



Health and Safety Procedures

Symmetric Program Management LLC

SPM 03 | Version 1.0 | Prepared October 11 2026

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Purpose and scope

SPM will identify and control work hazards in office, remote, training, travel, and subcontracted field operations. Every person may stop work for an unsafe condition without retaliation. These procedures establish corporate controls; hazardous field tasks require a site-specific safety plan and qualified personnel before work begins.

Responsibilities

The CEO provides resources and assigns a project safety lead. The project manager verifies client site rules, emergency arrangements, task hazards, and subcontractor safety evidence. Each employer remains responsible for its workers. Workers follow controls, inspect equipment, report hazards, and use only equipment for which they are trained. A designated competent or qualified person performs duties where the applicable standard requires one.

Pework hazard review

Before mobilization and when conditions change, list tasks and hazards, assess severity and likelihood, and assign controls and responsible persons. Prefer eliminating hazards, then substituting safer methods, engineering controls, administrative controls, and appropriate protective equipment. Confirm permits, qualifications, supervision, first aid access, emergency contacts, and weather restrictions. No work starts with an unresolved serious hazard.

Routine workplace procedures

Keep exits and walkways clear, control cords and trip hazards, check electrical equipment for damage, and adjust workstations for comfortable posture and breaks. Plan lifting and use aids or assistance. Use safe travel arrangements, prohibit distracted driving, and pause travel when weather or fatigue creates unacceptable risk. Follow facility infection prevention requirements and avoid reporting on site when illness creates a transmission risk.

Field work restrictions

Electrical isolation, lockout and tagout, confined space entry, work at height, hot work, refrigerant work, and hazardous chemical handling may be performed only under applicable task-specific procedures by authorized, trained personnel. SPM oversight staff must not enter restricted areas or perform technical work without qualification and permission. Never treat a general plan as a permit or proof of competence.

Training and protective equipment

Provide orientation before assignment and task training before exposure. Explain emergency routes, reporting, stop-work authority, site hazards, and required protective equipment in a language workers understand. Select equipment from the hazard assessment, verify fit and condition, and replace damaged items. Respirator use requires the applicable respiratory protection program, medical evaluation, training, and fit testing when required.

Emergency response

Call 911 in the United States or the local emergency number abroad for immediate danger. Activate the site alarm and evacuate by the designated route to the assembly point. The safety lead accounts for personnel and informs responders of missing persons and hazards. Only trained, authorized personnel provide first aid or attempt a response within their capabilities. Do not reenter until the responsible authority authorizes it.

Incident reporting and investigation

Report injuries, illness, near misses, and unsafe conditions to the project safety lead immediately. Provide care, secure the area, preserve evidence, and notify the CEO and client as required. The responsible employer evaluates regulatory reporting: federal OSHA generally requires a work-related fatality report within 8 hours and an inpatient hospitalization, amputation, or eye loss within 24 hours, subject to the rule's conditions. Check state-plan requirements.

Corrective action and restart

Record facts, contributing conditions, root causes, controls, owners, and due dates. Protect medical details and prohibit blame-based reporting practices. Serious hazards remain stopped until controls are verified by the safety lead and any required authority. Review hazards before restart and brief affected workers. Check corrective action effectiveness at the next inspection.

Prestart safety record

Check	Record or confirmation
Site and task	_____
Safety lead and emergency contact	_____
Hazards and controls	_____
Permits and qualification evidence	_____
Protective equipment and training	_____
Emergency route and assembly point	_____
Stop-work issues closed and approval	_____

Inspection and monitoring

Use the prestart record for each field mobilization. Inspect active field work at the cadence established by its hazards and site rules; review office hazards quarterly. Track orientation completion, unresolved hazards, incidents, and corrective action closure monthly. Review these procedures annually and after significant incidents. Keep injury and exposure records under their applicable retention rules.

References

OSHA Recommended Practices, <https://www.osha.gov/safety-management>; severe incident reporting, <https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904.39>. The applicable general industry or construction standards and state plan govern each task.