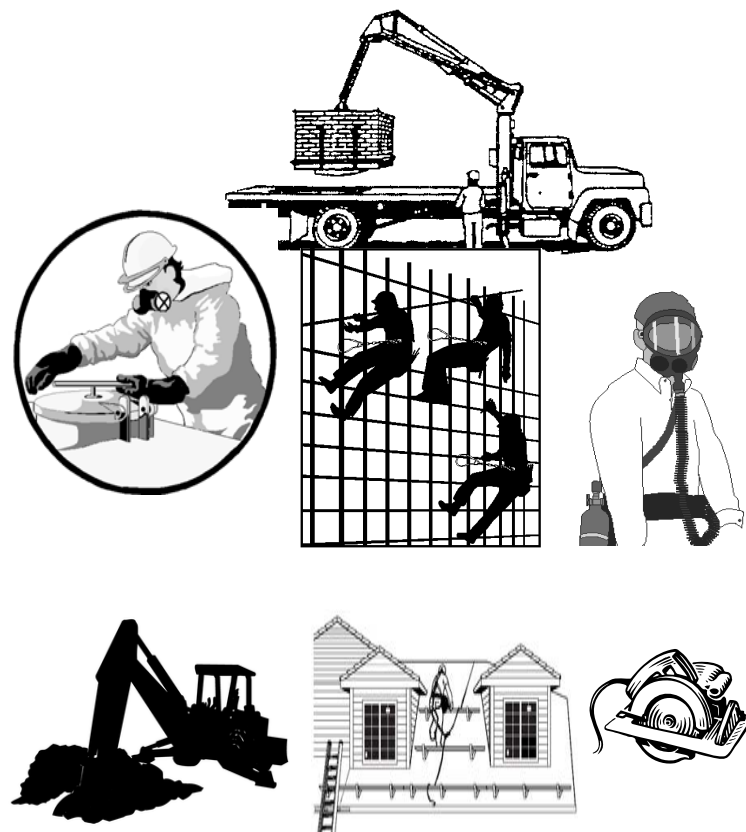


## Alva Electric

118 W. Franklin Street, Evansville, IN 47710  
(812) 401-2582



**Prepared By Safety Services Company**

Safety Meeting Division, P.O. Box 6408 Yuma, AZ. 85366-6408  
Toll Free (866) 204-4786

**Notes:**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Alva Electric

### Certification of Operator Training for Forklifts

**Alva Electric** certifies that the following employee has been trained and has demonstrated competence in the following areas of powered industrial truck operations:

#### Truck-related topics:

- ☐ Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
- ☐ Differences between the truck and an automobile.
- ☐ Truck controls and instrumentation: where they are located, what they do, and how they work.
- ☐ Engine or motor operation.
- ☐ Steering and maneuvering.
- ☐ Visibility (including restrictions due to loading).
- ☐ Fork and attachment adaptation, operation, and use limitations.
- ☐ Vehicle capacity
- ☐ Vehicle stability
- ☐ Any vehicle inspection and maintenance that the operator will be required to perform.
- ☐ Refueling and/or charging and recharging of batteries.
- ☐ Operating limitations
- ☐ Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

#### Workplace-related topics:

- ☐ Surface conditions where the vehicle will be operated.
- ☐ Composition of loads to be carried and load stability.
- ☐ Load manipulation, stacking, and un-stacking.
- ☐ Pedestrian traffic in areas where the vehicle will be operated.
- ☐ Narrow aisles and restricted areas that the vehicle will be operated.
- ☐ Hazardous (classified) locations where the vehicle will be operated.
- ☐ Ramps and sloped surfaces that could affect the vehicle's stability.
- ☐ Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
- ☐ Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

**Employee Name:** \_\_\_\_\_

**Name of Trainer:** \_\_\_\_\_

**Signature of Trainer:** \_\_\_\_\_

Date of Training: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Evaluation: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Company Safety Policy

Safety & Health Policy Statement	1
Safety Committee Policy Statement	3
Code of Safe Practices	4
Disciplinary Procedures and Methods	8
Machine/Equipment Safety	9
Training Form	11
Accident Investigation Plan	12
Accident Reporting Form	14
Fire Protection & Prevention	15
Medical Services & First Aid	16
Toxic & Hazardous Substances (Bloodborne Pathogens)	18
Lockout/Tagout	19
Lockout/Tagout OSHA Appendix A – Procedure	20
Hazard Communication	22
Personal Protective Equipment	23
Personal Protective Equipment (Respiratory Protection)	24
Fall Protection	25
Certification of Fall Protection Training	26
Excavation – Trenching & Shoring	27
Welding, Cutting, & Brazing (Hot Work)	30
Electrical Hazards – Training & Safe Work Practices	34
Occupational Noise Exposure	36
Policy for Scaffolds	37
Permit Required Confined Spaces	39
Certification of Employee Training for Confined Spaces	44
Confined Spaces Entry Permit (Sample)	45
Motor Vehicle Safety	46
Accident Report	49
Forklift Safety	50
Certification of Operator Training for Forklifts	54

*Notes:*

## **Operator Training** (Continued)

### **Workplace-related topics:**

- \* Surface conditions where the vehicle will be operated.
- \* Composition of loads to be carried and load stability.
- \* Load manipulation, stacking, and un-stacking.
- \* Pedestrian traffic in areas where the vehicle will be operated.
- \* Narrow aisles and other restricted places where the vehicle will be operated.
- \* Hazardous (classified) locations where the vehicle will be operated.
- \* Ramps and other sloped surfaces that could affect the vehicle's Stability.
- \* Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
- \* Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
- An evaluation of the effectiveness of training, will be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.
- Refresher training in relevant topics will be provided to the operator when:
  - \* The operator has been observed to operate the vehicle in an unsafe manner.
  - \* The operator has been involved in an accident or near-miss incident.
  - \* The operator has received an evaluation that reveals that the operator is not operating the truck safely.
  - \* The operator is assigned to drive a different type of truck.
  - \* A condition in the workplace changes in a manner that could affect safe operation of the truck.
- An evaluation of each powered industrial truck operator's performance will be conducted at least once every three years.
- **Alva Electric** will certify that each operator has been trained and evaluated as required.

## Operator Training

Prior to permitting an employee to operate a powered industrial truck, **Alva Electric** shall ensure that each operator is competent to operate the assigned vehicle as demonstrated by the successful completion of training and employee evaluation.

### **Trainees may operate a powered industrial truck only:**

- \* Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence.
- \* Where such operation does not endanger the trainee or other employees.

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. Powered industrial truck operators shall receive initial training in the following topics:

### **Truck-related topics:**

- \* Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
- \* Differences between the truck and an automobile.
- \* Truck controls and instrumentation: where they are located, what they do, and how they work.
- \* Engine or motor operation
- \* Steering and maneuvering
- \* Visibility (including restrictions due to loading);
- \* Fork and attachment adaptation, operation, and use limitations;
- \* Vehicle capacity
- \* Vehicle stability
- \* Any vehicle inspection and maintenance that the operator will be required to perform
- \* Refueling and/or charging and recharging of batteries.
- \* Operating limitations
- \* Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

## Alva Electric

**The Occupational Safety and Health Act** of 1970 clearly defines the requirement to provide safe and healthful working conditions for all employees. Therefore, the safety and health of our employees is the first consideration in operating this business.

**Safety and health in our business** must be part of every operation. Without question, it is every employee's responsibility at all levels.

**It is the intent** of this company to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job they know is not safe or healthful. Your cooperation in detecting hazards, and in turn controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

**The personal safety and health** of each employee of this company is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. In keeping with the highest standards, management will provide all mechanical and physical equipment required for personal safety and health to the greatest extent possible.

**We will maintain** an occupational safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of both 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 their co-workers. Only through such a cooperative effort can a safety and health program, in the best interest of all, be established and preserved.

**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.

### **Our safety and health program includes:**

- ☑ Providing mechanical and physical safeguards to the maximum extent possible.

(Continued)

- ☒ Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to fully comply with OSHA safety and health standards for every job.
- ☒ Training all employees in good safety and health practices.
- ☒ Providing necessary personal protective equipment, and instructions for proper use and care.
- ☒ Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- ☒ Investigating promptly and thoroughly every accident to find out what caused it, and correct the problem so it will not happen again.

***We recognize that the responsibilities for occupational safety and health are shared:***

- ☐ This employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe work conditions.
- ☐ Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- ☐ Employees are responsible for wholehearted, genuine operations of all aspects of the safety and health program – including compliance with the rules and regulations – and for continuously practicing safety and health while performing their duties.

**Alva Electric** shall see that workers are properly instructed and supervised in the safe operation of any machinery, tools, equipment, process or practice which they are authorized to use or apply.

*Production is never so urgent that we can not take the time to do our work safely.*

**Andy Ricketts**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

## Rules of Forklift Truck Operations (Continued)

**(11)** A load backrest extension shall be used, whenever necessary, to minimize the possibility of the load or part of it from falling rearward.

**(12)** Only approved industrial trucks may be used in hazardous locations.

**(13)** Whenever a truck is used to lift personnel, the following additional precautions shall be taken for the protection of personnel being elevated.

- \* Use of a safety platform firmly secured to the lifting carriage and/or forks.
- \* Means shall be provided whereby personnel on the platform can shut off power to the truck.
- \* Such protection from falling objects, as indicated necessary by the operating conditions, shall be provided.

☐ **Fuel handling and storage:** The storage and handling of liquid fuels such as gasoline and diesel fuel, or liquefied petroleum gas fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969), and (NFPA No. 58-1969) respectively, and with all local codes concerning flammable material storage.

☐ Facilities are provided for flushing and neutralizing spilled electrolyte, fire protection, protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.

☐ Smoking, open flames, sparks, or electric arcs are prohibited in the charging area.

☐ Material handling equipment shall be provided for handling batteries.

☐ Properly rated overhead guards are required on all forklifts at **Alva Electric**.

## **(Powered Industrial Trucks)**

### **Alva Electric Rules of Forklift Truck Operations**

The following rules of operation are incorporated into company safety policy, and will be enforced at **Alva Electric**. Violation of these rules will be subject to disciplinary procedure under company policy:

- (1) The forklift operator shall see that all nameplates and markings are in place and are maintained in a legible condition.
- (2) Trucks may not be driven up to anyone standing in front of a fixed object.
- (3) No person is allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- (4) Unauthorized personnel are not permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding on trucks is authorized.
- (5) Operators and employees are prohibited from placing arms or legs between the uprights of the mast or outside the running lines of the truck during operation.
- (6) When the operator is dismounted, or when a powered industrial truck is left unattended (the operator is 25 ft. or more away from the vehicle, or the vehicle is not in his view), forks must be fully lowered, controls neutralized, power shut off, and the brakes set. Wheels must be blocked if the truck is parked on an incline.
- (7) A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks shall not be used for opening or closing freight doors.
- (8) Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
- (9) Ensure that there is sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- (10) An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.

### **Purpose**

The purpose of our safety committee is to bring workers and management together in a non-adversarial cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

**Organization:** There shall be, in most cases, an equal number of employee and employer representatives. However, there may be more employee representatives than employer representatives if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year. Committee membership terms will be staggered so that at least one experienced member is always on the committee.

### **Functions**

- ☐ Committee meetings and employee involvement.
- ☐ Hazard assessment and control.
- ☐ Safety and health planning.
- ☐ Evaluation of accountability system.
- ☐ Evaluation of management commitment to workplace safety and health.
- ☐ Evaluation of accident and incident investigation program.
- ☐ Safety and health training.

**Procedures:** The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed include, but are not limited to:

- ☐ Meeting date, time, and location (Safety Committee Meeting Agenda)
- ☐ Election of chairperson and secretary
- ☐ Order of business
- ☐ Records (Safety Committee Meeting Minutes)

### **The Safety Coordinator(s) and/or Safety Committee Members**

THE COMPANY has designated:

<i>Safety Coordinator</i>	<b>Andy Ricketts</b>
<i>Safety Coordinator</i>	
<i>Safety Coordinator</i>	
<i>Safety Committee Chair</i>	
<i>Safety Committee Vice-chairman</i>	
<i>Safety Committee Alternate Chair/Vice-chair</i>	

**THE COMPANY** will maintain a "Safety and Health Program" conforming to the best practices of organizations of this type. To be successful, such a program must embody the 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 preserved. Safety and health in our business must be a part of every operation. Without question it is every employee's responsibility at all levels.

**THE COMPANY'S Safety and Health Program includes:**

- ☒ **Providing** mechanical and physical safeguards to the maximum extent possible.
- ☒ **Conducting** a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- ☒ **Training** all employees in good safety and health practices.
- ☒ **Providing** necessary personal protective equipment and instructions for its use and care.
- ☒ **Developing and enforcing** safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- ☒ **Investigating**, promptly and thoroughly, every accident to find out what caused it and to correct the problem, so that it will not happen again.
- ☒ **Setting up** a system of recognition and awards for outstanding safety service or performance.

**We recognize that the responsibilities for safety and health are shared:**

- ☐ **THE COMPANY** accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- ☐ **Supervisors** are responsible for developing the proper attitudes toward safety and health, in themselves, and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- ☐ **Employees** are responsible for wholehearted, genuine operation with all aspects of the Safety and Health Program, including compliance with all rules and regulations—and for continuously practicing safety while performing their duties.

<b>Motor Vehicle Accident Report</b>	
<b>Alva Electric:</b>	
<i>AFTER AN ACCIDENT: 1 Stay Calm 2 If the vehicles are drivable and it is safe to do so, move them safely out of traffic 3 Apply first aid (if properly trained) 4 Call police, and if necessary, ambulance 5 Take brief notes</i>	
Vehicle Driver Name	Other Vehicle Driver Name
Address	Address
Phone Driver License #	Phone Driver License #
Vehicle Type	Other Vehicle Type
Vehicle license Plate #	Vehicle license Plate #
Owner's Name	Owner's Name
Address	Address
Vehicle Insurance Co. Name	Other Vehicle Ins. Co. Name
Name Policy is Under Policy #	Name Policy is Under Policy #
Passenger Info	Passenger Info
Passenger Info	Passenger Info
<b>ACCIDENT DETAILS</b>	
Date of Accident	Explain how the accident happened
Time AM / PM	
Street	
City	
State	
Approx Speed: Your MPH: Other MPH	Describe your vehicle's damage
Describe any Injuries	
	Describe other vehicle's damage
	Sketch of the accident Scene
Investigating Officer Name	
Phone	
Badge No.	
Police Dept.	
Phone	
Badge No.	
Police Dept.	
Witness Info	



**INITIAL ASSIGNMENT**

Verification and recording date of any type of driver's license held and renewal date noted;

A review of the driver's state Motor Vehicle Record for the most recent three-year period to include the following:

- ☒ ***Review of the accident report history showing the dates and types of accident regardless who was at fault;***
- ☒ ***Review of the traffic violations for the last three years; with evaluation of acceptable driving records according to Alva Electric' guidelines.***
- ☒ ***Confirmation of personal insurance for those driving their personal vehicle while on company business.***
- ☒ ***Physical examinations when required by the state for the driving of specified vehicles or by funding and licensing contract.***
- ☒ ***The driver with a major conviction shall be immediately suspended from driving any company vehicle or their personal vehicle on company business.***
- ☒ ***Driving a company vehicle while under the influence of drugs or alcohol will subject the employee to disciplinary action up to and including dismissal.***

**ANNUAL REVIEW**

Once each year, a request for current license information will be sent to each **Alva Electric** employee. Employees who drive a company vehicle, or if they request mileage reimbursement for driving their personal vehicle on company business, will have their personal driving record reviewed. It will be the responsibility of the employee to respond in a timely manner. Failure to respond to the request for information by personal vehicle drivers may result in the delay of mileage reimbursements.

A review of each driver's file and record will be made annually and will include all of the criteria above as appropriate for each employee. This will not preclude request of driver's records for review by **Andy Ricketts** as deemed necessary.

**SPECIAL NOTE:**

Police shall be called to investigate all vehicle accidents for **Alva Electric**. It is incumbent upon the supervisor to ensure that all facts are obtained with respect to the driver. Under no circumstances should any employee make any statement relative to liability or draw any conclusions as to the facts asserted at the scene.

The occurrence of a vehicle accident may or may not be the fault of the employee. Therefore, it is imperative that the same investigative procedure, which was outlined for the industrial accidents, be used to determine the cause of accident and corrective action taken by the employee's immediate supervisor.

**General Safety Rules**

**Alva Electric employees** shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor.

- ☐ ***Failure to abide*** by the Code of Safe Practices may result in disciplinary action, up to and including termination.
- ☐ ***Supervisors shall*** insist that employees observe and obey every rule, regulation, and order necessary to the safe conduct of the work, and shall take such action necessary to obtain compliance.
- ☐ ***If you are unsure*** of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
- ☐ ***All employees shall*** be given frequent accident prevention instructions. Instructions, practice drills and articles concerning workplace safety and health shall be given at least once every \_\_\_\_\_ working days.
- ☐ ***No one shall knowingly*** be permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.
- ☐ ***Anyone known*** to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the supervisor/employer.
- ☐ ***Employees should*** be alert to see that all guards and other protective devices are in proper places and adjusted. Employees shall report all deficiencies. Approved protective equipment shall be worn in specified work areas.
- ☐ ***Horseplay, scuffling, fighting,*** and other acts that tend to have an adverse influence on the safety or well being of the employees are prohibited. Do not run on the job site, in the shop, or office area.
- ☐ ***Work shall be*** well-planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the large muscles of the leg instead of the smaller muscles of the back. Back injuries are the most frequent, and often the most persistent and painful, type of workplace injury.

### General Safety Rules Continued)

- ❑ **Workers shall not** handle or tamper with any electrical equipment, machinery, or air or water lines, in a manner not within the scope of their duties, unless they have received instructions from their supervisor. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
- ❑ **Keep your work area clean**, free of debris, electrical cords and other hazards. Immediately clean up spilled liquids.
- ❑ **Always notify** all other individuals in your area who might be endangered by the work you are doing.
- ❑ **A red tag system** identifies equipment that is NOT to be operated, energized or used. All lock-out/tag-out notices and procedures must be observed and obeyed.
- ❑ **Do not block exits**, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
- ❑ **Do not leave tools**, materials, or other objects on the floor that might cause others to trip and fall.
- ❑ **Do not distract others** while working. If conversation is necessary, make sure eye contact is made prior to communicating.
- ❑ **Employees shall not** enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- ❑ **Materials, tools, or other objects** shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- ❑ **Employees shall cleanse thoroughly** after handling hazardous substances, and follow special instructions from authorized sources.
- ❑ **Gasoline or other flammable liquids** shall not be used for cleaning purposes.
- ❑ **No burning, welding, or other source** of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists. Authority for the work must be obtained from the foreman or superintendent.
- ❑ **Any damage to scaffolds**, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use.

(Continued)

### PROCEDURE

The procedures set forth in the Driver Safety Program will be the guidelines for management adherence to this policy.

### RESPONSIBILITY

The supervisors at **Alva Electric** have the primary responsibility for the Driver Safety Program. **Andy Ricketts** will appoint a responsible representative to report all driver information requested by our insurance broker.

### MONITORING

**Andy Ricketts** is to be responsible for the records of the Driver Safety Program. Duties will include, but are not limited to:

- ☑ **Be responsible for monitoring the driving record of those persons who operate the company vehicles or their own "personal" vehicle while on company business.**
- ☑ **Monitor the Driver's Safety Program and report to management any suggestions for improvement or needed changes.**
- ☑ **Monitor the maintenance policy of fleet vehicles so that they are kept in safe condition.**
- ☑ **Review each vehicle accident report or infraction with management.**
- ☑ **Monitor renewals of insurance records.**

### DRIVERS

Drivers of vehicles that are owned, rented or leased by **Alva Electric** will be required to follow defensive driving techniques and practices. The basic defensive driving practice is to plan ahead and do everything that one can reasonably do to prevent an accident. This is to include the use of seat belts. The following guidelines will also be followed:

Drivers for **Alva Electric** must possess a valid driver's license in order to operate any company vehicle or their own personal vehicle on company business. The duties of drivers will be reviewed. The requirement will be noted by the employee's supervisor or personnel staff at the time of hire.

The driver should be physically and mentally capable of driving the vehicle he/she is assigned to drive, whether the vehicle is a car, van or truck.

### PRE-OPERATION OF VEHICLES

Prior to the assignment of any vehicle to any employee or prior to allowing an employee to drive THEIR OWN VEHICLE on company business, the following minimum standards will be implemented and records maintained to ensure that the driver is qualified to drive the vehicle and minimize the risk of liability to **Alva Electric**:

**DRIVER SELECTION**

The safety of employees at **Alva Electric** is of utmost importance to **Alva Electric**. The selection of employees who will be required to drive full or part-time will be done with care. Drivers of company vehicles can be considered qualified when they meet the following criteria:

- ☒ **Possess a valid state driver's license of the proper class.**
- ☒ **A review of their traffic record shows that they do not pose an unreasonable risk.**

**DRIVER TRAINING**

All company drivers for **Alva Electric** will be trained in safe driving habits.

- ☒ **Defensive driving**
- ☒ **Split-second decision making**
- ☒ **Safe backing rules**
- ☒ **Safe distances**
- ☒ **Intersection driving**
- ☒ **Inclement weather driving in snow, ice, storms, rain, etc.**

**VEHICLE INSPECTION**

Each vehicle or piece of equipment shall be inspected on a daily basis by the operator before and after operation. Each operator is responsible for the safe condition of the equipment. Any vehicle having steering, brake, or other safety problems is not to be operated until repairs have been made by a mechanic. Any other unsafe conditions are to be reported to the operator's supervisor as soon as possible.

**VEHICLE OPERATION**

All of **Alva Electric** vehicles and equipment are to be operated in a safe manner and adhere to all applicable laws. The operator is fully responsible for the safe operation of the equipment. The vehicle operator shall report any accidents, or damage, to his/her supervisor.

**POLICY**

The success and the safety of **Alva Electric** employees depend on the mutual cooperation of each employee who has been entrusted with the responsibility of driving a company vehicle or their own vehicle while conducting company business.

In order to reduce vehicle accidents and limit liability because of driver negligence, **Alva Electric** has adopted a Driver Safety Program.

**General Safety Rules Continued)**

- ☐ **Possession of firearms**, weapons, illegal drugs or alcoholic beverages on company or customer property or the job site is strictly prohibited.
- ☐ **All injuries shall** be reported promptly to your supervisor so that arrangements can be made for medical and/or first-aid treatment.

All safety rules, procedures, and plans in effect at **Alva Electric**, are to be followed as specified in the safety program. Upon violation of any company safety rule, the violating employee will be penalized.

**Andy Ricketts** is the supervisor for disciplinary actions for this company, and any employee in a position of management or supervisory capacity may initiate disciplinary action against any employee found to be in violation of company policy. The following outlines the disciplinary measures which will be taken against employees found to be in violation:

Periodic safety inspections of the workplace and equipment will be undertaken by **Andy Ricketts** to ensure that all personnel, including supervisory positions, are demonstrating the proper commitment to safety which is required by this company. A general neglect of safe work procedures, practices, and requirements in the workplace, or neglect of equipment safety, will be viewed as a lack of supervisory enforcement of safety policy and the appropriate supervisor/management personnel will be subject to the same disciplinary procedures described below.

#### **Safety Violation:**

A safety violation is defined as any willful or negligent infraction of this company's safety policy.

#### **Verbal Reprimand:**

An informal discussion of the incorrect behavior of the employee that should take place as soon as possible after the supervisor has knowledge of the employee misconduct.

#### **Written Reprimand:**

A written form documenting the employee misconduct, to be presented to the employee, and placed in the employee's personnel file. Warning of probation: A written form documenting the safety violation, or other misconduct, and warning the employee that another incident will lead to probation. This will be presented to the employee and placed in the employee's personnel file.

#### **Probation:**

A trial period during which the employee is given specific rules and goals to meet, during which, if he/she cannot meet the rules or goals, he/she is subject to termination.

#### **Dismissal / Termination of Employment:**

The permanent separation of an employee from the company, initiated for disciplinary reasons, or safety misconduct.

**Alva Electric** reserves the right to penalize any employee by initiating appropriate levels of reprimand up to and including termination.

## **SAMPLE CONFINED SPACE ENTRY PERMIT**

Permit number \_\_\_\_\_ Date \_\_\_\_\_

**Location and Description of Confined Spaces** \_\_\_\_\_ **Purpose of Entry** \_\_\_\_\_

Scheduled \_\_\_\_\_ a.m. Scheduled \_\_\_\_\_ a.m.

Start \_\_\_\_\_ p.m. Finish \_\_\_\_\_ p.m.  
Day Date Time Day Date Time

**Employee(s) in charge of entry:**

Entrants \_\_\_\_\_ Attendants \_\_\_\_\_

Pre-Entry Authorization (Check those items below which are applicable to your confined space permit.)

- |  |   |
|--|---|
| <input type="checkbox"/> Oxygen-Deficient Atmosphere | <input type="checkbox"/> Toxic Atmosphere               |
| <input type="checkbox"/> Oxygen-Enriched Atmosphere  | <input type="checkbox"/> Flammable Atmosphere           |
| <input type="checkbox"/> Welding/Cutting             | <input type="checkbox"/> Energized Electrical Equipment |
| <input type="checkbox"/> Engulfment                  | <input type="checkbox"/> Entrapment                     |
|  | <input type="checkbox"/> Hazardous Chemical             |

#### **SAFETY PRECAUTIONS**

- |   |   |
|---|---|
| <input type="checkbox"/> Self-Contained Breathing Apparatus | <input type="checkbox"/> Lockout/Tagout           |
| <input type="checkbox"/> Air-Line Respirator                | <input type="checkbox"/> Fire Extinguishers       |
| <input type="checkbox"/> Fire-Retardant Clothing            | <input type="checkbox"/> Barricade Job Area       |
| <input type="checkbox"/> Ventilation                        | <input type="checkbox"/> Signs Posted             |
| <input type="checkbox"/> Protective Gloves                  | <input type="checkbox"/> Clearance Secured        |
| <input type="checkbox"/> Lifelines                          | <input type="checkbox"/> Lighting                 |
| <input type="checkbox"/> Respirators                        | <input type="checkbox"/> Ground Fault Interrupter |

Remarks \_\_\_\_\_

#### **ENVIRONMENTAL CONDITIONS**

<b>Tests to be taken</b>	<b>Date/Time</b>	<b>Re-Testing</b>	<b>Date/Time</b>
Oxygen _____ %	_____ a/p	Oxygen _____ %	_____ a/p

Lower Explosive Limit _____ %	_____ a/p	Lower Explosive Limit _____ %	_____ a/p
-------------------------------	-----------	-------------------------------	-----------

Toxic Atmosphere _____	Toxic Atmosphere _____
------------------------	------------------------

Instruments Used _____	Instruments Used _____
------------------------	------------------------

Employee conducting safety checks **signature** \_\_\_\_\_

Remark on the overall condition of the confined space: \_\_\_\_\_

**ENTRY AUTHORIZATION** — All actions and/or conditions for safe entry have been performed. Person in charge of entry \_\_\_\_\_

Please print

**ENTRY CANCELLATION** — Entry has been completed and all entrants have exited permit space. Person in charge of entry \_\_\_\_\_

Please print

## Certification of Employee Training for Confined Spaces

**Alva Electric** certifies that the following employee has been trained in the understanding, knowledge, and skills necessary for the safe performance of duties assigned in permit required confined spaces.

Employee Name \_\_\_\_\_

Has demonstrated proficiency in the following duties of entry into, or work within confined spaces to complete and receive documented certification of training:

- ☐ Knowledge of the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
- ☐ Proper use of the following equipment as required.
  - Testing and monitoring equipment required for atmospheric conditions.
  - Ventilating equipment
  - Communications equipment
  - Personal protective equipment
  - Lighting equipment
  - Barriers and shields as required
  - Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
  - Rescue and emergency equipment
  - Any other equipment necessary for safe entry into and rescue from permit spaces.
- ☐ Communication with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space if required.
- ☐ Alerting the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.
- ☐ Exit from the permit space as quickly as possible when an order to evacuate is given by the attendant or the entry supervisor, the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, the entrant detects a prohibited condition, or an evacuation alarm is activated.

Employee Signature: \_\_\_\_\_

Employee Trained By: \_\_\_\_\_

Signature of Trainer: \_\_\_\_\_

Date of Training: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Andy Ricketts** is responsible for the implementation and enforcement of the following safety rules for machine guarding and equipment safety. Disciplinary procedures will be enforced.

If an employee notices equipment in need of repair or out of compliance he/she shall notify **Andy Ricketts**.

### Policy

Employee exposure to unguarded or inadequately guarded machines is prevalent in many workplaces. Consequently, workers who operate and maintain machinery suffer approximately 18,000 injuries, which include: amputations, lacerations, crushing injuries, abrasions. There are over 800 deaths per year. Amputation is one of the most severe and crippling types of injuries in the occupational workplace, and often results in permanent disability. This program focuses on recognizing and controlling common amputation hazards associated with the operation and use of certain types of machines.

All machines consist of three fundamental areas; the point of operation, the power transmission device, and the operating controls. Despite all machines having the same basic components, their safeguarding needs widely differ due to varying physical characteristics and operator involvement. The following pages address the general requirements for machinery set forth by OSHA, the motions and actions that contribute to different machine hazards, and additional considerations that entail overall machine and operator safety:

- ☒ Prevent contact - The guards prevent hands, arms, or any part of an employee's body or clothing from making contact with dangerous moving parts.
- ☒ Secure - Guards are not easy to remove or alter. Guards and safety devices are made of durable material that will withstand the conditions of normal use. They are firmly secured to the machine.
- ☒ Protect from falling objects - The guards ensure that no objects can fall into moving parts.
- ☒ Create no new hazards - If a guard creates a hazard of its own such as shear point, a jagged edge, or an unfinished surface which can cause a laceration, then employees must not use the piece of machinery or equipment.

(Continued)

### Pre-Operational Procedures

All machinery must be inspected prior to use to ensure that:

- ☑ Employees may not use any machinery if a guard is defective, damaged, or in any way does not meet the requirements of these procedures, and employees must immediately notify **Andy Ricketts** or your project manager.
- ☑ Employees must wear the necessary and appropriate personal protective equipment (PPE) before and during use of any machinery or equipment.
- ☑ Clothing and jewelry that could become entangled in the machinery or equipment should always be removed prior to operating any machinery.
- ☑ When lockout/tagout procedure is in place on a piece of machinery or equipment, never remove or operate the machinery or equipment.
- ☑ Never operate equipment while under the influence of intoxicating substances (including medication).
- ☑ Employees may not remove a guard for any reason while operating any piece of machinery or equipment.
- ☑ Electric cables and cords are kept clean and free from kinks. Equipment may never be carried by the cord.

This written Machine/Equipment Safety and Guarding Plan describes rules and regulations that this company mandates for safety use of machines, equipment, and tools that can be read and understood by all managers, supervisors, and employees. Only qualified personnel may install or repair equipment. Employees must notify **Andy Ricketts** or your project manager if machinery or equipment is in need of any type of repair.

### Enforcement of Policy

All employees and supervisors need to understand how to operate the machinery, tools, and equipment in a safe manner and in compliance with all safety rules. Supervisors and management will issue disciplinary warnings and possible termination of any employee who doesn't follow these guidelines.

(Continued)

- ☐ The entry supervisor or program administrator will have the authority to cancel an entry permit upon completion of the assigned task, upon finding unsuitable conditions or preparation, or if unsuitable conditions develop. The entry supervisor will ensure that all personnel have exited the space, that equipment, tools, and materials have been removed, and that no condition which might create a hazard has been left unresolved. The entry supervisor will then mark the permit cancelled, sign the space provided for cancellation, and present the cancelled permit to **Andy Ricketts** for filing in records.
- ☐ **Alva Electric** will review the permit required confined space program in the event of an accident/injury, or near miss, if employee protection is deemed inadequate, or at least annually using the cancelled entry permits, and revise the program as necessary to ensure the safety of our employees.



(Continued)

- ☐ In the event that an IDLH (Immediately Dangerous to Life and Health) entry is deemed necessary, the competent person will first contact the above emergency response service, and ensure that emergency service is available on site before allowing entry into the confined space.
- ☐ The assigned entry supervisor will be responsible for providing first aid where necessary after contacting emergency services.
- ☐ No employee will enter a permit-required confined space without first completing an entry permit and having the entry supervisor sign the permit. The steps of the entry-permit procedure include the following:
  - \* Obtain an entry permit from **Andy Ricketts** before entering the space.
  - \* Accomplish all pre-permit activities required for entering the space, including atmospheric testing, controlling hazards, having required equipment on hand, and providing for emergency services.
  - \* Complete all items on the entry permit.
  - \* Have the entry supervisor authorize and sign the permit. If any item on the permit is checked "NO" (meaning not yet completed or available), the permit will not be signed.
  - \* Attach a copy of the entry permit outside the confined space. Keep it there until the entry operations are completed and the supervisor cancels it.
  - \* Proceed with entry operations.
- ☐ All proposed entrants, attendants, and entry supervisors will participate in the review of the initial atmospheric monitoring, and the completion and review of the entry permit.
- ☐ Atmospheric monitoring will be performed regularly during confined space operations to ensure that conditions do not exist, or change, to threaten employee's safety. Ventilation of confined spaces is required before entry, during monitoring, and throughout the operation. Monitoring or re-evaluation of conditions may be requested at any time during the operation by any employee, or their representative, who suspects that changes have occurred which might present a hazard to personnel.
- ☐ If more than one employer, or crew is working simultaneously as authorized entrants in a permit space, procedures, duties, communications, and priorities will be coordinated between all personnel involved prior to issuing an entry permit to ensure that employees of one employer do not endanger the employees of any other employer.

# Alva Electric Training Form

This company is committed to providing a safe working environment and will train its employees in any necessary area needed. The following is a form that is to be posted and filled out whenever any employee has any need for additional training.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Type of Training Requested: \_\_\_\_\_

Training Topic: \_\_\_\_\_

Trainees	Trainer	Date of Training
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

\*Please notify management when a training request has been filled out.

## Accident Investigation

**Alva Electric** is committed to investigating all accidents/incidents. These investigations demonstrate the company's commitment to providing a safe and healthful work environment.

It should be stressed that accident investigation is "fact-finding" not "fault-finding". An accident is defined as "an unplanned, unwanted event that causes injury, illness or property damage".

**\* Fatalities and catastrophes must be reported to OSHA within 8 hours from the time of the accident.**

Serious accidents must be reported to OSHA within 24 hours. Note: Consider the event a "serious accident" if an employee is admitted to a hospital for treatment or observation as a result of injuries suffered from a workplace accident.

Our company's investigation plan includes the following and will be posted on the employee bulletin board.

- ☒ Who should be notified about an accident and by whom
- ☒ Who is authorized to notify outside agencies (fire, police, etc)
- ☒ Who is assigned to conduct investigations?
- ☒ What training and at what level is required for accident investigators.
- ☒ Who receives and acts on investigation reports.
- ☒ What timetables are set for conducting the investigation and follow-up actions such as hazard correction?

### In the event of an accident

1. Notify your supervisor immediately. *If you are the injured employee and can not notify your supervisor, then a co-worker must do so*
2. Your supervisor will notify outside agencies. *If there is no supervisor available, then find a safety committee member and they will make the appropriate notifications.*
3. Your supervisor and a designated safety committee member will conduct the investigation.
4. All accident investigators receive accident investigation training.
5. All accident investigation reports go to the owner with copies going to the supervisor and the safety committee.
6. All accident investigation will begin as soon as the injured employee has been taken care of and the supervisor has determined that the accident scene is safe to enter.

(Continued)

- \* Leaving the space immediately during a hazardous condition or when the attendant orders an evacuation.

☐ Authorized attendants are those who monitor entrants' activities from outside the space. Attendants have the following duties and responsibilities:

- \* Knowing the permit-space hazards, including the symptoms and consequences of exposure.
- \* Knowing how many entrants are in permit space.
- \* Staying out of the space during entry operations.
- \* Keeping in contact with entrants.
- \* Ordering an evacuation for a hazardous condition.
- \* Keeping unauthorized persons away from the space.
- \* Activating rescue procedures.

☐ The entry supervisor makes sure attendants and entrants follow entry-permit procedures. The entry supervisor is responsible for the following:

- \* Knowing the permit-space hazards, including the symptoms and consequences of exposure.
- \* Verifying that the entry permit is accurate and current.
- \* Stopping entry operations and canceling the entry permit when permit-space work is done or during a hazardous condition.
- \* Ensuring that responders will be available in an emergency.
- \* Removing any unauthorized person who enters the space.
- \* Ensuring that entry operations are consistent if another authorized person must replace an attendant or an entrant.

In the event of an emergency requiring emergency service response, the assigned attendant will notify the entry supervisor, who is responsible for contacting emergency services. The entry supervisor will contact

\_\_\_\_\_ at ( ) - .

This service has been determined by **Alva Electric** to be qualified to provide emergency rescue and medical services in the event of a confined space emergency. The attendant will remain on station to assist in evacuating the space and prevent the entry of unauthorized rescue personnel.



(Continued)

- ❑ Permit required confined spaces in the workplace will be identified by **Andy Ricketts**, and employees will be required to obtain a permit to enter or work in those spaces. Prior to entry the competent person will assess the conditions and hazards, and decide if workers will enter a permit space. The competent person will be responsible for testing and monitoring atmospheric conditions as required. Procedures will be initiated to eliminate or control the hazards in the space including, but not limited to, the following:
  - \* Specifying acceptable entry conditions.
  - \* Providing each authorized entrant or that employee's authorized representative with the opportunity to observe any monitoring or testing of permit spaces.
  - \* Isolating the permit space.
  - \* Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards.
  - \* Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards, and prohibit unauthorized entry.
  - \* Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
- ❑ **Alva Electric** will provide and maintain the following equipment at no cost to employees, and ensure that employees are trained to use the equipment properly:
  - \* Testing and monitoring equipment required for atmospheric conditions.
  - \* Ventilating equipment
  - \* Communications equipment
  - \* Personal protective equipment where engineering controls do not eliminate hazards, or threat of hazards.
  - \* Lighting equipment
  - \* Barriers and shields as required
  - \* Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
- ❑ Authorized entrants are those permitted by an employer to enter a permit space. Entrants have the following duties and responsibilities:
  - \* Knowing the permit-space hazards, including the symptoms and consequences of exposure.
  - \* Using equipment properly.
  - \* Communicating regularly with the attendant.
  - \* Notifying the attendant immediately of hazardous conditions.

(Cont.)

Once the accident scene has been secured to preserve the evidence, all accident investigations will be conducted in accordance with the following procedures:

1. **Gathering Information:** The first step in accident investigation is to gather information that can give critical clues into the causes connected with the accident. This information may include pictures, videos, and/or sketches of the scene.
2. **Analyzing the Facts:** Once the information regarding the events of the accident has been gathered, it must be organized into a usable form. All the information should be broken down into the four basic divisions:
  - Division 1:** Hazardous conditions that existed (indicators)
  - Division 2:** Hazardous practices that put the employee into a danger zone (indicators)
  - Division 3:** Breakdowns in the safety and health system that allowed for division 1 and 2 (root causes)
  - Division 4:** Non-essential information
3. An Accident Investigation Report will be written. Each report will include the following:
  - Section 1: Background / Introduction: Contains background information that answers who, when, where questions.
  - Section 2: Description of Accident: Describes the sequence of events you constructed during the cause analysis.
  - Section 3: Findings: Details the symptoms and root causes uncovered during the cause analysis step of the investigation.
  - Section 4: Recommendations: Proposes recommendations to eliminate or reduce hazardous conditions, practices, policies, and decision making that caused the accident.
  - Note:** Recommendations that only address the symptoms will only give you short term corrections. The root causes must also be addressed.
  - Section 5: Summary: Contains a brief review of the causes of the accident and recommendations for corrective actions.
4. **Taking Corrective Action:** The owner, supervisor, and/or safety committee will review each accident investigation and take appropriate corrective action to prevent a repeat of that accident.
5. **Follow Up:** The safety committee will conduct a follow up evaluation of the corrective action to ensure that the causes for the accident have been properly addressed.
6. **Critical Review:** Once each year, the safety committee will conduct a critical review of the entire accident investigation program and make recommendations for changes that will improve the effectiveness of these investigations.

## Accident Reporting Form

### Accident Data

Accident Report Number: \_\_\_\_\_

Employee \_\_\_\_\_

Date of Accident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ AM / PM

Reported by \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Location of Accident \_\_\_\_\_

### Description of the Accident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Death or Injury

Has anyone been killed? Y / N

Name of Individual(s) \_\_\_\_\_

Injury? Y / N

Name of Individual(s) \_\_\_\_\_

Medical Personnel Involved? Y / N

**Name and Location of all Medical Personnel Involved**  
(i.e. Ambulance, Hospital, Clinic)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Filling Out Report \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_ AM / PM

**This form is to be filled out for each individual injured.**

**Alva Electric** has adopted this policy for entry and work within permit required confined spaces from the following OSHA regulations:

### **§1910.146 PERMIT-REQUIRED CONFINED SPACES.**

This policy has been implemented by this company to ensure that proper safe work practices and procedures are followed to protect employees from the hazards associated with confined spaces. The following practices, procedures, and controls will be enforced as an integral part of our company's safety policy:

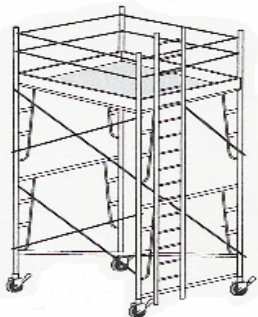
- ☐ The designated competent person will administer the permit required confined spaces program.
- ☐ The competent person will ensure that all employees with access to, or duties within confined spaces are trained in the understanding, knowledge, and skills necessary for the safe performance of duties assigned in those areas. Training will be provided to each affected employee:
  - \* Before the employee is first assigned duties under this section;
  - \* Before there is a change in assigned duties.
  - \* Whenever there is a change in permit space operations that present a hazard about which an employee has not previously been trained;
  - \* Whenever the employer has reason to believe that there are deviations from the required permit space entry procedures, or that there are inadequacies in the employee's knowledge or use of these procedures.
- ☐ Employees must demonstrate proficiency in the following duties of entry into, or work within confined spaces to complete and receive documented certification of training:
  - \* Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
  - \* Properly use equipment as required.
  - \* Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space if required.
  - \* Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.
  - \* Exit from the permit space as quickly as possible when an order to evacuate is given by the attendant or the entry supervisor, the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, the entrant detects a prohibited condition, or an evacuation alarm is activated.

**(Use & Training)** Continued

- ❑ Any system or component of a system which is found to have a defect in manufacturing or design, damage, excessive wear, weathering, or corrosion, will be immediately removed from service and tagged to indicate that it is not to be used with a prominent tag, as shown below, which states:



- ❑ Any repairs or modifications to a scaffold system or component of a system must be approved by the competent person prior to implementation.
- ❑ Any violation of the above policy, misuse of scaffolds, or misconduct while working on scaffolds will be subject to disciplinary action within the scope of company policy, up to and including termination of employment.



**Alva Electric**, has adopted the following OSHA regulations as part of our fire protection program:

**§1910.157 PORTABLE FIRE EXTINGUISHERS.**

**SUBDIVISION F – FIRE PROTECTION AND PREVENTION**

**Authority:** Sec. 107, Contract Work Hours and Safety Standards Act (Construction Safety Act) (40 U.S.C. 333); secs. 4, 6, 8, Occupational Safety and Health Act of 1970 (29 U.S.C. 653, 655, 657); Secretary of Labor's Order No. 12-71 (36 FR 8754), 8-76 (41 FR 25059), or 9-83 (48 FR 35736), as applicable.

**§1926.150 FIRE PROTECTION.**

- ☑ **Alva Electric**, will ensure that all employees are trained in the proper operation of fire extinguishers provided by the company.
- ☑ All employees will be trained in the hazards involved in incipient stage fire fighting. Employees are instructed to ensure emergency response service (fire dept.) is notified before attempting to extinguish any fire, and that if a fire is not immediately extinguished or the fire recurs, evacuate immediately.
- ☑ Personnel are trained in emergency evacuation plans for all areas of work.
- ☑ Safe assembly areas are designated for all work areas in the event of evacuation.
- ☑ Training in fire prevention and incipient fire fighting procedures will be required on initial hiring and annually thereafter.
- ☑ All fire extinguishers will be inspected by supervisors on a monthly basis. This inspection will be documented to be recorded with the annual maintenance check. Records of inspection will be kept in the office.



**Alva Electric**, medical services and first aid policy is adopted from the following OSHA regulations: **SUBDIVISION D – OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROLS**

Occupational Safety and Health Act of 1970 (29 U.S.C. 653, 655, 657); Secretary of Labor's Order No. 12-71 (36 FR 8754), 8-76 (41 FR 25059), 9-83 (48 FR 35736), or 1-90 (55 FR 9033), as applicable.

**§1926.50 MEDICAL SERVICES AND FIRST AID.**

It is the policy of **Alva Electric** that training in first aid response is not a requirement for employment, but that local emergency medical services are utilized for emergency medical care.

- ✦ Medical services for employee evaluations, employment requirements, and special conditions of work are provided to employees at no cost as specified in OSHA requirements.
- ✦ In areas where **911** services are not available, employees will be notified of phone numbers in order to contact local emergency response medical services. **Andy Ricketts** will be responsible for posting of emergency phone numbers at all jobsites. The phone numbers will be conspicuously posted in all work locations.
- ✦ Injured employees are to be transported to medical facilities by emergency medical services. If emergency medical service is not available in a timely manner, the injured employee will be transported to the nearest medical service in a company vehicle by the job foreman.
- ✦ **Andy Ricketts** is responsible for rendering first aid in the event of an injury requiring immediate response when emergency medical services are not available. **Andy Ricketts** will be responsible for first aid training of any employee required.
- ✦ First aid kits are readily available in all company vehicles and in the company office. **Andy Ricketts** is responsible for the weekly inspection and re-stocking of the first aid kits. The first aid kits are to contain a minimum of the following articles:

Dressings in adequate quantities consisting of:

Adhesive dressings	Sterile gauze pads, 4-inch square
Adhesive tape rolls, 1-inch wide	Sterile surgical pads suitable for pressure dressings
Eye dressing packet	Triangular bandages
1-inch gauze bandage roll or compress	Safety pins
2-inch gauze bandage roll or compress	Tweezers and scissors
4-inch gauze bandage roll or compress	Cotton-tipped applicators
Sterile gauze pads, 2-inch square	Forceps
	Tongue depressors
	Petroleum jelly
	Antibiotic ointment
	Aspirin

- ✦ Any employee required to work in an environment where exposure to eye hazards may exist will have eye wash bottles

**(Use & Training)**

**Alva Electric** has adopted this policy to ensure the safety of personnel who use scaffolding in the performance of work. The policy is adopted from the following OSHA regulations:

**§1926.454 TRAINING REQUIREMENTS.**

**§1910.145 SPECIFICATIONS FOR ACCIDENT PREVENTION SIGNS AND TAGS.**

**§1926.200 ACCIDENT PREVENTION SIGNS AND TAGS.**

The following engineering controls, training requirements, and safe work practices will be enforced by this company to protect our employees from hazards associated with the erecting and use of scaffolds:

- ❑ This company has each employee who performs the work erecting, disassembling, moving, or working with scaffolds in any way, trained by the competent person to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize hazards. The training shall include the following areas, as applicable:
  - \* Assessment of any electrical hazards, fall hazards, and falling object hazards in the work area.
  - \* The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the scaffolding, fall protection systems, and falling object protection systems being used.
  - \* Proper use of the scaffold, and the safe handling of materials on the scaffold.
  - \* Maximum intended loads and the load carrying capacities of the scaffolds used.
  - \* The nature of scaffold hazards;
  - \* The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the type of scaffold in question.
  - \* The design criteria, maximum intended load carrying capacity, and intended use of the scaffold.
  - \* Any other safety topics deemed pertinent to the particular work-site, scaffold system, or fall protection systems being used.
- ❑ All scaffolding systems, components, and fall protection systems used will be inspected by the competent person prior to use, before each work shift begins, after erecting or moving, and periodically through the work day to ensure the system is erected properly, that there is no damage to components of the system, and that the system is being used properly and safely.

This portion of the **Alva Electric** safety policy for the prevention of employee exposure to hazardous levels of noise is adopted from:

**OSHA 29 CFR §1910.95 - OCCUPATIONAL NOISE EXPOSURE.**

**Alva Electric** has implemented this policy to ensure that no employee is exposed to noise levels in excess of the action levels as listed in the following regulations.

The following engineering controls and work practices will be enforced at **118 W. Franklin Street, Evansville, IN:**

☒ Employees will be trained in the hazards presented by excessive noise levels in the workplace upon initial hiring. Training will be repeated annually, and updated to reflect changes in personal protective equipment (PPE) and work requirements.

☒ Hearing protection is available to all employees upon request from the company office.

☒ Employees will be required to wear hearing protection in work areas where noise levels are likely to exceed action level limits of an 8-hour time-weighted average of 85 decibels or a dose of fifty percent

☒ Audiometric evaluation and testing is available to all employees whose work requirements equals or exceeds an 8 hr. time-weighted average 85 decibels on a regular basis. There is no cost to the employee.

☒ Audiogram testing and monitoring will be conducted by a licensed physician using the guidelines contained in OSHA 1910.95 (g).

☒ A record of all audio testing and monitoring will be kept at the company office. These records, as well as information on these OSHA regulations and appendices, will be available to employees upon request.



available wherever eye wash stations are not installed. Wash facilities are available at each jobsite for employees.

- ✦ It is the policy of **Alva Electric**, that all of the requirements of OSHA §1926.50 will be met

## Bloodborne Pathogens

This policy for the prevention of hazardous employee exposure to Bloodborne Pathogens is adopted by **Alva Electric**, in accordance with the following OSHA regulations:

29 CFR 1910.1030 **Bloodborne pathogens**, published 12/6/91, Federal Register, vol. 56, no. 235, pp. 64175-64182; 29 CFR 1910.1028 Hazard Communication Standards for Employers.

This **Company** has implemented this plan to ensure that no employee is hazrdously exposed to bloodborne pathogens in the workplace.

The following is a list of all job classifications in which employees may potentially have occupational exposure to bloodborne pathogens, material possibly containing bloodborne pathogens, or sharps which may transmit bloodborne pathogens:

---

---

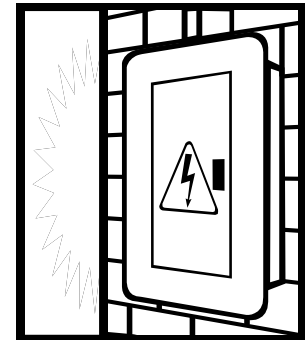
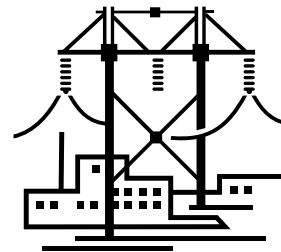
---

- ☒ Employees in the above named occupations will be given the opportunity to participate in the hepatitis B vaccine program.
- ☒ Employees at this company will be trained in exposure awareness and prevention for bloodborne pathogens.
- ☒ Personal Protective equipment will be available at all times to prevent exposure to infectious material for employees required to handle potentially hazardous material, perform first aid procedures, or to perform routine duties which may bring an employee into contact with potentially infectious material.
- ☒ Il body fluids shall be considered potentially infectious material.
- ☒ All machine guards will be inspected daily to ensure that they are in place and secure which will prevent injury to personnel and the spread of bloodborne pathogens.
- ☒ Any exposed sharp edges or devices which may cause laceration or puncture on machines, tools, or equipment, will be eliminated or protected to prevent injury to personnel.
- ☒ Any injury to personnel must be reported immediately to a supervisor, and unauthorized personnel will be restricted from the area where the injury occurred until it is determined that no threat of infection is present, or until properly trained personnel can dispose of any infectious material.
- ☒ All employees at this company are allowed access to proper restroom and sanitary facilities. Hand washing and disinfecting supplies are always available to employees either at restroom facilities or upon request.
- ☒ Proper disposal containers for potentially infectious material are available as needed. Any such containers will be properly marked for biohazards and disposed of properly.

## Training and Safe Work Practices

(Continued)

- ☐ If work is to be performed near overhead lines, the lines shall be de-energized and grounded, or other protective measures shall be provided before work is started.
- ☐ Work on electrical systems in confined spaces will conform to the safety requirements of the confined spaces policy of **Alva Electric**.
- ☐ Conductive materials and equipment that are in contact with any part of an employee's body will be handled in a manner to prevent them from contacting exposed energized conductors or circuit parts.
- ☐ Portable ladders shall have nonconductive siderails if they are used where the employee or the ladder could contact exposed energized parts.
- ☐ Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts while performing work.
- ☐ OSHA regulations **§1910.332 TRAINING, §1910.333 SELECTION AND USE OF WORK PRACTICES** are specifically adopted into **Alva Electric** safety program and will be followed as required:



## Training and Safe Work Practices

This policy for the prevention of employee exposure to electrical hazards is adopted by **Alva Electric** in accordance with the following OSHA regulations: **Subdivision S** 29 CFR 1910.332 **Training**; published 8/6/90, Federal Register vol. 55, no. 151, pp. 32016-32020. 29 CFR 1910.333 **Selection and use of work practices**; published 8/6/90, Federal Register vol. 55, no. 151, pp. 32016-32020.

This **Company** has implemented this policy to ensure that no employee is exposed to electrical hazards in the workplace. The following policy for controls, training, personal protective equipment, and safe work practices will be enforced.

☐ Only qualified personnel are authorized to perform work, service, or maintenance on electrical parts or systems.

☐ This **Company** will ensure that all employees exposed to work involving electrical systems will be trained in and familiarized with the safety-related work practices required by OSHA regulation that pertain to their respective job assignments.

☐ This **Company** will ensure that all employees exposed to work involving electrical systems will be trained in and familiarized with the following:

\*The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.

\*The skills and techniques necessary to determine the nominal voltage of exposed live parts.

\*The clearance distances specified in §1910.333(c) and the corresponding voltages to which the qualified person will be exposed.

☐ Safety-related work practices will be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits which are, or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards.

☐ Live electrical parts or systems which an employee may be exposed to will be de-energized prior to beginning work on the system. Systems will be assured of being de-energized by proper lockout/tagout procedures followed per 29 CFR 1910.333 (b)(2)(i) through (b)(2)(v).

☐ Any work to be performed on energized parts will require the use of appropriate personal protective equipment, insulating and shielding materials, and insulated tools.

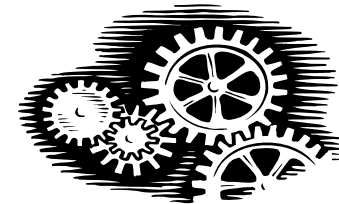
## (LOTO)

**Alva Electric** has adopted this program for Lockout/Tagout procedures for the control of hazardous energy threats from the following OSHA regulation:

### 29 CFR §1910.147 THE CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT).

The following engineering controls and work practices will be enforced at this company to eliminate or minimize the hazards of an unexpected release of hazardous energy:

- ☒ This **company** will ensure that all employees are trained in the recognition and identification of hazardous energy sources, and trained in the proper Lockout/Tagout procedures.
- ☒ The Lockout /Tagout procedures for this company shall be those described in Appendix A of this section.
- ☒ Each employee is responsible for ensuring that proper procedure is used on his/her specific job. This program is under the direct supervision of the job foreman at each work location.
- ☒ Failure to comply with proper Lockout/Tagout procedures is grounds for disciplinary action. Any unauthorized removal of warning tags or lockout devices shall be grounds for immediate termination of employment with **Alva Electric**.
- ☒ Lockout procedures are to be utilized over tagout procedures, where possible.
- ☒ Devices used for (LOTO) shall be clearly marked with identification of the employee applying the device.
- ☒ The Lockout/Tagout program for **Alva Electric** has been implemented from OSHA regulation **§1910.147**.



## (LOTO) Continued

### APPENDIX A – TYPICAL MINIMAL LOCKOUT PROCEDURE

#### Lockout Procedure

Lockout procedure for **Alva Electric**

##### PURPOSE

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

##### COMPLIANCE WITH THIS PROGRAM

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

##### SEQUENCE OF LOCKOUT

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

**Name(s)/Job Title(s) of affected employees and how to notify.**

(2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

**Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.**

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

**Type(s) and location(s) of machine or equipment operating controls.**

(4) Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

## (HOT WORK) Continued

☐ The operator should report any equipment defect or safety hazard to his supervisor or **Andy Ricketts** and the use of the equipment shall be discontinued until its safety has been assured. Repairs shall be made only by qualified personnel.

☐ Machines which have become wet shall be thoroughly dried and tested before being used.

☐ Cables with damaged insulation or exposed bare conductors shall be replaced. Joining lengths of work and electrode cables shall be done by the use of connecting means specifically intended for the purpose. The connecting means shall have insulation adequate for the service conditions.

The above policies and procedures will be enforced at **Alva Electric** and in addition, all requirements of **CFR §1910.252 GENERAL REQUIREMENTS** will be adhered to.





### (HOT WORK) Continued

- ☐ After welding or cutting operations are completed, the welder shall mark the hot metal or provide some other means of warning other workers.
- ☐ Any welding or brazing materials used in hot work which might possibly generate hazardous fumes will be suitably labeled to indicate the hazard. To ensure that no employee is exposed to higher than permissible levels of hazardous fumes, suitable measures of ventilation or respiratory protection must be provided.
- ☐ All arc welding operations in occupied areas will be screened to prevent other personnel from being exposed to flash hazards.
- ☐ First aid kits and equipment are readily available at all times for employee use. First aid kits are kept in all company vehicles and are regularly inspected by **Andy Ricketts** to ensure that contents are kept fully stocked and that the appropriate items are available.
- ☐ Personnel in charge of fuel gas and oxygen supplies will be fully trained in handling, use, and storage of compressed gas cylinders and related equipment. The manufacturer's recommendations covering the operation and maintenance of oxygen or fuel-gas supply equipment including generators, and oxygen or fuel-gas distribution piping systems, shall be followed and readily available to employees.
- ☐ Fuel gas and oxygen cylinders must be stored and used in an upright position, secured to prevent tipping, and located to prevent accidental collision with the cylinders. Cylinders must be kept away from any heat or combustion sources, and at least 20 feet from any flammable gases or petroleum products. When not in use, cylinders must have their valves closed, any regulators or attachments removed, and their valve covers in place.
- ☐ Personnel who operate or maintain arc welding equipment will be properly trained in safety procedures and OSHA requirements for arc welding and equipment handling to include the following areas:
  - \* Machine hook up.
  - \* Grounding.
  - \* Leaks. There shall be no leaks of cooling water, shielding gas or engine fuel.
  - \* Switches.
  - \* Manufacturers' instructions.
  - \* Electrode holders.
  - \* Electric shock.

### (LOTO) Continued

#### APPENDIX A – TYPICAL MINIMAL LOCKOUT PROCEDURE

##### Type(s) and location(s) of energy isolating devices.

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

(6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

##### Type(s) of stored energy--methods to dissipate or restrain.

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

**Caution:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

##### Method of verifying the isolation of the equipment.

(8) The machine or equipment is now locked out.

**RESTORING EQUIPMENT TO SERVICE.** When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

(1) Check the machine or equipment and the immediate area around the machine or equipment to ensure that non-essential items have been removed and that the machine or equipment components are operationally intact.

(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

(3) Verify that the controls are in neutral.

(4) Remove the lockout devices and reenergize the machine or equipment.

**Note:** The removal of some forms of blocking may require re-energization of the machine before safe removal.

(5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

**Alva Electric** has adopted this policy for hazard communication from OSHA regulation(s): 29 CFR 1910.1200 **Hazard communication**, published 8/24/87, Federal Register, vol. 52, p. 31877.

**Alva Electric** has developed and implemented this policy, which is administered by **Andy Ricketts**, to ensure that employees are informed of any hazards and hazardous or toxic substances in their workplace:

This company has a documented program of weekly training meetings for our employees. Our weekly program ensures that all employees are kept current on workplace hazards and topics pertinent to safety in our trade and workplace. Employees will be informed immediately by the jobsite foreman of any new hazards, hazards which might be anticipated to arise in the workplace, or change of procedure - to include the use of new materials, which might create a hazard to employees.

☒ All containers used on the job must be labeled for content and precautions if substance contained is hazardous. Labels must contain the following information:

- \* Identity of hazardous chemicals
  - \* Appropriate hazard warnings
  - \* Name & address of the chemical manufacturer, importer, or distributor. Materials will be left in their manufacturer's container where possible and original labels preserved. If a container label is lost or becomes illegible for any reason, a new label must be affixed containing all required information, or the material disposed of properly. If it is necessary to transfer a hazardous substance to another container for any reason (such as from a drum to a dispenser container) the substance must be returned to the original container immediately after use, or disposed of properly.
- ☒ A list of all chemicals known to be used at the workplace by this company will be kept at the jobsite and in the office. This list is available to all employees.
- ☒ MSDS for all chemicals used in the workplace by this company are kept in the office, and also by the jobsite foreman at the worksite. The MSDS are available to employees upon request.
- ☒ A copy of the hazard communication program is kept by the job foreman at each worksite.
- ☒ Employees will be trained at the time of initial hiring in the safe use, and hazards of any chemicals they are required to use on the job.
- ☒ Employees will be notified of any hazardous substances used by any company other than this company, in their workplace at the weekly safety meeting, or otherwise before contact by employees with these substances may be anticipated.
- ☒ A copy of the company's hazard communication program is available through **Andy Ricketts** to all employees upon request. The Hazard Communication Program, hazardous materials list, and MSDS are available in English. However, if an employee is incapable of understanding English, a translation into his/her language will be provided upon request.

### (Hot Work) Continued

- ☐ The competent person will be responsible for inspecting work areas prior to any hot work being performed, designate precautions to be followed prior to work commencing, and assign a fire watch where advisable or required when any of the following conditions exist:
- 1) Appreciable combustible material, in building construction or contents, closer than 35 feet (10.7 m) to the point of operation.
  - 2) Appreciable combustibles are more than 35 feet (10.7 m) away but are easily ignited by sparks.
  - 3) Wall or floor openings within a 35-foot (10.7 m) radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
  - 4) Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs, and are likely to be ignited by conduction or radiation.
- ☐ Any hot work to be performed in confined spaces shall conform to the following requirements:
- 1) Adequate ventilation is a prerequisite to work in confined spaces.
  - 2) When welding or cutting is being performed in any confined spaces the gas cylinders and welding machines will be left on the outside. Before operations are started, heavy portable equipment mounted on wheels will be securely blocked to prevent accidental movement.
  - 3) Where a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of emergency. When safety belts and lifelines are used for this purpose, they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening. An attendant with a preplanned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.
  - 4) When arc welding is to be suspended for any substantial period of time, such as during lunch or overnight, all electrodes will be removed from the holders and the holders stored so that accidental contact cannot occur and the machine disconnected from the power source.
  - 5) When gas welding or cutting, In order to eliminate the possibility of gas escaping through leaks of improperly closed valves, the torch valves shall be closed and the fuel-gas and oxygen supply to the torch positively shut off at some point outside the confined area whenever the torch is not to be used for a substantial period of time, such as during lunch hour or overnight. Where practicable, the torch and hose shall also be removed from the confined space.

## (HOT WORK)

This policy for the prevention of employee exposure to hazards resulting either directly or indirectly from hot work (welding, cutting, and brazing) in the workplace is adopted by **Alva Electric** from the following OSHA regulations: **§1910.252 GENERAL REQUIREMENTS. §1910.253 OXYGEN-FUEL GAS WELDING AND CUTTING. §1910.254 ARC WELDING AND CUTTING.**

**Alva Electric** has implemented this policy to ensure that employees are properly trained, aware of hazards associated with hot work, and correctly informed of procedures, policies, and practices, to prevent or if possible, eliminate these hazards. The following engineering controls, work practices, and safety procedures will be enforced at **Alva Electric**:

- ☐ **Alva Electric** will ensure that any employee involved in the performance of hot work operations is properly trained in the use of any equipment required, proper PPE, and safety procedures which must be followed.
- ☐ Where possible, all hot work operations will be performed outside of buildings or structures clear of any foreseeable fire hazards.
- ☐ Where hot work must be performed indoors or in the vicinity of fire hazards, the area will be cleared, if possible, of any and all material and equipment which may present a hazard of fire or explosion from flame, sparks, arcs, or slag.
- ☐ Where fire hazards exist in the area of hot work operations which cannot be removed, they will be guarded to prevent fire, and the hot work operation will be shielded to confine the heat and prevent hot materials from falling to a lower level. A fire watch will be established to monitor operations and prevent or extinguish fire resulting from these operations.
- ☐ The employee(s) assigned to fire watch will: be trained in the proper use of fire extinguishers and fire prevention measures, ensure that fire fighting equipment is readily available, and be responsible for sounding the fire alarms in the event of a fire which is not readily extinguishable.
- ☐ If the above conditions cannot be fully met, no hot work shall be performed by **Alva Electric** personnel.

## (PPE)

### General Requirements

**Alva Electric** has adopted this program for personal protective equipment (PPE) from the following OSHA regulations:

29 CFR 1910.132 **General requirements**, published 6/27/74, Federal Register, vol. 39, p. 23502; amended 6/30/93, FR vol. 58, no. 124, p. 35306; 4/6/94, FR vol. 59, no. 66, p. 16360; amended with AO 12-2001, Oregon note added, f. and ef. 10/26/01.

#### **SUBDIVISION I - PERSONAL PROTECTIVE EQUIPMENT**

**Authority:** Sections 4, 6, and 8, Occupational Safety and Health Act of 1970 (29 U.S.C. 653, 655, 657); Secretary of Labor's Order No.

12-71 (36 FR 8754), 8-76 (41 FR 25059), 9-83 (48 FR 35736), 1-90 (55 FR 9033), or 6-96 (62 FR 111), as applicable. Sections 1910.132, 1910.134, and 1910.138 also issued under 29 CFR part 1911.

Sections 1910.133, 1910.135, and 1910.136 also issued under 29 CFR part 1911 and 5 U.S.C. 553.

**Alva Electric** has implemented this safety program to ensure the protection of personnel from hazards on the job which may be safeguarded against by the proper use of PPE. The following work practices will be enforced at **Alva Electric**.

- ☒ **Alva Electric** will ensure that all employees are properly trained in the recognition and assessment of hazards and hazardous situations and to avoid, prevent, or abate such hazards.
- ☒ Employees will be trained on initial hiring to use, maintain, clean and disinfect, store, and service PPE properly. Employees will receive refresher training on PPE at least annually, or as work requirements, changing job assignments, changing equipment, or environment warrants it.
- ☒ Employees will be trained to know which PPE is required, and what type is suitable for the job or work situation.
- ☒ PPE is provided for all work required by this company and employees are required by company policy to use proper PPE at all times when on the job or on company property. Failure to use PPE will result in disciplinary action against the violating employee.
- ☒ Defective or damaged PPE will be immediately removed from service and replaced with serviceable equipment. PPE will be inspected by the individual employee at the beginning of each work shift.

## Respiratory Protection

**Alva Electric** has adopted this safety program for respiratory protection from the following OSHA regulations:

### §1910.134 RESPIRATORY PROTECTION.

**Alva Electric** has implemented this policy to ensure that no employee is exposed to airborne hazards in excess of permissible exposure limits (PELs). The following engineering controls and work practices will be enforced at this company:

☑ This **company** will have a qualified administrator for the respiratory program and will be responsible for the periodic evaluation of the program. The evaluation will be based on results of the air quality monitoring program, medical evaluations, changing work environment, equipment changes, and work requirements.

☑ This **company** will ensure that employees are trained in the proper selection, use, storage, and cleaning of respiratory equipment. Proper respiratory equipment, replacement elements, and any parts or equipment necessary for the functioning of the respiratory equipment will be available to employees at no cost.

☑ Respiratory equipment will be maintained, cleaned, stored, and serviced per manufacturer's recommendations.

☑ A medical examination for employees required to use respiratory equipment is required before use of the equipment, and will be provided at no cost to the employee. The medical questionnaire provided in Appendix C is mandatory for employees required to use respiratory protection.

☑ Fit testing of the equipment to individual employees is required before use of the equipment.

☑ Periodic monitoring of the air quality in work areas will be performed to determine if, or where respiratory equipment will be required.

☑ Ventilation will be required for all enclosed work areas to ensure that airborne hazards do not exceed permissible limits.

☑ The least hazardous or toxic materials which will allow the job required to be accomplished will be used in the performance of work.

☑ **Alva Electric** respiratory program will follow and abide by the OSHA requirements of CFR **§1910.134 RESPIRATORY PROTECTION.**

## Trenching & Shoring Continued

☑ An adequate system of shoring, benching, or sloping in accordance with specifications in CFR 29 1926.652 and appendices A and C of OSHA standards for excavation operations will be provided for any excavation over 5 feet in depth, or any excavation which has been inspected and is believed unsafe to enter without a protective system. Inspections and determination of the type of protective system used shall be done by the competent person and based on soil type, density, moisture content, and other factors which might affect the performance of protective systems.

In addition to the above requirements, **Alva Electric**, safety policy regarding excavation operations shall adhere to the requirements of OSHA regulation §1926.651.

### ***Trenching & Shoring Continued***

- ☑ In excavations where a hazardous atmosphere, including an oxygen deficient atmosphere exists, or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation will be tested before employees enter excavations greater than 4 feet in depth.
- ☑ Proper respiratory protection will be provided where necessary for personnel exposed to hazardous atmospheres above permissible exposure limits (PELs). Where ventilation is used to control exposure to hazardous atmospheres, continued testing will be used to monitor levels of hazardous atmospheres.
- ☑ Employees are not permitted to work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions, such as special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline have been taken to protect employees against the hazards posed by water accumulation, are in place.
- ☑ The competent person will conduct an inspection of any excavation prior to any employee entering an excavation site, to ensure that safety measures are in place and proper procedures for safety are being observed. Inspections of the excavation site will be made daily prior to commencement of work, and in the event an occurrence takes place (such as inclement weather) which might pose a hazard to commencing, or continuing work in the excavation.
- ☑ In the event an inspection reveals the possibility of a cave-in, failure of a protective system, hazardous atmosphere, or any threat to the safety of personnel, the excavation will immediately be evacuated until corrections are made to the satisfaction of the competent person.
- ☑ Walkways will be provided where employees or equipment are required or permitted to cross over excavations. Guardrails which comply with §1926.502(b) will be provided where walkways are 6 feet or more above lower levels.

This program has been adopted by **Alva Electric** for the prevention of employee exposure to fall hazards from the following OSHA regulations:

#### **§1926.501 DUTY TO HAVE FALL PROTECTION. §1926.502 FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES.**

#### **§1926.503 TRAINING REQUIREMENTS.**

**Alva Electric** will implement the following engineering controls and work practices which are outlined in the above regulations:

- ☒ This **company** will ensure that all employees who participate in work where fall hazards are present are trained in recognition of fall hazards, fall protection procedures, equipment, and work practices.
- ☒ Employee re-training in fall protection will be provided when:  
Previous training is deemed deficient  
Changes in work environment occur which would necessitate additional training  
Changes in fall protection equipment or systems occur  
Employee is observed applying unsafe work practices
- ☒ Fall protection will be required at all times for employees working at heights of 6 feet or above. The fall protection system used will be appropriate for the specific work location or situation where it is required following the guidelines of CFR **§1926.502**.
- ☒ This **company** has a designated competent person in charge of the fall protection program and will specify a fall protection system for each work-site. The competent person will supervise implementation of the fall protection system and inspect the system prior to use.
- ☒ In the event a conventional fall protection system is deemed inappropriate, the competent person will designate the work area a controlled access zone, and act as a designated safety monitor to ensure the protection of employees from fall hazards.
- ☒ Any accidents or incidents involving this company's employees must be reported immediately to the supervisor for the work location. All accidents/incidents will be investigated under the guidelines of the company accident investigation program.
- ☒ All materials and equipment used at **Alva Electric** for fall protection will comply with ANSI and ASTM standards required for that equipment.

## Certification of Fall Protection Training

**Alva Electric** provides a training program for each employee who might be exposed to fall hazards. The program enables each employee to recognize the hazards of falling and trains each employee in the procedures to be followed in order to minimize these hazards.

***Alva Electric ensures that each employee is trained, as necessary, by a qualified competent person in the following areas:***

- ☐ The nature of fall hazards in the work area.
- ☐ The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- ☐ The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, personal fall restraint systems, slide guard systems, positioning devices, and other protection to be used.
- ☐ The role of each employee in the safety monitoring system when this system is used.
- ☐ The limitations on the use of mechanical equipment during the performance of roof top work.
- ☐ The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- ☐ The role of employees in the fall protection work plan.
- ☐ The standards contained in OSHA CFR 1926.752 subpart M (Fall Protection).

\_\_\_\_\_  
Name of competent person conducting the training

\_\_\_\_\_  
Signature of trainer

Date training was conducted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

***Employee Signature(s):*** By signing below I attest and verify that I have been properly trained in the above areas of fall protection safety. I understand and agree to abide by the training received, and the safety policies of this company.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Trenching and Shoring

**Alva Electric** has adopted this program for the safety of employees when working in or around trenches and excavations from the following OSHA regulations:

### **\$1926.651 SPECIFIC EXCAVATION REQUIREMENTS.**

### **\$1926.652 REQUIREMENTS FOR PROTECTIVE SYSTEMS.**

This company has a designated competent person as the authority over excavation procedures. This company will implement and enforce the following engineering controls, procedures, and work practices to ensure that no employee is exposed to hazards from excavations being performed or existing at the jobsite:

☒ This Company will ensure that all employees are trained in and familiar with required work practices and excavation procedures to safeguard personnel involved in trenching operations or who work in the vicinity of excavation operations.

☒ Utility operators will be contacted at least 48 hours before work is to begin and underground installations located prior to the commencement of any excavation work. When excavations are approaching any located utility line, equipment operations will be stopped no closer than 3 feet from the suspected location, and the utility will be positively located by careful hand digging, prior to the resumption of machine operations.

☒ Any utilities which are uncovered as a result of excavation operations will be protected and suitably supported during work progress, prominently marked for location and hazard, and will be carefully backfilled as soon as possible.

☒ Access and egress ladders will be provided for employees on any excavation which is 4 feet or more in depth. Ladders will be located no more than 50 feet apart and will extend to a height of at least 3 feet above the excavation.

☒ Employees exposed to public vehicular traffic will be provided with, and will wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material. Barricades will be provided where possible to separate personnel from traffic patterns.

☒ Employees are not permitted underneath loads handled by lifting or digging equipment. Employees will be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any equipment, spillage, or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped with adequate overhead protection for the operator during loading and unloading operations.