



# ***Safety Program***

***January 2021***

Safety Program  
TKO Motorsports, LLC

**1. Safety Policy**

TKO Motorsports, LLC. has implemented this Safety Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses. This program details the procedures used to prevent occupational injuries and illnesses at TKO Motorsports, LLC. All employees, supervisors, and managers must comply with the requirements of and perform their responsibilities defined in this program.

It is the intention of TKO Motorsports, LLC. To comply with all applicable Nevada Occupational Safety and Health Administration regulations. This Safety Program describes the process and procedures used to manage occupational safety and health issues at TKO Motorsports, LLC and identify the most critical regulatory requirements. However, this Safety Program may not include every Nevada occupational Safety and Health Administration regulatory requirement that applies to TKO Motorsports, LLC.

No employee will be required to work in dangerous conditions. No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.

**2. Safety Program Manager**

The Safety Program Manager has authority and responsibility for the overall implementation of this program. The Safety Program Manager is Melinda Johnson.

**3. Responsibilities**

This section identifies who is responsible for implementing each element of this Safety Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with individuals identified below.

**3.1 Safety Program Manager**

Complete Start-Up Checklist- Perform all of the tasks identified on the start-up checklists.

Perform Formal Safety Inspections- Conduct Safety Inspections using the appropriate written checklist (see Appendix 1). The inspections must be performed periodically as described in Section 6 (page 8). Ensure any deficiencies identified are corrected. File the completed checklists in the Safety Inspections Folder.

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**Track Corrective Actions to Completion-** The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections; suggestions by management of employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the Production manager any required corrective actions that are not completed in a timely manner.

**Injury Reporting and Recording-** Notify Nevada occupational Safety and Health Administration of all fatalities and catastrophes as indicated in Section 9 (page 9). Contact your worker's compensation insurance carrier to determine if additional reporting and recording requirements apply.

**Accident Investigations-** Conduct accident investigations for work related injuries, illnesses, and new miss incidents. Ensure these investigations are performed in accordance with the requirements of this program (Section 9, page 9). Ensure that documentation of completed investigations is filed in the Accident Investigations folder of the Safety Program files. Additional guidance on how to perform accident investigations is provided in Appendix 7.

**Publish Safety Newsletter-** Ensure that the Safety newsletter is published annually. Place a copy of each Safety newsletter in the Safety newsletter folder in the Safety program files.

**Supervisor and Manager Safety Training-** Ensure that all supervisors and managers are aware of their responsibilities under this Safety Program. Ensure that all supervisors and managers are aware of the hazards to which their employees may be exposed and the controls necessary for their employees to work safely.

**New Employee Safety Training-** Provide employees with a copy of the Code of Safe Practices (Appendix 2) and perform all of the training required in Appendix 2. Perform additional training if employees are given new job assignments with additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, and when new workplace hazards are recognized. Have the employees date and sign a copy of the safety training certification (at the bottom of the training requirements form). Place the completed form in the employee's personnel file.

**Forklifts and Powered Industrial Trucks Refresher Training-** Perform refresher training and evaluate every driver's performance in writing at least every three years. The refresher training does not need to include topics where the driving evaluation shows the operator remains competent. File the training and documentation and evaluation as indicated in Section 5 (page 7).

**Start-up Safety Training-** Ensure that all employees receive initial safety training when this Safety Program is first established.

**Provide Personal Protective Equipment-** Ensure that adequate supplies of the personal protective equipment listed in the code of Safe Practices (Appendix 2) are readily available for use by

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employees. When possible, stock a variety of suitable models for each type of equipment. Unless employees who wear prescription eyeglasses are provided with prescription safety glasses, ensure that some of the protective eye-wear available can be worn over prescription eyeglasses.

Arrange to supply a different type of glove for employees who develop latex allergies. Nitrile rubber gloves are generally a good alternative to latex rubber and are less likely to produce an allergic reaction.

Ensure an adequate supply of hearing protectors is readily available for employees to use. Ensure employees can select from muff, roll-up, and push-in type hearing protectors. Hearing protectors are provided at no cost to the employees (except employees may be charged for the lost muff-type hearing protectors).

**Hazard, Control and Personal Protective Equipment Changes-** Update this Safety Program to reflect any changed in the hazards to which employees are exposed, the engineering controls used to protect them from those hazards, or personal protective equipment they will use.

**Perform Annual Review-** Review the effectiveness of this program every year by completing the Program Review Checklist (Appendix 1). Post the results of the review to the Production Manager, and place the completed checklist in the (Program Reviews) file.

**Maintain Safety Program Files-** Ensure that all documentation generated by this program is properly filed.

**File Safety Meeting Documentation-** File documentation of all safety meetings in the (Safety Meeting) file.

### **3.2 Production Manager**

**Read this Safety Program-** It is important that all managers and supervisors understand how this Safety Program operates.

**Provide Adequate Resources-** Provide sufficient resources to administer this Safety Program and control all occupational health and safety hazards identified by management and employees.

**Set a Good Example-** Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

**Monitor Safety Conditions-** Continuously observe your work areas for unsafe actions or conditions and correct any deficiencies noted. Walk around your work area regularly (i.e. daily) in order to perform these observations.

**Follow-up on Unsafe Condition Reports-** Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Safety Program Manager verbally. Issues that cannot be corrected immediately must be documented in writing and

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forwarded to the Safety Program Manager. Inform the Safety Program Manager in writing when appropriate corrective actions are implemented. Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by the Safety Program Manager) are implemented promptly.

**Report all Injuries and Illnesses-** Report all work related injuries or illnesses to employees under your supervision to the Safety Program Manager. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Manager immediately because TKO Motorsports, LLC may be required to notify Nevada Occupational Safety and Health Administration within eight (8) hours. If the Safety Program Manager is not available, see Section 9 (page ()) for the specific reporting requirements.

**Enforce Code of Safe Practices-** Discipline employees who do not comply with the Code of Safe Practices (Appendix 2) or behave unsafely in accordance with company discipline policy. At a minimum, discipline must include:

- 1) Verbal Warning and retraining for the first offense
- 2) Written warning for second offense (place copy in employee's personnel file)
- 3) Suspension without pay or termination for subsequent offenses

**Refusal to Perform Dangerous Work and Reporting Dangerous Conditions-** Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected. Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.

**Imminent Hazards-** In the event of an imminent hazard which cannot be corrected immediately, stop work and remove all exposed personnel from the area. Ensure that all employees assigned to correct the hazard are provided all necessary safeguards. Report imminent hazard events to the Safety Program Manager.

**Conduct Safety Meetings-** Conduct safety meetings to discuss safety related topics. The meeting frequency is given in Section 4.1 (page 7). The meeting should include discussion of injuries and near misses that have occurred since the last meeting and how to prevent future incidents and a status report of any open safety issues.

Write done agenda, date, names of the employees who attended, and notes of any discussions. Ensure that any safety issues that were brought up during the meeting are forwarded to the correct person for resolution. Give a copy of the documentation to the Safety Program Manager for filing.

**Management Representation at Safety Meetings-** Ensure that an authorized representative of management attends every safety meeting. Attend safety meetings whenever possible.

**Ensure Employees Attend Safety Meetings-** Ensure your employees attend Safety meetings whenever possible. If an employee under your supervision cannot attend a meeting because of

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absence or any other reason, summarize the key safety related points of the meeting for them as soon as possible.

**Inform Trainer of New Employees-** Notify the individual responsible for training new employees (Section 5, page 7) whenever new employees that require initial training are hired. Verify that employees under your direct supervision have the skills and knowledge necessary to perform their work safely. Provide employees under your direct supervision with any additional safety training required. Provide or arrange for additional hazards, when new substances, processes, procedures or equipment are introduced into the work area, or when new workplace hazards are recognized.

**Forklifts and Powered Industrial Trucks Refresher Training-** Ensure that any driver who has been observed to operate their vehicle in an unsafe manner or has been involved in an accident or near-miss incident receives refresher training.

**Additional Personal Protective Equipment Training-** Ensure employees receive training whenever new personal protective equipment is introduced into the work area and when an employee is observed using their equipment incorrectly.

**Hazard and Control Changes-** Notify the Safety Program manager whenever work process changes affect employee exposures or there are any changes to the personal protective equipment or engineering controls the employees use so that this Safety Program can be updated to reflect the changes.

**Management and Supervision Changes-** Ensure that the Safety Program manager is notified of all changes in company organization or management/ supervisor assignments so that this Safety Program can be updated (if necessary) and new managers/ supervisors informed of their responsibilities under this program.

**Process Changes-** Notify the Safety Program manager of all changes to the work environment which affect the hazards to which employees are exposed or the methods used to protect employees from those hazards. This Safety Program may need to be updated to accommodate the process changes.

**Changes in Noise Levels-** Inform the Safety Program Manager of process changes that increase employee noise exposure. Additional noise exposure measurements may be required.

**Engineering Controls for Noise Exposure-** Always consider the impact of process changes on employee noise exposure. Whenever feasible, select lower noise alternatives when purchasing new equipment or modifying existing equipment. Install engineering controls (such as enclosures, sound absorbing foam, or noise barriers) whenever feasible. Note that effective noise reduction is difficult to achieve often requires specialized engineering effort.

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TKO Motorsports, LLC uses the following methods to communicate with employees regarding safety related issues. Safety communication will be in a form that is understandable to every employee. When necessary, TKO Motorsports, LLC will provide language translation of safety communications.

#### **4.1 Safety Meeting**

All employees attend regular meeting where safety related topics are presented and discussed. Safety meeting are conducted quarterly by the Production Manager.

A written agenda describing the topics to be covered in the meeting may be prepared prior to the meeting. A list of all employees who attend each meeting is prepared during the meeting. Safety meeting include discussion of all injuries and near misses that have occurred since the last meeting and how to prevent future incidents. Every safety meeting includes an Open Forum when employees may raise and discuss safety related issues. The discussion that occurs during the open forum is recorded by a note-taker. If a safety issue is raised that cannot be resolved during the meeting, the meeting coordinator will ensure that a status report (on the open issue) is included in every subsequent meeting until the issue is resolved. The meeting coordinator is responsible for ensuring that any open issues are forwarded to the appropriate individual for resolution.

The agenda, attendee list, and notes (if any) for each safety meeting are filed by the Safety Program Manager.

#### **4.2 Safety Newsletter**

TKO Motorsports, LLC publishes a safety newsletter annually. This newsletter includes articles on safety and health related topics. An archive of all newsletter published to date is available in the Safety Program files.

#### **4.3 Exemption from Nevada Safety Committee Requirement**

TKO Motorsports, LLC is exempt for the requirement to have a Safety Committee because it has less than 26 employees and is not engaged in the manufacture of explosives.

### **5 Safety Training**

All employees will receive safety training prior to starting work, whenever the hazards in their work are change, and when they are given new work assignments with different hazards. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information. Training will also be conducted when a new workplace hazard is recognized. Safety training for all employees will be conducted when this Safety Program is first established. Initial safety training will include the topics given in Appendix 3. New employees will be given a copy of the Code of Safe Practices, and will also sign and return documentation of all training they receive. The signed and completed training certification forms are filed in each employee's personnel file. Initial safety training is performed by the Safety Program Manager.

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All forklift or powered industrial truck drivers receive refresher training at least once every three years. The training includes a field evaluation of their driving performance. Refresher training is also provided if a driver is observed operating their vehicle in an unsafe manner or is involved in an accident or near miss incident while driving. Written documentation of the training and evaluations is filed with the training documentation. The refresher training is performed by the safety Program Manager.

## **6 Safety Inspection**

All supervisors must continuously observe their work areas for unsafe actions or conditions and correct any deficiencies noted. Supervisors must walk around their work area regularly (i.e. daily) in order to perform these observations. Unsafe condition reports received from supervisors or employees are filed in the Accident Investigation folder.

Formal safety inspections using the checklists provided in Appendix 1 are conducted regularly. The completed checklists are filed by the Safety Program Manager. The formal inspections are performed monthly by the Safety Program Manager.

## **7 Personal Protective Equipment**

Employees are trained on the proper use of all personal protective equipment (PPE) they use when they are first given an assignment that required the PPE and if they are observed using the equipment incorrectly. Additional guidance on the proper selection of PPE is available at <http://www.nclabor.com/osha/etta/indguide/ig25.pdf>. Personal protective equipment supplies are managed by the Safety Program Manager.

The workplace hazard assessment, a list of the PPE used and written certification is provided in Appendix 5.

## **8 Hearing Protection Program**

This hearing Protection Program (also called a hearing Conservation Program) is intended to prevent noise induced hearing loss among TKO Motorsports, LLC employees exposed to occupational noise. All feasible methods for reducing employee noise exposure will be implemented.

All employees exposed to noise must wear appropriate hearing protection. Employees may select the hearing protectors they find most comfortable as long as their selection provided enough noise reduction. An adequate supply of muff, roll-up foam, and push-in type hearing protectors will be provided for the employees to choose from. Hearing protectors are provided at no cost to the employees except that the employees may be charged to replace lost muff-type hearing protectors. All employees are trained on the correct usage and limitations of the hearing protectors they use.

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All employees exposed to noise receive baseline hearing tests (audiograms) within six months of first noise exposure (within one year if a mobile test van is used). Employees are instructed to avoid noise exposure for 14 hours before their baseline hearing tests. Hearing protectors may be used as a substitute for avoiding noise exposure prior to the test.

All employees exposed to noise receive annual audiograms. The Safety Program Manager files the audiogram results and also provides each employee with a copy of their results. The audiometric testing provider compares the annual and baseline audiograms and informs the Safety Program Manager if a "Standard Threshold Shift" has occurred. If a "Standard Threshold Shift" is reported, the Safety Program Manager arranges for a retest within 30 days. The retest should be performed at the beginning of the work shift when the employee has not been exposed to noise for at least 14 hours. If the retest confirms the "Standard Threshold Shift", the Safety Program Manager provides special counseling for the employee and notifies their supervisor.

Noise exposure measurements of employees whose noise exposure may exceed 85dBA are made using calibrated sound level meters or noise dosimeters. All employees whose noise exposure exceeds 85dBA are informed of the monitoring results. Noise monitoring is repeated whenever there is a change in production, process, equipment or controls that may significantly increase noise exposures.

## **9 Accident Investigation and Reporting**

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of each investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future. Accident and near miss investigations are performed by the Safety Program Manager.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective action to prevent similar accidents from happening in the future. Additional information on accident and near miss investigation is provided in Appendix 7.

The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident must be reported within eight (8) hours by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident or to the toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742). Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone. All injuries and illnesses will also be reported in accordance with the requirement of applicable worker compensation laws as specified by the insurance carrier.

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**10 Annual Review**

The Safety Program Manger will review the effectiveness of this Safety Program at least annually and correct any deficiencies noted during the review.

**11 Records Retention**

Records documenting the administration of this Safety Program will be retained for at least three (3) years.

1. Training documentation will be retained for at least five (5) years.
2. Accident investigation records will be retained for at least five (5) years.
3. Safety inspection records will be retained for at least five (5) years.
4. Noise monitoring records will be retained for a thirty (30) years. Audiometric test records will be retained for at least the duration of employment plus thirty (30) years.

**APPENDIX 1 FORMS**

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Walk-through Inspection Checklist

<b>Inspector:</b>	<b>Date:</b>			
<b>Instructions:</b> Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below of on the reverse side. Give the completed form to the Safety Program Manager for filing.				
Item	OK	Needs Work	N/I	N/A
<b>Required Posting Displayed-</b> All required poster are displayed where they can be read by all employees. The phone number to call in a medical emergency is posted. Additional information on posting requirements is available at <a href="http://4safenv.state.nv.us/nrs618.htm">http://4safenv.state.nv.us/nrs618.htm</a> .				
<b>Emergency Exits-</b> Employees can open emergency exit doors from inside without tools, keys or special knowledge (except mental, penal, or correctional facilities where there is an evacuation plan). Capacity of exit routs is adequate. Exit discharge leads directly outside or to a street, walkway, refuge area, public way or open space with access to the outside. Exit access is adequate; at least 28 inches wide and ceiling height is at least seven feet six inches. Exit path is constructed using fire resistant materials.				
<b>Housekeeping-</b> Work areas are clean and orderly. Floors are free of unnecessary clutter and trip hazards. Floors are dry. Solvent waste, oily rags and flammable liquids are kept in labeled, fire resistant covered containers until removed for the work-site. All surfaces (including difficult to see areas such as the top of equipment, ducts, and pipes) are free of accumulated combustible dust.				
<b>First Aid-</b> The first aid kit is readily accessible and fully stocked with gloves, CPR barrier, and all necessary items. A clinic, hospital or infirmary is available nearby, or a person with a valid first aid certificate is available on-site.				
<b>Drinking Water-</b> Cool drinking water is available. Employees do not use a common cup for drinking.				
<b>Sanitation-</b> Toilet facilities are available and clean. Convenient hand washing facilities with tepid water, soap and clean drying facilities are available.				
<b>Illumination-</b> There is enough light for employees to perform their assigned duties.				
<b>PPE Worn and in Good Condition-</b> All employees are wearing PPE required for the task they are performing. The PPE is all clean and in good working order.				
<b>Hearing Protection-</b> Employees wear hearing protection properly when exposed to noise. All feasible engineering controls to reduce noise exposure have been implemented.				
<b>Fire Extinguishers OK-</b> Fire extinguishers are present at all locations marked by signs. All fire extinguishers are inspected to verify they are still full monthly. All fire extinguishers have been serviced (usually by a specialists) within the last year.				
<b>Computer Workstations Ergonomics OK-</b> All employees have set up their computers comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest of telephone headset have one.				
<b>Combustible Dust Handling-</b> All equipment which handles combustible dust is properly grounded and bonded.				
<b>Electrical Equipment-</b> All electrical cords and equipment are in good condition. Nothing is stored within the clearance zone of all electrical panels (36" deep and 30" wide).				

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Walk-through Inspection Checklist

Item	OK	Needs Work	N/I	N/A
<p><b>Machine and Tool Guarding</b> - All required guards are in place on machines and power operated hand tools. The point of operation and all power transmission apparatus are properly guarded on all machines. Operating control is protected from accidental activation. Emergency stop is clearly marked and accessible from the operator's normal work position. Warning signs are in place for all machines that start automatically. All moving parts of machines that start automatically are fully enclosed or the machine is in a separate, signed, and locked room.</p>				
<p><b>Machinery Anchors</b>-All machines, designed for uses at a fixed location are securely anchored to prevent walking, moving, or toppling.</p>				
<p><b>Hand- Help Power Tool Switches</b>- hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools are equipped with a momentary contact "on-off" control. They may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.</p>				
<p><b>Grinding Wheels</b>- Guard opening does not exceed 90 degrees (125 degrees for portable grinders). Guard opening does not extend more than 65 degrees above the horizontal plane of the spindle. Safety guards are strong enough to withstand the effect of a bursting wheel. For bench grinders, rigid, readily adjustable tool rest is present and adjusted to within 1/8 inch of the wheel. Note: Where the work provides a suitable measure of protection to the operator, the spindle end, nut, and outer flange may be exposed; where the nature of the work entirely covers the side of the wheel, the side covers of the guard may be omitted. When enclosed guards cannot be used, safety flanges capable of retaining the fragments of a broken wheel are in place. Note: Safety flanges are not required for wheels 2 inches or less in diameter which are securely mounted on the end of a steel mandrel and if the grinder is entirely enclosed within the work being ground when in use. Cup wheels used for external grinding are guarded by either a revolving cup or band type guard.</p>				
<p><b>Compressed Air</b>- All air hoses, fittings, and receivers are in good condition. Air pressure is reduced to 30 p.s.i in areas where compressed air is used for cleaning (except for concrete form, mill scale and similar cleaning purposes). All hoses exceeding 1/2 -inch inside diameter have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.</p>				
<p><b>Welding</b>- Welding equipment is in good condition. All electrical cords and conductors intact. Where appropriate, welding screens are in place and do not interfere with ventilation. A disconnecting switch or controller is provided at or near each welding machine which is not equipped with such a switch or controller mounted as an integral part of the machine. For individual welding machines, the rated current carrying capacity of the supply conductors equals or exceeds the rated primary current of the welding machines. Ventilation is adequate. For indoor welding, local exhaust ventilation or 2,000 CFM of general ventilation per welder is provided in spaces with less than 10,000 cubic feet per welder, with ceilings lower than 16 feet, or in areas where structural barriers restrict cross ventilation.</p>				
<p><b>Guardrails</b>- Standard guardrails (a top rail 42 inches high, and intermediate rail, and posts) are in place wherever employees work on an open sided floor or platform at least 4 feet above adjacent work surfaces, or employees wear appropriate fall protection when required. Toe-boards are installed if personnel or equipment may be present below the upper surface.</p>				
<p><b>Portable Ladders</b>- All portable ladders are in good condition (check all rungs, uprights, bases, hinges, and spreaders).</p>				

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<b>Forklifts and Powered Industrial Trucks-</b> All trucks comply with ANSI B56.1. Vehicles are in proper tune and good condition. All vehicles are inspected per manufacturer's recommendations. Vehicles are not operated where there is a hazardous concentration of flammable vapors. Vehicles operated around chemicals or dust bear the appropriate designation.				
<b>Additional Hazards-</b> No other hazards ere noted during this walk-through.				

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Walk-through Inspection Checklist

<b>Reviewer:</b>	<b>Date:</b>			
<b>Instructions:</b> This checklist identifies items that should be reviewed periodically to endure that the Safety Program is functioning as intended. The Safety Program Manager must perform this review of the Safety Program at least Annually. When the review has been completed and any deficiencies corrected, this checklist should be filed in the Program Review folder.				
Item	OK	Needs Work	N/I	N/A
<b>Accident Investigations-</b> The Accident Investigations folder contain documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. Unsafe conditions reports were investigated and the conditions corrected when necessary.				
<b>Safety Meetings are Conducted-</b> The Safety Meeting folder contains documentation showing that the Safety meetings are being conducted in accordance with the frequency described in Section 4.1 (page 7).				
<b>Safety Newsletter-</b> The Safety Newsletters file contains newsletter which were published in accordance with the schedule given in Section 4.2 (page 7). The newsletter published contained safety related information of interest to the employees, and the newsletters are an effective vehicle for providing safety related information to the employees.				
<b>Safety Inspections are Performed-</b> The Safety Inspections folder contains documentation showing that Safety inspections are being performed as required in Section 6 (page 8). Issues identified during inspections were corrected in a timely manner.				
<b>New Employee Training Performed-</b> The Safety Training folder contains documentation showing that all new employees hired since the previous annual review received safety training.				
<b>Hearing Tests-</b> Baseline hearing tests (audiograms) were obtained for all noise exposed employees hired this year. Annual audiograms were obtained for all existing employees exposed to noise. Corrective action was completed for all "Standard Threshold Shifts" identified on annual audiograms.				
<b>Company Profile and Hazard Assessment-</b> I have reviewed the Company Profile contained in Appendix 6 and the person protective equipment (PPE) hazard assessment Appendix 5. If there have been any significant changes to the profile or hazard assessment, I have updated the program.				
<b>General Program Effectiveness-</b> I have considered the overall effectiveness of this Safety Program and discussed the program with others at TKO Motorsports, LLC. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at TKO Motorsports, LLC, or I have implemented changes in the program to make it more effective. I have discussed my finding with the Production Manager.				

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<b>TKO Motorsports, LLC</b> <b>Accident and Near Miss Incident Investigation Form</b>	
Accident Investigator:	Date and Time:
Location:	
Employees and Manager Involved:	
Description of Incident; Controls and personal Protective Equipment in Use/ Not in Use:	
Casual Factors (including underlying problems):	
Corrective Actions:	

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<b>TKO Motorsports, LLC</b> <b>Accident and Near Miss Incident Investigation Witness Statement Form</b>	
Accident Investigator:	Date and Time:
Witness Name:	Supervisor:
Please describe what happened:	
What do you think caused this incident? Are there any underlying problems which helped cause this incident?	
How do you think similar incidents could be prevented in the future?	

**APPENDIX 2 CODE OF SAFE PRACTICES**

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**Follow All Safety Rules-** All employees must work safely and follow all safety rules.

**Safety Program Available-** TKO Motorsports, LLC has a written Safety Program that describes in detail the policies and procedures which are used to provide you with a safe work place. You may get a copy of this program by asking any manager or supervisor, the Safety Program manager, or at any safety meeting. The Safety Program manager is Melinda Johnson.

**Report Unsafe Conditions or Actions-** All employees must immediately report unsafe conditions or near misses to any manager or supervisor, the Safety Program Manager, or at any safety meeting. A near miss is an incident where someone could have been hurt but wasn't this time. It is important to correct unsafe conditions or procedures before someone is hurt.

**Report all Injuries-** Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This included illness or aches and pains that the employee thinks may be work related and that don't go away normally.

Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

**Don't work when Impaired-** Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use of illegal drugs is strictly prohibited.

**Housekeeping-** Keep your work area tidy and free from unnecessary clutter and trip hazards. Clean up spills as soon as possible. Keep solvent waste, oily rags, and flammable liquids in labeled fire resistant covered containers until removed from the work-site.

**No Horseplay-** Horseplay is forbidden.

**Threats and Violence are Prohibited-** Violence, threats of violence, and physical intimidation are prohibited.

Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to any manager or supervisor, the Safety Program manager, or at any safety meeting. Employees who experience violence on the job, or are threatened or experience physical or verbal intimidation must report this to their supervisor immediately.

**Attend Safety Meetings-** All employees are required to attend safety meeting when scheduled. These meetings are one important way that TKO Motorsports, LLC communicates safety information to employees and provides a place where employees may discuss safety issues with management.

**Read Safety Newsletter-** TKO Motorsports, LLC publishes a safety newsletter annually. All employees must read this newsletter within one week of receiving it.

**Fire Extinguishers-** Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire

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out. Instead, report fires to your supervisor, and evacuate the building and summon the fire department if necessary.

**Machine Servicing-** Never plug in a piece of equipment which is being serviced until the person performing the service tells you it is safe to do so. Check with your supervisor before plugging equipment which has been unplugged. Never remove a lock or “Do Not Operate” tag which has been put on equipment by someone else. Contact your supervisor if the person who put on a lock or tag is not available.

**Personal Protective Equipment-** The personal protective equipment (PPE) used in your work area is listed below. So not perform any tasks which require the use of protective equipment until you have been shown how to use the protective equipment. During your initial training you will be old how to use the protective equipment. During your initial safety training you will be told which work tasks require the use of personal protective equipment and how to obtain the equipment you need.

- Hearing protection (when exposed to noise)
- Safety glasses (ANSI Z87.1) with side protection (required for some tasks)
- Safety goggles meeting ANSI Z87.1 (required for some tasks)
- Welding goggles meeting ANSI Z87.1 (required for some tasks)
- Welding helmet meeting ANSI Z87.1 with ANSI Z87.1 safety glasses (required for some tasks)
- Latex disposable gloves ( available but not required)
- Welder’s gloves (required for some tasks)
- Shoes: Closed toe (always required)

**Eyesight is Precious** - Always wear your eye protection when required. There are many types of eye protection available, tell your supervisor if your eye protection distorts you vision or gives you headaches.

**Face Shields and Welding Helmets-** Face shields and welding helmets do not provide adequate eye protection by themselves. Always wear safety glasses or safety goggles under the face shield.

**Protect Your Hearing-** Noise exposure can cause permanent hearing loss. Your hearing is precious; protect it. Always wear hearing protection when it is noise. Make sure to wear your hearing protection properly or it won’t stop the noise from getting to your ears.

Hearing protectors all have a Noise Reduction Rating (NRR). A higher NRR means better protection. Always select the hearing protector with the highest NRR that you find comfortable. Muff type hearing protectors are easy to put on and take off but can be uncomfortable hot. Muff type hearing protectors are often a good choice if the noise in your work area starts and stops a lot or if you move frequently between noise and quiet areas. Many (but not all) people find insert type protectors more comfortable

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for long periods of time, but insert type protectors are more of a hassle to put in and take out. Inset type protectors are often a good choice if you are exposed to noise for long periods of time.

Modern hearing protectors are designed to block out harmful noise but still allow you to hear speech. However, people wearing hearing protection tend to speak softer and faster than people who aren't wearing hearing protection. If someone has trouble understanding you, speak louder and slower. If you have trouble understanding someone else, ask them to speak louder and slower. Do not remove your hearing protection to speak with someone in a noisy area; this will expose your ears to the noise.

Difficulty hearing or ringing in your ears is a warning signal that your ears got too much noise exposure. At first your ears will recover, but over time the hearing loss and ringing becomes permanent. If you experience difficulty hearing or ringing in your ears after work, it means that you didn't wear your hearing protection properly or that you need hearing protectors with a higher Noise Reduction Rating. Discuss this problem with your supervisor or the Safety Program Manager.

**Chemical Protective Gloves-** Each kind of glove only provides protection against chemicals; always make sure that the chemicals you are using can't go through the kind of gloves you are wearing. No glove provides a perfect chemical barrier; always try to minimize the amount of chemical that gets on your gloves. Avoid touching your skin or clothes with contaminated gloves. Never touch or allow others to touch objects with bare hands after handling them with contaminated gloves. Decontaminate objects which you have handled with contaminated gloves as soon as possible.

**Latex Allergy-** Some people may become allergic to latex rubber. Alternative gloves are available, and the allergy usually gets worse if you continue using latex gloves. For these reasons, inform your supervisor immediately and switch to another type of glove if you have any reaction to latex gloves.

**Disposable Gloves-** Do not re-use disposable gloves. Use the following technique to remove gloves without contaminating your hands:

1. Pinch one of the gloves at the cuff of the glove (near wrist).
2. Peel the glove off by pulling it off your hand turning it inside out.
3. Place the glove you just removed in the hand that still has a glove on, taking care to touch only the clean inner side of the just removed glove.
4. Slide your index finger under the remaining glove, and use your finger to turn the glove inside out over the previously removed glove. Take care to touch only the clean inner side of the glove with your bare hand.
5. Dispose of the gloves and wash your hands with soap and warm water.

**Computer Ergonomics-** Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The

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top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground.

Employees should request a split keyboard to alternative mouse if their existing equipment generates wrist or arm discomfort.

Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows.

**Combustible Dust-** Any material that can burn in air in solid form will become a combustible dust when finely divided and suspended in air at the right concentration. The fine dust of some materials that are not combustible in solid form can also be combustible. Sugar, starch, flour, grain, plastics, wood, paper, rubber, dyes, coal, sulfur, aluminum, chromium, iron, magnesium, titanium, and zinc are all examples of materials that can form combustible dusts. This is not a complete list of materials that can form combustible dust. Very powerful dust explosions may occur when a combustible dust is suspended in air with an ignition source (e.g. flame or spark). A small initial explosion may disturb nearby dust which is then ignited. The resulting chain reaction can destroy an entire facility and kill those inside.

Do not allow combustible dust to accumulate on surfaces in your work area. Avoid making dust clouds when working with or cleaning up combustible dust. Do not handle combustible dust near open flames or a source of sparks. Transferring material between containers can generate static electricity. Ensure that all containers are properly bonded and grounded when transferring combustible dusts.

**Safe Lifting-** Use mechanical devices, such as cranes and carts, to lift and carry heavy objects whenever possible. If necessary, have another person help lift a heavy item. Bend your legs (instead of your back) and avoid twisting your neck and back when lifting. Store heavy objects at about waist level, not on the floor or overhead.

**Inspect Power Cords-** Never use electrical equipment unless the power cord and grounding plug (if present) are in good condition. Never use equipment that shocks you, even the small shock from a minor short will get worse in time. Never use the electrical cord to hoist, carry, or pull electrical equipment. Report all problems with electrical equipment to your supervisor.

**Guarding-** Never use any machine or portable power-operated tool unless all guards are in place and fully operational.

**Grinding Wheels (Mounted and Portable) -** Do not stand in front of the wheel when starting grinder. Do not use a grinder without all guards in place. Always use eye protection when using a grinder. Keep the work rests adjusted closely to the wheel (1/8 inch opening maximum) to prevent the work from being jammed between the wheel and the rest, which may cause wheel breakage. Apply gradual pressure to allow the wheel to warm up evenly. Dress wheels regularly. Do not grind on the side of a wheel that is not designed for it.

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Always ring test when mounting abrasive wheel and if you think there may be a problem with a wheel. Gently tap the when with a nonmetal tool (e.g. plastic or wooden handle). Reject any wheel that does not emit a metallic ring. Do not force a grinding wheel on the spindle; do not over tighten the spindle nut.

**Welding Safety-** Do not look at a welding arc or the reflection of a welding arc without welding glass. Looking at an arc can give you welder's flash which feels like sand in your eyes starting 6-8 hours after you look at the arc. Welding flash usually gets better in a few days.

Never perform any welding operation in a sprinkler installed building where the fire sprinklers are not fully functional, in an explosive atmosphere, or near large quantities of expose, readily ignitable materials. Post a fire watcher if welding must occur within 35 feet of combustible materials. The fire watcher must have an extinguisher and must continue watching for 30 minutes after welding operations have finished.

Always check the grounding of the welding machine frame. Conduits containing electrical conductors may not be used for completing a work-lead circuit. Pipelines may not be used as a permanent part of a work-lead circuit, but may be used during construction; extension or repair providing that current is not carried through threaded joints, flanged bolted joints, or caulked joints and those special precautions are used to avoid sparking at connection of the work-lead cable. All ground connections must be checked to determine that they are mechanically strong and electrically adequate for the required current.

Never use compressed oxygen for ventilation. An oxygen enriched environment is a severe fire hazard because things burn much faster if the oxygen concentration is higher.

**Forklifts and Powered Industrial Trucks-** watch out for moving forklifts or trucks. Do not step in front of a moving forklift or trucks; large loads make it difficult for the driver to see you and stop. Never pass under the elevated portion of any forklift whether loaded or empty. Never ride on any moving forklift or truck except in designated passenger seat.

Only trained drivers may operate forklifts or trucks. All drivers will obey the following rules:

1. Inspect your vehicle before use. If you vehicle is broken, defective, or in any way unsafe, remove it from service until it is repaired. Never operate a vehicle with a fuel leak or faulty brakes.
2. Obey plane speed limits. Watch out for people walking. Slow down where vision is obstructed or the floors are slippery. Avoid loose objects. Stunt driving and horseplay is prohibited.
3. Keep your arms and legs in the driver's area. Do not allow others to touch the load or vehicle while it is moving. Do not allow people to ride your vehicle (except in a designated passenger seat) or to step under the load.

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4. When leaving your vehicle, always fully lower the load and set the brakes. If you go more than 25 feet from your vehicle or go where you cannot see your vehicle, you must first shut off the power. Block the wheels if parked on an incline.
5. Stay a safe distance from the edge of ramps, platforms, or freight cars. DO not use your truck for opening or closing freight doors. Make sure that the brakes of trucks, trailers or railroad cars are set while loading or unloading. When needed, install a fixed jack on a semitrailer before loading or unloading. Always check the floors of trucks, trailers and railroad cars for breaks and weaknesses before driving in them.
6. Always make sure that there is enough overhead space for your vehicle and the load.
7. Yield the right of way to ambulances, fire trucks, or other emergency vehicles.
8. If the load obstructs your forward view, drive backwards.
9. Cross railroad tracks diagonally wherever possible. Do not park closer than 8 feet from the center of railroad tracks.
10. Go up or down grades slowly. If the grade exceeds 10% (ten feet up for every 100 feet forward), loaded trucks must be driven with the load upgrade. On all grades the load must be tilted back if possible and raised only as far as necessary to clear the road surface.
11. Make sure that dock-boards and bridge-plates are secure before driving over them. Do not exceed their rated capacity.
12. Approach elevators slowly, and enter them squarely after the elevator car is leveled. Shut off the power and set the brakes once in the elevator car. Motorized hand trucks must enter elevator or other confined areas with load end forward.
13. Make turns at a reduced safe speed by turning the steering wheel in a smooth, moderate, even, sweeping motion.
14. Never exceed the rated capacity of the vehicle Carry only table loads. Always try to center the load; be extra careful if the load cannot be centered. Adjust long or high loads which may affect the capacity. Be very careful when tilting the load forward or backward.
15. Always stop the engine before refueling. Avoid spillage. Make sure spilled fuel is completely evaporated and the fuel tank cap replaced before any restarting engine.
16. Do not use open flames to check battery electrolyte or fuel levels.

**Ladder Safety-** Always inspect a ladder before use. Do not use a ladder that is not in good condition.

Ensure that the feet of the ladder are securely on level ground before climbing. Place ladder so the base is about  $\frac{1}{4}$  of the height away from the object on which it is leaning. For example, the base of a 12 foot ladder should be about 3 feet from the wall. Always face a ladder when climbing up or down, and grasp the rungs. Do not carry tools or material while going up or down; use a tool belt or rope instead. If using the ladder to climb to a new level, the ladder must extend at least three feet above the upper landing. When possible, tie off the ladder near the top to keep it from tipping.

Do not use metal ladders around electricity. Do not use the top two steps of a ladder. Never use a ladder as a scaffold (in horizontal position). Do not exceed the capacity of the ladder.

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**Compressed Air Safety-** Never point a compressed air nozzle at another person or your skin. Compressed air can inject oil or air under your skin which can cause very serious injury. Do not use compressed air for cleaning purposed except where reduced to less than 30 p.s.i (except for concrete form, mill scale and similar cleaning purposes). Always us chip guards and eye protection when using compressed air for cleaning. Do not use the air hose to hoist, lower or drag tools. Inspect air hoses at least daily and do not use a damaged hose.

**Additional Information-** Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedure specific to your work area.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

**APPENDIX 3 Training Requirements**

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This checklist includes the safety training requirements for employees. When all applicable items have been finished, have the employee sign, date and print their name in the signature block at the end of the checklist. Then, give the completed form to the Safety Program manager for filing. If a requirement does not apply to a particular employee, so indicate in the "Date Completed" Column.

EMPLOYEE TRAINING REQUIREMENT, TKO MOTORSPORTS, LLC.

Employee Name:	
Primary Trainer:	
Item	Date Completed
<b>Code of Safe Practices-</b> Provide the employee with a copy of the Code of Safe Practices (Appendix 2). Explain every item in Code of Safe Practices to the employee and answer any questions they have. Ask the employee if they would like you to read the Code of Safe Practices to them, have them read it while you watch if they decline. Introduce the employee to the Safety Program Manager.	
<b>First Aid-</b> Show employee the location of the first aid kit, and explain the procedure for calling outside help in the event of a medical emergency. Introduce the employee to any people with first aid training who are on site.	
<b>Evacuation Plan-</b> Show employee how to leave their work area in an emergency. Explain the system used to notify employees of an emergency. Show the employee where to assemble in the event of a building evacuation. Review the emergency action plan.	
<b>Fire Extinguisher Training-</b> Show all employees who may be expected to use fire extinguishers the proper usage and limitations of the specific units installed in your workplace. Your fire extinguisher vendor may be able to provide hands on training using extinguishers which must be refilled or replaced. Note: This requirement does not apply to employees who have instructed to evacuate in the event of a fire and not attempt to fight any fires using the extinguishers.	
<b>Machines and Power Tools-</b> Show the employee how to use all machines and power tools they will be expected to operate. Show the employee the proper position for all guards and instruct the employees that all guards must be in place when operating any machine or power tool.	

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EMPLOYEE TRAINING REQUIREMENT, TKO MOTORSPORTS, LLC.

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p><b>Forklifts and Powered Industrial Trucks Driver Training-</b> Demonstrate proper techniques using same kind of vehicle the driver will use and then let the employee practice. Verify that the employee has the necessary driving skills by giving them a behind the wheel driving test. Train drivers on the following topics:</p> <ol style="list-style-type: none"> <li>1. The driving rules listed in the Code of Safe Practices (Appendix 2)</li> <li>2. Operating instruction, warning, and precautions for all types of truck the operator will be authorized to operate.</li> <li>3. Differences between the truck and the automobile</li> <li>4. Truck controls and instrumentation; engine or motor operation; steering and maneuvering; visibility (including restrictions due to loading); fork and attachment adaptation, operation, and use limitations; vehicle capacity and stability; operator inspection and maintenance; operating limitations; and refueling and/or battery recharging</li> <li>5. Any operating instructions, warning, or precautions listed in the operator’s manual for the types of vehicle that the employee is being trained to operate.</li> <li>6. Surface conditions where the vehicle will be operated.</li> <li>7. Composition of loads to be carried and load stability; load manipulation, stacking and un-stacking</li> <li>8. Pedestrian traffic in areas where the vehicle will be operated</li> <li>9. Hazardous (classified) locations where the vehicle will be operated</li> <li>10. Ramps and other sloped surfaces that could affect the vehicle’s stability</li> <li>11. Narrow aisles and other restricted places where the vehicle will be operated</li> <li>12. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust</li> <li>13. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.</li> </ol> <p>List the names of the person who does the driver training/ evaluation if it is not the same as the person who completes this checklist. This document serves as the required employer certification of driver training and evaluation.</p>	

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EMPLOYEE TRAINING REQUIREMENT, TKO MOTORSPORTS, LLC.

Employee Name:	
Primary Trainer:	
Item	Date Completed
<p><b>Personal Protective Equipment-</b> Show the employee how to obtain personal protective equipment that they will use (see Appendix 2). Show the employee how to use and inspect all of the equipment. Explain what each piece of equipment is designed to protect against and the limitations of all personal protective equipment. Have the employee demonstrate putting on and taking off every piece of equipment to give them practice and show that they know how to do it properly. Tell the employee to replace all damaged equipment right away. Tell the employee what personal protective equipment is required for each work task that they will be assigned to perform.</p> <ol style="list-style-type: none"> <li>1. Show employees who wear prescription eyeglasses how to wear their eye protection over their glasses.</li> <li>2. Explain to the employee that face protection like face shields and welding helmets do not provide enough eye protection by themselves and must be work with safety glasses or safety goggles to obtain adequate protection.</li> <li>3. Tell the employee the specific type of gloves to use for each material they work with. Show them the techniques they can use to minimize chemical contact with their gloves.</li> <li>4. Show the employee how to remove disposable gloves without contaminating their hands as described in the Code of Safe Work Practices (Appendix 2).</li> </ol>	
<p><b>Combustible Dust-</b> Tell the employee which materials in the work area can form combustible dust.</p>	
<p><b>Powder Activated Tools-</b> Show employee how to use and maintain any powder activated tools they will be required to use.</p>	
<p><b>Assignment Specific hazards and Safety Procedures-</b> Train employee on any additional hazards and safety procedures required for their specific work assignment.</p>	

I certify that I have received all of the training indicated above:

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

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TKO Motorsports, LLC

Note to employee: Cross out and initial any items you have not yet been trained on.

**APPENDIX 4 Emergency Action Plan**

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**APPENDIX 5 PPE hazard Assessment and Written Certification**

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PPE Written Certification  
TKO Motorsports, LLC

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I certify that the following workplace hazard assessment was performed for TKO Motorsports, LLC. This workplace hazard assessment lists the hazards which are not completely controlled using engineering controls and the personal protective equipment (PPE) which is used to protect employees from those incompletely controlled hazards. The hazards have been carefully considered and I have determined that the PPE listed is adequate to protect employees from those hazards. Additional information about the hazards to which employees are exposed is available in Appendix 6 (Company Profile).

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Signature

Printed Name

Date

Safety Program  
TKO Motorsports, LLC

PPE Hazard Assessment  
TKO Motorsports, LLC

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**Hazards Noted:**

- Noise levels are loud enough to interfere with normal conversation for less the half the work day.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work involves mechanical action which may cause flying chips.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemical, sharp objects, or suffer mechanical abrasion
- Employees may bump head on obstructions.
- Employees may work while kneeling.
- Employees may be exposed to hand/ arm vibration.

**Personal Protective Equipment:**

- Hearing protection (required whenever noise in the work area is loud enough to interfere with normal conversation).
- Safety glasses (ANSI Z87.1) with side protection required for some tasks.
- Safety goggles meeting ANSI Z87.1 (required for some tasks).
- Welding goggles meeting ANSI Z87.1 (required for some tasks).
- Welding helmet meeting ANSI Z897.1 with ANSI Z87.1 safety glasses (required for some tasks).
- Latex disposable gloves (available but not required).
- Welder's gloves (required for some tasks).
- Shoes: Closed toe (always required).

## **Appendix 6 Company Profile**

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Safety Program  
TKO Motorsports, LLC

Company Profile  
TKO Motorsports, LLC

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TKO Motorsports, LLC  
1316 Capital Blvd. Ste 103  
Reno, Nevada 89502  
775-857-1913

Safety Program Manager: Melinda Johnson

Number of Employees: 10

Type of Business: Auto Manufacturing/ Auto Assembly

**Description of TKO Motorsports, LLC**

Activity: Auto Manufacturing/ Auto Assembly

- The company is not engaged in the culture, production, concentration, experimentation, or manipulation of HIV or HBV.
- Company had ten or fewer employees for all of the last calendar year.
- Nevada Occupational Safety and Health Administration has not specifically mandated injury and illness record keeping for this company.
- The company does not provide temporary help or leased employees to other companies.
- The company does not manufacture explosives.
- No employees are represented by a collective bargaining agreement.
- Individuals are not hired through temporary agencies or labor leasing companies.
- Employees do not work at multi-employer work-sites.
- Does not sell or distribute chemicals.
- Very large quantities of certain specific chemicals are not present on site.
- Does not remediate hazardous waste sites, operate a TSD facility, or conduct hazardous substance emergency response operations.
- Employees work at computer workstation.
- Employees do not provide first aid as part of their assigned job duties.
- Employees do not perform laundry operations.

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- Employees do not drive on public roads during their work day and part of normal job assignment.
- Work involves manual material handling.
- No floor holes or openings are present.
- There are not stairways in the work area.
- Employees may use hand tools.
- Employees use portable power operated tools.
- Steam pipes are not present in the work area.
- Employees do not work in hot environments.
- Employees do not work in cold environments.
- Employees work with machines, equipment or machine tools.
- Portable and/or bench grinders are used in the work area.
- Employees do not service/maintain with machines, equipment or machine tools.
- Welding, brazing or cutting is performed in the work area.
- Combustible dust is present.
- Noise levels are loud enough to interfere with normal conversation for less than half the work d
- Noise monitoring data are not available.
- Powered industrial trucks (e.g. forklifts) are present in the work area.
- Lead acid battery charging is not performed in the work area.
- Industrial ventilation systems are not present.
- There are no confined spaces (a space that is large enough for an employee to enter with their entire body and perform assigned work; has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy) in the work area.
- Employees are not exposed to ionizing radiation.
- Employees may work on elevated work surfaces.
- Employees may use portable ladders or stepladders.
- No fixed ladders are present.
- Hoists or cranes are not present in the work area.
- Employees do not work on telecommunications equipment.
- Explosives are not used in the work area.
- Employees do not work on electrical transmission and distribution equipment.
- Not Bakery Operations
- Grain handling operations are not performed in the work area.
- Employees do not manufacture or process non-synthetic fiber textiles.
- Employees may use compressed air.
- All work is conducted indoors.
- Portable fire extinguishers are present.
- Lasers (except those in consumer electronics, laser pointers, range-finders, etc.) are not present in the work area.

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- Employees are not exposed to cotton dust.
- Employees do not engage in commercial diving operations.
- It is practical to keep floors dry at all times.
- Registered pesticides are not used.
- Hazardous waste is not present.
- Food that is consumed on premises or sold at retail is not present.
- Cosmetics are not used on premises or sold at retail.
- Food, food additives, drugs, cosmetics, or medical/veterinary devices subject to other labeling requirements are not present.
- Chemicals in consumer products used as consumer products are not present.
- Drugs in final form for direct administration to patient are not present.
- Untreated wood products which won't be manipulated are not present.
- Chemicals in "Articles" are not present.
- Tobacco or tobacco products are not present.
- Except as may be indicated above, chemicals are not present in the workplace.
- Liquefied petroleum gases (LP-Gas) are not present in the work area.
- No air monitoring data are available.
- It is not reasonable to suspect that employees may be exposed to chemicals or materials in the air above the applicable permissible exposure limits.
- Employees may be exposed to flying chips, fragments, sparks, dust, etc.
- Work involves mechanical action which may cause flying chips.
- There is no risk that chemicals may splash in eyes or on face.
- Hands may contact dust, chemicals, sharp objects, or suffer mechanical abrasion.
- Arms may contact dust, chemicals, sharps objects, or suffer mechanical abrasion.
- Chemical/material do not splash on body.
- No overhead hazards.
- Employees may bump head on obstructions.
- There are no inhalation hazards.
- Employees do not work in atmospheres that are immediately dangerous to life or health (IDLH).
- Employees are not exposed to falls of over 4 feet.
- There are no heavy objects which may fall or roll on feet.
- There is no risk that objects may pierce shoes.
- Feet are not exposed to electrical hazards.
- Employees do not work around vehicle traffic.
- Employees are not exposed to electric arc.
- Employees do not work on or around exposed electrically energized parts.
- Employees are not exposed to flash fires.
- Employees do not handle hot objects.
- Employees are not exposed to radiant heat.

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- Employees do not handle very cold objects.
- Employees do not handle cryogenic liquids
- Employees do not work in the rain.
- Employees do not work in wet conditions.
- Employees do not work on ice or snow.
- Employees may work while kneeling.
- Employees do not work in a prone position.
- Employees may be exposed to hand/arm vibration.
- Employees do not work over or near water (no risk of drowning)

## **Appendix 7 Accident and Near Miss Investigation**

Accident and Near Miss Incident Investigation  
TKO Motorsports, LLC

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Accident and near miss incident investigation is a critical part of every Safety Program. The purpose of these investigations is to determine why an incident occurred and then prevent similar incidents in the future.

<b>Definitions</b>	
Accident	An unintended injury, illness, death or property damage.
Near Miss Incident	An event which could have resulted in an accident but didn't (e.g. "that was a close one...")

It is important to report and investigate every accident and incident especially minor accidents and near miss incidents. Often, many minor incidents occur before a major accident; investigating and preventing minor incidents can also prevent major accidents. For example, many people may slip on an oil puddle before someone falls and hurts themselves. By finding and fixing the oil leak after someone slips (the "near miss incident") we also prevent someone from falling (the "accident").

### Accident Causation

Most accidents have more than one cause; the accident occurs because of a combination of factors which by themselves might not have caused an accident. Sometimes, the most obvious causes of an accident are in fact symptoms of underlying problems. When conducting an accident or near miss investigation it is important to understand all of the causal factors in order to identify the most effective corrective actions. For example, an investigation into an injury which occurred when an employee slipped on an oil puddle might find the following factors contributed to (cause) the accident:

1. Several employees slipped on the puddle but did not report it.

**Underlying problem:** The employees in this part of the company accept slippery floors as "normal".

2. The operator of the leaky machine failed to clean up the puddle as required by standard operating procedures because the clean up materials are located quite far from their work area.
3. The supervisor failed to discipline the operator for not cleaning up the spill as required by procedure.

**Underlying problem:** The management in this part of the company accepts slippery floors as "normal".

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4. The leak was not repaired even though the supervisor reported it to the maintenance department.  
**Underlying problems:** an unfilled mechanics position in maintenance has produced a backlog of maintenance issues. Maintenance does not have a system for prioritizing safety related issues.

Once the accident investigator understands all of the causes which contributed to the accident, they can devise corrective actions to prevent the accident from happening again and also prevent similar accidents elsewhere in the company. For this example:

1. Clean up the spilled oil immediately.
2. Provide training to employees and management to remind them that slippery floors are not "normal" and are not acceptable.
3. Provide additional clean up materials near all locations where small spills are likely. Ensure that they are restocked as necessary.
4. Have maintenance fix the leak so the puddle does not recur.
5. Fully staff the maintenance department and eliminate the backlog of open maintenance issues.
6. Add prioritization to the maintenance request system so that safety related issues are corrected before non-safety related issues.

#### Accident and Near Miss Incident Investigation Step by Step

This section describes the major activities performed during an accident investigation. Some activities may not apply to all investigations. The specific steps required and how far in depth to take each step depends on the individual circumstances of the incident and the resources available to perform the investigation. The forms provided in this Appendix may be used to help the investigator with specific portions of the investigation. Specific procedures for documenting an Accident or Near Miss Investigation are provided in [Section 9 \(page 9\)](#) of the Safety Program.

**1. Make the area safe**

If necessary, evacuate the area until it can be made safe.

**2. Care for the injured**

**3. Cordon off the accident area**

Avoid further disturbing the area (except for what is necessary to accomplish steps 1 and 2 above) until the investigation is complete.

**4. Assemble the investigation team (if necessary)**

For complex investigations it may be advisable to obtain help from outside experts. Your worker's compensation insurance carrier may provide assistance.

**5. Investigate**

- Examine the area and physical evidence. Take measurements of equipment involved in the accident. Take photographs including close-ups. When taking close-ups include a reference object such as a ruler to provide scale. Label the photographs as soon as possible.
- Describe engineering controls (e.g. machine guards, ventilation systems, etc.) and personal protective equipment (e.g. gloves, safety glasses, etc.) in use during the incident. Identify controls and protective equipment that should have been used but were not in use.
- Interview witnesses and/or have them complete written statements. Take notes of each interview. Perform the interviews as soon as possible while memories are still fresh. Each witness should be interviewed separately so they don't influence each other. It is sometimes helpful to interview individuals who are familiar with the activity/equipment involved in the accident for background even if they didn't witness the actual accident. Tell the witness that the purpose of the investigation is to find and correct the causes of the accident and not to "fix blame". Ask the witness what happened and why it happened. Ask the witness if they think there are any underlying problems which contributed to the accident. Summarize the witness's main points and repeat them back to verify you understood the witness correctly.

**6. Analyze the evidence**

Identify all of the unsafe acts or conditions which contributed to the accident. Then identify all of the underlying problems which contributed to the unsafe acts or conditions. Keep asking "why" each problem occurred and write down the findings.

**7. Devise corrective actions**

Safety Program  
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Identify changes to policies, procedures or equipment that would eliminate the unsafe acts or conditions identified in Step Six. Include other parts of the company not directly affected by a particular accident. Create an action plan to implement these changes.

**8. Follow-up**

Implementation of specific corrective actions may be delegated to various individuals, but the original accident investigator should follow-up on all corrective actions to closure.

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This step by step checklist identifies the tasks that the Safety Program Manager must perform in order to get the Safety Program up and running. It should be filed in the [Program Reviews] folder once all of the tasks have been completed.

Item	Date Completed
<b>Emergency Action Plan</b> - Write an Emergency Action Plan using the Federal OSHA Emergency Action Plan Expert System at <a href="http://www.osha.gov/SLTC/etools/evacuation/expert_system/default.htm">http://www.osha.gov/SLTC/etools/evacuation/expert_system/default.htm</a> (you must turn off your web browser's pop-up blocker to use this website). You may also write your own plan including the required elements which are listed on the website. Print the completed Emergency Action Plan and place it in <a href="#">Appendix 4</a> .	
<b>Sign PPE Certification</b> - Review the personal protective equipment (PPE) hazard assessment and sign the written certification in <a href="#">Appendix 5</a> .	
<b>Safety Program</b> - The Safety Program Manager must read the Safety Program and understand their responsibilities under the program.	
<b>Review Company Profile</b> - Review the Company Profile ( <a href="#">Appendix 6</a> ) carefully. Make sure the profile accurately describes your company. The contents of this Safety Program are based on the company description which is summarized in the Company Profile. Errors in the Company Profile may produce errors in the Safety Program.	
<b>Review Program with Responsible Parties</b> - Give every responsible party identified in this Safety Program a copy of the program. Brief every responsible party on their responsibilities under this program.	
<b>Create Accident Investigations File</b> - Label a file folder [Accident Investigations] and place it with the Safety Program files. Use this folder to keep documentation of all accident investigation documentation and unsafe condition reports.	
<b>Create Safety Meetings File</b> - Label a file folder [Safety Meetings] and place it with the Safety Program files. Use this folder to keep documentation of all safety meetings.	
<b>Create Newsletter File</b> - Label a file folder [Safety Newsletters] and place it with the Safety Program files. Use this folder to keep an archive of all safety newsletters published.	
<b>Create Safety Inspection File</b> - Label a file folder [Safety Inspections] and place it with the Safety Program. Use this folder to keep documentation of formal safety inspections.	
<b>Create Hearing Protection Program Files</b> - Label file folders [Noise Monitoring Results] and [Audiometric Testing Results] and place these folders with the Safety Program documentation. Place all noise dosimetry and employee audiometric testing reports in these files.	
<b>Create Program Review File</b> - Label a file folder [Program Reviews] and place it with the Safety Program files.	
<b>Initial Safety Training</b> - Give existing employees all of the training required in <a href="#">Appendix 3</a> . The Code of Safe Practices ( <a href="#">Appendix 2</a> ) must be distributed to all employees and all employees should know how to obtain a copy of the Safety Program upon request. All employees must sign and return a copy of the training certification in <a href="#">Appendix 3</a> .	
<b>Make Audiometric Testing Arrangements</b> - Establish a system for providing baseline and annual hearing tests (audiograms) to all employees exposed to noise. Many occupational health clinics can provide this service, and on-site audiometric testing services are available in some areas. Ensure that the testing provider will compare annual audiograms with the baseline audiograms and notify the Safety Program Manager if a "Standard Threshold Shift" is detected. The testing provider must also provide the Safety Program Manager with copies of all test results for filing.	
<b>Conduct Noise Monitoring</b> - Measure the noise exposures for all employees who are potentially exposed to noise. Noise dosimetry generally gives the most accurate results but properly conducted sound level measurements are acceptable in some circumstances. Your workers compensation insurance company or the Nevada Occupational Safety and Health Administration Consultation Service ( <a href="http://www.osha.gov/dcsp/smallbusiness/consult_directory.html">http://www.osha.gov/dcsp/smallbusiness/consult_directory.html</a> ) may be able to provide free assistance. Inform all employees exposed over 85 dBA of the results, and file the results in the Safety Program documentation [Noise Monitoring Results] file. It may be desirable (but not required) to modify this Safety Program based on the ( <a href="http://www.mysafetyprogram.com">http://www.mysafetyprogram.com</a> ).	

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