

*Giles Electric
Company Inc.*

SAFETY PROGRAM
&
CHEMICAL HAZARD PROGRAM

Giles Electric Company Inc.

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SAFETY MANUAL

GILES ELECTRIC COMPANY INC.

SAFETY MANUAL

ACCIDENT PREVENTION:

No phase of operations is of greater importance than accident prevention. The Degree of safety and the results accomplished are directly proportional to the Effort expended to control the condition, practices and human actions, which are responsible for accidents.

PURPOSE:

The purpose of the manual is to assist in the elimination and / or prevention of accidents.

EFFECTIVENESS:

A) This manual shall be effective as of the date of issuance; compliance by every employee is mandatory and is considered a requirement of employment.

B) Existing government codes, statutes, rules and orders shall be considered a part of this manual and where any conflict exists between the two, those of government status shall prevail.

INDIVIDUAL RESPONSIBILITY:

All personnel will be advised of responsibility to report any accident or injury to supervisor immediately. Each person is responsible to report all hazards or unsafe condition to immediate supervisor or a safety monitor. Copies of injuries or other emergencies treated at medical facilities will be forwarded to the personnel manager.

EMERGENCY POSTERS:

A copy of emergency telephone numbers will be posted in all work areas, offices, warehouses, job trailers, and show-ups.

SAFETY MEETINGS:

Personnel safety meetings will be held regularly. Any accidents or unsafe incidents will be discussed and preventive measures must be taken.

EMERGENCY CONDITIONS:

In case of emergency involving hazard to life, a supervisor, foreman or employee in charge of any work may modify or suspend such portion of the manual as may be considered temporarily necessary to permit proper handling of the specific emergency. In any case, the person so acting shall be fully accountable for the reasonableness of his actions.

EMERGENCY EQUIPMENT / MEDICAL AID:

Personnel will be advised as to the locations of fire extinguisher and first aid kits.

NEW EMPLOYEES:

- A) It shall be the responsibility of the superintendent and foreman to see that any new employee shall be provided initial indoctrination and such continuing instructions as will enable him to conduct his work in a safe and efficient manner.
- B) Individuals will be expected to maintain a safe working condition, at all times, those tools he is qualified and authorized to repair. Other defective or faulty equipment must be reported to his supervisor.
- C) Horseplay, pranks and practical jokes contribute nothing toward the safety and efficiency of a modern business. Those who indulge in such practices can expect action that will eliminate recurrence.
- D) The principles of good housekeeping must ever be a part of each day's work, in the office, the workshops, the trucks and out on the job. Good housekeeping means cleanliness and a neat and orderly arrangement of tools, materials and equipment.
- E) Employees are expected to report to work in a sober condition any using of illegal drugs or drinking of intoxicating beverages during working hours will not be tolerated.

FAILURE TO OBSERVE THIS RULE WILL RESULT IN
APPROPRIATE DISCIPLINARY ACTION, AND IMMEDIATE
DISMISSAL FROM THE COMPANY.

- F) Any device or faulty piece of equipment, including vehicles, ladders, power tool, etc., must be repaired or replace prior to further use,
- G) The company furnishes certain items of personal protective equipment, such as goggles, gloves, shields, locks, hard hats, etc. Others will be obtained when considered necessary. The items listed above are provided for your protection, and you are expected to wear the hard hat and safety glasses as well as all safety equipment provided as job-conditions warrant.
- H) Drivers of company vehicles must have been previously so designated and have in their possession, a valid operators license at all times.
- I) Individuals working a hot circuit of high or unknown potential and subject to possible contact should lock the switch open with his personal lock. Never should one break a lock – if your key does not work, do not tamper with the lock until after a thorough investigation has been completed.
- J) Safe driving speeds must be maintained under all conditions and the official posted speed limit must be considered as a maximum speed. The Florida laws read seat belts must be worn when in a moving vehicle. All drivers must abide by the laws of the State of Florida.

- K) All winches, hoists, tractors, diggers, augers, etc., shall be operated only by personnel so authorized.
- L) Any and all accidents, even those that appear to be minor, must be immediately reported to your supervisor. If injured, fill out first the report of injury immediately. Forms are in the company's main office or project office.
- M) Hot circuits should not be worked alone. If necessary to work the circuit while hot, make sure that a qualified man is present to throw the switch or break the circuit in case of an emergency.

HAND AND POWER TOOLS:

- A) Only qualified persons will operate power activated tools and caution must be used in selecting the correct charge or power cartridge. The amount of power required for safe penetration varies for different types of materials, and improper selection can result in a serious hazard to workers on the other side of the wall.
- B) All tools, regardless of ownership, shall be of an approved type and maintained in good condition. (Tools are subject to inspection at any time. A supervisor has the authority and responsibility to condemn unsafe tools, regardless of ownership).
- C) Unsafe tools shall be tagged and returned for repairs.
- D) Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hard lines.
- E) All portable electric tools must be positively grounded when being used. This is the responsibility of the individual user. Keep in mind that whenever current can be supplied to a tool, a suitable ground can also be supplied.
- F) Tools shall "never" be placed unsecured on elevated places.
- G) Employee shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.
- H) Impact tools such as chisels, punches drift pins that become mushroomed or cracked shall be dressed, repaired, or replaced before further use.
- I) Hammers with metal handles, screwdrivers with metal continuing through the handle and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment,
- J) Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs, (not with the hands) while being struck by another employee.

- K) Tools shall not be left lying around where they may cause a person to trip or stumble.
- L) Tools shall be used only for the purposes for which they have been approved.
- M) Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets.
- N) Shims shall not be used to make a wrench fit.
- O) Wooden handles that are loose, cracked or splintered shall be replaced.
- P) The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).
- Q) Remember that all tools have limitations. Use them correctly for the purpose for which they were designed. Even your own body has limitations – get help for the heavy lifting – you were not designed as a power hoist or crane. Strained backs and hernias are no help to you, your family or your company.

PORTABLE ELECTRIC TOOLS:

- A) Powered tools shall be used only within their design and shall be operated in accordance with the instructions of the manufacturer.
- B) Electrical tools shall be used where there is a hazard of flammable vapors, gases or dust.
- C) The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:
 - 1. The tool is approved double-insulated type, or
 - 2. The tool is connected to the power supply by means an isolating transformer or other insulated powers supply.
- D) All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.
- E) All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices.
- F) Ground fault circuit interrupters or assured grounding inspection programs shall be used with portable electric tools.

PNEUMATIC AND HYDRAULIC TOOLS:

- A) Compressed air tools, while under pressure, shall not be left unattended.

- B) Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 P.S.I. And then only with effective chip guarding and personal protective equipment.
- C) Air at the tool shall not be turned on until the tools are properly controlled.
- D) Compressed air and compressed air tools shall be used with care.
- E) The manufacturers stated safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
- F) Pneumatic tools shall never be pointed at another person.
- G) Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.
- H) Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
- I) Compressed air shall not be used to blow dust or dirt from clothing.
- J) All couplings and clamps on pressurized air hose shall be bridged with suitable fasteners.
- K) All connections to air tools shall be made secure before turning on air pressure.
- L) Conductive hose shall not be used near energized equipment.

PORTABLE LADDERS AND SCAFFOLDS:

- A) An employee shall not use a ladder that has broken, loose or cracked rungs, side rails or braces. Defective ladders shall be tagged and removed from service.
- B) Only one employee shall work from a ladder (except hood ladders) at one time. If the work requires two employees, a second ladder shall be used.
- C) When ascending or descending ladders, employees shall face the ladder and grip the side or rungs with both hands.
- D) If a ladder is to be placed where the opening of a door may displace it, the door shall be blocked or otherwise guarded.
- E) When transferring from a ladder to an elevated position, the ladder side rails shall extend at 36 inches above the landing.

- F) Metal ladders or ladders with metal side rails shall not be used near energized equipment or lines.
- G) All straight and extension ladders shall not be used unless they are equipped with non-skid safety feet or secured by other means to prevent slipping.
- H) Ladders shall not be painted. They shall be treated only with a transparent non-conductor material.

STRAIGHT LADDERS:

- A) A ladder shall never be placed on an unstable support.
- B) Ladders shall be placed so the distance from the foot of the ladder to the base of the wall or other support is approximately one-fourth the working length of the ladder.
- C) Ladders shall be placed on substantial base.
- D) An employee shall not stand on either or the top two rungs of the ladder.
- E) Ladders shall not be used as scaffold platforms.
- F) Ladders shall not be spliced together.

STEP LADDERS:

- A) Step ladders over 6 feet in length shall not be used as straight ladders.
- B) Employees shall not use the top step of a stepladder. (This rule does not apply to safety platform ladders).
- C) Stepladder legs shall be fully spread and locked open when the ladder is in use.

SCAFFOLDS:

- A) All scaffolds shall be of sufficient strength and rigidity to safely support the weight of men and materials to which they may be subjected.
- B) Employees shall not use a scaffold over 10 feet high unless there is a standard guardrail, with mid rail and toe board. To provide adequate protection.
- C) Employees shall not use a scaffold from 4 to 10 feet in height, and less than 45 inches wide, unless proper guardrails are present to provide adequate protection.

1. An employee shall obtain assistance in lifting heavy or bulky objects that they cannot safely handle.
2. Long objects, such as pipe, conduit, timber, etc., while being carried in confined or energized areas shall be kept under control.
3. When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a pre-arranged signal for releasing the load.
4. When two or more persons are carrying one object, each employee, if possible, shall face the direction in which the object is being carried. (Avoid strains from lifting objects by being sure of footing, bending the knees and keeping the back almost perpendicular. When ready to lift, straighten the legs slowly, this taking the strain on the shoulder muscles of the body).

**CHEMICAL HAZARD
COMMUNICATION
PROGRAM**

CHEMICAL HAZARD COMMUNICATION PROGRAM

GILES ELECTRIC COMPANY, INC.

BACKGROUND:

This written hazard communication program not only complies with OSHA requirements, but also ensures that Giles Electric Co., In. employees are effectively informed concerning potential and existing chemical hazards. Hazard communication is only one of the many important aspects of our occupational safety and health program, which includes:

- Management commitment and active support.
- Engineering controls for safety and health hazards.
- Effective education and training programs.
- Enforcement of safety rules and procedures.
- Recognition, evaluation, and control of occupational safety and health hazards.
- Medical Surveillance.
- Assigned safety and health responsibility and accountability.

PURPOSE:

The purpose of this hazard communication program is to effectively inform our employee of all potential or existing chemical hazards.

APPROACH:

The methods used to effectively inform employees include:

- Container labeling and other forms of warning.
- Material safety data sheets (MSDS's).
- Employee education and training.

APPLICATION:

This hazard communication program applies to:

- Known occupational safety and health hazards.
- Chemicals known to be present in the work place in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

DETERMINING CHEMICAL HAZARDS:

The job foreman or warehouse manager is responsible for identifying chemical hazards from material safety data sheets (MSDS's) provided by chemical manufacturers and distributors.

MATERIAL SAFETY DATA SHEETS (MSDS's):

MSDS's are prepared and distributed by manufacturers and distributors must obtain or develop a MSDS for each hazardous material they produce or import. A hazardous material is one that is either a physical hazard (i.e. flammable oxidizer, etc.) or a health hazard (causes acute or chronic health effects).

The job foreman or warehouse manager maintains the MSDS file for all hazardous materials used or handled in company work places. He reviews each data sheet to make sure it is complete and that there are not obvious errors, and replaces old data sheets with the new ones that accompany shipments of materials.

MSDS's are in English and contain:

- The identity of the chemical.
- The physical and chemical characteristics.
- The physical and health hazards.
- Primary routes of entry.
- Exposure limits.
- Precautions for safe handling.
- Controls to limit exposure.
- Emergency and first aid procedures.
- Name of manufacturer or distributor.

MSDS AVAILABILITY:

The job foreman or warehouse manager maintains copies of all MSDS's for each hazardous material in the workplace and makes them readily accessible during each work shift to employees when they are in their work area (s). Employees may review the MSDS's for the materials they work with by contacting their immediate supervisor. They may also request a copy of an MSDS if they wish. Copies of MSDS's for materials used in each work area are maintained in the supervisor's office. Upon request, the National Institute for Occupational Safety and Health (NIOSH) and OSHA also have access to our MSDS's. "It is the responsibility of the job foreman to notify the other craft superintendent(s) of, and give copies of, the MSDS's for all hazardous chemicals that other craft's employee(s) may be exposed to."

MATERIAL INVENTORY:

Below is a list of the hazardous chemical used or stored at this location. These chemicals are referenced to their appropriate MSDS's and are as follows:

GENERAL DESCRIPTION:

- 1) Gasoline
- 2) Spray Lubricant
- 3) Cutting Oil
- 4) Pulling Compound
- 5) Corrosion Inhibitor
- 6) Firestop Material
- 7) PVC Glue
- 8) Paints
- 9) Paint thinner

*Specific chemicals can be located using the Material Data Safety Index located in the front of the Material Safety Data Sheet Manual.

*The Index is organized in alphabetical order by manufacturer's name located on the container.

Employees desiring to see this list should contact their supervisor.

LABELS AND OTHER FORMS OF WARNINGS:

Chemical manufacturers, importers and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information:

- Identity of the hazardous chemical.
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer, distributor, or other responsible party.

Giles Electric Company, Inc requires that containers of hazardous materials in the work place are labeled, tagged, or marked with the identity of the hazardous chemical and appropriate hazard warning, in some cases, signs, placards, operating procedures, or similar accessible written materials are used instead of affixing labels to individual containers. "It is the responsibility of the job foreman to inform the other craft superintendent(s) of our labeling system that is used in the workplace."

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.

All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to finishing supervisors so that appropriate labels can be re-applied immediately.

EMPLOYEE INFORMATION, EDUCATION, AND TRAINING:

Any information, education, and training program is provided by Giles Electric Co., Inc. to make sure employees know about hazardous chemicals in the work place and the appropriate control measures to reduce exposure to them. This program is coordinated by the job foreman or warehouse manager. "It is the responsibility of the job foreman to notify the other craft superintendent(s) of precautionary measure that should be taken by the other craft's employee(s) during the workplace's normal operating conditions and in the foreseeable emergencies."

New Giles Electric's employees received appropriate safety and health information, education, and training during their initial assignment. This training includes information about hazardous materials and processes in the work place through the use of printed materials and job site instruction. Giles Electric's new employee safety and health training program begins upon hire by the personnel department and continues with on-site training by the new employee's supervision. The specific information in the safety and health training include:

- General Chemical Hazard
- Hazards associated with non-routine tasks
- Recognition, evaluation, and control of hazardous chemicals
- Chemical Labeling
- Hazards associated with unlabeled piping and processing systems
- MSDS's
- Access to information on hazardous chemicals
- Compliance with safety and health rules and regulations
- Specific hazards present in work areas
- The location and availability of the Giles Electric written hazard communication program and all supporting information
- The measures employees can take to protect themselves from hazards, including pertinent work practices, company emergency procedures, and personal protective equipment

All employees are informed by the supervision concerning our hazard communication program and an explanation of the company's labeling system, MSDS's and how appropriate hazard information may be obtained by employees.

RE-TRAINING:

It is necessary for work area supervision to provide additional employee training concerning work place hazards when:

- New materials or processes are introduced into the work place
- Process or equipment changes are made that could cause new or increased employee exposure
- Procedures or work practices are introduced, or changed, which could cause changes in the employees, exposure
- Employees are transferred from one work area to another where different hazards are present.

NON ROUTINE TASKS:

The supervision of an employee performing a non-routine task, such as cleaning process equipment, is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his or her immediate supervisor knows that the non-routine task will be performed.

PROGRAM AVAILABILITY:

Giles Electric's hazard communication program is available upon request to:

- Employees
- OSHA representatives
- NIOSH representatives
- Any craft superintendent(s) on the project

GILES ELECTRIC COMPANY INC.

I have received the Safety Manual and understand it is my responsibility to read it, obtain a thorough understanding of its contents and discuss with either a foreman or company officer anything I do not understand. I understand that safety is my responsibility and I will perform my job in a safe manner.

Signed: _____

Date: _____

Supervisors
Signature: _____

I hereby declare that I have read the contents of this booklet in its entirety, that I thoroughly understand each and every rule covered in these safety rules. I have discussed with either a foreman or a company office in a responsible position over me any item not fully understood by me.

I also hereby wish to make it known that by affixing my signature to this sheet, that I fully intend to abide by all these rules as they affect my daily execution of all duties assigned to me.

Signed: _____

Date: _____

GILES ELECTRIC COMPANY, INC.

**EMPLOYMENT AGREEMENT AND ISSUANCE
OF SAFETY EQUIPMENT / APPAREL**

I enter into employment with Giles Electric Company, Inc., with the understanding that there is a 90-day probationary period.

Employee Date

As stated within Giles Electric Company’s Safety Manual “Certain items of personal protective equipment, such as goggles, gloves, shields, locks, hard hats, etc., can be furnished by the company. Others can be obtained when you consider them necessary. The items listed above are provided for your protection, and you are expected to wear the hard hat and safety glasses as well as all safety equipment provided as job-conditions warrant”.

- _____ Hard Hat
- _____ Ear Plugs*
- _____ Safety Glasses
- _____ Dust Mask* _____(Quantity)
- _____ Back Support Belt
- _____ Gloves
- _____ T-shirts _____(Quantity)

I, _____ am in receipt of the above X'd items and understand that these items are to be returned prior to my termination or the replacement cost of the items not returned, may be deducted from my final paycheck.

Employee Date

Issuing Agent Date

*Not subject to return policy

CC: Employee