

KEN BOBKO ELECTRIC COMPANY INC. SAFETY & WORK RULES 2015

This handbook is for your immediate use as a new employee. It will be also be of continuing value to you in providing the framework for how you are expected to conduct yourself as an employee of Ken Bobko Electric (KBE).

This handbook is already quite lengthy, but neither this nor any other handbook can possibly contain all of the “dos” and “don’ts” for any employee. Your own background, experience, training and good judgment are indispensable.

No matter how long you have worked in the industry or how familiar you are with handbooks, you will still come up against things you are not totally familiar with or are unsure about. When in doubt, ask before you do something, not after. This handbook is largely devoted to the things, which apply to most or all employees.

SUGGESTIONS

Positive suggestions on any subject- safety, work methods, and procedures, working conditions, employee morale, etc. are welcome at any time. The best person to make your suggestions to is your immediate supervisor, but you are encouraged to make your suggestions known, whether verbally or in writing, to anyone in management.

WORK RULES

The work rules and safety procedures included herein are not intended to be all-inclusive and may be revised from time to time as indicated by the needs of the project. Employee conduct including, but not limited to the following violations, will be grounds for disciplinary action consists of written warnings, suspensions, or terminations.

- 1- Destroying or removing any property belonging to the owner, employer, other subcontractors, or other employees without permission.
- 2- Fighting, creating a disturbance or horseplay.
- 3- Gambling or possession of gambling paraphernalia.

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- 4- Sleeping on the job.
- 5- Failure to allow parcel, or lunch box or toolbox examination on entering or leaving.
- 6- Refusing to accept work assignments.
- 7- Falsifying records involving personnel, absence, sickness or termination.
- 8- Loitering or roaming; leaving workplace or premises without authorization.
- 9- Abuse, defacement or destruction of property.
- 10- Failure to wear assigned employee identification badge on projects where appropriate.
- 11- Failure to abide by the posted project traffic and PARKING regulations, blocking fire lanes, parking in no parking areas or misuse of reserved spaces.
- 12- Unauthorized or abusive use of radio transceivers or other communication devices.
- 13- Illegal entry or exit from site; using wrong gate; climbing fences.
- 14- Physically assaulting an individual. Verbally threatening bodily harm to any individual.
- 15- Possession of firearms or other weapons, ammunition, explosives, incendiaries on Owner's property.
- 16- Sexual immoral conduct- defined as any conduct which is generally considered to be inappropriate to a work site and which has the effect of disrupting the work of the participant(s) and/or co-workers.
- 17- Insubordination.
- 18- Soliciting for any purpose during work time.
- 19- Willful violation of safety or security rules.
- 20- Portable radios, headphones, or any other type of audio devices are not allowed.

PERSONNEL PROTECTION EQUIPMENT (PPE's)

- 1 All employees are required to wear no less than a short sleeve shirt and long pants. In no case will "sweat pants" or overly baggy pants be allowed. Proper footwear shall be determined by site conditions. Leather boots shall be worn where there is a danger of falling or moving objects, or burning, scalding, cutting, penetrating or like hazards. Where these hazards are not present (e.g. office areas) athletic type shoes with uppers of leather may be used. In no case will canvas type shoes be allowed.

Company and safety shirts are provided. Keep them clean and in good shape. Request new shirts in a timely manner so worn out shirts do not have to be used.

In no case is clothing with inappropriate language or imagines to be worn while at work. If in doubt, don't wear it to work.

- 2 All employees are required to report each day with the appropriate PPE for that jobsite. It is suggested that you carry all of your PPE's with you at all times in case your work site changes.

At a minimum PPE's consists of: Leather work boots, approved hard hat, safety glasses, gloves and safety vest or tee shirts.

- 3 All employees are required to wear head protection at construction sites until the on-site policy has changed not to use them. This policy may be superseded by general contractor or owner's requirements. In any case where there is potential of falling debris or equipment is being used overhead hard hats shall be worn. Hard hats must be made of non-conductive materials.

- 4 Hearing protection is to be utilized as required by conditions or owners standing policies. Disposable earplugs are provided.

- 5 Eye protection is used 100% of the time on site.

Employees who require the use of corrective lenses in the form of spectacles shall use either goggles worn over the spectacles or have spectacles with protective lenses and side shields.

- 6 While working over or by water U.S. Coast Guard approved vests shall be worn. During work around water a life ring and skiff shall be readily available.

- 7 The use of gloves is required at all times. Lightweight rubberized will be provided by KBE. Leather gloves are the responsibility of each employee.

MATERIAL HANDLING

- 1 Always use proper lifting techniques;
Get a good footing;
Bend at the knees to grasp the weight;
Keep your back reasonably straight;
Get a firm hold and lift gradually, without twisting, by straightening your legs.
When putting the load down, reverse this procedure.

GET HELP WHEN NEEDED!

You are not to lift over 50 lbs!!

- 2 Ensure hoisting and rigging equipment is in good condition and rated for the capacities to be lifted.
- 3 Do not stack material too high or insecurely. Pipe must be properly stacked and blocked to prevent spreading.

LADDERS

- 1 All ladders shall be inspected for damage or defective parts prior to each use. Ladders found to be defective shall be tagged and removed from site.
- 2 In no case will KB Elec. ladders be loaned to other contractors or owners personnel. Ladders shall be stored in a manner to prevent use by other individuals not part of KB Elec. In no case will KB Elec personnel use ladders from another company or owners equipment. KB ladders will be locked up at the end of every shift.
- 3 In no case will the top of a stepladder or the upper rung be used for foot placement. Stepladders shall not be used as single ladders.

- 4 Extension ladders shall extend 42" above the landing; where not feasible the ladder shall be tied off top and bottom. When work requiring two hands is performed the extension ladder shall be tied off top and bottom and fall protection shall be used. No work above 25' shall be performed from a ladder.
- 5 The feet of a portable ladder shall be used on a substantial base.
- 6 Job made ladders shall not be used.
- 7 Stepladders must be fully opened with spreader locked.
- 8 Ladders are not to be placed against movable objects.
- 9 Move the ladder closer to the work. Don't ever reach sideways. Your belt buckle should never go outside the ladder rails.
- 10 The base of the ladder must be set back a safe distance from vertical. Approximately $\frac{1}{4}$ of the working length of the ladder.
- 11 The area around the top and base of ladders must be free of tripping hazards.
- 12 Fall protection is required when working from a ladder with less than three (3) points of contact.
- 13 Do not place ladders where they project into passageways or areas where they can be struck by moving equipment or other personnel. If this cannot be avoided the ladder must be protected by barricades or guards.
- 14 Face ladder at all times when ascending or descending. Use both hands.

SCAFFOLDING

- 1 Only qualified and authorized personnel may erect, use and/or dismantle scaffolding.
- 2 During scaffold erection and dismantling all employees exposed to a six (6) foot fall or greater are required to be 100% tied off.
- 3 Guardrails, midrails and toeboards must be installed on all open sides of scaffolding more than six (6) feet in height.
- 4 All scaffolds must be at least two (2) planks wide during erection and fully planked during use.

- 5 Never climb on the end frame of a scaffold unless the scaffold design incorporates a ladder.
- 6 Never exceed the rated capacity of a scaffold.
- 7 No one is allowed to ride on rolling scaffolds.
- 8 Rolling scaffolds may only be used on level surfaces.
- 9 Caster brakes must be locked when the scaffold is not being moved. Casters must be secured into the frame at all times.

SCISSOR LIFTS

- 1 Only qualified, trained and authorized personnel shall operate self-propelled scissorlifts.
- 2 The operators must be familiar with and follow the safe operating instructions accompanying each scissorlift.
- 3 Use all gates and safety chains.
- 4 Prior to operation, on a daily basis, a walk around visual inspection of the scissorlift must be completed. Watch for leaks, loose connections etc.
- 5 Check ground conditions. Operate only on level ground. Preplan path of travel and clear if necessary. Stay away from drop offs.
- 6 Do not allow wires, cables, hoses, or other materials to trail down from platform when moving the scissorlift.
- 7 Do not carry loads from any point outside the platform.
- 8 Prior to raising, lowering, or moving scissorlift inspect all areas around lift.
- 9 Ladders can be used from scissor lift platforms and handrails maybe stood only if fall protection is used.
- 10 **Do not** operate near power lines.
- 11 Do not exceed rated capacity of scissor lifts

BOOM LIFTS

- 1 Only qualified, trained and authorized personnel shall operate self-propelled boom lifts.
- 2 The operators must be familiar with and follow the safe operating instructions accompanying each boom lift.
- 3 Use all gates and safety chains.
- 4 Never exceed the machine's capacity.
- 5 Whenever in the basket, an approved body harness must be worn at all times, with an approved six (6) foot double locking snap hook lanyard attached to the harness back "D" ring and the approved anchorage point in the basket.
- 6 Prior to operation, on a daily basis, a walk around visual inspection of the boom lift must be completed.
- 7 Check ground conditions. Watch for steep grades and loose soil. Preplan path of travel and clear if necessary. Stay away from ditches.
- 8 Never override "Dead Man" foot pedal.
- 9 Never use the boom to push or raise the lift.
- 10 **Do not** operate near power lines.

POWER TOOLS AND EQUIPMENT

- 1 Use tools only for the purpose they are intended. Never force tools above their rated capacity. Never use a tool until you are trained in its proper use.
- 2 Hand tools shall be inspected everyday prior to use. Tools found to be defective shall be tagged and removed from site.
Label defective tools with the nature of problem for repairs.
- 3 Electrically powered tools shall be ground at all times or double insulated.
- 4 Explosive powder actuated tools shall be operated by authorized and qualified personnel.

- 5 In no case will safety guards be defeated or removed from any power tool.
- 6 All bits and blades in power tools shall be changed while the tool is disconnected from its power source. Tools designed to have bits changed while connected to power supply (such as battery keyless chuck) are allowed.
- 7 Switches or levers requiring constant pressure for tool operation are not to be tampered with to make the tool operate without constant hand or finger pressure.
- 8 Grinding wheel speeds are to conform to the manufacturer recommendations and be rated for the machine.
- 9 Air hose connections must be secured to prevent accidental separation.
- 10 Fuel powered tools and generators are to be shut down while being refueled. Have fire extinguisher at hand.
- 11 Watch for loose clothing, rings and other items that can be caught in tools while they are being used.
- 12 GFI Protection shall be used with all construction receptacles. If receptacles are not GFI protected then an individual GFI protector shall be used. All extension cords and power tools shall be visually inspected each workday.

ELECTRICAL SAFETY

- 1 Lock out procedures shall be used wherever possible. Refer to the most current "Electrical Safety & Tagout Procedures" provided by KB Elec.

PRIOR TO DOING ANY WORK ON ENERGIZED EQUIPMENT each person involved in the work shall have clear understanding of the dangers involved.

Utilize the HAZARD/RISK CATEGORY and PPE MATRIX attached to the KB Electric "Electrical Safety procedures" to help identify and limit exposure to electrical hazards.

- 2 No personnel from KB Elec are authorized to work on equipment that serves voltages exceeding 277/480 volt AC. We have no training with medium & high voltages.
- 3 When ever investigating / trouble shooting 480 volt circuits in MCC's, switch gear or panel boards over 200 amps the "buddy" system shall be used. If you feel that a second person is required on systems less than 200 amps request the second person. If the dead front is removed the panel **MUST BE TURNED OFF.**

- 4 No work on energized 480v equipment is allowed other than troubleshooting. This applies to installing circuit breakers, altering or adding buss bar in panels and switchboards. Terminating wires on circuit breakers already installed in panels IS allowed with the proper PPE's.

If deemed necessary to work on energized equipment the office must be notified prior to the work taking place.

- 5 Electrical testers shall be tested on a circuit known to be operational before verifying if a circuit has been de-energized. All meters used on 277/480 circuits and switchgear shall be rated CAT III.
- 6 Exposed and energized electrical equipment shall not be left unattended.

EXCAVATIONS & TRENCHES

- 1 Underground utilities must be located and clearly marked prior to trenching or excavating.
- 2 Trenches four (4) feet and deeper must be shored or sloped back to the angle of repose. Trenches of lesser depth in unstable soil may require shoring or sloping.
- 3 No material, equipment or tools maybe placed within two (2) feet of the edge of an excavation.
- 4 If there is evidence of cave-ins, slides or water, all work on the trench must cease until necessary precautions have been taken to safeguard employees.
- 5 Sides of excavations and trenches must be shored or braced as necessary to withstand the superimposed forces exerted by vehicles/equipment operating near any excavation or trench.
- 6 Trenches four (4) feet and deeper must have ladders spaced so that employee lateral travel does not exceed 25 feet. Such ladders must extend at least (3) feet above grade.
- 7 The recommended slope for "average" soil is 45°. Decrease angle of slope with looser soils. For all trench/excavation depths the soils along side of the trench are also included in those calculations.

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FIRE PREVENTION

- 1 Good housekeeping prevents fires and accidents.
- 2 When your work, such as grinding or cadwelding, presents a fire hazard, have an additional fire extinguisher available. Move or cover combustible materials.
- 3 Flammable liquids must be stored in approved properly labeled containers.
- 4 Familiarize yourself with the location of all fire fighting equipment in your immediate work area.

CRANES, BOOM TRUCKS, RIGGING AND HOISTING

- 1 Only trained, qualified and authorized personnel are allowed to operate cranes and boom trucks.
- 2 No crane or other equipment may be operated in excess of the manufactures recommendations.
- 3 Cranes are to be level with outriggers fully extended.
- 4 All cranes are to be inspected prior to and during use to ensure they are in safe operating condition.
- 5 Only authorized personnel may give hand or radio signals, and only standard signals shall be used. Only **ONE** person can give signals to the operator.
- 6 The area within the swing radius of the rear of the rotating structure shall be barricaded off.
- 7 You may not ride the hook or load of a crane.
- 8 Safety latches are required on all crane hooks.
- 9 You must know the safe working load of all of your rigging equipment.
- 10 Taglines are to be used on all loads.
- 11 If you have any doubt about the safety of any rigging or any lifting operation. **STOP** that operation.
- 12 Make sure that all personnel are clear of the crane operation area.
- 13 **DO NOT** operate cranes & boom trucks in the vicinity of overhead power lines.

GENERAL ITEMS

- 1 Drug and alcohol use at work will not be tolerated. KBE reserves the right to demand a drug test at any time. KBE will cover costs of testing.
- 2 In no case will KB Elec personnel use owners or other contractor's forklifts. Request use of forklifts with an operator. When forklifts are provided by KBE only approved and trained operators may use forklifts.
- 3 All employees are required to use seatbelts while in company vehicles. Parking brakes shall be used. Vehicles shall not be parked in "right-of-ways" without signal lights and safety cones.
- 4 No KB Elec employees are authorized to operate welding equipment or cutting torches.
- 5 All KB Elec employees will observe all No Smoking signs and smoke only in approved areas. Cigarette butts will be policed by the user.
- 6 In finished spaces whether new or being remodeled only clear water will be consumed inside buildings. No coffee, tea, fruit drinks etc. Food products will be limited to break areas. Chew tobacco will not be used in finished areas or inside occupied buildings.
- 7 House keeping shall be a major component of any work. Use provided vacuums, brooms and waste cans AS WORK PROCEEDS. Clean up as the work is completed. Do final clean up at the end of every shift. Remove debris from building on a continually basis.
- 8 During any work make every effort to protect finished products installed by **ALL TRADES**. This includes floors, walls, and casework. **Do not** alter other trades work without prior approval.
- 9 Temporary heaters must be approved by the lead person prior to use. Use on stable noncombustible base and placed a minimum of three (3) feet from combustible material.
- 10 Only personnel with a valid drivers license are authorized to operate company vehicles. They also must be approved by the office prior driving company vehicles.
- 11 You are prohibited from riding in the bed, on loads, fenders, running boards or tailgates of any vehicle, or with legs or arms dangling over the sides of any vehicle.

- 12 Prior to excavations underground locates are to be called. This can also apply to driving ground rods.
- 13 Prior to working in any new work location or site, know the location of the fire alarm panel and sprinkler shutoffs. Notify the owners or general contractor if the sprinkler controls are chained in the “open” position.
- 14 **WORK PERMITS.** Some facilities frequently use various types of written permits. Some of these permits maybe the owners or they maybe forms that have been created by KB Elec. Whenever and whatever permits are used; all procedures and precautions noted on them must be followed.
- 15 Weekly safety meeting will be attended by all KB Elec personnel. If safety meetings are offered by general contractors on site those meetings will be attended.
- 16 All KB Elec personnel will follow those safety plans put in place either by primary general contractors on site or the owners.

SUMMARY

It is our intention to provide a safe working environment for our employees. In order to achieve this goal we need full employee participation. If you observe unsafe condition stop work immediately and resolve the problem. If this cannot be accomplished, report the condition to your immediate superior or the office.

I have read and understand these safety rules.

Signature

Printed Name

Date