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Safety and Health Plan Policy

Introduction: It is the intent of R & W Electric Co. to provide a safe and healthy work environment for all employees and assure that employees have the knowledge, skills, and equipment to perform their jobs safely. Safety of life shall outweigh all other considerations. Every employee will strictly adhere to all safety rules. Negligence, carelessness, or unsafe work practices shall not be tolerated. No work is ever considered so important or urgent that the necessary steps cannot be taken to do it safely.

I

Arc Flash

Introduction: An arc flash is a dangerous condition associated with the release of energy caused by an electric arc. In an arc flash incident, an enormous amount of concentrated energy explodes outward from the electrical equipment creating pressure waves that can damage a person's hearing, a high-intensity flash that can damage their eyesight and a superheated ball of gas that can severely burn a worker's body and melt metal.

- 1) While it is the policy of R & W Electric Co. to de-energize the power source before working on an electric system, it is understandable that at times it is necessary to work on or trouble shoot an energized circuit. In those cases, the safety director must be contacted before work on an energized circuit begins.
- 2) Proper PPE must be worn in all cases when working on energized circuits. Contact the safety director to obtain a R & W Electric Co. Arc Flash Kit which will have all the below mentioned PPE. Employees shall check the kits before use to ensure that all the high voltage PPE has a current inspection certification. Do not use PPE if the certification has expired.
 - a) Exposure to under 600 volts:
 - i) Nomex full body jump suit
 - ii) Properly rated gloves
 - iii) Dielectric hard hat with full amber face shield
 - iv) Dielectric booties to slip over work boots
 - b) Examples of work performed at this level: (examples not intended to be all inclusive of every type of work!)
 - i) Removing any panel covers or barriers of energized equipment to perform investigative functions or inspections.
 - ii) Working in a panel with the line side energized and the panel cover removed.
 - iii) Installing a breaker into an energized electrical panel.
 - iv) Pulling cables or wiring into energized panels.
 - v) Pulling or installing fuses into energized parts.
 - c) Exposure over 600 volts:
 - i) The level of protection for 600 volts and above will be a full body 40 cal. High Voltage Suit complete with a full head hood, Dielectric booties, and properly rated High Voltage gloves.
 - d) Examples of work performed at this level: (examples not intended to be all inclusive of every type of work!)
 - i) Removing any gear covers or barriers of energized equipment to perform investigative functions or inspections.
 - ii) Installing protective blankets or insulating devices on buss work in an active High Voltage

Substation.

- iii) Racking in a breaker into an energized electrical cabinet.
- iv) Pulling cables or wiring into energized switchgear.
- v) Pulling or installing cut-outs on a utility pole. (If doing so from a bucket truck and within 10 feet of an energized line.)

II

Bucket Truck Operation

- 1) Equipment shall be always operated by a competent person.
- 2) Equipment shall be inspected daily, with all problems reported to management immediately.
- 3) Outriggers shall be let out before employee gets in bucket.
- 4) All employees working in a bucket shall wear an approved body harness with a shock-absorbing lanyard properly attached to the boom.
- 5) Employees shall not climb into or out of the bucket while bucket is elevated except in an emergency.
- 6) The manufacture's designated load limit should not be exceeded in the loading of a bucket.
- 7) Good housekeeping should be exercised in the bucket. No tools or equipment shall be rigged to the bucket in such a manner as to cause the bucket to become unstable.⁸
- 8) If the truck is equipped with a material handling winch, that winch cannot be used for wire pulling or any other purpose except for raising and lowering tools and material to the elevated bucket.
- 9) In accordance with state law, bucket shall remain 10' away from energized powerlines.

III

Confined Space Entry

Introduction: A confined space is a space that has limited means of entry/exit, not meant for continuous employee occupancy, and poor natural ventilation. A permit-required confined space is a space that has one of the following conditions: hazardous atmosphere (or potential for one), material that could engulf a person, a shape that could trap or asphyxiate someone, and any other recognized serious safety or health hazard. Only trained employees may enter a confined space.

- 1) Employees shall not enter a confined space, until they have filled out a confined space permit and the permit has been approved by the Safety Director. Untrained employees will not be allowed to enter a confined space.
- 2) When covers are removed from enclosed spaces, the opening shall be promptly guarded by railing, temporary cover, or other barrier intended to prevent an accidental fall through the opening and to protect employees working in the spaces from objects entering the space.
- 3) Before an employee enters an enclosed space, the internal atmosphere shall be tested for oxygen deficiency, explosive gases/vapors, and toxic gases/vapors.
- 4) Monitoring of the confined space shall be done before entering the confined space and continuously when an entrant is inside.
- 5) Monitoring shall be done with a direct-reading meter or similar instrument, capable of collection and immediate analysis of data samples without the need for off-site evaluation.
- 6) If a confined space must be ventilated, always use ordinary air to ventilate the confined space.
- 7) If in an emergency it is necessary to enter a confined space where gas may be present, employees shall use an approved self-contained breathing apparatus. Open flames and smoking shall not be permitted in a confined space.
- 8) When an employee works in a confined or enclosed space with energized parts, the employee must

wear proper PPE as described on the permit.

- 9) Whenever an employee enters a confined space, a qualified attendant must be always at the entrance of the confined space. The attendant shall not leave for any reason until entrants have exited the confined space. If an emergency arises, the attendant must be relieved of duty by another qualified attendant or the entrants must exit the confined space, before the attendant can leave. The attendant shall be responsible for the entrants of the confined space while they are in the confined space. The attendant shall not have any other responsibilities other than those of an attendant.
- 10) A ladder shall always be used when entering or leaving a manhole or vault. A cable shall not be used to assist in climbing into or out of a manhole except in an emergency.
- 11) Tools or material shall not be thrown into or out of manholes or vaults. Materials shall not be lowered into the hole until definite instructions to do so have been given by an entrant.

IV

General Safety Principles

- 1) **Each supervisor is responsible for ensuring the safety of their direct employees.** The superintendent shall not allow any employee to work until they are satisfied that the employee is competent and can perform their assigned duties in a safe manner.
- 2) All employees are responsible for seeing that all applicable safe work practices are followed in the performance of the job. Each employee has the additional responsibility of assisting in the safeguarding of others.
- 3) Each employee shall challenge any carelessness or unsafe work practices and, if the employee believes it necessary in the interest of safety, shall advise their Superintendent immediately. If the Superintendent is involved in the incident, the employee must/shall call the main office/safety director and report the incident.
- 4) Each employee shall assume the responsibility for his or her own safety. This responsibility increases with experience. Each employee shall be required to know and use the protection required for his or her job and shall be familiar with the tools and equipment required.
- 5) Employees are to report all accidents and injuries immediately (no later than end of work day) to their direct supervisor, and/or safety director. A first report of injury must be filled out the same day of the injury. Employees who report accidents late jeopardize their benefits under Worker's Compensation.
- 6) Personal cell phones shall not be carried or used during work hours. Personal phone calls on privately owned cell phones are not allowed during working hours. Personal cellular phones may only be used during breaks, lunch periods, and before or after work. If the need arises to use your personal cell phone for an emergency nature during business hours, you must notify your superintendent first. If the need arises to carry a personal cell phone during work hours because of medical or other justifiable reasons, you must notify your supervisor and receive permission first.
- 7) No portable radios, tape decks, CD players, I-Pods or earphones are allowed on any jobsite.
- 8) No scuffling or "horseplay" will be allowed on any jobsite.
- 9) No excess passengers on machinery or equipment. No one is to be transported in the back of a vehicle.

V

Fall Protection

Introduction: All employees that reach or exceed a height of 6 feet or more above ground shall be properly tied off 100% of the time. This includes work: (1.) Inside elevated platforms, bucket trucks, and extendable boom platforms whether working or moving; (2.) When working on elevations and/or surfaces, platforms,

etc., that is not completely decked and hand railed; and (3.) Any other place where it is necessary to provide fall protection.

- 1) Full Body Harness
 - a) Only approved personal fall-arrest equipment shall be used.
 - b) Employees shall be instructed in the use of fall-arrest equipment prior to using them on the job.
 - c) Safety straps, lanyards, lifelines, and body harnesses shall be inspected before use each day to determine that the equipment is in safe working condition.
 - d) Defective equipment may not be used.
 - e) Lifelines shall be protected against being cut or abraded.
 - f) Personal fall-arrest systems shall be rigged such that employees can neither free-fall more than six feet or contact any lower level.
 - g) Body harnesses shall be correctly worn. The leg straps shall be cinched snugly, the chest strap shall be directly across the chest and the D-Ring located directly between the shoulder blades.
- 2) Install and Maintain Perimeter Protections
 - a) Unprotected sides and edges. Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.
- 3) Cover and Secure Floor Openings
 - a) Each employee on walking/working surface shall be protected from falling through holes (including skylights) more than 6ft above lower levels, by personal fall arrest covers, or guardrail systems erected around such holes.
 - b) Each employee on a walking/working surface shall be protected from tripping in or stepping into or through holes (including skylights) by covers.
 - c) Each employee on a walking/working surface shall be protected from objects.

Construction Safety – Floor Openings

Unprotected holes in the floor, deck, or roof have been responsible for several very serious injuries. Yet, through planning and personal attention, falls through openings under foot are very easy to prevent.

- 1) If you make a hole, guard it. Before cutting a hole, barricade the work area to keep people out.
- 2) If the hole must be open, install permanent barricades around the perimeter. Like railings around the edge of a building or stairwell. These should be a minimum of forty-two inches high, have a mid-rail and be capable of withstanding a 200-pound load. Toe boards are always recommended and are required if anyone is going to work over the hole.
- 3) If the hole is not guarded, it must be covered. The cover must be capable of supporting at least a 200-pound load, be larger than the opening, secured against displacement, and labeled "Floor Opening, Do Not Remove". If you have a choice, make a round opening and cover. An oversized round cover cannot fall through a smaller round hole.
- 4) Never cover a hole with any type of non-substantial material such as paper, cardboard, or plastic. You may ask, "Why would anyone do that?" Unfortunately, it happens surprisingly.
- 5) Be extremely careful if you must walk over protective paper or plastic. A hole could be lurking beneath. Step very tentatively. If you find a hole, expose it immediately for others to see, barricade it or post someone to warn others of the danger, and notify your supervisor. Even shallow holes can cause serious injuries.
- 6) Plastic skylights and smoke vents are very popular. You should never stand or sit on a skylight. They are not made to support your weight. If you do sit or stand on one, odds are it will break and you will fall. If installing skylights, protect the openings as described above, until installation is complete.

The danger is very real. The control is very simple. This is a hazard that should never be allowed to exist.

VI

GFCI / Assured Grounding Program

Introduction: Ground-Fault Circuit Interrupters shall be provided for all 120-volt, single phase, 15 and 20 ampere receptacle outlets on all construction sites which are not part of the permanent wiring of the building or structure and which are in use by employees. The assured equipment grounding conductor program covers all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and equipment connected by cord and plug which are available for use or used by employees.

- 1) Any power cord that is plugged into any permanent power source is required to always be protected by a GFCI device.
- 2) An Assured Grounding inspection program will be implemented by the safety director monthly. Inspection reports will be kept on file at the project site.
- 3) Any tool or cord that does not pass inspection shall be taken and tagged "Out of Service" until it has been repaired per the manufacture's specifications. The color code is as follows:

<u>Orange</u>	<u>Blue</u>	<u>Red</u>	<u>Yellow</u>
January	February	March	April
May	June	July	August
September	October	November	December

VII

Hand Power Tool Operation

Introduction: The following procedures will be observed for the operation and inspection of hand and power tools.

- 1) All tools must be maintained in good working order with proper guards and used for their intended purpose in accordance with the instructions of the manufacturer.
- 2) All power tools shall be inspected prior to use to ensure safe operation. Every tool must be inspected before each use. Any tool that does not pass daily inspection must be tagged "OUT OF SERVICE" and removed from the work area immediately. Proper PPE will be determined prior to beginning any work involving hand or power tools.
- 3) All tools or cords shall be disconnected by grasping the plug, not the cord.
- 4) Extension cords shall be maintained in good repair. Cords for power tool use shall be of the three-wire ground type. Tools shall not be lowered by the cord.
- 5) No power tool is to be left on the top of, or on any step/shelf or hanging from a ladder where it can become dislodged, fall, and hurt someone or damage the tool. Such behavior will be deemed as negligence and disciplinary action will be taken.

VIII

Ladder Safety

Introduction: All ladders shall be used in the way the manufacturer intended and shall be marked for load capacity that suits the task in which they are being used.

Manufacturers' weight limit shall not be exceeded. Never use a step ladder as a straight ladder.

Fiberglass ladders are the only type ladders that shall be used. No metal or wood ladders are allowed on any jobsite. Regulations concerning ladders will be as follows, but not limited to:

- 1) Ladders shall be visually inspected before they are used. Ladders shall be free from defects, splits, cracks, bent rungs, etc. Tag all ladders that do not pass inspection "OUT OF SERVICE "and immediately remove it from the job site.
- 2) Only one employee at a time shall work on a ladder.
- 3) All stepladders shall be fully open with their spreaders locked. Employees shall climb the steps of a step ladder not the support rungs.
- 4) When using a step ladder the employee shall never work from the top two steps of the ladder.
- 5) A step ladder should not be used as a substitute for an extension ladder.
- 6) When using an extension ladder employees shall not climb past the third rung from the top. Employees shall ensure that both latches of an extension ladder are seated properly. The minimum overlap for extension ladders is three feet.
- 7) Extension ladders shall be tied off to a substantial support whenever practical. Under certain conditions it may be necessary for another employee to hold the ladder to prevent falling or slipping.

IX

Line Truck Operation

- 1) Equipment shall be always operated by a competent person.
- 2) Equipment shall be inspected daily and all problems reported to management immediately.
- 3) Outriggers shall be let out before using truck for drilling or lifting.
- 4) All lifting equipment, slings and attachments shall be properly marked to show load capacity. The rated capacity of the equipment shall not be exceeded. All slings shall be inspected daily for damage. If sling is found to be damaged it will be taken out of service immediately.
- 5) Clearances shall be checked before raising or lowering a load. After the slack is taken up, employees shall stand clear of the load before the actual lift is started, except as required by the job. Operators shall not move loads over the heads of employees. Employees shall not work under suspended loads.
- 6) The operator shall not leave controls unattended when the load is suspended.
- 7) The winch mounted on the tip or base of the boom shall not be rigged to pulleys, ropes, or in any way be used for pulling wire. This winch and rope shall only be used for static lifts of poles, arms, and electrical equipment.

X

Lock-Out/Tag-Out

Introduction: Lockout is the process of turning off and locking out the flow of energy from a power source to a piece of equipment or a circuit, and keeping it locked out while maintenance or servicing takes place on the equipment or circuit. Lockout is accomplished by installing a lockout device at the power source. Tag out is placing a tag on the power source that has been locked out. The tag acts as a warning not to restore energy to the circuit or equipment until the lock and tag are removed. Lockout/tag out refers to the specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery.

- 1) Only approved, trained, and authorized personnel may apply locks or tags to equipment or

machinery. This approval must come from the safety director.

- 2) Approved lockout/tagout devices shall be the only devices used for controlling energy and tagging purposes, and shall not be used for any other purpose.
- 3) Tagout devices shall be constructed and printed so that exposure to weather conditions or wet locations will not cause the tag to deteriorate or cause the tag message to become illegible.
- 4) All information required on the tag shall be properly and legibly entered so that exposure to the elements will not cause the message to deteriorate.
- 5) If more than one person is required to lockout or tagout equipment or machinery, each person will place their own personal lockout/tagout device on the energy isolating device.
- 6) The authorized employee shall know the type and magnitude of energy sources that the machine or equipment utilizes and shall understand the hazards and the appropriate means to eliminate the hazard.
- 7) If the machine or equipment to be serviced is operating, it should be shut down using normal shut down procedures.
- 8) The authorized employee shall lockout/tagout the energy isolating devices with assigned individual locks/tags.
- 9) Any time a lock is used to secure an energy source, it must be accompanied by a tag identifying the person that installed it, the date and time it was installed, and a means by which the employee may be contacted.
- 10) At no time will the locking device be removed by anyone other than the person who is identified on the tag unless approved by the safety director.
- 11) After ensuring that no personnel are exposed, and as a check on having disconnected the proper energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. After this test, the controls should be set back to the off position. Do not perform this test without the owner's prior consent or if damage to owner's equipment could occur.
- 12) The equipment is now locked out and tagged out of service and maintenance or repairs may begin.
- 13) After service is completed and the equipment is ready to be tested and returned to normal operation it must be inspected for completeness of assembly, the area around the machine or equipment must be checked to ensure that exposures to hazards or risks are minimal.
- 14) All equipment guards must be in place and properly adjusted.
- 15) All affected employees must be notified of the intention to energize and test the machine or equipment.
- 16) The employees who applied any lock or tag shall remove all lockout or tagout devices and operate the energy isolating devices to restore energy to the equipment in the exact reverse order that they were installed.
- 17) Do not remove the last lock or tag until all hazards have been considered and corrected as needed.

XI

Personal Protective Equipment (P.P.E.)

Introduction: All employees shall comply with all personal protective equipment requirements. All PPE used must meet ANSI/ASTM, and OSHA requirements. **Employee-owned PPE will not be allowed.** All employees must use the PPE provided by R & W Electric Co. The minimum requirements for personal protective equipment usage are as follows but not limited to:

- 1) Eye Protection
 - a. Only approved eye protection (meeting ANSI Z-87.1) that is in good condition shall be used.
 - b. Eye protection equipment shall be worn in all designated eye protection areas, on all jobs where it has been specified that eye protection is required, and at any time a hazardous condition exists.
 - c. Eye protection shall be used when drilling, jack hammering, grinding, chipping, sawing, utilizing compressed air, or when operations present potential eye injury.
- 2) Head Protection
 - a. Only approved hard hats (meeting ANSI Z-89.1) issued by R & W Electric Co. shall be worn.
 - b. All employees are required to correctly wear hard hats 100% of the time.
 - c. **Only company authorized decals shall be placed on hard hats.**
 - d. Hard hats shall be kept clean and regularly inspected. Hard hats found to be defective shall be replaced.
- 3) Hand Protection
 - a. Employees shall wear approved work gloves when handling sharp, rough, cold, or heated materials or when the use of gloves will prevent hand injuries. Gloves shall be worn while cutting conduit or installation of conduit in metal stud walls.
 - b. Only work gloves in good condition and free from holes/fraying shall be worn.
 - c. Gloves shall not be worn where there is danger of them being caught in moving machinery or rotating parts.
 - d. Rubber insulated gloves shall be worn when working on or near exposed energized lines or equipment. Gloves shall be rated for the voltage encountered and shall have leather protectors covering the glove.
- 4) Hearing Protection
 - a. Approved hearing protection shall be worn when employees are working in an area designated as requiring protection.
 - b. Appropriate hearing protection shall be worn when a noise level of 85 DBA or greater is determined.
 - c. Employees required to wear hearing protection shall comply with the proper use, limitation and care of the protectors worn.

XII Scaffolding

Introduction: The procedures concerning the erection and use of scaffolding are as follows but not limited to:

- 1) Scaffolding must be erected and maintained according to OSHA regulations.
- 2) Only competent, authorized personnel are to erect and/or alter scaffolds.
- 3) Every scaffold must be inspected daily, documented, and tagged by a competent person. The following inspection tags will be used:
 - a. Green (Use, OK)
 - b. Red: (Do not use)
- 4) All guardrail systems shall meet all OSHA requirements for every scaffold.
- 5) Before erecting any type of scaffold, approval must be obtained by the safety department and the project manager shall be notified.

XIII

Trenching and Excavation

Introduction: A trench is defined by OSHA as a narrow underground excavation that is deeper than it is wide. R & W Electric Co. defines a trench to be no wider than 12 inches and no deeper than 4 feet. An excavation is any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. R & W Electric Co. defines an excavation as being wider than 1 foot and/or deeper than 4 feet. Trenching and excavation work presents serious hazards to all workers involved. Cave-ins pose the greatest risk and are much more likely than other excavation related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, and hazardous atmospheres.

- 1) Before trenching and excavation begins, a One Call locate request shall be made and the locate number shall be recorded at the home office. If utility companies are excluded from the one call request, then that specific utility must be contacted for a locate before any trenching or excavation can begin.
- 2) Before trenching or excavation can begin an initial checklist must be filled out by the Safety Director and filed at the office.
- 3) Each excavation or trench must be inspected daily by a competent person before work can begin. Inspections are also required after every rainstorm or other hazard increasing the risk of a cave –in and as needed throughout the shift. These inspection reports must be kept at the jobsite for review by the safety director.
- 4) Excavations 5 feet or greater in depth, or any trench less than 5 feet in depth with potential for cave-ins must be provided with cave-in protection.
- 5) Cave-in protection can be accomplished through shoring, sloping, benching, or the use of hydraulic shoring, trench shields, or trench boxes. Specific requirements of each system are dependent on the soil classification as determined by a competent person.
- 6) No excavation greater than 5' in depth can begin until the safety director has been notified and the personal protection methods are discussed and agreed upon.
- 7) A means of egress shall be provided in excavations that are 4 feet or more in depth so that no more than 25 feet of travel is needed for any employee in the excavation.
- 8) All trenches and excavations shall be properly barricaded to warn personnel and/or vehicle traffic.
- 9) Spoil piles must keep at least 2 feet from the edge of the trench or excavation. This means that the base of the pile must be at least 2 feet from the top edge of the excavation.
- 10) All equipment must be kept at least 2 feet away from any trench or excavation if at all possible.

XIV

Workplace Clothing

- 1) Clothing and Apparel
 - a. Proper work attire is to be always worn. Shorts, cutoff T-shirts, tank tops, etc. are not permitted. Shirts must have at least 4-inch sleeve.
 - b. All employees are required to wear a well- constructed, heavy leather work boot. Tennis shoes, dress shoes, sandals, etc. are not permitted.
 - c. Loose dangling jewelry or flapping clothing shall not be worn.
 - d. When work is performed within reaching distance of exposed energized parts or equipment the employee shall remove all exposed conductive articles, such as rings and watches unless such articles do not increase

- the hazards associated with contact with the energized parts.
- e. Special care shall be used to make sure that rings and other jewelry items do not catch on fixed objects when employees move from one elevation to another.
 - f. Torn, ripped, or clothing with holes exposing bare skin is unacceptable and not allowed.
 - g. Clothing that has offensive language or graphics are not permitted and shall not be worn.

XV

Disciplinary Policy

R & W Electric Co. wants its employees to work in a positive, productive atmosphere. However, employees who violate safety rules must be disciplined in order to protect their own safety and the safety of their co-workers. Depending on the severity and frequency of a safety violation, an employee may be:

- Immediately discharged;
- Suspended; or
- Given a written warning.

The following disciplinary guidelines classify violations according to their seriousness (Groups A, B, and C), and certain penalties are suggested for each group. Unsafe conduct by an employee may violate several provisions of the different groups. This list is intended to suggest examples of inappropriate behavior. It is not a comprehensive list of all safety violations for which an employee may be disciplined or discharged.

The following disciplinary policies do not in any way bind or force the Company to follow a course of action. The Company at its sole discretion may choose to use or not to use the below disciplinary actions. This policy can be changed at any time by the company, with or without notice to the employee. In addition, nothing in the policies changes the at-will nature of employment with the company. An employee may still be terminated with or without cause, with or without notice, at the sole discretion of R & W Electric Co. except as otherwise provided by law.

Group A (Suggested Termination of Employee)

- 1) Deliberate violation of any security or safety rules
- 2) Being intoxicated or under the influence of any controlled substances while at work
- 3) Deliberate or reckless misconduct that endangers the life or safety of others
- 4) Possession of alcohol or illegal drugs on any job site
- 5) Deliberate destruction of or damage to Company property
- 6) Deliberate falsification of any documents related to safety matters
- 7) Fighting or deliberately harmful contact with co-workers
- 8) Possession of a loaded firearm on the jobsite

Group B (Suspension or Written Warning)

- 1) Negligence that damages Company property
- 2) Negligence that endangers the safety of others
- 3) Unintentional safety violations that endanger the safety or health of others
- 4) Failure to report conditions that one believes to be unsafe
- 5) Speeding or unsafe operation of any Company vehicle or piece of equipment

- 6) Improper refusal to obey supervisor's safety instructions
- 7) Any belligerent or antagonistic conduct towards co-workers, supervisors, or customers
- 8) Use of company equipment in an unsafe manner other than what is designed for and contrary to what is specified herein

Group C (Documented Warning)

- 1) Violation of personal protective equipment (PPE) policy that does not result in injury to oneself or others.
- 2) Failure to report any accident or injury properly and immediately.
- 3) Failure to report any accident involving Company property and equipment immediately.
- 4) Failure to perform inspections of tools or machinery.
- 5) Failure to report machine or tool deficiencies.
- 6) Failure to report conditions that one believes to be unsafe.

Disciplinary Penalties

The following list provides a general guide for disciplinary actions for the above violations.

	1 st Offense	2 nd Offense	3 rd Offense
Group A	Immediate Discharge		
Group B	Warning or Suspension	Discharge	
Group C	Warning	Warning or Suspension	Discharge

Glossary

ANSI – American National Standards Institute.

ASTM – American Society for Testing and Materials

Assured Grounding Program – An equipment grounding program covering all cord sets, any equipment connected by cord sets and receptacles which are not part of a building or structure. This program includes regular inspections and continuity tests to ensure that there is no damage, defects, deformed or missing parts that would render the device or equipment unsafe.

Attendant – An employee assigned to remain immediately outside the entrance to an enclosed or permit-required confined space to render assistance as needed to entrants inside the space. **Authorized Person** – One who has the authority to perform specific duties under certain conditions or who is carrying out orders from responsible authority and who is knowledgeable in the construction and operation of the equipment and the hazards involved.

Benching – A method of protecting employees from cave-ins by excavating the sides of an excavation to form a series of steps.

Company – As referred to herein; shall mean R & W Electric Co.

Competent Person – One who can identify existing and predictable hazards in the surroundings or working conditions and who has the authorization to take prompt corrective measures to eliminate them.

Employee – A general reference to those personnel performing work or a task that are employed by the Company.

Ground Fault Circuit Interrupter (GFCI) – A device intended for the protection of personnel that functions to deenergize a circuit or portion thereof within an established period when a current to ground has a value in the range of 4 to 6 milliamps.

Material Safety Data Sheet (MSDS) – A document provided by manufacturers and importers of chemicals to convey information to the users of their products.

OSHA – Occupational Safety and Health Administration.

Personal Protective Equipment (PPE) – Any safety material or safety device worn to protect an employee from exposure to, or contact with any harmful material or force and meets applicable ANSI standards.