



Jay Cashman, Inc.

VISITOR SAFETY GUIDE

Thank you for visiting Cashman's Quincy office. This is the headquarters for Jay Cashman Inc., Cashman Dredging and Marine Contracting Company, Preload International, Patriot Renewables, and Sterling Equipment Inc. This office serves as our business operations hub where our central management, legal, business development, human resources, executive administration, and accounting departments are centrally located.

We believe that all incidents and injuries are preventable. Our goal is to strive for **"ZERO"** every day. We ask that you share in our commitment to maintaining a safe workplace and ask for your help to continue our mission of achieving **ZERO**.

Please review this guide and participate in our Safety Observation Program, **SEE-IT | OWN IT | SHARE IT**. This Program relies on our responsibility to recognize, identify and eliminate hazards and helps to ensure that we keep safety in the forefront of our daily activities and incorporate it into every work activity that we perform. We are identifying and correcting hazards through this program, on nearly a daily basis, and with your support and participation **SEE-IT | OWN IT | SHARE IT** will be successful in our mission to achieve **ZERO**.

This guide also includes an Observation Reporting Tool, located on the back of this page. This reporting tool should be filled out by you in the event that you see something unsafe, or should you wish to comment on or commend us on something we are doing safely. We welcome your feedback as it is helping us to be the best.

We are steadfast in our resolve to achieve **ZERO** and believe through the process of recognizing and correcting

unsafe conditions, changing unsafe behaviors, and openly communicating, we can and will eliminate incidents, prevent injuries, avert harm to the environment, and stop damage to our assets.

General Rules :

1. **Let us know you are here:** Always Check In and Check Out with our Receptionist at the Front Desk.
2. **Ask questions:** We are here to make your visit the best it can be.
3. **Comply with Company rules:** Always follow posted signs and be aware of your surrounding.
4. **Don't stray:** Always stay with your Assigned Person.
5. **Stay alert:** In the event of an alarm, follow the "EXIT" signs unless instructed otherwise.



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🔌-IT | OWN IT | SHARE IT helps to convey a simple message, pay attention. If you cannot see a hazard you are relying on luck to avoid it.

Hazard Identification

This is the most important element of the Cashman Safety Program and incorporated into the Cashman **🔌-safe** Toolbox Talks. The identification of hazards is learned, and the more we practice, the better we become.

What is a Hazard?

A hazard is a condition or action that has the potential for an unplanned release of, or unwanted contact with an energy source that may result in harm or injury to people, property or the environment. The failure to identify or recognize hazards that are present, or that could have been anticipated, is often the “root cause” of workplace injuries, illnesses, and incidents. A critical element of the Cashman safety and health program is the proactive, continuous process of identifying and assessing potential hazards to mitigate the potential for injuries, illness, and incidents.

Hazard Identification Tool

There are many practices and resources available to assist you in the Identification of Hazards. Observations Cards, Risk Assessments, Hazard Hunts, Job Safety Analysis and other methods are some of the proactive tools Cashman employees use to identify hazards and to achieve and maintain **ZERO**.

Your participation in the hazard identification process is critical to our success in achieving **ZERO** and your participation in the process, is simple:

1. If you see something unsafe, say something.
2. Take ownership of identifying the hazard and report it immediately.
3. Provide an accurate description of what you saw.
4. Describe how you “fixed” the hazard or prevented an incident from occurring.
5. Explain the “lessons learned” to avoid a similar hazard in the future.
6. Share the “lessons learned” with Cashman leadership, and Cashman employees.

Observation Card:

This method of Hazard Identification is incorporated below for you to use during your visit with us today.

We encourage you to participate in our **🔌-IT | OWN IT | SHARE IT** program. This collaborative approach of shared safety communication keeps everyone sharp, informed, and educated on safety awareness and hazard identification practices. With your help, we will be successful in our mission to achieve **ZERO** and leave a lasting legacy of being the best in all that we do.

🔌-IT | OWN IT | SHARE IT Observation Card

What did you observe?	Date:
What recommendation do you have to improve or praise?	Location:
Additional comments?	Your company:

