilities as it is associated with your scope of work. CSC personnel shall conduct random safety compliance audits of your active projects as work is in progress only if we have a signed master service agreement that includes conducting random safety compliance audits.