



Pre-Employment Information Needed

In order to ensure compliance with federal/state laws and various government contract provisions, the following information outlines the procedural guidelines pertaining to new hires. Please note that pre-employment drug testing, PFT medical evaluation, and audiogram will be paid by GulfWestern Corporation (GW).

1. Drug Testing (5 Panel Non-DOT Drug Screen) – A urine sample tested by a NIDA approved lab for amphetamines, benzoylecgonine, opiates, phencyclidine, and marijuana metabolites.

2. Fit Test - GW will comply with OSHA's respiratory protection standard. Attached is the link for OSHA's Respirator Medical Evaluation questionnaire. Each employee must complete this questionnaire. Any employee answering **yes** to questions 1-8 in Part A of Section 2 will be required to complete a medical evaluation. All employees must be clean shaven before they arrive. (Currently GW Clients use North 7700 respirators.)

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9783

3. Audiogram.

4. Completed I-9 Form – This information is used to determine eligibility to work in the United States through the United States Department of Homeland Security's Internet-based E-verify system.

5. Copy of the visa and passport if applicable.

Personal Protective Equipment (PPE)

All GW Personnel are required to possess and utilize required personal protective equipment (PPE) at all times on GW Client property. Attached is a listing of PPE by craft that will be required in the scope of GW employee's work at Client Facilities. According to OSHA's Final Rule; 72:64341-64430, GW provide certain PPE to employees free of charge (hard hat and safety goggles). If GW employees are discovered working on a client property without the required PPE in proper working condition, such PPE will be provided to them and GW will be billed for the expense of the item. If PPE is determined to be unserviceable, such PPE will be replaced and GW will be billed for the expense of the item. Neither GW nor Client facilities will not provide non-specialized safety footwear or prescription safety glasses. If a contractor employee is discovered working on Client property without approved and serviceable non-specialized safety footwear or prescription safety glasses, they will be required to leave the Client property until this equipment is obtained.

GW employees working in client New Construction facilities require safety footwear to be pull-up or lace-up 8-inch high lace-up or pull-up boots. Lace-up boots must have a leather flap over the laces. Regular safety-toed boots are required for Client Repair yards.

All welding hoods must have clips to fit hard hats.

GW Clients require the use of NIOSH approved respirators and cartridges.

Annual Testing (OSHA Required)

The following annual tests are required for each worker. Documentation of each test including evaluation forms, test results, and follow-up testing as applicable must be provided to GW.

Personnel authorized to wear respiratory protection:

1. Respiratory Fit Test
2. PFT Medical Evaluation
3. Audiograms

All Crafts:

1. Audiograms

Random Substance Abuse Screening

GW Clients conducts periodic random substance screenings at all facilities for all GW employees. Beginning June 1, 2008 contracting companies will be required to either (a) inform their employees that they may be included in Client’s random substance abuse screenings. Any GW employee who fails a random substance abuse screen will be removed from Client property and may be ineligible to return to work for GW.

I have read and understand all of the above listed policies and procedures. I further agree to comply with all of the above requirements.

Employee signature

Date

Printed Name of Employee

PERSONAL PROTECTIVE EQUIPMENT

SHIP FITTER

1. Safety-toed Boots
2. Long Sleeve Shirt
3. Hard Hat
4. Safety Glasses
5. Leather Welding Gloves
6. Ear Protection
7. Striker
8. Face Shield
9. Tape Measure
10. Combination Square
11. Needle Nose Pliers
12. Chipping Hammer
13. Rain Gear (if necessary)

WELDER

1. Safety-toed Boots
2. Long Sleeve Shirt
3. Hard Hat
4. Safety Glasses
5. Leather Welding Gloves
6. Ear Protection
7. Welding Hood and Lenses
8. Chipping Hammer
9. Leather Welding Sleeves (cover shoulder)
10. Wire Brush
11. Needle Nose Pliers
12. Rain Gear (if necessary)

PIPE FITTER

1. Safety-toed Boots
2. Long Sleeve Shirt
3. Hard Hat
4. Safety Glasses
5. Leather Welding Gloves
6. Striker
7. Face Shield
8. Combination Square
9. Chipping Hammer
10. Torpedo Level
11. Wrap Around
12. Needle Nose Pliers
13. 2 Ft Square
14. 2 Ft Level
15. Chalk Line
16. Wrap Around (Only for certain facilities)
17. Wrenches (adjustable; pipe)
18. Tape Measure
19. Rain Gear (if necessary)

TACKER

1. Safety-toed Boots
2. Long Sleeve Shirt
3. Hard Hat
4. Safety Glasses
5. Leather Welding Gloves
6. Welding Shield
7. Chipping Hammer
8. Leather Welding Sleeves (cover shoulder)
9. Wire Brush
10. Welding Whip (Only for certain facilities)
11. Rain Gear (if necessary)