

HEALTH AND SAFETY POLICY AND GENERAL LOSS PREVENTION RULES: Condensed Version for Quick Reference

PLEASE NOTE:

The Requirements in this Summary are not the entirety of the Safety Requirements for E Light Electric Services, Inc. This document contains summary requirements intended for quick reference for the convenience of the employee. Employees are required to look up specific requirements in the SHEP. Employees have access to the SHEP on elightinginformation.com by clicking on SHEP. The SHEP is stored at this location by subject matter so that employees can access the most current version of the safety manual by subject.

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E Light Electric Services is committed to the protection of its employees and property from accidental loss. In fulfilling this commitment, we will strive to provide and maintain a safe and healthful work environment as indicated by acceptable industry practices and compliance with legislative requirements and we will strive to eliminate any foreseeable hazards which may result in fires, damage to property and personal injuries or illnesses.

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all management and employees alike. All Management functions will comply with E Light Electric Services loss prevention requirements as they apply to the design, construction, service and maintenance of an Electrical Contractor.

All employees will perform their jobs properly in accordance with established procedures and operating philosophy. We trust that all of you will join us in a personal commitment to loss prevention as a way of life. Safety is an important part of everyone’s job and life. It must be a top priority at work and home. Take the time for safety.

E Light is also committed to the preservation of our environment. We believe that we are responsible for attempting to minimize the impact our services and projects have on the environment. We expect all our managers, supervisors, and employees to be aware of the environment, be watchful of environmental impacts, recycle waste and take steps to protect the wildlife in the areas where we perform our work. We expect all our employees to be aware of the environmental regulations and laws in the area where they are working and to comply with these regulation and laws. We also encourage our employees to offer suggestions to their supervisor on how we can minimize our impact on the environment.

Perry Herrmann
 President and CEO

E LIGHT ELECTRIC SERVICES, INC.

SIX FUNDAMENTALS

E Light Electric Services has six foundational elements to our safety and loss prevention plan. We will continuously evaluate our jobsites, work environments, policies and procedures in order to provide our employees with a safe work environment. The loss control program is self-

Evolving if fully implemented, it will expand over time into several other elements as the company progresses its safety endeavors, through evolution.

The six foundational elements are:

- Leadership and
- Administration Accident
- and incident investigation
- Planned audits and
- inspection Safety
- education and meetings
- Personal protective
- equipment Organizational
- Rules

The safety and loss prevention program is designed to be modified to meet the company's needs in the workplace. Each employee can make suggestions and recommendations to management of E Light Electric Services. We encourage employees to participate actively in the safety committee to help us make continual improvement to our safety and loss prevention program.

Focus Four Hazards

The top four hazards in construction that attributed to the majority (90%) of construction deaths and injured workers across America are Fall Hazards, Electrical Hazards, Caught in Hazards and Struck by Hazards. E Light will strive to provide a safe and healthful workplace for its employees and subcontractors, to the extent that this outline was developed. E Light superintendents will conduct frequent and routine job site audits to provide compliance, awareness, and if necessary, enforcement to reduce or eliminate these risks in accordance with the Safety, Health, and Environmental Program. (SHEP.) The Director of Education and Loss Prevention will ensure that the Four Main Hazards are the subject of Weekly Safety Talks regularly. The Director Education and Loss Prevention will ensure that the Four Main Hazards are included in Apprentice curriculum, Continuing Education Curriculum and are part of ongoing training efforts.

OBJECTIVE: The intent of this police is to provide an outline of the four main hazards, so employees will recognize and understand the top four hazards, and how to correct the

conditions pro-actively before an accident or incident happens.

The Four Hazards

- 1) Fall Hazards
- 2) Caught in Hazards
- 3) Struck by Hazards
- 4) Electrical Hazards

Each hazard category will have a general overview: the rule, the standard and common errors or violations.

FALL HAZARDS

Fall hazards include falls on the same level and falls from heights. Fall hazards alone account for one third of construction deaths in America.

Falls on the same level are normally from slips or trips caused from housekeeping issue, debris, ice, snow or an un-level working surface. Normally, a person falls on to something that causes them harm, such as materials, trash, bracing, debris, or their own tools worn on their waist. Injuries include but are not limited to puncture wounds, impalement injuries, broken ribs causing internal damage, or head injuries. Any of above situations can lead to serious long-term injuries or death

Falls from heights are usually caused from losing footing, loss of balance, walk platforms too narrow, or platforms that are too weak to hold the weight. Possible injuries that can occur from this type of fall include paralysis, broken bones, internal injuries, impalement, head injuries, and impact injuries. Any of these falls can lead serious long- term injuries or death.

In many cases, an employee that has taken a fall must be under medical care for the first several days. The trauma to the internal organs must be monitored, as the trauma can cause an organ to swell, malfunction, or stop working, causing a delay in the outcome.

Condensed version of the OSHA rules:

- Walking and working surfaces must be kept clear of scrap and debris at all times.
- A ramp or stairway must be provided anytime there is a break in elevation over 19 inches high.
- Work platforms must be at least one unit wide. A unit found in the UBC is a minimum of 18 inches wide.
- Nails protruding from lumber must be removed or bent over. Impalement hazards such as rebar or bolts must have protective caps. Note: for work on same level, standard mushroom caps are sufficient, however, if working above the rebar, you must have impalement proof caps.
- General Fall protection on walking or working surfaces for General Industry is four (4) ft.

- General fall protection for walking or working surfaces for Construction is six (6) ft.
- Fall protection on Scaffolding is ten (10) ft. Work should be stopped due to weather.
- Fall protection for steel erection is 15 to 30 ft. or two stories whichever is less.
- No employee can walk an exterior wall. Employees in residential construction can however, walk interior walls. As the walls are set into place, so must fall protection on all wall openings and floor openings. A floor opening is any floor hole greater than 2" X 2". The protection can be a guardrail or cover. If a cover is used it must be secured in place and marked
- The employer such as scaffolding, ladders, or sawhorses, to gain access to set floor joist or roof trusses, must supply alternate means of egress.
- For roof sheathing and roofing the most efficient, economical, and easiest way is the use of a harness, rope grab, rope and anchor.

CAUGHT IN HAZARDS

Caught in or caught between hazards are cave ins, unguarded machinery or equipment. Each contractor needs to perform a pre-operation check on their work area, power tools, equipment and machinery to ensure that guards are in place and working properly.

TYPES OF GUARDING:

Chip Screen, or shields are freestanding screens used as safety barriers against flying chips, objects and scraps, made from metal, expanded metal, or canvas.

Eye Shields made from metal frames with glass or plastic windows used on abrasive wheel machines, routers and like machines.

Perimeter guards protect the perimeter of a machine, operation or dangerous task. In construction barricade tape, caution tape and alike are used to protect controlled access zones, areas below work taking place, and when dangerous equipment or machinery are being used. An example would be providing tension on post tension cables.

Abrasive wheel guards are normally made of metal and fully or partially enclosed, to keep the operator from coming in contact with the spinning wheel. The guards keep flying particles from striking the operator, or nearby workers. It also keeps the wheel contained if it malfunctions and blew apart.

Saw guards are normally made of metal or heavy plastic. They cover the saw blade to keep the operator from coming into contact with the moving blade. The guard keeps the flying particles contained and directed, as not to strike the operator or a nearby worker. The guard also keeps the saw blade contained in case a tooth flies off or breaks apart. Most guards come in two parts, an upper and lower. They are marked with the direction of the blade and normally only half of the guard is movable and should work freely.

Belt pulley, rope, chain and sprocket guards, shaft, and gear guards, are normally made of metal, expanded metal, or heavy plastic, designed to keep the operator from coming into accidental contact with moving parts and nip points. They are also designed to contain broken or flying parts of the equipment. If chain breaks the guard will keep the chain contained and not strike the operator or nearby worker.

Operator guards are made of metal, plastic, or glass, designed to keep the operator from coming in contact with the machinery or the moving equipment parts. Example, a bobcat skid steer, has operator guards on both the left and right of the operator. Without the guard, the operator could put his head out the side of the skid steer and lower the bucket or arms down, putting his head in a pinch point between the frame of the bobcat, and the bucket arms. Roll over protection is another good example of operator guarding.

Drills, routers, planes and other small moving parts. Most of these guards are made of metal or plastic. They are designed to keep the operator from coming into contact

with the moving piece. They also help the control of flying particles most are very high speed.

General guarding, of moving, spinning, rotating, pinching, cutting and shearing parts of equipment or machinery must be guarded to keep employees from accidentally coming into contact with a dangerous condition. Other items to be guarded would be fan blades, transmissions, fly wheels and other similar items.

Shoring or trench boxes are normally made of metal, aluminum or wood and are designed to protect workers in excavations, by keeping the collapsing soil from covering the workers. They are also designed to keep debris from being kicked in or falling on top of workers. In place of shoring, contractors can slope the walls of the excavation depending on the type of soil. Example: class A soil 3/4 to 1 angle or 53 degrees, class B soil at a 1 to 1 angle or 45 degrees, and class C soil at 1 2 to 1 angle or 34 degrees. To obtain the angle on the sidewalls benching is allowed in class A or B soil but not in type C soil. (See 29 CFR 1926.650)

NOTE: Most manufactures supply the equipment and machines with proper guarding, however, there are some that do not. You can buy pieces of equipment without proper guarding, best practice is to always check.

STRUCK BY HAZARDS

Struck by hazards include falling objects and vehicles. The injuries from struck by hazards are impact injuries, crushing injuries head injuries and multiply trauma injuries, and several are fatal.

- Traffic control persons must face oncoming traffic.
- Employees must use toe-boards if items, tools, equipment, or material can fall to below.
- Employees must wear hard hats.
- Employees exposed to vehicular traffic must wear a reflective warning vest.
- Areas below workers must be barricaded off.
- Floor holes should be guarded or covered as not to allow items to fall to below.
- Controlled access zones or controlled decking zones clearly marked.
- Spotters should be used when backing up.
- Back up alarms must be used and in good working order.
- Rigging must be pre-inspected prior to use.
- All employees shall be kept clear of loads about to be lifted and of suspended loads. (29 CFR 1926.550 (a)(19))
- Tag lines should be used to control the load.

- Lifting should be stopped due to bad weather.
- All employees should be trained and qualified. This is a performance standard the company decides how to train and who is qualified to complete the task safely.

NOTE: Most of the above are performance standards; the competent person must determine what to do in specific situations. However, a few guidelines do exist; an example would be for bad weather, in the STD 3-01 A. It specifies to stop work when the wind reaches 40 mph, or if lightning is within 1/4 mile.

It is understood that this outline is to provide a brief understanding of the four main hazards and does not take the place of each individual safety policy. For more information, review the individual policy or standard. (Example: for information on fall protection see the fall protection policy or fall protection standard 29 CFR 1926.500.)

ELECTRICAL HAZARDS

Electrical hazards include electrical shock, electrocution, and secondary injuries such as pull away injuries. These injuries are caused by:

Power tools not wired correctly or just wearing out and not having a proper grounding path, causing an electrical shock to employee and possibly secondary injuries, such as a fall.

Improper strain relief

Employee winds cord and strain relief is not provided causing live ends to pull off terminal screws and shock employee. Several cases having secondary accidents cause the employee to pull back, fall, fall from height, or strike objects with limbs.

Frayed or exposed live parts

Hazards are electrocution, shocks, and secondary accidents.

No GFCI or bad GFCI protection

GFCIs are normally used on 15 and 20 amp breakers. The thought is the GFCI will trip within 5 milliseconds or less, protecting from electrocutions. In buildings or structures that have permanent power, construction persons may use one tool plugged directly into the outlet. However, continuity checks must be made on the power tools to insure they are wired and working properly. If an extension cord and power tool or two power tools are used a GFCI must be used.

No employee can be exposed to live parts of electrical equipment over 50 volts. This includes breaker boxes, power tools, cords or any electrical equipment. This means two forms of protection must be provided. An example would be outer insulation and inner insulation of an extension cord. (Double insulated tools)

All lights for construction less than seven (7) ft. from the floor or working surface must be protected from accidental contact. It must be fully enclosed by a guard and/or glass, or a cage.

Cords or electrical equipment with reverse polarity, cause the tool to wear quickly and expose the operator to unnecessary risk of electrical shock and secondary accidents.

Temporary wiring must be correctly protected, wired correctly and be an approved SO insulation.

Overhead power lines

Coming into contact with overhead power lines can cause electrocution, and secondary accident. Employees and equipment must stay a minimum of 10 ft. from any overhead power line.

Underground power lines

Employees must call for locate and take additional care when digging, drilling, or trenching.

MOST COMMON OSHA CITED VIOLATIONS

1. Fall Protection in Construction (1926.501)
2. Hazard Communication (1910.1200)
3. Scaffolding in Construction (1926.451)
4. Respiratory Protection (1910.134)
5. Lockout/Tagout (1910.147)
6. Powered Industrial Trucks (1910.178)
7. Electrical – Wiring Methods (1910.305)
8. Ladders in Construction (1926.1053)
9. Machine Guarding (1910.212)
10. Electrical – General Requirements (1910.303)

Use of iAuditor, Reporting and Documentation

E Light uses a program called iAuditor to perform inspections for safety, quality, and documentation. There are many benefits to using this program including but not limited to the following:

- Audits can be performed on a cell phone or tablet without the need of paper.
- Audits can be completed throughout the day and edited at any time.
 - There is no need to go to your construction trailer and remember what happened throughout the day and then write a daily supervisor's report. You can start on the daily report in the morning using your phone or tablet, and then edit it throughout the day as things happen. At the end of the day all you have to do is sign the report, mark it as complete and email it.
- Audits can be viewed by management in real time.
- Pictures and reports can be generated in real time, on the spot, with details.
- Reports are automatically created once an audit is completed eliminating the need to transfer information by having to go into an office and create a report using a computer.

IMPORTANT: Documentation of the events of the day in a daily supervisor's report are critical and must be done by every supervisor on a project. Documenting torque logs, quality inspections, safety inspections, accident reports, delays and disruptions, etc. are all very important. We all recognize this. The problem is finding the time to do it while we are juggling the other things we must do. iAuditor is a tool that E Light provides to help with this juggling. The idea is to make your documenting more accurate and time efficient. When you first start using iAuditor it will be different than what you are used to doing. You will most likely struggle with typing on your smart phone and just using the program in general. Look at it this way, there was a time that I remember when very few people could type efficiently. Today, because of computers, it is unusual to find people that cannot type relatively well. This is because we all had to learn to type and we learned by practicing. The same thing will happen with the use of iAuditor. If you do it, and keep doing it, it will become easy and you will not even think about it. It is also very important to train upper level apprentices to use iAuditor and assist with your documentation. All our apprentices receive training on iAuditor in their second year of apprenticeship and all junior and senior level apprentices have an active iAuditor account and access to all of the same templates. Training the apprentices to use iAuditor will have the benefit of reducing the amount of documentation you have to do personally as a supervisor and will also train them for future supervisory positions.

Required Reporting Using iAuditor

The following reports must be completed by supervision on site.

All reports need to be exported as a PDF

- **Daily: Supervisors Daily Report**
 - It is crucial for this report to be filled out each workday to accurately track the project.
 - Email to:
 - Project Manager
 - Project Coordinator
- **Weekly: Supervisors Safety Walk**
 - It is the responsibility of the top-ranking supervisor on site to keep the job

safe. The top-ranking supervisor on site must complete this report once every week. This report **cannot** be delegated to anyone else.

- Email to:
 - Project Manager
 - Project Coordinator
 - Regional Safety Manager
 - Education and Loss Prevention Coordinator

- Every other week or as necessary to improve quality, efficiency and safety: Stand in the Circle (S.T.O.P.) Stop, Think about Options and Plan. Safety Managers, Quality Managers and Commissioning Managers are expected to complete a STOP observation at least once per week.
 - This report can be delegated to personnel on site directly involved with the work. This report should be completed by one person on site each week.
 - Email to:
 - Project Manager
 - Project Coordinator
 - Regional Safety Manager
 - Education and Loss Prevention Coordinator

- Monthly: Company Vehicle Inspection
 - If you are issued a company vehicle this inspection must be completed each month. Email the report to the project coordinator in Denver

Job Hazard Analysis (JHA)

Before any task is performed the Project Manager and the Site Superintendent/Construction Manager shall develop a Job Hazard Analysis (JHA) for each task to be performed. The JHA shall be distributed to all supervisors and each supervisor shall review the JHA with the crew every morning and whenever starting a new task. The Site Superintendent/Construction Manager shall audit the JHA's and coach crews in hazard recognition during crew safety observation. Crews are encouraged to provide input in the development of the task JHA. The JHA is a continuous improvement document. All updated JHAs shall be filed onsite, and a copy kept with the crew performing the task. The refined JHA will be forwarded to the Project Engineer for input into the company Safety Data Base. E Light has pre-built JHA's available as templates on the iAuditor program. These JHA's can be used on site for the following tasks:

- Composite clean up
- General Electrical Work
- Installation, alteration, maintenance, repair of high voltage/low voltage breakers
- Module Installation
- Wire Management
- General equipment operations
- Logistics/Material Handling

- Rough ceiling installation
- Rough wall installation
- Working on a deck
- Testing, Troubleshooting, Inspection
- More JHAs are added regularly

The team leads must brief crews with the JHA before they start the task. The briefing should be done with the employees holding their Pretask cards and checking off hazards on their Pretask cards as the JHA briefing is read to them. They should also write down on their Pretask cards anything that was read to them that is not on their check boxes. The employees should ask questions to ensure that they understand the hazards. The JHA must be left with the crews. You can do this easily by simply emailing the completed JHA to your crew. No one should be supervising a crew of more than 15 people at one time so this should be easy to do and can be done quickly once your crews email addresses are saved in your contacts. This way every crew member has a JHA on their phone for reference. You can also print the JHA and leave it in the work area.

Please remember that the JHA should be task specific to all the tasks being done that day. The team lead should do the briefing for the task, not a single briefing for the entire crew that is doing 15 different tasks. The team lead does not have to be a foreman. It is anyone that you the superintendent make responsible for the task. For example, you are going to have two apprentices organize the lay down area and clean it up. You will tell one of the apprentices they are responsible, and that apprentice will be responsible for doing the JHA briefing. You as the supervisor will probably need to fill out the JHA and coach the apprentice how to do that so that they learn. Each team that you have can be handled the same way.

EMPLOYEES ARE ALSO RESPONSIBLE FOR UNDERSTANDING THE JHA. AN EMPLOYEE CAN BE HELD RESPONSIBLE FOR PERFORMING WORK WITHOUT A JHA, PRETASK CARD and JHA BRIEFING. IF YOU ARE ASKED TO PERFORM WITHOUT A JHA AND BRIEFING, ASK YOUR SUPERVISOR FOR A JHA.

Additional JHA templates are continuously being created

It is important to note that these pre-built JHA's cover the general known hazards of the task and may not cover all the hazards on that particular jobsite. You may need to add more specific details within the template. Furthermore, there are not pre-built JHA's for every task you may encounter. In this situation you will need to open the template on iAuditor named Daily: Job Hazard Analysis and complete a JHA for the task being performed.

PRE-TASK CARDS AND CHALLENGING

Always be familiar as possible and alert at all times to conditions and work processes in surrounding areas and with the presence of other workers and equipment so that you can foresee and avoid possible dangers. Each employee shall receive a daily task briefing from their

supervisors or lead person. During this task briefing, the supervisor or lead person shall read from the task JHA. Each employee shall fill out their pre-task card based on the discussion during the task briefing. Employees are encouraged to add to the discussion to ensure all hazards have been identified. Each employee shall have on their person a Pre-task card for the work being performed that day. If any person enters your work area that was not a part of your Job Hazard Analysis training at the beginning of the shift, the first person that sees them enter area, must stop them, let them know that you need to go over the hazards in the area with them, and then read your Pre-task card to them and have them initial the Pre-task card.

EXCEPTION FOR CONSTRUCTION SITES ONLY: Members of other trades that are present on the site and are in the work areas regularly do not need to be challenged.

NOTE AND REPEAT FOR CLARIFICATION: The pre task card is not a replacement for the JHA. A JHA and Install Plan should be developed for each task and the supervisor or lead man for the team should review the JHA and Install plan with the crew each day before the start of the work. The crew should fill out their pre-task cards while the supervisor is reading the JHA. The JHA and Install plan should be in the work area with the crew during the work. The JHA and Install plan should be completed using iAuditor and it is acceptable to email them to the crew so that they have them on their person in their smart phones.

Continuous Improvement Observation Program

STOP Action (Stop, Think about Options and Plan)

PURPOSE

The Continuous Improvement Observation Program proactively prevents incidents and injuries and helps us find better, more efficient methods to perform our work through the monitoring, trending, and management of safe vs. unsafe behaviors and effective vs. ineffective behaviors. Effective communication of behavior trends to the management team is critical to a successful program; however, the key to this program is the communication from the people doing the work to the management team. We often are very proficient at Management to Field communication. In other words, we have no issue with management telling the field what to do. The purpose of the STOP action program is for management to really take time to “STAND IN THE CIRCLE” regularly and really observe what is happening in the field. THEN, AND THIS IS CRITICAL, talk to the crew that was observed and FIRST ask them what they think they can do to improve what they are doing, and THEN AND ONLY THEN, in a positive manner, share your observations with them. Our goal is to continually improve and to understand that it is our people that will help us improve and we also want to know exactly why we improved. Not knowing why things get better is a trap that will lead to failure. If it gets better “for no reason,” then later it will probably get worse “for no reason.” The point is; it’s not enough to know that something works, it is vitally important to know why it works.

Total Continuous Improvement and Safety Culture

This program will focus in on the behavior factors of our work force. Focusing on behavior factors is critical to understanding what will make us better. Focusing and correcting the top non-improving behaviors will reduce project injuries and incidents and improve efficiency and quality. We need to focus the program on three things:

1. Is the work safe and how can it be safer

2. Is the work quality and how can the quality be improved and
3. Is the work efficient and how can efficiency and productivity be improved. (Man Minutes and the use of time: Primary Time, Preparation Time, Lost Time.)

SCOPE

This program is intended to be used for all construction and Solar PV projects.

PROCEDURE

Each superintendent and manager will take at least 30 minutes at one time and stand in the circle, observing one task or crew. The idea is to have one STOP observation done every two weeks, each project at a minimum. Since most projects have multiple leaders, supervisors, and managers, then rotating this responsibility will allow one observation to be done every two weeks, but each team member would only do 1 or 2 each month. The observations will be recorded on the iAuditor template for the STOP program. This observation must be at least 30 minutes and without interference. Simply observe, watch what the crew is doing, how they are doing it, and make notes about the good things and the things that we could improve. Make note of wasted steps, movements, unsafe acts, awkward positions, tools and material access, tricks of the trade being used or not being used, etc. Then when done, approach the crew and gather them together. Talk to them. Share your observations with them and then ask them what they think they can do to improve, and what they think they do well. Then record those answers. Some things you can do is Map their Task, observe their ergonomics, discuss man minutes, observe Primary, Preparation, Lost time, make suggestions for them, make suggestion for us, and implement some of their ideas and observe again. Try things, Experiment.

OBSERVERS

Observers shall be comprised of the following:

Project Manager	Safety Manager	QA Manager
Superintendent(s)	Safety Supervisors	

Please review additional requirements in 5. Continuous Improvement in the SHEP

GENERAL LOSS PREVENTION RULES

E Light Electrics Services, Inc. has developed and published the Safety, Health and Environmental Policy. (SHEP) The follow requirements are a summary of the requirements contained within the multiple sections of the Safety, Health and Environmental Policy. (SHEP) The following is not intended to represent all the policies and procedures that may be required for each specific project. Each project shall also have developed and published an Injury and Illness Prevention Program. (IIPP) The requirements listed here, in addition to the requirements in the SHEP and the IIPP for the project shall comprise the Safety Requirements for the

employees working on that project or location.

The SHEP can be accessed for reference at any time using your laptop, tablet or smart phone by any E Light Electric Employee, by going to www.elightinformation.com. In the main menu, click on SHEP. You will be directed to the SHEP page and you will be able to select any topic of the SHEP and read it on your device.

Project specific rules and requirements will be posted on the project information page. Using your smart phone, go www.elightinformation.com and select Project Information from the menu. Click on your project and the project information, requirements and rules will be posted there. This will include site closures, work schedules, parking, etc. Be sure to check this page regularly for the latest information.

Adherence to these rules and all safety and loss prevention policies and procedures is a condition of continued employment.

- Wearing of personal protective equipment in all areas, at all times is required. E Light Electric Service employees will wear a company issued hard hat and safety glasses at all times at a minimum. This also applies on jobsites that do not require the wearing of hard hats.
- We recommend that all field employees wear 100% cotton fabrics, reduce the amount of metal on their person as much as possible and wear electrically rated insulated footwear to reduce exposure to electrical hazards.
- Body piercing must be kept covered in the field and only non-conductive stud type pierced earrings are allowed in the field. No hoops, dangling or gauge earrings allowed.
- E Light Electric Services encourages all employees to monitor safety and hazards and to assist in finding safe ways to perform our tasks.
- Be constantly aware of the hazards around you. Do not take unnecessary risks. Inform a supervisor immediately if you find a hazard and assist the supervisor in finding mitigation to the hazard.
- If you see an employee performing an unsafe act, we expect you to inform them immediately and discuss why you believe the act is unsafe.
- Ask your supervisor or another employee if you are unsure of how to do something you have been asked to do or if you need to operate equipment that you have not been trained to operate.
- Safety Data Sheets are provided for your use so that you may understand the hazards of substances that you may come into contact with while on the job site. These SDS are kept at the job site and are available to you upon request. We encourage you to understand the substances that you come into contact with during your work schedule.
- Each jobsite has an evacuation plan in the event of emergency; ask your supervisor for the evacuation plan when you first report to a job site.
- Follow proper lifting and material handling procedures.
- Do not use machinery and tools until you have received proper instruction and training.
- Powder actuated tools may only be used if you have the manufacturer specific

certification card on your person at the time of use. No person shall use tool or equipment unless they have read the operators manual and have been trained on the correct and safe use of the tool. It is the supervisors and journeyman's responsibility to ensure employees are trained on tools and equipment and that the operators manual is on site and the employees have read the operators manual.

- Do not use or operate unsafe equipment or equipment for which you have not received training.
- You shall read the operators manual for any tool or piece of equipment that you will operate. This is manufacturer specific. The operator's manual for all equipment used on a project shall be kept on the project site.
- Be sure to follow all maintenance procedures required in the operator's manual. Be sure to return all company equipment to its case along with any documentation and accessories prior to putting the equipment away at the end of a shift or when you are finished using the equipment.
- Do not block access to or misuse fire and other emergency response equipment.
- Strictly adhere to special safety procedures such as fall protection, hot work, excavation safety, etc.
- Abuse or neglect of Company-owned property is prohibited.
- Horseplay and fighting are expressly prohibited.
- Do not smoke in restricted areas.
- Do not handle chemical and hazardous materials unless properly trained.
- Follow all safety rules and regulations.
- Follow instructions - don't take chances.
- Immediately report all accidents / incidents to your supervisor. This includes minor injuries or near misses. It is important that you report these incidents so that we may continue to evaluate our programs for improvement. It is also important to notify us, even if you do not wish to seek medical attention, so that we have a record in the event the injury should worsen through infection or some other cause.
SUPERVISORS ARE TO REPORT ALL ACCIDENTS TO THE DIRECTOR OF EDUCATION AND LOSS PREVENTION IMMEDIATELY.
- Employees must contact the Director of Education and Loss Prevention or the Human Resources Manager before going to the doctor for a work related injury. This contact can be done by phone call and shall be done even on a non-workday, weekend or holiday. If the person cannot be reached directly, the employee shall leave a voicemail message on the Director of Education and Loss Prevention's cell phone. The voice mail message shall include the date and time, the employees name, the nature of the doctor's visit and a good call back number.
- Immediately report unsafe conditions / practices to your supervisor. ALL E LIGHT

EMPLOYEES HAVE BOTH THE RESPONSIBILITY AND THE AUTHORITY TO STOP WORK IF THEY RECOGNIZE AN UNSAFE CONDITION AND REPORT THE UNSAFE CONDITION TO THEIR SUPERVISOR.

- Use, possession of, or being under the influence of drugs, alcohol, or other illegal substances / items on company property or projects will not be tolerated.
- Firearms are prohibited on company property. This includes in personal cars if the cars are parked on company property.
- Obey all traffic and other posted signs.
- Wear seat belts when riding in vehicles.
- Do not drink water from any source other than the drinking water provided.
- Our first and foremost thought process is to turn off power prior to working on electrical circuits or equipment.
- We will strive to perform work in a de-energized state. (Refer to Lock Out, Tag Out Policy and Energized Electrical Work Policy) We also recognize that energized work cannot be completely avoided. We will carefully review all cases of energized work, attempt to find a way to de-energize or find methods and equipment to minimize exposure and hazards to employees. Energized work or work in an area where accidental contact with energized parts could occur may only be performed by licensed journeyman or master electricians and only after a Energized Work Permit has been written and submitted for approval by the Director of Education and Loss Prevention and the Vice President of Operations. Fourth year apprentices may perform some energized work but only under the direct supervision of a licensed journeyman or master electrician. The licensed electrician must be physically present and observing the apprentice while they are performing this energized work. This provision is intended to allow for the training of apprentice electricians in the safe performance of energized work.
- Employees will wear appropriate shirts with sleeves, sturdy long pants that resist cuts and abrasions, and sturdy work shoes or boots. All clothing will be of a proper fit and condition so as not to constitute a safety hazard (e.g., no excessively baggy clothing; no excessively frayed or torn clothing). Clothing may not have any derogatory, offensive, sexually suggestive, or degrading writing, symbols or pictures or language. Employees may wear jewelry as long as the jewelry is appropriate and does not constitute a safety hazard (e.g., no loose or dangling necklaces, bracelets, rings or earrings). Pierced jewelry of a small stud type is allowed for pierced ears only. (No hoop, dangling or gauge earrings). All pierced earrings must be of a nonconductive material. Body piercing (other than earrings) shall not be visible. An excessive number of visible tattoos may be inappropriate depending upon your job responsibilities and assignment. Similarly, employees will keep their hair and facial hair groomed to avoid safety hazards; or they will secure their hair and/or facial hair (i.e., wear a hair net) so as to avoid safety hazards.
- It is recommended that all employees wear only 100 percent natural fiber clothing while on the jobsite as this can reduce the effects of arc blast damage. We also recommend

that all footwear worn on the jobsite be rated for electrical insulation.

E Light Electric Services practices behavior-based safety. We practice behavior-based safety in the following ways:

- Everyone has the responsibility to do his or her part correctly and safely.
- Each individual needs to think about his or her actions prior to performing any task.
- Preplanning, preplanning and then preplanning. Identify the hazards; make sure you have everything you need to perform the task safely before beginning. Don't depend on someone else to do this for you.
- Avoiding short cuts or by passing a safety rule because we don't have the time or the task will only take a second. Take the time to do the job right the first time.
- We, as a company and team, do not allow short cuts, unsafe acts or doing tasks unsafely. Each one of us owes it to ourselves and others to take action speak up or modify the task.
- We believe that the key to a safe work environment is an attitude, shared by everyone, that we can perform a task safely, complete the task profitably and everyone can go home to their friends and family. All we need to do is give it some thought, find a safe and profitable way to accomplish it, and then execute it with focus. Prefabrication is one of many ways in which we can make work both effective and safe. We ask that all our employees think about ways to improve our performance as a team every day.

Barricade Areas

"Roped off areas" or areas enclosed with barricades are considered danger zones and shall be respected as such. Admittance to or passage through such areas is prohibited without permission except to those employees working within the barricaded area. A barricade that is RED in color may only be removed or passed with the consent of the person that has placed the barricade. A barricade that is YELLOW in color may be crossed but caution needs to be used before crossing. A YELLOW barricade means there is a hazard and you need to proceed with caution.

Barricades

When work requires barricades or floor opening covers to be temporarily removed, keep area secured until the work is finished and then re install the barricade or floor covering immediately. Anytime a floor covering is removed, a supervisor must be present while work is performed and the employees must be tied off using fall protection rules and requirements while doing work near a removed hole covering. The area where the work is being performed near a removed hole covering must be barricaded off with RED barricades and no person that is not in a fall protection harness and tied off may enter the area. Once the work is complete, the hole cover is to be replaced and secured in place. Hole covers must be clearly marked HOLE in all capital letters.

Be Sure

- You know how to do the job in a correct, safe manner.
- You know the hazards and how to protect yourself.
- You ask the advice of your supervisor if you are not sure.
- You stop work if you recognize an unsafe condition and report it to a supervisor immediately

GENERAL SAFETY PRECAUTIONS

Moving Cables

Do not touch or guide moving cables or running wires with any part of your body unless you are part of the crew that is trained to guide cables and wires. Keep your hands and fingers away from blocks and sheaves. Stand clear of all cables, wires and lines, which are under strain. Do not perform large scale vertical wire pulls by pulling from the lower level from the upper level. Gravity can cause you to lose control of the pull. Always pull up.

Speed

Do not try to place speed above safety. An efficient, safe worker is better than a speedy, careless one. Always be aware of your surroundings. Every 30 minutes, take 30 seconds and look around you in a 30 foot radius. This will help you be aware of your surroundings and aware of the hazards around you.

Throwing

Throwing or dropping materials from one area or level to another is prohibited.

Warning Signs

Be alert for and heed all warning signs at all times.

Watch Out

If each employee will be watchful of everyone else, as well as him or herself, there will be fewer accidents and the job will be a much safer place to work.

Safety Meetings

It is a part of every employee's job to attend and take an active part in all safety training meetings and to actively support the company's safety program. Read and abide by all safety materials made available to you. They concern your safety and health and the safety and health of your fellow workers. All employees are required to actively participate in weekly safety meetings.

Safety meetings must be recorded weekly and a copy of the safety meeting along with the names of the attendees must be emailed to the Project Engineer.

A weekly safety meeting must be performed on all projects each week, even if there is only one

person assigned to the project.

The Director of Education and Loss Prevention shall write and distribute the weekly safety meeting through iAuditor. The weekly safety meeting will also include site specific section. This section must be fill

HOUSEKEEPING

Housekeeping

All places of employment, passageways, stairways, storerooms and service rooms shall be kept clean and orderly, free from tripping and slipping hazards, and in a sanitary condition. Laydown areas need to be kept organized by size and type. Store materials so that they can be lifted and moved safely.

Clean-Up

Keep your work area clean and safe at all times. Always keep yourself, the equipment you operate or are using and your place of work as clean as practicable. Each employee is responsible for cleaning his area daily. Each employee is responsible keeping their tools and materials organized in compliance with the jobsite procedures in order to minimize safety hazards and maximize efficiency. Good housekeeping and organization will reduce confusion on the project and will result in a safer, more efficient operation.

Employee Facilities

Cooperate in keeping change rooms, toilets, first aid and drinking facilities in clean, sanitary condition.

Nails

Protruding nails, screws or other metal in form lumber, boards, etc., must be immediately removed, bent over or guarded to prevent puncture injuries.

Oily Rags and Wastes

Oily rags, waste or other combustible debris shall be kept in metal container provided for that purpose.

Removal of Debris/Garbage

When cleaning up, do not throw or drop materials from upper levels to lower levels unless the area below is properly barricaded and adequate warnings are posted.

Slipping Hazards

Clean up or eliminate slipping hazards such as grease, oil, water, ice, snow or other liquids on walkways, ladders, stairways, scaffolds or other access ways or working areas.

Trash and Debris

Deposit trash, refuse, debris, lunch papers and other waste in the proper refuse containers.

Tripping Hazards

Help keep the work area, especially roadways, access ways, aisles, stairways, scaffolds and ladders, clear of obstructions, which may cause tripping or other accident hazards.

Aisles and Passageways

Where mechanical equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and passages must be made, and kept clear and in good order. **Permanent aisles and passageways shall be appropriately marked.**

MATERIAL HANDLING AND STORAGE

Exits

Every building or structure exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all time when it is occupied. No lock or fastening device can prevent free escape from the inside of any building. Every exit must be clearly marked. Every access to an exit must be maintained clear of any obstructions and be at least 36 inches wide.

Access

When you store materials, remember to leave adequate access to walk ways. Do not block aisles or exits.

Flammable/Toxic

Flammable and toxic or other harmful materials shall be stored in properly designated, well ventilated areas. Observe and abide by "No Smoking" and other warning signs.

Heavy Loads

Do not attempt to lift heavy loads without assistance. Learn how to lift properly by bending your knees and keeping your feet together. Avoid strain by lifting with your legs and arms, not your back.

Non compatible Materials

Avoid stacking non compatible materials in the same pile.

Stacking

All boxes and shelving should be stacked so that the lowest part is 18 inches above the floor to help prevent low bending while lifting and repetitive bending.

- Wear required Personal Protective Equipment.
- Avoid jagged edges, splinters, burrs, rough or slippery surfaces of materials.
- Watch for and avoid tripping and stumbling hazards.
- Use caution when handling long or large items to prevent striking other objects or people.
- Inspect Material to be handled.
- Inspect travel route and the area around the material.
- Read and follow warning labels on all containers.

LIFTING AND PULLING

Use proper lifting techniques

- Keep back straight and use leg muscles for support and strength.
- Raise object to waist level before lifting to shoulder height.
- Keep body weight positioned directly over feet.
- Keep feet apart - one beside and one behind the object.
- Do not twist, move feet and body in one motion.

Floor Loading Protection and Storage of Heavy Materials

In every building or other structure or part thereof, used for mercantile business, industrial, or storage purposes, the floor loads approved by the building official shall be marked and supplied; they must be legible from ground or floor. Be sure to know the floor loading limits and do not surpass them. Heavy materials should be stored on shelves or other supports so that they are 18" off the ground when possible. This will allow employees to lift items with their legs and not their backs more easily.

General Fall Protection

Guardrails

Any time there is a fall of six or more feet, a standard guardrail must be installed or some means of protection for employee. Guardrails shall be installed in accordance with OSHA requirements. The fall protection competent person shall inspect and approve all guard rail systems prior to employees be approved to enter those areas. (See Fall Protection Policy)

Standard Guardrails

Consists of top-rail, intermediate rail, and posts, and shall have a vertical height of 42 inches nominal from upper surface of top-rail to floor, platform, runway or ramp level. No opening greater than 19 inches.

Life Lines

When working with a fall hazard more than 6 feet in general work areas or 10 feet off scaffolding

wear a safety harness attached to a lifeline and have somebody standing by in case of an emergency.

Stair Rails

A stair rail shall be constructed similar to a standard railing but the a vertical height shall be not more than 34 inches from the upper surface of the top rail to surface of tread in line with face of the riser at the forward edge. Both railings must support 200 pounds of pressure in any direction with a maximum of 3 inches deflection.

ELECTRICAL

Energized Electrical Work

Only licensed journeyman or master electricians may perform energized electrical work. NFPA 70E Standard for Electrical Safety in the Workplace shall be the guideline for performing energized electrical work. A written plan must be submitted for approval by the project manager prior to any energized electrical work. Fourth year apprentice electricians shall be permitted to perform energized electrical work for training purposes with the approval of the project manager and only under the direct supervision of a licensed journeyman or master electrician. The licensed electrician must be present with the apprentice and observe the apprentice perform the work. All field employees shall successfully complete a 2 hour energized electrical work and lockout/ tag out refresher training course once per 12 months.

Batteries

When handling acid or batteries, wear face shields and protective clothing such as rubber gloves and aprons. Immediately flush with water, any acid coming into contact with your skin. Avoid breathing acid vapors.

Danger Signs and Tags

Be alert to and strictly obey all warning and danger signs around electrical apparatus. Do not close a switch that has a danger tag on it signed by or placed there by someone else.

Electrical Hazards

Do not use extension cords or any power tools or equipment when the cords are frayed, worn out or the wires are bare. Report such hazards to your foreman or turn the equipment in for repair.

Grounded

Do not use electric power tools or equipment that is not properly grounded.

Qualification

Only qualified electricians are permitted to install, repair or remove electrical wiring or equipment. The supervisor on the site is responsible for the determining the qualification of the personnel on their crew.

Respect Electricity

Electricity must be respected at all times. Remember even a little electric current can be a killer. It is our intention to perform all work in an electrically safe work condition.

Temporary Lighting

Report all unguarded or broken light bulbs. Do not hang lights by their cords unless the Light Electric Services was designed to be suspended in that manner.

Marking of Flexible Cords and Cables

All flexible cords and cables (Extension cords) on a construction site must be hard or extra hard usage, they are marked with S, ST, SO, STO, SW, SJW etc. This means that they are 18 gauge or better.

Strain Relief

Flexible cords need to be connected to devices and fittings so that strain relief is provided.

TEMPORARY POWER

All temporary power cords shall be elevated and removed from any standing water

Temporary lighting and cords shall not be secured or hung by any means which can conduct electricity.

Power distribution units shall be kept clear and the requirements of Working Clearance and Dedicated Space maintained.

GENERAL MOTOR VEHICLE SAFETY AND EQUIPMENT OPERATION

Only authorized employees may operate company trucks, vans and equipment.

- All persons operating a piece of equipment on any project must be trained on that that type of equipment by completing out applicable training module and an OSHA 30 certified person shall observe them operate the equipment and complete an iAuditor Observation of Training record which shall be sent to the instructor for entering into the Training Records. The observation certification must be Type, Make and Model of equipment.
 - The above only applies to equipment, not to company Pick Up Trucks or Cars.
- The parking brake must be set whenever the vehicle is parked. All persons shall properly fasten safety belts.
- E Light Electric Services employees shall not allow passengers unrelated to E Light Electric Services projects to ride in company vehicles.
- Do not ride in the bed of a truck.
- You may only operate a vehicle or piece of equipment on site if you have been trained and certified on that specific manufacturer and model of equipment.
- Do not back up any vehicle or equipment when the view to the rear is

obstructed. If you must back a vehicle and your view is obstructed, you must use a spotter.

- Immediately report all motor vehicle violations or accidents to your supervisor. The operator is personally responsible for traffic violations and parking violations while driving company vehicles.
- Never operate a vehicle under the influence of drugs, including prescription drugs or alcohol.
- Drivers will immediately report any change in driver's license status including suspension, revocation, or restriction.
- Drivers shall report to the Director of Education and Loss Prevention all moving violations and accidents involving either personal vehicles or company vehicles. Reporting must be completed within 5 business days.
- Any incident involving the use of a company vehicle, whether it results in injury or damage, and regardless of fault, must be reported to The Director of Education and Loss Prevention immediately. **THIS NOTIFICATION SHOULD BE IMMEDIATE AND HAPPEN BEFORE ANY OF THE INVOLVED PARTIES LEAVE THE SCENE OF THE**
- **ACCIDENT.** The driver shall fill out a motor vehicle incident report and shall submit to an immediate drug screen test if determined it is necessary by the Director. Do not report the incident to the insurance company. The Director of Education and Loss Prevention shall process all insurance reports.
- Drivers of company vehicles may not text, read e-mails, respond to e mails or have verbal phone conversations while driving a company vehicle. Drivers are to pull the vehicle over to a safe location and park before using a mobile communication device. Drivers are responsible for ensuring their vehicles are safe to operate before each use.
- Drivers are responsible for taking their vehicles in for schedule maintenance. This will be paid for by E Light Electric Services.
- Drivers are responsible for reporting any defects with their vehicles to the Director of Training and Safety.
- No modifications shall be made to company vehicles without the prior approval of the Director of Education and Loss Prevention and the Vice President of Operations.
- Drivers of company vehicles shall be responsible financially for all fines or penalties arising from the improper or incorrect use of a company vehicle.
- You are a representative of E Light Electric Services and your driving should show others that we are a professional organization.
- Personal vehicles shall be parked in designated areas only and only allowed access to jobsites based on each jobsite specific rules. E Light Electric services cannot be responsible for personal vehicles.

Danger Zones

Keep clear of all heavy equipment. Particular points of danger are blind spots to sides and rear of vehicles and in swing radius of cranes and shovels.

Elevated Loads

Be alert to avoid swinging or suspended loads. Keep yourself and your fellow workers in the clear at all times.

Hoists and Elevators

Ride only on authorized personnel hoists or elevators. Do not ride on a material hoist.

Jumping

Jumping on or off equipment or vehicles, either moving or stationary, is prohibited. When climbing on or off machinery, face the unit and use secure hand and foot holds to prevent slips or falls. Look before you step down. Jumping in and out of various levels such as into excavations is prohibited.

Mechanical Guards

No machine shall be operated until all guards are in place. Guards are not to be removed except when necessary to make repairs and are to be replaced before equipment is again put into operation.

Operating Machinery and Equipment

Only authorized and properly trained and supervised personnel are permitted to operate equipment, vehicles, valves, electrical switches and other similar machinery.

An operator must specifically trained and certified on a specific piece of equipment by manufacture and model number. If multiple manufacturers of equipment or multiple model numbers are on a project, the operators must be trained on the specific manufacturer and model number for each type they operate. The training must include safety, operators' manual instructions, spotter requirements, and an observed operation certification by a certified operator, supervisor or safety personnel. A record of the training and observation must be completed and sent to the Education Department at the corporate office. We have iAuditor templates for recording this training and observation.

Seat Belts

If vehicle or equipment is equipped with seat belts, the operator and the passengers shall use them.

Transportation

Ride only in vehicles designated for transporting personnel. Do not ride on running boards, fenders or other projections and do not extend legs, feet, arms, hands or other body parts over the edge of the truck bed.

FIRE PREVENTION AND CONTROL

Cleaning Agents

Explosive liquids will not be used as cleaning agents. Use only approved cleaning fluids.

Combustible Materials

Gasoline and similar combustible liquids will be stored in secure "approved" containers and in an area free from burning hazards. (Approved by ANSI, or Manufacture.)

Keep all heat sources away from combustible liquids, gases or other flammable materials. When not in use, store combustible materials in a well-ventilated, cool place.

Fire Extinguisher

Do not remove or tamper with fire extinguisher installed on equipment or vehicles or in other locations unless authorized to do so or in case of fire. A fire extinguisher must be within 50 ft. of 5 lbs. or 5 gallons of a flammable or a combustible.

The general contractor, owner, or E Light Electric Services shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees. Fire extinguishers should be mounted no higher than 44 inches from the floor or ground level and at least 4 inches from the floor or ground level. Portable fire extinguishers shall be subjected to an annual maintenance check.

Fire Fighting Equipment

Firefighting equipment must be kept free from obstacles, equipment, materials and debris that could delay emergency use of such equipment. Familiarize yourself with the location and use of the project's firefighting equipment.

Oily Rags and Waste

Discard and/or store all oily rags, waste and similar combustible materials in metal containers on a daily basis.

Safety Cans

Handling of all flammable liquids by hand containers will be in approved type safety containers with spring closing covers and flame arresters. Only approved containers and portable tanks shall be used for flammable or combustible liquids, each container must be metal, vented, with a self-closing lid, and flash arrested for the storage, or use, of a hazardous material.

Smoking and Fires

Extinguish all matches, cigarettes, cigars and pipe tobacco before discarding. Do not smoke while fueling equipment or while in close proximity to refueling areas. Never leave open fires unattended. Smoking and the use of all tobacco products shall be restricted to designated areas only. All cigarette or tobacco product waste materials shall be removed from the premises by the employee.

Storage

Storage of flammable substances on equipment or vehicle is prohibited unless such unit has adequate storage area designed for such use.

Fire Prevention when welding

Whenever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible material on the floor or the floor below will be exposed to sparks, which might drop.

Fire Watch

Firewatcher shall be required to have a fire extinguisher readily available and be trained on its use. Firewatchers shall be required whenever welding or cutting is performed in locations where other than a minor fire might develop, or any of the following conditions exist:

- Combustible material in building construction or contents, closer than 35 ft. to the point of operation.
- Combustibles more than 35 ft. away but easily ignited by sparks.
- Wall or door openings within 35 ft. radius expose combustible materials in adjacent areas.
- Combustible materials on adjacent side of metal partitions, walls, ceilings, or roof and are likely to be ignited by conduction or radiation.
- Fire watch must stay in the area for at least 30 minutes after a fire has been extinguished.

FIRST AID / HEALTH / SANITATION

E Light Electric Services shall ensure the ready availability of medical personnel (Preferred Providers) for advice and consultations on matters of company health.

E Light Electric Services shall insure that first aid kits are readily available for the use of employees.

Accident and Near Miss Incidents

- Remain calm.
- Notify emergency personnel if necessary immediately.
Avoid unnecessary moving of an injured person.
- Notify your supervisor immediately, get first aid immediately.
- Supervision must be notified immediately of all accidents, regardless of the severity. No employee shall seek medical attention for a work related injury without the notification of the Director of Education and Loss Prevention. This notification shall be made immediately unless emergency medical treatment is needed. If emergency
- medical attention is required, the notification shall be made as soon as it is safe to do so.
- All employees shall use only designated medical providers which are listed on the designated medical providers for worker's compensation list. This list is kept on all job sites. No supervisor shall select a medical provider. The employee shall be shown the list of providers and the employee shall select which provider they wish to use. The supervisor shall offer no opinion or suggestion.
- A supervisor's first report of accident, a written witness statement and an employee's first report of accident shall be prepared and submitted as soon as it is safe to do so. These reports must be complete and submitted to the Director of Education and Loss Prevention within 8 hours of an incident utilizing the iAuditor process.

- A near miss incident report shall be completed and submitted to the Director of Education and Loss Prevention within 24 hours of all incidents that do not involve personal injury or property damage utilizing the iAuditor process.

Burns

Immediately treat acid, caustic and thermal burns by flushing with cold water.

Drinking Cups

Do not drink out of a common dispensing cup or ladle. Use only drinking fountains or individual disposable cups. E Light issues water to our employees in the field utilizing sealed water bottles of water. Please do not share your water bottle with others.

Drinking Water

Drink water that is specifically supplied and marked for drinking purposes. Stream or river water may look clear and clean but may contain deadly contaminants.

Electrical Shock

Turn electric power off. Do not touch the victim until he or she is free from current contact.

Hygiene

Personal cleanliness is extremely important. Many skin irritations result from careless or incomplete washing or bathing. Wash thoroughly and dry the skin completely to eliminate skin rashes, irritations and infections.

Redressing

If it is necessary to have an injury redressed, report to your supervisor immediately.

Treatment

Follow all advice given by trained first aid attendants, nurses or physicians relating to your injury. Inform your supervisor of all restrictions you may have concerning any injury whether work related or not work related.

Medication

E Light Electric Services will not dispense any medication at any time. Supervisors shall not give any medication to any personnel for any reason. Employees may use first aid kit pain relievers or other over the counter medications at their own risk and only if the medication will not interfere with their ability to perform their work tasks.

Employees shall inform supervisors if they are taking any medications that may affect their work performance and provide medical restrictions associated with that medication. Employees may not be allowed to work until they are no longer taking the medication if their restrictions are prohibitive.

LADDERS

Ladders shall be designed and constructed by approved industrial practices and general

specifications. Ladders shall be without structural defects or accident hazards such as sharp edges, burrs, etc. Wood ladders shall not be painted. Ladders shall not be repaired. Defective ladders shall be replaced. All ladders must have a readable load limit sticker. Any ladder missing a load limit sticker or if the sticker is unreadable shall be taken out of service until such time as the sticker is replaced. E Light utilizes stencil markings for load limits on ladders and this is acceptable as a means of identifying load limits.

Ascending and Descending

Face the ladder and use both hands when going up and down ladders. Materials and tools should be lowered or raised by a rope or other mechanical means. A three-point contact must be maintained on ladders at all times. Maintain three points of contact at all times.

Good Condition

Select the right ladder for the job. Do not use a ladder with missing or defective rungs, split side rails or other weaknesses.

Painting

Do not paint wood ladders as this may cover up defects.

Placing and Securing

- The ladder should be placed so that it extends at least 3 feet beyond the top landing. Make sure the base of the ladder is tied off or otherwise secured to prevent slipping or falling.
- Base of ladder should be set out at least one fourth of the ladder height measured from bottom to point of bearing.
- All extension type ladders shall be used only as intended by the manufacturer and must be tied off.

Positioning

When working from ladder, do not overreach or work beyond the second rung from the top. Self supporting ladders must be stored so that they can not accidentally fall. If stored upright against a wall or structure, they must be tied and secured to ensure they can not fall.

PERSONAL PROTECTIVE EQUIPMENT

To reduce the potential for injuries or detrimental effects on health, that is not controllable by engineering or administrative means to all employees. The use of personal protective equipment for protection from identified hazards is mandatory under the following conditions:

- Where required by law.
- Where exposure to the hazard has the potential for injury or illness to an employee.
- Where the failure to utilize the equipment would expose non employees to a safety or health hazard.
- Where management or supervision has determined that the work environment requires the use of personal protective equipment.

In order to avoid confusion, we have determined that all field employees shall wear hard hat and safety glasses at all times while on a job site unless they are in an area that has been set aside for breaks or office areas and has been specifically designated as a "Safe Zone."

WHEN REQUIRED

All employees shall use the protective equipment prescribed by the regulatory authorities, such as OSHA and Company rules and regulations to control or eliminate any hazard or other exposure to illness or injury. Any employee who willfully refuses to use the prescribed protective equipment designed to protect him or her or willfully damages such equipment shall be subject to disciplinary action up to and including his or her immediate termination. All personnel shall always wear hard hat and safety glasses while present on an E Light Electric jobsite, unless the employee is in an area that has been selected as outside of the construction zone for the purposes of office space or break areas.

Equipment Return

Protective equipment such as hardhat, safety goggles, safety belts, respirators, life vests, rubber clothing furnished by the company will be returned to the job site office or warehouse when terminating employment with the company or moving to another job. Individuals will be responsible for proper care of safety equipment and will take care not to lose or damage this equipment. The requirements set forth herein pertaining to personal protective equipment shall apply at all locations, whether permanent or temporary. It is the company's responsibility to provide personal protective equipment, and to ensure its proper use wherever necessary as outlined below.

Eye and Face Protection

The use of safety glasses or face shields is mandatory where there is exposure to a work process that has been identified as OSHA CFR 1910 hazard with potential for injury to the eyes or face. This could include, but not be limited to, grinding, chipping, sanding, sandblasting, or use of chemicals. Safety glasses or face shields must conform to the American National Standards Institute (ANSI), Standard for Occupational and Educational Eye and Face Protection, Z87.1. E Light Electric Services requires safety Glasses at all times on jobsites.

Only clear safety glasses shall be worn indoors and while working in low light conditions. No tinting of safety glasses shall be permitted indoors or in low light conditions. Tinted glasses may be worn in outdoor areas only.

Goggles, Safety Glasses, Face Shield, and Helmets

Appropriate eye and head protection will be worn by every employee when:

- Welding, burning or cutting with torches.
- Using abrasive wheels, portable grinders or files. Chipping concrete, stone or metal.
- Working with any materials subject to scaling, flaking or chipping.
- Soldering, handling or working with molten metal or hot compounds, handling or working with hazardous liquids, powders or substances (such as glass).

- Drilling or working under dusty conditions.
- Sand or water blasting.
- Using explosive actuated fastening or nailing tools. Working with compressed air or other gases.
- Working near any of the operations listed above
- Employees shall wear a face shield or goggles whenever drilling, sanding or cutting masonry, plaster or concrete materials to avoid dusts from entering the eyes.

HEARING CONSERVATION PROGRAM

The hearing conservation program is implemented to minimize the risk of permanent hearing impairment from exposure to occupational noise and to operate in compliance with governmental safety and health regulations. When areas of occupational noise exposure subject to governmental regulations are identified, feasible engineering or administrative controls, or the provision of personal hearing protection equipment when engineering or administrative controls are not feasible, must be used to reduce the employee noise exposure to acceptable levels.

An employee must be placed in a continuing, effective hearing conservation program, as per OSHA Standard 1910.95 (c) through (o) when the employee's exposure to noise has been determined to equal or exceed an eight-hour time weighted average (TWA) of 85 decibels measured on the "A" scale (dBA). The Hearing Conservation Program shall include the following:

Exposure monitoring or noise level measurements will be conducted in all areas suspected of noise levels, which may result in employee exposure at or above the eight-hour time-weighted average of 85 dBA. Affected employees will be given the opportunity to observe the noise measurements.

Audiometric testing will be provided, by the contractor when a necessary or when prior exposure may occur.

Employees involved in the program will be informed of the results of the monitored exposure and be provided with hearing protection devices and training in the use thereof.

Training will also be provided to those involved, regarding the effect of excessive noise on hearing and the purpose, advantages, disadvantages, and effectiveness of hearing protective devices.

The hearing conservation program shall conform to all requirements for such a program, as set forth in federal, state, or local occupational safety and health standards.

Hearing Protection

The use of hearing protection is mandatory where workplace daily noise levels exist with the possibility that employees receive exposure in excess of the allowable noise, as set forth in the Hearing Conservation Program outlined in this section. The hearing protection devices chosen for use must conform to all applicable federal, state, and local safety and health regulations.

Ear Plugs or Muffs

Appropriate hearing protection shall be worn in work areas where noise levels exceed established local, State or Federal standards. Note: Earplugs control noises (33 dBA) more effectively than ear muffs (29 dBA).

HEAD PROTECTION

Hard Hats

All construction areas will be considered "hard hat areas" during active work periods. All employees and visitors must wear company approved hard hats during work hours while inside construction areas.

Only full brimmed, V Guard Hats, White In color may be worn on E Light Electric Projects. The employee's Name is to be placed on the hard hat with label tape located on the front under the Logo just above the brim.

Hard hats are required in all areas where an overhead hazard exists. Hard hats for the protection of employees exposed to high voltage electrical shock and burns shall meet the specification contained in American National Standards Institute, Z89.2.

Employees may only wear company issued hard hats.

Hard hats shall not be decorated with any writing, painting or stickers other than those required by company policy or jobsite requirement.

E Light has established the following hard hat sticker and recognition program:

ZERO ACCIDENTS QUICK REFERENCE STICKERS

The purpose of the ZERO ACCIDENT Quick Reference Sticker is to allow supervision and employees to easily identify certain personnel from a distance. These stickers are to be placed in the Triangle formed by the V Guard ridges formed by the hard hat. The color code for the Quick Reference Stickers is as follows:

- Blue: Supervisor
 - Green: Safety
 - Yellow: UTV driver
 - Orange: Equipment Operator
 - Red: New Hire or Acclimation Period Employee (Must only be worn during the New Hire or Acclimation Period.)
-
- Refer to Hand Out F6 in the SHEP for a Poster showing Quick Reference Color Codes and Examples.

Certification, Training and Other Stickers

The superintendent or Construction Manager shall develop a layout for each project for the placement of all training, certification and other required or allowed stickers. You can use Hand Out F7 of the SHEP as a guideline for this layout. All personnel on the project will wear stickers in accordance with the required layout. Employees may be required to remove and replace stickers from previous projects in order to comply with this requirement.

RESPIRATORY PROTECTION

When it is determined that effective engineering control of oxygen deficiency or air contaminant exposure is not feasible, as per OSHA CFR 1910, appropriate respiratory protection will be provided for use by the exposed employees. Use will be mandatory whenever a potential respiratory hazard exists and the environment has been designated as an area which requires respiratory protection after air sampling and testing. The selection, use, and maintenance of respirators shall comply with all applicable federal and local laws pertaining to safety and health.

Selection of the respirators shall be made according to American National Standards Institute, Z88.2.

Respirators

Approved respirators (ref: OSHA CFR 1926.103) will be used when excessive dusts, mists, fumes, gases or other atmospheric impurities are determined to be harmful to health. (See Respirators Protection Program in this book.) All employees must be trained, have a physical, be fit tested, know how to don, maintain, clean and store respirators just to name a few items.

Harnesses, Lifelines, and Lanyards

Where a hazard of falling exists which cannot be controlled through effective, feasible engineering techniques, the use of fall protection devices is mandatory. Lifelines, harnesses, or

lanyards shall be designated and used only for employee safeguarding. Any device subjected to loading, other than static testing, shall be immediately removed from service as an employee safeguard. Safety Belts are only allowed for movement restriction and shall not be used for fall protection. The selection, use, and maintenance of the employee safeguard devices shall conform to all applicable federal and local health regulations.

Footwear

All employees working in construction areas should wear appropriate footwear for task being performed.

Footwear shall be of a hard sole type with good ankle support. Cowboy boots do not provide ankle support unless they are specifically listed for that purpose. Boots must be worn laced up and in accordance with the manufacturer's instructions so that proper ankle support is provided.

Exception: Muck boots may be worn in areas where work is to be performed in deep mud or standing water. Employees need to be informed of the hazards of working on uneven ground without ankle support on each JHA when using this exception.

Slick soled shoes shall not be permitted.

We also suggest that all footwears be rated for electrical insulation.

Steel toed boots shall not be worn if the covering has been worn and the steel is showing.

Steel boots may be required by certain project requirements.

Gloves

Employees working in the field shall always wear gloves unless they are performing a task that requires fine finger manipulation. E Light Electric Services, Inc. issues Cut 2 level gloves to all employees and all employees are expected to wear these gloves at all times.

Employees working with wood reels and wood structures shall wear leather gloves to protect from splinters.

Snake Chaps

Some areas where employees may be working are located in areas where snakes may be present. In these areas, there may be a requirement for the use of snake chaps. On any site where snake chaps are required, all personnel shall wear snake chaps at all times that they are working in the field.

Employees are expected to care for their issued Personal Protective Equipment. They are

expected to bring them to work with them every day and to report any deficiencies that are discovered with their PPE. Failure to have your PPE with you or failure to properly care for your PPE may result in disciplinary action.

Scaffolds

Scaffolding is an integral and important facet of the construction industry. Specific standards need to be followed in accordance to manufactures specifications, OSHA specifications, and ANSI specifications most of the time all the standards match each other's but the Manufactures specifications supersede all other specific specifications.

The Superintendent for E Light Electric Services assigned to the project shall be responsible for inspecting and supervising the erection and use of the scaffolding.

E Light personnel shall not use any scaffolding unless the scaffolding has been inspected that day by a competent person and the competent person has signed an inspection card which is clearly displayed on the scaffolding.

The footing of scaffolds must be sound and rigid; capable of supporting four times the maximum intended load.

Only competent persons shall erect, dismantle or move a scaffold.

Scaffolds in excess of ten feet above the ground must have fall protection. A standard guardrail consists of a top rail at 42 inches high, mid-rail half way in between and a 4-inch toe-board. All guardrails must be capable of withstanding 200 lbs. of force in any direction.

All scaffold components shall be able to support at least four times the maximum intended load.

Any scaffolding that has been damaged or weakened shall be immediately replace or repaired,

All planking or platforms shall be 2 inches by 12 inches by 8 feet. No opening in planking more than 1 inch.

All planking shall be overlapped a minimum of 12 inches.

An access ladder or other safe access shall be provided.

Scaffold planks must extend over their end supports by 6 inches but not more than 12 inches.

The legs or uprights shall be plumb and rigidly braced to prevent swaying. All cross bracing should be used.

Shore or lean-to scaffolding shall not be used.

Scaffold legs shall be set on adjustable bases, plan bases or other foundations adequate to support the maximum rated load.

All pins to secure diagonal braces and to prevent uplifting shall be used.

Screw jack not out more than 12 inch, and scaffolding secured whenever three or more sections are used.

Safe center loads for scaffolding planks

Based on extreme stress of 1300 to 1500 pounds per square inch; planking shall consist of Douglas Fir, Sitka Spruce, White Spruce, Red Pine or Port Orford White Cedar.

Scaffolding has three distinct weight limits, 75 lbs. for 6 foot between up right to upright, 50 lbs. per sq. ft. for 8 foot between upright to upright, and 25 lbs. for 10 ft. between upright and upright. The scaffold must then hold 4 times its maximum intendedload. Example: 4 ft. by 6 ft. scaffolding (4 X 6=24) times 75 lbs. per square ft., (24 X 75= 1800 lbs.) then 4 times its maximum intended load (1800 X 4= 7,200 lbs.) The scaffold must be built to hold 7,200 lbs. of weight. This is why mudsills must be 180 sq. inch (2X10X18) and all cross bracing must be used, etc.

SCISSOR LIFTS AND MANLIFTS OPERATIONS

- Workers must be trained in the operation and use of the equipment. The equipment lifting capacity must be clearly identified.
- Handrails, mid-rails and toe-boards must be in place and free from any damage. Operating instructions must be legible. Operators shall read the operators manual before operating the lift.
- The operator shall know the procedure to operate the lift manually in the event of a power failure.
- When welding from lift fire extinguisher must be in the lift basket. Travel is only permitted when the lift is in the down position.
- Lifting material, which extends beyond the guardrails, is not permitted. The maximum lift capacity shall not be exceeded.

TOOLS

Damaged or Defective Tools

Do not use broken, defective, burned or mushroomed tools. Report defective tools to your supervisor and turn tool in for replacement. Personally supplied tools shall meet all safety requirements, safety rules and OSHA regulations.

Hard Facing

Do not strike two hardened steel surfaces together; i.e. two hammers or a hammer and hardened steel shafts bearings, etc.

Power Tools

Only assigned, qualified operators will operate power, explosive actuated or air driven tools. Employees shall read the operators manual prior to using a tool the first time.

An operator's manual must be on site and accessible to the employees.

STORAGE

All tools must be returned to their case at the end of each use and shift. Batteries, accessories must be placed in the case unless the battery requires recharging. Bits, and other items similar to bits must not be stored in the case but need to be stored in their designated location. ALL TOOLS SHOULD BE STORED IN THEIR CASE.

Tools returned to the warehouse without their case, missing parts, or in need of repair, will be replaced at the cost of the project.

Keep tools in their proper storage place when not in use. Do not leave tools where they might present a tripping hazard, fall on somebody or be stolen. Do not carry sharp edged tools in your pockets. E Light Electric Services cannot be responsible for personally supplied tools. You may lock your tools in the company gang boxes or office but E Light Electric Services will not be responsible for loss or theft. We recommend that all employees take their personal tools home with them after each shift.

Proper Tool

Always use the proper tool and equipment for any task you may be assigned to do. For example: do not use a wrench as a hammer or a screwdriver as a chisel.

Overhead Hoists

The supporting structure to which to hoist is attached or suspended shall have a safe working load equal to that of the hoist.

Machine Guarding

One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ongoing nip points, rotating parts, flying chips and sparks.

Grinders

Work rests must be provided and kept adjusted closely to the wheel with a maximum opening of one-eighth inch to prevent the work from being jammed between the wheel and the rest. Tongue guards must be provided and kept adjusted to within one-fourth inch. All periphery guards must be provided and maintained.

Compressed Air

Compressed air used for cleaning. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.

Hand and Portable Tools

General requirements - Each employer shall be responsible for the safe condition of tools and equipment used by the employees, including tools and equipment that may be furnished by employees.

All portable tools - must be equipped with positive on - off switches. Each tool must be grounded with a three-wire type plug or double insulated.

Circular Saws - All portable, power-driven circular saws having a blade diameter greater than 2 inches shall be equipped with guards above and below the base plate or shoe.

Jacks

The rated load shall be legibly and permanently marked in a prominent location the jack by casting, stamping, or other suitable means.

Damaged or Defective Tools

Do not use broken, defective, burned or mushroomed tools. Report defective tools to your supervisor and turn tool in for replacement.

Hard Facing

Do not strike two hardened steel surfaces together; i.e. two hammers or a hammer and hardened steel shafts bearings, etc

Proper Tool

Always use the proper tool and equipment for any task you may be assigned to do. For example: do not use a wrench as a hammer or a screwdriver as a chisel.

Storage

Keep tools in their proper storage place when not in use. Do not leave tools where they might present a tripping hazard, fall on somebody or be stolen. Do not carry sharp edged tools in your pockets.

COMPRESSED GAS

Compress gas cylinders shall be stored in an adequately ventilated unoccupied room when their possible leakage might affect workers. Cylinders shall be secured in upright positions at all times, except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.

Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high and having a fire resistance rating of at least one-half hour. When parallel lengths of oxygen and acetylene hose are taped together for convenience and to prevent tangling, not more than 4 inches out of 12 inches shall be covered by tape.

Listed and approved caps must be kept on all tanks while not in use.

WELDING AND CUTTING

Only qualified personnel shall operate welders or cutting equipment. Assure that fire-extinguishing equipment is immediately available. Inspect all hoses carrying acetylene, oxygen or any gas, which may ignite.

Ground connections must be mechanically strong, electrically adequate for required current and not grounded to pipelines containing gases or flammable liquids or to conduits containing live electrical circuits.

When welding, cutting or heating metals of toxic significance, proper precautions must be taken to protect employees by using mechanical ventilation and approved respiratory protective equipment as required.

Assure welders and proper filter lens goggles protect other employees in the area and welding screens where applicable.

Operate arc welders at correct amps.

Tank valves must be shut off and all hoses bled off when shut down with caps on all cylinders not in use whether full or empty.

INDUSTRIAL FORK TRUCKS

Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in safe operation of powered industrial trucks. The training and certification must be manufacture and model type.

When a powered industrial truck is left unattended (unattended operator is more than 25 ft. from truck) the load shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline. When the operator is within 25 ft. the load must be lowered and the controls neutralized, and the brake set to prevent movement.

Industrial trucks must be kept clean and free of dirt, lint, excess oil, and grease.

Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examinations shall be made at least daily.

See pre-use inspections in the inspection section of this book and the Forklift Safety section.

Preplan safety into every task, job, assignment; Safety First and always.

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