



HEALTH AND SAFETY POLICY AND GENERAL LOSS PREVENTION RULES

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.

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 supervisors 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 supervisors 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 have to 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 won't even think about it. It is also very important to train upper level apprentices to use iAuditor and assist with your documentation. All of 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 in order 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
 - 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.

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 each 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 Regional Safety Manager 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

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 the 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.

PRETASK 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

the 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.

E Light Electric Services, Inc.

Continuous Improvement Observation Program

STOP Action (Stop, Think about Options
and Plan)

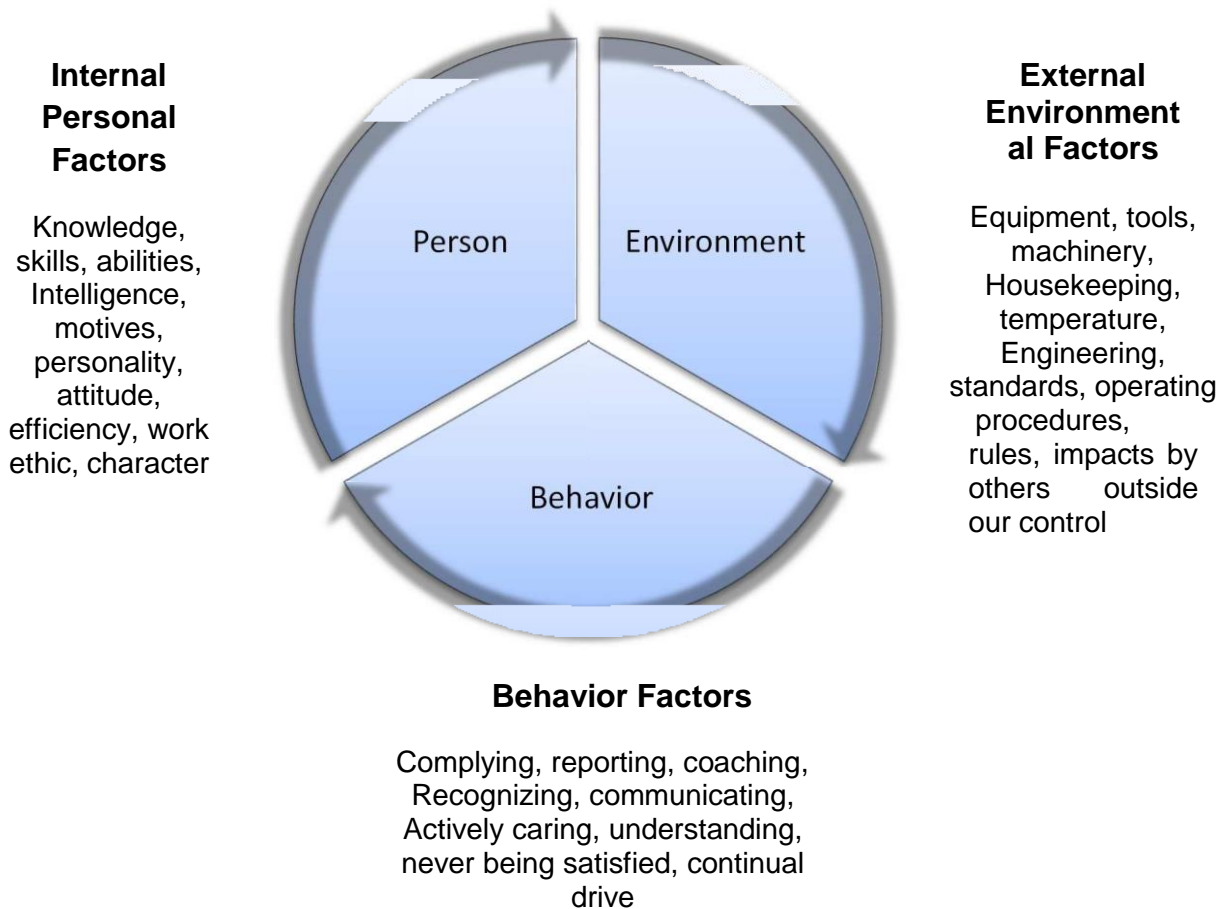
4/21/2014

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 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

An “actively caring” Total Continuous Improvement and Safety Culture requires continual attention in three domains:



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 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 each week on, 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 each week, but each team member would only do 1 or 2 each month. Rotating also allows for multiple points of views and observations. The observations will be recorded on the iAuditor template for the STOP program. The 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, 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	Project
Superintendent(s)	Safety Supervisors	Foremen	

The observers must have knowledge of the E Light construction safety requirements including but not limited to:

- Fall Protection/Ladder Safety
- Mobile Elevated Work Platforms
- Control of Hazardous Energies/LO/TO
- Barricades
- PPE Guidelines

- Housekeeping Requirements
- Primary Time, Preparation Time, Lost Time

Observation Process:

Step 1: PLAN where and when to make observations and recall what to look

for. Step 2: OBSERVE worker behavior for safe and at-risk/unsafe

performance:

- Snapshots of behavior
- Allow no distractions
- Observe people and surroundings
- Stop any at-risk/unsafe behavior immediately
- Stop observing after a minimum of 30 minutes

Step 3: COACH for improved performance by positively reinforcing or redirecting:

- Provide positive reinforcement if safe, give praise
- GET THE CREWS FEEDBACK. THIS IS CRITICAL. THIS IS ABOUT ALLOWING THEM TO HELP US, NOT ABOUT US TELLING THEM WHAT TO DO. A MUTUAL EXCHANGE OF IDEAS
- Coach by shaping behavior if at-risk:
 - Communicate the behavior you saw
 - Check for understanding of the job
 - Coach for improved performance
- Don't ignore what you saw
- Explain why this behavior is right and/or safe
- Encourage continued safe behavior
- Encourage them to tell you what you can do to make their job safer, more efficient, and better quality

Step 4: RECORD what was observed, why it occurred, and now what will be done:

- Keep the worker anonymous, be specific and timely and record on the STOP audit in iAuditor.
- Remember what, why, now what.
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COACHING TIPS

- Use "I" vs. "you" language
- Appeal to other's interests and goals
- Reflect feelings or emotions that go beyond the words
- Clarify expectations
- Talk about the behavior, not the person
- Keep calm

- Find common ground
- Move to problem solving

The team must know that it is very damaging to the program for an observer to condone behaviors that are unsafe, inefficient, poor quality.

DATA COLLECTION

Be sure to email all reports to the following:

The project coordinator for saving on the construction
drive The Team leader of the team your observed

The

Superintendent

The Project

Manager The

Dept. Director

The Director of Education and Loss Prevention

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.
- Do not use or operate unsafe equipment or equipment for which you have not received training.
- You shall read the operators manual for any 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.
- 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 written plan of execution has been submitted and approved. 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, long pants, 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 or logos of other contractors, labor organizations or construction organizations. 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 amount of visible tattoos may be inappropriate depending upon your job responsibilities and assignment. Similarly, employees will keep their hair and facial hair groomed so as 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:

- Each individual 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.

IMPLEMENTATION

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.

EMPLOYEE SAFETY AND HEALTH RULES

PURPOSE

The purpose of this Section is to assist our employees in establishing basic safety and health practices for all E Light Electric Services employees. Strict enforcement of and compliance with OSHA Safety and Health rules will aid in keeping personnel injuries, occupational illnesses, and equipment and property damage to a minimum. The rules contained herein are not all inclusive. Each work environment and hazard must be evaluated on a case by case basis and work rules established for that work environment. All OSHA regulations must be followed in all cases.

GENERAL SAFETY AND HEALTH RULES

These rules apply to all occupations including employees with supervisory and non-supervisory assignments. Management shall use the SHEP to promote accident prevention through indoctrination, safety training and on-the-job application.

GENERAL RULES SUMMARY

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.

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.

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.
- Your stop work if you recognize an unsafe condition and report it to a supervisor immediately

Firearms and Explosives

Unless specifically authorized, firearms and explosives are prohibited within the project or on Company property and in or on equipment and other facilities.

Moving Cables

Do not touch or guide moving cables or running wires with any part of your body. Keep your hands and fingers away from blocks and sheaves. Stand clear of all cables, wires and lines, which are under strain.

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.

Speed

Do not try to place speed above safety. An efficient, safe worker is better than a speedy, careless one.

Throwing

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

Unsafe or Unhealthy Practices and Conditions

Report all unsafe or unhealthy practices and conditions to your supervisor immediately.

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.

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.

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.**

Floor Loading Protection

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.

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.

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.

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.

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.

GENERAL MOTOR VEHICLE SAFETY

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

- 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.
- 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 Safety 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 Safety 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.

EQUIPMENT AND VEHICLES AS DEFINED BY OSHA

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

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

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.)

Combustible Materials

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.

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 Extinguishers

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 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 Safety 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 Safety 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.

Work Safely

When working from ladder, do not overreach or work beyond the second rung from the top.

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.

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.

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.

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.”

COMPANY POLICY

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 wear hard hat and safety glasses at all times 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.
- Waterproofing.
- Using explosive actuated fastening or nailing tools.
- Working with compressed air or other gases.
- Working near any of the operations listed above.

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).

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.

HEAD PROTECTION

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.

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.

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.

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 actually 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. Slick soled shoes shall not be permitted. We also suggest that all footwear be rated for electrical insulation. Steel toed boots shall not be worn if the covering has been worn and the steel is showing.

Gloves

Employees working in the field shall wear gloves at all times unless they are performing a task that requires fine finger manipulation. E Light Electric Services, Inc. issues Cut 3level gloves to all employees and all employees are expected to wear these gloves at all times.

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 issues 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 intended load. 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 (JLG) 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.

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. 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.

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. The rated load of the supporting structure shall be plainly marked and this marking shall be clearly legible form the ground or floor.

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.

Electrical

Marking of Electrical Equipment- Electrical equipment may not be used unless the manufacture's name, trademark or other descriptive marking by the organizations responsible for the product.

Identification of Disconnecting Means

Each disconnecting means includes service feeders, and branch circuits shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident.

Clear Access to Breaker Boxes or Disconnects

All breaker box and disconnect shall have clear access of 36 inches. Clear access shall not be used for storage.

Guarding of Live Parts

Live parts of electrical equipment operating at 50 volts or more shall be guarded against accidental contact by approved cabinets or other forms of approved enclosures.

Entrances to Rooms

Guarded locations containing exposed live parts shall be marked with conspicuous signs.

Grounding Path

The path to ground from circuits, equipment and enclosures shall be permanent and continuous. All extension cords must be a three-wire system.

Flexible Cords and Cables

Flexible cords and cables shall not be used in lieu of fixed wiring of a building or structure. Flexible cords and cables cannot be used for more than 90 days except for Christmas decorative Light Electric Servicing, carnivals and similar purposes. Also, they shall be protected from accidental damage. Sharp corners, pinch points and projections shall be avoided.

Lamps Used for General Illumination

Lamps used for general illumination shall be protected from accidental contact or breakage. Protection shall be provided by elevation of at least 7 feet from normal work areas or by a suitable fixture or lamp holder with a guard.

All Switches, Outlets and Pull Boxes

All Switches, outlets and pull boxes shall be provided with suitable covers.

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.

Power Tools

Only assigned, qualified operators will operate power, explosive actuated or air driven tools.

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.

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.

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.**

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.

Training Requirements

ALL EMPLOYEES

All Employees shall complete the following safety training:

- New Hire Orientation at Hire
- Site Orientation upon assignment to a site.
- Asbestos Awareness Training- Annually
- Lead Based Products Awareness Training- Annually
- Valley Fever Awareness Training- Annually
- Safety, Health and Environmental Updates Training- Annually
- Topical Safety Briefings- Weekly
- Job Hazard Analysis Briefings- Daily
- Specific Task Training- As Needed
-

Supplemental Safety Training- As Needed MANAGEMENT and SUPERVISION

All management and supervision employees shall complete the following additional training programs:

- E University Module Plan of Tomorrow Meeting and The E Light Way
- E University Module Introduction to Lean Construction

- E University Module Last Planner Method of Construction Management
- Safety Training Module Introduction to Electrical Safety- Annually
- E University Module Understanding Sexual Harassment- Annually
- Drug Awareness and Substance Abuse Recognition Training- Annually
- Defensive Driving- Annually
- Safety Training Module Avoiding Heat Related Injuries
- Safety Training Module Required Global Harmonization System Training for New HazComm Requirements
- Safety Training Module Forklift Safety Module
- Safety Training Module Safe Operation of a Utility Type Vehicle (UTV)
- Safety Training Module Safe Operation of a Skid Steer
- Safety Training Module Basic Rigging
- Safety Training Module Introduction to Fall Protection and Ladder Safety
- Safety Training Module OSHA Regulations for Hand and Power Tools
- Safety Training Module Ramset Powder Actuated Tool Safety Training
- Safety Training Module Introduction to NFPA 70E and Arc Blast
- Safety Training Module Electrical Energized Work Certification
- Safety Training Module Safety and the Supervisor
- OSHA 30 Hour Certification

MANAGEMENT

All management employees assigned to operations, safety, quality and service shall complete the following additional training programs:

- E University Module Introduction to Contracts
- E University Module Making Reliable Promises
- E University Module Understanding Insurance and Risk Management
- E University Module Pull Scheduling and Last Planner

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

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