Safety Requirement Overview

All of E Light safety requirements are in the Safety, Health, and Environmental Policy which can be accessed on www.elightinformation.com You can access the SHEP by going to elightinformation, click on the menu at the top of the page and click on SHEP from the menu. All of the current safety policies are listed on that page by category for easy access and review. This document is a quick overview of safety principles and requirements.

Basic Safety Requirements

1. All employees are required to participate in stretch and flex each day, at the beginning of each shift, for 5 minutes. The stretch and flex should include all personnel, and the leader of each days stretch and flex will rotate daily.

2. All employees should review with their supervisor, or a person the supervisor appointed, a Job Hazard Analysis each day for the task that they are going to do that day. The JHA should then be kept in the work area with the crew, or should be emailed to the crew so they have it for easy access.

3. While the supervisor or responsible person is reading the JHA, each of the employees should be filling out their pre-task card for the day. The pre-task card should list all the hazards in the JHA, and employees are encouraged to add any found hazards that are not listed on the JHA.
4. Employees are to have their pre-task cards on their person throughout the day. Employees should note the following on their pre-task cards throughout the day.

- Any additional hazards encountered
- Any near misses encountered
- A notch for each bottle of water they consume throughout the day
- Any safety concerns they discovered

At the end of the shift, employees are to turn in their pre-task card to the supervisor. If they noted additional hazards, concerns, or near misses, they need to specifically notify their supervisor verbally when turning in their pre-task cards.

**CHALLENGING**

Each employee is responsible for being aware of their surroundings, and helping others be aware of the hazards in their areas. Whenever a person enters your work area and this area was not part of their JHA briefing, the first employee to become aware of their presence needs to approach this person and challenge them.

- Take out their pre-task card
- DO NOT ASK THEM, tell them that you need to go over the hazards in the area
- Review the hazards on the pre-task card, and ask them to initial the pre-task card.
- MEMBERS OF THE GENERAL CONTRACTOR STAFF ARE TO BE CHALLENGED
- Members of another trade on the project, that you are aware are working in the area, do not need to be challenged
- You are only required to challenge a person once per day unless they approach your work area while you are doing a different task, or if the hazards have changed since the last time you challenged them
**Weekly Safety Meetings**

- A weekly safety meeting must occur during each week on the project.
- The corporate subject is to be read, and each project is to add items which should be discussed that apply to their job site.
- Each item to be discussed must be listed on the weekly safety meeting
- The weekly safety meeting is found on iAuditor and each is numbered by the week number
- After employees sign the weekly safety meeting in iAuditor, the safety meeting must be emailed to the PM and the PE. The current PE is Mitch Cleaver mcleaver@elightelectric.com

**Daily Supervisors Report**

- Every supervisor, superintendent, and foreman on a project is to use the Daily Supervisors Report in iAuditor. They are to answer all questions, and they are to add observations throughout the shift.
- It is recommended that each supervisor start their report on the phone at the beginning of the shift, and then add to it on their phone throughout the day
- At the end of the shift the supervisor needs to complete the report, sign it, and email it to their PM and PE so they can be saved to your project file on the E Light construction drive (N:) for access and archiving.
  - For Denver Projects: mcleaver@elightelectric.com
  - For Colo Springs Projects: sstone@elightelectric.com
  - For Service Projects: jhaselhorst@elightelectric.com

**STOP Observation**

- You may find the supervisors will periodically observe you and your fellow teams while working
- They are most likely doing their STOP Observation Report
- There is no minimum requirement for this report. It is a tool for the supervisors to use to evaluate the processes they have designed and find safer, more efficient, and better-quality methods of accomplishing our work.
- They will observe you for a while, then they will talk with you and get your input on how we can do things better and share their input with you.