

SECTION 23.0 | PERSONAL SAFETY

Hindsight Electric, LLC's first concern is for the safety, health, and well-being of its employees. Therefore, this policy has been created to help ensure our employees remain safe and secure in their individual roles. This policy and its related procedures will cover the following topics:

- 22.1 | Expected Employee Safe Conduct and Behavior
- 22.2 | General Workplace Safety
- 22.3 | Personal Safety and Security Procedures for Drivers
- 22.4 | Back Safety and Proper Lifting Techniques.

23.1 | Expected Employee Safe Conduct and Behavior

Hindsight Electric, LLC expects its employees to always behave and conduct themselves in a safe and responsible manner. Employees who engage in activities that are considered unsafe, reckless, or threaten the safety of others will be subject to disciplinary action up to and including termination of employment — depending on the severity of individual incidents (refer to the *Progressive Discipline* policy section 6.23 in the Hindsight Electric, LLC Employee Handbook).

23.2 | General Workplace Safety

Hindsight Electric, LLC believes that the safety of our employees is of utmost importance and will help drive the quality of our service, the productivity of our employees, and the profitability of Hindsight Electric, LLC. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. Therefore, Hindsight Electric, LLC will be guided by the following safety principles. Hindsight Electric, LLC believes:

1. All injuries and accidents are preventable through the establishment and compliance with safe work procedures.
2. The prevention of bodily (lost time) injury and safeguarding of health are the first considerations in all workplace activities and are the responsibility of every employee at every level.
3. Written safety policies describing the safe work practices and procedures to be followed in all workplace activities are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following all Hindsight Electric, LLC safety policies and related procedures.
4. Off the job, all employees should be similarly safe and demonstrate awareness of potential Hazards.

Statement of Employer Responsibilities

Hindsight Electric, LLC is responsible for providing a safe work environment for all its employees. It is the policy of Hindsight Electric, LLC to provide a place of employment reasonably free from hazards that may cause illness, injury, or death to associates.

It is also Hindsight Electric, LLC's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment.

All Hindsight Electric, LLC supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They will ensure that:

1. Their staff members are trained in appropriate safety procedures. Individual safety files are maintained in Personnel for all associates.
2. They notify the responsible safety personnel and complete the necessary forms if an accident or work-related health problem occurs in their department.
3. Equipment and property within their area of responsibility is maintained in a safe and hazard-free condition.

Statement of Employee Responsibilities

Hindsight Electric, LLC employees are responsible to follow safety rules, policies, and related procedures and work safely at all times.

All Hindsight Electric, LLC employees have a responsibility to themselves and to Hindsight Electric, LLC for their safety and the safety of coworkers. All employees are required to:

1. Comply with all federal, state, and local rules and regulations relevant to their work.
2. Observe all company rules and regulations related to the efficient and safe performance of their work.
3. Integrate safety into each job function and live by this philosophy in the performance of job duties.
4. Report or correct unsafe equipment and practices.
5. Report any accidents that occur while on the job.

Statement of Supervisor's Responsibility to Recognize and Discipline Violators of Company Safety Rules, Policies, and Related Procedures

Hindsight Electric, LLC supervisors are directly responsible for the enforcement of all Hindsight Electric, LLC safety policies and practices. They must ensure that employees under their direct supervision are trained in appropriate safety practices and procedures, and that they follow safe work practices at all times while performing daily work activities.

If an employee is found to be violating safe work practices or procedures, the supervisor is responsible for disciplining the employee and reinforcing the correct safe behavior or activity. Discipline will depend on the severity of the safety rule infraction and can range anywhere from a verbal reprimand to a written warning to suspension or even dismissal.

Explanation of the Disciplinary System for Noncompliance with Safety Rules

Upon violation of any Hindsight Electric, LLC safety rule, the violating employee will be disciplined. The list of possible disciplinary actions includes:

- **Counseling and verbal warning** — An informal discussion of the incorrect behavior should take place as soon as possible after the supervisor has knowledge of the safety misconduct. All verbal reprimands are to be documented including a date and signatures of all involved parties.
- **Written warning** — A written form documenting the safety misconduct, to be presented to the employee and placed in the employee's personnel file.
- **Suspension and final warning** — A period of time during which the employee is barred from attending work and during which the employee is not paid.
- **Termination of Employment** — The permanent separation of an employee from Hindsight Electric, LLC, initiated for disciplinary reasons, or safety misconduct.

The severity of the discipline will be in direct correlation to the severity of the safety violation. Injury or damage is not necessarily constituent to warrant disciplinary action. It is the violation of the rule itself and not necessarily its end result that is the subject of possible disciplinary action.

Statement of Intention to Comply with all Government Regulations

Hindsight Electric, LLC will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Administration (OSHA),
- The EPA (Environmental Protection Agency),
- The DOT (Department of Transportation), and
- All other applicable federal, state, and local safety and health regulations.

23.3 | Personal Safety and Security Procedures for Drivers

Drivers are often an easy target for theft while out on the road. The driver, alone and in unfamiliar territory, is often the favorite victim of thieves and hijackers. Hindsight Electric, LLC drivers are expected to exercise extreme care and caution regarding their personal safety and well-being. All drivers for Hindsight Electric, LLC shall use the following guidelines to reduce the risk of becoming a victim while out on the road.

At the Shipper — Drivers are Expected to:

1. Always secure the trailer doors with a heavy-duty padlock and/or trailer door seal.
2. Keep vehicle doors locked and keep windows rolled up at all times until out on a major road or highway.
3. Keep a watchful eye out when leaving a shipper. Most cargo thefts and hijackings occur within a few miles of a load's origin (highway on- and off-ramps are particularly dangerous).
4. When possible, drive directly to the load's destination without stopping. But at the very least, plan all trips to include as few stops as possible.

In Transit — drivers are expected to:

1. Maintain regular contact with Hindsight Electric, LLC by regularly calling or messaging.
2. Report any unusual or suspicious activity immediately.
3. Plan breaks and stops at reputable and established truck stops or rest areas where other trucks are present.
4. When possible, vary routes and schedules (if on dedicated assignments). This means not stopping at the same truck stop or rest area on the same day or at the same time.
5. Never stop or park on dark roads, alleys, or other deserted areas while waiting to make a pick-up or delivery.
6. Never discuss the contents of cargo with anyone outside of Hindsight Electric, LLC. And be extremely suspicious of strangers asking about load contents or destinations. Drivers are to immediately report this type of incident to Hindsight Electric, LLC (immediate supervisor) as soon as possible.
7. Be conscious of following vehicles (especially right after pick-up).
8. Be suspicious of individuals signaling drivers to stop because of a traffic accident in which they claim our driver was involved. This is a common tactic used by hijackers to get the vehicle to stop (If this happens and Hindsight Electric, LLC drivers are unsure that an accident has occurred, drive to a well-lit intersection or nearest police station).

Worst Case Scenario — Drivers are instructed to:

1. Cooperate and do as instructed in the event of an actual hijacking situation. The personal safety of our employees is our first priority.
2. Notify police immediately following the incident then notify Hindsight Electric, LLC.

23.4 | Back Safety and Proper Lifting Techniques

Back safety awareness and safe lifting guidelines are necessary due to the prevalence and severity of back injuries throughout all industries. Backs can be injured by improper lifting, falling, stretching, overextending, and other workplace mishaps. Of these, using improper lifting techniques (as in hand loading and unloading activities) are the largest single cause of back pain, strain, and injury. To reduce the incidence of back injury, Hindsight Electric, LLC has instituted, and all Hindsight Electric, LLC employees will be trained in, the following proper lifting techniques (procedures) and other back safety measures.

Hindsight Electric, LLC requires these procedures to be followed to provide a safe working environment and to protect the health of all our employees. Hindsight Electric, LLC has implemented these procedures on safe lifting practices to ensure that all employees are trained to protect themselves from the hazards of improper lifting practices.

The effectiveness of the back-safety procedure depends on the active support and involvement of all employees. The following points outline safe and proper lifting techniques that will be taught to all employees to minimize

their risk of back injury and pain. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices.

All employees of Hindsight Electric, LLC will be trained in, and expected to adhere to, the following lifting techniques when they are required to perform any lifting activity as part of their job duties. When required to perform lifting activities, Hindsight Electric, LLC employees are expected to:

1. **Size up the load before lifting** — Test by lifting or pushing a corner of the object. If it's heavy or feels too clumsy, get a mechanical aid or help from another. When in doubt Hindsight Electric, LLC employees are expected to obtain help and to never attempt lifting alone.
2. **Bend the knees** — Bending of the knees is the single most important aspect of any lifting activity.
3. When performing a lift, Hindsight Electric, LLC employees shall:
 - Place feet close to the object and center themselves over the object.
 - Get a good firm handhold.
 - Lift straight up, smoothly and let legs do most of the work.
 - Avoid overreaching or stretching to pick up or set down an object.
 - Avoid twisting or turning of the body once the lift has been made.
 - Make sure beforehand that a clear path is available to carry the object.
 - Set the object down properly, keeping the back straight at all times.
 - Always push, not pull, objects when possible.
 - Change the lifting situation, if possible, to minimize a lifting hazard.

Additional lifting (loading and unloading) expectations include:

1. If the object is too long or awkward, Hindsight Electric, LLC employees are required to get help.
2. Splitting the load into several smaller tasks to achieve manageable lifting weight.
3. Avoiding lifts from below the knees or above the shoulders by using mechanical aids.

Other work related back safety issues include:

1. **Extended Sitting/Standing** — Our drivers' role requires long hours of sitting behind the wheel. This condition can create back trouble. When possible, Hindsight Electric, LLC requests that its drivers stretch frequently to reduce lower back strain.
2. **Poor Physical Condition** — An employee's physical condition can lead to back pain. Being overweight can cause extra strain on the spine. An estimate is that every extra pound up front puts 10 pounds of strain on the back. Being out of shape or overweight increases the chances for chronic back pain. Infrequent exercise is a major factor, too. A sudden strain on generally unused back muscles lead to trouble, particularly when there is a sudden twisting or turning of the back. Hindsight Electric, LLC requests its employees exercise regularly and maintain a proper diet.
3. **Stress Factor** — Stress can lead to back pain. Tied in with an individual's general physical condition, stress created from work or play can cause muscle spasms that affect the spinal nerve network. Although stress is part of everyone's life, and a certain amount of stress is normal, excessive stress causes backache. Hindsight Electric, LLC requests its employees strive to achieve a proper life/work balance.
4. **Entering/Exiting Vehicles** — Drivers (and all Hindsight Electric, LLC personnel) are expected to enter and exit company vehicles using three points of contact at all times and jumping from any vehicle or other equipment is strictly prohibited.