

HEALTH & SAFETY COMPLIANCE MANUAL

STANDARD OPERATING PROCEDURES | REV. 2026.1

Applicable to: All temporary, temp-to-hire, and dispatched personnel across Industrial, Maritime, Logistics, Traffic Control, Construction, and Food Processing divisions operating under Let's Work LLC.

Policy Statement & General Safety Philosophy

At Let's Work LLC, worker protection takes absolute precedence over production speed. Every dispatched associate has the absolute right and legal responsibility to work in an environment free from recognized, unmitigated hazards in full compliance with Federal OSHA, Oregon OSHA (OAR 437), and Washington DOSH (WISHA) standards. Safety is zero-compromise.

1. Employee Safety Rights & Absolute "Stop Work Authority"

Stop Work Authority (SWA)

You are empowered and required to immediately halt any operation, task, or machine run if conditions appear unsafe, unguarded, or outside of your assigned job description.

Retaliation Prohibited: Neither Let's Work LLC nor host employers will penalize, discipline, or terminate associates for exercising Stop Work Authority or reporting unsafe field conditions.

STEP 1 IDENTIFY

Perceive Hazard

STEP 2 STOP TASK

Halt Operation Immed.

STEP 3 NOTIFY

Lead & Let's Work

STEP 4 RESOLVE

Remediate Before Restart

2. PPE Provision & Compliance Matrix

Let's Work provides required Personal Protective Equipment (PPE) compliant with state/federal OSHA. Gear must be inspected prior to each shift and worn continuously in designated zones:

PPE Category	Standard Specification	Mandatory Deployment Roles
Foot Protection	ASTM F2413-18 approved safety-toed boots (steel or composite), oil/slip resistant soles.	Warehouses, Shipyards, Construction, Demolition, Heavy Logistics.
High-Visibility	ANSI/ISEA 107 Class 2 (Daytime/Standard) or Class 3 (Roadway/Night, with sleeves).	Traffic Flaggers, Dock Marshals, Yard Logistics, Truck Loading.
Head Protection	ANSI Z89.1 Type I or II, Class E or G hard hats;	Shipyards, Dry Docks, Overhead

Section 3: Stationary Vehicle & Dock Safety

3. Mandatory Protocols: Working Inside Truck Beds & Utility Vehicles

CRITICAL SAFETY DIRECTIVE: ZERO MOVEMENT WHILE WORKING

STRICT MANDATE: UNDER ABSOLUTELY NO CIRCUMSTANCE SHALL ANY LET'S WORK ASSOCIATE MOUNT, OCCUPY, LOAD, UNLOAD, OR WORK IN THE BED, CARGO BOX, UTILITY TRAY, OR FLATBED TRAILER OF ANY VEHICLE WHILE THE VEHICLE IS IN MOTION.

Riding in truck beds or flatbeds between points of operation is strictly forbidden. Moving vehicles present extreme ejection, crushing, and fatal fall hazards. Work begins **ONLY** when the vehicle has reached a full and complete stop.

Required Precautions Prior to Entering Any Stationary Truck Bed

- **Engine Shutdown & Key Custody:** The driver must shut off the engine, set the primary air/emergency brake, and remove the ignition key before personnel enter cargo areas.
- **Mandatory Wheel Chocking:** Dual wheel chocks must be placed securely behind both rear tandem drive wheels on uncoupled trailers or stationary utility delivery trucks.
- **Dock Lock Confirmation:** On warehouse loading docks, verify the automatic hydraulic dock lock ("Dok-Lok") is green and hooked firmly onto the trailer's rear impact guard (ICC bar).
- **Safe Bed Mounting & Dismounting:** Never jump out of a truck bed or trailer gate. Maintain three points of contact (two hands and one foot, or two feet and one hand) utilizing built-in steps, secure ladders, or dock leveler plates.
- **Surface Stability & Spill Check:** Inspect truck bed flooring for oily residues, missing floorboards, loose tie-down straps, or puncture holes before stepping in.
- **Clear Visual Communication:** If a driver must start the vehicle or adjust dock positioning, all workers must vacate the bed completely, clear the danger zone by 20 feet, and signal clearance.

4. Warehouse Operations & Forklift Interface Safety

Warehouses host concentrated industrial hazards. Let's Work associates must strictly segregate foot traffic from powered industrial trucks (PITs / forklifts / order pickers):

Hazard Vector	OSHA Requirement	Let's Work Dispatched Associate Protocol
Forklift Right-of-Way	29 CFR 1910.178 Pedestrian separation and designated aisle marking.	Maintain 10-ft clearance. Make eye contact with operator and wait for acknowledged stop before crossing path.
Pallet Racking & Stacking	Stable, tiered stacking below structural fire sprinkler clearance (18" min).	Never climb rack uprights. Immediately report bent racking uprights or split crossbeams to shift leadership.
Manual Material	NIOSH Lifting Equation:	Maximum solo lift is 50 lbs. Keep load close to

Section 5: Shipyard Employment (29 CFR 1915) & Fire Watch

Let's Work operates extensively in Pacific Northwest shipyards, barge basins, and dry-dock facilities across Portland, Vancouver, and the Columbia/Willamette river systems under strict OSHA 29 CFR 1915 standards.

Confined & Enclosed Space Hazards

Tanks, voids, double bottoms, and cofferdams. **NO associate shall enter any maritime space** until certified safe by an NFPA Certified Marine Chemist (CMC) or Shipyard Competent Person (SCP). Inspect entry logs at hatchway.

Gangways & Over-Water Safety

USCG-approved Personal Flotation Devices (PFDs) Type III or V are mandatory within 6 feet of unguarded vessel edges or working on unrailed floats. Gangways must be netted, illuminated, and clear of trailing welding leads.

6. Certified Fire Watch Protocols (Hot Work Monitoring)

Fire Watch personnel are the primary defense against catastrophic shipyard and facility fires during welding, torch burning, grinding, and gouging operations (OSHA 1915.504 / NFPA 51B).

Fire Watch Core Responsibilities & Absolute Prohibitions

- **Sole Dedicated Assignment:** A fire watch monitor has one single job: to scan for smoke, sparks, and flame. You are strictly forbidden from cleaning up slag, assisting welders, holding torches, running errands, or looking at mobile devices while hot work is live.
- **Pre-Shift Hot Work Permit Verification:** Confirm hot work permit is active, signed, and posted. Ensure the physical work area is cleared of flammables (paper, cardboard, solvents, grease) within a 35-foot radius.
- **Fire Retardant Barriers:** Ensure fire-resistant tarps or weld blankets seal deck scuppers, pipe penetrations, and cable trunks leading into lower adjoining compartments.
- **Extinguisher Readiness:** Keep a fully charged, inspected, minimum 10-lb Multi-Purpose ABC dry chemical extinguisher or pressurized water hose within arm's reach. Confirm nozzle is unobstructed and pressure gauge reads green.
- **Multi-Level Surveillance:** For overhead hot work or bulkhead welding, conduct continuous checks on the opposite side of bulkheads and levels below where heat transfer (conduction) can ignite fuel sources.
- **Mandatory 30-Minute Post-Work Monitoring:** Maintain active watch over the hot work zone for at least 30 minutes following complete cessation of hot work (or longer if designated by the host safety engineer) to detect smoldering embers.

EMERGENCY FIRE ALARM PROTOCOL

Section 7: Roadway Flagging, Food Production & Construction

Flaggers safeguard utility, road paving, and public transit crews across Oregon and Washington corridors. All flaggers dispatched by Let's Work must hold current state certification (ODOT / WSDOT):

- **Approved Paddle Deployment:** Always use the standard 18-inch (minimum 24-inch for high-speed roadways) octagonal STOP/SLOW paddle with high-intensity retroreflective sheeting. Never use hand gestures or flags alone for controlling two-way single-lane operations.
- **High-Visibility Apparel:** ANSI/ISEA 107 Class 2 daylight fluorescent background vests (yellow-green or orange) with silver reflective striping; full Class 3 pants/gaiters required for night work. Hard hats must carry 360-degree reflective tape.
- **Positioning & Escape Route:** Stand on the shoulder of the road visible to approaching traffic for at least 500 feet. Never stand in the active travel lane. Always maintain an unobstructed escape path into the clear shoulder. Never turn your back on moving vehicles.
- **Communication:** When two flaggers regulate opposite ends of a single lane, maintain uninterrupted two-way radio contact or visual pilot car sequencing. Halt traffic if radio connection fails.

8. Food Production & Sanitation Safety (USDA / FDA / HACCP)

Let's Work food processing staff uphold strict sanitization, machinery guarding, and slip prevention standards:

Wet Floors & Slip Mitigation

Processing plants feature continuous washdowns. Waterproof safety boots with ASTM-certified chemical/oil slip-resistant tread are mandatory. Clear drain trenches of fat/debris build-up immediately.

Chemical Sanitation (CIP) Safety

Caustic wash and acid sanitizers require rubber gauntlets, chemical aprons, and splash goggles. Know eyewash station locations. Never mix chlorine-based cleaners with acid agents (deadly chlorine gas hazard).

9. Construction & General Trades Safeguards

Trade Operation	Dominant Risk Vector	Mandatory Protective Protocol
Rough Carpentry & Framing	Pneumatic nailers, falling framing members.	Safety glasses continuously; sequential-trip triggers only. Disconnect airline when untangling jams.
Demolition & Site Cleanup	Airborne silica dust, sharp protruding rebar/nails.	N95/P100 respirators, puncture-resistant boot midsoles, water mist suppression for silica dust.
Excavation Support	Trench collapse, utility strike.	Never enter unshielded trenches deeper than 5 ft. Confirm "811 Call Before You Dig" ticket is clear.

COMPLIANCE & ACKNOWLEDGEMENT

Section 10: Hazardous Energy, Reporting & Signature

10. Lockout / Tagout (LOTO) & Machine Guarding Policy

STRICT POLICY: AFFECTED EMPLOYEE STATUS ONLY. Unless an associate holds specific written master-level technician qualifications and completed site-specific authorized training, Let's Work associates are classified as Affected Employees. **You may NEVER remove, tamper with, bypass, or adjust any Lockout/Tagout lock or tag.**

- **Zero Interlock Bypass:** Interlocked gate guards, light curtains, and safety tripwires must never be bypassed, defeated, or wedged open. If a machine trips, do not reach into moving parts.
- **Jammed Machinery:** If a conveyor or production line jams, immediately notify the host site authorized maintenance mechanic. Never attempt to manually clear a jam while power is energized.

11. Injury Reporting, Incidents & Return-to-Work Protocol

1. Emergency Care & Immediate Notice

Administer first aid or call 911 for life safety. Report every incident/injury immediately to both your on-site supervisor and the Let's Work dispatch coordinator within 1 hour.

2. Authorized Medical Provider

Seek non-emergency evaluation through Let's Work designated occupational medical clinics. Form 801 (Oregon Workers' Compensation) or state claim must be initiated promptly.

12. Branch Emergency Contact Directory

Branch Office	Primary Phone	Operational Focus	Dispatch Support
Portland Headquarters	(503) 477-9187	Maritime, Flagging, Construction, Logistics	portland@letswork.careers
Salem Regional Branch	(503) 507-6362	Food Processing, Manufacturing, Agriculture	salem@letswork.careers
Toledo Branch	(419) 495-9861	Transportation, Heavy Industrial, Logistics	toledo@letswork.careers

Employee Health & Safety Acknowledgement

I acknowledge receipt of the Let's Work LLC Occupational Health and Safety Manual. I understand my obligation to abide by all OSHA standards, maintain PPE compliance, enforce Stop Work Authority, and observe the strict prohibition against working in moving truck beds or unauthorized confined spaces.

Employee Printed Name

Signature

Date