



D KENT ELECTRIC, INC.
(I.I.P.P.)
INJURY & ILLNESS PREVENTION
PROGRAM

Version 2.1, 2009

POLICY STATEMENT

The safety and health of each D Kent Electric, Inc. (employer) employee is of primary importance to us. No employee shall be required to work at a job he or she knows is unhealthful or not safe. The Occupational Safety and Health Act of 1970, clearly states our common goal of safe and healthful working conditions to be the first consideration in business. Therefore, safety and health must be part of every-operation and is every employee's responsibility at all levels.

To achieve this goal, we have developed and implemented a comprehensive Injury & Illness Prevention Program (IIPP). The policies and procedures contained in the following program are mandatory. To the greatest degree possible, management will provide the necessary safeguards, programs and equipment required for personal safety and health, in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations in our industry. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and maintained.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. **OUR GOAL IS ZERO ACCIDENTS AND INJURIES.**

It is the intent of D Kent Electric, Inc. to comply with all laws relating to occupational safety and health or otherwise. Your cooperation is a condition of your employment.

RESPONSIBILITIES

The Employer accepts the responsibilities for leadership of the IIPP and to support the safety manager for its effectiveness and improvement and for providing the safeguards required to ensure safe conditions through the following:

1. Maintaining a company commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors and employees.
2. Assigning responsibility to all levels of management, supervision and employees, and holding them accountable for accident prevention and safety.
3. Consistently and fairly enforcing all company safety rules, regulations and policies.
4. Providing financial support for the IIPP and for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
5. Clarifying safety responsibilities from the contract documents and assuring that all individuals and subcontractors follow company safety policies.

Safety Manager

The Safety Manager has the overall responsibility for the company's IIPP and will be the primary person to deal with outside agencies regarding company safety programs and their contents. The safety manager's duties and responsibilities include:

1. Overseeing the development, implementation, and maintenance of the company's IIPP and other required safety programs designed to ensure compliance with the applicable rules and regulations of all federal, state and local agencies.
2. Assisting with safety and health inspections and verifying that corrective action has been taken regarding hazards.

3. The monitoring and revision of company safety programs for their effectiveness in injury and illness prevention and to maintain compliance with the applicable rules and regulations of all federal, state and local agencies.
4. Assisting in the investigation of all injuries and accidents to determine their cause and potential corrective action.
5. Reviewing all accident investigations to determine corrective action and verifying that corrective action has been taken.
6. Arranging all applicable management and supervisory training as required by the IIPP.
7. Preparing and maintaining employee training schedules.
8. Assisting with new employee orientation training.
9. Preparing and updating the emergency response plan binders, as necessary.
10. Ensuring that records and postings required by Federal and State agencies are kept up to date in field binders.
11. Preparing weekly safety topics and ensuring that the proceedings are recorded on the company form.
12. Ordering safety equipment, safety supplies and first aid supplies and distributing them to managers, supervisors and employees as needed
13. Acting as a leader in company safety policy and setting a good example for all supervisors and employees.

Human Resources Manager

The Human Resources Manager will be responsible for the following:

1. Maintaining all training records in the employee personnel files.
2. Ensuring that all postings required by Federal and State agencies are kept updated, and informing the safety manager when updates or changes is necessary for field binders.
3. Assisting with employee training schedules.
4. Verifying that accident investigations are returned in a timely manner and information is complete.
5. Ensuring that the safety manager receives a copy of all accident investigation for review.
6. Ensuring that all Federal and State agency recordkeeping requirements are fulfilled.

Field Supervisor (Superintendent)

Field Supervisors are in a position to anticipate hazards and play a key roll in preventing safety problems before they occur. They have direct contact with the foremen and trades and know the safety requirements for each job. Safety responsibilities for Field Supervisors include:

1. Assisting with the development and implementation of the IIPP.
2. Directing foremen to establish safe work practices and to comply with the IIPP.
3. Holding foremen accountable for safety.
4. Enforcing safe work practices among all employees and disciplining employees that do not comply with safety rules, procedures and policies.
5. Anticipating job hazards prior to the commencement of work on any site and relaying them to the Safety Manager.
6. Continuously observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices, and the use of personal protective equipment.
7. Ensuring that all injuries, no matter how minor, are treated immediately and reported to the Human Resources Manager.
8. Assisting in the Investigation of all injuries and accidents to determine their cause and potential corrective action.
9. Informing all subcontractors of the need to comply with applicable local, state and federal safety regulations as well as company safety rules, procedures and policies.

10. Ensuring that weekly safety topics are being held with all employees, and the recorded proceedings are being returned to the business office.
11. Ensuring employee proficiency when assigning job tasks.
12. Assisting with employee orientation and safety training.
13. Acting as a leader in company safety policy and setting a good example for all supervisors and employees.

Operations Manager

The Operations Manager will assist the safety manager with the implementation and monitoring of the IIPP. Additional Duties include:

1. Assisting with new employee safety orientation.
2. Assisting in on-going safety training for all employees.
3. Continuously observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices.
4. Issuing company provided safety equipment and protective devices to employees as necessary.
5. Enforcing the use of personal protective equipment.
6. Enforcing safe work practices among all employees and disciplining employees that do not comply with safety rules, procedures and policies.
7. Ensuring that company vehicles, machinery, tools, and equipment are properly maintained and repaired.
8. Monitoring that equipment operators complete inspection checklists.
9. Assisting the safety manager in the distribution of necessary safety supplies, safety equipment and first aid supplies.
10. Acting as a leader in company safety policy and setting a good example for supervisors and employees.

Foreman

Foremen have the greatest influence on motivating employees to work safely and should convey to them that safe job performance is a top priority of the company. They are to promote safety awareness on a day to day basis. Their duties include:

1. Enforcing all safety rules in the Code of Safe Practices and ensuring safe work procedures.
2. Instructing all employees, under their supervision, in safe work practices and job safety requirements.
3. Ensuring that all new and existing employees are trained in proper safety procedures in regards to the hazards of specific site conditions.
4. Conducting task specific safety orientation for new employees prior to assignment of duties, including hazardous product instruction.
5. Enforcing the usage of required personal protective equipment.
6. Conducting daily inspections of tools and equipment before being work.
7. Conducting daily inspections of the work area for unsafe actions or conditions.
8. Correcting unsafe acts and conditions which could cause accidents.
9. Ensuring that all injuries, no matter how minor, are handled according to company accident procedure and immediately reported to the Human Resources Manager or Safety Manager.
10. Conducting a preliminary investigation upon the report of an incident or accident & reporting the results of that investigation to the Human Resources Manager.
11. Ensuring that the cause of any accident is corrected as soon as possible.
12. Holding weekly tailgate safety meetings with employees.
13. Maintaining good housekeeping at all times.
14. Properly maintaining first aid supplies, health supplies and emergency equipment.

15. Properly maintaining and updating the information in the foreman's kit.
16. Acting as a leader in company safety policy and setting a good example for all employees.

Employees

Employees are responsible for safeguarding their health and safety and the safety of fellow employees. Responsibilities for safety include the following:

1. If you are unsure how to do any task safely, ask your foreman.
2. Knowing and following the Code of Safe Practices and all company safety policies, rules and regulations.
3. Wearing all required personal protective equipment.
4. Participating in weekly safety meetings and other required safety training.
5. Reporting all accidents and injuries, no matter how minor, to your foreman immediately.
6. Not operating any equipment that you have not been trained on or authorized to use.
7. Report any safety hazards, defective equipment or unsafe conditions immediately to your foreman. Do not continue work if personal safety is compromised.
8. Encourage co-workers to work safely.
9. Do not remove, tamper with, or defeat any guard, safety device or interlock from any equipment.
10. Do not attempt to repair, fix or "rig" any equipment, electrical cords or devices. Return them to the operations manager for repair.
11. Do not be in possession of, or be under the influence of alcohol or any controlled substance while on any jobsite, on company property or in company vehicles at any time.
12. Never engage in any form of horseplay or fighting.
13. Cooperate with injury investigations.
14. Set a good example for other employees and colleagues.

Subcontractors

Subcontractors on D Kent Electric, Inc. jobsites are responsible for their own health and safety, and the safety of their employees. Responsibilities include the following:

1. Complying with all applicable safety rules/regulations of all federal, state and local agencies.
2. Complying with D Kent Electric, Inc.'s IIPP and adhering to all of the safety policies and procedures within.
3. Providing D Kent Electric, Inc. with a copy of their IIPP and safety policies.
4. Prior to the commencement of work on any site, check with the Field Supervisor for instructions regarding operating hazards, safe work instructions, and emergency procedures particular to the site.
5. Immediately correcting any unsafe acts or conditions observed within their jurisdiction.
6. Immediately reporting any unsafe acts and conditions observed outside of their jurisdiction.
7. Cooperating with all safety representatives having jurisdiction at the jobsite.

In the absence of any of the outlined job positions, the responsibilities will be delegated to other management personnel for maintenance and implementation.

DISCIPLINARY ACTION PROGRAM

The compliance of all employees with D Kent Electric, Inc.'s IIPP is mandatory and shall be considered a condition of employment.

Every effort will be made to encourage safe and healthy work practices through employee awareness and training programs. When such measures fail, a disciplinary policy is required to communicate that unsafe work practices are unacceptable.

The failure of an employee to adhere to safety policies and procedures established by D Kent Electric, Inc. can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his or her coworkers.

Disciplinary action is to be applied fairly and uniformly.

The disciplinary actions available are:

- Verbal Warning
Verbal warnings can be documented on the "Corrective Action Form" (CAF) by a manager or supervisor and routed to HR and the Safety Managers. If a written CAF has been issued, a copy will be given to the employee.
- Written Warning
Written warnings will be issued on the "Corrective Action Form" form. If a written CAF has been issued, a copy will be given to the employee.
- Written Warning with Suspension
Suspension without pay will be noted on the notice to the employee that a verbal and written warning has been issued and will designate the time period of the suspension. Limits of suspension range from the remainder of shift to two weeks. Pay grade may also be affected for repeat offenders.

Termination is a valid mechanism for ensuring compliance with safety policies and regulations.

Employees may be terminated immediately for willful or extremely serious violations. Creation of a situation of Imminent Danger by the action of an employee is grounds for immediate termination.

Management and supervisors will be subject to disciplinary action for the following reasons:

1. Repeated safety rule violations by employees they are supervising.
2. Failure to provide adequate training prior to job assignments.
3. Failure to follow company accident procedures.
4. Failure to control unsafe conditions or work practices.
5. Failure to maintain good housekeeping standards and cleanliness on the jobsites to which they are assigned.

Authority

Foremen have the authority and responsibility to issue:

1. Verbal warnings.
2. Written warnings.
3. Recommendations to management for more severe action.
4. Dismissal from the job site.

Managers and higher have the authority to issue:

1. Verbal warnings.
2. Written warnings.
3. Dismissal from the job site.
4. Reductions in pay grade.
5. Suspensions.
6. Termination.

Imminent Danger

An imminent danger is any condition or practice in a place of employment that constitutes a hazard which could reasonably be expected to cause death or serious physical harm immediately

or before the imminence of the hazard can be eliminated through regular Cal-OSHA enforcement procedures.

Three conditions must be met before a hazard becomes an imminent danger:

1. There must be a threat of death or serious physical harm. Serious physical harm means that a part of the body is damaged so severely that it cannot be used or cannot be used very well.
2. For a health hazard, there must be a reasonable expectation that toxic substances are present and exposure to them will affect life or cause significant reduction in physical or mental efficiency.
3. The threat must be imminent or immediate. This means that you must believe that death or serious physical harm could occur within a short time, for example, before Cal-OSHA could investigate the problem.

COMMUNICATION

D Kent Electric, Inc. has established procedures designed to develop and maintain employee involvement and interest in the IIPP. These activities will also ensure effective communication between management, supervisors and employees on safety related issues, which is of prime importance our company. The following are some of the safety communication methods that may be used:

1. Tailgate or toolbox safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Written communications from management or the Safety Manager, including memos, postings, payroll stuffers, and newsletters.
4. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. The Foremen shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the President.

All employees are encouraged to bring any safety concerns they may have to the attention of a supervisor first, then management if necessary. D Kent Electric, Inc. will not discriminate against any employee for raising safety issues or concerns.

D Kent Electric, Inc. also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

D Kent Electric, Inc.
6655 San Fernando Road
Glendale, CA 91 201
(818) 247-1192 / (818) 247-0344 fax

HAZARD ASSESSMENT

D Kent Electric, Inc. has developed the following procedures as a guideline for the identification and evaluation of work place hazards that can affect safety and health. As new hazards are

identified or improved work procedures developed, they will be incorporated into our IIPP. The following methods will be utilized to identify hazards in the workplace:

1. Loss analysis of accident trends
2. Accident investigation
3. Employee observation
4. Employee suggestions
5. Regulatory requirements for our industry
6. Outside agencies such as the fire department and insurance carriers
7. Periodic safety inspections
8. Hazard Evaluation
9. Hazard Correction
10. Techniques for correcting hazards
11. Documentation of corrective action

Loss Analysis

Periodic loss analyses will be conducted by Safety Management. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program.

Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards which may have contributed to the accident.

Employee Observation

Field Supervisors and foremen shall be continually observing employees for unsafe actions; and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to management or their foreman.

No employee is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who DO NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Manager.

Outside Agencies

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal-OSHA Consultation.

Periodic Safety Inspection

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections may be conducted by the foreman, operations manager, Field Supervisors or the safety manager.

Periodic safety inspections will be conducted:

- Before any work commences at the site by the Foreman or Field Supervisor. (Formal)
- Daily by the Foreman on all sites. (Informal)
- Weekly by the project managers at all job sites. (Informal)
- Weekly by the safety manager at various job sites. (Formal)

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

1. The proper use, condition, maintenance and grounding of all electrically operated equipment.
2. The proper use, condition, and maintenance of safe-guards for all power-driven equipment.
3. Compliance with the Code of Safe Practices.
4. Trenches and excavations (when applicable).
5. Housekeeping and personal protective equipment.
6. Hazardous materials.
7. Proper material storage.
8. Adequate first aid and safety supplies and organized, updated foreman's materials.

Any and all hazards identified will be corrected as soon as practical in accordance with the company hazard correction policy. If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

Documentation of inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- The name and title of person who performed the inspection.
- Any hazardous conditions noted or discovered and steps or procedures taken to correct.
- Signature of the person who performed the inspection.
- Signature of job foreman.

One copy of the completed form should be sent to the office.

All reports shall be kept on file for a minimum of one **(1)** year.

Hazard Evaluation

Factors which will be considered when evaluating hazards include:

- Potential severity - The potential for serious injury, illness or fatality
- Likelihood of exposure - The probability of the employee coming into contact with the hazard
- Frequency of exposure - How often employees come into contact with the hazard
- Number of employees exposed
- Possible corrective actions - What can be done to minimize or eliminate the hazard
- Time necessary to correct - The time necessary to minimize or eliminate the hazard

Hazard Correction

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first. If it is necessary to involve other contractors to correct hazards on a job site, they will be properly notified by the foreman, Field Supervisor, project manager or other designated individual.

Techniques for correcting hazards

1. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
2. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
3. Personal Protective Equipment: Includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of corrective action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Corrective Action Request
- Safety Meeting Report
- Memo or Letter
- Safety Inspection Form

EMPLOYEE TRAINING

California law requires that employees be trained in the safe methods of performing their job.

D KENT ELECTRIC, INC. is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical in maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their foreman in general safety requirements of their job. A copy of our safety rules shall also be provided to each employee. Weekly Safety Meetings will be conducted at the start of each week. All training will be documented on forms provided.

Foreman formal in-office training, on various topics, will be held on an annual basis. Training provides the following benefits:

1. Makes employees aware of job hazards.
2. Teaches employees to perform jobs safely.
3. Promotes two way communication.
4. Encourages safety suggestions.
5. Creates interest in the safety program.
6. Fulfills Cal-OSHA requirements.
7. Employee training will be provided at the following times:
 - a. All new employees will receive a safety orientation on their first day on the jobsite.
 - b. All new employees will be given a copy of the Code of Safe Practices (Safety Rules) and will be required to read and sign for it.
 - c. All field employees will receive training at Weekly Safety Meetings held at the jobsites and be required to sign the attendance log.
 - d. All employees given a new job assignment for which training has not been previously provided will be trained before beginning new assignment.
 - e. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced to the workplace.
 - f. Whenever D Kent Electric, Inc. is made aware of a new or previously unrecognized hazard.

- g. Whenever management believes that additional training is necessary.
- h. After all serious accidents.
- i. When employees are not following safe work rules or procedures.

The following training method should be used when training and employee:

1. Tell them how to do the job safely.
2. Show them how to do the job safely.
3. Have them tell you how to do the job safely.
4. Have them show you how to do the job safely.
5. Follow up to ensure they are still performing the job safely.

Training shall be documented on one of the following forms:

1. New Employee Orientation.
2. Supervisory Training Topics.
3. Employee Safety and Health Training.
4. Weekly Safety Meetings.

ACCIDENT INVESTIGATION

All work-related accidents will be investigated by the foreman, Field Supervisor or other designated individual in a timely manner. This includes minor incidents and "near miss accidents", as well as serious injuries. An accident is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for accident investigation

Immediately upon being notified of an accident, the foreman, Field Supervisor or other designated individual shall conduct an investigation. An unbiased approach is necessary in order to obtain objective findings.

The purpose of accident investigations

1. The purpose is NOT to fix blame or find fault.
2. To prevent or decrease the likelihood of similar accidents.
3. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
4. To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.
5. To determine the cause of the accident and design corrective action to prevent future reoccurrence.

Types of accidents we investigate...ALL!!

1. Fatalities.
2. Serious injuries.
3. Minor injuries (First-Aid).
4. Property damage.
5. Near misses.

Procedures for investigations of accidents

Immediately upon being notified of an accident, the Foreman, Field Supervisor or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.

2. If possible, interview the injured employee at the scene of the accident and verbally walk the employee through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
3. Report the accident to the business office, preferably the Human Resources Manager.
4. Accidents will be reported by the office to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors.
7. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
8. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than **24** hours must be reported to Cal-OSHA immediately.
9. Focus on causes and hazards. Develop an analysis of what happened: how it happened, and how it could have been prevented. Determine the accident cause, not just the injury.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt investigations

1. Ensure information is available.
2. Enables causes to be quickly corrected.
3. Helps identify all contributing factors.
4. Reflects management concern.
5. Reduces chance of recurrence.

Investigation Tips

1. Avoid placing blame.
2. Document with photos and diagrams, if needed.
3. Be objective, get the facts.
4. Reconstruct the event.
5. Use open-ended questions.

Questions to Ask

When investigating accidents, open-ended questions such as who, what, when, where, why, and how will provide more information than closed-ended questions such as "Were you wearing gloves?"

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?
- What do you recommend to prevent this type of incident from recurring?

Once the Accident Investigation is completed:

1. Take or recommend corrective action.
2. Document corrective action.
3. Management will review the results of all investigations.
4. Consider safety program modifications.
5. Information obtained through accident investigations can be used to update and improve our current program.

RECORD KEEPING

D Kent Electric, Inc. will ensure the maintenance of all Health, Safety and IIPP records, for the listed periods including:

1. New Employee Orientation Forms: length of employment
2. Code of Safe Practices (Safety Rules) Receipt: length of employment
3. Health and Safety Reports: length of employment
4. Corrective Action Forms: 1 year
5. Weekly Safety Meetings: 1 year
6. Accident Investigation Reports: 5 years
7. Cal-OSHA log of injuries: 5 years
8. Inventory of Hazardous Materials (MSDS): forever
9. Employee Exposure or Medical records: 3 years

Records are available for review at our Corporate Office.

HEAT ILLNESS PREVENTION PRACTICES

What you need to know about heat...

Heat illness results from the body's inability to cope with heat and cool itself. Heat illness results from a combination of factors including environmental temperature and humidity, direct radiant heat from the sun or other sources, air speed, and workload. Personal factors, such as age, weight, level of fitness, medical conditional, use of medications and alcohol, and acclimatization affect how well the body deal with excess heat (Cal/OSHA, 2006).

Recognize the hazard

There is no absolute cut-off below which work in heat is not a risk. With heavy work at high relative humidity or if workers are wearing protective clothing, even work at 70° can present a risk. In the relative humidity levels often found in hot areas of California, when temperatures are over 80° actions to reduce heat illness should be taken. At temps above 90 °, especially with heavy work, heat risk reduction needs to be a major concern. **IT IS ESPECIALLY IMPORTANT TO BE VIGILANT DURING PERIODS OF ABNORMALLY HIGH HEAT** (Cal/OSHA, 2006).

Water

Employees working in the heat need to drink (4) 8oz glasses of water per hour to replace the water lost to sweat. Foremen should estimate at least 2 gallons of water per day, per employee for the jobsite. Remember that you can be dehydrated and not feel it. Encourage yourself and co-workers to continue drinking water every hour (Cal/OSHA, 2006). Remember, drinking alcohol the night before or drinking caffeine during the day will increase your risk of heat illness; drink more water to rehydrate.

Shade and Rest Breaks

The direct heat of the sun can add as much as 15 ° to the heat index. Rest breaks in the shade are important to provide time for cooling and provide an opportunity to drink water. Take at least a

5 minute break in the shade. Wide brimmed hats can also reduce the impact of direct heat (Cal/OSHA, 2006).

Acclimatization

Acclimatization (adjusting to the heat) is particularly important when an employee returns to work after a prolonged absence or recent illness, moving from a cool to a warm climate, or working during the beginning stages of a heat wave. For heavy work under extremely hot conditions, a period of 4 to 10 days of progressively increasing work time starting with about 2 hours work per day is recommended by Cal/OSHA, 2006. For less severe conditions, a least the first 2 or 3 days of work in the heat should be limited to 2 to 4 hours according to Cal/OSHA. Monitor coworkers and yourself for signs and symptoms of heat illness, particularly during heat waves or when an employee has not been working in the heat for the last few days.

Medical Attention

Recognizing the symptoms of heat illness and providing an effective response requires acting fast on early warning signs. Common early symptoms and signs of heat illness include headache, muscle cramps, and unusual fatigue. This can be things like: loss of concentration and difficulty focusing on a task, increased irritability, and little or no desire to drink, fatigue and headache (results from loss of fluids). Progression to more serious symptoms require immediate (and possible medical) attention like: unusual behavior, nausea/vomiting, weakness, rapid pulse, rising body temp, excessive sweating or hot dry skin, seizures, and fainting or loss of consciousness. These symptoms can cause death. Call 911 or take employee to nearest urgent care/emergency room facility if you or a coworker shows an abnormal response to heat and they do not respond to preventive measures (water, shade, rest) or have shown the progressed symptoms. Regardless of the worker's protest, no employee with any of the progressed symptoms of serious heat illness should be sent home or left unattended (Cal/OSHA, 2006).

Heat illness is preventable with the steps outlined.

1. Never work alone outside in the heat.
2. Use the "buddy system" to keep an eye on your co-workers.
3. Drink at least 1 quart of water each hour when working outdoors (4 (8oz) glasses).
4. Take a break of at least 5 minutes in the shade for rest from the sun.
5. Tell supervisor immediately if you have muscle cramps, get a headache, or feel nauseous, fatigued or giddy or develop a heat rash and get to shade, sit down, and drink some water.
6. Get employee to urgent care or call 911 immediately if any of the following occurs: no sweating, no desire to drink, serious fatigue, they feel mental confusion, delirium, loss of consciousness, convulsions, or coma, body temp over 106°, or hot dry skin which is red, mottled, or bluish.

Best Practices

Recognizing the symptoms of heat illness and providing an effective response requires acting fast. Check the weather; if you anticipate heat waves you can be prepared. Remember to drink water instead of drinks with caffeine and sugar as these can dehydrate you even more. Add ice to water when possible and increase the number of water and rest breaks when working in high heat. If there is no building or tree shade available, call your supervisor to provide an "easy-up" for portable shade on the jobsite. Use the buddy system to watch each other for symptoms of heat illness. Water, water, water!! You may not feel thirsty, but be sure to drink LOTS of water in the heat – it is your best defense against heat illness by preventing dehydration.

See the following chart of heat illness symptoms and solutions.

SOME SYMPTOMS OF HEAT STRESS...**WHAT TO DO....**

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|---|--|
| <p>HEAT STROKE The most serious health problem for workers in a hot environment is caused by the body's failure to regulate its core temperature. Sweating stops and the body can no longer release the excess heat. Victims of heat stroke usually die unless treated promptly. Signs include:</p> <ul style="list-style-type: none"> • Mental confusion, delirium, loss of consciousness, convulsions, or coma • Body temp of 106 degrees or higher • Hot, dry skin that may be red, mottled, or bluish | <p>Immediately call for medical assistance. Prompt first aid and medical treatment can prevent permanent injury to the brain and other vital organs. While awaiting medical help, the victim should be moved to the coolest, shadiest spot available, fanned vigorously and the victim's skin and clothing should be gradually soaked with cool water.</p> |
| <p>HEAT EXHAUSTION Results from loss of fluid through sweating and from not drinking enough replacement fluids. The employee still sweats, but experiences extreme weakness or fatigue, giddiness, nausea, or headache. The skin is clammy and moist, while the body temperatures are normal or slightly elevated.</p> | <p>The victim should rest in a cool place and drink water or an electrolyte solution (such as Gatorade) to restore potassium and salt. Severe cases, in which the victim vomits or loses consciousness, may require longer treatment under medical supervision.</p> |
| <p>HEAT CRAMPS Painful spasms of the muscles are caused by the body's loss of salt.</p> | <p>As in the case of heat exhaustion, a victim of heat cramps should drink an electrolyte solution (such as Gatorade) to restore potassium and salt. Seek medical attention in the case of severe cramping, vomiting, or loss of consciousness.</p> |
| <p>FAINTING Fainting can occur when a worker is not acclimatized to a hot environment</p> | <p>At first, allow the victim to lie down on his or her back. When consciousness has been regained, the victim should recover after a brief period of walking around slowly. Immediate return to work in the heat is not advisable as heat stress may recur.</p> |
| <p>HEAT RASH Heat rash or prickly heat can be extensive and can be complicated by infection. Heat rash can be so uncomfortable that sleep is disrupted. It can impede an employee's performance and even result in a temporary total disability.</p> | <p>Place the victim in a cool place and allow the skin to dry.</p> |

CODE OF SAFE PRACTICES (Safety Rules)

We, at D Kent Electric, Inc. expect all of our employees to be safety conscious and to assist us in finding conditions that may cause an accident or injury. All persons shall follow these safe practices and report all unsafe conditions to their supervisor. Supervisors shall insist that all employees comply with every rule, regulation, and policy to ensure safe and healthful working conditions, and shall take necessary action to obtain compliance.

It is the policy of D Kent Electric, Inc. to provide and maintain a safe and healthful workplace.

The following Code of Safe Practices will help ensure safe and healthful work conditions for all employees and assist in efficient operations. The following Rules are considered to be minimum safe work practices.

General

1. All employees and subcontractors shall follow this Code of Safe Practices and make every effort to assist in the practice of safe operations. Failure to abide by this Code of Safe Practices may result in disciplinary action up to and including termination.
2. KEEP YOUR WORKPLACE CLEAN: Good housekeeping promotes safe and efficient work. Do not allow trash, scrap or boards with protruding nails to lie in your work area. Keep walkways, exits, stairs, and landings clear of debris.
3. All unsafe conditions, accidents, minor or major injuries or illnesses must be reported to your foreman or Field Supervisor, immediately.
4. Learn the SAFE WAY to do your job before you start. If you are unsure of the safe method to do your job, stop and ask your foreman. Ignorance is no excuse for a safety violation. You are not required to perform a task that may jeopardize your safety or others.
5. All employees are responsible for not working in an area that they feel is unsafe, immediately report your safety concerns to your foreman.
6. Work shall be well planned and supervised to prevent accidents and injuries.
7. Anyone known to be under the influence of, or in possession of any illegal drug, alcoholic beverage or any other intoxicating substance shall not be allowed on company property or any jobsite.
8. No one shall knowingly be permitted to work while their ability or alertness is impaired by fatigue or illness, prescription or over the counter medications, or by alcohol or illegal drugs. Anyone suspected to be impaired by any of these conditions shall be prohibited from working.
9. Do not enter a barricaded or posted area unless performing work therein.
10. Any defective tool or equipment should be reported to your Foreman immediately.
11. Do not bring firearms, weapons, illegal drugs or alcoholic beverages on company property or any jobsite.
12. Horseplay, unnecessary shouting, scuffling, fighting and other acts which may have an adverse affect on the safety and well being of others, are prohibited.
13. All employees shall be given frequent accident prevention instructions through Weekly Safety Meetings and are required to attend such meetings.
14. Immediately clean up spilled liquids, including water, oil, grease, etc.
15. Always notify others in your area that may be endangered by the work you are doing.
16. Do not operate any type of equipment for which you have not been trained in proper usage.
17. Do not use any tools or equipment that the manufacturer's safety devices are not functioning properly.
18. Do not bypass any manufacturer's safety devices.
19. Do not use tools or equipment for purposes other than their intended manufacturers use.
20. All lockout/tag-out policies and procedures must be observed and obeyed.
21. Do not tamper with or attempt to repair any electrical equipment or machinery unless specifically instructed to do so by a Field Supervisor.
22. When lifting heavy objects, use the large muscles of the legs instead of the smaller muscles of the back.
23. Proper clothing and personal protective equipment shall be worn at all times while on D Kent Electric, Inc. property or jobsites.
24. Hard hats shall be worn at all times, with the exception of lunch and breaks.
25. Employees shall cleanse thoroughly after handling hazardous substances.
26. Do not use gasoline or other flammable liquids for cleaning purposes.
27. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.

28. Do not leave tools, materials or other objects on the ground or floor that may cause others to slip, trip or fall.
29. Do not leave material, with nails protruding, in a manner that could cause injury to others.
30. Do not run in the office, aisles, stairways, warehouse, or on any jobsite.
31. Be aware of your surroundings and take care as to where you are stepping.
32. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
33. Smoking is not permitted in buildings or trailers. It is permitted in designated areas and at lunch and breaks only. No smoking is permitted in proximity of any flammable or combustible liquids, gases or materials.
34. Do not use hot production equipment or materials for cooking or heating food.
35. Do not enter manholes, underground vaults, chambers, tanks, silos, or other confined spaces.
36. Do not throw materials, tools, or other objects from buildings or structures unless proper precautions have been taken to protect others from falling objects.

Accident Procedures

1. Employees are required to familiarize themselves with the emergency action plan that was established with your Field Supervisor. Emergency action plans are kept in a binder and are located in every D Kent Electric, Inc. vehicle or your foreman's kit.
2. For severe accidents call 911.
3. If the employee cannot transport themselves for any reason, transportation will be provided.
4. If an injured employee refuses medical attention, let the business office know immediately.
5. Employees must report all work related injuries to their foreman or Field Supervisor immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in disciplinary action and a delay of Worker's Compensation Benefits.
6. Telling a coworker does not constitute reporting a work related injury, you must tell a foreman or Field Supervisor.
7. If you are injured on the job, you must see a doctor immediately. You will not be permitted to return to work until you have a doctor's release.
8. A post accident alcohol and drug test will be conducted. Refusal to submit to a post accident alcohol and drug test may result in a delay of benefits and disciplinary action.
9. If you are involved in or witness an accident, cooperation in the accident investigation is imperative in determining cause and abatement of an unsafe condition. Your input and ideas as to the cause of an accident may help prevent a similar occurrence.
10. Accident investigations will be conducted, immediately, by a Foreman, Field Supervisor or other management. Foremen are responsible for submitting accident investigation reports to the human resources manager, immediately.
11. Injured Employee is required to submit a written report of events to their foreman or supervisor immediately upon completion of treatment for injuries.
12. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, contact must be made with the nearest Cal-OSHA office.

Combustion Engine Safety

1. Use manufactures safe starting and stopping procedures.
2. Familiarize yourself with emergency shut-off procedures and devices.
3. Operate in well ventilated, open area.
4. Use proper grounding when refueling.

Compressor Safety

1. Compressor trailers shall be inspected weekly for:
 - a. Tire wear
 - b. Proper operation of turn signals, brake lights and running lights.
 - c. Cracking or damage to the tongue, hitch or safety chain.
2. Do not disconnect air hoses at the compressor until the line has been bled.
3. Air hose connections shall be secured to prevent accidental disconnect.

Driving Safety & Company Vehicles

1. Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive your company vehicle. (A company approved driver's list is located in each foreman's kit.)
2. Company Vehicles are to be used for company business only. Personal, off duty and family use, are prohibited.
3. Non-employee passengers are not permitted in you company vehicle at anytime unless they are on company business.
4. No employee is permitted to drive a company vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
5. Wear your seat belt at all times. Refer to the vehicle owner's manual for the manufacturers seatbelt instructions.
6. Do not tamper with the vehicle's GPS tracking device.
7. No smoking while refueling.
8. Keys must be removed from all unattended vehicles and vehicles should be locked.
9. If you are involved in a traffic accident, report it immediately to the business office and call the police. You must obtain a police report.
10. If your driver's license is expired or revoked, immediately notify the business office and do not drive any company vehicle.
11. Employees with two or more preventable accidents in a three year period, or who obtain three points on their driving record, may be subject to a loss of their driving privileges or have their driving privileges restricted.
12. You are responsible for the regular maintenance and oil change service on your company vehicle, at every five thousand miles.
13. Operations and safety managers will periodically spot check company vehicles to determine their condition.
14. Inspect your vehicle for mechanical defects prior to each trip. Check the tires, lights and signals and also run a brake test as soon as you start out. Report any defects or operating problems to the operations manager so that repairs can be arranged.
15. Never drive faster than road conditions warrant and do not exceed the posted speed limit.
16. Always signal when changing lanes or turning.
17. Do not drive aggressively and avoid:
 - a. tailgating
 - b. rapid lane changes
 - c. speeding
 - d. hand gestures to bad drivers
18. If you are being tailgated, change lanes and let them pass.
19. Use caution when passing any stopped vehicle, especially near intersections and crosswalks.
20. Avoid passing on two lane roads. Turn on your headlights while driving on two lane roads.
21. Never pass another vehicle on curves or hills.
22. Avoid dialing the phone, reading maps or other distracting activities while driving. Pull over in a safe parking area.

Electrical Safety

1. Ground Fault Circuit Interrupters (GFCIs) shall be installed on each temporary 15 or 20 amp, 120 volt **AIC** circuit.
2. Before using electrical equipment, make sure that you are aware of the location of the circuit breaker, in case of an emergency.
3. Extension and temporary power cords shall be heavy duty and grounded.
4. Do not use extension cords that have splices, exposed wires or cracked or frayed ends.
5. Do not use extension cords or other three pronged power cords that have a missing prong.
6. Do not remove the ground prong from electrical cords.
7. Do not use an adapter such as a cheater plug that eliminates the ground.
8. Do not overload circuits with equipment or extension cords.
9. Electrical tools shall be grounded or double insulated.
10. Do not plug equipment that is intended to run on 110V into a 220V outlet.
11. Do not use electrical tools that have a cracked housing.
12. Do not use electrical tools with defective or damaged cords.
13. Do not use electrical tools while working on a metal ladder, unless ladder has rubber feet.
14. Do not operate electrical tools with wet hands or while you are standing on wet surfaces.
15. Beware of overhead power lines.
16. Only trained, qualified and authorized employees shall make repairs to electrical equipment and tools.

Emergencies

Employees are required to familiarize themselves with the emergency action plan established for each job site. Emergency action plans are located in every D Kent Electric, Inc. vehicle or foreman's kit and construction trailers.

Fire Extinguishers

1. Fire extinguishers are located in each D Kent Electric, Inc. vehicle.
2. Fire extinguishers are to be visually checked on a monthly basis to ensure that they are fully charged and operable at all times.
3. Fire extinguishers must have a documented annual inspection by a certified technician.

Fire Prevention

1. Do not leave oily waste, rags, gasoline, flammable liquids, or other combustible waste lying around.
2. Know where fire extinguishers are and ensure that accesses to fire extinguishers are kept clear at all times.
3. Never use gasoline or flammable solvents for cleaning purposes.
4. Flammable liquids must be stored in an approved container.
5. Smoking is prohibited when working in the vicinity of flammable liquids or substances.

First Aid Kits

An adequate supply of first aid supplies will be kept in the first aid kit.

First aid kits are located in each company vehicle and construction trailers.

Fit For Work

1. All employees shall stretch or warm up their muscles prior to beginning the work day. This will help to minimize muscular sprains and strains.
2. Employees are expected to report for work without physical or mental impairments that may endanger themselves or others.

3. If an employee appears to be impaired or acting in an unsafe manner, report it to your foreman or Field Supervisor immediately.

Forklift Safety

1. Forklifts shall only be operated by a trained, competent person. Never let someone operate a forklift that is not qualified to drive.
2. Inspect your forklift prior to use.
3. Check the mast for any broken or cracked weld points.
4. Check the tires for proper inflation.
5. Check the fuel and hydraulic levels.
6. Be sure you know the capacity of the forklift. This information is located on the manufacturer's ID plate.
7. Be sure you know the weight of what you are going to lift.
8. Wear your seat belt if one is provided.
9. Keep the load low.
10. Never carry riders.
11. Plan your route.
12. Follow safe speed limits.
13. Watch for pedestrians
14. Avoid sharp turns.
15. Watch for chuckholes.
16. Maintain safe visibility.
17. Watch your slope.
18. Park safely.
19. Be sure you change the fuel cylinder outside, away from buildings.
20. NO SMOKING.

Hazardous Materials

Employees are required to familiarize themselves with the hazard communication program developed for D Kent Electric, Inc. The Hazard Communication Program is part of the company IIPP and is located in every company vehicle and foreman's kit.

1. Read all warning labels and Material Data Safety Sheets (MSDS) before using any chemical.
2. MSDS contain personal protective equipment and safety information and are part of the company's hazard communication program.
3. Hazardous materials shall be handled in accordance with the MSDS and label. If protective equipment is required, use it.
4. Eye protection must be worn when working with hazardous materials or chemicals.
5. Never use solvents for cleaning hands.
6. Mixing of chemicals is prohibited at all times unless required by the label. Before you mix, review all MSDS.
7. Store all hazardous materials properly in suitable containers that are properly labeled.
8. Use chemicals only in well ventilated areas.
9. When using secondary containers, ensure that they are labeled as to their contents.
10. Bonding and grounding must be employed during the dispensing of flammable liquids.
11. Flammable liquids must be kept in closed containers when not actively in use.
12. Flammable liquids may be used only in areas where there are no flames or other sources of ignition.

Hearing & Noise Protection

1. Employees are required to wear hearing protection when any of these conditions are true:

- a. You can not hear someone that is less than two feet from you, without shouting.
 - b. The noise in your work area is irritating.
 - c. Your hearing is muffled or dull after you leave a noisy area.
 - d. You have a ringing in you ears after exposure to noise.
2. Let your supervisor know immediately if you need hearing protection.
 3. Heat Exhaustion & Sun Exposure
 4. Keep your shirt on to avoid dehydration and sun burn.
 5. Use sunscreen.
 6. Drink plenty of clear liquids during your breaks.
 7. Take breaks in shaded areas.

Heavy Equipment

1. Operate tractors in designated areas only.
2. Preplan and discuss unloading and operating procedures on a daily basis.
3. Prior to operating, inspect for mechanical and safety problems. Report all mechanical and safety problems to a supervisor, immediately.
4. Pre-run tractors prior to unloading. Check clutch, brakes and hydraulics.
5. Raise and lower scrapper prior to unloading.
6. Do not drive at excess rates of speed.
7. Do not overload the front bucket.
8. Keep tractors locked when not in operation.
9. Wear proper personal protective equipment (PPE):
 - a. Hard Hats (required when not under the canopy of tractor) (Employer Provided)
 - b. Long Pants, gloves, construction boots (required) (Employee Provided)
 - c. Safety Glasses, back belt, and hearing protection (required) (Employer Provided)
10. Always wear the seat belt.
11. Do not tamper with or disable back up devices.

Housekeeping

1. Keep your work areas free of debris, materials, tools, equipment or other potential trip hazards.
2. Spilled liquids or other materials must be cleaned up immediately.
3. Sharp protruding nails and wire must be removed or bent.

Laborer Operations

1. Maintain your own tools.
2. Use shovel properly.
3. Use digging bar properly.
4. Use stripping bar properly.
5. Safety Glasses or Goggles shall be worn at all times.
6. Dust masks shall be worn when grinding.
7. Other personal protective equipment REQUIRED to be worn includes:
 - a. Hard Hats, long pants, construction boots, & knee pads (required) (Employer Provided)
 - b. Safety Glasses, rubber boots (as needed), hearing protection, dust mask & back belt (required) (Employer Provided)
8. Use proper lifting techniques.

Ladders

1. Inspect the ladder before usage. Do not use a damaged ladder. Do not attempt to repair a damaged ladder. Ladders built on the job must be built in accordance with Cal/OSHA specifications.

2. Damaged ladders must NEVER be used.
3. LADDERS must be on a firm foundation (hard, level surface), lashed or hooked to the structure and extend 36" above the landing.
4. NEVER CLIMB or descend a ladder with anything in your hands or pockets; use a hand line for tools and equipment.
5. Use the proper ladder for the job. Do not use an "A" frame as a straight ladder.
6. Never place ladders on a slippery surface.
7. Ladder rungs and steps shall be kept free of oil, grease or other slippery substances.
8. Straight ladders shall be tied off at the top.
9. Do not place ladders in passageways, doorways or other areas they might be hit or bumped by passers by.
10. Straight ladders shall extend at least 36 inches above the level being accessed.
11. Never stand on or above the second rung from the top of the ladder.
12. Do not step or stand on a ladder's cross bracing.
13. Always climb facing the ladder, keeping a three point contact with the ladder at all times.
14. Do not carry tools and equipment when climbing ladders.
15. Be aware of objects below you. Move or cover sharp objects below in case of a fall.
16. WOOD SCAFFOLDS must be of good sound lumber, not less than two planks wide, or not less than 2" x 10" material, adequately overlapped and supported.
17. Wheels on METAL SCAFFOLDS must be provided with locks.
18. GUARD RAILS & TOEBOARDS must be in place on ALL scaffolding more than 7½" high.
19. NEVER REMOVE GUARDRAIL FROM SCAFFOLDING. Always use ladders for ascending and descending from scaffold.

Lifting

1. Do not attempt to lift loads that appear too heavy. Ask for help.
2. Always wear a back belt when lifting.
3. Wear gloves when lifting sharp edged or rough objects.
4. Lift with your legs, not with your back.
5. Keep your load close to your body.
6. Do not twist your body when lifting.
7. Set loads down by reversing the lifting technique.

Lock Out/Tag Out

1. All electrical circuits being worked on must be de-energized, locked out and tagged. Your Foreman has the proper procedure in his Foreman's kit on site at all times clearly outlined for your review and practice.
2. The following may be subject to lock out/tag out:
 - a. Broken or faulty equipment and tools.
 - b. Damaged electrical cords.
 - c. Air hoses.
 - d. Vehicles and heavy equipment.
3. The following steps shall be taken when any of the above are found to be unsafe:
 - a. Unsafe item is to be pulled from service.
 - b. Red tag item and lock if necessary.
 - c. Return item to base.
4. Do not use or attempt to use equipment that has been red tagged or locked.
5. Do not remove or tamper with any red tag or lock out device.
6. Immediately notify a supervisor if you observe others tampering with, using or attempting to use any locked or red tagged equipment.

Machinery / Hand Tool Operations

1. Check all TOOLS and EQUIPMENT before use to be sure that they are in proper operating condition.
2. HAND TOOLS such as hammers, punches, picks chisels, shall be inspected for faulty handles or mushroomed heads prior to the start of each job and shall be re-inspected at weekly intervals throughout the term of the jobs.
3. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose. Before using sledges, axes or hammers, be sure the handles are securely fastened.
4. Proper eye protection must be worn.
5. Always use the proper tool for the job. (Do not use a screwdriver as a chisel.)
6. Use only the machine and equipment for which you've been trained on and are authorized to operate.
7. Do not use a hammer if your hands are oily, greasy or wet.
8. Keep the blade of all cutting tools sharp.
9. Carry all sharp tools in a sheath or holster.
10. Do not use impact tools such as hammers that have mushroomed heads.
11. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
12. When using knives, shears or other cutting tools, cut in a direction away from your body.
13. Do not carry sharp or pointed hand tools in your pockets, unless it is sheathed.
14. Do not throw tools.
15. Do not strike one hammer against another.
16. Do not strike nails with the "cheek" of the hammer.
17. Cables, ropes, sheaves, shackles, booms, lifting equipment, etc., shall be checked each day. Worn or frayed items are to be replaced or repaired at once.
18. Immediately notify your General Foreman/Foreman of any unsafe equipment, missing, deactivated or improperly positioned protective guards.
19. Power machinery must be kept free of unnecessary tools, rags and scrap while in operation
20. ALL ELECTRICAL EQUIPMENT must be grounded. Three-pronged plugs and receptacles are required on extension and equipment cords.
21. Use SAFETY GUARDS provided. THE SOURCE OF POWER must be disconnected whenever it is necessary to repair or adjust a piece of electrical equipment. It is not sufficient to merely turn off the operating button of the equipment. NOTE: Only authorized persons are to repair electrical equipment.
22. Cranes, derricks, hoists, and lifts are NEVER to be operated within 10' of electrical transmission lines.
23. RIDING - No more than three persons may ride in the cab of a truck at one time and nobody to be riding in the bed of a truck. SEATBELTS provided must be worn. RIDING material hoists, crane loads, balls, hooks or excavation equipment is not permitted.
24. Stay out from under and in front of loads on cranes, etc. Do not cause or permit a load to be carried over a worker who is unaware of it or cannot get clear.
25. Machinery must be turned off when you are through using it.
26. DO NOT wear jewelry (including rings and watches), long, baggy sleeves, loose clothing or anything that can get caught into the machine.
27. Tampering with/removal of safety guards is prohibited and grounds for immediate termination.

Material Handling

1. Do not operate any equipment that you have not been trained to use.
2. Follow all company vehicle and driving policies.

3. Hard hats are required when you are not inside your vehicle.
4. Proper lifting techniques must be used and back belts must be worn.
 - a. DO NOT attempt to lift or push objects that are too heavy for you.
 - b. Bend your knees.
 - c. Keep your back straight.
 - d. See your Foreman when you need help.
2. Hand trucks
 - a. Pull hand trucks when in transit except when going down an incline or placing load in position.
 - b. Load hand truck in such a manner to eliminate the possibility of spilling
3. When carrying material watch for obstructions, loose material, etc.
4. Protruding nails in boxes and other containers must be removed or made flush
5. Stack and store material in proper areas and use special care in weight distribution.
6. Do not store material in aisles or walkways – they must be kept clear at all times
7. Material or Equipment being transported by truck must be loaded, cinched and flagged in a manner consistent with good loading and transporting practice and the truck shall be driven only by authorized employees holding valid chauffeur's licenses of the proper class.
8. Use protective pads or gloves when handling rough or sharp edged materials. If nails protrude, remove them or bend them over.
9. Make the area you are dumping in is clear before you dump.
10. Do not throw or drop materials in the vicinity of others.
11. Long pants and construction boots are required.
12. Do not block access and egress to the jobsite.

Office Safety

1. Use chairs properly. Do not use chairs as stepping stools. Do not lean or tip in chairs.
2. Keep all file cabinet drawers closed when not in use. Only (1) drawer opened at a time.
3. Only authorized personnel are permitted in the mezzanine.
4. The platform gate must be kept closed while working in the mezzanine.
5. Use proper lifting techniques.
6. Keep aisles and walkways free from debris, cords and other objects that may cause trips, slips or falls.
7. Be familiar with the emergency action plan established for your work area.
8. Approach and open doors cautiously.
9. Do not attempt to repair faulty or broken office equipment or machinery unless it is in your job description or have be instructed by a supervisor to do so.
10. Walk, do not run.
11. Unplug shredders before attempting to clear a jam.
12. Keep desk drawers organized in a manner to prevent being injured by sharp or pointed objects.
13. Keep fingers, ties, hair, and other loose objects out of, and away from, moving parts of office machines.
14. Use "common sense", if you are unsure of a safety procedure, ask a supervisor.

Personal Protective Equipment (PPE)

1. Use the correct PPE for each job assignment.
2. Proper Clothing shall be worn at all times while on D Kent Electric, Inc. jobsites.
 - a. Long heavy duty pants, a minimum of a T-shirt and construction boots are to be provided by the employee.
 - b. Inappropriate footwear or thin/badly worn soles shall not be worn.

- c. Steel toed work boots that support the ankle & protect against puncture/toe wounds must be worn at all times.
3. Hard hats are required on all jobsites and must be worn to manufacturer's specifications.
4. Eye protections (safety glasses or face shield) must be worn at all times.
5. A welding helmet is required to be worn when using a welding torch or in a welding area.
6. Ear plugs or muffs are to be worn when exposed to injurious noise levels over extended period of time (when using jack hammer, concrete saw, hammering, etc.).
7. PPE shall be inspected daily, and maintained in good condition.
8. Employees shall use appropriate gloves when handling sharp edged, rough or hazardous materials and are to be provided by the employee. Also, appropriate gloves are to be used when hands are exposed to sustained heat and sparks, wet concrete, acids, corrosives, electrical exposure, etc.
9. Respirators are to be worn when exposed to hazardous concentrations of toxic or noxious dust, fumes, or mist.
10. Flagmen vests are to be worn when flagging traffic or when works are exposed to traffic.
11. Damaged or broken PPE must be replaced immediately.

Powder Actuated Tools

1. Only properly trained and qualified operators should use powder actuated tools.
2. All powder actuated tools must be inspected and tested before use and all defects discovered must be corrected immediately.
3. Never shoot into a blind surface.
4. Wear proper personal protective equipment:
 - a. Hard Hats (required)
 - b. Long Pants (required)
 - c. Leather Boots (required)
 - d. Safety Glasses (required)
 - e. Gloves (required)
 - f. Hearing Protection (required)
5. Do not load the tool until immediately before use.
6. Do not leave the tool unattended.
7. Do not point the tool at any person, ever.
8. Dispose of firing rounds properly, never leave them lying around.
9. Do not use or store the tool in flammable or explosive atmospheres.

Power Industrial Trucks (Forklifts, etc.)

1. You must be authorized to operate forklift – at this time, only Foremen are certified.
2. Check all VEHICLES and EQUIPMENT before use to be sure that they are in proper operating condition.
3. Hitchhiking or extra people riding on forklift are not permitted.
4. Licensed operators are responsible for testing all equipment including brakes, horns and controls prior to operation of forklift.
5. Do not operate a forklift when the brakes, horn or controls are not functioning properly.
6. Shut off forklift when on elevators or not in use.
7. Set brakes before getting off forklift.
8. When parking a forklift set the brakes, lower the forks and remove the ignition key before leaving it unattended.
9. A forklift shall not be operated at speeds exceeding a brisk walk (5mph) while traveling congested or highly trafficked aisles or passageways within a building.
10. When approaching blind corners or intersections horns shall be sounded and speed reduced to avoid collisions.

Power Tools & Equipment

1. Do not use power tools or equipment that you have not been trained to use.
2. Inspect tools and cords prior to use.
3. Employees shall familiarize themselves with electrical safety practices.
4. Keep all safety guards operational and in place.
5. Keep power cords away from the path of cutting equipment.
6. Do not leave tools and equipment that are "on", unattended.
7. Do not carry plugged in tools and equipment with your finger on the switch.
8. Unplug all tools and equipment prior to changing bits, wheels or blades.
9. Never leave chuck keys in tools or equipment during operation.
10. Turn tools and equipment off before unplugging them.
11. Disconnect tools and equipment from the outlet by pulling on the plug, not the power cord.
12. Do not lift, carry or lower tools and equipment by their power cord.
13. Return all tools and equipment to their proper place after use.

Traffic Safety

1. All employees exposed to traffic hazards are required to wear orange reflective garments at all times.
2. When possible, construction vehicles are to be placed between employees and traffic to help prevent vehicles from entering the work area.
3. All traffic controls will be established in accordance with the State of California Manual of Traffic Controls for Construction and Maintenance Work Zones.
4. Traffic controls are to be properly maintained through out the work day.

Trenching & Excavations

1. Always locate underground utilities before digging. CALL DIG ALERT.
2. All trenches and excavations 5 feet or greater in depth must be shored, sloped or benched in accordance with Cal/OSHA regulations.
3. All trenches and excavations 5 feet or greater in depth shall be inspected daily, before work, for signs of shifting earth.
4. All trenches and excavations 5 feet or greater in depth shall be visually inspected before backfilling to ensure it is safe to backfill.
5. Keep all spoils a minimum of 2 feet from the edge.
6. All trenches and excavations 5 feet or greater in depth shall be barricaded or taped off as a warning to others.
7. Ladders shall be provided for access and egress to all trenches and excavations 4 feet or greater in depth. Use them.
8. Do not work under loads handled by lifting or digging equipment.
9. Equipment shall not be operated near the top of trenches or excavations 5 feet or greater in depth when personnel are working below.
10. Do not jump over trenches or excavations. Use wood planks or sheeting.

Warehouse & Parking Lot Safety

1. Park vehicles in an orderly manner.
2. Only approved, certified personnel are permitted to operate forklifts.
3. Lumber and stakes are to be stacked in neat orderly units.
4. Keep floors and other walking surfaces free from materials, trash, tools or other debris.
5. Immediately clean up any spills.
6. Do not run any combustion engines in the warehouse unless the bay doors are open.

In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow the instructions of their supervisor. Always abide by a minimum of manufacturer's safety recommendations. Failure to comply with safety-rules and procedures, or failure to wear the appropriate personal protective equipment, WILL result in disciplinary action up to and including termination.

HAZARD COMMUNICATION PROGRAM

D Kent Electric, Inc. has developed a hazard communication program to enhance our employees' health and safety. This program is intended to ensure that all employees receive adequate information relevant to the possible hazards which may be involved with the various hazardous substances used in the company's operations and processes.

The following program outlines how we will accomplish this objective.

Hazard Determination

The Company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but has chosen to rely upon the evaluation performed by the manufacturers of the substances to satisfy the requirements for hazard determination.

Container Labeling

It is the policy of this company that no container of hazardous substances will be released for use until the following label information is verified:

1. Containers are clearly labeled as to contents.
2. Appropriate hazard warnings are noted.
3. The name and address of the manufacturer are listed.

This responsibility has been assigned to the operations manager.

To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label all secondary containers. The foremen will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

Material Safety Data Sheets (MSDS's)

1. Copies of MSDS's for all hazardous substances to which our employees may be exposed are kept in a three ring binder in the business office and in the foreman's kit and at a larger jobsite, in the construction trailer. The MSDS binders contain information on all hazardous materials used by the company. These MSDS's are available to all employees, at all times, upon request. Each foreman will be responsible for maintaining their MSDS binder.
2. The safety manager shall coordinate with appropriate departments to make sure all MSDS are obtained, distributed and communicated.
3. The operations manager will obtain MSDS for all new materials when they are first ordered.
4. The Safety Manager will be responsible for reviewing all incoming MSDS's for new and significant health/safety information. Any new information will be passed on to employees involved.
5. The Safety Manager will review all incoming MSDS's for completeness. If any MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer or distributor. OSHA is to be notified if the manufacturer or distributor will not supply the MSDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.

List of Hazardous Substances

Please refer to the MSDS books for a list of hazardous substances.

Employee information and training

All employees will attend an orientation meeting for information and training on safety items prior to starting work with hazardous substances. A training checklist is to be completed and kept on file.

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information on where hazardous substances are present in their work areas.
3. Information regarding the use of hazardous substances in their specific work areas.
4. The location and availability of the written hazard communication program. A copy of the program will be given to all employees during the orientation meeting.
5. The physical and health aspects of the hazardous substances in use.
6. Methods and observation techniques used to determining the presence of release of hazardous substances in the work area.
7. The controls, work practices and personal protective equipment which are available for protection against possible exposure.
8. Emergency and First Aid procedures to follow if employees are exposed to hazardous substances.
9. How to read labels and material safety data sheet to obtain the appropriate hazard information.

It is most important that all of our employees understand the information given in the orientation meetings. If you have any questions regarding this please contact the Safety Manager.

As new substances are introduced into the workplace, the foremen will review the above items with you as they are related to the new materials.

Non-Routine Tasks

Periodically, employees may be required to perform non-routine tasks which involve the use of hazardous substances. Prior to starting work on such projects, each involved employee will be given information by foreman about hazards to which they may be exposed during such an activity. This information will include:

1. The specific hazards.
2. Protective safety measures which must be utilized.
3. The measures the company has take to lessen the hazards, including special ventilation, respirators, the presence of another employee, air sample readings and emergency procedures.

Informing Subcontractors

To ensure that subcontractors work safely on our jobs, it will be the responsibility of the Field Supervisor to provide subcontractors the following information:

1. The hazardous substance to which they may be exposed while working at the jobsite.
2. The precautions the contractor's employees must take to lessen the possibility of exposure by usage of the appropriate measures.
3. The Company rules and regulations regarding the protection of employee safety relevant to fire and ignition sources around flammable materials, also the rules regarding smoking, welding, grinding, etc.

The employer will be responsible for obtaining from outside contractors the chemical name of any hazardous substance the contractors employees may be bringing into the facility or use in their work. The contractor must also supply a copy of the material safety data sheet relevant to these materials. MSDS sheets are located in a separate binder.