

HEALTH AND SAFETY PROGRAM RESPONSIBILITIES

Audited and Updated: January 23, 2022

PROGRAM STANDARDS

Our goal is to reduce Loss through effective Management; this must receive top priority from everyone. Job site safety is everyone's responsibility. Each level of our organization is accountable for Loss Prevention. Responsibilities for all personnel are as follows:

PRESIDENT

- Provide direction, motivation, and accountability to ensure a Loss Prevention Program is developed, implemented and maintained.
- Has overall responsibility for ensuring Loss Prevention is a consideration for all design and construction phases of E Light Electric Services; an attitude of safety is reflected by all agreements, contracts, all sub-contractors, management, employees, vendors, visitors and anyone else connected with this program.
- Establish an adequate budget to fund the Loss Prevention Program.
- Provide annual Loss Prevention goals and objectives.
- Hold each person accountable for the success of the Loss Prevention Program and accountable for their specific responsibilities as described in this program.
- Periodically confer with the Vice President of Operations, the Vice President of Preconstruction and the Vice President of Finance to ensure compliance with this program and ensure the development of a corporate culture of safety and training.
- Ensure that all levels of management and sub-contractors exercise positive leadership in orienting and motivating their staff.
- Delegate authority, as needed, to facilitate all aspects of this Loss Prevention Program and ensure improvements are made where needed.

Director of Education and Loss Prevention

- Report directly to the Vice President of Operations
- Develop, Administer and Manager the Safety, Health and Environmental Policy
- Conduct and record regular audits of Safety Policies to Ensure they are up to date and effective
- Develop and implement safety policies
- Ensure all work-related accidents, injuries, and illnesses are manager effectively and recorded.
- Ensure all safety related record keeping is in compliance with this policy and regulations.
- Develop safety training and ensure safety training is delivered effectively.

- Deliver quarterly reports to the Board of Directors about safety, procedures and statistics
- Coordinate with the Vice President of Operations, The Vice President of Preconstruction and the Vice President of Finance to ensure the safety of our employees, the development of a culture of safety and prevent loss to the company.
- Coordinate with insurance companies to ensure correct reporting, manage cases and reduce cost.
- Ensure that safety receives equal consideration with production and profit by developing safety plans and strategies, during all meetings and on every job.
- Stay informed of emerging hazards and trends and develop mitigations for these emerging hazards and risks
- Review and approve all Energized Work Permits and Testing and Troubleshooting Plans
- Perform management and oversight of the Safety Staff
- Develop and manage specific programs related to Safety as needed.
- Brief management and supervision during management and supervisor meetings.

PROJECT MANAGER

- Review specifications and drawings for compliance with applicable federal, state, local laws and standards and the company Safety Loss program during the bidding process and construction phases.
- Hold each supervisor and/or sub-contractor accountable for his or her Loss Prevention actions, during pre-qualification reviews, during the project and before close out of any project.
- Include loss prevention history and compliance with this program in reviews of supervisors and journeyman level employees.
- Conduct unannounced Monthly on-site Health and Safety Inspections, to ensure that Loss Prevention is adequately addressed, and determine if any patterns or trends are taking place that may need attention. Report results of inspections to the Director of Education and Loss Prevention through the use of the iAuditor Management Safety and Quality inspection report.
- Review results of inspections, daily supervisor reports and weekly supervisor safety walk reports weekly to understand challenges, safety issues and concerns on the projects.
- Read all accident and incident reports from their projects and ensure that steps are taken to avoid repeat accidents.
- Serve as an advisor to subordinate management on Loss Prevention planning and problems, through meetings, site visits and pre task planning.
- Monitor compliance with the safety loss program, mandatory safety and health laws, standards, and codes.
- Ensure that accidents and incidents are reported and investigated in a timely manner and to determine basic and intermediate causes in the interest of

preventing recurrence.

- Ensure that all accidents and near misses are reported immediately to the Director of Education and Loss Prevention.
- Perform a minimum of one STOP Action Observation monthly on their projects.
- Ensure safety meetings are being conducted weekly on all jobsites and that written reports of safety meetings are filed in the project files.
- Ensure all employees assigned to them have completed all required safety training

SUPERVISORS

- Conduct a daily informal inspection of site, communicating to employees and the project manager the results (recommendations, corrective actions, and follow-up) to ensure full compliance with our safety loss program.
- Conduct site specific Training and Orientation. Assist employees and sub-contractors with safety information and topics, and then monitor all safety meetings. Attend Sub-contractor's safety meetings periodically to ensure compliance with the safety loss program and to help develop a culture of safety and training.
- Assign employees to read weekly safety meeting topics, assist them with the meeting and maintain control of the safety meeting. Report all safety meetings in writing to the project manager and the project engineer.
- Develop Installation Plans and Job Hazard Analysis utilizing iAuditor Templates provided by E Light Electric Services, Inc. and issue to employees daily. Ensure a JHA briefing is conducted before performance of tasks.
- Ensure Challenging is being performed on the project daily.
- Ensure all employees have a pre-task card completed correctly and on their person at all times
- Ensure all employees are in compliance with the safety and health requirements of the SHEP and the project specific requirements.
- Ensure all required posting is place and up to date.
- Provide leadership and guidance for all employees and sub-contractors to ensure compliance with rules, regulations, procedures, and practices to improve the overall performance, by using the safety loss program.
- Maintain Loss Prevention record keeping, jobsite required posting, the Hazard Communications Program.
- Develop and maintain an inventory of all hazardous materials on the jobsite.
- Develop and maintain a site-specific evacuation program and maintain a daily list of personnel on the job site for which they are responsible.
- Coordinate and assist our subcontractors with implementation of the safety loss program and with their site inspections and safety meetings.
- Conduct a weekly audit and or inspection of their work area forwarding all results and recommendations to the Project Manager and General Contractor. A Supervisors safety walk inspection shall be performed weekly by the lead supervisor on the project using the iauditor template for this walk. This safety walk must be specific to safety items and may not be delegated to another

employee or supervisor.

- Report immediately all accidents and near misses to the Director of Education and Loss Prevention and coordinate with the Director of Education and Loss Prevention for all accident investigations.
- Conduct accident/incident investigations with the Director of Education and Loss Prevention for and ensure that all sub-contractors conduct accident/incident investigations to ensure correction and prevention of recurrence. Report findings and corrections made to the Project Manager for all accidents or near misses.
- Implement and enforce the Compliance Programs as necessary to encourage a well-functioning safety loss control program
- Encourage pro-active behavior-based safety thought processes through weekly safety meetings, personal daily contact with employees, continuous training, STOP Action Observations and employee reviews.
- Ensure all employees are trained in the use of equipment prior to use. Ensure that the proper equipment for a task is available in good repair. Preplan tasks to ensure the proper equipment and training are available .
- Serve as or designate a competent person for tasks requiring a competent person.
- Continuously participate in leadership, skill and safety training to improve knowledge of safety principals, recognized hazards and means to minimize exposure of employees to hazards.
- Encourage employees to continuously participate in leadership, skill and safety training to improve knowledge of safety principals, recognized hazards and means to minimize exposure of employees to hazards.

- ❑ Coordinate with the Director of Education and Loss Prevention to provide task specific, hazard specific, certification, qualification, or competent person training for employees as needed.
- ❑ In case of an injury or illness, ensure proper and prompt first-aid treatment is given and medical attention is provided if needed. Ensure that all employees requesting to seek medical treatment are given a choice of at least two medical providers approved by human resources. Substance testing will be required for all employees involved in an accident.
- ❑ Perform a STOP Action Observation reports periodically.
- ❑ Ensure the Job Hazard Analysis is prepared for each task performed and each crew receives the JHA daily and that a daily JHA briefing is done for each task that is performed by the crews.
- ❑ Ensure each crew member has a Pre-Task Card on their person at all times during the shift and ensure that employees are challenging personnel that enter their work areas, briefing them with their Pre-card on the hazards in the area and having the person initial their pre- task card.
- ❑ Utilize iAuditor templates to perform Daily Supervisors Reports, Rapid Observations Reports, Job Hazard Analysis, Installation Plans and other required forms and reports.

SUB-CONTRACTORS

- ❑ Comply with all E Light Loss Prevention programs along with all federal, state, and local governmental agencies and coordinate with the site supervision, project management and the Director of Education and Loss Prevention to ensure that all requirements of the safety loss control program are met.
- ❑ Be responsible for weekly safety meeting, weekly inspections, accident/ incident reporting, and forward copies of all transactions to E Light.
- ❑ Provide E Light with all required Health and Safety Programs and Policies, such as the Hazard Communications Program, Respirator Protection Programs and other such information. If any such program is absent, each Sub-contractor will adopt E Light Loss Prevention Programs / Policies.
- ❑ Conduct Accident / Incident investigations in coordination with the Director of Education and Loss Prevention and forward investigation results to E Light within 24 hours of occurrence. Notify the Director of Education and Loss Prevention of all accidents and near misses immediately.
- ❑ Will provide a place of employment free from recognized hazards that may cause damage to people, property, or environment.
- ❑ Conduct weekly Health and Safety Inspections: Communicating all results, remedial actions, and follow-up procedures to the Supervisor of E Light.

SAFETY MANAGERS

- Work with Operations to ensure that all tasks are performed in a safe manner.
- Coach and train employees continuously on safety procedures, processes, ergonomics, hazards and communication.
- Complete a STOP Action Observation report at least once weekly.
- Provide a work environment free of unacceptable hazards and risk.
- Ensure that all injuries, auto accidents, near miss incidents, fires and unsafe conditions are promptly reported and investigate in accordance with corporate policy.
- Ensure the successful case management of each reported safety violation, incident, accident, near miss, good catch, or observation reported to Safety.
- Manage all accident cases and ensure that employees receive care proportional to their needs. Manage medical care to ensure the employees are over treated or administered unnecessary medications. Consult with the treating physician and employee to ensure that each fully understands the background of the situation, previous medical history, treatment options, medication options, return to work policies and our corporate philosophy and policies.
- Maintain the SDS Log, Pre-task Card Log, Safety Reporting Log, and Safety Managers Reports daily on the project.
- Ensure the safety statistics are accurately reported to the Regional Safety Manager.
- Be involved in safety awareness, for coworkers, new hires and company employees. Conduct safety training and safety orientation.
- Do everything reasonable and necessary to provide a safe and productive work environment.
- Manage the safety staff.
- Notify the Director of Education and Loss Prevention of any incidents or accidents which occur on the project.
- Attend the Plan of Tomorrow (POT) meeting daily and open the meeting with a safety briefing.
- Assist operation with the development of Job Hazard Analysis.
- Coach operation on effective JHA writing. Attend daily JHA briefings and privately coach the supervisor on delivering JHA briefings.

EMPLOYEES

- Perform their job properly and in accordance with established procedures and operating philosophy.
- Be accountable for wearing and maintaining all personal protective equipment.
- Comply with all company policies and general rules.
- Report any accidents / incidents to supervisor immediately.
- Notify their supervisor if they have been requested to perform a task for which they have not received adequate training.
- Follow and adhere to any specific Safety and Health rules as they apply to each job site.
- Report unsafe conditions and practices to supervisor immediately. Notify supervisor immediately if they are required to perform any task which they believe may be unsafe and request assistance. Notify supervisor immediately of any unsafe condition as it occurs.
- Maintain and properly use all tools and equipment for which you are responsible.
- Attend and participate in all safety meetings.
- Report all injuries and illnesses to your supervisor immediately.
- Assist in setting the example by setting a high expectation of safety on each and every site.
- Fill out a pre-task card each day at the beginning of the shift while participating in the JHA briefing daily. Keep the pre-task card on your person throughout the day. Record on your pre- task card each bottle of water that you consume during the shift.
- Challenge any person that enters your work area that was not a part of your JHA briefing. Record any Good Catches and Additional Hazards on your pre-task card.

ALL MANAGEMENT AND EMPLOYEES

- Ensure that safety receives equal consideration with production and profit by developing safety plans and strategies, during all meetings and on every job.
- Provide a work environment free of unacceptable hazards and risk.
- Ensure that all injuries, auto accidents, near miss incidents, fires and unsafe conditions are promptly reported and investigated.
- In case of injury or illness, unless life threatening, every employee will utilize E Lights approved medical providers. Each employee will be provided a choice of at least two providers when available.

- Ensure that each jobsite and task has the appropriate tools and each employee has the training required to properly perform the task safely.
- Communicate what the personal protective equipment is required for each job site and/or task.
- Assist in resolving and discussing safe and or unsafe behaviors when observed.
- Be involved in safety awareness, for coworkers, new hires and company employees.
- Do everything reasonable and necessary to provide a safe and productive work environment.