

JOBSITE SECURITY



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1. Introduction

- a. H-2 Enterprises, LLC. is committed to reducing and preventing security incidents and breaches and has adopted this policy for Jobsite Security from industry standards and best available practices.
- b. The objective of this program is to uphold our commitment to preventing and reducing security incidents and breaches.

2. Program and Requirements

- a. A general risk assessment must be performed by the company to identify common risks, and site-specific security issues should be addressed at each site during JSAs and any other employee meetings.
 - i. Please refer to section 35 Hazard Identification and Risk Assessment in our Safety Manual for further details and description of the Risk Assessment program.
- b. All job site security incidents should be immediately reported to the site supervisor, and to the client as outlined in the EAP.
- c. A follow-up investigation will happen after the incident with the goal of identifying the fundamental causes and to inform future action to reduce potential incidents.
 - i. Please refer to Section 36 Incident Report in our Safety Manual for further details on incident reporting and investigation procedures.
- d. All employees must be trained on: the procedures, policies, and arrangements to prevent security incidents; the appropriate response and procedures for reporting, investigating, and documenting security incidents; and how to get help in navigating these processes.
 - i. Employees are trained upon hire, receive annual refresher training, complete weekly training reviews, and will be retrained any time procedures or policies are updated. For more information, refer to Section 19 Safety Meetings and Section 39 Behavior-based Safety Program in our Safety Manual.

3. Job Site Security

- a. The following measures can help prevent security incidents on the job site:
 - i. Posted signs, locks and key cards, alarms, fencing, security cameras, lighting, and other measures to prevent theft from the site or unlawful access to the site;
 - ii. Restricted access, background checks upon hire, and security guards;
 - iii. Requirements that all employees, vendors, delivery persons, and visitors be easily identifiable by company logo or other means visible on their hard hat, work clothes, or ID badge;
 - iv. Requirements that any delivery person, visitor, or vendor must be accompanied at all times on the job site;
 - v. Requirements that all employees report to their supervisor when they arrive on site and before departing at the end of the day.

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4. H2E Office Security

a. The following measures are taken to prevent security incidents at our corporate office:

- i. All doors are locked 24 hours per day from external access, except for the main entrance, which is unlocked during normal business hours.

5. Additional Information

- i. In compliance with Federal Department of Transportation (DOT) regulations, no firearms or other weapons are allowed on the right of way (ROW).
- ii. H2E provides additional resources and services depending on the incident type, including:
 - i. counseling;
 - ii. follow-up support; and
 - iii. further training.
- iii. A condensed overview of the incident and any corrective actions or policy changes are circulated in a "Lessons Learned" bulletin to all employees.
- iv. Upon request we will comply with any client-specific security requirements (e.g., no logos worn off-site, etc.).
- v. For further information on our cyber security and social media policies, please refer to Employee Handbook and Safety Rules.