



Corporate Safety & Health Program

Version: 20160708

Table of Contents

1 POLICY STATEMENT	3
2 GOAL	4
3 MANAGEMENT COMMITMENT	4
4 SAFETY COMMITTEE and SAFETY MEETINGS.....	4
5 ASSIGNMENT OF RESPONSIBILITY.....	5
5.1 SAFETY DIRECTOR	5
5.2 AREA MANAGERS	6
5.3 FOREMEN/SUPERVISORS	6
5.4 EMPLOYEES	7
5.5 COMPETENT PERSON.....	7
6 DISCIPLINE/ENFORCEMENT	9
7 SAFETY TIME-OUT	10
8 CONTROL OF HAZARDS	11
9 FIRE PREVENTION.....	11
10 TRAINING AND EDUCATION.....	12
11 FIRST AID	13
12 REPORTING OF FATALITIES AND CATASTROPHES.....	14
13 RECORDKEEPING AND OSHA LOG REVIEW	15
14 ACCIDENT INVESTIGATION.....	16
14.1 SUPERVISORS/FOREMAN RESPONSIBILITIES	16
14.2 AREA MANAGER RESPONSIBILITIES	16
14.3 SAFETY DIRECTOR RESPONSIBILITIES.....	16
15 GENERAL SAFETY RULES AND PROCEDURES.....	17
16 EMPLOYEE EMERGENCY ACTION PLAN	19
17 SUPPORTING SAFETY PLAN POLICIES.....	21
18 APPENDIX – FORMS	21
SAFETY MEETING MINUTES	22
POLICIES AND PROCEDURES ACKNOWLEDGEMENT.....	23
ACCIDENT REPORTING FORM	24
ACCIDENT INVESTIGATION FORM.....	25
FALL PROTECTION JOB SITE RESCUE PLAN	29
EMERGENCY CONTACT INFORMATION	31
JOB HAZARD ANALYSIS FORM.....	32

1 POLICY STATEMENT

At Spligitty Fiber Optic Services, Inc. people are our most important asset. It is our strongest desire that everyone goes home safe and healthy every day. The company safety and health program has complete and total management support from every level. We will make every effort to ensure the safety of our employees at all of our facilities.

The responsibility for the safety and health program ranges from the most senior executive to the newest employee. Even if it is your first day on the job, you have the power, and the responsibility, to stop work if you believe safety may be compromised. Safety is a cooperative effort of all employees to identify and eliminate hazards in the workplace. Our safety program is based on three simple principles:

Identification of Hazards

It is the responsibility of every employee to continuously monitor his or her work environment for potential hazards. Once identified these hazards must be immediately reported.

Elimination of Hazards

Management and employees will make every effort to eliminate identified hazards from the workplace.

Protection from Hazards

If a hazard cannot be eliminated from the workplace management will provide personal protective equipment or management and engineering controls to protect employees from these hazards. These will only be used if the hazard cannot be eliminated from the workplace.

Management is responsible for providing tools, equipment, process engineering controls, and other items that are required to work safely. It is the responsibility of the employees to use the proper equipment, follow prescribed processes, and work in a safe and productive manner.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support, and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY. DO NOT BE AFRAID TO STOP WORK IF SAFETY IS IN QUESTION.

Thank you for taking the time to review these important safety policies. If you have any questions, be sure to ask them to your supervisor. Thanks for your time and please remember to work safe.

Sincerely,



Michael Hill General Manager and Safety Director

Spligitty Fiber Optic Services, Inc.

2 GOAL

The primary goal of the company is to continue operating a profitable business while making sure that every employee goes home safe and healthy, every day. To achieve a safe work environment every employee needs to take responsibility and be held accountable.

The benefits of creating and maintaining a safe and healthy work environment are:

- A safe and satisfying work environment.
- Minimizing injuries and accidents.
- Minimizing the loss of property and equipment.
- Eliminating potential fatalities.
- Eliminating potential permanent disabilities.
- Eliminating potential OSHA fines.
- Reducing workers' compensation costs.
- Reducing operating costs.

3 MANAGEMENT COMMITMENT

Management is committed to the company's safety policy, and will provide direction and motivation by:

- Appointing a safety director.
- Establishing company safety goals and objectives.
- Developing and implementing a written Safety and Health program.
- Ensuring total commitment to the Safety and Health program.
- Facilitating employees' safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees.
- Reviewing the Safety and Health program annually, and revising or updating as needed.
- Providing and/or directing the use of proper personal protective equipment.

4 SAFETY COMMITTEE AND SAFETY MEETINGS

The Committee shall consist of representatives from management and non-management employees with a chairperson elected by the committee. The committee is a forum, created for the purpose of fostering safety and health through communication.

The responsibilities of Safety Committee Members include:

- Discussing safety policies and procedures with management and making recommendations for improvements.
- Reviewing accident investigation reports on all accidents and "near-misses".
- Identifying unsafe conditions and work practices and making recommendations for corrections.

All employees shall attend and participate in the Weekly safety meetings. The Weekly safety meeting shall be conducted by a supervisor or designated safety representative. Problems that have arisen or that are anticipated shall be discussed along with any other safety and health topics. Each meeting will include:

- A discussion of any new identified hazards or concerns.
- A review of accidents, injuries, property losses, and “near misses”.
- An evaluation of accidents, injuries, property losses, and “near misses” for trends and similar causes to initiate corrective actions.
- A review of any open safety action items.

The Safety Director or designated representative must document the meetings using the form in the Appendix.

5 ASSIGNMENT OF RESPONSIBILITY

5.1 SAFETY DIRECTOR

The company has designated Michael Hill as our Safety Director. His phone number is:

Cell: (208) 908-8294

Email: mhill@spligitty.com

It shall be the duty of the Safety Director to assist the Area Managers and all other levels of Management in the initiation, education, and execution of an effective safety program including the following:

- Ensuring the flow of Safety related information works effectively both up to management and down to the field.
- Following up on recommendations, suggestions, etc., made at the weekly safety meetings.
- Documenting all topics of safety concerns.
- Assisting the personnel in the execution of standard policies.
- Conducting safety inspections on a periodic basis.
- Addressing all hazards or potential hazards as needed.
- Preparing monthly accident reports and investigations.
- Maintaining adequate stock of first aid supplies and other safety equipment to ensure their immediate availability.
- Making sure there are adequate numbers of qualified first aid certified personnel on the work site.
- Becoming thoroughly familiar with OSHA regulations and local and state safety codes.
- Defining the responsibilities for safety and health of all subordinates and holding each person accountable for their results through the formal appraisal system and where necessary, disciplinary procedures.
- Emphasizing to employees that accidents create unnecessary personal and financial losses.

5.2 AREA MANAGERS

The Area Managers will establish an operating atmosphere that insures that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control.

- Introducing the safety program to new employees.
- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
- Identifying operational oversights that could contribute to accidents which often result in injuries and property damage.
- Participating in safety and health related activities, including routinely attending safety meetings, reviews of the facility, and correcting employee behavior that can result in accidents and injuries.
- Spending time with each employee and new hire explaining the safety policies and the hazards of his/her particular work.
- Ensuring that initial orientation of "new hires" is carried out by a designated safety representative.
- Appointing a "Competent Person" to oversee, and instruct employees when necessary.
- Never short-cutting safety for expediency, nor allowing workers to do so.
- Enforcing safety rules consistently, and following the company discipline and enforcement procedures.
- Conducting a daily, job-site safety inspection and correcting noted safety violations.

5.3 FOREMEN/SUPERVISORS

The Foreman/Supervisor is responsible for his or her own safety as well as that of the employees in their crew. The Foreman/Supervisor ensures that they themselves and the crew members are adhering to established safety procedures including the following:

- Identifying potential hazards on the work site and briefing the crew prior to start of work.
- While working alongside crew, ensuring they perform their tasks in a safe manner.
- Reading, understanding and following safety and health rules and procedures.
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the safety policy.
- Performing all tasks safely as directed.
- Reporting ALL injuries, no matter how slight immediately, and seeking treatment promptly.
- Knowing the location of first aid, firefighting equipment, and other safety devices.
- Attending any and all required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION.

5.4 EMPLOYEES

It is the duty of each and every employee to know the safety rules, and conduct his or her work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for his or her protection. Every employee will receive an orientation when hired and receive a copy of the Company Safety and Health Program.

Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement.
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the supervisor/foreman.
- Performing all tasks safely as directed by the supervisor/foreman.
- Reporting ALL injuries, no matter how slight to the supervisor/foreman immediately, and seeking treatment promptly.
- Knowing the location of first aid, firefighting equipment, and other safety devices.
- Attending any and all required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION.

5.5 COMPETENT PERSON

"Competent person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. Competent persons have knowledge and expertise that allows them to work safely while performing specialized tasks.

It is our goal to bring every employee to the level of competent person so that they may be equally competent in the safety policies and practices that apply to work within the company.

The following activities require a competent person to perform them:

Subject	Operation
Site Safety and Health Program	<ul style="list-style-type: none"> • Responsible for the implementation and monitoring of the project safety and health plan and is capable of identifying existing and predictable hazards and has the authority to take prompt corrective measures.

Bucket Truck and Aerial Lift Platform Safety	<ul style="list-style-type: none"> • Having completed Aerial Safety training and passed associated testing. • Have a robust working knowledge of aerial work and potential dangers.
Confined Space Entry	<ul style="list-style-type: none"> • Have completed Confined Space Entry training and passed associated testing. • Competent in confined space personnel extraction.
Electrical Safety	<ul style="list-style-type: none"> • Have completed electrical safety training and have passed associated testing. • Identify potential electrical hazards in the workplace and mitigate those risks. • Report unavoidable dangers to management and stop work as required.
Fall Protection	<ul style="list-style-type: none"> • Implementing and monitoring the program in the work place. • Periodically review safe practices with crew members. • Participate in Safety Committee Meetings. • Train employees on the dangers of aerial construction work.
Fire Prevention	<ul style="list-style-type: none"> • Competent persons will have completed fire safety training and have passed associated testing. • Identify and resolve potential fire hazards in the workplace. • Implement and monitor established fire prevention plan.
Ladder Safety	<ul style="list-style-type: none"> • Competent persons will have completed Ladder Safety training and have passed an associated test of their knowledge. • Competent persons will instruct others on the proper use of ladders in the workplace. • Competent persons will be able to inspect and identify damaged or inoperable ladders.
Personal Protection Equipment (PPE)	<ul style="list-style-type: none"> • Proper use of PPE for the task at hand. • Identification of damaged and or inoperable PPE.

Trenching and Excavations	<ul style="list-style-type: none"> • Structural ramps that are used solely by employees as a means of access or egress from excavations shall be designed by a competent person. • If water is controlled or prevented from accumulating by the use of water removal equipment, the water removal equipment and operations shall be monitored by a competent person to ensure proper operation. • Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. • When material or equipment that is used for protective systems is damaged, a competent person shall examine the material or equipment and evaluate its suitability for continued use.
---------------------------	--

The company will designate employees as competent persons through training and evaluation. Employees should not perform these tasks unless they are evaluated and designated by the company as a competent person.

6 DISCIPLINE/ENFORCEMENT

The company seeks to establish and maintain standards of employee conduct and supervisory practices which will support and promote safe and effective business operations. These supervisory practices include administering corrective action when employee safety performance or conduct jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct undesirable employee behavior. Major elements of this policy include:

A. Constructive criticism/instruction by the employee’s supervisor/foreman to educate and inform employees of appropriate safety performance and behavior.

B. Correcting employee's negative behavior to the extent required.

C. Informing the employee that continued violation of company safety policies may result in termination.

D. Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

1. **VERBAL WARNING** informally documented, by supervisor/foreman or safety director for minor infractions of company safety rules. Supervisor/foreman or safety director must inform the employee what safety rule or policy was violated and how to correct the problem.

2. **WRITTEN WARNING**, documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in his or her personnel file.

3. **SUSPENSION**, for three (3) working days, when employee fails to appropriately respond or management determines the infraction is sufficiently serious.

4. **TERMINATION**, for repeated or serious safety infractions.

7 SAFETY TIME-OUT

If at any time safety on the job site is in question, any employee can stop work by calling a "Safety Timeout." The employee should announce the safety timeout, loud enough for his or her coworkers to hear, and the call should be repeated on the radio.

When employees hear that a safety timeout has been called, they must immediately put their equipment in a safe condition and stop work. Work will not recommence until a supervisor has

reviewed the concerns of the person calling the safety timeout and the unsafe condition has been corrected.

8 CONTROL OF HAZARDS

Where feasible, workplace hazards are prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthy exposure. Once a potential hazard is recognized, the elimination or control must be done in a timely manner. These procedures include measures such as the following:

- Maintaining all extension cords and equipment.
- Ensuring all guards and safety devices are working.
- Periodically inspecting the worksite for safety hazards.
- Establishing a medical program that provides applicable first aid to the site, as well as a nearby physician and emergency phone numbers.
- Addressing any and all safety hazards with employees.

9 FIRE PREVENTION

Fire prevention is an important part of protecting employees and company assets. Fire hazards must be controlled to prevent unsafe conditions. Once a potential hazard is recognized, it must be eliminated or controlled in a timely manner. The following fire prevention requirements must be met for each site:

- One conspicuously located 2A fire extinguisher (or equivalent) for every floor.
- One 2A conspicuously located fire extinguisher (or equivalent) for every 3000 sq/ft.
- A conspicuously located, 10B fire extinguisher for every location at which more than 5-gallons of flammable liquids or gas are stored.
- Generators and internal combustion engines located away from combustible materials.
- Site free from accumulation of combustible materials or weeds.
- No obstructions or combustible materials piled in the exits.
- No more than 25 gallons of combustible liquids stored on site.
- No LPG containers stored in any buildings or enclosed spaces.
- Fire extinguishers in the immediate vicinity where welding, cutting or heating is being done.
- Smoking is permitted only in designated areas.

10 TRAINING AND EDUCATION

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees at the site. Training is most effective when incorporated into performance requirements and job practices training.

Training programs should be provided as follows:

- Initially when the safety and health plan is developed.
- For all new employees before beginning work.
- When new equipment, materials, or processes are introduced.
- When procedures have been updated or revised.
- When experiences/operations show that employee performance must be improved.
- At least annually.

Besides the standard training, employees should also be trained in the recognition of hazards and be able to look at an operation and identify unsafe acts and conditions. A list of typical hazards employees should be able to recognize may include:

Fall Hazards - Falls from- Bucket Trucks, Aerial Lifts, Ladders (Straight and Step), Communication Poles, Man Holes, Tripping, Trenches, Steel Erection, Stairs, Chairs.

Electrical Hazards- Appliances, Damaged cords, Outlets, Overloads, Overhead High Voltage, Extension cords, Portable Tools (broken casing or damaged wiring), Grounding, Metal Boxes, Switches, Ground fault circuit interrupters (GFCI).

Housekeeping Issues - Exits, Walkways, Floors, Trash, Storage of Materials (Hazardous and Non-Hazardous), Subscribers Yards, etc.

Fire Hazards- Oily-Dirty Rags, Combustibles, Fuel Gas Cylinders, Exits (blocked) Trips/Slips Stairs, Un-even flooring, Electrical cords, icy walkways.

Health Hazards- Silicosis, Asbestos, Loss of hearing, Eye injury due to flying objects.

Training employees to recognize and report hazards, as well as appointing supervisors/foreman who are trained in correction of hazards will substantially reduce the likelihood of a serious injury.

11 FIRST AID

Arrangements must be made BEFORE starting the project, to provide for prompt medical response in the event of an emergency.

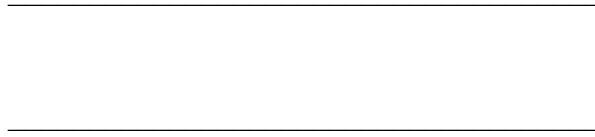
- In areas where severe bleeding, suffocation, or severe electrical shock can occur, a 3 to 4 minute response time is required.
- If medical attention is not available within 4 minutes, first aid trained personnel will be on site.
- An appropriate, weatherproof first aid kit must be on site. It must be checked weekly.
- Provisions for an ambulance or other transportation must be made in advance.
- Contact methods must be provided
- Telephone numbers must be posted where 911 is not available.

The company will ensure that an appropriate amount of first aid trained employees are on site. They will maintain appropriate first aid kits and check them weekly to assure they are properly stocked.

First aid kits are available at the following locations:

Within each company vehicle

At each company building



Every employee will be trained in the following emergency procedures:

- Evacuation plan
- Shutdown procedures for equipment
- Types of potential emergencies

It is the Employer's responsibility to review his or her job sites, and address all potential emergency situations.

12 REPORTING OF FATALITIES AND CATASTROPHES

In the event of a fatality (death on the job) or catastrophe (accident resulting in hospitalization of three or more workers), contact the Safety Director. The office and cell-phone numbers are:

Office: (406) 755-9388

Cell: (208) 908-8294

The Safety Director will in turn report it to the OSHA Hotline at **(800) 321-OSHA**, within 8 hours of the occurrence.

13 RECORDKEEPING AND OSHA LOG REVIEW

If an injury or accident should ever occur, employees are to report it to their supervisor/foreman immediately. The Supervisor/Foreman is to report it to the Area Manager and Safety Director. The Area Manager will fill out an incident report and forward it to the Safety Director. The Safety Director will maintain a log and summary for every recordable injury and illness. The entry should be logged within 7 days after the injury or illness has occurred. The OSHA 300 or equivalent shall be used as the log.

An OSHA recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid.

First Aid includes:

- Tetanus shots
- Band-aids or butterfly bandages
- Cleaning, flushing or soaking wounds
- Ace bandages and wraps
- Non-prescription drugs at non-prescription strength (Aspirin, Tylenol, Etc.)
- Eye patches, eye flushing and foreign body removal from eye with Q-tips
- Finger guards
- Hot or cold packs
- Drinking fluids for heat stress

An annual summary of recordable injuries and illnesses must be posted at a conspicuous location in the workplace and contain the following information:

1. Calendar Year
2. Company Name
3. Establishment Name
4. Establishment Address
5. Certifying Signature
6. Title
7. Date.

If no injury or illness occurred in the year, zeroes must be entered on the total line. The OSHA logs should be evaluated by the employer to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies.

14 ACCIDENT INVESTIGATION

14.1 SUPERVISORS/FOREMAN RESPONSIBILITIES

- Provide first aid, call for emergency medical care if required.
- If further medical treatment is required, arrange to have an employer representative accompany the injured employee to the medical facility.
- Secure area, equipment and personnel from injury and further damage.
- Contact Area Manager and Safety Director.

14.2 AREA MANAGER RESPONSIBILITIES

- Investigate the incident (injury)--gather facts, employee and witness statements; take pictures
- Complete an incident investigation report form (Included in Appendix) and the necessary workers' compensation paperwork within 24 hours whenever possible.
- Report findings to the Safety Director.
- Stop similar work on site that may result in a recurrence until cleared by the Safety Director.

14.3 SAFETY DIRECTOR RESPONSIBILITIES

- Review incident reports and supporting information with the Area Manager.
- Insure that corrective action to prevent a recurrence is taken.
- Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
- Discuss incident with other supervisors/foremen and other management.
- If the injury warrants time away from work, insure that the absence is authorized by a physician and that you maintain contact with your employee while he/she remains off work.
- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by the physician.
- When injured employee(s) return to work they should not be allowed to return to work without "return to work" release forms from the physician. Review the release carefully and insure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.
- Maintain OSHA reporting documents on the incident.

15 GENERAL SAFETY RULES AND PROCEDURES

- No employee is expected to undertake a job until that person has received adequate training.
- All employees shall be trained on every potential hazard that they could be exposed to and taught how to protect themselves.
- No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
- Only qualified trained personnel are permitted to operate machinery or equipment.
- All injuries must be reported to the supervision/foreman.
- Manufacturer's specifications /limitations /instructions shall be followed.
- Particular attention should be given to new employees and to employees moving to new jobs or performing non-routine tasks.
- All OSHA posters shall be posted.
- Emergency numbers shall be posted and reviewed with employees.
- Each employee in an excavation/trench shall be protected from cave-ins by an adequate protective system.
- Employees working in areas where there is a possible danger of head injury, excessive noise exposure, or potential eye and face injury shall be protected by Personal Protection Equipment (PPE).
- All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.

- All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.
- The employer shall insure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.
- All scaffolding shall be erected in accordance with the CFR 1926.451 subpart L regulations. Standard guardrails for fall protection and ladders for safe access shall be used.
- All places of employment shall be kept clean. The floor of every workroom shall be maintained, so far as practicable, in a dry condition. Standing water shall be removed.
- Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof footwear shall be provided.
- To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
- All floor openings, open sided floor and wall openings shall be guarded by standard railings and toe boards or a cover.
- The employer shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks.
- All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
- No construction loads shall be placed on a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.

- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

16 EMPLOYEE EMERGENCY ACTION PLAN

In the event of an emergency, such as a fire, the construction site will be evacuated as follows:

1. Critical plant operations and equipment shall be secured by pressing the emergency stop button.
2. Employees will immediately leave the site by the closest available safe exit.
3. Emergency personnel will be notified by dialing 911, reporting the location and nature of the emergency and directing the authorities to the site.
4. Employees will meet at a predetermined muster point.
5. The foreman or supervisor will make sure that all employees are present.
6. Missing employees will be reported to emergency services as soon as they arrive.
7. The company Safety Director will be contacted and informed of the emergency.

Project specific emergency action plans will be developed by the foreman and the safety director for each foreseeable emergency.

TRAINING: Before implementing emergency action plans, a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees will be designated and trained.

The plan will be reviewed with each employee covered by the plan at the following times:

1. Initially when the plan is developed or upon initial assignment.
2. Whenever the employee's responsibilities or designated actions under the plan change.
3. Whenever the plan is changed.

The plan will be kept at the worksite and made available for employee review.

18 SUPPORTING SAFETY PLAN POLICIES

In addition to this safety plan there are twelve accompanying policies that describe in detail the safety policies set forth by Spligitty Fiber Optic Services regarding specific operations within the company. These policies are to be distributed as part of the safety plan and as such are listed below for reference.

- Bucket Truck and Aerial Lift Platform
- Confined Space Entry
- Drug and Alcohol
- Electrical Safety
- Fall Protection
- Fire Prevention
- Hazardous Communication
- Ladder Safety
- OSHA Recordkeeping
- Personal Protective Equipment (PPE)
- Trips, Slips and Falls
- Chainsaw Safety
- Hand and Power Tool Safety
- Heat and Cold Stress
- Call Before You Dig

19 APPENDIX – FORMS

The following forms are for use as described in this safety and health plan. Additional forms can be obtained by contacting the Safety Director.

- Safety Meeting Minutes
- Policies and Procedure Acknowledgement
- Accident Reporting Form
- Accident Investigation Form
- Fall Protection Rescue Form
- Emergency Contact Information
- Job Hazard Analysis Form

SAFETY MEETING MINUTES

Date:

Time:

Location:

Attendees:

Name	Signature

Meeting Minutes:

Open Action Items

Safety Action Item	Person Responsible	Date Assigned	Date Due

POLICIES AND PROCEDURES ACKNOWLEDGEMENT

Name: _____

Job Title: _____

Location: _____

Date: _____

I have reviewed the company's safety program and am familiar with:

- Goals of the Safety Program.
- Safety Meeting Policies
- Employee and Supervisor Safety Responsibilities.
- Discipline and Enforcement Policies
- Safety Timeout Policy
- Hazard Control Requirements
- Fire Prevention Rules
- First Aid Requirements
- Accident Reporting and Investigation Policies
- General Construction Safety Rules
- Emergency Action Plan
- All Supporting Policies as Listed in Section 18

I have reviewed the site safety plan, and have been given the opportunity to ask questions and have any safety concerns addressed. I agree to work by the terms of the safety plan.

Employee Signature: _____

Name of Supervisor: _____

Signature of Supervisor: _____

ACCIDENT REPORTING FORM

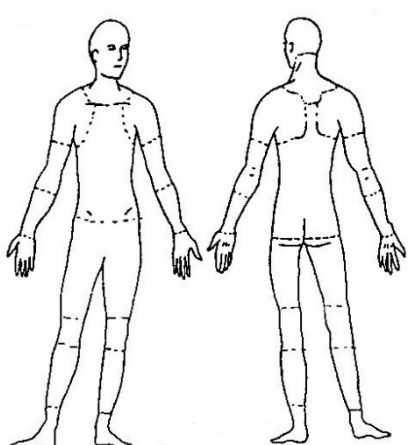
I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Employer:
Your signature (optional):	Date:

ACCIDENT INVESTIGATION FORM

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness.
 (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Final Report

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one)	This employee works:
	<input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	<input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing this job:

ACCIDENT INVESTIGATION FORM - CONTINUED

Step 2: Describe the incident	
Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other	
Names of witnesses (if any):	

Number of attachments	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			

ACCIDENT INVESTIGATION FORM - CONTINUED

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting by hand <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No	

ACCIDENT INVESTIGATION FORM - CONTINUED
Step 4: How can future incidents be prevented?
What changes do you suggest to prevent this injury/near miss from happening again?

- Stop this activity
 Guard the hazard
 Train the employee(s)
 Train the supervisor(s)
 Redesign task steps
 Redesign work station
 Write a new policy/rule
 Enforce existing policy
 Routinely inspect for the hazard
 Personal Protective Equipment
 Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

 Description continued on attached sheets:
Step 5: Who completed and reviewed this form? (Please Print)

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:

FALL PROTECTION JOB SITE RESCUE PLAN

Site Name or Location:

Date Plan in Effect:

Date Plan Expires:

Site Supervisor:

This site will use the following method for employee rescue from a fall: (Select One)

Rescue Provided By Emergency Services

Emergency Service Contact Number: 911 or Number of Local Rescue Contact

Emergency Service Hours of Operations: 24/7 or Hours of Operation

Special Instructions to Emergency Services: Enter any special instructions that Emergency Services should know

Rescue Provided By Employees

The Senior Authorized Rescuer on site is: Name of Senior Authorized Rescuer

Rescue equipment is stored at: Location

The following people are Authorized Rescuers for this location:

FALL PROTECTION JOB SITE RESCUE PLAN - CONTINUED

<u>Name of Authorized Rescuer</u>	<u>Date of Last Training</u>

EMERGENCY CONTACT INFORMATION

This must be filled out BEFORE beginning work on each site.

FOR _____ JOBSITE

CITY/LOCATION: _____

SUBDIVISION: _____

STREET NAME: _____

JOB ADDRESS: _____

JOB PHONE CONTACT: _____

EMERGENCY PHONE CONTACT NUMBERS

LOCAL FIRE DEPT/EMS AREA: _____

AMBULANCE SERVICE: _____

NEAREST MEDICAL
TREATMENT: _____

DIRECTIONS(EMS/Clinic/Dr.): _____

DIRECTIONS TO WORKSITE:

JOB HAZARD ANALYSIS FORM

Name of Assessor(s): _____ Location: _____

Date: _____

Task Description:

Required Job Steps	Potential Hazards	Controls & Recommended Actions	Training Associated

Required Job Steps	Potential Hazards	Controls & Recommended Actions	Training Associated

(Add rows by placing cursor in the right box of the last row and entering a tab.)

Acknowledgements

	Print Name	Signature	Date
Supervisor:			



Bucket Truck and Aerial Lift Platforms

Version: 20150211

Table of Contents

Purpose.....	2
Program Responsibilities	2
Management	2
Supervisors	2
Maintenance Supervisor	2
Employees	3
Training Requirements.....	3
Theory	3
Performance Requirements	3
Training Requirements for Employees Operating Unfamiliar Lifts	3
Retraining.....	4
Vehicle Inspections.....	4
Frequent Inspections	4
Periodic Inspections	4
Maintenance.....	5
Workplace Inspections.....	5
Operating Procedure	6
Inclement Weather	6
Program Evaluation	6

Purpose

The purpose of this program is to establish safety guidelines for employees who operate and perform work on aerial lift devices. Spligitty Fiber Optic Services, inc is committed to providing a safe work environment for all employees. All employees who are involved with aerial lift work will be trained on the hazards of such work and the requirements of this program.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide aerial lift machines and related equipment that is both OSHA and ANSI compliant.
2. To develop an aerial lift policy and revise it when necessary.
3. To identify employees who are affected by this policy and ensure that they receive the required training.
4. To provide required protective equipment to employees.
5. To provide technical support to employees for aerial lift equipment issues.
6. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
7. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

Supervisors

Supervisors have the following responsibilities:

1. To ensure that no employee operates or performs work on aerial lifts without receiving the required safety training.
2. To provide communication between employees and management on aerial lift safety issues.
3. To make sure that employees have available and use all required personal protective equipment.
4. To monitor employees to verify they are using safe work practices.

Maintenance Supervisor

The Spligitty Fleet Supervisor is in charge of the aerial lift maintenance program. Their responsibilities are:

1. To manage the aerial lift maintenance and repair program.
2. To coordinate and track aerial lift preventative and corrective maintenance items.
3. To collect and store all aerial lift safety reports and inspection forms.
4. To manage aerial lift inspection schedules.
5. To provide technical assistance as necessary to employees.
6. To periodically audit equipment and inspection records.

7. To maintain all operator manuals in good condition.

Employees

Employees have the following responsibilities.

1. To complete all required safety training before performing work with aerial lifts.
2. To wear all required personal protective equipment.
3. To work in accordance with the rules of this program.
4. To immediately report any safety issues to a supervisor.

Training Requirements

All operators and employees who work on aerial lift platforms must be trained on the safety requirements of vehicle operation and demonstrate proficiency at operating and performing work on the device. This training consists of both theory and demonstration of competency.

Theory

Employees must be trained on the following aerial lift safety subjects:

1. The purpose and use of the manuals.
2. That operating manuals are an integral part of the aerial device and must be properly stored on the vehicle when not in use.
3. The requirements for a pre-start inspection.
4. The responsibilities associated with problems or malfunctions affecting the operation of the aerial device.
5. Factors that affect aerial lift stability.
6. The purpose of placards and decals.
7. How to perform a workplace inspection.
8. Applicable safety rules and regulations, such as the National Electric Safety Code.
9. The authorization that is required to operate.
10. All operator warnings and instructions.
11. Proper use of fall protection equipment.
12. Any additional workplace safety hazards.

Performance Requirements

Once the employee has completed their safety theory training, they may be taught by a qualified individual to operate and perform work on the aerial lift. Employees must demonstrate operational proficiency. Once a qualified person has certified their ability, the employee may operate aerial lifts.

Training Requirements for Employees Operating Unfamiliar Lifts

When a trained operator is directed to operate an aerial device he/she is not familiar with, the operator, prior to operating, shall be instructed regarding the following items and issues:

1. The location of the manuals.
2. The purpose and function of all controls.
3. Safety devices and operating characteristics specific to the aerial device.

Retraining

The employee must be retrained with they demonstrate a lack of competency, a safety incident occurs, or when required by management.

Vehicle Inspections

Operational and safety inspections are required for all aerial lift devices. There are two types of inspections. “Frequent” inspections are required daily before use of the equipment. “Periodic” inspections are in-depth inspections that occur at a frequency designated by management and manufacturers recommendations.

Frequent Inspections

Frequent inspections must occur every day prior to the first use of the aerial lifts. Frequent inspections must be made in accordance with the manufacturer’s recommendation and must include, at a minimum, the following:

1. Operating controls and associated mechanisms for conditions interfering with proper operation.
2. Visual and audible safety devices for malfunction.
3. Hydraulic or pneumatic systems for observable deterioration or excessive leakage.
4. Fiberglass and other insulating components for visible damage or contamination.
5. Missing or illegible operational and instructional markings.
6. Electrical systems of/or related to the aerial device for malfunction, signs of excessive deterioration, dirt and moisture accumulation.
7. Visual inspection of bolts, pins, and other fasteners for loose, deformed or missing fasteners and other locking devices.

If a deficiency is found during the inspection, a written report must be turned into management and the equipment removed from service. Once the equipment has been repaired and certified safe by the maintenance supervisor, it can be returned to service.

Periodic Inspections

Periodic inspections must occur every year. These inspections must be documented and stored for at least five years. Periodic inspections must be made in accordance with the manufacturer’s recommendation and must include, at a minimum, the following checks:

1. Structural members for deformation, cracks or corrosion.
2. Parts, such as pins, bearings, shafts, gears, rollers, locking devices, chains, chain sprockets, wire and synthetic ropes, and sheaves for wear, cracks or distortion.
3. Hydraulic and pneumatic relief valve settings.

4. Hydraulic system for proper oil level.
5. Hydraulic and pneumatic fittings, hoses, and tubing for evidence of leakage, abnormal deformation or excessive abrasion.
6. Compressors, pumps, motors, and generators for loose fasteners, leaks, unusual noises or vibrations, loss of operating speed, and excessive heating.
7. Hydraulic and pneumatic valves for malfunction and visible cracks in the external valve housing, leaks, and sticking spools.
8. Visually inspect any vacuum prevention systems and verify function of such systems on Category “A” aerial devices.
9. Hydraulic and pneumatic cylinders and holding valves for malfunction and visible damage.
10. Hydraulic and pneumatic filters for cleanliness and the presence of foreign material in the system indicating other component deterioration.
11. Electrical systems and components for deterioration or wear including those not readily visible on a frequent inspection.
12. Performance test of all boom movements.
13. Condition and tightness of bolts and other fasteners.
14. Welds, as specified by the manufacturer.
15. Legible and proper identification, operational, and instructional markings.
16. If the aerial device is rated as an insulated device, the electrical insulating components and system(s) shall be thoroughly inspected for lack of cleanliness and other conditions that compromise insulation.

If a deficiency is found during the inspection, a written report must be turned into management and the equipment removed from service. Once the equipment has been repaired and certified safe by the maintenance supervisor, it can be returned to service.

Maintenance

The Maintenance Supervisor will establish and manage the aerial lift maintenance schedule in accordance with the recommendations of the manufacturer.

Workplace Inspections

Before an aerial platform lift is used and during its use, the operator shall check the area in which the aerial platform lift is to be used for possible hazards such as, but not limited to:

1. Drop-offs or holes.
2. Slopes.
3. Bumps and floor obstructions.
4. Debris.
5. Overhead obstructions and high voltage conductors.
6. Hazardous locations and atmospheres.
7. Inadequate surface and support to withstand all load forces imposed by the aerial platform lift.

8. Wind and weather conditions.
9. Presence of unauthorized people.
10. Other possible unsafe conditions.

Operating Procedure

To ensure safe practices, the following general procedure is used when an authorized user uses an aerial platform lift:

1. Obtain any necessary authorization to use the lift.
2. Perform a pre-start inspection.
3. Perform a workplace inspection in the area that the lift will be used.
4. Extend and adjust the outriggers, stabilizers, extendible axles, or other stability enhancing means.
5. Ensure that the guardrails are installed and are in place.
6. Ensure that the load being placed on the lift is within the rated capacity of the lift.
7. Test the controls of the lift.
8. Ensure that all personnel on the lift have been trained and authorized to operate or work on the platform.

Inclement Weather

The following special requirements apply to work on aerial lifts during inclement weather conditions.

Snow / Ice

Employees may not work during snowing conditions, unless the snow has stopped and all ice and snow has been removed from the work platforms.

High Winds

Employees may not work during high wind situations unless special precautions are taken. A competent person must determine that work can proceed safely by recommending the use of fall protection systems and wind screens that are used in accordance with OSHA standards.

Lightening

Employees are not allowed to perform work on scaffolding while lightning conditions exist, and must wait a suitable amount of time after storm passage to recommence work.

Program Evaluation

The company scaffolding safety program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this

program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.



Confined Space Entry Policy

Version: 20150211

Contents

1. Company policy	2
2. Responsibilities for managing the program.....	2
3. Identified Confined and Permit Required Confined Spaces.....	2
4. Permit Space Entry Procedures	4
5. Alternate Permit Space Entry Procedures	6
6. Reclassifying a permit space to a non-permit space.....	6
7. The Entry Permit	6
Entry Permit Procedure	7
8. Duties and Responsibilities	8
9. Employee Training	9
10. Rescue and Emergency Services	10
Non-entry rescue	10
On-site rescue and emergency services	10
Off-site rescue and emergency services	10
11. Annual Review of Program	11

1. Company policy

Spligitty Fiber Optic Services, inc. is committed to a safe, healthful workplace for its employees. The purpose of this written program is to identify all permit spaces at this workplace and ensure that all authorized employees will enter, work in, and exit the spaces safely. Spligitty Fiber Optic Services, inc. will inform all affected employees when there are changes to this written program.

Spligitty Fiber Optic Services, inc. will do the following to ensure the health and safety of those who work in and around permit spaces:

- Evaluate each confined space to determine if it has the characteristics of a permit space.
- Inform all employees of the location and the hazards in each permit space.
- Prevent unauthorized persons from entering a permit space.
- Train authorized entrants, attendants, and entry supervisors so that they have the skills necessary to fulfill their duties.
- Provide all necessary equipment for permit-space work at no cost to employees, maintain the equipment, and ensure that employees use the equipment properly.
- Inform contractors about the permit-space program and coordinate entry operations.
- Annually review the Confined Spaces program to ensure it is properly protecting employees.

2. Responsibilities for managing the program

Spligitty Fiber Optic Services, inc. designates the following persons to manage the permit-space program:

Person's name or position	Person's responsibility
All	Managing the overall program. Overall implementation and maintenance of the written program, including employee certification or training that satisfies the requirements of 1910.146.
All	Identifying permit-space locations. Location and identification of all permit spaces at this workplace.
All	Training affected employees. Ensure that authorized entrants, attendants, entry supervisors, and on-site emergency responders are properly trained and have periodic refresher training.
All	Planning for emergencies. Ensure that emergency responders are informed of all permit-required confined spaces at the workplace and have access to the spaces for drills and other training exercises.
All	Equipment. Ensure that all equipment for authorized attendants and entrants is properly maintained and is available when needed.

3. Identified Confined and Permit Required Confined Spaces

All Spligitty employees have identified and evaluated all enclosures that have the characteristics of confined spaces and permit spaces as shown below.

Space Location and Description	Type of space (check one)			
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>
	Confined space	<input type="checkbox"/>	Permit space	<input type="checkbox"/>

4. Permit Space Entry Procedures

If the space has atmospheric and non-atmospheric hazards and the hazards cannot be eliminated, employees must follow these procedures.

If contract only workers will enter the space:

If contract workers only will enter the permit space, Supervisor will inform the contractor about all hazards in the space, the permit-space program, and company safety rules. Supervisors will review and discuss each contracted job with the contractor before the work begins. The contractor will inform Supervisor about the permit-space program that the contractor will follow. If the contractor's permit-space program is less effective than the company's program, the contractor will follow the company's program.

If contract workers and company employees will enter the space:

Supervisor will coordinate entry operations with the contractor so that contract workers and company employees work together, following this company's permit space-program.

If company employees only will enter the space:

1. Pre-entry procedure

Task

- Obtain an entry permit.
 - Specify the acceptable conditions for entering the permit space. Entry into a permit space is prohibited until the atmosphere has been tested from outside the space. Tests must include those for *oxygen content*, *flammability*, and *toxic gasses*, in that order. The percentage of oxygen for entry must not be less than 19.5 percent nor more than 23.5 percent at normal atmospheric pressure. If the percentage of oxygen falls below 19.5 percent, entrants must use appropriate air-supplying respirators. The atmosphere in the space must be checked at least every continually or frequently monitored.
 - Provide authorized entrants with the opportunity to observe any monitoring or testing of the space.
 - Isolate the permit space from sources of hazardous energy. Disconnect hazardous equipment from the sources of hazardous energy, whenever possible. All chemical and steam pipes, treating agents, and lines must be blanked or removed. Electrical isolation must be accomplished by locking out circuit breakers or disconnects in the off position with a key-type lock. The key must remain with the authorized entrant. If more than one person enters the space, a group lockout procedure is allowed.
 - Purge, inert, flush, or ventilate the space to eliminate or control atmospheric hazards. Initial testing of the atmosphere must be performed from outside the space. Continuous ventilation must be maintained in the space, when possible.
 - Ensure that entrants have the equipment they need to do their jobs (including rescue equipment) and they know how to use the equipment.
-

Task

- Set up barriers, if necessary, to protect entrants from external hazards.
 - Post a warning at the entrance to the space that says: **WARNING, PERMIT-REQUIRED CONFINED SPACE. ENTRY BY PERMIT ONLY.** If special equipment is required for entry, the appropriate information may be included on the signs; for example: **RESPIRATOR REQUIRED FOR ENTRY** or **LIFELINE REQUIRED FOR ENTRY.**
 - Verify that conditions in the space are safe for the duration of entry.
 - Complete and sign the entry permit to authorize entry into the permit space.
 - Display the completed entry permit at the time of entry so that authorized entrants can confirm that pre-entry preparations have been completed.
-

2. Conditions during entry

- All electrical equipment in the space must be properly grounded.
- The space must have adequate illumination.
- All unauthorized persons must be kept away from the space.
- Welding and burning equipment other than torches and hoses must not be taken into the space. Gas cylinders or welding machines must remain outside the space. They must be blocked if they are on wheels. All welding equipment must have quick shut-offs that are under control of the attendant. When gas welding or cutting is suspended, the gas supply must be cut off at the cylinder and the torch removed from the confined space.
- The attendant must know how to shut down welding and burning equipment when entrants perform hot work.
- If entrants need a ladder to enter a permit space, the ladder must be secure and must not be removed when they are in the space.
- Entrants must leave the permit space immediately when any of the following occurs:
 1. An order to evacuate is given by the attendant or entry supervisor.
 2. An entrant recognizes any warning sign or symptom of exposure.
 3. An evacuation alarm is activated.
 4. An entrant is unable to communicate with the attendant.
- An attendant immediately outside the space must monitor authorized entrants. The attendant must have a means of continuous communication with entrants.
- If entrants are injured or become ill, the attendant must contact Supervisor.

3. Procedure following entry

- The entry supervisor will terminate entry and cancel the entry permit when entry operations have been completed or an emergency occurs in or near the space.
- Spligitty Fiber Optic Services, Inc. will retain each canceled entry permit for at least one year to evaluate the permit-space program.

5. Alternate Permit Space Entry Procedures

If the space has only an actual or potential atmospheric hazard that can be controlled by forced-air ventilation, employees can enter the space if they follow this procedure:

- Ensure that the space has only an actual or potential atmospheric hazard that can be controlled by forced-air ventilation sufficient to keep the space safe before employees enter and during the time they are in the space.
- Have monitoring and inspection data that show forced-air ventilation will keep the space safe during entry. Entrants must have the opportunity to review the data before they enter the space. Entry into a permit space is prohibited until the atmosphere has been tested from outside the space. Monitoring and inspection data must include *oxygen content*, *flammability*, and *toxic gasses*, in that order. The percentage of oxygen for entry must not be less than 19.5 percent nor more than 23.5 percent at normal atmospheric pressure.
- Ensure that any condition in the space that makes it unsafe to remove the entrance cover is eliminated before the cover is removed.
- Set up barriers, if necessary, to protect entrants from external hazards.
- Verify in writing that the space is safe for entry and that the above pre-entry measures have been taken. The written verification must show the date, the location of the space, and the signature of the person who determined the space was safe for entry. The verification must be completed before entry and must be made available to each authorized entrant.
- Periodically test the atmosphere in the space to ensure it is not hazardous. If entrants encounter a hazardous atmosphere, they must exit immediately.

6. Reclassifying a permit space to a non-permit space

A permit space can be reclassified as a non-permit space if no actual or potential atmospheric hazards exist and all other hazards in the space can be eliminated before employees enter. Employees can enter the space if they follow this procedure:

- Ensure that the space has no actual or potential atmospheric hazards. The space cannot be reclassified if actual or potential atmospheric hazards exist.
- Ensure that all other hazards in the space are eliminated before employees enter.
- Follow the written program and obtain an entry permit if it is necessary to enter the space to eliminate hazards or to test the space for atmospheric hazards.
- Document how all hazards in the space were eliminated.
- Certify that the space is hazard free with the name and signature of the person who made the determination.

7. The Entry Permit

Before employees enter a permit space, the entry supervisor must complete and sign an entry permit that verifies the permit space is safe for employees to enter. The entry permit must be posted at the permit-space entry and include the following information:

- Location of the permit space.
- Purpose of entry.
- Entry date and the time employees will enter.

- Authorized entrants' names.
- Authorized attendants' names.
- Entry supervisor's name and signature.
- Hazards in the space.
- How hazards will be controlled so that the space is safe to enter.
- Acceptable entry conditions.
- Testing data and testers' initials that certify the space is safe to enter.
- Names of emergency responders and instructions for contacting them.
- Communication procedures used by entrants and attendants.
- A list of all equipment, including PPE, necessary to ensure entrants' safety.
- A description of any other permits that entrants need to work in the space.

Entry Permit Procedure

- Obtain an entry permit before employees enter the space.
- Accomplish all pre-permit activities required for entering the space.
- Complete all items on the entry permit.
- Sign the permit. If any item on the permit is checked as "NO" (meaning not yet completed or available), the permit must not be signed.
- Attach a copy of the entry permit outside the confined space. Keep it there until the entry operations are finished and the entry supervisor cancels it.

8. Duties and Responsibilities

Authorized entrants, attendants, and entry supervisors have the following duties and responsibilities:

Duty/responsibility	Entrant	Attendant	Supervisor
Keep unauthorized entrants away from the space.		x	x
Remove unauthorized individuals who enter or who attempt to enter the permit space.			x
Communicate with entrants, monitor their status, and tell them when to evacuate.		x	
Inform the entrants and the entry supervisor if unauthorized persons enter the permit space.		x	
Communicate with the attendant regularly.	x		
Remain outside the space during entry operations until relieved by another attendant.		x	
Know the number and identity of authorized entrants.		x	
Use all equipment properly.	x	x	
Determine that acceptable entry conditions are maintained.			x
Exit from the permit space immediately upon an order to evacuate, an alarm warning, or a sign of a hazardous condition.	x		
Know permit-space hazards, including the mode, symptoms, and consequences of exposure.	x	x	x
Notify the attendant of any signs or symptoms of exposure to a hazardous condition	x		
Terminate the entry and cancel the permit when entry operations are finished or if a prohibited condition arises.			x
Verify that entry conditions are acceptable before signing the permit and allowing entry.			x
Perform non-entry rescues if necessary.		x	
Verify that rescue services are available and the means for summoning them are effective.			x
Summon emergency responders when entrants need their services.		x	

9. Employee Training

Spligitty Fiber Optic Services, Inc. will train all authorized entrants, attendants, and entry supervisors so that they have the understanding, knowledge, and skills necessary to perform their jobs.

Training will be provided in the following manner:

- Before the employee is a first assigned duty.
- Before there is a change in the employee's assigned duties.
- When there is a change in permit-space operations that presents a hazard for which the employee has not been trained.
- When the employee does not follow entry procedures.
- Refreshers as required.

The Training Program will consist of two components:

1. The Spligitty Fiber Optic Services, Inc. Confined Space Safety Program.
2. Each affected employee will be trained by the Supervisor for each Permit Required Confined Space entry. This training will include:
 - a. The nature of the hazards
 - b. Procedures to take when exposed to hazards.
 - c. Use of emergency and rescue equipment.
3. This tailboard meeting will be completed and filed with the cancelled Confined Space Entry Permit.

Spligitty Fiber Optic Services, Inc. will certify that employees have been trained by recording each employee's name, the type of training, the trainer's signature, and the training date. The record will be available for inspection by employees and their authorized representatives.

10. Rescue and Emergency Services

Non-entry rescue

Non-entry rescue is the preferred method for rescuing an entrant from a permit space. A retrieval system must be available to retrieve entrants from vertical permit spaces that are more than five feet deep. The retrieval system must be used to rescue an entrant unless the equipment would increase the entrant's risk of injury. Each authorized entrant must use a properly attached chest harness or full-body harness. Entrants may use wristlets if chest or full-body harnesses put them at a greater risk of injury in an emergency. The other end of the retrieval line must be attached to a retrieval system outside the permit space so that rescue can begin immediately.

If an entrant could be exposed to a substance for which a material safety data sheet is required to be kept, that MSDS must be made available to the medical facility that treats the entrant.

On-site rescue and emergency services

Employees will not enter a permit space to respond to an emergency unless they have been properly trained and equipped. If a permit-space rescue is necessary, the attendant is responsible for doing the following:

- Summoning emergency responders.
- Attempting to rescue entrants using only non-entry rescue equipment.
- Monitoring the emergency and informing responders about the number of victims, their condition, and the hazards in the space.

Only properly equipped, trained employees are permitted to enter a permit space during an emergency. Each employee who will enter a permit space in an emergency must do the following:

- Complete training required to establish proficiency as an authorized entrant.
- Complete training in basic first-aid and CPR.
- Complete training in use of personal protective and rescue equipment.
- Use appropriate personal protective and rescue equipment.
- Perform assigned rescue duties during a permit-space emergency.
- Practice a permit-space rescue at least once every 12 months.

Off-site rescue and emergency services

Spligitty Fiber Optic Services, Inc. has evaluated the ability of off-site emergency service providers to rescue entrants from the permit spaces identified at this site and has arranged with the following off-site responder to provide rescue and emergency services:

Off-site emergency service provider information	
Name of provider:	
Address of provider:	
Phone number:	
Approximate response time:	minutes

Spligitty Fiber Optic Services, Inc. has informed (type the name of off-site emergency service provider) of hazards that may exist in the permit spaces identified at this site and has given the provider access to the spaces to develop appropriate rescue plans and to practice rescues.

11. Annual Review of Program

Within one year of an entry operation, Spligitty Fiber Optic Services, Inc. must review canceled entry permits to identify program deficiencies. The review must be sooner if there is reason to believe that the program does not adequately protect employees. Actions to correct deficiencies must be documented and affected employees must be retrained.



Drug and Alcohol Policy

Revised May 2013

Contents

- Controlled (Chemical) Substance & Alcohol Use and Possession Policy 3
 - 1.Intoxicating Beverages.....3
 - 2.Chemical Substance 3
- Controlled (Chemical) Substance & Alcohol Testing Program..... 4
 - I Applicability 4
 - II.Definitions 4
 - III.Prohibited Conduct..... 5
 - IV.Drug and Alcohol Treatment Resources 6
 - V.Testing for Prohibited Substances 6
 - VII.Consequences of Engaging in Prohibited Conduct..... 7
 - VIII.Criminal Sanctions 8
 - IX.Loss of or Reduction in Benefits..... 8
 - X.Medical Marijuana 9
 - XI.Substance Abuse Professional Evaluation and Treatment 9
 - XII.Medical Review Officer (MRO)..... 9
 - XIII.Right of Rebuttal 9
 - XIV.Compensation..... 9
 - XV.Confidentiality..... 10
 - XVI.Program Administrator..... 10
 - XVII.Questions Regarding the Program 10
- Employee Receipt of Acknowledgement..... 10

CONTROLLED (CHEMICAL) SUBSTANCE AND ALCOHOL USE & POSSESSION POLICY

In order to protect the safety and security of the Company, its customers, employees and the general public, Spligitty Fiber Optic Services; hereinafter known as the Company; has adopted the following policy regarding the use and possession of controlled (chemical) substances and alcohol by its employees.

This policy applies to both commercial drivers who are subject to 49 CFR, 382 (subject employees) and all other employees who are not subject to these regulations (non-subject employees).

1. **INTOXICATING BEVERAGES**, without regard to alcohol content.
 - a. All employees are prohibited from being under the influence of any intoxicating beverage during working hours. No employee shall report for work while under the influence of any intoxicating beverage.
 - b. No employee shall consume any intoxicating beverage while on duty.
 - c. No employee shall use any intoxicating beverage on Company premises or in any motor vehicle owned or operated by the Company. No employee shall bring to or store in Company premises or any motor vehicle operated by the Company an intoxicating beverage.

2. **CHEMICAL SUBSTANCES**
 - a. **Prescription drugs.** A prescription drug is any substance that the use or consumption of which has been prescribed by a licensed medical doctor. Prescription drugs shall be used only in the quantity, manner, frequency, for the duration and by the person for whom they are prescribed. No employee shall both use a prescription drug and report for or remain at work in circumstances where the use of the prescription drug could impair the ability of the employee to safely perform the functions of his or her job as if no drug were in use. The Company may require a medical doctor's written statement to the effect that the use of a drug prescribed by that practitioner will not impair the employee's safe performance.
 - b. **Non-prescription substances.** No employee shall use any non-prescription substance in a manner which could impair the employee's safe performance of his/her duties.
 - c. **Illegal substances.** An illegal substance is any drug or other substance that the manufacture, distribution, transportation, possession, sale or consumption of which is illegal. All employees are prohibited from the manufacture, distribution, transportation, possession, sale or consumption of any illegal substance whether or not on duty or on Company premises.
 - d. **Medical Marijuana.** The use and/or possession of medical or recreational marijuana by employees, in any quantity or form, is strictly prohibited, whether or not on duty or on Company premises.

An employee who violates any of the above policies may be subject to discipline including termination of employment.

Spligitty Fiber Optic Services reserves the right to alter its policy without notice.

CONTROLLED (CHEMICAL) SUBSTANCE & ALCOHOL TESTING PROGRAM - SUMMARY DESCRIPTION

To ensure that its policy on Controlled (Chemical) Substance & Alcohol Use and Possession is adhered to; and to ensure compliance with 49 CFR, §§40 and 382; Spligitty Fiber Optic Services has adopted the following testing program for the detection of controlled (chemical) substance and alcohol use by its commercial vehicle drivers and other employees subject to the regulations.

Additionally, the Company has adopted this same program for its employees and prospective employees who are not subject to testing of controlled substances and alcohol under the FMCSR (non-subject employees), and reserves the right to expand the scope of testing beyond the requirements of the FMCSR, 49CFR, §382. This additional testing or expansion of testing is done at the sole discretion of the Company and is not being represented as being conducted under §382 of the Federal Motor Carriers Safety Regulations.

This program has been developed in accordance with Federal Motor Carrier Safety Regulations; 49 CFR, §§40 and 382; and the Montana Workforce Drug and Alcohol Testing Act and is administered in conformance with these laws and regulations.

I. Applicability

Subject Employees. Subject employees are employees who are subject to testing under the Federal Motor Carrier Safety Regulations, 49 CFR, §40 and §382. Included are; employees and prospective employees who operate a commercial motor vehicle in commerce in any state and who are required to hold a commercial driver's license; including full-time, non-temporary drivers, temporary, casual, intermittent or occasional drivers, leased drivers and independent, owner-operator contractors, who are either directly employed by or under lease to or who operate a commercial motor vehicle at the direction of or with the consent of the Company.

In addition to driver employees, all employees and prospective employees who perform safety sensitive functions as defined in 49 CFR, §382.107 are considered subject employees and will be tested in accordance with 49 CFR, §40 and §382. The terms employee and driver may be used interchangeably throughout this policy.

Non-Subject Employees. Non-subject employees are those employees who are not subject to Drug & Alcohol testing under 49 CFR, §382. Non-Subject employees will be tested in accordance with applicable state laws and regulations.

II. Definitions

Alcohol. Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

Controlled Substance. Controlled substance for purposes of this testing program means those substances so defined in 49 CFR §40.85, including but not limited to, marijuana, cocaine, opiates including heroine (6MAM metabolite), phencyclidine (PCP), amphetamines (including methamphetamine), and MDMA (ecstasy).

Fiduciary Function. (for non-subject employees only) A job function where an individual has access to monies, property or other objects of value belonging to the Company, its customers, its employees or others.

Performing a Safety-Sensitive Function (or security and/or fiduciary function for non-subject employees). A subject employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, immediately available to perform or has just completed performance of any safety-sensitive function.

A non-subject employee is considered to be performing a safety-sensitive, security or fiduciary functions during any period in which he or she is actually performing, ready to perform, immediately available to perform or has just completed the performance of work or the supervision of work on behalf of the Company.

Positive Test. A positive alcohol test is defined as one in which the employee's blood alcohol concentration is 0.04 or greater. This level of workplace alcohol impairment may be lower than the level established under state statutes for impaired driving (DUI).

A positive controlled (chemical) substance test is defined as one in which the confirmatory test levels meet or exceed the levels stated in 49 CFR, part 40.

Prohibited Conduct. Prohibited conduct is individual, personal conduct by an employee which is prohibited under the Company's Controlled (Chemical) Substance & Alcohol Use and Possession Policy and Testing Program.

Prohibited Substances. Prohibited substances include alcohol, alcoholic beverages, illegal substances (illegal drugs) and controlled substances (controlled drugs).

Refusal to Test. A refusal to test includes a failure to appear for any test within a reasonable time, as determined by the Company, after being directed to do so; failure to remain at the testing site until the testing process is complete; failure to provide a urine specimen for a drug test; failure to permit the observation or monitoring provision of a urine specimen in the case of a directly observed or monitored collection; failure to provide a sufficient urine or breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; failure or declining to take a second test the Company or the collector has directed the employee to take; failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Company as part of the procedures set forth in 49 CFR, §40.193 or §40.265, as applicable; failure to attempt to provide a saliva or breath specimen, as applicable; having an adulterated or substituted controlled substance test result, as verified by the MRO; failure to sign the certification of the Alcohol Testing Form; or failure to cooperate with any part of the testing process.

Safety-sensitive functions for Subject employees shall include, but not be limited to:

1. All time at a terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty;
2. All time inspecting equipment to make sure that the parts, accessories, and emergency equipment are in good working order and ready for use or otherwise inspecting, servicing, or conditioning any commercial vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Safety-sensitive, security and fiduciary functions for Non-Subject (Non-DOT) employees shall include, but not be limited to:

1. All time spent performing work, or the supervision of work for the company whether on company premises or not;
2. All time spent driving a company vehicle; AND
3. All time traveling to and from work-sites at the direction of the company.

Security Function. (for non-subject employees only) A job function where an individual has access to proprietary Company information, customer information or any other information that may be considered proprietary, confidential or personal in nature.

Substance Abuse Professional (SAP). A SAP is a licensed physician (Doctor of Medicine or Osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed certified employee assistance professional, or drug and alcohol counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC); or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse (ICRC); or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC). The SAP must also meet all requirements set forth in 49 CFR, §40.281.

III. Prohibited Conduct

The following conduct is prohibited:

1. Reporting for or remaining at work or on-duty requiring the performance of a safety-sensitive function (and/or security or fiduciary function for Non-Subject employees only) while having an alcohol concentration of 0.04 or greater.
2. Reporting for or remaining at work or on-duty requiring the performance of a safety-sensitive function (and/or security or fiduciary function for non-subject employees only) while the employee is under the influence of or impaired

by alcohol.

3. Using alcohol while at work or while performing a safety-sensitive function (and/or security or fiduciary function for non-subject employees only).
4. Reporting for work or performing a safety-sensitive function within four hours after using alcohol (subject employees only).
5. Using alcohol within eight hours following an accident, unless the employee undergoes a post-accident alcohol test first.
6. Reporting for or remaining at work or on-duty requiring the performance of a safety-sensitive function (and/or security or fiduciary function for non-subject employees only) when the employee uses any controlled substances, unless the use is pursuant to the instructions of a licensed medical doctor, who has advised the employee that the substance will not adversely affect the employee's ability to safely operate a commercial motor vehicle or perform their work functions in a safe manner.
7. Reporting for or remaining at work or on-duty requiring the performance of a safety-sensitive function (and/or security or fiduciary function for non-subject employees only) if the employee tests positive for controlled substances.
8. Refusing to submit to a drug or alcohol test.
9. Manufacturing, distributing, dispensing, possessing or using a controlled substance whether or not on company premises, in company vehicles, or while on company business, or engaging in any conduct prohibited by 49CFR, §382.

IV. DRUG AND ALCOHOL TREATMENT RESOURCES

Employees who may be engaged in substance abuse or have developed substance addiction may contact Kendra King at (801) 998-8152 for information regarding treatment programs and contacts. Additionally, abuse and addiction resource information is listed in the Drug and Alcohol - Use and Abuse Handbook provided to all employees by the Company

V. TESTING FOR PROHIBITED SUBSTANCES

Types and Frequency of Testing. Testing for controlled substances will be conducted as a condition of hire, on a random basis during employment, after certain work-related accidents, upon reasonable suspicion, before returning to duty after a confirmed positive test, and as a follow-up after a confirmed negative return-to-duty test.

Testing for alcohol will be conducted on a random basis during employment, after certain work-related accidents, upon reasonable suspicion, before returning to duty after a confirmed positive test, and as a follow-up after a confirmed negative return-to-duty test. All testing will be conducted in conformance with 49 CFR, §40.

Pre-Employment Testing. Every prospective employee is required to test negative for the use of controlled substances as a condition of hire. Employees returning to work for the Company after an absence of one month or more will be required to undergo pre-employment testing.

New hires and employees transferring into safety-sensitive positions, who are subject to FMCSR testing requirements, are also required as a condition of hire or transfer to provide written consent allowing the Company to obtain drug and alcohol testing information from DOT-regulated employers who have employed the employee during any period during the two years prior to the date of the employee's application or transfer.

Random Testing. Employees are subject to unannounced, random testing, which will be reasonably spaced over a twelve-month period. Employees will be selected on a random basis using a scientifically valid method, such that each employee has an equal chance of being tested each time selections are made.

Post-Accident Testing. Every covered employee who is involved in an accident requiring post-accident testing must provide a urine sample and a breath sample in accordance with the collection procedures of 49 CFR, §40. The urine samples must be provided as soon as possible following the accident but in no event later than thirty-two hours thereafter. The breath sample must be provided as soon as possible following the accident but in no event later than eight hours thereafter.

An accident requiring post-accident testing for a subject employee is an accident that: 1) results in the death of a human being; or 2) an accident in which the covered employee is cited for a moving traffic violation and there is either bodily injury to a person requiring immediate medical treatment away from the scene of the accident or disabling damage to a vehicle requiring it to be towed from the scene.

An accident requiring post-accident testing for a non-subject employee is an accident that: 1) results in the death of a human being; or 2) in which personal injury occurred; or 3) property damage in excess of \$1,500 occurred and the employer has reason to believe that the employee's act or failure to act is a direct or proximate cause of the work related accident.

If a controlled substance test required by this section is not administered within 32 hours following the accident, the Company shall cease attempts to administer the test and shall prepare and maintain a record stating the reasons the test was not promptly administered.

If an alcohol test required by this section is not administered within 8 hours following the accident, the Company shall cease attempts to administer the test and shall prepare and maintain a record stating the reasons the test was not promptly administered.

Reasonable Suspicion Testing. An employee will be required to submit to testing whenever a supervisor has reasonable suspicion to believe that the employee may have engaged in prohibited conduct within the meaning of this policy. The supervisor's determination that reasonable suspicion exists must be based on specific observations concerning the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion drug and alcohol testing may be conducted before, during, or after the employee performs a safety-sensitive function (and/or security or fiduciary function for non-subject employees only).

In the event of testing upon reasonable suspicion, the supervisor will prepare and sign a statement of conduct observed within 24 hours of the observed behavior or before test results are released, whichever occurs first. Supervisors must be trained in the observance of behavior related to the use of controlled substances and alcohol in accordance with 49 CFR, §382.603.

The Company will not permit the employee to perform or continue to perform a safety-sensitive functions (and/or security or fiduciary functions for non-subject employees only) until a drug or alcohol test is administered; and the employee's alcohol concentration measures less than 0.02 or twenty-four hours have elapsed following the reasonable suspicion determination; or the employee's drug testing results are verified as negative for the use of a controlled substance.

If a drug test required by this section is not administered within 32 hours following the reasonable suspicion determination, the Company shall cease attempts to administer a drug test and shall maintain a record stating the reasons for not administering the test.

If an alcohol test required by this section is not administered within eight hours following the reasonable suspicion determination, the Company shall cease attempts to administer an alcohol test and shall maintain a record stating the reasons for not administering the test.

Return-to-Duty Testing. If the Company chooses to permit an employee to return to the performance of safety-sensitive functions (and/or security or fiduciary functions for non-subject employees only) following a positive controlled substance or alcohol test, the employee must submit to return-to-duty testing prior to returning to work. The test cannot occur until after the SAP has determined that the employee has successfully complied with prescribed education and/or treatment.

An employee who engaged in prohibited conduct concerning controlled substances shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substance use. An employee who engaged in prohibited conduct concerning alcohol shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 before returning to duty requiring the performance of a safety-sensitive function (and/or security or fiduciary function for non-subject employees only).

Follow-up Testing. If the Company chooses to permit an employee to return to the performance of safety-sensitive functions (and/or security or fiduciary functions for non-subject employees only) following a positive controlled substance or alcohol test, the employee must submit to follow-up testing of a minimum of six unannounced tests during the first twelve months following a negative return-to-duty test. Moreover, the employee may be subject to additional follow-up testing during the forty-eight months following the initial twelve months of testing.

These follow-up tests will be in addition to any other tests the employee may be subject to (e.g. random, post-accident or reasonable suspicion testing).

VII. Consequences of Engaging in Prohibited Conduct

Any employee who engages in prohibited conduct under this policy will be subject to discipline, including possible termination of employment.

The Company will immediately remove an employee from performing safety-sensitive functions (and/or security or fiduciary functions for non-subject employees only), without pay, if it receives a verified positive, adulterated, or substituted drug test result or an alcohol test result of 0.04 or greater; or if the employee refuses to be tested.

An employee who has a confirmed alcohol concentration of greater than 0.02, but less than 0.04, will be removed from duty, without pay, until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Specific consequences for engaging in prohibited conduct include:

1. Pre-employment Testing. An applicant whose test results are positive for a controlled substance in a pre-employment test will not be considered for employment with the Company.

2. Random Testing. At its discretion, the Company may permit an employee whose test results are positive for a controlled substance or alcohol in a random test, an unpaid personal leave of absence in which time he/she must obtain substance abuse evaluation, counseling and/or treatment. If the employee fails to complete the required treatment or fails to return before the expiration of the unpaid leave, his or her employment with the Company will be terminated.

An employee whose test results for a second or subsequent random controlled substance or alcohol test are positive will have his/her employment with the Company terminated.

3. Post-accident Testing. An employee whose test results for a post-accident controlled substance or alcohol test are positive will have his or her employment with the Company terminated.

4. Reasonable Suspicion. At its discretion, the Company may permit an employee whose test results are positive for a controlled substance or alcohol in a reasonable suspicion test, an unpaid personal leave of absence in which time he or she must obtain substance abuse evaluation, counseling and/or treatment. If the employee fails to complete the required treatment or fails to return before the expiration of the unpaid leave, his/her employment with the Company will be terminated.

An employee whose test results for a second or subsequent reasonable suspicion controlled substance or alcohol test are positive will have his/her employment with the Company terminated.

5. Return-to-Duty. An employee whose test results for a return-to-duty controlled substance or alcohol test are positive will have his/her employment with the Company terminated.

6. Follow-up. An employee whose test results for a follow-up controlled substance or alcohol test are positive will have his/her employment with the Company terminated.

Employees who engage in prohibited conduct under this policy, and are granted a personal leave by the Company, will not perform safety-sensitive functions (and/or security or fiduciary functions for non-subject employees only) until they have completed the Substance Abuse Professional (SAP) referral, evaluation, and education/treatment process. The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with substance abuse.

Such employees will be subject to the standard testing program, and in addition must submit to unannounced follow-up testing. The number and frequency of the tests will be directed by the SAP and will consist of at least six tests in the first twelve months following the employee's return to duty. The SAP may also require follow up tests during the forty-eight months following the first twelve-month period.

VIII. CRIMINAL SANCTIONS

Individuals engaging in the manufacture, distribution, transportation, possession, sale or consumption of illegal substances may be subject to criminal charges under state and federal laws. These criminal charges may be brought by state and federal law enforcement agencies and are independent of this policy and program.

IX. LOSS OF OR REDUCTION IN BENEFITS

Individuals engaging in prohibited conduct may be subject to loss of or a reduction in benefits administered by individual states. Benefits that may be affected include, but are not limited to, unemployment compensation and worker's compensation. The loss or reduction of these benefits is governed by individual state laws and may be based on the individual's state of residency and the location of their employment.

X. MEDICAL MARIJUANA

Federal Motor Carrier Safety Regulations prohibit the use of Medical Marijuana by commercial motor vehicle drivers.

For employees not subject to the commercial motor vehicle regulations, the possession of medicinal marijuana is allowed for in a number of states. However, the Company has adopted a strict policy against the possession and use of medical marijuana, in any form or quantity, within the workplace and/or within the facilities and upon the premises of the Company.

The medical use of marijuana within the workplace means; the use of marijuana at any time which produces a level of THC (Tetrahydrocannabinol), or its metabolites, within a person's bodily system that equals or exceeds the detection levels established by the Federal Motor Carrier Safety Regulations, 49 CFR, §40; while performing work or the supervision of work within the workplace.

XI. SUBSTANCE ABUSE PROFESSIONAL EVALUATION AND TREATMENT

The Company may, at its discretion, allow an employee to return to work after testing positive for a controlled (chemical) substance or alcohol. If the Company so chooses, the employee will be given an unpaid personal leave in which to complete a Substance Abuse Professional (SAP) evaluation, referral, and/or education/treatment program. The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with substance abuse.

Before returning to work the employee must obtain a release from the SAP and provide it to the Company. The release must indicate that the SAP has determined that the employee can safely return to the performance of safety sensitive functions (and/or security or fiduciary functions for non-subject employees only). The release must also describe additional or ongoing treatment the employee must complete, if any. If allowed to return to work by the Company, the employee is required to abide by the SAP's recommendations for any ongoing treatment as a condition of continued employment. Failure to do so may result in disciplinary action, up to and including termination of employment.

Assessment by an SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with the Company. The costs for the SAP shall be paid by the employee receiving assistance.

If the employee does not complete the required SAP program **or** fails to return to work before the expiration of the personal leave period, his/her employment with the Company will be terminated.

XII. MEDICAL REVIEW OFFICER (MRO)

A Medical Review Officer (MRO) will review and process all test results in accordance with 49 CFR, §40, prior to reporting them to the Company. The MRO is a licensed physician who meets the requirements of 49 CFR, §40.121.

The MRO shall examine alternate medical explanations for any positive test result. Prior to making a final decision to verify a positive test result for an individual, the MRO shall give the employee an opportunity to discuss the test result with him or her. Any person testing positive for controlled (chemical) substances will be asked to provide information concerning legal use of controlled (chemical) substances (including prescription drugs) when such information might explain the presence of a controlled (chemical) substance.

XIII. Right of Rebuttal

The Company will provide the tested employee with a copy of the test report, upon request. The employee may request a retest of the split specimen, by an independent certified laboratory selected by the employee, within seventy-two hours after the employee has been notified of a positive test result for controlled (chemical) substances.

The employee may be responsible for payment of the additional testing. The employee will be given the opportunity to rebut or explain the results of either or both tests.

XIV. Compensation

Employees subject to testing will be compensated for their time while traveling to and from the collection or testing site and time spent undergoing collection or testing procedures. Prospective employees, whose negative drug test results are a condition for employment, will not be compensated for their time related to pre-employment drug testing.

XV. Confidentiality

Information regarding results of testing under this policy will be released only in accordance with 49 CFR, §382.14; or when required to do so by a court or government agency of proper jurisdiction.

Information obtained through testing that is unrelated to the use of a controlled (chemical) substance or alcohol will be held in strict confidentiality by the MRO and will not be released to the Company or Program Administrator.

XVI. Program Administrator

This Drug & Alcohol Testing Program is administered by:

SafeTrac Solutions, Inc (406) 727-9000
PO Box 911
Great Falls, Montana 59403-0911

The administrator provides the Company with UDS specimen collection, UDS testing, MRO services, alcohol testing, random selection and reporting services.

XVII. Questions Regarding the Program

Questions regarding the Company's Drug and Alcohol Testing Program can be answered by contacting Kendra King, at (801) 998-8152.

This testing program is intended to comply with 49 CFR, §§40 and 382 and the Montana Workforce Drug and Alcohol Testing Act and incorporates by reference these laws and regulations. This summary is provided as a convenience and is not intended to modify, expand or restrict the scope of the laws or regulations.

Spligitty Fiber Optic Services may change this program without notice.

© Copyright 2000-2013 - SafeTrac Solutions, Inc - All Rights Reserved

Receipt and Acknowledgment Drug and Alcohol Use & Possession Policy and Testing Program

I have been given a copy of Spligitty Fiber Optic Services Controlled (Chemical) Substance Use and Possession Policy and the Program Summary Description. Additionally, I have received educational materials regarding Alcohol & Substance Use & Abuse. I understand the Company's Controlled (Chemical) Substance Use and Possession Policy & Program and agree to abide by its terms. I also understand the consequences of my failure to comply.

Furthermore, I understand that my compliance with this policy and program is a condition of employment and continuing employment with Spligitty Fiber Optic Services. I voluntarily give my consent to submit to Controlled (Chemical) Substance and Alcohol Testing as described in this policy & program.

Date: _____/_____/_____

Print Name: _____

Signature: _____



ELECTRICAL SAFETY

Version: 20150211

The documents provided by Spligitty Fiber Optic Services Inc.® disclose proprietary company information that is copyright registered. Please hold these safety documents in confidence and do not share them with other organizations, unless approved by management.

Table of Contents

PURPOSE	2
SCOPE	2
RESPONSIBILITIES	2
Safety Managers/Coordinators	2
Supervisors	3
Employees	3
TRAINING	3
Requirements	3
Qualified Electrical Worker	3
PERSONAL PROTECTIVE EQUIPMENT	4
General Requirements	4
Flame-Resistant Apparel	6
Rubber Insulating Equipment	6
Insulated Tools and Materials	7
Entry Restrictions.....	7
PORTABLE ELECTRICAL EQUIPMENT AND EXTENSION CORDS	7
TEMPORARY WIRING	9
WET AREAS	10
WORKING ON DE-ENERGIZED EQUIPMENT	10
Electrically Safe Condition	10
Lockout/Tagout Program.....	11
VEHICULAR AND MECHANICAL EQUIPMENT	11
Elevated Equipment.....	12
Equipment Contact	12
Equipment Grounding	12
WORKING ON OR NEAR ENERGIZED EQUIPMENT	12
Energized Electrical Work Permit	13
Approach Distances To Exposed Live Parts.....	13
Other Precautions.....	14
ENERGIZED ELECTRICAL EQUIPMENT SAFETY PROGRAM	15
Equipment Labeling.....	15
CONTRACTOR EMPLOYEES	17
APPENDIX.....	18
Implementation Procedures for Arc Flash Considerations	18
Arc Flash Hazard Analysis	18
Approach boundaries to live parts for shock prevention	19

INTRODUCTION

Electrical work is an important part of our business. Spligitty Fiber Optic Services, Inc. is committed to providing a safe work environment for its employees. This electrical safety program is designed to minimize the hazards associated with electrical work. It establishes minimum standards to prevent hazardous electrical exposures to personnel and ensure compliance with regulatory requirements.

In order to maximize safety, all employees will:

- Work only on de-energized equipment, unless it increases the hazard, or it is not possible to complete critical work.
- Be well trained in safe electrical work practices.
- Utilize all required safety and personal protective equipment.

PURPOSE

The purpose of this program is to:

- Ensure the safety of employees who work on or near electrical equipment.
- Ensure understanding and compliance with safe electrical work practices.
- Comply with OSHA Standards and focus on the following priorities:
 1. Provide a safety program with defined responsibilities.
 2. Determine the degree of arc flash hazard by qualified personnel.
 3. Use appropriate hazard warnings.
 4. Provide personal protective equipment (PPE) for workers.
 5. Provide documented training to workers on Lockout/Tagout procedures and the hazards of arc flash.
 6. Provide appropriate tools for safe work.

SCOPE

This program applies to all company workers and contractors who are performing electrical work, or work that may have electrical hazards. Employees who work in the vicinity of electrical work are also covered.

RESPONSIBILITIES

Safety Managers/Coordinators

- Evaluate work being performed and determine compliance with this program.
- Provide or assist in the task of specific training for electrical work qualifications.
- Maintenance of training records.
- Periodically review and update this written program.

- Provide or coordinate general training for work units on the content of this program.
- Evaluate the overall effectiveness of the electrical safety program at least annually and whenever an electrical accident occurs.

Supervisors

- Will lead by example and promote electrical safety awareness to all employees.
- Ensure employees comply with the provisions of the electrical safety program.
- Ensure employees receive training appropriate to their assigned electrical tasks and maintain documentation of such training.
- Develop and maintain a listing of all qualified employees under their supervision.
- Ensure employees are provided with and use appropriate protective equipment.

Employees

- Follow the work practices described in this document, including the use of appropriate protective equipment and tools.
- Attend all training required relative to this program.
- Immediately report any concerns related to electrical safety to supervision.
- Do not perform any electrical work without proper training and equipment.

TRAINING

Requirements

Workers near energized or potentially energized electrical circuitry shall be trained in energized electrical safe work practices and procedures, and certified as a qualified electrical worker.

Qualified Electrical Worker

Employees must receive training in avoiding the electrical hazards associated with working on or near exposed energized parts prior to performing energized electrical work. Such training will be provided when the employee is initially assigned to the job. Refresher training will be provided every three years or when hazards change.

The following items are to be included in the training of Qualified Electrical Workers:

- The Lockout/Tagout Training Program including safe work practices required to safely de-energize electrical equipment.
- Universal electrical safety procedures.

- Skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.
- Perform on-the-job training with a qualified electrical worker.
- Skills and techniques necessary to determine the nominal voltage of exposed live parts.
- The approach distances and the corresponding voltages to which the qualified electrical worker will be exposed.
- Selection and use of proper work practices, personal protective equipment, tools, insulating and shielding materials and equipment for working on or near energized parts.

Qualified Electrical Workers must also be trained in recognizing signs and symptoms of electric shock, heart fibrillation, electric burns, and proper first aid protocols for these conditions. They must have the following training:

1. Basic Cardio Pulmonary Resuscitation (CPR);
2. Automatic External Defibrillator (AED); and
3. Contacting emergency personnel and basic first aid.

PERSONAL PROTECTIVE EQUIPMENT

General Requirements

- Employees working in areas where there are potential electrical hazards must be provided with and use personal protective equipment (PPE) that is appropriate for the specific work to be performed. The electrical tools and protective equipment must be specifically approved, rated, and tested for the levels of voltage of which an employee may be exposed.
- The company provides electrical protective equipment (Arc Flash Gear) required by this program. Such equipment shall include 11 calorie, and 40 calorie rated Arc Flash apparel (until a full arc flash hazard analysis is made), eye protection, head protection, hand protection, insulated footwear, and face shields where necessary.

Protective Clothing Characteristics

<u>Category</u>	<u>Cal/cm²</u>	<u>Clothing</u>
0	1.2	Untreated Cotton
1	5	Flame retardant (FR) shirt and FR pants
2	8	Cotton underwear, FR shirt and FR pants
3	25	Cotton underwear, FR shirt, FR pants and FR coveralls

4	40	Cotton underwear, FR shirt, FR pants and double layer switching coat and pants
---	----	--

- Employees shall wear nonconductive head protection whenever there is a danger of head injury from electric shock or burns due to contact with live parts or from flying objects resulting from an electrical explosion.
- Employees shall wear protective equipment for the eyes whenever there is a danger of injury from electric arcs, flashes, or from flying objects resulting from an electrical explosion.
- Employees shall wear rubber insulating gloves where there is a danger of hand or arm contact with live parts or possible exposure to arc flash burn.
- Where insulated footwear is used as protection against step and touch potential, dielectric overshoes shall be required. Insulated soles shall not be used as primary electrical protection.
- Face shields without arc rating shall not be used for electrical work. Safety glasses or goggles must always be worn underneath face shields.
- Additional illumination may be needed when using tinted face shields as protection during electrical work.
- Electrical Protective Equipment must be selected to meet the criteria established by the American Society of Testing and Materials (ASTM) and by the American National Standards Institute (ANSI).
- Insulating equipment made of materials other than rubber shall provide electrical and mechanical protection at least equal to that of rubber equipment.
- PPE must be maintained in a safe, reliable condition and be inspected for damage before each day's use and immediately following any incident that can reasonably be suspected of having caused damage.
- Employees must use insulated tools and handling equipment that are rated for the voltages to be encountered when working near exposed energized conductors or circuits. Tools and handling equipment should be replaced if the insulating capability is decreased due to damage.
- Fuse handling equipment (insulated for circuit voltage) must be used to remove or install fuses when the fuse terminals are energized. Ropes and hand lines used near exposed energized parts must be non-conductive.
- Protective shields, barriers or insulating materials must be used to protect each employee from shock, burns, or other electrical injuries while that person is working near exposed energized parts that might be accidentally contacted or where dangerous electric heating or arcing might occur.

Flame-Resistant Apparel

- FR apparel shall be visually inspected before each use. FR apparel that is contaminated or damaged shall not be used. Protective items that become contaminated with grease, oil flammable liquids, or combustible liquids shall not be used.
- The garment manufacturer's instructions for care and maintenance of FR apparel shall be followed.
- When the apparel is worn to protect an employee, it shall cover all ignitable clothing and allow for movement and visibility.
- FR apparel must cover potentially exposed areas as completely as possible. FR shirt sleeves must be fastened and FR shirts/jackets must be closed at the neck.
- Non-melting, flammable garments (i.e. cotton, wool, rayon, silk, or blends of these materials) may be used as underlayers beneath FR apparel.
- Fibers that can melt, such as acetate, nylon, polyester, polypropylene, and spandex shall not be permitted in fabric underlayers next to skin. (An incidental amount of elastic used on non-melting fabric underwear or socks shall be permitted).
- FR garments worn as outer layers over FR apparel (i.e. jackets or rainwear) must also be made from FR material.
- Flash suits must permit easy and rapid removal by the user.

Rubber Insulating Equipment

- Rubber insulating equipment includes protective devices such as gloves, sleeves, blankets, and matting.
- Insulating equipment must be inspected for damage before each day's use and immediately following any incident that could have caused damage.
- An air test must be performed on rubber insulating gloves before each use.
- Insulating equipment found to have defects that might affect its insulating properties must be removed from service until testing indicates that it is acceptable for continued use.
- Where the insulating capability of protective equipment is subject to damage during use, the insulating material shall be protected by an outer covering of leather or other appropriate materials.
- Rubber insulating equipment must be tested according to the schedule supplied by the manufacturer.

- Rubber insulating equipment must be stored in an area protected from light, temperature extremes, excessive humidity, ozone, and other substances and conditions that may cause damage.
- No repairs to rubber insulating equipment shall be attempted without the approval of the safety manager or coordinator.

Insulated Tools and Materials

- Only insulated tools and equipment shall be used within the Limited Approach Boundary of exposed energized parts.
- Insulated tools shall be rated for the voltages on which they are used.
- Insulated tools shall be designed and constructed for the environment to which they are exposed and the manner in which they are used.
- Fuse or fuse holder handling equipment, insulated for the circuit voltage, shall be used to remove or install a fuse if the fuse terminals are energized.
- Ropes and hand-lines used near exposed energized parts shall be nonconductive.
- Portable ladders used for electrical work shall have nonconductive side rails.

Entry Restrictions

- Barricades shall be used in conjunction with safety signs to prevent or limit access to work areas containing live parts. Conductive barricades shall not be used where they might cause an electrical hazard. Barricades shall be placed no closer than the Limited Approach Boundary.
- If signs and barricades do not provide sufficient protection, an attendant will be assigned to warn and protect pedestrians. The primary duty of the attendant shall be to keep an unqualified person out of the work area where an electrical hazard exists. The attendant shall remain in the area as long as there is a potential exposure to electrical hazards.

PORTABLE ELECTRICAL EQUIPMENT AND EXTENSION CORDS

The following requirements apply to the use of cord-and-plug-connected equipment and flexible cord sets (extension cords):

- Extension cords may only be used to provide temporary power.

- Portable cord-and-plug connected equipment and extension cords must be visually inspected before use on any shift for external defects such as loose parts, deformed and missing pins, or damage to outer jacket or insulation, and for possible internal damage such as pinched or crushed outer jacket. Any defective cord or cord-and-plug-connected equipment must be removed from service and no person may use it until it is repaired and tested to ensure it is safe for use.
- Extension cords must be of the three-wire type. Extension cords and flexible cords must be designed for hard or extra hard usage (for example, types S, ST, and SO). The rating or approval must be visible.
- Job-made extension cords are forbidden per the electrical code.
- Personnel performing work on renovation or construction sites using extension cords or where work is performed in damp or wet locations must be provided, and must use, a ground-fault circuit interrupter (GFCI).
- Portable equipment must be handled in a manner that will not cause damage. Flexible electric cords connected to equipment may not be used for raising or lowering the equipment.
- Extension cords must be protected from damage. Sharp corners and projects must be avoided. Flexible cords may not be run through windows or doors unless protected from damage, and then only on a temporary basis. Flexible cords may not be run above ceilings, or inside or through walls, ceilings or floors, and may not be fastened with staples or otherwise hung in such a fashion as to damage the outer jacket or insulation.
- Cords must be covered by a cord protector or tape when they extend into a walkway or other path of travel to avoid creating a trip hazard.
- Extension cords used with grounding-type equipment must contain an equipment-grounding conductor (i.e., the cord must accept a three-prong, or grounded plug).
- Attachment plugs and receptacles may not be connected or altered in any way that would interrupt the continuity of the equipment grounding conductor. Additionally, these devices may not be altered to allow the grounding pole to be inserted into current connector slots. Clipping the grounding prong from an electrical plug is prohibited.
- Flexible cords may only be plugged into grounded receptacles. The continuity of the ground in a two-prong outlet must be verified before use. It is recommended that the receptacle be replaced with a three-prong outlet. Adapters that interrupt the continuity of the equipment grounding connection may not be used.
- All portable electric equipment and flexible cords used in highly conductive work locations, such as those with water or other conductive liquids, or in places where employees are likely to contact water or conductive liquids, must be approved for those locations.

- Employee's hands must be dry when plugging and unplugging flexible cords and cord-and-plug connected equipment if energized equipment is involved.
- If the connection could provide a conducting path to employees hands (for example, if a cord connector is wet from being immersed in water), the energized plug and receptacle connections must be handled only with insulating protective equipment.
- Locking-type connectors must be properly locked into the connector.
- Lamps for general illumination must be protected from breakage, and metal shell sockets must be grounded.
- Temporary lights must not be suspended by their cords unless they have been designed for this purpose.
- Portable lighting used in wet or conductive locations, such as tanks or boilers, must be operated at no more than 12 volts or must be protected by GFCI's.
- Extension cords are considered to be temporary wiring, and must also comply with the section on "Requirements for Temporary Wiring" in this program.

TEMPORARY WIRING

Temporary electrical power and lighting installations 600 volts or less, including flexible cords, cables, and extension cords, may only be used during and for renovation, maintenance, repair, or experimental work. The duration for temporary wiring used for decorative lighting for special events and similar purposes may not exceed 90 days. The following additional requirements apply:

- Ground-fault protection (e.g., ground-fault circuit interrupters, or GFCI) must be provided on all temporary-wiring circuits, including extension cords, used on construction sites.
- In general, all equipment and tools connected by cord and plug must be grounded. Listed or labeled double insulated tools and appliances need not be grounded.
- Feeders must originate in an approved distribution center, such as a panel board, that is rated for the voltages and currents the system is expected to carry.
- Branch circuits must originate in an approved power outlet or panel board.
- Neither bare conductors nor earth returns may be used for the wiring of any temporary circuit.
- Receptacles must be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit must contain a separate equipment-grounding conductor, and all receptacles must be electrically connected to the grounding conductor.

- Flexible cords and cables must be of an approved type and suitable for the location and intended use. They may only be used for pendants, wiring of fixtures, connection of portable lamps or appliances, elevators, hoists, connection of stationary equipment where frequently interchanged, prevention of transmission of noise or vibration, data processing cables, or where needed to permit maintenance or repair. They may not be used as a substitute for fixed wiring, where run through holes in walls, ceilings or floors, where run through doorways, windows or similar openings, where attached to building surfaces, or where concealed behind building walls, ceilings or floors.
- Suitable disconnecting switches or plug connects must be installed to permit the disconnection of all ungrounded conductors of each temporary circuit.
- Lamps for general illumination must be protected from accidental contact or damage, either by elevating the fixture or by providing a suitable guard. Hand lamps supplied by flexible cord must be equipped with a handle of molded composition or other approved material and must be equipped with a substantial bulb guard.
- Flexible cords and cables must be protected from accidental damage. Sharp corners and projections are to be avoided. Flexible cords and cables must be protected from damage when they pass through doorways or other pinch points.

WET AREAS

Work in *wet* or *damp* work locations (i.e., areas surrounded or near water or other liquids) should not be performed unless it is absolutely critical. Electrical work should be postponed until the liquid can be cleaned up. The following special precautions must be incorporated while performing work in *damp* locations:

- Only use electrical cords that have Ground Fault Circuit Interrupters (GFCIs);
- Place a dry barrier over any wet or damp work surface;
- Remove standing water before beginning work. Work is prohibited in areas where there is standing water;
- Do not use electrical extension cords in wet or damp locations, and
- Keep electrical cords away from standing water.

WORKING ON DE-ENERGIZED EQUIPMENT

Electrically Safe Condition

The most important principle of electrical safety is to **assume all electric circuits are energized unless each involved worker ensures they are not**. Every circuit and conductor must be tested every time work is done on them. Proper PPE must be worn until the equipment is proven to be de-energized.

- Voltage rated gloves and leather protectors must be worn

- Electrically insulated shoes should be worn
- Approved insulating mats
- Safety glasses must be worn
- The required Arc Flash PPE must also be worn

There are six steps to ensure conditions for electrically safe work.

1. Identify all sources of power to the equipment. Check applicable up-to-date drawings, diagrams, and identification tags.
2. Remove the load current, and then open the disconnecting devices for each power source.
3. Where possible, visually verify that blades of disconnecting devices are fully open or that drawout-type circuit breakers are fully withdrawn.
4. Apply lockout/tagout devices in accordance with a formal, written policy.
5. Test each phase conductor or circuit part with an adequately rated voltage detector to verify that the equipment is de-energized. Test each phase conductor or circuit part both phase-to-phase and phase-to-ground. Check the voltage detector before and after each test to be sure it is working.
6. Properly ground all possible sources of induced voltage and stored electric energy (such as capacitors) before touching. If conductors or circuit parts that are being de-energized could contact other exposed conductors or circuit parts, apply ground-connecting devices rated for the available fault current.

The process of de-energizing is "live" work and can result in an arc flash due to equipment failure. When de-energizing, follow the procedures described in "Working On or Near Live Equipment."

Lockout/Tagout Program

All electrical workers will be trained on and follow the requirements of the company Lockout Tagout program. This is a prerequisite for any electrical work.

VEHICULAR AND MECHANICAL EQUIPMENT

When work must be performed near overhead lines, the lines shall be de-energized and grounded, or other protective measures shall be provided before work is started.

- If the lines are to be de-energized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to de-energize and ground them.

- If protective measures such as guarding, isolating, or insulating are provided, these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment

Elevated Equipment

Where any vehicle or mechanical equipment structure will be elevated near energized overhead lines, they shall be operated so that the Limited Approach Boundary distance of NFPA table 130.2(C), column 2, is maintained. However, under any of the following conditions, the clearances shall be permitted to be reduced:

- If the vehicle is in transit with its structure lowered, the Limited Approach Boundary distance to the overhead lines in NFPA Table 130.2 (C), column 2, shall be permitted to be reduced by 6 ft. If insulated barriers, rated for the voltages involved, are installed and they are not part of an attachment to the vehicle, the clearance shall be permitted to be reduced to the design working dimensions of the insulating barrier.
- If the equipment is an aerial lift insulated for the voltage involved, and if the work is performed by a qualified person, the clearance (between the un-insulated portion of the aerial lift and the power line) shall be permitted to be reduced to the Restricted Approach Boundary given in NFPA Table 130.2 (C), column 4.

Equipment Contact

Employees standing on the ground shall not contact the vehicle or mechanical equipment or any of its attachments, unless either of the following conditions applies:

- The employee is using protective equipment rated for the voltage.
- The equipment is located so that no un-insulated part of the structure (that portion of the structure that provide a conductive path to employees on the ground) can come closer to the line than permitted in NFPA 130.5 (E)(1).

Equipment Grounding

If any vehicle or mechanical equipment capable of having parts of its structure elevated near energized overhead lines is intentionally grounded, employees working on the ground near the point of grounding shall not stand at the grounding location whenever there is a possibility of overhead line contact. Additional precautions, such as the use of barricades or insulation, shall be taken to protect employees from hazardous ground potentials (step and touch potential), which can develop within a few feet or more outward from the ground point.

WORKING ON OR NEAR ENERGIZED EQUIPMENT

Working on live circuits means actually touching energized parts. Working near live circuits means working close enough to energized parts to pose a risk even though work is on de-energized parts. Common tasks where there may be a need to work on or near live circuits include:

- Taking voltage measurements
- Opening and closing disconnects and breakers
- Racking breakers on and off the bus
- Removing panels and dead fronts
- Opening electric equipment doors for inspection

Facilities should adopt standard written procedures and training for these common tasks. For instance, when opening and closing disconnects, use the **left-hand rule** when possible (stand to the right side of the equipment and operate the disconnect switch with the left hand).

Energized Electrical Work Permit

- If live parts are not placed in an electrically safe condition, work to be performed shall be considered energized electrical work and shall be performed by written permit only.
- Work related to testing, troubleshooting, and voltage measuring may be completed without a permit provided appropriate safe work practices and PPE are used.
- The permit must be originated by the qualified electrical worker.
- Energized Work Permits shall be submitted to the appropriate supervisor.
- The permit must be posted in an appropriate location where the energized work is taking place for the duration of the task.

Approach Distances To Exposed Live Parts

The National Fire Protection Association (NFPA) defines 3 approach distances for shock hazards and one for arc flash.

- The **limited approach boundary** is the distance from an exposed live part within which a shock hazard exists.
- The **restricted approach boundary** is the closest distance to exposed live parts a qualified person can approach without proper PPE and tools. Inside this boundary, accidental movement can put a part of the body or conductive tools in contact with live parts or inside the prohibited approach boundary. To cross the restricted approach boundary, the qualified person must:

Have an energized work permit that is approved by the supervisor or manager responsible for the safety plan.

Use PPE suitable for working near exposed live parts and rated for the voltage and energy level involved.

Be certain that no part of the body enters the prohibited space.

Minimize the risk from unintended movement by keeping as much of the body as possible out of the restricted space; body parts in the restricted space should be protected.

- The **prohibited approach boundary** is the minimum approach distance to exposed live parts to prevent flashover or arcing. Approaching any closer is comparable to making direct contact with a live part. To cross the prohibited approach boundary, the qualified person must:
 1. Have specified training to work on exposed live parts.
 2. Have a permit with proper written work procedures and justifying the need to work that close.
 3. Do a risk analysis.
 4. Have (2) and (3) approved by the appropriate supervisor.
 5. Use PPE appropriate for working near exposed live parts and rated for the voltage and energy level involved.

- The **Flash Protection Boundary** is the approach limit at a distance from exposed live parts within which a person could receive a second degree burn if an electrical arc flash were to occur.
 1. Use PPE appropriate for working near exposed live parts and rated for the voltage and energy level involved.
 2. For systems of 600 volts and less, the flash protection boundary is 4 feet, based on an available bolted fault current of 50 kA and a clearing time of 6 cycles for the circuit breaker to act, or any combination of fault currents and clearing times not exceeding 300 kA cycles.
 3. When working on de-energized parts and inside the flash protection boundary for nearby live exposed parts:
 - a. If the parts cannot be de-energized, use barriers such as insulated blankets to protect against accidental contact or wear proper PPE.

Other Precautions

When working on de-energized the parts, but still inside the flash protection boundary for nearby live exposed parts:

- If the parts cannot be de-energized, barriers such as insulated blankets must be used to protect against accidental contact or PPE must be worn.
- Employees shall not reach blindly into areas that might contain exposed live parts.

- Employees shall not enter spaces containing live parts unless illumination is provided that allows the work to be performed safely.
- Conductive articles of jewelry and clothing (such as watchbands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, metal headgear, or metal frame glasses) shall not be worn where they present an electrical contact hazard with exposed live parts.
- Conductive materials, tools, and equipment that are in contact with any part of an employee's body shall be handled in a manner that prevents accidental contact with live parts. Such materials and equipment include, but are not limited to long conductive objects such as ducts, pipes, tubes, conductive hose and rope, metal-lined rules and scales, steel tapes, pulling lines, metal scaffold parts, structural members, and chains.
- When an employee works in a confined space or enclosed spaces (such as a manhole or vault) that contain exposed live parts, the employee shall use protective shields, barriers, or insulating materials as necessary to avoid contact with these parts. Doors, hinged panels, and the like shall be secured to prevent them from swinging into employees. Refer to the confined space entry program.

ENERGIZED ELECTRICAL EQUIPMENT SAFETY PROGRAM

Equipment Labeling

Switchboards, panel boards, industrial control panels, and motor control centers must be labeled to warn workers of potential electric arc flash hazards.

- The term Industrial Control Panel covers every enclosure that may contain exposed energized conductors or components.
- Marking is intended to reduce the occurrence of serious injury or death due to arcing faults to workers working on or near energized electrical equipment.
- Markings (labels) shall be located so they are visible to personnel before examination, adjustment, servicing, or maintenance of the equipment.
- This DANGER label (or its equivalent) shall be used when information is not presently available. This is the minimum NEC 110.16 requirement.

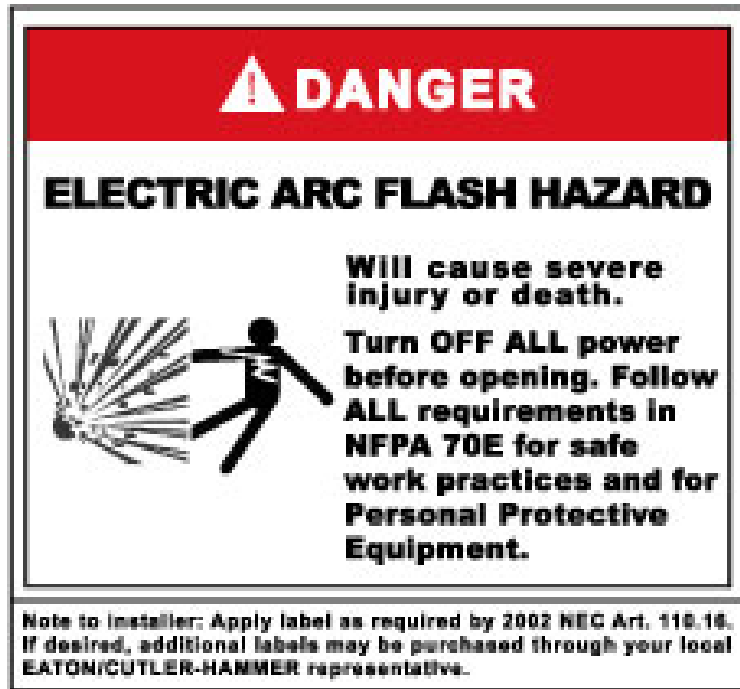


Figure 1 - Minimum Required Labeling

- The DANGER label should remind a qualified worker who intends to open the equipment for analysis or work:
 - Electric arc flash hazard exists
 - Turn off all power before opening
 - Follow all requirements of NFPA 70E for safe work practices and wear appropriate personal protective equipment (PPE) for the specific hazard.
- The second DANGER label (or its equivalent) shall be used when a qualified electrical worker or electrical engineer determines the values of the shock and flash protection information.



Figure 2 - The Preferred Label

- When arc flash and shock data are available for industrial control panels, labels shall include information on flash hazard boundary, the hazard category, required PPE, minimum arc rating, limited approach distances, restricted approach distances and prohibited approach distances.
- An unqualified person must not be near open energized equipment.

CONTRACTOR EMPLOYEES

- Safety programs used by contractors must meet or exceed all applicable guidelines of this Safety Program.
- Contractors are required to comply with applicable Safety and Health regulations such as OSHA, NFPA, and EPA.
- Contractors may be required to submit copies of their safety program to the safety coordinator upon request.

APPENDIX

Implementation Procedures for Arc Flash Considerations

1. Immediately place danger labels on equipment required to be labeled by NEC 110.16.
2. Until an arc flash hazard analysis can be made, a qualified Electrical Worker using NFPA Table 130.7(C)(9)(a), Hazard/Risk Category Selections, shall for each situation:
 - Determine the hazard/risk category
 - Determine the use of V-rated gloves
 - V-rated gloves are gloves rated and tested for the maximum line-to-line voltage upon work will be done.
 - Determine the use of V-rated tools
 - V-rated tools are tools rated and tested for the maximum line-to-line voltage upon work will be done.
3. The company will complete a flash hazard analysis as required by the NFPA.
 - The arc flash hazard analysis shall only be completed by a licensed electrical engineer.
 - The arc flash hazard analysis shall be completed on all major electrical system upgrades or renovations.
 - The arc flash hazard analysis shall be done for all new electrical system installations.
 - The company will prioritize arc flash hazard analysis for cases where:
 - Some equipment may be old, or possibly in poor condition, creating a greater potential for flashover.
 - Equipment requires greater than average maintenance.
 - Frequent use of high hazard/risk category personal protective equipment during the conduct of maintenance. Qualified electrical workers are frequently wearing high hazard/risk PPE.

Arc Flash Hazard Analysis

An Arc Flash Hazard analysis will be performed for any equipment where employees might approach an exposed electrical conductor or a circuit part that has not been put in an electrically safe condition.

An arc flash hazard analysis includes the following:

- Collect data on the facility's power distribution system.
 - Arrangement of components on a one-line drawing with nameplate specifications of every device.

- Lengths and cross-section area of all cables.
- Contact the electric utility for information including the minimum and maximum fault currents that can be expected at the entrance to the facility.
- Conduct a short circuit analysis followed by a coordination study.
- Feed the resultant data into the NFPA 70E-2000 or IEEE Standard 1584-2002 equations.
 - These equations produce the necessary **flash protection boundary distances** and **incident energy** to determine the minimum PPE requirement.
 - The **flash protection boundary** is the distance at which PPE is needed to prevent incurable burns (2nd degree or worse) if an arc flash occurs. (It is still possible to suffer 1st or 2nd degree burns.)
- For systems of 600 volts and less, the flash protection boundary is 4 feet, based on an available bolted fault current of 50 kA (kiloamps) and a clearing time of 6 cycles (0.1 seconds) for the circuit breaker to act, or any combination of fault currents and clearing times not exceeding 300 kA cycles (5000 ampere seconds).
- For other fault currents and clearing times, *see* NFPA 70E.

Approach boundaries to live parts for shock prevention

(All dimensions are distance from live part to employee)

Nominal system voltage range, phase to phase	Limited approach boundary		Restricted approach boundary (allowing for accidental movement)	Prohibited approach boundary
	Exposed movable conductor	Exposed fixed-circuit part		
0 to 50 volts	Not specified	Not specified	Not specified	Not specified
51 to 300 volts	10 ft. 0 in.	3 ft. 6 in.	Avoid contact	Avoid contact
301 to 750 volts	10 ft. 0 in.	3 ft. 6 in.	1 ft. 0 in.	0 ft. 1 in.
751 to 15 KV KV	10 ft. 0 in.	5 ft. 0 in.	2 ft. 2 in.	0 ft. 7 in.
15.1 kV to 36 KV	10 ft. 0 in.	6 ft. 0 in.	2 ft. 7 in.	0 ft. 10 in.
36.1 KV to 46 kV	10 ft. 0 in.	8 ft. 0 in.	2 ft 9 in.	1 ft. 5 in.
46.1 KV to 72.5 KV	10 ft. 0 in.	8 ft. 0 in.	3 ft 2 in.	2 ft. 1 in.
72.6 KV to 121 KV	10 ft. 8 in.	8 ft. 0 in.	3 ft. 3 in.	2 ft. 8 in.
138 to 145	11 ft 0 in	10 ft. 0 in.	3 ft. 7 in	3 ft. 1 in.
161 KV to 169 KV	11 ft 8 in.	11 ft. 8 in.	4 ft. 0 in.	3 ft. 6 in.
230 KV to 242 KV	13 ft. 0 in.	13 ft. 0 in.	5 ft. 3 in.	4 ft. 9 in.
345 KV to 262 KV	15 ft. 4 in	15 ft. 4 in.	8ft. 6 in.	8 ft. 0 in.

Source: From a portion of table 2-1.3.4, Approach Boundaries to Live Parts for Shock Protection (NFPA 70E Standard for Electrical Safety Requirements for Employee Workplaces, 2004 edition).

FR - flame resistant. ATPV - arc thermal performance exposure value of the clothing in calories/cm². *Source:* Based on Table F-1 in appendix F of NFPA 70E, *Electrical Safety Requirements for Employee Workplaces*, 2000.



Fall Protection

Version: 20150211

The documents provided by Spligitty Fiber Optic Services Inc.® disclose proprietary company information that is copyright registered. Please hold these safety documents in confidence and do not share them with other organizations, unless approved by management.

Table of Contents

1. Purpose	3
2. Policy	3
3. Fall Protection Program Responsibilities	3
A. Employer	3
B. Program Manager.....	3
C. Employees	4
4. Definitions	4
5. Work that Requires Fall Protection	6
6. Types of Fall Protection Systems	9
A. Covers	9
B. Guardrail Systems	9
C. Personal Fall Arrest Systems.....	10
D. Positioning Device Systems.....	11
E. Safety Monitoring Systems	11
F. Safety Net Systems.....	12
G. Warning Line Systems	12
7. Controlled Access Zones	13
8. Excavations	14
9. Protection From Falling Objects	14
10. Inspection, Maintenance and Storage	14
11. Rescue Plans	15
12. Accident Investigations	16
13. Training	16
14. Changes and Review	17

Spligitty Fiber Optic Services, Inc. Fall Protection Program

1. Purpose

The objective of the Spligitty Fiber Optic Services, Inc Fall Protection Program is to make sure that employees are protected from the hazards of working at heights. This program outlines the requirements for assessment and mitigation of fall hazards.

2. Policy

It is our policy to protect employees from occupational injuries by implementing and enforcing safe work practices and appointing a competent person(s) to manage the Fall Protection Program. The Spligitty Fiber Optic Services, Inc Fall Protection Program shall comply with the OSHA requirements. A copy of the OSHA Fall Protection Standard shall be made available to all employees, and may be obtained from the Safety Director.

3. Fall Protection Program Responsibilities

A. Employer

It is the responsibility of the company to provide fall protection equipment and training to affected employees, and to ensure that all employees understand and adhere to the procedures of this plan and follow the instructions of the Safety Director.

B. Program Manager

It is the responsibility of the Safety Director as the Fall Protection Program Manager to implement this program by:

1. Performing routine safety checks of work operations.
2. Coordinate or perform fall protection hazard assessments for job tasks.
3. Enforcing company safety policy and procedures.
4. Correcting any unsafe practices or conditions immediately.
5. Training employees and supervisors in recognizing fall hazards and the use of fall protection systems.
6. Maintaining records of employee training, equipment issue, and fall protection systems used at jobsites.
7. Investigating and documenting all incidents that result in employee injury.

C. Employees

It is the responsibility of all employees to:

1. Understand and adhere to the procedures outlined in this Fall Protection Program.
2. Follow the instructions of the Safety Director.
3. Bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees.
4. Report any incident that causes injury to an employee, regardless of the nature of the injury.

4. Definitions

Anchorage: a secure point of attachment for lifelines, lanyards, or deceleration devices.

Body belt: a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

Body harness: straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

Connector: A device that is used to couple (connect) parts of a personal fall arrest system or positioning device system together.

Controlled access zone: a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems (guardrail, personal arrest, or safety net) to protect the employees working in the zone.

Deceleration device: any mechanism, such as a rope, grab, rip stitch lanyard, specially-woven lanyard, tearing lanyard, deforming lanyard, or automatic self-retracting lifeline/lanyard, which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.

Deceleration distance: the additional vertical distance a falling person travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which a deceleration device begins to operate.

Guardrail system: a barrier erected to prevent employees from falling to lower levels.

Hole: a void or gap two (2) inches (5.1 centimeters) or more in the least dimension in a floor, roof, or other walking/working surface.

Lanyard: a flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

Leading edge: the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as a deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed.

Lifeline: a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), that serves as a means for connecting other components of a personal fall arrest system to an anchorage.

Low slope roof: a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

Opening: a gap or void 30 inches (76 centimeters) or more high and 18 inches (46 centimeters) or more wide, in a wall or partition through which employees can fall to a lower level.

Personal fall arrest system: a system including but not limited to an anchorage, connectors, and a body harness used to arrest an employee in a fall from a working level.

Positioning device system: a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning backwards.

Rope grab: a deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest a fall.

Safety monitoring system: a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Self-retracting lifeline/lanyard: a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal employee movement and which, after onset of a fall, automatically locks the drum and arrests the fall.

Snaphook: a connector consisting of a hook-shaped member with a normally closed keeper, or a similar arrangement, which may be opened to permit the hook to receive an object and, when released automatically, closes to retain the object.

Steep roof: a roof having a slope greater than 4 in 12 (vertical to horizontal).

Toe board: a low protective barrier that prevents material and equipment from falling to lower levels and which protects personnel from falling.

Unprotected sides and edges: any side or edge (except at entrances to points of access) of a walking/working surface (e.g., floor, roof, ramp, or runway) where there is no wall or guardrail system at least 39 inches (1 meter) high.

Walking/working surface: any surface, whether horizontal or vertical, on which an employee walks or works, including but not limited to floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel. Does not include ladders, vehicles, or trailers on which employees must be located to perform their work duties.

Warning line system: a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

5. Work that Requires Fall Protection

As a general rule, any work that occurs six or more feet above a lower level must involve the use of fall protection. Employees must also use fall protection if there is a danger of falling into hazardous equipment. A supervisor competent in the use of fall protection shall evaluate the worksite(s) and determine the specific type(s) of fall protection to be used in the following situations. An alternative Fall Protection Plan will only be used if conventional fall protection is impractical and increases the hazards to the employees.

A. Framework and Reinforcing Steel

Fall protection will be provided when an employee is climbing or moving at a height of over 24 feet when working with rebar assemblies.

B. Hoist Areas

Guardrail systems or personal fall arrest systems will be used in hoist areas when an employee may fall six (6) feet or more. If guardrail systems must be removed for hoisting, employees are required to use personal fall arrest systems.

C. Holes

Covers or guardrail systems shall be erected around holes (including skylights) that are six (6) feet or more above lower levels. If covers or guardrail systems must be removed, employees are required to use personal fall arrest systems.

D. Leading Edges

Guardrail systems, safety net systems, or personal fall arrest systems shall be used when employees are constructing a leading edge that is six (6) feet or more above lower levels. An alternative Fall Protection Plan shall be used if the Safety Director determines that the implementation of conventional fall protection systems is infeasible or creates a greater hazard to employees. All alternative Fall Protection Plans for work on leading edges shall:

1. Be written specific to the particular jobsite needs;
2. Include explanation of how conventional fall protection is infeasible or creates a greater hazard to employees;
3. Explain what alternative fall protection will be used for each task;
4. Be maintained in writing at the jobsite and,
5. Meet the requirements of 29 CFR 1926.502(k).

E. Overhand Bricklaying and Related Work

Guardrail systems, safety net systems, personal fall arrest systems, or controlled access zones shall be provided to employees engaged in overhead bricklaying or related work six (6) feet or more above the lower level. All employees reaching more than ten (10) inches below the walking/working surface shall be protected by guardrail systems, safety net systems, or personal fall arrest systems.

F. Precast Concrete Erection

Guardrail systems, safety net systems, or personal fall arrest systems shall be provided to employees working six (6) feet or more above the lower level while erecting or grouting precast concrete members. An alternative Fall Protection Plan

shall be used if the Safety Director determines that the implementation of conventional fall protection systems is infeasible or creates a greater hazard to employees. All alternative Fall Protection Plans for precast concrete erection shall:

1. Be written specific to the particular jobsite needs;
2. Include explanation of how conventional fall protection is infeasible or creates a greater hazard to employees;
3. Explain what alternative fall protection will be used for each task;
4. Be maintained in writing at the jobsite; and
5. Meet the requirements of 29 CFR 1926.502(k).

G. Residential Construction

Guardrail systems, safety net systems, or personal fall arrest systems shall be provided to employees working six (6) feet or more above the lower level on residential construction projects. However, certain tasks may be performed without the use of conventional fall protection if the Safety Director has determined that such fall protection is infeasible or creates greater hazards to employees. The Safety Director shall follow the guidelines of 29 CFR 1926, Subpart M, Appendix E in the development of alternative Fall Protection Plans for residential construction projects (see Attachment A).

H. Roofing

1. Low-Slope Roofs

Fall protection shall be provided to employees engaged in roofing activities on low-slope roofs with unprotected sides and edges six (6) feet or more above lower levels. The type(s) of fall protection needed shall be determined by the Safety Director, and may consist of guardrail systems, safety net systems, personal fall arrest systems, or a combination of a warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted.

2. Steep Roofs

Guardrail systems with toe boards, safety net systems, or personal fall arrest systems will be provided to employees working on a steep roof with unprotected sides and edges six (6) feet or more above lower levels.

I. Wall Openings

Guardrail systems, safety net systems, or a personal fall arrest system will be provided to employees working on, at, above, or near wall openings when the outside bottom edge of the wall opening is six (6) feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface.

J. Ramps, Runways, and Other Walkways

Employees using ramps, runways, and other walkways six (6) feet or more above the lower level shall be protected by guardrail systems.

6. Types of Fall Protection Systems

A. Covers

1. All covers shall be secured to prevent accidental displacement.
2. Covers shall be color-coded or bear the markings "HOLE" or "COVER".
3. Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.
4. Covers shall be able to support twice the weight of employees, equipment, and materials that might cross them.

B. Guardrail Systems

Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined that erecting such systems will not cause an increased hazard to employees. The following specifications will be followed in the erection of guardrail systems. Toprails shall be:

1. At least $\frac{1}{4}$ inch in diameter (steel or plastic banding is unacceptable).
2. Flagged every six (6) feet or less with a high visibility material if a wire top rope is used.
3. Inspected as frequently as necessary to ensure strength and stability.
4. Forty-two (42) inches (plus or minus three (3) inches) above the walking/working level.

5. Adjusted to accommodate the height of stilts, if they are in use.

Midrails, screens, mesh, intermediate vertical members, and solid panels shall be erected in accordance with the OSHA Fall Protection Standard.

The guardrails must be surfaced to prevent injury to employees from punctures, abrasion, or lacerations.

Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.

C. Personal Fall Arrest Systems

1. Personal fall arrest systems shall be issued to and used by employees as determined by the Fall Protection Coordinator and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall:

- a. Limit the maximum arresting force to 1800 pounds.
- b. Be rigged so an employee cannot free fall more than six feet or contact any lower level.
- c. Bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half (3 ½) feet.
- d. Be strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet (or the free fall distance permitted by the system, whichever is less).
- e. Be inspected prior to each use for damage and deterioration.
- f. Be removed from service if any damaged components are detected.
- g. Meet the design requirements of the OSHA Fall Protection standard.

2. All components of a fall arrest system shall meet the specifications of the OSHA Fall Protection Standard, and shall be used in accordance with the manufacturer's instructions.

- a. The use of non-locking snaphooks is prohibited.
- b. Dee-rings and locking snaphooks shall:

- i. have a minimum tensile strength of 5000 pounds; and
- ii. be proof-tested to a minimum tensile load of 3600 pounds without cracking, breaking, or suffering permanent deformation.

c. Lifelines shall be:

- i. Designed, installed, and used under the supervision of a competent fall protection supervisor.
- ii. Protected against cuts and abrasions.
- iii. Equipped with horizontal lifeline connection devices capable of locking in both directions on the lifeline when used on suspended scaffolds or similar work platforms that have horizontal lifelines that may become vertical lifelines.
- iv. Able to maintain a safety factor of at least 2.

d. Self-retracting lifelines and lanyards must have ropes and straps (webbing) made of synthetic fibers, and shall:

- i. Sustain a minimum tensile load of 3600 pounds if they automatically limit free fall distance to two (2) feet.
- ii. Sustain a minimum tensile load of 5000 pounds (includes rip stitch, tearing, and deforming lanyards).

e. Anchorages must support at least 5000 pounds per person attached and shall be:

- i. Designed, installed, and used under the supervision of a competent fall protection supervisor.
- ii. Capable of supporting twice the weight expected to be imposed on it.
- iii. Independent of any anchorage used to support or suspend platforms.

D. Positioning Device Systems

Body belt or body harness systems shall be set up so that an employee cannot fall, and shall be secured to an anchorage capable of supporting twice the potential impact load or 3000 pounds, whichever is greater. Body belts will not be used for fall arrest. Requirements for snaphooks, dee-rings, and other connectors are the same as detailed in this Program for fall arrest systems.

E. Safety Monitoring Systems

In situations when no other fall protection has been implemented, a competent fall protection supervisor shall monitor the safety of employees in these work areas. This person shall be:

1. Competent in the recognition of fall hazards.
2. Capable of warning workers of fall hazard dangers or when they are working in an unsafe manner.
3. Operating on the same walking/working surfaces as the employees and able to see them.
4. Close enough to work operations to communicate orally with employees.
5. Free of other job duties that might distract them from the monitoring function.

No employees other than those engaged in the work being performed under the Safety Monitoring System shall be allowed in the area. All employees under a Safety Monitoring System are required to promptly comply with the fall hazard warnings of the Safety Monitor.

F. Safety Net Systems

1. Safety net systems must be installed no more than 30 feet below the walking/working surface with sufficient clearance to prevent contact with the surface below, and shall be installed with sufficient vertical and horizontal distances as described in the OSHA Fall Protection Standard.
2. All nets shall be inspected at least once a week for wear, damage, or deterioration. Defective nets shall be removed from use and replaced with acceptable nets.
3. All nets shall be in compliance with mesh, mesh crossing, border rope, connection specifications, and drop tests as described in the OSHA Fall Protection Standard.
4. When nets are used on bridges, the potential fall area from the walking/working surface shall remain unobstructed.
5. Objects that have fallen into safety nets shall be removed as soon as possible and at least before the next working shift.

G. Warning Line Systems

Warning line systems consisting of supporting stanchions and ropes, wires, or chains shall be erected around all sides of roof work areas.

1. Lines shall be flagged at no more than six (6) foot intervals with high-visibility materials.
2. The lowest point of the line (including sag) shall be between 34 and 39 inches from the walking/working surface.
3. Stanchions of warning line systems shall be capable of resisting at least 16 pounds of force.
4. Ropes, wires, or chains must have a minimum tensile strength of 500 pounds.
5. Warning line systems shall be erected at least six (6) feet from the edge, except in areas where mechanical equipment is in use. When mechanical equipment is in use, warning line systems shall be erected at least six (6) feet from the parallel edge, and at least ten (10) feet from the perpendicular edge.

7. Controlled Access Zones

A. When approved by a supervisor, masons are the only authorized employees permitted to enter controlled access zones and areas from which guardrails have been removed. All other workers are prohibited from entering controlled access zones.

B. Controlled access zones shall be defined by control lines consisting of ropes, wires, tapes, or equivalent material, with supporting stanchions, and shall be:

1. Flagged with a high-visibility material at six (6) foot intervals.
2. Strong enough to sustain stress of at least 200 pounds.
3. Extended along the entire length of an unprotected or leading edge.
4. Parallel to the unprotected or leading edge.
5. Connected on each side to a guardrail system or wall.
6. Erected between six (6) feet and 25 feet from an unprotected edge, except in the following cases:
 - a. When working with precast concrete members: between six (6) feet and 60 feet from the leading edge, or half the length of the member being erected, whichever is less; or

- b. When performing overhand bricking or related work: between ten (10) feet and 15 feet from the working edge.

8. Excavations

Fall protection will be provided to employees working at the edge of an excavation that is six (6) feet or deeper. Employees in these areas are required to use the fall protection systems as designated in this program.

- A. Excavations that are six (6) feet or deeper shall be protected by guardrail systems, fences, barricades, or covers.
- B. Walkways that allow employees to cross over an excavation that is six (6) feet or deeper shall be equipped with guardrails.

9. Protection From Falling Objects

When guardrail systems are in use, the openings shall be small enough to prevent potential passage of falling objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.

- A. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.
- B. Excess debris shall be removed regularly to keep work areas clear.
- C. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.
- D. Stacked materials must be stable and self-supporting.
- E. Canopies shall be strong enough to prevent penetration by falling objects.
- F. Toe boards erected along the edges of overhead walking/working surfaces shall be:
 - 1. Capable of withstanding a force of at least 50 pounds; and
 - 2. Solid with a minimum of three and a half (3 ½) inches tall and no more than one quarter (1/4) inch clearance above the walking/working surface.
- G. Equipment shall not be piled higher than the toeboard unless sufficient paneling or screening has been erected above the toeboard.

10. Inspection, Maintenance and Storage

- A. As with all protective equipment, the equipment is only protective when it is functioning properly. The same holds true for fall protection equipment. Fall protection equipment must be visually inspected by the user prior to each use and periodically by a competent person to ensure the equipment is in good working order and ready for use.
- B. Fall protection equipment must be inspected to ensure the equipment is properly functioning. Manufacturer's recommendations must be followed for inspection, maintenance and storage of fall protection equipment.
- C. If a fall arrest system is used to control a fall, affected components of the system must be taken out of service and inspected to ensure they are in functional condition. Some components, such as the shock absorbing lanyard or retractable lifeline, must be returned to the manufacturer for recertification following their use in a fall situation.
- D. Soiled or contaminated body wear (harnesses) can be cleaned in warm water using a mild soap and scrub cloth. The equipment must be thoroughly rinsed with fresh water following any detergent cleaning. Other fall protection equipment can be surface cleaned with water. Harsh chemicals should never be used to clean the fall protection equipment. Upon the completion of cleaning, the equipment must be allowed to dry thoroughly and placed in a clean and dry location to allow for proper storage.
- E. Labels must be visible and legible on all fall protection equipment. If not, they must be removed from service, regardless of equipment condition.

11. Rescue Plans

Every job site or work evolution must have a documented rescue plan that provides direction in the event that a fall occurs and an employee requires rescue. There are two options for rescue.

- A. Emergency Services Rescue – If the company relies on emergency services for rescue, the following considerations must be met:
 - 1. They must be able to reach the location of a fallen worker in a timely manner.
 - 2. Emergency Services must be on duty the entire time work is being performed.
 - 3. Emergency Services must have the training and equipment to reach the worker at height.

4. Emergency Services must have sufficient backup capacity to provide assistance even if there is another emergency.
5. Emergency Services must be informed on the hazards of suspension trauma.

B. Employee Provided Rescue – If employees are designated to perform rescue, the company will:

1. Designate an experienced Competent Rescuer who is an individual designated by the employer who, by training, knowledge and experience is capable of the implementation, supervision and monitoring of the employer's fall protection rescue program.
2. Designate Authorized Rescuers who have been trained by a Competent Rescuer on rescue equipment and procedures.

12. Accident Investigations

All incidents that result in injury to workers, as well as near misses, regardless of their nature, shall be reported and investigated. Investigations shall be conducted a competent fall protection supervisor and the safety committee (if applicable). The investigation will occur as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

In the event of such an incident, the Fall Protection Program (and alternative Fall Protection Plans, if in place) shall be reevaluated by the Safety Director to determine if additional practices, procedures, or training are necessary to prevent similar future incidents.

13. Training

- A. All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after employment as possible, and before they are required to work in areas where fall hazards exist.
- B. A record of employees who have received training and training dates shall be maintained by Kelly Vandenbosch. Training of employees shall include:
 1. Nature of the fall hazards employees may be exposed to.
 2. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.

3. Use and operation of controlled access zones, guardrails, personal fall arrest systems, safety nets, warning lines, and safety monitoring systems.
4. Role of each employee in the Safety Monitoring System (if one is used).
5. Limitations of the use of mechanical equipment during roofing work on low-slope roofs (if applicable).
6. Correct procedures for equipment and materials handling, and storage and erection of overhead protection.
7. Role of each employee in alternative Fall Protection Plans (if used).
6. Requirements of the OSHA Fall Protection Standard, 29 CFR 1926, Subpart M.
7. Spligitty Fiber Optic Services, Inc. requirements for reporting incidents that cause injury to an employee.

C. Additional training shall be provided on an annual basis, or as needed when changes are made to this Fall Protection Program, an alternative Fall Protection Plan, or the OSHA Fall Protection Standard.

14. Changes and Review

Any changes to the Fall Protection Program (and alternative Fall Protection Plans, if in place) shall be approved by the Safety Director, and shall be reviewed by a qualified person as the job progresses to determine additional practices, procedures or training needs necessary to prevent fall injuries. The program will be reviewed annually and after every fall. Affected employees shall be notified of all procedure changes, and trained if necessary. A copy of this plan, and any additional alternative Fall Protection Plans, shall be maintained at each jobsite.



FIRE PREVENTION

Version: 20150211

The documents provided by Spligitty Fiber Optic Services Inc.® disclose proprietary company information that is copyright registered. Please hold these safety documents in confidence and do not share them with other organizations, unless approved by management.

Table of Contents

I. Purpose 2

II. Background 2

III. Program Responsibilities..... 2

 A. Management 2

 B. Fire Prevention Coordinator..... 2

 C. Supervisors 3

 D. Employees 3

IV. Plan Implementation 3

 A. Housekeeping 3

 B. Maintenance 4

V. Types of Hazards..... 5

 A. Electrical Fire Hazards 5

 B. Portable Heaters 5

 C. Office Fire Hazards 5

 D. Cutting, Welding, and Open Flame Work..... 5

 E. Flammable and Combustible Materials..... 6

VI. Training 8

VII. Program Review..... 8

Spligitty Fiber Optic Services, Inc. Fire Prevention Plan

I. Purpose

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. It provides employees with information and guidelines that will them in recognizing, reporting, and controlling fire hazards.

II. Background

Spligitty Fiber Optic Services, Inc. is committed to minimizing the threat of fire to employees, visitors, and property. The company will comply with all applicable laws, regulations, codes, and best practices pertaining to fire prevention. The Fire Prevention Plan serves to reduce the risk of fires at the workplace by:

- A. Identifying materials that are potential fire hazards and their proper handling and storage procedures.
- B. Distinguishing potential ignition sources and the proper control procedures of those materials.
- C. Describing fire protection equipment and/or systems used to control fire hazards.
- D. Identifying persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
- E. Identifying persons responsible for the control and accumulation of flammable or combustible material.
- F. Describing good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- G. Providing training to employees on fire hazards to which they may be exposed.

III. Program Responsibilities

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

A. Management

Management will provide adequate controls and procedures to maintain a workplace safe from fires. They will ensure that regular fire hazard assessments are performed, and that employees are protected from these hazards. Management will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

B. Fire Prevention Coordinator

Manager/Supervisor shall manage the Fire Prevention Plan, and shall maintain all records pertaining to the plan. This person is responsible for both the administration of the plan, and control of the fuel source hazards in the workplace. The program coordinator shall also:

1. Develop and administer the fire prevention training program.
2. Ensure that fire control equipment and systems are properly maintained.
3. Control fuel source hazards.
4. Conduct fire risk surveys and make recommendations to management and/or the safety committee.

C. Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training. They must notify the program coordinator when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing the fire prevention and protection policies.

D. Employees

All employees shall:

1. Complete all required training before working without supervision.
2. Conduct operations safely to limit the risk of fire.
3. Report potential fire hazards to their supervisors.
4. Follow fire emergency procedures.

IV. Plan Implementation

A. Housekeeping

To limit the risk of fires, employees shall take the following precautions:

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (i.e., chemically reactive) substances away from each other.
7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.

9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately. The program coordinator shall ensure that all gas leaks are repaired immediately upon notification.
11. Repair and clean up flammable liquid leaks immediately.
12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
14. Ensure that required hot work permits are obtained.
15. Turn off electrical equipment when not in use.

B. Maintenance of Fire Prevention Equipment

Manager/Supervisor will ensure that fire prevention equipment is maintained according to manufacturers' specifications. The company will also comply with requirements of the National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
2. Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
3. Detection systems for smoke, heat, or flame.
4. Fire alarm systems.
5. Emergency backup systems and the equipment they support.

C. Maintenance of Safeguards on Heat Producing Equipment

Manager/Supervisor is responsible for maintaining the safe guards of heat producing equipment. These safe guards prevent accidental ignition of combustible materials. This will be accomplished by following the manufacturers maintenance requirements and NFPA recommendations.

The following equipment has special procedures for maintaining fire safety:

Equipment	Location	Fire Prevention Procedures or Requirements

V. Types of Hazards

The following sections address the major workplace fire hazards at the company facilities and the procedures for controlling the hazards.

A. Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees shall:

1. Make sure that worn wires are replaced.
2. Use only appropriately rated fuses.
3. Never use extension cords as substitutes for wiring improvements.
4. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
5. Check wiring in hazardous locations where the risk of fire is especially high.
6. Check electrical equipment to ensure that it is either properly grounded or double insulated.
7. Ensure adequate spacing while performing maintenance.

B. Portable Heaters

All portable heaters shall be approved by the program coordinator. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times. Portable heaters will not be left on unattended.

C. Office Fire Hazards

Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.
4. Ensure that extension cords are not placed under carpets.
5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.
6. Spills will be cleaned up immediately.

D. Cutting, Welding, and Open Flame Work

Manager/Supervisor will ensure the following:

1. All necessary hot work permits have been obtained prior to work beginning.
2. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
3. Adequate ventilation is provided.
4. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
5. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
6. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
7. Cutting or welding is prohibited in sprinklered areas while sprinkler protection is out of service.
8. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
9. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
10. Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
11. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.
12. Fire watch has been established.

E. Flammable and Combustible Materials

The program coordinator shall regularly evaluate the presence of combustible materials in the workplace.

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

1. Class A Combustibles.

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

To handle Class A combustibles safely:

- a) Dispose of waste daily.
- b) Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).

- c) Keep work areas clean and free of fuel paths that could allow a fire to spread.
- d) Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
- e) Store paper stock in metal cabinets.
- f) Store rags in metal bins with self-closing lids.
- g) Do not order excessive amounts of combustibles.
- h) Make frequent inspections to anticipate fires before they start.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.

2. Class B Combustibles.

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

- a) Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- b) Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- c) Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- d) Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
- e) Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- f) Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- g) Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- h) Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211.

F. Smoking

Smoking is prohibited in all buildings. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

G. Additional Fire Hazards

Additional fire hazards and their control measures are included in Appendix A of this document.

VI. Training

The Job Site Manager/Supervisor shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

- A. Review of 29 CFR 1910.38, including how it can be accessed.
- B. This Fire Prevention Plan, including how it can be accessed.
- C. Good housekeeping practices.
- D. Proper response and notification in the event of a fire.
- E. Instruction on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan).
- F. Recognition of potential fire hazards.
- G. The company Emergency Action Plan for fires.

Supervisors shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:

- A. Prior to starting work.
- B. Annually.
- C. When changes in work processes necessitate additional training.
- D. If an employee demonstrates poor understanding of fire prevention practices.

VII. Program Review

The program coordinator and the safety committee shall review this Fire Prevention Plan at least annually for necessary changes.

Company Name Fire Hazard Survey

<i>Company Name Fire Hazard Survey</i>				
Location:		Name of Assessor:		
Date:		Signature:		
Type of Hazard: (Select One) Ignition Source Fire Hazard Hazardous Material Other				
Location:		Name:		
Description:				
Control Measures:		Required Equipment:		
Required PPE:		Other Info:		
Type of Hazard: (Select One) Ignition Source Fire Hazard Hazardous Material Other				
Location:		Name:		
Description:				
Control Measures:		Required Equipment:		
Required PPE:		Other Info:		
Type of Hazard: (Select One) Ignition Source Fire Hazard Hazardous Material Other				
Location:		Name:		
Description:				
Control Measures:		Required Equipment:		
Required PPE:		Other Info:		
Type of Hazard: (Select One) Ignition Source Fire Hazard Hazardous Material Other				
Location:		Name:		
Description:				
Control Measures:		Required Equipment:		
Required PPE:		Other Info:		

Appendix B

General Fire Prevention Checklist

Use this checklist to ensure fire prevention measures conform to the general fire prevention requirements found in OSHA standards.

- Yes No Is the local fire department acquainted with your facility, its location, and specific hazards?
- Yes No If you have a fire alarm system, is it tested at least annually?
- Yes No If you have interior stand pipes and valves, are they inspected regularly?
- Yes No If you have outside private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year?
- Yes No Are fire doors and shutters in good operating condition?
- Yes No Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Yes No Are automatic sprinkler system water control valves, air pressure, and water pressure checked weekly or periodically?
- Yes No Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor?
- Yes No Are sprinkler heads protected by metal guards?
- Yes No Is proper clearance maintained below sprinkler heads?
- Yes No Are portable fire extinguishers provided in adequate number and type?*
- Yes No Are fire extinguishers mounted in readily accessible locations?*
- Yes No Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?*
- Yes No Are employees periodically instructed in the use of extinguishers and fire protection procedures?*

*(NOTE: Use of fire extinguishers is based on company policy regarding employee fire fighting in your Emergency Action Plan and local fire code.)

Completed by: _____

Date: _____

Appendix C

Exits Checklist

Use this checklist to evaluate compliance with OSHA's standard on emergency exit routes.

- Yes No Is each exit marked with an exit sign and illuminated by a reliable light source?
- Yes No Are the directions to exits, when not immediately apparent, marked with visible signs?
- Yes No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking?
- Yes No Are exit signs provided with the word "EXIT" in letters at least five inches high and with lettering at least one inch wide?
- Yes No Are exit doors side-hinged?
- Yes No Are all exits kept free of obstructions?
- Yes No Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- Yes No Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.)
- Yes No Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)?
- Yes No Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal?
- Yes No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
- Yes No Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?
- Yes No Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

Yes No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

Yes No Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Completed by: _____

Date: _____

Appendix D

Flammable and Combustible Material Checklist

Use this checklist to evaluate compliance with OSHA's standards on flammable and combustible materials:

- Yes No Are combustible scrap, debris, and waste materials such as oily rags stored in covered metal receptacles and removed from the worksite promptly?
- Yes No Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Yes No Are all connections on drums and combustible liquid piping vapor and liquid tight?
- Yes No Are all flammable liquids kept in closed containers when not in use?
- Yes No Are metal drums of flammable liquids electrically grounded during dispensing?
- Yes No Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?
- Yes No Are NO SMOKING signs posted on liquefied petroleum gas tanks?
- Yes No Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- Yes No Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Yes No Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?
- Yes No Are fire extinguishers appropriate for the materials in the areas where they are mounted?*
- Yes No Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?*
- Yes No Are extinguishers free from obstruction or blockage?*
- Yes No Are all extinguishers serviced, maintained, and tagged at least once a year?*
- Yes No Are all extinguishers fully charged and in their designated places?*

- Yes No Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?

- Yes No Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?

- Yes No Are safety cans utilized for dispensing flammable or combustible liquids at the point of use?

- Yes No Are all spills of flammable or combustible liquids cleaned up promptly?

- Yes No Are storage tanks adequately vented to prevent the development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

*(NOTE: Use of fire extinguishers is based on company policy regarding employee fire fighting in your Emergency Action Plan and local fire code.)

Completed by: _____

Date: _____



Hazardous Communication

MSDS

Version: 20150211

The documents provided by Spligitty Fiber Optic Services Inc.® disclose proprietary company information that is copyright registered. Please hold these safety documents in confidence and do not share them with other organizations, unless approved by management.

Table of Contents

Purpose	3
Container Labeling	3
Material Safety Data Sheets	3
Employee Information and Training	4
Hazardous Non-Routine Tasks	5
Chemicals in Pipes.....	6
Informing Contractors.....	6
Hazardous Chemical List	6

Sample Hazard Communication Program

Purpose

The management of Spligitty Fiber Optic Services, Inc. is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. To ensure that information about the dangers of all hazardous chemicals used by the company is known by all affected employees, the following hazardous information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals in the work area, safe handling procedures and chemical protective measures.

This written hazard communication plan will be available at the following location for review by all employees:

The company Hazard Communication Program Coordinator is the project Supervisor/Foreman and can be contacted at: TBD

Container Labeling

The Supervisor/Foreman will verify that all containers received for use will:

- Be clearly labeled as to the contents.
- Have the appropriate hazard warning.
- List the manufacturers name and address.

It is the policy of the company that no chemicals will be released for work until this information is verified. The supervisor of each work area will ensure that all secondary containers are labeled, and identify the chemical name and appropriate hazard warning.

Material Safety Data Sheets

The Supervisor/Foreman will establish and maintain the company Material Safety Data Sheet program. This person will ensure that procedures are in place that maintain the necessary MSDSs and that new ones are reviewed for new or significant safety and health information. Any new information will be immediately communicated to employees and added to the MSDS storage locations. Copies of Material

Safety Data Sheets for all hazardous chemicals to which employees of this enterprise may be exposed will be stored at:

1. Job specific storage facility
2. Supervisor/Forman's Truck
3. Kalispell Office

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not available or new chemicals in use do not have an MSDS, employees may not use the chemical, and they will immediately contact Supervisor/Foreman.

If a MSDS is not received with a shipment of chemicals, those chemicals will be kept away from employees and out of use in a staging area until a proper MSDS is obtained.

Employee Information and Training

The Supervisor/Foreman is responsible for the Hazard Communication Training program and will ensure that its elements are carried out. Prior to starting work, each new employee of Spligitty Fiber Optic Services, inc. will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in 1910.1200 – Hazard Communication Rule.
- Chemicals present in their workplace operations.
- Location and availability of our written hazard communication program and MSDSs.
- Physical and health effects of the hazardous chemicals.
- The symptoms over overexposure to hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.
- Steps the company has taken to reduce or prevent exposure to the chemicals.
- Safety emergency procedures to follow if they employee is exposed to these chemicals.
- How to read labels and review MSDSs to obtain proper hazard information.

This training program will consist of two parts. The first part is a classroom training session, where the requirements of the OSHA Hazard Communication Standard and the company Hazard Communication Plan are covered. The second part consists of a workplace evaluation where the employee demonstrates the required knowledge, understanding, and abilities of the course. After completing the training class, each employee will sign a form to verify they attended the training and understood the policies on hazard communication.

Prior to a new hazardous chemical being introduced into any area of this workplace, each employee of that area will be given training as outlined above. Supervisor/Foreman is responsible for ensuring that MSDSs on any new chemicals are available.

Hazardous Non-Routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by the owner or area supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards.
- Protective/safety measures employees can take.
- Measures the enterprise has taken to reduce the hazard, including ventilation, respirators, presence of other employees, and emergency procedures.

The following are examples of hazardous non-routine tasks that may be expected of employees.

<u>Hazardous Task</u>	<u>Associated Hazardous Chemical</u>

Chemicals in Pipes

Some work activities are performed by employees in areas where chemicals are transferred through pipes. Prior to starting work in these areas, employees will contact Supervisor/Foreman for information regarding:

- The chemicals in the pipes, or the insulation material on the pipe.
- Potential hazards.
- Safety precautions to be taken.

Informing Contractors

It is the responsibility of Supervisor/Foreman to provide contractors the following information:

- Hazardous chemicals to which they may be exposed to while on the job site, and the procedure for obtaining MSDSs.
- Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.
- The company hazardous chemical labeling system.

This information will be communicated as part of a contractor site safety orientation.

It is the responsibility of Supervisor/Foreman to identify and obtain MSDSs for the chemicals that contractors bring into the workplace.

Hazardous Chemical List

The following is a list of all known hazardous chemicals used Spligitty Fiber Optic Services, Inc. employees. More information on each chemical noted is available by reviewing the MSDSs.



Spligitty Fiber Optic Services, Inc.

www.spligitty.com

OSHA Recordkeeping

Version: 20150211

The documents provided by Spligitty Fiber Optic Services Inc.® disclose proprietary company information that is copyright registered. Please hold these safety documents in confidence and do not share them with other organizations, unless approved by management

Table of Contents

A. Purpose	2
B. Program Coordinator	2
C. Determination of Work-Relatedness	2
1. Exceptions to Work Related Injuries or Illnesses	2
2. Working from Home	3
3. Travelling Employees	3
D. Types of Injuries and Illnesses	3
1. General Criteria	3
2. Needlesticks and Sharps Injuries.....	4
3. Medical Removal.....	4
4. Occupational Hearing Loss	4
5. Tuberculosis	4
E. Procedure for Submitting Work-Related Injuries and Illnesses	4
1. Supervisor Actions.....	4
2. Recordkeeping Coordinator Actions	4
F. Privacy Cases	5
G. Annual Summary	5
H. Employee Review of Records	5
I. Record Retention and Updating.....	6
J. Reporting Fatalities or Catastrophes	6
K. Employee Training.....	6
Appendix A - Recordable Injury and Illness Decision Flowchart.....	7

A. Purpose

The purpose of Spligitty Fiber Optic Services, Inc. Injury and Illness Policy is to record all work-related injuries and illnesses. Spligitty Fiber Optic Services, inc. is committed to providing a safe work environment for all employees. Any identified causes of these injuries will be immediately corrected. All company employees and any outside workers that are supervised by company employees are covered by this program. The OSHA Recordkeeping program is for data recording only, and is separate from the company's incident investigation and correction program.

B. Program Coordinator

Manager/Supervisor is in charge of the company injury and illness recordkeeping program. The responsibilities of the coordinator are as follows:

1. Maintain the OSHA 300 Log.
2. Review and file all OSHA 301 Incident Report Forms.
3. Complete the OSHA 300A Annual Summary every January.
4. Assist managers with to determine if injuries are work related.
5. Provide training to managers and employees on the company injury and illness reporting policies.

C. Determination of Work-Relatedness

An injury or illness will be considered work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Work-Relatedness is presumed for all events or exposures that occur in the work environment, unless an exception specifically applies.

1. Exceptions to Work Related Injuries or Illnesses

The following are exceptions to the work-related injury policy:

(i)	At the time of the injury or illness, the employee was present in the work environment as a member of the general public rather than as an employee.
(ii)	The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
(iii)	The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, racquetball, or baseball.
(iv)	The injury or illness is solely the result of an employee eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related.

	Note: If the employee is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related.
(v)	The injury or illness is solely the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee's assigned working hours.
(vi)	The injury or illness is solely the result of personal grooming, self medication for a non-work-related condition, or is intentionally self-inflicted.
(vii)	The injury or illness is caused by a motor vehicle accident and occurs on a company parking lot or company access road while the employee is commuting to or from work.
(viii)	The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the employee is infected at work).
(ix)	The illness is a mental illness. Mental illness will not be considered work-related unless the employee voluntarily provides the employer with an opinion from a physician or other licensed health care professional with appropriate training and experience (psychiatrist, psychologist, psychiatric nurse practitioner, etc.) stating that the employee has a mental illness that is work-related.

2. Working from Home

Injuries or illnesses that occur while an employee is working at home, including work in the home office, will be considered work-related if it occurs while the employee is working for pay, and the incident is directly related to the performance of that work. Injuries or illnesses that are caused by the general home environment and are not related to work will not be considered work-related.

3. Travelling Employees

An injury or illness that occurs while the employee is in work-related travel status will be considered work-related. This includes injuries that may occur in the airport or other travel location. Injuries or illnesses that occur in the hotel room or temporary residence will not be considered work related. If the employee takes personal side trips, any injury or illness that occurs there will not be considered work related.

D. Types of Injuries and Illnesses

Any injury or illness must meet one of the following criteria in order for it to be considered recordable.

1. General Criteria

- a. Death
- b. Days away from work
- c. Restricted work or job transfer

- d. Medical treatment beyond first aid
- e. Loss of consciousness
- f. A significant injury or illness diagnosed by a licensed health care professional.

2. Needlesticks and Sharps Injuries

All work-related needlesticks will be recorded. Cuts from sharp objects that are contaminated with blood or other potentially infectious material must be recorded.

3. Medical Removal

If an employee is removed from the workplace due to a medical surveillance requirement (such as lead exposure monitoring), the case will be recorded.

4. Occupational Hearing Loss

Any employee who experiences a standard threshold shift and demonstrates a hearing level 25 decibels above audiometric zero in the same ear will be recorded as a recordable injury. If this occurs, the case will be entered in the OSHA 300 Log and referred to the company's Occupational Noise coordinator.

5. Tuberculosis

If any employee has been exposed in the workplace to someone with an active case of tuberculosis, and that person develops the disease, it will be recorded. If the cause of the infection is determined to originate from outside the workplace, it is not a recordable event.

E. Procedure for Submitting Work-Related Injuries and Illnesses

1. Supervisor Actions

1. Any employee who has a work-related injury or illness must immediately report it to his or her supervisor. The supervisor will consult the injury and illness decision flowchart to determine if this is a recordable event. (Appendix A)
2. If the case is determined to be recordable, the supervisor will complete an OSHA 301 Injury and Illness Report and submit it to the OSHA Recordkeeping Coordinator.
3. The supervisor will also complete a Spligitty Fiber Optic Services incidental form and submit it to the Safety Coordinator for further investigation and root cause analysis.

2. Recordkeeping Coordinator Actions

1. Upon receiving an OSHA 301 Form, the Coordinator will review it for accuracy.
2. Once verified, the Coordinator will enter the information into the OSHA 300 Log.
3. For cases with days away from work, restricted or transferred

For these cases, the day count will start on the day after the injury or illness occurs. All days will be counted, including weekends and holidays. This count will stop at 180 days, or if the employee leaves the company for a reason unrelated to the injury or illness.

4. The OSHA 301 Injury and Illness Forms will be filed with the OSHA 300 Log.
5. The Coordinator will contact the Safety Manager to ensure that an in-depth investigation of the event is occurring, and that the cause will be identified and eliminated.

F. Privacy Cases

The following categories are considered to be “Privacy Cases.” For these cases, the employee name will not be entered into the OSHA 300 Log. Instead, the Coordinator will enter “Privacy Case” for the name.

1. An injury or illness to an intimate body part or the reproductive system.
2. An injury or illness resulting from a sexual assault.
3. Mental illnesses.
4. HIV infection, hepatitis, or tuberculosis.
5. Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material.
6. Other illnesses, if the employee voluntarily requests that his or her name not be entered on the log.

G. Annual Summary

Every year in January, the Coordinator will review the OSHA 300 Log and verify that all entries are complete, accurate, and up to date. Any discrepancies will be corrected. The Coordinator will complete the OSHA 300A Summary of Work Related Injuries and Illnesses.

1. Summary Certification

The annual summary will be certified by the Corporate office. The certifier will sign the OSHA 300A form declaring it the official document.

2. Annual Summary Posting

Once certified, the annual summary will be posted for employee review at emailed to all employees for viewing.

H. Employee Review of Records

1. OSHA 300 Log

The company will allow any employee or authorized representative to review the OSHA 300 Log. This information will be provided by the end of the next business day after it is requested.

2. OSHA 301 Injury and Incident Report Forms

The company will allow any employee or authorized representative to review OSHA 301 Forms that describe an injury or illness that pertain to that employee. This information will be provided by the end of the next business day after it is requested.

I. Record Retention and Updating

The OSHA 300 Log and OSHA 301 Injury and Illness Report Forms will be retained for at least five years following the end of the calendar year the records cover. The Coordinator will keep the OSHA 300 Log current to reflect any changes in classification of injuries or illnesses.

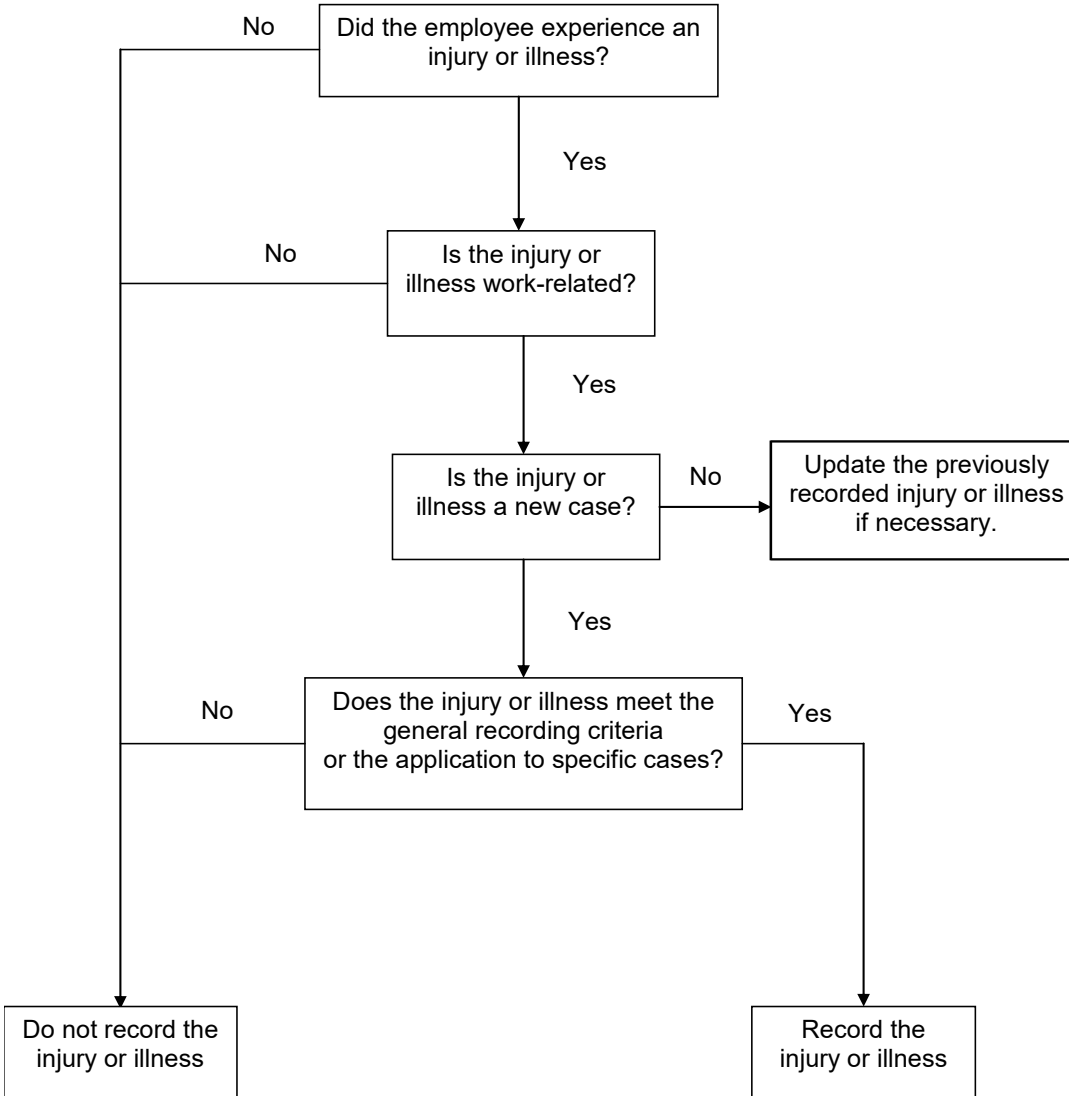
J. Reporting Fatalities or Catastrophes

Any fatality or incident involving three or more hospitalizations will be reported within eight hours to OSHA. The Coordinator will contact OSHA by calling 1-800-321-OSHA.

K. Employee Training

All employees will be trained on how to identify workplace injuries and illnesses, and the proper process for reporting them.

Appendix A - Recordable Injury and Illness Decision Flowchart





Personal Protective Equipment (PPE)

Version: 20150211

Table of Contents

I. Purpose.	3
II. General.	3
III. Responsibility and accountability.	3
IV. Selection Guidelines.	6
Eye and Face Protection.	6
Head Protection.	6
Foot Protection.	7
Hand Protection.	7
Respiratory Protection.	7
Fall Protection.	8
Electrical Protection.	8
V. Monitoring and Review.	8

Spligitty Fiber Optic Services, Inc. Personal Protective Equipment Program

I. Purpose.

The Personal Protective Equipment Plan provides direction to managers, supervisors, and employees about their responsibilities in the selection, use, care and disposal of personal protective equipment.

II. General

Personal protective equipment and devices should be used only when it is impossible or impractical to eliminate a hazard or control it at its source through engineering design.

Wearing personal protective equipment does not eliminate the hazardous condition.

Every effort will be made to first eliminate the hazardous condition through engineering and/or administrative control strategies. If it is not possible or feasible to eliminate hazardous conditions, personal protective equipment will be used to establish a barrier between the exposed employee and the hazard to reduce the probability and severity of an injury.

III. Responsibility and accountability.

- A. Managers are responsible to ensure supervisors conduct worksite/task analyses to identify hazardous conditions that may or may not be eliminated through engineering or administrative controls. In those tasks that expose employees to

hazardous conditions which cannot be eliminated through engineering or administrative controls, managers will implement and monitor this plan to ensure area supervisors are properly trained, supervised and enforce PPE safety rules.

B. Supervisors are responsible, if directed, to carry out the provisions of this plan.

They will:

1. Conduct worksite/task analysis initially and as needed to assess the need for personal protective equipment. Sources of hazards include:
 - a. Hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, fall objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout.
2. Certify in writing the tasks evaluated, hazards found, and actions recommended: Engineering controls, administrative controls, PPE.
3. Select appropriate PPE. If a task exposes an employee to hazards which can not be eliminated through engineering or administrative controls, the supervisor will identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure.
 - a. Supervisors are encouraged to take advantage of the services provided by OSHA consultants, our workers' compensation insurer consultants, and PPE suppliers for expert assistance in selecting PPE.

- b. Supervisors should invite exposed employees to participate in PPE selection. Employees need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected.

- 4. Train exposed employees before they are assigned to the hazardous task.
 - a. Training should include:
 - (1 When PPE is necessary;
 - (2 What PPE is necessary;
 - (3 How to properly don, doff, adjust, and wear PPE;
 - (4 The limitations of the PPE; and
 - (5 The proper care, maintenance, useful life, and disposal of PPE.
 - b. After the employee(s) demonstrate correct use, care, and disposal procedures of the PPE, the supervisor and employee will certify completion of training.

- 5. Supervise employees on safe use and care of PPE. Supervisors will regularly monitor employees for correct use and care of PPE, and provide follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.

6. Enforce PPE safety rules. Supervisors will enforce PPE safety rules following provisions of the company progressive discipline policy.

C. Employees are accountable to comply with PPE safety rules including:

1. The correct use and care of PPE.
2. Reporting changes in exposure to hazardous conditions that might require a follow-up analysis of the task for PPE.
3. Reporting and replacing defective PPE.

IV. Selection Guidelines.

Eye and Face Protection.

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

1. Eye and Face PPE must comply with ANSI Z87.1-1989 or be demonstrated to be equally effective.

Head Protection.

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee initiated impact or impact from falling or other moving objects. Protective helmets designed to reduce electrical shock hazards will be worn by each employee when near exposed electrical

conductors which could contact the head. Helmets will comply with ANSI Z89.1-1986 or be equally effective.

Foot Protection.

Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or from object piercing the sole, and where employees' feet are exposed to electrical hazards. PPE for foot protection must comply with ANSI Z41.1991 or be equally effective.

Hand Protection.

Employees must use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes. Supervisors must base the selection of hand protection on evaluation of the performance characteristics of the hand protection relative to the specific tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified.

Respiratory Protection.

Employees will wear appropriate respiratory protection when adequate ventilation or substitution with non-toxic chemicals, etc., is not possible or feasible.

Respirator protection must comply with ANSI Z288.2-1969 and provisions detailed in 29 CFR 1910.134.

Fall Protection.

Fall protection must be provided when employees are exposed to (1) a vertical fall of six feet or more over a lower level or (2) any height over dangerous equipment.

Fall protection will consist of either passive or active fall protection. Fall protection must comply with ANSI A10.14-1991.

Electrical Protection.

Electrical protective equipment such as insulating blankets, matting, covers, line hoses, gloves, gloves and sleeves must be provided to employees who are exposed to electrical hazards. Electrical protective equipment will comply with the requirements in 29 CFR 1910.137.

V. Monitoring and Review.

A. Supervisors will monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they will conduct a task analysis for appropriate PPE. A worksite analysis will be conducted at least annually for each task that requires employees to use PPE.

B. The safety committee will monitor the effectiveness of this plan and make recommendations to management to improve the plan.



Trips, Slips, and Falls

Version: 20150211

Table of Contents

- 1. Purpose 2
- 2. Policy 2
- 3. Program Responsibilities 2
 - Program Administrator* 2
 - Management* 2
 - Supervisors* 2
 - Employees* 2
- 4. Common Hazards 3
- 5. Job Hazard Assessment 3
- 6. Slips, Trips and Falls Prevention 3
- 7. Fall Prevention Program 5
- 8. Personal Protective Equipment 5
- 9. Training 5
- 10. Contractors 6
- 11. Program Review 6

1. **Purpose**

The purpose of this program is to provide employees with a work environment that is free of slip, trip, and fall hazards. This policy should not be considered a substitute for applicable OSHA regulations. Employees with occupational fall risk have additional requirements covered by the company Fall Prevention Program.

2. **Policy**

This policy applies to all company work areas and operations. Every employee must be trained on the requirements of the program, and will adhere to its policies. This policy has three areas of emphasis. First, the company will proactively identify hazards. Once identified, the company will take steps to eliminate the hazard by either changing work practices or engineering out the hazard. If the hazard cannot be eliminated, the company will provide personal protective equipment and training to employees.

3. **Program Responsibilities**

Program Administrator

The Safety Director will manage the Slips, Trips and Falls Safety Program for the company. This person will maintain all records pertaining to the plan, including reviewing and updating this plan as necessary. The Program Administrator will also provide or coordinate training for affected employees. Program records will be stored Kalispell Montana.

Management

It is the responsibility of Management to provide resources and support for this program. Company management will ensure that each employee understands and follows the Slips, Trips and Falls Safety Program. It will provide employee orientation, job hazard assessments, training, job performance reviews and disciplinary action when necessary. The company will solicit feedback on the program, and respond promptly to employee concerns.

Supervisors

Supervisors are the front line managers for the program. They will identify existing and potential hazards in the work area. They will also monitor existing work practices and identify potentially hazardous ones. Supervisor has authorization, and the responsibility, to take prompt corrective measures to eliminate hazardous work practices or conditions. The supervisor will also work with employees and management to determine the appropriate cleaning supplies, equipment and PPE needed for the work area and ensure that it is used properly.

Employees

Employees are responsible for following the safe work practices that are required by the program. They will also maintain clean and safe work areas, and properly utilize and maintain required PPE. It is the responsibility of the employee to bring any safety hazards to the immediate attention of a supervisor.

4. Common Hazards

There are many causes for slips, trips, and falls. The following are the most common causes, which will be emphasized in all hazard assessments.

- Wet or contaminated floors.
- Uneven walking surfaces, holes, changes in level, broken or loose floor tiles,
- Defective or wrinkled carpet or uneven steps/thresholds.
- Mats or rugs not laying flat on the floor.
- Obstructions and accumulation of objects in walkways.
- Unguarded platforms, walkways, and work areas 30 inches above ground.
- Poor lighting.

5. Job Hazard Assessment

Job hazard assessments are a key part of any accident and injury prevention program. Hazard assessments must be performed for all work areas. Management, supervisors and employees must all be involved in the hazard assessment process. The assessment should include, but not be limited to, the following elements:

- Evaluation of the worksite.
- Evaluation of the work tasks.
- Evaluation of the various tools and equipment to be used.
- Identify affected employees.

The assessment will be used to:

- Determine the possible use of administrative and engineering controls.
- Determine the need for PPE.
- Determine training needs.
- Determine emergency/medical response needs.

When changes in the work area or work processes are made, a new hazard assessment may be required. It is the responsibility of the work area supervisors to initiate the new hazard assessments.

6. Slips, Trips and Falls Prevention

Employees, supervisors and management should work together to establish a safe working environment. Safe behavior should be emphasized at all times. Unsafe working conditions, equipment and/or tools should immediately be reported to your supervisor. Preventing slips, trips and falls is an ongoing task. Inspect your work area before you begin work and monitor throughout the day for hazards or potential hazards. Be aware that the potential for hazards can change frequently. Employees must be aware of their surroundings and take steps to minimize or eliminate hazards daily. Good housekeeping is the most basic, yet important step to preventing slip, trip and fall accidents. Listed below are some steps and procedures to follow to avoid slip, trip and fall accidents. These steps are highlights, and not a

comprehensive list. It is up to the supervisors to enforce practices and behaviors that are appropriate for their functional area.

Housekeeping

- Clean spills immediately.
- Use wet floor signs or barricade the area to identify wet areas.
- Remove debris and scrap frequently from work areas and place in designated locations.
- Keep walkways clear of materials, debris and clutter.
- Keep floors swept.
- Run cords, cables and hoses overhead when possible, otherwise secure and cover cords, cables and hoses that cross walkways.

Lighting

- Keep work areas well lit.
- Replace burned-out bulbs immediately.
- Maintain appropriate lighting through the use of portable light stands if necessary.
- Move cautiously in darker areas and when moving from well-lit to darker areas.

Stairways

- Keep stairwells free of materials and debris.
- Walk slowly and use handrails when going up or down stairs.
- Take one step at a time.
- Keep outside steps free of ice and snow.

Walking/Working Surfaces

- Mark uneven walking and working surfaces with warning tape or signs.
- Create smooth transitions between different floor levels with the use of ramps or wedges.
- Tape temporary floor covers together.
- Cover or guard all floor openings and holes to prevent people from falling into the area.

Ladders

- Never use a chair, box, table or other objects not specifically made for standing on to reach elevated levels. Always use a ladder.
- Use only ladders meeting OSHA requirements, and are appropriate and meet the weight requirements for the work being performed.
- Place ladders at a 4:1 ratio from the vertical support. For every 4 feet of working length the ladder base should be 1 foot out from the top support.
- Never use a metal ladder on or around electrical elements. Always use a wood or fiberglass ladder.

- Whenever climbing, descending or working from a ladder, maintain a 3-point contact with the ladder.

Scaffolds

- Construct all scaffolds according to the manufacturer's instructions.
- Install guardrail systems along all open sides and ends of platforms.
- Use appropriate fall protection for scaffolds more than 10 feet above a lower level.
- Use caution when working with tools and building materials on the limited space of a scaffold.
- Provide safe access to scaffold platforms.
- Do not climb cross-bracing as a means of access.

Miscellaneous

- Use appropriate Personal Protective Equipment (PPE). Make sure you are properly trained on PPE and its use. If you are unsure then talk to your supervisor.
- Wear proper footwear.
- Watch where you are walking. Pay attention and do not allow yourself to be distracted from the task at hand.
- Never rush through a task, work at a normal pace.
- Carry fewer objects and make more trips.
- Get help moving large, heavy or awkward shaped items.
- Report all slip, trip or fall accidents, or near accidents, even if no one was hurt. This will allow changes to be made to avoid the incident from reoccurring.

7. Fall Prevention Program

The slips, trips, and falls program is designed to protect employees from injuries due to trips and falls. It is not designed for workers who work at heights and have an occupational risk of serious falls.

Employees with this type of risk must adhere to the company Fall Prevention Program. Construction employees working at elevations of six feet or more and all other employees working at elevations of four feet or more must be protected from falling by following the requirements of the company Fall Prevention Program.

8. Personal Protective Equipment

The company will prioritize hazard elimination by changing work processes. If a work practice cannot be changed, employees will be protected by personal protective equipment. Each department/work area will determine the need for PPE and provide appropriate storage facilities. All necessary PPE will be provided by the company at no cost to the employee.

9. Training

The Safety Director is responsible for the company slips, trips, and falls training program. All affected employees will receive initial training on the various slip, trip and fall hazards and this policy before

starting work. Training will be interactive and will enable each employee to recognize the various hazards that lead to slip, trip and fall accidents. Each employee will have the opportunity to ask questions regarding this policy and the work practices that it requires.

10. Contractors

All outside contractors will be required to follow this policy and utilize the appropriate slip, trip and fall safety protection measures. Outside contractors will be informed of these requirements during initial contract discussion. It is the responsibility of the area supervisors to ensure that contractors are observing all required safety precautions.

11. Program Review

This slip, trip and fall safety program will be evaluated on a yearly basis to determine its effectiveness and need for change. The program will should be immediately reevaluated when deficiencies are identified in the program, when major changes to the work environment are made, or when there is a change to related OSHA and state regulations.



Chain Saw Safety

Version: 20160710

The documents provided by Spligitty Fiber Optic Services Inc.® disclose proprietary company information that is copyright registered. Please hold these safety documents in confidence and do not share them with other organizations, unless approved by management.

Table of Contents

Safe chainsaw operation 3

Introduction 3

Accident components – human, agent, environment 3

Basic field maintenance 4

Daily operation check 5

Personal protective equipment 6

Getting started – Felling..... 6

Basic felling cuts..... 7

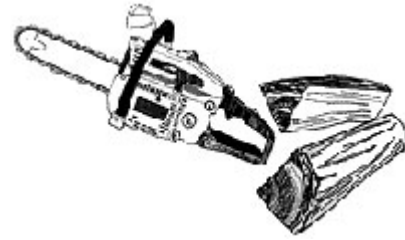
Removing limbs and bucking 8

General operating rules 9

Safe chainsaw operation

Introduction

Chainsaws are powerful and valuable tools. They can be found on most farms and in homes where wood is cut for fireplaces or heating systems. They are also the principal cutting tool for trimming larger limbs in the clearing of the communications space.



However, despite the benefits of chainsaw use, the potential for accidents while using a chainsaw is high, and injuries sustained are usually severe.

The Consumer Product Safety Commission found that the number of chainsaw accidents requiring medical attention increased from 70,000 to 135,000 annually over a five-year period. These accidents appear to be increasing at the alarming rate of 10 percent per year.

Contact with a moving chain accounts for 85 percent of injuries to chainsaw operators. The most serious accidents involving the moving chain result from kickback. The incidence of kickback can be reduced by paying attention to the major components of an accident (Figure 1).

Accident components – human, agent, environment

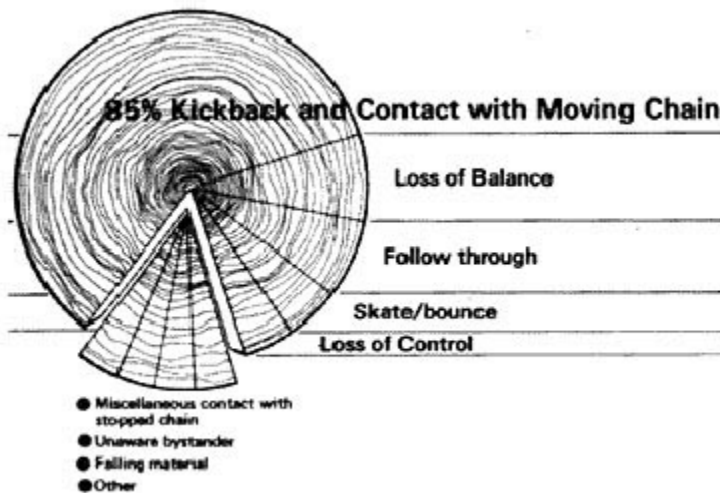


Figure 1. The majority of chainsaw accidents are caused by contact with a moving chain, although most deaths occur when operators are struck by a falling tree or limb.

The human component refers to both the physical and mental condition of the operator. Operating a chainsaw calls for recognizing any personal limitations, including fatigue and boredom, which can reduce reaction time and increase the odds of an accident occurring.

All accidents are to be reported to your supervisor and the Safety Coordinator.

Although the chainsaw itself is the agent that inflicts most common injuries, accidents also result from falling trees or dead limbs and from loss of balance, which can lead to serious falls.

Environment is the third accident component. Changing and often severe weather conditions can also increase the likelihood of an accident.

Basic field maintenance

Safety maintenance consists of field attention to the essential parts of a saw to keep it in efficient and safe operating condition. The operator's manual should always be consulted for items specific to an individual saw.

A broad trigger guard and chain catchpin help protect the operator if the chain breaks or becomes otherwise disengaged. If the chain breaks or jumps the bar, the catchpin will cause the chain to bunch up, keeping it from striking the operator's right arm.

Heat from the muffler sometimes ignites gasoline or dry forest tinder near the saw. Be sure that the muffler is in sound operating condition.



Figure 2. A kickback can occur in less than one-tenth of a second, faster than the human brain can respond.

When the moving chain on the tip of a bar strikes something, the bar is sometimes forced upward toward the operator (Figure 2). This occurs because the teeth take an oversized bite and temporarily stall, transferring the power from the chain to the saw, which then rotates toward the operator. The saw can kick back 90 degrees in one-tenth of a second – faster than the human brain can respond.

Most saws are equipped with a chain brake designed to stop the moving chain when the brake is engaged by the operator's hand, wrist, or arm. If a kickback occurs, a stopped chain will do far less damage.

Some saws are equipped with safety-tipped bars, which attempt to keep the tip from contacting anything. Although chainsaws with safety tips are not as versatile, this safety feature can be useful for an inexperienced chainsaw user.

Older model saws frequently generate severe vibrations that can, over time, contribute to blood vessel deficiencies in operators. Handles of newer saws are mounted in rubber and vibrate much less.

Daily operation check

Daily examination to ensure that the saw is operating efficiently helps reduce the prospect of an accident.

Taking care of the chain is the most important, most often neglected, and most difficult feature of a daily operation check. Sharpening techniques can be varied with good results. However, it is important to use the proper technique for specific types of chain. Consult your owner's manual to determine the proper size file and tooth angles.



Figure 3. A field examination of basic safety features and saw components will reduce the odds of an accident occurring.

Proper chain tension contributes to efficient cutting and longer chain life and lessens the chance of the chain jumping the bar. For a hard-nosed bar, the proper tension should result in 1/16" to 1/8" of space between the bottom of the bar and the tie straps between the teeth. Tension for a bar with a roller or sprocket nose should be slightly tighter without binding when the chain is pulled around the bar with a gloved hand.

Chain lubrication is provided by a mechanism in the saw housing. Whenever the chain is off the bar, examine the oil port and clean it if necessary to keep the chain running coolly and efficiently. A well-lubricated chain is also less likely to jump from the bar and injure the operator.

Access to the air cleaner is usually provided by a thumbnut on the top of the housing. The element should be cleaned by brushing or tapping it to clear out small collected debris. Never use gasoline or other solvent because flammable residue could explode if ignited by the muffler or electrical system.

The idle and/or clutch adjustment must be set in such a way that the chain does not turn when the engine idles.

Safety features:

- Chain catcher
- Muffler
- Chain brake
- Safety tip (if present)
- Rubber mounted handlebar

- Chain sharpness
- Chain tension
- Chain oiler
- Air cleaner element
- Idle adjustment

Personal protective equipment

Before going into the field to operate a chainsaw, the operator should be protected with clothing and other gear designed to reduce the severity of any accident.

The basic piece of personal protective gear is an approved hardhat. There are many hardhats available with attached ear muffs, necessary to cut the noise, and a screen-shield, which gives eye protection from flying debris.

Inexpensive ear plugs are also effective for protection from high noise levels. It's important to fit them tightly into the ear canal. Safety-glass eyewear can also substitute for a screen-shield, although lack of air circulation behind the lenses frequently causes fogging during exertion.

Other protective gear should include sturdy work boots, leather gloves, and leg chaps. Be sure that the chaps are constructed of material designed for protection from chainsaws. Two materials commonly used, ballistic nylon and Kevlar, are designed to slow or stop the chain if it strikes your leg, allowing you slightly more reaction time.

Getting started – Felling

Fueling and starting the saw is best done after the engine has had some time to cool after prior use. Before you fuel the saw, clear the area around and under it of woody debris and other flammable material.

After the saw is fueled, move it at least ten feet from the fueling area and be sure that the saw is firmly supported before you try to start it. Don't attempt to start the saw while you are standing and holding it unsupported because it could pivot, striking you or another object, causing a kickback as it starts.

Before making the first cut to fell a standing tree, consider various factors that can influence how, and even if, you should fell it.

First, check the diameter of the tree. If it is more than twice the length of the saw bar, it requires special cutting techniques best left to specialists.

Check every tree for lean before choosing a felling direction. Trees with a slight lean are best, as the lean helps place the tree. Trees with severe lean can be dangerous to fell because the tree moves in the leaning direction too quickly, splitting at the base and becoming what is known as a "barber chair." Barber chairs can fly upwards, striking the operator with terrific force.

The soundness of a tree can be evaluated by looking for signs of rot, including loose bark, fine "sawdust" particles at the base of the tree, or large holes in the trunk at any height. Trees usually rot from the center out, sometimes leaving only a shell of sound wood.

Distribution of the tree's crown can affect felling direction. Check for large limbs, snow or ice accumulations or uneven distribution of the crown. All of these factors can pull the tree in one direction.

Consider environmental factors also before choosing a felling direction. Wind is the most important environmental concern. The effect of wind is more pronounced on trees with large crowns. Avoid felling on very windy days.

The general terrain in the working area should be evaluated both to gauge its effect on the felling direction and to predetermine a safe escape route to use as the tree begins to fall.

Brush should always be cleared from around the base of the tree before beginning cutting. This allows greater freedom of movement and makes it easier to move away once the tree begins to fall.

Basic felling cuts

All felling techniques consist of two basic cuts with the chainsaw: the undercut and the backcut. The undercut removes a wedge-shaped piece of the trunk from the side to which the tree will fall. Only one-fourth to one-third of the tree's diameter should be removed with the undercut. The backcut, made on the opposite side, lets the tree fall.



Figure 5. Each tree felled requires first an undercut done on the side to which the tree will fall, and then a backcut. Be careful to leave a "hinge" of uncut wood.

The conventional undercut is made by first sawing the lower horizontal face and then sawing the upper face down at an angle to meet it. A newer style of undercut (Figure 5) uses angled top and bottom faces, which together form a 90° angle. Use the new style of undercut whenever possible because the faces of the cut do not close until the tree is on the ground, giving a longer period of control over the tree's fall. Be sure that both cuts meet precisely. If one cut travels into the trunk too far, cut the other just deep enough to meet it.

The horizontal backcut is made from the opposite side of the tree, about two inches above the "V" of the undercut. Be sure to stop before reaching the undercut. About two inches of uncut wood should remain. This uncut portion, called the "hinge," helps guide the direction of fall. It also helps keep the butt of the tree from leaving the ground and striking the operator.



Figure 6. Use of "holding wood" can help fell a tree slightly away from its natural direction of lean.

Larger trees can sometimes be felled more easily by using wedges made of wood or plastic. The wedges are driven into the backcut behind the saw to force the tree in the desired direction.

After the tree has begun to fall, the operator should retreat in a diagonal direction from the tree, away from the direction of fall. Use a predetermined escape route and keep your eye on the falling tree for any developing problems.

One type of special felling situation consists of leaving a hinge of so-called "holding wood" that is thicker on one side and is used to pull a tree slightly away from its direction of lean. Although other, more elaborate cutting techniques are sometimes used on special cases, it is best to leave them to professionals (Figure 6).

Removing limbs and bucking

Once the tree is on the ground, the limbs are normally removed, then the tree is "bucked," or cut into smaller pieces. Fallen trees are frequently under tension depending on the way they are supported by the ground or their limbs.



Figure 7. Identifying the location of tension and compression wood in a trunk will make it easier to buck without binding the saw bar.

Normally, a trunk will be under both tension and compression on opposite sides; the sides change based on support points. Compression wood is being squeezed and if the saw cuts too far into the compression area it will begin to close, binding the saw. Usually the compression wood is cut part way first, then bucking is completed on the tension side, which will open away from the saw as the cut deepens, because the wood fibers are being stretched.

If a trunk is supported only at one end, compression wood occurs on the lower side. In this situation, the final cut should be made from above, allowing the pieces to separate (Figure 7).

Removing large limbs also requires identifying tension and compression sides. Limbs on the underside of a fallen tree may be under severe stress and should be evaluated carefully.

When working on steep hillsides, always cut from the upper side of a fallen tree, because the pieces can easily roll after bucking.

General operating rules

Several general guidelines help make chainsaw use more efficient and less dangerous.

First, learn to look up as you approach a tree before cutting. Overhead hazards can include dangerous wires, other trees, and dead and loose branches.

Saws are designed to be run at full throttle. Always accelerate the engine before beginning a cut.



Figure 8. The reward for a productive and safe day in the field operating a chainsaw.

Operator balance is important in controlling the saw. Shift your position instead of overextending your reach, and avoid reaching above shoulder height.

Kickback hazards can be reduced by staying conscious of the factors that make it possible. A correct position of the left hand, with the thumb wrapped around the handlebar, provides the operator with a more secure grasp of the saw.

While sawing, keep your eye on the tip, or "kickback zone" of the bar. This is where the cutting teeth can take an oversized bite and transfer the saw's power upward toward the operator. Kickback can also occur if the tip strikes another object such as a rock or debris.



Keep your saw operating at peak efficiency by sharpening the chain often and, if it has a chain brake, testing and adjusting it regularly. Your owner's manual will point out any special attention your saw needs.

Before you make your first felling cut, there are at least twelve things to consider: lean, branch distribution, clear work area, spot to fell the tree, escape route, location of buddy, location of vehicle, presence of power lines, appropriate cutting technique, presence of rot, wind speed and direction, and any overhead hazards.

If you are not very experienced, start on smaller trees to learn and practice the basic felling cuts. Avoid going out when you are physically or mentally fatigued and don't go out alone. Take along a responsible adult to assist you and to provide emergency help if necessary. Remember to avoid felling a tree if it is a difficult case. Secure an experienced helper or hire a professional for dangerous work. Finally, make accident prevention a personal goal. The most important piece of safety equipment goes under your skin ... your attitude.



www.spligitty.com

Hand and Power Tool Program

Version: 20160608

Table of Contents

1. <u>Purpose</u>	2
2. <u>Program</u>	Error! Bookmark not defined.
3. <u>Program Responsibilities</u>	2
4. <u>General Safety Precautions</u>	3
5. <u>Hand Tools</u>	3
6. <u>Power Tools</u>	4
7. <u>Guards</u>	5
8. <u>Safety Switches</u>	5
9. <u>Electric Tools</u>	5
10. <u>Powered Abrasive Wheel Tools</u>	6
11. <u>Pneumatic Tools</u>	7
12. <u>Powder-Actuated Tools</u>	7
13. <u>Hydraulic Power Tools</u>	8
14. <u>Ergonomics</u>	8

1. **Purpose**

The purpose of this program is to provide employees with a work environment that is free of accidents involving Hand and Power Tool. This program should not be considered a substitute for applicable OSHA regulations.

2. **Program**

This program applies to all company work areas and operations. Every employee must be trained on the requirements of the program, and will adhere to its policies. This program has three areas of emphasis. First, the company will proactively identify hazards. Once identified, the company will take steps to eliminate the hazard by either changing work practices or engineering out the hazard. If the hazard cannot be eliminated, the company will provide personal protective equipment and training to employees.

3. **Program Responsibilities**

Program Administrator

The Safety Director will manage the Hand and Power Tool Safety Program for the company. This person will maintain all records pertaining to the plan, including reviewing and updating this plan as necessary. The Program Administrator will also provide or coordinate training for affected employees. Program records will be stored Kalispell Montana.

Management

It is the responsibility of Management to provide resources and support for this program. Company management will ensure that each employee understands and follows the Hand and Power Tool Safety Program. It will provide employee orientation, job hazard assessments, training, job performance reviews and disciplinary action when necessary. The company will solicit feedback on the program, and respond promptly to employee concerns.

Supervisors

Supervisors are the front line managers for the program. They will identify existing and potential hazards in the work area. They will also monitor existing work practices and identify potentially hazardous ones. Supervisor has authorization, and the responsibility, to take prompt corrective measures to eliminate hazardous work practices or conditions. The supervisor will also work with employees and management to determine the appropriate cleaning supplies, equipment and PPE needed for the work area and ensure that it is used properly.

Employees

Employees are responsible for following the safe work practices that are required by the program. They will also maintain clean and safe work areas, and properly utilize and maintain required PPE. It is the responsibility of the employee to bring any safety hazards to the immediate attention of a supervisor.

4. General Safety Precautions

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the appropriate equipment needed, including Personal Protective Equipment, to protect them from the hazard. Refer to the Spligitty Fiber Optic Services Inc.'s Personal Protective Equipment program.

All hazards involved in the use of power tools can be prevented by following some basic safety rules:

- Keep all tools in good condition with regular maintenance;
- Use the right tool for the job;
- Examine each tool for damage before use;
- Operate according to the manufacturer's instructions;
- Utilize the proper protective equipment. Refer to the Spligitty Fiber Optic Services Inc.'s Personal Protective Equipment Program; and
- Participate in safety training.

Employees and employers have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it shall be brought to the attention of the Department Supervisor and/or Environmental Health and Safety for evaluation and corrective action. Additionally, only Spligitty employees shall use Spligitty hand/portable power tools.

5. Hand Tools

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples of misuse include the following:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees;
- Using a tool with a wooden handle (e.g., hammer) if the handle is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker;
- Using a wrench if its jaws are sprung, because it might slip; and
- Using impact tools (e.g., chisels, wedges) if they have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying.

Hand tool precautions including the following:

- Employers shall caution employees that saw blades, knives or other tools be directed away from aisle areas and other employees working in close proximity. Knives and scissors shall be sharp. Dull tools can be more hazardous than sharp ones;
- Floors shall be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools; and
- Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum or wood shall be used.

6. Power Tools

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.

The following general precautions shall be observed by power tool users:

- Never carry a tool by the cord or hose;
- Never remove prongs from any cords;
- Never stand in or near water when using tools;
- Always use a Ground Fault Circuit Interrupter (GFCI) with electrical tools if working in a wet environment;
- Never “yank” the cord or the hose to disconnect it from the receptacle;
- Keep cords and hoses away from heat, oil and sharp edges;
- Replace all frayed and/or damaged extension cords. Do not try to tape cords;
- Disconnect tools when not in use, before servicing and when changing accessories such as blades, bits and cutters;
- All observers shall be kept at a safe distance away from the work area;
- Secure work with clamps or a vise, freeing both hands to operate the tool;
- Avoid accidental starting. The worker shall not hold a finger on the switch button while carrying a plugged-in tool;
- Tools shall be maintained with care. They shall be kept sharp and clean for the best performance. Follow instructions in the user’s manual for maintenance, lubricating and changing accessories;
- Maintain good footing and balance;
- Avoid loose fitting clothes, ties or jewelry such as bracelets, watches or rings, which can become caught in moving parts;
- Use tools that are either double-insulated or grounded (three-pronged);
- Keep work area well-lit when operating electric tools;
- Ensure that cords and hoses do not pose as a tripping hazard; and
- All portable electric tools that are damaged shall be removed from use and tagged “Do Not Use”. This shall be done by supervisors and/or employees.

7. Guards

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by employees.

Guards, as necessary, shall be provided to protect the operator and others from the following:

- Point of operation;
- Nip points;
- Rotating parts;
- Flying chips; and
- Sparks.

Safety guards shall never be removed when a tool is being used. For example, portable circular saws shall be equipped with guards. An upper guard shall cover the entire blade of the saw. A retractable lower guard shall cover the teeth of the saw, except when it makes contact with the work material. The lower guard shall automatically return to the covering position when the tool is withdrawn from the work. Refer to the Spligitty Fiber Optic Services Inc.'s Machine Guarding program.

8. Safety Switches

The following hand-held power tools shall be equipped with a momentary contact “on-off” control switch: drills, tappers, fastener drivers, horizontal, vertical and angle grinders with wheels larger than two inches in diameter, disc and belt sanders, reciprocating saws, saber saws and other similar tools. These tools also may be equipped with a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

The following hand-held powered tools may be equipped with only a positive “on-off” control switch: platen sanders, disc sanders with discs two inches or less in diameter; grinders with wheels two inches or less in diameter; routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks quarter inch wide or less.

Other hand-held powered tools such as circular saws having a blade diameter greater than two inches, chain saws and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

9. Electric Tools

Employees using electric tools shall be aware of several dangers with the most serious being the possibility of electrocution.

Among the chief hazards of electric-powered tools are burns and slight shocks which can lead to injuries or even heart failure.

To protect the user from shock, tools shall either have a three-wire cord with ground and be grounded, be double insulated, or be powered by a low-voltage isolation transformer. Anytime an adapter is used to accommodate a two-hole receptacle, the adapter wire shall be attached to a known ground. The third prong shall never be removed from the plug.

Tools shall be shut down before cleaning, repairing or oiling. Disconnect or use Lockout/Tagout Procedures.

These general practices shall be followed when using electric tools:

- Electric tools shall be operated within their design limitations;
- Gloves, eye protection, and safety footwear are recommended during use of electric tools;
- When not in use, tools shall be stored in a dry place;
- Electric tools shall not be used in damp or wet locations; and
- Work areas shall be well lit, even if this means the operators has to augment the work surface illumination by other appropriate means.

10. Powered Abrasive Wheel Tools

Powered abrasive grinding, cutting, polishing, and wire buffing wheels create special safety problems because they may throw off flying fragments or excessive dust.

Before an abrasive wheel is mounted, it shall be inspected closely and sound- or ring-tested to ensure that it is free from cracks or defects. To test, wheels shall be tapped gently with a light non-metallic instrument. If the wheel sounds cracked or dead, they could fly apart in operation and shall not be used. A sound and undamaged wheel will give a clear metallic tone or "ring." To prevent the wheel from cracking, the user shall be sure it fits freely on the spindle. The spindle nut shall be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations. Care shall be taken to ensure that the spindle wheel does not exceed the abrasive wheel specifications.

Due to the possibility of a wheel disintegrating (exploding) during start-up, the employee shall never stand directly in front of the wheel as it accelerates to full operating speed.

Portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of breakage.

In addition, when using a power grinder:

- Always use eye protection and a dust mask;
- Turn off the power when not in use; and
- Never clamp a hand-held grinder in a vise.

11. Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders.

There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool.

Eye protection is required and face protection is recommended for employees working with pneumatic tools. When sanders are used, dust masks shall also be worn.

Noise is another hazard. Working with noisy tools (e.g. jackhammers) requires proper, effective use of hearing protection.

When using pneumatic tools, employees shall ensure they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.

A safety clip or retainer shall be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.

Screens shall be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers or air drills.

Compressed air guns shall never be pointed toward anyone. Users shall never "dead-end" it against themselves or anyone else. It is recommended to use air guns equipped with safety tips that have relief ports to reduce pressure if blockage or dead-ending occurs.

12. Powder-Actuated Tools

Powder-actuated tools operate like a loaded gun and shall be treated with the same respect and precautions. The use of powder-actuated tools is prohibited until approved by Environmental Health and Safety.

Safety precautions to remember include the following:

- These tools shall not be used in an explosive or flammable atmosphere;
- Before using the tool, the worker shall inspect it to determine that it is clean, all moving parts operate freely, and the barrel is free from obstructions;
- Employees shall not modify tools;
- The tool shall never be pointed at anybody;
- The tool shall not be loaded unless it is to be used immediately. A loaded tool shall not be left unattended, especially where it could be available to unauthorized persons;
- Hands shall be kept clear of the barrel end;

- To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position and another to pull the trigger;
- The tools shall not be able to operate until they are pressed against the work surface with a force of at least five pounds greater than the total weight of the tool;
- If a powder-actuated tool misfires, the employee shall wait at least 30 seconds, then try firing it again;
- If it still will not fire, the user shall wait another 30 seconds so that the faulty cartridge is less likely to explode then carefully remove the load. The bad cartridge shall be put in water;
- Suitable eye and face protection are essential when using a powder-actuated tool;
- The muzzle end of the tool shall have a protective shield or guard centered perpendicularly on the barrel to confine any flying fragments or particles that might otherwise create a hazard when the tool is fired. The tool shall be designed so that it will not fire unless it has this kind of safety device;
- All powder-actuated tools shall be designed for varying powder charges so that the user can select a powder level necessary to do the work without excessive force; and
- If the tool develops a defect during use, it shall be tagged and taken out of service immediately until it is properly repaired.

13. Hydraulic Power Tools

The fluid used in hydraulic power tools shall be an approved fire-resistant fluid and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters and other fittings shall not be exceeded.

14. Ergonomics

The use of hand and portable power tools may be the source of certain ergonomic stressors, which may lead to the development of musculoskeletal disorders. Refer to the Spligitty Fiber Optic Services Inc.'s Ergonomics program for more information.



Heat and Cold Stress Program

Version: 20160608

The documents provided by Spligitty Fiber Optic Services Inc.® disclose proprietary company information that is copyright registered. Please hold these safety documents in confidence and do not share them with other organizations, unless approved by management.

Table of Contents

1. <u>Introduction</u>	3
2. <u>Responsibilities</u>	3
3. <u>Heat Related Illness: Signs, Treatment, and Prevention</u>	3
4. <u>Cold Related Illness: Signs, Treatment, and Prevention</u>	5
5. <u>Training</u>	7
6. <u>Recordkeeping</u>	7
Appendix A: Heat Index	8
Appendix B: Cold Stress Equation.....	11

1.Introduction

Working in extreme temperatures (hot or cold) can overwhelm the body's internal temperature control system. When the body is unable to warm or cool itself, heat or cold related stress can result. Heat and cold stress can contribute to adverse health effects which range in severity from discomfort to death. This program contains the procedures and practices for safely working in temperature extremes.

2.Responsibilities

Program Administrator

The Safety Director will manage the Heat and Cold Stress Program for the company. This person will maintain all records pertaining to the plan, including reviewing and updating this plan as necessary. The Program Administrator will also provide or coordinate training for affected employees. Program records will be stored Kalispell Montana.

Managers shall:

- Maintain, review and update the Heat and Cold Stress Program as needed.
- Provide monitoring (upon request) and assist employees with the development of procedures to minimize the adverse effects of heat and cold stress in the workplace.
- Provide training to employees affected by heat and cold.

Supervisors shall:

- Review and comply with the provisions outlined in this program.
- Ensure all employees are properly trained before working in extreme temperature conditions.
- Assess the day-to-day heat or cold stresses on employees.
- Assess employee's work load and assign work and rest schedules as needed.
- Ensure all employees have the appropriate personal protective equipment (PPE) prior to working in extreme temperature conditions.
- Ensure employees are familiar with this safety program.

Employees shall:

- Review and comply with the provisions outlined in this program.
- Complete training before working in extreme temperature conditions.
- Wear the appropriate PPE.
- Report heat and cold stress concerns to their supervisor.

3.Heat Related Illnesses; Signs, Treatment and Prevention

While working in hot weather conditions, the human body may not be able to maintain a normal temperature just by sweating. If this happens, heat-related illnesses may occur. The most common health problems caused by hot work environments include:

Heat stroke – This is the most serious heat related effect. Heat stroke occurs when the body temperature increases above 104 Degrees Fahrenheit. Signs and symptoms of heat stroke are confusion, loss of consciousness and lack of perspiration. This condition must be treated as a medical emergency and the employee must receive immediate medical attention.

Heat exhaustion – Signs and symptoms of heat exhaustion include headache, nausea, dizziness, weakness, irritability, confusion, thirst, heavy perspiration and a body temperature greater than 100.4 Degree Fahrenheit. Employees experiencing heat exhaustion should be moved to a cool area, given fluids to drink and given cold compresses for their head, face and neck. Employees should also be taken to a clinic or emergency room to be monitored by medical personnel.

Heat cramps – Signs and symptoms of heat cramps include muscle pains usually caused by the loss of body salts/fluids. Employees should replace fluid loss by drinking water and/or carbohydrate-electrolyte replacement liquids (e.g. Gatorade) every 15 to 20 minutes.

Heat rash – Heat rash is caused by excessive perspiration and looks like a red cluster of pimples or small blisters. Heat rash usually appears on the neck, upper chest, in the groin, under the breasts and in elbow creases. Treatment for heat rash is to provide a cooler, less humid environment.

Dehydration – Dehydration is a major factor in most heat disorders. Signs and symptoms of dehydration include increasing thirst, dry mouth, weakness or light-headedness (particularly if worse upon standing), and a darkening of the urine or a decrease in urination. Dehydration can be reversed or put back in balance by drinking fluids that contain electrolytes (i.e. Gatorade) that are lost during work related activities. Avoid caffeinated drinks.

Prevention

While heat related illness are dangerous and potentially life threatening, they can be prevented. Prevention methods include:

Acclimation – Acclimation is a process by which the physical processes of an employee's body adjusts to the environment over a period of time. Based on data obtained from OSHA, this process usually takes five to seven days. This process could take up to three weeks depending on the individual and their work environment. According to the American Industrial Hygiene Association, the process requires a consistent work level for at least two hours each day during the acclimation period in order for an employee to become acclimatized. Mere exposure to heat does not confer acclimatization, nor does acclimatization at one heat stress level confer resistance to heat stress at a higher temperature or more vigorous work load.

Employees who are not adequately acclimatized to the heat may experience temporary heat fatigue resulting in a decline in performance, coordination or alertness. They may also become irritable or depressed. This can be prevented through gradual adjustment to the hot environment. People in good physical condition tend to acclimatize better because their cardiovascular systems respond better.

Engineering Controls – For employees working indoors, the best way to prevent heat-related illness is to make the work environment cooler. Where and if possible, use air conditioning to cool the work area. Alternatively, increase the general ventilation as much as possible by opening windows or doors. When available, use cooling fans to aid in increasing ventilation.

Safe Work Practices – For employees working outdoors or working indoors without air conditioning or ventilation, take scheduled breaks in cool areas. Ensure there is plenty of cool water to drink and

take water breaks as needed. Immediately report any problems to a supervisor. Supervisors should consider scheduling the hottest work for the coolest part of day, assigning extra employees to high demand tasks, and using work-saving devices (e.g. power tools, hoists or lifting aids) to reduce the body's work load. All employees should watch out for the safety of their coworkers.

Heat Index – The Heat Index is a single numeric value that uses both temperature and humidity to inform the public on how the weather outdoors “feels”. The higher the Heat Index, the hotter the weather feels. OSHA has used the Heat Index to assign protective measures for workers as the Heat Index increases. These protective measures may reduce the likelihood of heat related illnesses. The Heat Index and related protective measures are contained in Appendix A.

4.Cold Related Illnesses and Injuries; Signs, Treatment and Prevention

During cold weather, an employee's body will use energy to maintain a normal internal body temperature. This will result in a shift of blood flow from employee's extremities (hands, feet and legs) and outer skin to the employee's core (chest and abdomen). If this happens, cold-related illnesses and injuries may occur if exposed to cold conditions for an extended period of time. The most common health problems caused by cold work environments include:

Hypothermia – Hypothermia is a potentially serious health condition. Hypothermia occurs when body heat is lost faster than it can be replaced. When the core body temperature drops to approximately 95°F, the onset of symptoms normally begins. The employee may begin to shiver, lose coordination, have slurred speech, and fumble with items in the hand. The employee's skin will likely be pale and cold. As the body temperature continues to fall these symptoms will worsen and shivering will stop. Once the body temperature falls to around 85°F severe hypothermia will develop and the person may become unconscious, and at 78°F, vital organs may begin to fail.

Treatment depends on the severity of the hypothermia. For cases of mild hypothermia move to warm area and stay active. Remove wet clothes and replace with dry clothes or blankets, cover the head. To promote metabolism and assist in raising internal core temperature drink a warm (not hot) sugary drink. Avoid drinks with caffeine. For more severe cases do all the above, plus contact emergency medical personnel (Call 911 for an ambulance), cover all extremities completely, place very warm objects, such as hot packs or water bottles on the victim's head, neck, chest and groin. Arms and legs should be warmed last. In cases of severe hypothermia, treat the employee very gently and do not apply external heat to re-warm. Hospital treatment is required.

Frostbite – Frostbite occurs when the skin actually freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30° F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures. Frostbite typically affects the extremities, particularly the feet and hands. The affected body part will be cold, tingling, stinging or aching followed by numbness. Skin color turns red, then purple, then white, and is cold to the touch. There may be blisters in severe cases.

Do not rub the area to warm it. Wrap the area in a soft cloth, move the employee to a warm area, and contact medical personnel. Do not leave the employee alone. If help is delayed, immerse in warm (maximum 105 °F), not hot, water. Do not pour water directly on affected part. If there is a chance that the affected part will get cold again do not warm. Repeated heating and cooling of the skin may cause severe tissue damage.

Trench Foot – Trench Foot is caused by having feet exposed to damp, unsanitary and cold conditions including water at temperatures above freezing for long periods of time. It is similar to frostbite, but considered less severe. Symptoms usually consist of tingling, itching or burning sensation. Blisters may be present.

For treatment, soak feet in warm water, then wrap with dry cloth bandages. Drink a warm, sugary drink. Seek medical attention if necessary.

Dehydration – It is easy to become dehydrated during cold weather. Signs of dehydration include increasing thirst, dry mouth, weakness or light-headedness (particularly if worse upon standing), and a darkening of the urine or a decrease in urination. Dehydration can be reversed or put back in balance by drinking fluids that contain electrolytes (i.e. Gatorade) that are lost during work related activities. Avoid caffeinated drinks

Prevention

Just as with heat related illness, cold related illnesses and injuries are dangerous and potentially life threatening, however, they can be prevented. Prevention methods include:

Acclimation – Employees exposed to the cold should be physically fit, without any circulatory, metabolic, or neurologic diseases that may place them at increased risk for hypothermia. A new employee should not be required to work in the cold full time during the first days of employment until they become adjusted to the working conditions and required protective clothing. New employees should be introduced to the work schedule slowly and be trained accordingly.

Engineering Controls – For employees working indoors, the best way to prevent cold-related illness is to make the work environment warmer. Where and if possible, use heaters to warm the work area. Alternatively, decrease the general ventilation as much as possible by closing windows or doors.

Safe Work Practices – For employees working outdoors or working indoors without heat, take scheduled breaks in warm areas. If available, use wind barricades to block the wind from the employees. Ensure there is plenty of water to drink and take water breaks as needed. Immediately report any problems to a supervisor. Supervisors should consider scheduling the most work for the warmest part of day, assigning extra employees to high demand tasks that will require longer periods in cold areas. All employees should watch out for the safety of their coworkers.

Personal Protective Equipment (PPE) – PPE is an important factor in preventing cold stress related illnesses and injuries. Employees should adhere to the following recommendations when dressing for work in a cold environment:

- Wear at least three layers of clothing; an inner layer of wool, silk or synthetic to wick moisture away from the body; a middle layer of wool or synthetic to provide insulation even when wet; an outer wind and rain protection layer that allows some ventilation to prevent overheating.
- Wear a hat or hood; up to 40% of body heat can be lost when the head is left exposed.
- Wear insulated boots or other footwear.
- Do not wear tight clothing; loose clothing provides better ventilation.
- Keep a change of clothing available in case work clothes become wet.

The Cold Stress Equation – OSHA has incorporated information obtained from the American Conference of Governmental Industrial Hygienists (ACGIH) threshold limit values into the Cold Stress Equation. As the temperature decreases and/or the wind speed increases, the potential for cold stress related illnesses and injuries increases. The Cold Stress Equation is contained in Appendix B.

5. Training

Supervisors shall ensure all employees have received Heat and/or Cold Stress training prior to working in such conditions.

6. Recordkeeping

All training records should be maintained in the employee's personnel file and maintained by the supervisor.

Appendix A: Heat Index

The heat index is a simple tool and a useful guide for employers/employees making decisions about protecting employees in hot weather. It does not account for certain conditions that contribute additional risk, such as physical exertion. Consider taking the steps at the next highest risk level to protect employees from the added risks posed by:

- Working in the direct sun (can add up to 15°F to the heat index value)
- Wearing heavy clothing or protective gear

Under most circumstances, fluid intake should not exceed 6 cups per hour or 12 quarts per day. This makes it particularly important to reduce work rates, reschedule work, or enforce work/rest schedules.

The heat index is on the following pages.

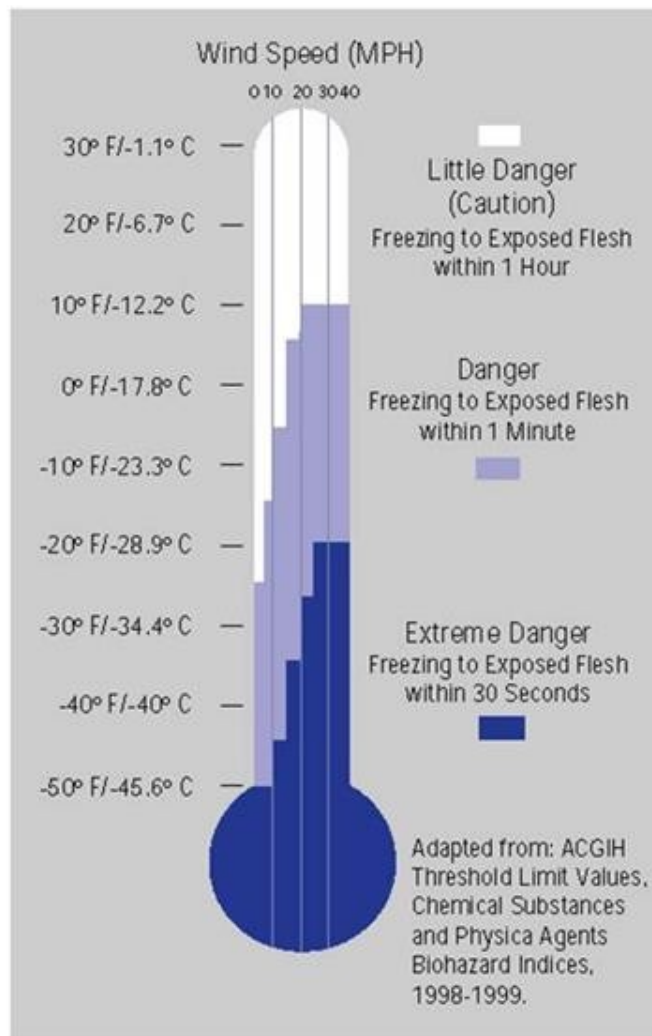
Heat Index	Risk Level	Protective Measures
<91°F	Lower (Caution)	<ul style="list-style-type: none"> • Provide plenty of drinking water • Ensure that adequate medical services are available • Plan ahead for times when heat index is higher, including worker heat safety training • Encourage workers to wear sunscreen • If workers must wear heavy protective clothing, perform strenuous activity or work in the direct sun, additional precautions are recommended to protect workers from heat related illness
91°F to 103°F	Moderate	<p>In addition to the steps listed above:</p> <ul style="list-style-type: none"> • Remind workers to drink water often (about 4 cups per hour) • Review heat related illness topics with workers such as recognition, prevention and first-aid • Schedule frequent breaks in cool, shaded areas • Acclimatize workers • Set up a buddy system and instruct workers and supervisors to watch for signs of heat related illnesses • Schedule strenuous activities at a time when the heat index is lower • Develop work rest schedules • Monitor workers closely • If workers must wear heavy protective clothing, perform strenuous activity or work in the direct sun, additional precautions are recommended to protect workers from heat related illness

Heat Index	Risk Level	Protective Measures
103°F to 115°F	High	<p>In addition to the steps listed above:</p> <ul style="list-style-type: none"> • Alert workers of high risk conditions • Actively encourage workers to drink plenty of water (about 4 cups per hour) • Limit physical exertion • Have a knowledgeable person at the work site who is well informed about heat related illness and able to determine appropriate work/rest schedules • Establish and enforce work/rest schedules • Adjust work activities (e.g. reschedule work, pace/rotate jobs) • Use cooling techniques • Watch/communicate with workers at all times • When possible, reschedule activities to a time when the heat index is lower
115°F	Very High to Extreme	<p>If essential work must be done, in addition to the steps listed above:</p> <ul style="list-style-type: none"> • Alert workers of extreme heat hazards • Establish water drinking schedule (about 4 cups per hour) • Develop and enforce protective work/rest schedules • Conduct physiological monitoring (e.g. pulse, temperature, etc.) • Stop work if essential control methods are inadequate or unavailable • Reschedule non-essential activities for days with a reduced heat index or to a time when the heat index is lower • Move essential work tasks to the coolest part of the work shift • Consider earlier start times, split shifts or evening/night shifts • Strenuous work tasks and those requiring the use of heavy or non-breathable clothing or impermeable chemical protective clothing should not be conducted when the heat index is at or above 115°F

Appendix B: Cold Stress Equation

THE COLD STRESS EQUATION

**LOW TEMPERATURE + WIND SPEED + WETNESS
= INJURIES & ILLNESS**





Spligitty Fiber Optic Services, Inc.

www.spligitty.com

Call Before You Dig Program

Version: 20160608

Table of Contents

1. <u>Purpose</u>	2
2. <u>Program</u>	2
3. <u>Program Responsibilities</u>	2
4. <u>Pre-Work Procedures</u>	3
5. <u>Wait and Confirm</u>	4
7. <u>Conclusion</u>	4

1. Purpose

The purpose of this program is to ensure that employees are following the requirements of the national 811, Call Before You Dig Program. This program should not be considered a substitute for applicable OSHA regulations.

2. Program

This program applies to all company work areas and operations. Every employee must be trained on the requirements of the program, and will adhere to its policies.

3. Program Responsibilities

Program Administrator

The Safety Director will manage the Call Before You Dig Program for the company. This person will maintain all records pertaining to the plan, including reviewing and updating this plan as necessary. The Program Administrator will also provide or coordinate training for affected employees. Program records will be stored Kalispell Montana.

Management

It is the responsibility of Management to provide resources and support for this program. Company management will ensure that each employee understands and follows the Call Before You Dig Program. It will provide employee orientation, job hazard assessments, training, job performance reviews and disciplinary action when necessary. The company will solicit feedback on the program, and respond promptly to employee concerns.

Supervisors

Supervisors are the front line managers for the program. They will identify existing and potential hazards in the work area. They will also monitor existing work practices and identify potentially hazardous ones. Supervisor has authorization, and the responsibility, to take prompt corrective measures to eliminate hazardous work practices or conditions. The supervisor will also work with employees and management to determine the appropriate cleaning supplies, equipment and PPE needed for the work area and ensure that it is used properly.

Employees

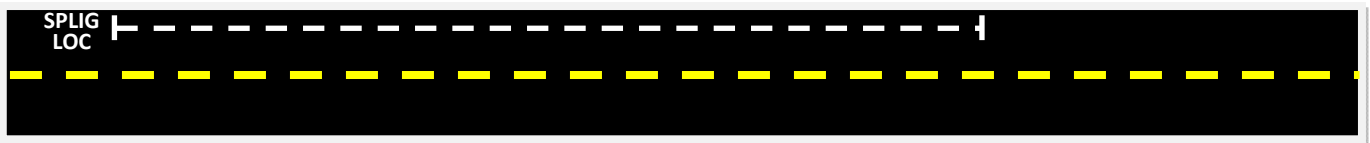
Employees are responsible for following the safe work practices that are required by the program. They will also maintain clean and safe work areas, and properly utilize and maintain required PPE. It is the responsibility of the employee to bring any safety hazards to the immediate attention of a supervisor.

4. Pre-Work Procedures

Before digging, driving ground rods, or moving any earth, you must Premark the location and call 811. The 811 notification is designed to allow utility companies the time to mark the cables and pipes that are near your work location. This process greatly reduces the chance that you will damage any facilities since you will know where they are in relation to your work.

Marking the Site

White paint is used to Premark the proposed dig site. If you will be driving ground rods or placing anchors a simple circle for the location is adequate. If the dig location will be a trench, then a line paralleling the proposed trench should be painted. Indicate the starting point and ending point for the trench. In the road adjacent to the proposed dig location mark the company name “**SPLIG**” and “**LOC**” to indicate we are requesting locates. If the site is away from the road, paint an arrow pointing toward the site.



Example Trench Line Marking for Locates in a Roadway

When you call, the Dig Line representative will ask for your name, the company name, the location of the work, type of work, if you’ve marked the area with white paint, and a description of the area to be located. Some areas require that you obtain a registration number prior to using their system. If you don’t have a dig line number, or have a number from a different state, you will have to register with the local system. Once you’ve made the notification(s) the representative will give you a number for the dig location and an estimated time the locates will be completed. **Keep the number with the project information.** The number is your proof that you called in for locates. The Dig Line representative will then notify the utilities that have facilities in that area so they can come out and paint locations for their cable, pipes, etc.

You need to call 811 at least 2-3 days prior to digging. The time allowed for the utilities to mark their plant varies by state so get to know your local timelines.

5. Wait and Confirm

Now it’s a matter of waiting for the Utility companies to complete the locates. Again, the time allowed varies from state to state, but expect that it will take at least 48 hours, not including weekends or holidays.

Confirm that the locates have been marked. Each utility uses a standard color of paint for their locates. The list below shows each of the utilities and the color used to mark them.

Temporary Marking Guidelines



You are obligated to check to see if the locates have been completed to the best of your knowledge. That is to say, if you see a manhole nearby and there are not any marking from that manhole, you must report it to Dig Line. If it is obvious that the locates were not completed, you, and Spligitty will be liable if you damage any facilities.

6. **Digging, Drilling, or Driving Ground Rods**

Now that you have all of the utilities in the area located, it is time to get the work done. While performing the work, at minimum, you will have to stay 18" away from all utilities. If you have to be closer, you will have to carefully expose the utility by hand. Some utilities such as pressurized petroleum pipelines will have further requirements for offset distances and special procedures which are usually monitored by a company representative during a pre-scheduled meeting.

In the event you do hit a utility, stop work and make the appropriate calls. If the utility hit was power or natural gas, call 911. If the utility hit was water, sewer, or telephone, call the utility to get their damage response team dispatched. In all cases, secure the area as best as possible and wait for the responding utility company or emergency response team. For natural gas and electrical lines, evacuate to a safe distance and wait for the Fire Department.

7. **Conclusion**

Marking and calling before digging saves millions of dollars annually and many lives as well. It's not just a suggestion it's the law. Spligitty stands firmly behind these requirements and will ensure that our employees follow the rules set forth for pre-dig notification and safe excavation requirements.

Calling before you dig is a mandated by Spligitty and its Management. Failure to do so will be dealt with through normal disciplinary channels up to and including termination as appropriate.