

For the protection and safety of all employees Kent Electric, Inc. has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

**A COPY OF THIS WAS PROVIDED AT YOUR ORIGINAL HIRE DATE AND ANNUALLY at FOREMAN MEETING FOR REVIEW. A COPY OF THIS SHOULD REMAIN IN YOUR FOREMANS BINDERS AT ALL TIMES.**

### GENERAL SAFETY RULES

1. Learn the SAFE WAY to do your job before you start.
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 landing clear of debris.
3. All accidents and injuries (even small injuries) MUST be reported to your General Foreman/Foreman at the time of their occurrence.
4. All unsafe work practices or conditions observed must be reported to your General Foreman/Foreman immediately.
5. Horseplay, throwing things, running in aisles and stairways, distracting other employees and unnecessary shouting are forbidden.
6. All spilled liquids (including water, oil, grease, etc.) must be wiped up immediately. Use cleanser for oil/grease based spills to avoid future slips/falls over the area.
7. Do not enter a barricaded or posted area unless performing work therein.
8. Any defective tool or equipment should be reported to your General Foreman/Foreman immediately.
9. All electrical circuits being worked on must be de-energized, locked out and tagged. Your General Foreman/Foreman has a book on site at all times with these procedures clearly outlined for your review and practice.

### MATERIAL HANDLING

1. Lifting
  - 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 General Foreman/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
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.

### PERSONAL PROTECTIVE EQUIPMENT

1. Eye protections (safety glasses or face shield) must be worn **at all times**
2. Hard hats must be worn **at all times**
3. Steel toed work boots that support the ankle & protect against puncture/toe wounds must be worn **at all times**
4. A welding helmet is required to be worn when using a welding torch or you are in a welding area
5. Ear plugs or muffs are to be worn when exposed to injurious noise levels over extended period of time (when using a jack hammer, concrete saw, hammering, etc.)
6. Gloves are to be used when hands are exposed to injury such as sustained heat and sparks, wet concrete, acids, corrosives, electrical exposure, etc.
7. Respirators are to be worn when exposed to hazardous concentrations of toxic or noxious dust, fumes or mist
8. Flagmen vests are to be worn when flagging traffic or when works are exposed to traffic

## MACHINERY / HAND TOOL OPERATIONS

1. Check all VEHICLES 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 reinspected at weekly intervals throughout the term of the jobs.
3. Use only the machine and equipment for which you've been trained on and are authorized to operate
4. 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.
5. Immediately notify your General Foreman/Foreman of any unsafe equipment, missing, deactivated or improperly positioned protective guards.
6. Power machinery must be kept free of unnecessary tools, rags and scrap while in operation
7. ALL ELECTRICAL EQUIPMENT must be grounded. Three-pronged plugs and receptacles are required on extension and equipment cords.
8. 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.
9. CRANES, DERRICKS, HOISTS, LIFTS are NEVER to be operated within 10' of electrical transmission lines.
10. 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.
11. 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.
- 12.
13. Machinery must be turned off when you are through using it.
14. DO NOT wear jewelry (including rings and watches), long, baggy sleeves, loose clothing or anything that can get caught into the machine.
15. Tampering with/removal of safety guards is prohibited and grounds for immediate termination.

## POWER INDUSTRIAL TRUCKS (FORKLIFTS)

1. Check all VEHICLES and EQUIPMENT before use to be sure that they are in proper operating condition.
2. You must be authorized to operate forklift.
3. Hitchhiking on forklift is 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.

## LADDERS / SCAFFOLDS

1. ALL LADDERS MUST BE INSPECTED prior to the start of each job and equipped with safety feet. Ladders built on the job must be built in accordance with Cal/OSHA specifications. Damaged ladders must NEVER be used. LADDERS must be on a firm foundation, lashed or hooked to the structure and extend 36" above the landing. NEVER CLIMB or descend a ladder with anything in your hands or pockets; use a hand line for tools and equipment.
2. 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. Wheels on METAL SCAFFOLDS must be provided with locks. GUARD RAILS and TOEBOARDS must be in place on ALL scaffolding more than 7½" in height. NEVER REMOVE GUARDRAIL FROM SCAFFOLDING. Always use ladders for ascending and descending from scaffold.

## HOUSEKEEPING

1. Keep materials and equipment out of aisles.
2. Materials must not be stored against doors or exits, fire ladders or fire extinguisher stations.
3. Return tools and other equipment to proper storage place after use.
4. Keep tools dry; avoid spilling liquids; wipe all tools immediately to avoid corrosion.
5. Throw trash and scrap in proper waste containers.
6. Each worker shall exercise good housekeeping practices within his own work area.

## CHEMICALS / GASES

1. No chemicals meeting the definition of "Hazardous Material" as defined by the OSHA Safety and Health Regulations shall be purchased and/or brought onto a job for usage without a Material Safety Data Sheet or equivalent on file
2. No chemicals meeting the definition of "Hazardous Material" as defined by the OSHA Safety and Health Regulations shall be used without strict adherence to the data, precautions and procedures for handling, storage, disposal and usage contained on the appropriate Material Safety Data Sheet form
3. GASOLINE may be handled or stored only in approved safety cans. All internal combustion engines must be shut off and cooled before fueling, oiling, cleaning, or adjusting. Check oil when refueling. Do not use gas for cleaning parts and tools.
4. OXYGEN and ACETYLENE EQUIPMENT can be extremely dangerous. Unless you're qualified and authorized to use this equipment, **leave it alone**. CYLINDERS shall be secured UPRIGHT at all times to keep oil away from oxygen fittings (with CAPS on when not in use). Watch out for nearby combustibles and keep bottles shielded or a safe distance from welding or cutting operations.
5. COMPRESSED AIR HOSES must NEVER be pointed at yourself or anyone else. Compressed air must be used for the prescribed operations only, with pressures kept as low as possible for doing the job adequately. Be sure that all hoses are connected properly and are secured.
6. All containers shall be labeled as to its contents

## FIRE / MEDICAL EMERGENCY

1. Report all fires immediately and call 911 fire emergency and report location of fire
2. You should know the location of fire extinguishers, telephones, first aid kits and fire blankets and exits in your immediate area at all times
3. Tampering with fire extinguishers, sprinklers and alarms/detectors is prohibited and against the law
4. Fire extinguishers, sprinklers, fire exits or risers are not to be blocked by supplies, stock, equipment or parts at any time
5. Do not smoke or bring open flame in areas where flammable materials are used or stored
6. All employees will comply with posted "No Smoking" areas and at no time will smoke inside any building
7. Report all medical emergencies immediately to your General Foreman/Foreman and call 911 medical emergency and report job location for help. Be sure to stay on the telephone with the 911 operator until they release the call

## OPENINGS

1. OPENINGS in the floor or ground must either be guarded by standard railings and toe boards or covered. WALL openings must be protected by guardrail and toe boards. EXCAVATION must be guarded by barricades (with warning lights at night if deemed necessary by the job superintendent).

## TRENCHES

1. TRENCHES more than 5' deep shall be shored, sloped, or a trench shield used and material stored at least two feet from the edge. Trenches more than 4' deep shall have ladders extending 3' above the trench, within 25' of workers in the trench.

## DISCIPLINARY PROCEDURES

1. All employees who do not comply with these safety rules will receive disciplinary action up to & including termination
2. General Foreman/Foreman who fail to provide adequate training prior to job assignment, or fail to report accidents and/or provide medical attention to injured employees, control unsafe conditions or work practices, maintain good housekeeping standards and cleanliness on their jobs will also be subject to disciplinary actions.
3. Violation of any of the following items will subject you to automatic suspension, subject to discharge:
  - a. Violation of OSHA regulations
  - b. Intoxication - coming to job premises or trying to work while under the influence or in possession of intoxicating liquors or narcotics.
  - c. Fighting or provoking a fight.
  - d. Horseplay in any form - scuffling, pranks, wrestling, throwing material, etc.
  - e. Removal and non-replacement of guard rails.

**REMEMBER: WORK SAFELY AT ALL TIMES!!! A SAFE WORKER IS A PRODUCTIVE WORKER!!!**