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Safety Program

The framework of all safety programming is personal care and common sense. You are expected to keep this in mind while in the employment of Kurrent Electric, Inc. Although the company has tried to provide a comprehensive set of safety guidelines, it is impossible to cover every possible hazard. Therefore, if a rule on any particular hazard has not been mentioned, you are still expected to use care and common sense in regard to such a hazard. Your safety and wellbeing on the job depends on you as well as your co-workers. We are trying to work safely in our company and we ask your cooperation in following these safety guidelines.

Each employee is expected to obey safety guidelines and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor (i.e. Safety Coordinator). Employees who violate safety standards, cause hazardous and dangerous situations, fail to report or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

The company recognizes that the basic responsibility for employee health and safety rests with individual employees. It is a condition of employment that employees conduct their work in a safe and healthful manner, including the proper use of company property and proper operation of company equipment. Employees will be held liable for the willful destruction or abuse of company property. The company will keep employees aware of, and trained in, the safety and health/loss control requirements of both the law and of the organization.

Safety Guidelines

I. Employee Responsibilities

The Occupational Safety and Health Act (OSHA) of 1970 requires "*that every employer covered under the act furnish to his employees employment and a place of employment which are free from recognized hazards that are casing or are likely to cause death or serious physical harm to his employees*." The act also requires "*that employees comply with standards, rules, regulations, and orders issued under the act which are applicable to their own actions and conduct*."

Employee responsibilities for safety include the following:

1. Follow all safety rules and regulations
    a. Employer recognizes that if site conditions are unsafe as determined by the Journeyman on site prior to accessing the job site, the office is to be notified of the situation. Employees will not access the site until authorized by the office.
2. Wear appropriate safety equipment as required
3. Maintain equipment in good condition with all safety devices in tact
4. Report all injuries, not matter how minor, immediately to the Journeyman, Safety Coordinator, or the office

II. General Safety / Work Rules

Each employee is expected to use proper care of his/her work for his/her own personal safety and that of the people around him/her. Unsafe conditions or practices must be reported at once to the Journeyman, Safety Coordinator, or office.

If you are injured, not matter how slightly, report to your Journeyman and the office. Depending on the severity of the injury, seek immediate medical attention via the on-site first aid kits, company designated doctor, or emergency medical personnel (911 system). Even a slight injury may result in a dangerous infection.

1. Be alert! Report unsafe conditions immediately. You are not required to work under unsafe conditions.

2. Pull out or bend over projecting nails.
3. Wear safety glasses when exposed to flying objects.
4. Wear a hard hat where required.
5. Lift correctly. Use your legs to take the strain, not your back.
6. Keep a clean work site.
7. Keep the public and all other unauthorized persons away from the work area.
8. Don’t horse around. Horseplay can cause accidents.
9. Use hand tools properly. Damaged or worn parts must be promptly repaired or replaced.
10. Power tools shall be operated only by authorized personnel with guards furnished by the manufacturer and “in place”. Electrical tools must be grounded unless they are double insulated.
11. Report every injury, including those of a minor nature.
12. All posted safety rules shall be obeyed and shall not be removed except by management’s authorization. Violation of any of these safety rules may be cause for disciplinary action up to and including termination.

Emergency Action Plan

This Emergency Action Program has been developed in accordance with Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.38. The purpose of this plan is to ensure the protection of all employees in an emergency situation. (Fire, Explosion, Loss of Utilities, Severe Weather, etc.)

I. In Case of Fire

1. At first sight of fire, sound the appropriate alarm.
2. Evacuate to a safe area (which we have designated as the company vehicle on-site).
3. Notify the Fire Department via 911

II. Tornado Warning Procedures (Severe Weather)

1. The alarm will be **sounded** over the Civil Defense Siren or National Weather Service radio broadcasts. If outside, the alarm will be a constant blast over the CD horn of one minute duration. At the sound of the alarm, you should immediately take the following safety precautions to reduce the possibility of personal injury.
    a. If outside or in outlying small buildings, move quickly to the nearest large facility or to pre-designated Tornado Shelter Facility
    b. If inside, stay inside. Immediately move away from windows, door openings and all exterior areas with large amounts of glass. Move towards the center of the building and into small interior rooms without glass, such as rest rooms, interior conference rooms, and closets.
    c. Move quickly, but remain calm
    d. The building structure could withstand high wind; however, there is danger of wind-driven glass and other debris. Remain under cover until it is clear and the danger has passed.

III. Evacuation Plan

1. Evacuation plan in event of fire, gas leak, or any other site emergency
    a. In the event of a site evacuation, the designated safe point is the on-site company vehicle

b. After evacuation, the Journeyman will ensure that all employees have evacuated safely

c. Employees should **never** re-enter an evacuated job site until authorized by appropriate emergency personnel (police, fire departments, etc.)

IV. First Aid / Medical Attention Procedures

1. Due to the remote locations of our jobsites, availability of medical care can be a concern. Medical supplies are located in company vehicles to administer self-care.
2. Serious accidents, with or without injuries or death: Do Not Panic
    a. Give immediate assistance when needed to victim(s)
    b. Have someone phone: 911/ambulance/doctor and the office
    c. Designate someone at the scene to take charge to:
        1) Direct rescue squad and/or ambulance
        2) Prevent further injuries
    d. DO NOT volunteer "What happened" to anyone other than the Journeyman and/or the office. Refer all questions to the office.
3. Minor Accidents – Ailments – Sickness
    a. Give immediate assistance – Make victim(s) take a safe position, reassure victim(s) that help is coming
    b. Advise the Journeyman and/or office
    c. Keep track on jobsite log of time, place, and witnesses

Reporting Accidents

1. All injuries/incidents (no matter how small) must be reported immediately to the company Safety Coordinator
    a. Incidents: near misses or an act that <u>could have</u> potentially caused an actual injury
2. Incident reporting forms are located in the office and should be competed after reporting the incident to the office
3. Incident forms are to be turned into the office at the end of the current work day

Job-Site Safety

I. Housekeeping

1. Cleanliness and orderliness are the first fundamentals of good housekeeping. Remember: a place for everything and everything in its place.
2. All objects with sharp edges shall be placed in containers.
3. Avoid placing debris and other obstacles in roadways, walkways, aisles, and other travel routes.
4. Return all tools and equipment to the tool boxes or shop after use.

II. Hand Tools

1. Hand tools shall not be used for any other purpose than it is intended for. All damaged tools or worn parts should be reported to the Journeyman or office for replacement or repair.

III. Power Tools

1. Factory supplied guards must remain in place at all times.
2. All electrical power tools and extension cords shall have approved insulation and an intact grounding prong. Damaged cords should be reported immediately so they can be repaired or replaced.
3. No employee shall operate any tool unless he/she has been properly instructed in its use and is thoroughly familiar with all details of its operation.
4. All tool cords and extension cords shall be placed where they are not a tripping hazard or subject to damage.
5. DO NOT use power tools when working in standing water.

IV. Ladders & Scaffolding

Portable ladders, scaffolds, and personal fall protection equipment must be inspected, maintained, and used in accordance with the manufacturer’s instructions and applicable

safety standards. (Refer to the appropriate operating manual and/or safety standard for additional information)

Personal protection equipment that is suitable for workplace hazards and the work being performed must be worn when working from ladders and scaffolds.

1. Select the right ladder for the job. Ladders should extend three (3) feet beyond top landing.
2. Do not splice two (2) ladders together.
3. Inspect ladders for slit side rails, missing or defective rungs, missing stabilizing or non-slip feet or any other weaknesses. Remove defective ladders from service immediately.
4. Face the ladder and use both hands when going up and down ladders. If necessary, hoist material to keep hands free.
5. Do not ascend higher than the third rung from the top on a straight or extension ladder or more than the second step from the top on step-ladders.
6. Tie off all straight ladders to keep them secure.
7. The base of a ladder should be set out at least ¼ of the ladder height measured from bottom to point of bearing.
8. Ladders shall not be placed in blind spots (doorways, driveways) unless properly barricaded or guarded.
9. Scaffold should be inspected and erected by a competent person. Inspection should be done before each use. Be sure it is designed for the safe working load.
10. Only scaffold planking tested and approved to carry the load will be used. Scaffold planking must be secured by tying or cleats to prevent slipping. Mark scaffold planks that are to be used for scaffolds only. (This is done for you by the manufacturer in most cases)
11. Hand rails and toe boards shall be on all scaffolds and the scaffold secured as required.
12. Rolling scaffolds are not to be moved from the top. Remove tools and materials before moving. After moving rolling scaffolds, lock wheels before using again.

V. Fall Protection Equipment

1. When employees are in the basket of a bucket truck:
    a. The truck's emergency brake must be set.
    b. Wheel chock or outriggers must be used to provide added protection.
    c. The lanyard must be attached to the boom and be of a length that prevents the wearer from climbing out of the basket.
    d. You must wear fall protection when working at suspended heights of more than six (6) feet.

VI. Personal Protective Equipment (PPE)

1. Safety Glasses
    a. Must be worn while exposed to flying objects
2. Hard Hats
    a. Must be worn when employees are exposed to overhead falling object hazards or structural hazards
    b. Must be worn when the head could come into contact with electrical conductors
3. Ear Protection
    a. Is provided by Kurrent Electric, Inc.
    b. Must be worn when operating the core/hammer drill

VII. Driving

1. It is the employees' responsibility to obey all federal, state, and local driving laws
2. It is the employees' responsibility to maintain company vehicles in a clean and orderly manner
3. Any tickets received (traffic or parking) or vehicular damage noted must be reported immediately to the office.