

CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action, as it is necessary to obtain compliance.

To carry out this policy, employees shall:

GENERAL PRACTICES

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, call for supervisor or sound alarm and evacuate.
7. Upon hearing the alarm, stop work safely, turn off machines and evacuate to the parking lot immediately. If the way is blocked evacuate to the street through the office area.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.

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(GENERAL PRACTICES continued)

16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Face Shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.

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(GENERAL PRACTICES continued)

38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

CODE OF SAFE PRACTICES

AIR / JACKHAMMER (Electric/Air powered)

JOB SUMMARY: Use Jackhammer.

SKILLS REQUIRED: Able to follow directions. Basic knowledge of compressed air.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Lifting, twisting and turning motions.

SAFETY

EQUIPMENT REQUIRED:

Steel-toed boots. Goggles. Gloves. Earplugs/muffs. Hard hat may be required.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Appropriate footwear should be worn (hard-toed boots).
2. Make sure compressor is in good working order.
3. All hoses to be secured and without leaks.
4. 3 minute breaks should be taken every 15 minutes.
5. Back stretching exercise to be done every break.
6. Prior to starting work, check for underground utilities.
7. Follow all Company safety rules and policies.
8. Employees must report all unsafe conditions immediately to a Supervisor.
9. No horseplay is permitted.
10. Clean worksite conditions must be maintained at all times.
11. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
12. All equipment guards required by State and Federal Regulations must be in place.
13. Report all accidents immediately to a Supervisor.
14. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
15. Inspect equipment prior to each use.
16. Only operate equipment that you have been trained and authorized to use.
17. All electrical wiring shall be to code and maintained in safe condition.
18. Use proper lifting techniques.
19. Only qualified personnel can perform maintenance services.
20. Follow all Manufacturers safety guidelines.
21. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
22. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

TRENCHER

JOB SUMMARY: Trenches.

SKILLS REQUIRED: Ability to use proper equipment. Able to follow directions.
Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong back and arms.

JOB HAZARDS: Repetitive wrist, shoulder, arm and back movements. Twisting and turning.

SAFETY EQUIPMENT REQUIRED: Gloves. Eye/Ear protection. Respiratory protection when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Do not lean on or unload while machine is running.
2. Gas container to be stored in approved area.
3. Always trench in a direction away from people.
4. Stop trencher if articles get caught or any malfunction.
5. Warning: Keep all hands, feet, and body parts away from any moving parts.
6. Review jobsite for possible contact with utilities. If utilities are contacted, stop all operations and turn off equipment. Check with Supervisor on how to proceed.
7. Follow all Company safety rules and policies.
8. Employees must report all unsafe conditions immediately to a Supervisor.
9. No horseplay is permitted.
10. Clean worksite conditions must be maintained at all times.
11. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
12. All equipment guards required by State and Federal Regulations must be in place.
13. Report all accidents immediately to a Supervisor.
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CODE OF SAFE PRACTICES

MACHINERY/EQUIPMENT BASIC LOCKOUT PROCEDURE

1. Each employee has the responsibility for locking out and tagging every piece of equipment on which he/she is required to perform work that places the employee in a position of potential injury due to start-up or movement of the equipment or material in process.
2. Do not operate, repair, clean, or test any machinery, electrical apparatus or other equipment unless it is part of your assigned duties.
3. Your supervisor has the responsibility for making certain you are instructed in this procedure and to take appropriate action if procedure is violated. An employee who violates the lockout procedure is subject to disciplinary action up to and including termination.
4. Do not remove a WARNING tag unless you placed it, and then not until the persons protected by it are in the clear.
5. Locks or tags shall be removed only by the person who placed them.
6. Locks or tags shall never be removed until the individual in charge of the work has made certain that all workmen are in a safe position.

DEFECTIVE MACHINERY AND TOOLS:

If any tool, machine, or other piece of equipment is in an unsafe/defective condition, do not use it, but report it to your supervisor who will have it repaired or replaced.

GUARDS:

Machine guards and other safety devices are provided for your protection. They must not be removed except for making repairs, lubricating, or cleaning, and then only by authorized persons. They must be replaced before starting machinery. **ANY PERSON WHO REMOVES OR INDUCES ANOTHER EMPLOYEE TO REMOVE OR RENDER ANY MACHINE GUARD INOPERABLE MAY, UNDER LAW, BE TERMINATED, IMPRISONED AND/OR FINED.**

CODE OF SAFE PRACTICES

WELDING AND BURNING EQUIPMENT AND COMPRESSED GASES

1. No employee is permitted to operate a hand or machine torch, a lance, or electric arc welding equipment until he or she has been trained and authorized to perform each of the individual operations. Exceptions would be during training.
2. Gas, oil, and other lines or containers which contained flammable material must be thoroughly purged and tested for explosibility by approved testing equipment before any burning or welding is done on such lines or containers.
3. When burning or welding, never use any container as a workbench or support that holds or has held a flammable material.
4. Oxygen, acetylene, air, or any others gas cylinders must be placed in storage racks or securely fastened to equipment at all times. These cylinders must never be stored near stoves, radiators, or furnaces, where they could be subjected to high temperatures.
5. Gas cylinders must be stored and used in a vertical position with the valve end up. They must not lie flat.
6. All oxygen, acetylene, or any other gas cylinders must be kept free of oil and grease.
7. Always replace caps on oxygen and other compressed gas cylinders after gauges have been removed. This includes full and empty cylinders. This will protect the valve from being damaged, and may prevent a serious accident, which could occur as a result of a broken valve.
8. Oxygen and acetylene cylinders must be stored a distance of at least 20 feet from each other.
9. Flash arrestors must be used to prevent back flow on oxygen and acetylene type cylinders and/or other reactive or flammable cylinders respectively.
10. Proper ventilation must be maintained at all times.
11. Do not take welding cylinders into confined space areas.
12. Remove all flammables and combustibles from welding and burning areas when possible.
13. Perform fire watch when flammables and combustibles cannot be removed from the welding and burning areas.

CODE OF SAFE PRACTICES

GENERAL RULES FOR CONSTRUCTION

1. All conditions from construction, alteration, demolition and/or repair including painting and decorating that no contractor or sub-contractor for any part of contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety.
2. All equipment, materials and, job sites should be regularly inspected for safety.
3. All employees must be competently trained and/or have experience to operate equipment or machinery.
4. All employees should be aware of hazards presented by materials, equipment, and job sites.
5. Personal protective devices - all employees must wear the proper equipment for the job site and task at hand.
6. Head protection (hard hats) must be worn at all times.
7. All employees must wear hearing protection on job sites exceeding 85 DBA. (Decibel level.)
8. All employees must wear respiratory protection when dust exceeds limits specified by General Industry Safety Order.
9. All employees should be aware of occupational hazards in construction industry.
10. First Aid kits shall be provided on all job sites.
11. All job sites must supply potable drinking water and adequate washing facilities.
12. One toilet is required for every 20 employees where there is no transportation. Toilets must be cleaned and supplied with toilet paper.
13. Fire protection materials must be portable and located 75 feet from all working areas: fire extinguisher must meet specifications for job at hand.
14. Construction site must have person certified in First Aid.

CODE OF SAFE PRACTICES

PERMITS, CERTIFICATIONS AND LICENSES

DOSH PERMIT IS REQUIRED FOR:

(California Only)

1. Construction of trenches or excavation 5 feet or more in depth into which a person is required to descend.
2. Construction of buildings, structures, scaffolding or false work more than 3 stories high (36 feet).
3. Operation of tower cranes or erection, climbing and dismantling.
4. Demolition of buildings or structures or dismantling of scaffolding or false work more than 3 stories.
5. Any handling use or disruption of asbestos exceeding .05%.
6. Any use of carcinogens.
7. Check with the closest DOSH office for additional permits.

CERTIFICATION:

1. Forklift operators.
2. Cranes and derricks exceeding 3 tons rated capacity.
3. Powder activated tool - must be valid operator.
4. Check with the closest DOSH office for additional requirements.

TO CARRY ON-SITE:

1. Job-Site Safety Manual (IIPP) with Code of Safe Practices.
2. SDS-Hazard Communication Program.
3. Contingency Plan.

CODE OF SAFE PRACTICES

CONSTRUCTION HOUSEKEEPING

1. Scrap lumber and debris must be kept reasonably cleared from work surfaces passageways and stairs. Combustible debris must be removed at regular intervals.
2. Ground areas within 6 feet of buildings must be reasonably free from irregularities.
3. Piles of debris must be stacked in a safe manner preventing falling, slipping or collapsing. Not to exceed 15 feet in height (5 feet for cement).
4. Keep flammables and chemical products stored in compliance with Local, State and Federal regulations.
5. Maintain compliance with all Storm Water regulations.
6. All nails shall be removed from debris.

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CONSTRUCTION SIGNS, SIGNALS AND BARRICADES

1. Danger signs should be used when an immediate hazard exists.
2. Caution signs should be used only to warn against potential hazards or to caution against unsafe practices.
3. Construction sites that may be hazardous to the laymen must be posted with "Authorized Personnel Only" where barricades are not feasible.
4. Signaling must be done when there is auto traffic or foot traffic that would be moving in a hazardous job site location. The flagmen must use and wear the proper equipment (orange vest) and materials (ANSI standards).
5. Barricades for protection of employees, pedestrians and vehicles must be used to obstruct passage in hazardous areas.
6. Ensure that all Warning, Caution and Danger signs are in place for compliance with Local, State and Federal regulations.

CODE OF SAFE PRACTICES

EXCAVATIONS

JOB SUMMARY: A trench.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

PHYSICAL STANDARDS: Strong physical stature.
Ability to stand for long periods of time on hard surfaces.

JOB HAZARDS: Cave-ins.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. A DOSH permit is required for work on excavations 5 feet deep or more. Each employee shall be protected from cave-ins by an appropriate protective system. (CA only.)
2. Excavations made entirely in stable rock or excavations less than 5-feet in depth must be examined by a Competent Person.
3. Competent Persons must be on site and demonstrate:
 1. Knowledge of current safety order.
 2. Knowledge of soil analysis and classification and of hazardous atmospheres.
 3. Knowledge of design and use of protective systems.
 4. Authority to take action.
4. Competent Person must inspect all trenches daily.
5. An approved shoring system must be used in all trenches and excavations deeper than 5 feet.
6. Keep ladder within 25 feet of any person in a trench or excavation deeper than 4 feet.
7. Trench notification must be given to DOSH before digging.
8. A utility marking service must be called prior to digging.
9. Check atmospheric condition prior to entering if there is a chance of a hazard.
10. All excavations that have one-sided face must have an engineer design the shoring system.
11. All excavations or trenches deeper than 20 feet must be engineered.
12. Follow all Company safety rules and policies. No horseplay is permitted.
13. Employees must report all unsafe conditions immediately to a Supervisor.
14. Clean worksite conditions must be maintained at all times.
15. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
16. All equipment guards required by State and Federal Regulations must be in place.
17. Report all accidents immediately to a Supervisor.
18. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
19. Inspect equipment prior to each use.
20. Only operate equipment that you have been trained and authorized to use.
21. All electrical wiring shall be to code and maintained in safe condition.
22. Use proper lifting techniques.
23. Only qualified personnel can perform maintenance services.
24. Follow all Manufacturers safety guidelines.
25. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
26. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

GENERAL REQUIREMENTS FOR EXCAVATIONS

1. Employees exposed to public vehicular traffic or earth haulage equipment must wear warning vests or other suitable garments made of reflectorized or high-visibility material.
2. A competent person must inspect the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards.
3. A warning system should be used to alert operators of the edge of an excavation.
4. Adequate protection must be provided to protect employees from falling rock, soil, or other materials and equipment.
5. Employees should not be permitted under loads that are handled by lifting or digging equipment. Employees should not be allowed to work in the excavation above other employees unless the lower level employees are adequately protected.
6. While the excavation is open, underground installations must be protected, supported or removed as necessary to safeguard employees. Adjacent structures must be supported to prevent possible collapse.
7. Employees should not be permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means must be used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.
8. Before an employee enters an excavation greater than 4 feet in depth, a competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist. Emergency rescue equipment must be readily available and must be attended when hazardous atmospheric conditions exist or may develop.
9. Sufficient means for exiting excavations 4 feet deep or more must be provided and must be within 25 feet of lateral travel for employees.
10. Guardrails must be provided if there are walkways or bridges crossing over an excavation.
11. Notify all utilities prior to digging.
12. Obtain permits from DOSH. (California only.)
13. Notification of activity must be given to DOSH. (California only.)
14. Adequate shoring system must be employed to avoid cave-ins.

CODE OF SAFE PRACTICES

WACKER

- JOB SUMMARY:** Compresses ground dirt.
- SKILLS REQUIRED:** Able to follow directions and basic knowledge of electricity.
- EMOTIONAL STANDARDS:** Ability to interact in a multi-cultural environment.
- PHYSICAL STANDARDS:** Able to lift lights - strength is required.
- JOB HAZARDS:** Repetitive wrist, shoulder and arm movements.
Lifting, twisting and turning motions.
- SAFETY EQUIPMENT REQUIRED:** Hard-toed shoes. Gloves. Ear protection. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Three-minute breaks should be taken every 15 minutes.
2. Back stretching exercise to be done every break.
3. Follow all Company safety rules and policies.
4. Employees must report all unsafe conditions immediately to a Supervisor.
5. No horseplay is permitted.
6. Clean worksite conditions must be maintained at all times.
7. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
8. All equipment guards required by State and Federal Regulations must be in place.
9. Report all accidents immediately to a Supervisor.
10. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
11. Inspect equipment prior to each use.
12. Only operate equipment that you have been trained and authorized to use.
13. All electrical wiring shall be to code and maintained in safe condition.
14. Use proper lifting techniques.
15. Only qualified personnel can perform maintenance services.
16. Follow all Manufacturers safety guidelines.
17. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
18. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

EXCAVATOR

- JOB SUMMARY:** Digs trenches.
- SKILLS REQUIRED:** Able to follow directions. Good attitude. Safety conscious. Know excavation rules.
- EMOTIONAL STANDARDS:** Detail oriented.
Ability to mentally handle vibration.
- PHYSICAL STANDARDS:** Strong physical stature. Strong back.
Ability to sit for long periods of time on hard surfaces.
- JOB HAZARDS:** Cave-ins / turn over excavator.
- SAFETY EQUIPMENT REQUIRED:** Hard hat. Hard-sole shoes. Orange vest. Ear protection required above 85 dBA.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. A DOSH permit is required for work on excavations 5 feet deep or more. Each employee shall be protected from cave-ins by an appropriate protective system.
2. Excavations made entirely in stable rock or excavations less than 5 feet in depth must be examined by a Competent Person.
3. Competent Persons must be on site and demonstrate:
 1. Knowledge of current safety order.
 2. Knowledge of soil analysis and classification and hazardous atmospheres.
 3. Knowledge of design and use of protective systems.
 4. Authority to take action.
4. Know general requirements for excavation.
5. Seatbelt must be worn at all times.
6. Keep 4 feet from edge of trench unless marked.
7. Follow all Company safety rules and policies. No horseplay is permitted.
8. Employees must report all unsafe conditions and accidents immediately to a Supervisor.
9. Clean worksite conditions must be maintained at all times.
10. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
11. All equipment guards required by State and Federal Regulations must be in place.
14. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
15. Inspect equipment prior to each use.
16. Only operate equipment that you have been trained and authorized to use.
17. All electrical wiring shall be to code and maintained in safe condition.
18. Use proper lifting techniques.
19. Only qualified personnel to perform maintenance services. Follow Manufacturers safety guidelines.
21. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
22. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

GENERAL OFFICE

1. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
2. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
3. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters equipped with tip-over switches should be used.
4. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
5. "Microwave in Use" signs are required to be posted near microwave ovens.
6. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
7. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
8. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers etc. Misuse can cause damage to the equipment and possible injury to the user.
9. Ensure that carpet and flooring are in good condition to avoid tripping hazards.
10. Do not overload electrical outlets.

CODE OF SAFE PRACTICES

COMPUTER WORKSTATION

1. When working at a computer workstation, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
2. Workstation should be such that it can be set up so that:
 - a. keyboard is approximately elbow height.
 - b. screen display is below eye level with primary viewing area from 0 to 60 degrees below the horizontal plane at eye level.
 - c. there is adequate space beneath desk for employees legs.
3. The front edge of the keyboard and/or the keyboard support surface where wrist or forearm contact occur, should be rounded and /or padded.
4. Shared workstations should be adjustable with adjustable keyboard heights.
5. The work surface should be sufficient to accommodate the monitor and components and other task dependent items, such as hard copy.
6. Chairs should have adjustable seat pan and back support with or without arm support. If armrests are used they should be height adjustable.
7. Easily positioned document holders should be used as well as footrests.
8. Computer users should be permitted to take at least a 3-minute break for each hour of continuous use. A "break" means time spent doing something other than work on a computer.
9. Lighting should be directed so it does not shine into operator's eyes when the operator is looking at the screen. It should be adequate to enable the operator to see the text and screen, but not bright enough to cause glare.
10. Employees must advise their supervisor if their background lighting causes glare or a reduced clarity of vision on their monitor. Screen position should be adjusted to the proper eye level.
11. The screen and document holder should be placed the same distance from the eye in order to avoid constant changes of focus. The document holder needs to stand vertically to the eyes in order to prevent excessive movement of the neck and eyes.
12. Practice good, relaxed posture, proper seating, foot support and take adequate stretch breaks.
13. Retain sensitivity of appropriate keyboard height and use proper wrist angle.
14. Employees shall follow training on preventing problems associated with computer use.

CODE OF SAFE PRACTICES

WELDING

SAFE WORKPLACE CONDITIONS

1. Welding area ventilation hood must be working properly during welding operations.
2. Grinding wheels shall be equipped with properly adjusted safety shields and tool rests.
3. Welding area must be clear of combustible materials.
4. Keep fire extinguisher within 6 feet.

SAFE WORK PRACTICES

1. Machines must be turned off and locked out during maintenance, unless specifically approved and as directed by the maintenance Supervisor.
2. Welding must be done only in well-ventilated areas.
3. Parts being welded must be clean and dry.
4. Employees must not climb to heights where falls are possible without use of approved ladders and/or safety harness.
5. Follow all Company safety rules and policies.
6. Employees must report all unsafe conditions immediately to a Supervisor.
7. No horseplay is permitted.
8. Clean worksite conditions must be maintained at all times.
9. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
10. All equipment guards required by State and Federal Regulations must be in place.
11. Report all accidents immediately to a Supervisor.
12. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
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19. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
20. Ensure that all Warning, Caution and Danger signs are in place.

PERSONAL PROTECTIVE EQUIPMENT

1. Employees must wear chemical protective gloves when degreasing parts.
2. Employees must wear proper welding hoods and erect protective shields during welding.
3. Face shield and safety glasses while grinding.
4. Proper foot protection.
5. Gloves when welding or handling materials.
6. Respiratory protection required.
7. Proper welding procedure must be followed to prevent fires.
8. Ear protection must be worn.
9. Proper clothing, including welding leathers must be worn when required.

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HAULAGE & EARTH MOVING EQUIPMENT

GENERAL:

Every vehicle (with a body capacity of 2.5 cubic yards or more) used to haul construction material must be equipped with an automatic back-up alarm which sounds immediately on backing.

All vehicles must be equipped with manually operated warning device.

All other vehicles operating in areas where backwards movement is hazardous must be equipped with an automatic back-up alarm or its equivalent.

Haulage vehicles in operation must be under operator control and must be kept in gear when descending grades.

The brakes on a haulage vehicle must meet the criteria specified by the Construction Safety Orders.

The control devices on a haulage vehicle must be inspected at the beginning of each workshift.

Exposed scissor points of front-end loaders must be guarded.

The engine must be stopped during refueling.

Lights are required for night operation.

Vehicles loaded by cranes, shovels, loaders and similar devices must have an adequate cab or canopy for operator protection.

Scrapers must have service brakes, parking brake, and an emergency stopping system.

Dust must not be allowed to seriously limit visibility. Respirators are required for drivers when air contamination becomes hazardous.

HIGHLIFT TRUCKS

The rated lifting capacity must be posted in a location readily visible to the operator.

A highlift truck must not be used to elevate employees unless a platform with guardrails, a backguard and a kill switch are provided on the vehicle.

Note: When guardrails are not possible, safety belt protection is required.

The employer must post and enforce a set of operating rules for highlift trucks.

(Continued on next page)

(HAULAGE & EARTH MOVING EQUIPMENT continued)

Basic Operating Rules:

Only trained and authorized drivers must operate forklifts.

Stunt driving and horseplay are prohibited.

Employees must not ride on the forks.

Employees must never be permitted under the forks (unless forks are blocked).

The driver must inspect the vehicle once per shift.

The operator must look in the direction of travel and must not move the vehicle until all persons are clear of the vehicle.

Forks must be carried as low as possible.

The operator must lower the forks, shut off the engine and set the brakes (or block the wheels) before leaving the forklift unattended (operator out of sight of, or 25 feet away from, vehicle).

Trucks must be blocked and have brakes set when forklifts are driven onto their beds.

Extreme care must be taken when tilting elevated loads.

Every industrial truck must have operable brakes capable of safely stopping it when fully loaded.

Industrial trucks must have parking brakes.

Industrial trucks must have an operable horn.

When the operator is exposed to possible falling objects, industrial trucks must be equipped with overhead protection (canopy).

CODE OF SAFE PRACTICES

MAINTENANCE

JOB SUMMARY: Maintain and repair equipment.

SKILLS REQUIRED: Creativity. Follow directions. Good attitude.

PHYSICAL STANDARDS: Strong physical health. Excessive reaches.
Ability to stand for long periods of time on hard surfaces.

JOB HAZARDS: Pinch points. Moving equipment. Electricity.

SAFETY EQUIPMENT REQUIRED: Hard hat. Goggles. Gloves. Respirators when required. Face shield.
Steel-toed shoes. Aprons. Safety glasses. Ear protection above 85 dBA.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Be aware of all chemicals you are using and their effects with other chemicals and you.
2. Never expose any part of your body or clothing to moving parts.
3. Never bypass any guards or safety feature. They are there for a reason.
4. Know when to use and how to use Lockout/Tagout equipment.
5. Always report any malfunction to your Supervisor.
6. Know safe procedures for welding operations.
7. Know safe procedures for confined space.
8. Know safe procedures for grinding.
9. Secure all equipment prior to starting work.
10. Do not work below any load without properly blocking out.
11. Follow all Company safety rules and policies.
12. Employees must report all unsafe conditions immediately to a Supervisor.
13. No horseplay is permitted.
14. Clean worksite conditions must be maintained at all times.
15. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
16. All equipment guards required by State and Federal Regulations must be in place.
17. Report all accidents immediately to a Supervisor.
18. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
19. Inspect equipment prior to each use.
20. Only operate equipment that you have been trained and authorized to use.
21. All electrical wiring shall be to code and maintained in safe condition.
22. Use proper lifting techniques.
23. Only qualified personnel can perform maintenance services.
24. Follow all Manufacturers safety guidelines.
25. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
26. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

GRADER

JOB SUMMARY:	Moves earth.
SKILLS REQUIRED:	Detail oriented.
EMOTIONAL STANDARDS:	Complete assignments as directed. Ability to handle repetitive work. Ability to follow directions.
PHYSICAL STANDARDS:	Excessive reaches. Ability to sit on chairs for long periods of time. Good eyesight with corrective lenses. Strong physical health.
JOB HAZARDS:	Repetitive motions. Exposure to vibrating equipment or tools. Posture: bent wrist or extended elbow or both.
SAFETY EQUIPMENT REQUIRED:	Safety glasses suggested. Hard Hat. Seatbelts at all times.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. All maintenance should be done by professionals.
18. Never enter roadway or grade unless the access roadway or grade is constructed and maintained to accommodate safely the movement of the vehicles involved.

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(GRADER continued)

19. Every emergency access ramp and beam used by an employee shall be constructed to restrain and control runaway vehicles.
20. Brake all earth-moving equipment shall have braking systems capable of stopping and holding the equipment full load.
21. Maximum speed 15 MPH.
22. All equipment shall have rollover protection structures (ROPS).
23. Always make sure the audible alarms are working forward and when reversed.
24. Never operate with an obstructed view, front or rear.
25. Do not alter without notification to manufacturers.
26. No steering knobs.
27. Overhead guards are to be in place.
28. No unauthorized personnel shall be permitted to drive/ride.
29. Always visually inspect all equipment and fill out the daily log. Always keep a maintenance log book.

CODE OF SAFE PRACTICES

DUMP TRUCK OPERATOR

JOB SUMMARY:	Hauls dirt.
SKILLS REQUIRED:	Drive to and from jobsite, as well as around jobsite.
EMOTIONAL STANDARDS:	Complete assignments as directed. Ability to handle repetitive work. Ability to follow directions.
PHYSICAL STANDARDS:	Ability to sit for long periods of time on hard surfaces. Good eyesight with corrective lenses. Strong physical health. Excessive reaches.
JOB HAZARDS:	Posture: bent wrist or extended elbow or both. Repetitive motions. Exposure to vibrating equipment or tools.
SAFETY EQUIPMENT REQUIRED:	Hard Hat suggested. Safety glasses. Seatbelts at all times.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Never enter roadway or grade unless the access roadway or grade is constructed and maintained to safely accommodate the movement of the vehicles involved.
2. Every emergency access ramp and beam used by an employee shall be constructed to restrain and control runaway vehicles.
3. Brake all earth-moving equipment shall have braking systems capable of stopping and holding the equipment full load.
4. Maximum speed 15 MPH.
5. All equipment shall have rollover protection structures (ROPS).
6. Always make sure the audible alarms are working forward and when reversed.
7. Never operate with an obstructed view, front or rear.
8. Scissor points on front-end loaders that constitute a hazard to the operator shall be guarded.
9. All capacity rating is to be posted on the vehicle in view of operator.
10. Do not exceed capacity or alter without notification to manufacturers.
11. No steering knobs.
12. Overhead guards are to be in place.
13. No unauthorized personnel shall be permitted to drive/ride.
14. Always visually inspect all equipment and fill out the daily log. Always keep a maintenance log book.
15. Follow all Company safety rules and policies.
16. Employees must report all unsafe conditions immediately to a Supervisor.
17. No horseplay is permitted.

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(DUMP TRUCK OPERATOR continued)

18. Clean worksite conditions must be maintained at all times.
19. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
20. All equipment guards required by State and Federal Regulations must be in place.
21. Report all accidents immediately to a Supervisor.
22. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
23. Inspect equipment prior to each use.
24. Only operate equipment that you have been trained and authorized to use.
25. All electrical wiring shall be to code and maintained in safe condition.
26. Use proper lifting techniques.
27. Only qualified personnel can perform maintenance services.
28. Follow all Manufacturers safety guidelines.
29. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
30. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

WATER TRUCK OPERATOR

JOB SUMMARY: Drive to and from jobsite, as well as around jobsite.

SKILLS REQUIRED: Ability to use proper equipment. Able to follow directions.
Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Complete assignments as directed.

PHYSICAL STANDARDS: Ability to sit for long periods of time on hard surfaces.
Good eyesight with corrective lenses. Strong physical health. Excessive reaches.
Able to climb in and out of truck. Able to climb up ladder in rear of tank.

JOB HAZARDS: Repetitive motions. Exposure to vibrating equipment or tools.
Posture: bent wrist or extended elbow or both. Bending over.
Lifting, twisting and turning.

SAFETY EQUIPMENT REQUIRED: Hard Hat suggested. Safety glasses. Seatbelts at all times.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Never enter roadway or grade unless the access roadway or grade is constructed and maintained to safely accommodate the movement of the vehicles involved.
2. Every emergency access ramp and beam used by an employee shall be constructed to restrain and control runaway vehicles.
3. Brake all earth-moving equipment shall have braking systems capable of stopping and holding the equipment full load.
4. Maximum speed 15 MPH.
5. All equipment shall have rollover protection structures (ROPS).
6. Always make sure the audible alarms are working forward and when reversed.
7. Never operate with an obstructed view, front or rear.
8. Scissor points on front-end loaders which constitutes a hazard to the operator shall be guarded.
9. All capacity rating is to be posted on the vehicle in view of operator.
10. Do not exceed capacity or alter without notification to manufacturers.
11. No steering knobs.
12. Overhead guards are to be in place.
13. No unauthorized personnel shall be permitted to drive/ride.
14. Always visually inspect all equipment and fill out the daily log. Always keep a maintenance log book.
15. Keep rear ladder clean and free from dirt and grease.
16. Follow all Company safety rules and policies.

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(WATER TRUCK OPERATOR continued)

17. Employees must report all unsafe conditions immediately to a Supervisor.
18. No horseplay is permitted.
19. Clean worksite conditions must be maintained at all times.
20. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
21. All equipment guards required by State and Federal Regulations must be in place.
22. Report all accidents immediately to a Supervisor.
23. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
24. Inspect equipment prior to each use.
25. Only operate equipment that you have been trained and authorized to use.
26. All electrical wiring shall be to code and maintained in safe condition.
27. Use proper lifting techniques.
28. Only qualified personnel can perform maintenance services.
29. Follow all Manufacturers safety guidelines.
30. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
31. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

BACK HOE

JOB SUMMARY: Digs holes/trenches.

SKILLS REQUIRED: Ability to use proper equipment.
Able to follow directions. Good attitude. Safety conscious.

PHYSICAL STANDARDS: Strong back and arms.

JOB HAZARDS: Repetitive wrist, shoulder, arm and back movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Ear protection above 85 dBA. Orange vest. Hard Hats
Gloves. Safety glasses. Seat belt. Respirators when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Stop backhoe if articles get caught or any malfunction.
2. Warning: Keep all hands, feet, and body parts away from any moving parts.
3. Keep good visibility of persons working nearby. Orange vest must be worn.
4. Use danger tape to keep unauthorized people away from operations.
5. Follow all Company safety rules and policies.
6. Employees must report all unsafe conditions immediately to a Supervisor.
7. No horseplay is permitted.
8. Clean worksite conditions must be maintained at all times.
9. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
10. All equipment guards required by State and Federal Regulations must be in place.
11. Report all accidents immediately to a Supervisor.
12. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
13. Inspect equipment prior to each use.
14. Only operate equipment that you have been trained and authorized to use.
15. All electrical wiring shall be to code and maintained in safe condition.
16. Use proper lifting techniques.
17. Only qualified personnel can perform maintenance services.
18. Follow all Manufacturers safety guidelines.
19. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
20. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

POWDER-ACTUATED TOOLS

SKILLS REQUIRED: Good knowledge of equipment and procedures.
Complete assignments as directed. Able to work with precision.

EMOTIONAL STANDARDS: Detail oriented and safety conscious. Ability to follow directions.

PHYSICAL STANDARDS: Strong physical health. Excessive reaches.

JOB HAZARDS: Bending over. Forceful motions. Lifting, twisting and turning. Static load.
Direct pressure on palms. Exposure to vibrating equipment or tools. Flying debris.

SAFETY EQUIPMENT REQUIRED: Ear protection. Face shield when applicable. Safety glasses.
Gloves. Hard-toed shoes.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Only employees who have been trained in the operation or the particular tool in use shall be allowed to operate a powder-actuated tool.
2. The tool shall be tested each day before loading to see that safety devices are in proper working condition. The method of testing shall be in accordance with the manufacturer's recommended procedure.
3. Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employees. Hands shall be kept clear of the open barrel end.
4. Loaded tools shall not be left unattended.
5. Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick or hollow tile.
6. Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.
7. No fastener shall be driven into a spalled area caused by an unsatisfactory fastening.
8. Tools shall not be used in an explosive or flammable atmosphere.
9. All tools shall be used with the correct shield/guard or attachment recommended by the manufacturer.
10. Post signs stating "Powder-Actuated Tools are in use. Keep flammables 50 feet away."
11. Follow all Company safety rules and policies.
12. Employees must report all unsafe conditions immediately to a Supervisor.
13. No horseplay is permitted.
14. Clean worksite conditions must be maintained at all times.
15. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.

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(POWDER-ACTUATED TOOLS continued)

16. All equipment guards required by State and Federal Regulations must be in place.
17. Report all accidents immediately to a Supervisor.
18. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
19. Inspect equipment prior to each use.
20. Only operate equipment that you have been trained and authorized to use.
21. All electrical wiring shall be to code and maintained in safe condition.
22. Use proper lifting techniques.
23. Only qualified personnel can perform maintenance services.
24. Follow all Manufacturers safety guidelines.
25. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
26. Ensure that all Warning, Caution and Danger signs are in place.

Powder-actuated tools must meet ANSIA10.3-1977 or have an approved number.

- Only trained workers holding a valid operator's card can use a powder-actuated tool.
- Containers must be lockable and bear the label, POWDER-ACTUATED TOOL, on the outside.
- The container must be kept under lock and key storage.

The following must be provided with each tool:

- Operating and service manual
- Power Load chart
- Inspection-service record
- Repair and servicing tools

Limitations:

- Don't leave the tool unattended

Don't use the tool:

- In an explosive environment
- On hard or brittle material
- On un-backed, thin, soft material
- Within 3 inches of the edge of masonry
- On thin concrete
- On spalled areas
- On existing Holes

Operations:

- Eye or face protection is required for operators and assistants.
- The tool must be inspected prior to use.
- Defective tools must not be used.
- Tools must not be loaded until ready for use.
- Tools must be unloaded if work is interrupted.
- Never point a loaded tool or empty tool at anyone.
- On misfire, the tool must be held in place for 30 seconds.
- Different power loads must be kept in separate compartments.
- Warning signs bearing the words, POWDER-ACTUATED TOOLS IN USE, must be conspicuously displayed within 50 feet.

CODE OF SAFE PRACTICES

YARD

JOB SUMMARY: Walking in yard.

SKILLS REQUIRED: Able to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Detail oriented.

PHYSICAL STANDARDS: Ability to stand long periods on hard surfaces.

JOB HAZARDS: Moving trucks, forklifts, falling debris.

SAFETY EQUIPMENT REQUIRED: Hard Hat. Eye protection.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow general safety rules at all times.
2. Be aware of vehicles, and moving equipment.
3. Inspect ladders before using and place in secure position.
4. Always proceed safely, exercising pedestrian awareness.
5. Do not leave tools, trash or equipment around.
6. Report faulty or unsafe conditions or equipment to supervisor.
7. Store flammables and chemicals in compliance with Local, State and Federal regulation.
8. Maintain housekeeping.
9. Follow all Company safety rules and policies.
10. Employees must report all unsafe conditions immediately to a Supervisor.
11. No horseplay is permitted.
12. Clean worksite conditions must be maintained at all times. Keep passageways clear.
13. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
14. All equipment guards required by State and Federal Regulations must be in place.
15. Report all accidents immediately to a Supervisor.
16. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
17. Inspect equipment prior to each use.
18. Only operate equipment that you have been trained and authorized to use.
19. All electrical wiring shall be to code and maintained in safe condition.
20. Use proper lifting techniques.
21. Only qualified personnel can perform maintenance services.
22. Follow all Manufacturers safety guidelines.
23. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
24. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

HIGH-VOLTAGE PROCEDURES

JOB SUMMARY: Working Near Overhead High-Voltage Lines

1. Prior to beginning job, examine the worksite to determine if there are any overhead high-voltage lines (600 volts or higher) at the worksite. If it is necessary to perform work within six feet (or ten feet for equipment) of overhead high-voltage lines (600 volts or higher), the project supervisor shall immediately contact the utility company, but no later than 48 hours prior to the beginning of the job. The project supervisor shall provide the utility company or their representatives the following information:
 - His/her name, address and telephone number.
 - The location of the proposed work.
 - The name, address and telephone number of the person responsible for the work.
 - The field telephone of the worksite if available.
 - The type, duration and extent of the proposed work.
 - The name of the person for whom the proposed work is being performed.
 - The time and date of the notice.
 - The approximate date and time when the work is to begin.
2. If it is necessary to perform work within six feet (or ten feet for equipment) of overhead high-voltage lines (600 volts or higher), the project supervisor shall make precautionary safety measures with the utility company that may include any or all of the following:
 - The overhead high-voltage lines being de-energized.
 - Temporary placement of mechanical barriers being done to separate and prevent contact between equipment, material, other objects, or persons and high-voltage lines.
 - Temporary relocation or raising of the high-voltage lines being done.
 - Other precautionary safety measures as recommended by the utility company.
3. Perform pre-operational checks of the equipment prior to beginning the job.
4. Ensure that warning signs that state, "UNLAWFUL TO OPERATE THIS EQUIPMENT WITHIN TEN FEET OF OVERHEAD HIGH-VOLTAGE LINES", are located within the equipment to be readily visible to other personnel at the work site.
5. All personnel on the worksite shall wear Class B hard hats which provide protection against high-voltage. Additionally, any other electrical protective devices (e.g., rubber insulating gloves, rubber matting, etc.) shall be used as applicable.
6. No materials or any covered item is to be stored within ten feet of the overhead high-voltage line.
7. The overhead high-voltage line is not to be raised, moved or displaced for any reason unless precautionary safety measures have been made with the utility company.

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(HIGH VOLTAGE PROCEDURES continued)

8. No excavation of any portion of any foundations of the structures, including guy anchors which support any overhead high-voltage lines is permitted.
9. If the equipment does contact an overhead high-voltage line, the equipment operator and other onboard personnel shall remain on that piece of equipment until the overhead high-voltage line is de-energized.
10. If a fire breaks out from the contact between the equipment and the overhead high-voltage line, the equipment operator and any other persons, shall jump off the piece of equipment with both legs against each other (not spread apart). These individuals shall then "bunny jump/hop" with both legs against each other for no less than 25 feet, but as far as the individuals can get away from the overhead high-voltage line.

CODE OF SAFE PRACTICES

HARD HATS

JOB SUMMARY: Head protection.

SKILLS REQUIRED: Safety conscious.

EMOTIONAL STANDARDS: Ability to follow directions.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
3. Hard Hat must be worn when it is a Company Policy, Jobsite Rule, Posting and/or there is an overhead risk.
4. Inspect Hard Hat for cracks.
5. Do not wear backwards or with a hat under the Hard Hat.