SECTION 18.0 | HAZARD IDENTIFICATION, PREVENTION, AND COMMUNICATION

To assist in the identification and correction of hazards, Hindsight Electric, LLC has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual.

18.1 | Hazard Identification

The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

Loss Analysis

Periodic loss analyses will be conducted by the safety program administrator. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means. See Section 30 for the current Job Hazard Analysis Guidelines and Form.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Superintendents and foremen shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Program Administrator.

Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and State OSH Consultants.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the supervisor, manager, Program Administrator, or other designated individual.

Periodic safety inspections will be conducted:

- When new substances, processes, procedures, or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the supervisor.
- Periodically by the Safety Program Administrator.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance, and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

All hazards identified will be corrected as soon as practical in accordance with the Hindsight Electric, LLC hazard correction policy. If imminent or life-threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- The name and title of the person who performed the inspection.
- Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
- Signature of the person who performed the inspection.

One copy of the completed form should be sent to the Business Controller. All reports shall be kept on file for a minimum of two (2) years.

18.2 | Hazard Prevention, Correction, and Control

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first.

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

1. **Potential severity** - The potential for serious injury, illness, or fatality
2. **Likelihood of exposure** - The probability of the employee encountering the hazard
3. **Frequency of exposure** - How often employees encounter the hazard
4. **Number of employees exposed**
5. **Possible corrective actions** - What can be done to minimize or eliminate the hazard
6. **Time necessary to correct** - The time necessary to minimize or eliminate the hazard

Techniques for Correcting Hazards

1. **Engineering Controls**: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. **Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
3. **Personal Protective Equipment**: Includes back support belts, hearing protection, respirators, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective actions taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Employee Safety Contact Report
- Safety Meeting Report
- Memo or letter
- Safety Inspection Form (e.g., Facility, Vehicle, etc.)

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

18.3 | Hazard Communication

The purpose of this program is to ensure that the hazards of all chemicals and substances are identified and evaluated, and that the information concerning their hazards is communicated to employees, emergency response organizations, state and federal agencies, and other employers and contractors, as necessary. This hazard information will be clearly communicated and displayed in accordance with this Hazard Communication Program.

Hindsight Electric, LLC is firmly committed to providing each of its employees a safe and healthy work environment. It is recognized that workers may use chemicals or substances that have potentially hazardous properties. When using these substances, workers must be aware of the identity, toxicity, or hazardous properties of a chemical or substance. Hindsight Electric, LLC believes an informed employee is more likely to be a safe employee. To this end, Hindsight Electric, LLC has established and implemented a written Hazard Communication Program.

This program is applicable to all employees who may encounter hazardous chemicals while working. This document is to be followed by all employees and contractors on company owned premises. In addition, this program is to be used in the event an operator program does not exist or is less stringent than our own.

Definitions

1. **Chemical** - any element, chemical compound, or mixture of elements and/or compounds.
2. **Chemical Inventory List** - a list of chemicals used at this facility, or by personnel that report to this facility.
3. **Electronic Access** – using electronic media (telephone, fax, internet, etc.) to obtain Material Safety Data Sheets or health information.
4. **Facility** - an establishment at one geographical location containing one or more work areas.
5. **Globally Harmonized System (GHS)** - The Globally Harmonized System (GHS) is an international approach to hazard communication, providing agreed criteria for classification of chemical hazards, and a standardized approach to label elements and safety data sheets. NOTE: Most new GHS requirements apply to substance manufacturers or distributors since they are responsible for including safety data sheets with purchased substances. However, all employers are still required to train each employee on the new label elements and safety data sheets format. Specific training information can be found at: https://www.osha.gov/dsg/hazcom/
6. **Hazardous Chemical** - any chemical that is a physical hazard, a health hazard, or has a Permissible Exposure Limit established for it.
7. **Hazardous Substance** - see hazardous chemical.
8. **Hazard Communication Program Coordinator** - the person who has overall responsibility at a facility for that facility's Hazard Communication Program.
9. **Health Hazard** - a substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic adverse health effects may occur in exposed employees.
10. **IDLH** - immediately dangerous to life and health.

11. **Immediate Use** - the chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
12. **Job Site** - an area remote from a facility where hazardous chemicals are stored or used, and employees are present for the purpose of business.
13. **National Fire Protection Association (NFPA) Labeling** - a common industry labeling method developed by the National Fire Protection Association to identify the hazards associated with a particular chemical.
14. **Permissible Exposure Limit (PEL)** - the maximum eight-hour time weighted average of any airborne contaminant to which an employee may be exposed.
15. **Readily Available** - when an employee has access during his/her normal work shift.
16. **Safety Data Sheet (SDS)** – a written or printed document containing chemical hazard and safety handling info, prepared in accordance with the new HAZCOM GHS requirements.
17. **Substance** - see Chemical.
18. **Threshold Limit Value (TLV)** - the airborne concentration of a substance that represents conditions under which it is believed that nearly all normal workers may be repeatedly exposed day after day without adverse effect.
19. **Work Area** - a room or defined space in a facility where hazardous chemicals are stored or used and where one or more employees are present.
20. **Workplace** - see Facility.
21. **Workplace Chemical List** - see Facility Chemical List.

Responsibilities

A written hazard communication program shall be developed, implemented, and maintained at each workplace. The program will describe how labels and other forms of warning, material safety data sheets and employee information will be kept, maintained, and disseminated.

The Safety Manager is responsible for developing and implementing the Hazard Communications Program. Managers are responsible for maintaining Safety Data Sheets and the Chemical Inventory List for their respective locations. The Safety Manager reviews the SDS files and Chemical Inventory List at each location at least annually to ensure they are current and complete.

The Safety Manager is also responsible for ensuring that all containers from manufacturers or distributors have the correct and updated labels per the new GHS requirements and for ensuring that all applicable employees are trained on the new label elements and safety data sheets format. Training info can be found here: https://www.osha.gov/dsg/hazcom/

Employees are responsible for following the requirements set forth in the Hazard Communication Program, to use proper personal protective equipment, to report containers without labels immediately to their supervisor and to never deface any label.

Any employee who transfers any material from one container to another is responsible for labeling the new container with all required information.

All employees are responsible for learning the requirements of this section and for applying them to their daily work routine.

Requirements

This Hazard Communication Program was prepared for use by Hindsight Electric, LLC to explain how we meet the requirements of the federal Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard (29 CFR 1910.1200). It spells out how Hindsight Electric, LLC inventory chemicals stored and used, how we obtain and use safety data sheets, how we maintain labels on chemical substances, and how we train employees about the hazards of chemicals they are likely to encounter on the job.

Preparation of this program indicates our continuing commitment to safety among our employees in all our locations.

1. Each facility is expected to follow this program and maintain its work areas in accordance with these requirements.
2. Employees, their designated representatives, and government officials must be provided copies of this program upon request.
3. As part of our ongoing hazard communication effort, Hindsight Electric, LLC will make available other information in addition to the program to any worker requesting it.
4. Asking to see this information is an employee's right,
5. Using this information is part of our shared commitment to a safe, healthy workplace.

List of Hazardous Chemicals

Hindsight Electric, LLC maintains a listing of all known hazardous chemicals known to be present at each job site by using the identity it is referenced by on the appropriate safety data sheet (SDS). This identity is often a common name, such as the product or trade name (i.e., Lime-A-Way).

The Chemical Inventory List is updated annually by the Hazard Communication Program Coordinator or their designee with additional updates being made when necessary. The facility Chemical Inventory List must be available for review upon request. Additionally, a written hazard communication program must be developed, implemented & maintained at each workplace.

Safety Data Sheets

Chemical manufacturers are responsible for developing SDS's. Companies shall have an SDS for each chemical used with the exception of consumer products. SDS's must be obtained for each required chemical from the chemical manufacturer, supplier, or vendor. The purchasing of any potentially hazardous chemical products from any supplier that does not provide an appropriate Safety Data Sheet in a timely fashion is strictly prohibited.

1. SDS's shall be maintained and readily accessible in each workplace. SDS's can be maintained at the primary work site, however, they should be immediately available in case of emergency. SDS's must be made available upon request to employees, their designated representatives, the Assistant Secretary of Labor, and to the Director of OSHA.
2. SDS's are filed alphabetically, and by material classification, in the SDS Book. A Chemical Inventory List is provided in the front of the SDS Book, listing all SDS's contained therein. This inventory serves as the index of the SDS Book. The SDS Book shall be displayed in a prominent location in the work area where it is accessible to all employees.
3. A copy of a SDS request form is located in the first section of the SDS Book. An employee may use a copy of this form to request an SDS or he may ask the Safety Manager for one. In either case, the requested SDS must be given to the employee within 24 hours of being requested.
4. The Safety Data Sheet must be kept in the SDS library for as long as the chemical is used by the facility.
5. Electronic access (telephone, fax, Internet, etc.) may be used in the acquisition of any needed SDS and to maintain SDS libraries and archives.
6. The Safety Manager is responsible for seeing that the Chemical Inventory List inventory is maintained, is current, and is complete. He will review and update the inventory and the SDS Book at least annually. When a hazardous material has been permanently removed from the workplace, its SDS is to be removed from the SDS's Book and the Chemical Inventory List. The SDS is then placed in a "dead file" in case it is needed in the future.
7. SDS's for hazardous materials to which employees have been exposed must be maintained after the employee leaves your employment.
8. Employees will be advised of all special instructions, PPE, and the hazards associated with chemicals-including chemicals contained in unlabeled pipes-in their work areas. The Safety Manager will inform employees of the hazards of non-routine tasks by presenting a copy of the site-specific hazardous materials list, ensuring that the employee is aware of their presence should a non-routine task with unfamiliar materials present itself.

9. Employees have the right to request SDS on any chemical, which must then be provided without any issues.

Labels, Labeling and Warnings

The Safety Manager will ensure that all hazardous chemicals used or stored in the facility are properly labeled.

1. Damaged labels or labels with incomplete information shall be reported immediately,
2. Damaged labels on incoming containers of chemicals will not be removed,
3. New labels shall be provided as needed so that all containers are labeled correctly,
4. Only containers into which an employee transfers a chemical for their own immediate use will not require labeling,
5. Employees who are unsure of the contents of any container, vessel, or piping must contact their supervisor for information regarding the substance including:
    - The name of the substance,
    - The hazards associated with the substance,
    - The safety precautions required for working with the substance.

Labels, tags, or markings on containers shall use the following 16-section (GHS) formatting convention and headings:

- Identification
- Hazard(s) identification
- Composition/information on ingredients
- First-Aid measures
- Fire-fighting measures
- Accidental release measures
- Handling & Storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information, including date of preparation or last revision.

All containers must be labeled correctly under the new GHS HAZCOM standard (this responsibility usually falls upon the manufacturers shoulders. However, if labels are not present for any reason, employers are responsible for labeling containers. Upon transferring the content of one container to another, the employee must label the new container with all required information. This information can be obtained from the labeling of the original container or from the material's SDS. Any container of a potentially hazardous material that will not be emptied during one shift must be labeled, without exception.

Personnel in the Shipping and Receiving Departments are responsible for the proper labeling of all containers shipped by Hindsight Electric, LLC and for the inspection of all incoming materials for correct labeling. Chemicals received from vendors that are improperly labeled must be rejected.

NFPA Standard 704 labels shall be the preferred hazard identification method used in company facilities and on materials containers used on client sites. All employees, clients, subcontractors, and visitors who may encounter a hazardous substance must be briefed to ensure understanding of the NFPA 704 labeling system.

Training

Employees shall be provided with appropriate, effective information and training on the hazardous chemicals in their work area at the time of their initial assignment, and upon the introduction of a new physical or health hazard into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenic) or specific chemicals. However, chemical-specific information must always be available through labels and safety data sheets. Additional training will be provided whenever a new chemical hazard is introduced into the work area. Supervisors will conduct supplementary training when deemed necessary to reinforce the importance of the proper use and handling of chemicals. Only facility employees and individuals knowledgeable with Hindsight Electric, LLC's Hazard Communication program will conduct training sessions. The Safety Manager shall ensure records of employee training are maintained properly.

When an outside contractor, such as a pest control worker or a carpenter, enters a company site to perform a service for Hindsight Electric, LLC, they must first present SDS' for any and all hazardous chemicals which will be used. These SDS' will be treated with the same training requirements as the SDS' kept on site for regularly used chemicals and materials. The Safety Manager will be responsible for contacting each contractor prior to work commencing, in order to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.

The Hazard Communication Program documented training shall, as a minimum, include:

1. Requirements, details, and rights of the employee as contained in the Hazard Communication regulation,
2. Operations and work areas where hazardous chemicals are present,
3. Location of the written Hazard Communication Program, SDS's and the Chemical Inventory List,
4. How to access SDS information,
5. How to read labels and Safety Data Sheets for pertinent hazard information,
6. How employees can obtain and use the appropriate hazard information,
7. Methods and observations that may be used to detect the presence or release of hazardous chemicals by use of monitoring devices, visual appearance, or odor,
8. The physical & health hazards of chemicals in the immediate work area,
9. Protection measures utilized for the prevention of hazards related to exposure,
10. Appropriate work practices,
11. Emergency procedures,
12. The use of proper PPE.

Multiple Work Sites

Where employees must travel between workplaces during a work shift, the written HAZCOM Program shall be kept at a primary job site. If there is no primary job site, then the program shall be sent with employees. The program shall be made available, upon request, to employees, their designated representatives, the Assistant Secretary, and the Director in accordance with requirements of 29 CFR 1910.1020(e).

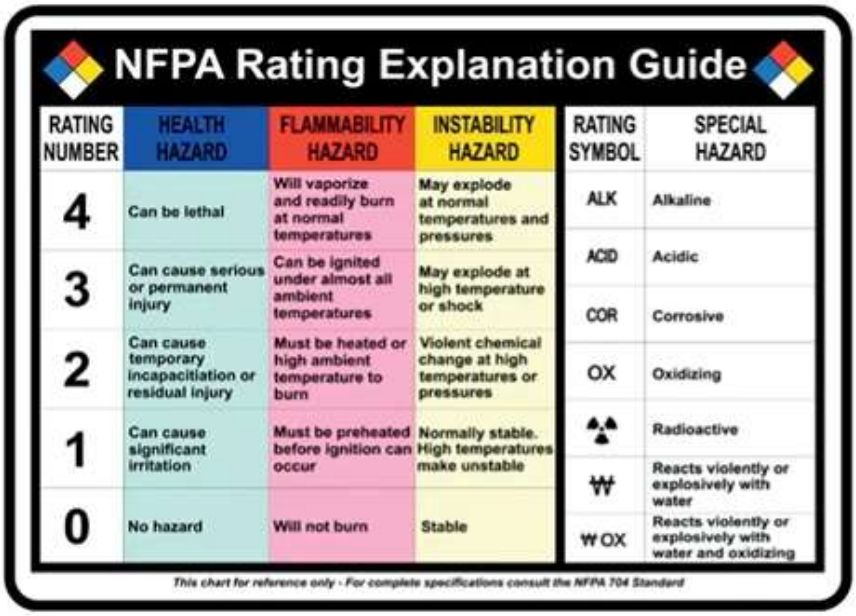
Multiple Employer Job Sites

A pre-job briefing shall be conducted with the contractor before work commences on site.

1. During this pre-job briefing, contractors shall provide to Hindsight Electric, LLC current copies of all Safety Data Sheets along with the label information for every hazardous substance brought on-site.
2. Must notify and provide required SDS and label information for all hazardous materials the contractor may encounter on the job,
3. Labeling systems and precautionary measures to be taken by the contractor during both normal conditions and emergencies shall be addressed,
4. By providing such information to other employers, Hindsight Electric, LLC does not assume any obligations that other employers have for the safety of their employees,
5. In this regard, other employers working on company property, or for Hindsight Electric, LLC on client's property, remain fully responsible for developing and implementing their own compliant hazard communication programs.

Hazard Warnings / NFPA 704

The NFPA 704 Diamond is a means of disseminating hazard warning and information for a specific material. The diamond is divided into four sections. Each of the first three colored sections has a number in it associated with a particular hazard. The higher the number is, the more hazardous a material is for that particular characteristic. The fourth section includes special hazard information. The four sections and an explanation of the numbers in them are provided as a reference below:



SECTION 19.0 | HEAT ILLNESS AND PREVENTION

All managers and supervisors will implement and maintain the Heat Illness Program in their respective work areas. High heat procedures are to be followed when the temperature exceeds 95 degrees Fahrenheit. High heat procedures shall include, but are not limited to:

1. Effective communication by voice, observation, or electronic means,
2. Will observe employees for alertness and signs/symptoms of heat illness often,
3. Reminding employees to drink water throughout the shift,
4. Closely supervise new employees for their first 14 days of employment,
5. The provisions of this procedure.

19.1 | Provision of Water

Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift.

19.2 | Access to Shade

Employees must have access to shade. At or below 85 degrees Fahrenheit the employee shall have timely access to shade upon request. For temperatures at or above 85 degrees Fahrenheit, one or more areas with shade shall be provided at all times while employees are present. There should be enough shade for at least 25% of employees on the shift at any one time to use.

Employees suffering from heat illness or those who believe a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

19.3 | Written Procedures

The heat prevention program/procedures shall be in writing and shall be made available to employees. Each work site shall develop site specific procedures which shall include the minimum:

1. Make available at least 2 quarts of water per employee at the start of the shift. The supervisors or designated persons will monitor water containers every 30 minutes. Employees are encouraged to report to the supervisor/designated person water that is dirty or an inadequate water supply.
2. Workers will be reminded every morning of the importance of frequent consumption of water throughout the shift during hot weather.
3. Water levels should not fall below the point that will provide adequate water for all employees during the time necessary to effect replenishment.
4. Disposable/single use drinking cups will be provided to employees or provisions will be made to supply employees their own cups.
5. Supervisors will set-up an adequate number of umbrellas, canopies, or other portable devices at the start of the shift and will relocate them to be closer to the crew, as needed.
6. Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.
7. More water and rest breaks will be provided when a modified or shorter work-shift is not possible.
8. Supervisors will continuously monitor all employees and stay alert to the presence of heat related symptoms.
9. Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called. They will check that all means of communication are functional at the worksite prior to each shift.
10. Every morning, workers will be reminded about the address and directions to their worksite so as to inform medical responders.
11. All newly hired workers will be assigned a buddy or experienced coworker to ensure they receive proper training and are following Hindsight Electric, LLC procedures regarding heat illness prevention.

SECTION 20.0 | HEAVY EQUIPMENT OPERATION

The Heavy Equipment Operation procedures establish guidelines to be followed whenever any of our employees work with heavy equipment at Hindsight Electric, LLC. The rules are established to:

- Provide a safe working environment,
- Govern operator use of heavy equipment, and
- Ensure proper care and maintenance of heavy equipment.

These procedures establish uniform requirements designed to ensure that heavy equipment operation practices are communicated to and understood by the affected employees. These requirements are also designed to ensure that procedures are in place to protect the health and safety of all employees.

It is our intent to comply with the requirements of 29 CFR 1926, Subpart O for construction activities. This regulation has requirements for heavy equipment operations and can be found at:

https://www.osha.gov/laws-regs/regulations/standardnumber/1926

Hindsight Electric, LLC also complies with the applicable requirements of:

Standard or Regulation	Name
ANSI B56.1-1969	Safety Standards for Powered Industrial Trucks
SAE J166-1971	Trucks and Wagons
SAE J236-1971	Self-Propelled Graders
SAE J237-1971	Front End Loaders and Dozers
SAE J319b-1971	Self-Propelled Scrapers
SAE J386-1969	Seat Belts for Construction Equipment
SAE J333a-1970	Operator Protection for Agricultural and Light Industrial Tractors
SAE J321a -1970	Fenders for Pneumatic -Tired Earthmoving Haulage Equipment
29 CFR 1926.20(b)(4)	General Safety and Health Provisions
29 CFR 1926.602(d)	Powered Industrial Truck Operator Training
ASME Power Boilers (section I)	
ASME Pressure Vessels (section VIII)	

SECTION 21.0 | HOUSEKEEPING

Good housekeeping is a necessary requirement for maintaining safety. Clean and tidy worksites hold fewer hazards for all employees. Incidents and injuries are avoided, and productivity improved where good housekeeping is a daily occurrence. This document informs interested persons, including employees, that Hindsight Electric, LLC is complying with applicable OSHA housekeeping requirements.

Common sense and safety concerns encourage standardization of housekeeping measures at the worksite. Hindsight Electric, LLC has developed a set of written housekeeping procedures. In this way, Hindsight Electric, LLC have standardized housekeeping measures and are providing clear expectations and procedures for housekeeping at our organization.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that an organization displays on a day-to-day basis. Orderliness at our worksite contributes to a safe working environment by minimizing obstacles and potential safety and health threats, such as spills, trip hazards, etc.

All our employees, including maintenance and contractor employees, need to fully understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the public.

21.1 | Walk-Around Assessment

Employees should occasionally walk around the site for an assessment to;

1. Identify main housekeeping issues, such as a lack of order, spills, icy patches, blocked or unsafe exit routes, sharp or protruding objects, loose boards, haphazard storage, combustible scrap or debris, overgrown weeds, or other hazards due to poor organization, poor maintenance, or poor housekeeping.
2. Check that proper clearances are provided around storage, lighting, heating units, electrical panels, sprinklers, and fire extinguishers.
3. Ensure that non compatible chemicals are segregated from each other.
4. Identify and recommend any corrective actions for the area you are working in.

Supervisors will ensure that any hazardous conditions discovered on the walk-around which are brought to their attention are corrected before employees may be exposed to the hazards. If the corrections cannot be made immediately, barricades and/or tags will be used to prevent employees from being exposed.

21.2 | Storage and Scrap Areas

Our worksite has a designated storage system. Our employees in the storage area physically or mechanically load and move materials. This method of storage and materials handling requires the following housekeeping measures:

1. Storerooms must be kept in a clean, orderly, and sanitary condition.
2. During construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris, must be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.
3. Combustible scrap and debris must be removed at regular intervals during construction.
4. Garbage and other waste must be disposed of at frequent and regular intervals.

Hindsight Electric, LLC securely stores material by piling or arranging it in an orderly manner. Our housekeeping procedures for storage areas which keep them free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage are:

1. Combustible materials must be piled with due regard to the stability of piles and in no case higher than 20 feet.

2. Driveways between and around combustible storage piles must be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials. Driveways must be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced.
3. The entire storage site must be kept free from accumulation of unnecessary combustible materials.
4. Weeds and grass must be kept down, and a regular procedure provided for the periodic cleanup of the entire area.
5. When there is a danger of an underground fire, that land must not be used for combustible or flammable storage.
6. The piling method must be solid wherever possible and produce orderly and regular piles.
7. No combustible material may be stored outdoors within 10 feet of a building or structure.
8. Also, for construction activities, here are our indoor storage housekeeping measures:
9. Storage may not obstruct, or adversely affect, means of exit.
10. All materials must be stored, handled, and piled with due regard to their fire characteristics.
11. Noncompatible materials, which may create a fire hazard, must be segregated by a barrier having a fire resistance of at least 1 hour.
12. Material must be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times.
13. Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for firefighting purposes.
14. Clearance of at least 36 inches must be maintained between the top level of the stored material and the sprinkler deflectors.
15. Clearance must be maintained around lights and heating units to prevent ignition of combustible materials.
16. A clearance of 24 inches must be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material must not be stored within 36 inches of a fire door opening.

21.3 | Aisles, Passageways, and Walking-Working Surfaces

Hindsight Electric, LLC takes the following general actions to keep aisles, passageways, and walking-working surfaces clean, orderly, and in sanitary condition:

1. Provide sufficient safe clearances and access to all workstations and work areas, fire aisles, fire extinguishers, fire blankets, electrical disconnects, safety showers, other emergency aids, doors, and access to stairways.
2. Provide a safe means of access and egress to and from walking-working surfaces.
3. Clearly mark to distinguish walkways from areas not for pedestrian traffic.
4. Maintain walking-working surfaces free of hazards, such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.
5. Maintain aisles and passageways free of physical obstructions that would prevent passage.
6. Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
7. Keep aisles at least 3 feet wide where necessary for reasons of access to doors, windows, or standpipe connections.
8. Keep stairs clean, dry, and free of waste, well-lit, and provided with adequate handrails and treads that are in good condition.
9. Keep the floor of each workroom clean and, to the extent feasible, in a dry condition.
10. Maintain drainage when wet processes are used, and offer dry standing places, such as false floors, platforms, and/or mats.
11. Provide an adequate number of waste receptacles at accessible locations throughout all work areas.
12. Guard any walking-working surface hazards that cannot be corrected or repaired immediately, to prevent employees from using the walking-working surface until the hazard is corrected or repaired.

21.4 | Production Areas

Hindsight Electric, LLC's general housekeeping procedures for our production areas include:

1. Maintain adequate lighting systems in a clean and efficient manner and replace bulbs as soon as possible after failure.
2. Properly maintain walls.
3. Keep windows clean by washing them regularly.
4. Keep blinds clean by washing them regularly.
5. Properly maintain doors and windows in a good working order and repair any damage to doors and windows as soon as possible.
6. Provide adequate ventilation to all work areas to keep air free of dust and other contaminants.
7. Maintain and clean all ventilation systems and heating and air conditioning systems at regular intervals.

21.5 | Grounds and Building Exterior

Hindsight Electric, LLC's general housekeeping procedures for keeping our grounds and building exterior neat and orderly include:

1. Keep the parts of buildings that are visible to public roads clean by washing them at regular intervals.
2. Keep the other parts of buildings cleaned at regular intervals.
3. Keep all doors and loading docks completely free of debris, shrubs, or other obstructions.
4. Maintain visibility through all windows by washing at regular intervals.
5. Keep doors and windows properly maintained in good working order.
6. Repair any damage to doors and windows at regular intervals.
7. Provide any stairs or platforms adjacent to or leading into the building(s) with adequate handrails, adequate treads to climb, and an area clean and free of materials.
8. Keep grounds neat and orderly, free of refuse and unnecessary materials.
9. Store materials outdoors only in designated areas of the grounds.
10. Provide designated walkways through the grounds, preferably paved, and kept clear of snow, ice, materials, or any other physical hazards.
11. Provide a lighting system that is adequate to allow employees to navigate around the grounds as necessary at dusk and after dark.
12. Maintain a neat landscaping appearance — trim lawn, trees and shrubs in such a way as to minimize any possible safety hazards.
13. Trim grass short enough to prevent trip hazards to employees.
14. Prevent trees and shrubs from obstructing doors and windows.

21.6 | Incident Investigation

Incident investigation is the process of identifying the underlying causes of incidents and implementing steps to prevent similar events from occurring. With our incident investigations, we intend to learn from past experiences and thus avoid repeating past mistakes. Some of the incidents could be "near misses," meaning that a serious consequence did not occur, but could have.

Supervisors are responsible for promptly investigating each incident report and generating a report of findings and recommendations. Supervisors also ensure that all affected personnel, whose job tasks are relevant to an incident finding (including contract and temporary workers where applicable), review the report. In coordination with the owner, supervisors are responsible for selecting and implementing any necessary corrective actions.

SECTION 22.0 | PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protective equipment, including personal protective equipment (for head, eyes, face, and extremities), respiratory devices, protective clothing, and protective shields and barriers should be used. This protective equipment must be used wherever injury or impairment of function of any body part (through absorption, inhalation, or physical contact) is likely because of process or environmental hazards, radiological hazards, chemical hazards, or mechanical irritants. All PPE shall be used and maintained in a sanitary and reliable condition. Defective or damaged equipment shall not be used and must be tagged or destroyed and replaced. All issued personal protective equipment will be cost-free to the employee.

All employees must understand and follow the procedures identified in this program.

22.1 | Eye Protection

When exposed to facial or eye hazards from flying fragments, chemicals, acids, or caustic liquids, melted metal, or chemical gasses or vapors, employees must use the required eye or face protection. PPE used to protect the eyes and face must follow ANSI Standard Z87.1-2003 (Z87+), Occupational and Educational Personal Eye and Face Protective Devices.

Safety Glasses

While on company property, employees, subcontractors, and visitors must always wear safety glasses with side shields that meet ANSI Z-87.1-2003 standards with “high Impact lenses”. Requirements as described below:

1. In shops and warehouses, and at field locations, except in striped safety zones that have been designated and approved.
2. In all yard work zones. Everyone in the vicinity of loading or unloading equipment. All employees who perform mechanic or maintenance work, operate equipment (e.g., forklift and welding), test stand operations, or do any work that may potentially cause an eye injury.
3. In a restroom, office, or any other building when performing work that may potentially cause an eye injury.
4. Provide with visitor glasses. If approved prescription safety glasses are not available for an individual, they must wear “Over the glass” type safety goggles or glasses over their regular prescription glasses until they obtain approved prescription safety glasses.
5. When assisting welders, employees must wear absorbent safety glasses to protect the assistant from ultra-violet (UV) and/or infrared rays (IR).
6. No employee is allowed to wear dark shaded lens (sunglasses) darker than # 1 shade unless welding or assisting a welder.
7. The requirement to wear safety eyewear will be exempt only based on a written “exceptions for medical reasons” from a doctor.
8. Employees are not required to wear safety glasses:
9. Inside an office.
10. In parking lots when traveling to and from vehicles, or office buildings using main doors that do not enter shops.

Goggles

1. When handling or mixing liquid chemicals, solvents, paints, etc., employees must wear chemical splash proof goggles as recommended on the Safety Data Sheet for the material being handled.
2. When blowing equipment down with air the employee must wear dust proof goggles. They must also be worn when the employee is performing a job task where safety glasses do not do an adequate job of preventing airborne particles from entering the openings around the lenses and side shields.

Face Shields

When operating a handheld or immobile grinder with a wire or abrasive wheel the employee must wear a full-face shield over safety glasses. The full-face shield must also be used when chipping paint or concrete. Also, when performing job tasks where flying objects may potentially strike the face, if safety glasses or goggles do not provide adequate protection, the employee must wear a full-face shield over safety glasses.

22.2 | Head Protection

When working in areas where a head injury is possible due to employee-initiated impact, or impact from falling or other moving objects, employees must wear protective helmets. Helmets must follow ANSI Standard Z89.1-1997 Class E, American National Standard for Industrial Head Protection for Type II head protection or must be equally effective.

1. Hardhats must be worn when working in areas where head injury is possible from falling objects.
2. Hardhats must be worn at all warehouses, field, and shop locations, or any location where it is determined to be necessary as per the location's PPE Hazard Assessment.
3. Never alter hardhats in any way.
4. Never paint or apply unauthorized stickers, name plates, etc. on hardhats.
5. Never drill, cut, bend, or apply heat to a hardhat.
6. Never alter the suspension system of a hardhat.
7. Employees must inspect hardhat regularly for chips, scratches, cracks, signs of heat exposure (sun cracks), etc.
8. Immediately replace any defective hardhats.
9. Never place a hardhat in the rear window of a vehicle (they will be exposed to the sun or may become a projectile in a vehicle accident).
10. Hardhats must be made available to visitors.
11. Train employees in the use, care, and maintenance of head protection equipment.

22.3 | Hearing Protection

1. While in posted "High Noise" areas, all employees, subcontractors, and visitors must wear hearing protection.
2. All areas that are known, or suspected to have, noise levels more than 85 dBA (constantly or intermittently) must have warning signs posted.
3. When noise caused by machinery, tools, etc., prevents normal conversations from being clearly heard, employees shall wear hearing protection even if warning signs are not posted.
4. General rule of thumb: If you must yell to be heard, you require hearing protection.

Types

- Preformed Inserts (ear plugs)
- Canal Caps (headband type)
- Muff, either headband or hard hat mounted
- Earmuffs and earplugs supplied to employees should be in sizes and configurations that are comfortable for the employee.

Care and Maintenance

1. Employees must inspect hearing protection before each use.
2. Keep hearing protection clean to prevent ear infections.
3. Discard disposable ear plugs when they become dirty, greasy, or cracked.
4. Replace any earmuffs that have cracked seals, deteriorated foam inserts, or are defective.

Fit

1. Because everyone is different, hearing protection must be selected for the individual. The employee must try a variety of styles to find one that is comfortable and provides adequate protection.
2. Instruct employees in how to obtain the proper fit.

22.4 | Hand Protection

When performing work tasks that may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals, employees must wear gloves.

1. **Welding**: When performing arc welding or oxy/gas cutting, employees must wear welding gloves made of leather or other heat resistant materials.
2. **Chemical**: When handling chemicals that specify gloves as PPE, the employee must have impervious (chemical resistant) gloves.
    a. To select the correct glove type, refer to the specific chemical's Safety Data Sheet.
    b. Employees who work with chemicals, i.e., solvent vats, will be issued their own gloves for hygienic purposes.
3. **Leather**: When working with sharp materials, or when handling rigging equipment, employees must wear leather gloves.
4. **Cloth**: When handling objects or materials that could cause blisters, splinters, cuts, etc., the employee must wear cloth gloves.
5. **Heat Resistant**: When handling hot bearings, races, or other materials or objects (heated beyond room temperature), employees must wear heat resistant gloves.
6. **Insulated**: To prevent frostbite in extreme cold climates, employees must wear insulated gloves.

Exception: While working with rotating machinery, machinists are exempt from wearing gloves.

Glove Inspections

1. Prior to each use, inspect gloves for holes, tears, and worn areas.
2. Periodically air test chemical gloves for pinholes by tightly twisting the cuff, expand the glove by applying low air pressure, and submerging the glove in water to check for bubbles.
3. Immediately discard any defective gloves.

22.5 | Foot Protection

1. All employees with regular duties at field locations, in shops and warehouses must wear safety footwear.
2. Visitors and office workers entering these areas infrequently are not required to wear foot protection if they stay away from the work being performed.
3. If visitors or office workers must be near the work, the work must be stopped while in the area or safety footwear must be worn.
4. When in shops, warehouses, field locations and parts departments, employees must wear leather or equivalent boots (lace up or pull up).
5. Boots must provide ankle protection and must have soles that are designed to protect the feet from punctures and must have defined heels for climbing ladders.
6. When job tasks there is a risk of equipment or material crushing the foot, toe guards must be worn.
7. Safety footwear must comply with ANSI Z41-1999 standards.
8. Some client locations may require everyone to wear safety footwear. Before visiting field locations, check with the local supervisor for client requirements.

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.

SECTION 24.0 | RESPIRATORY PROTECTION

Occasionally our work may necessitate the use of respirators to protect against air contaminants. Due to the limitations of respirators and their uncomfortable nature, Hindsight Electric, LLC will make every effort to provide other means of protection, such as local exhaust ventilation, or substitution of less hazardous material, prior to requiring employees to wear them.

When it is clearly impractical to remove harmful dusts, fumes, mists, vapors, or gasses at their source, or where emergency protection against occasional and/or relatively brief exposure is needed, Hindsight Electric, LLC will provide, and the employee exposed to such hazard shall use, approved respiratory equipment.

Whenever respirators are required to be used to control harmful exposures, only respiratory equipment approved for that purpose shall be used and such equipment shall be approved by the National Institute for Occupational Safety and Health (NIOSH). Only parts approved for the specific respirator system shall be used for replacement.

24.1 |General Respiratory Protection Guidelines

1. Atmospheric contamination will be prevented wherever feasible through engineering controls such as enclosure or confinement of the operation, general and local exhaust ventilation, or substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used.
2. Hindsight Electric, LLC shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where Hindsight Electric, LLC cannot identify or reasonably estimate the employee exposure, the atmosphere shall be considered to be immediately dangerous to life or health (IDLH).
3. Respirators shall be provided when such equipment is necessary to protect the health of the employee.
4. Only NIOSH-certified respirators shall be used. The respirator shall be used in compliance with the conditions of its certification.
5. Hindsight Electric, LLC will provide respirators that are applicable and suitable for the purpose intended. Hindsight Electric, LLC shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.
6. Respirators shall be selected from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.
7. The safety program administrator is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.
8. Hindsight Electric, LLC will provide respirators, training, and medical evaluations at no cost to the employee.
9. Hindsight Electric, LLC will provide a medical evaluation to determine the employee's ability to use a respirator before the employee is fit tested or required to use the respirator in the workplace. Hindsight Electric, LLC may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.
10. Hindsight Electric, LLC will ensure that employees using a tight-fitting facepiece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).
11. Hindsight Electric, LLC will establish and implement procedures for the proper use of respirators. These requirements include prohibiting conditions that may result in facepiece seal leakage, preventing employees from removing respirators in hazardous environments, taking actions to ensure continued effective respirator operation throughout the work shift, and establishing procedures for the use of respirators in IDLH atmospheres.
12. Hindsight Electric, LLC shall provide each respirator user with a respirator that is clean, sanitary, and in good working order. The supervisor or manager shall ensure that respirators are cleaned and disinfected.

13. All filters, cartridges and canisters used in the workplace must be legibly labeled and color-coded with the NIOSH approval label that must not be removed.
14. Training and information will be provided to employees who are required to use respirators. The training will be comprehensive, understandable, and recur annually, or more often if necessary.
15. The safety program administrator shall conduct evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult with employees to ensure that they are using the respirators properly.
16. Written information regarding medical evaluations, fit testing, and the respirator program shall be retained indefinitely. This information will facilitate employee involvement in the respirator program, assist us in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.
17. Where respirator use is not required by a particular standard or hazard, Hindsight Electric, LLC may provide respirators at the request of employees or permit employees to use their own respirators if we determine that such respirator use will not in itself create a hazard. If voluntary respirator use is permissible, Hindsight Electric, LLC shall provide the respirator users with the information contained in Appendix D of section 5144 8CCR. ("Information for Employees Using Respirators When Not Required Under the Standard.")

24.2 | Respirator Selection Requirements

The proper respirator for the job and hazard shall be selected. This selection will be made in accordance with ANSI Z88.2-1980 standards. The correct respirator shall be specified for each job. The individual issuing them shall be adequately instructed to ensure that the correct respirator is used.

The manufacturers' recommendations and literature will also be reviewed to determine if the respirator provides protection against the expected contaminants. For instance, dust masks do not provide protection against gasses or vapors.

The Safety Program Administrator or another qualified individual shall review and approve all breathing air compressors and installations for compliance with appropriate OSHA regulations and safety procedures prior to use.

Respirators for IDLH atmospheres

Hindsight Electric, LLC shall provide the following respirators for employee use in IDLH atmospheres:

1. A full-facepiece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
2. A combination full facepiece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
3. Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used.
4. All oxygen-deficient atmospheres shall be considered IDLH.

Respirators for atmospheres that are not IDLH

Hindsight Electric, LLC shall provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations. The respirator selected shall be appropriate for the chemical state and physical form of the contaminant.

For protection against gasses and vapors

1. An atmosphere-supplying respirator, or
2. An air-purifying respirator, provided that the respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or if there is no ESLI appropriate for conditions in the workplace, Hindsight Electric, LLC will implement a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

For protection against particulates

1. An atmosphere-supplying respirator; or
2. An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR part 84; or
3. For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

24.3 | Medical Evaluation Procedures

1. Employees shall not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work while using the required respiratory equipment.
2. Hindsight Electric, LLC shall identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations.
3. The medical evaluation shall include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination.
4. Medical questionnaires and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee.
5. The employee shall have an opportunity to discuss the examination results with the PLHCP.
6. The following information must be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:
    - The type and weight of the respirator to be used by the employee.
    - The duration and frequency of respirator use (including use for rescue and escape).
    - The expected physical work effort.
    - Additional protective clothing and equipment to be worn.
    - Temperature and humidity extremes that may be encountered.
7. Hindsight Electric, LLC shall provide the PLHCP with a copy of this written respiratory protection program and a copy of the OSHA regulations if they do not already have them.
8. In determining the employee's ability to use a respirator, Hindsight Electric, LLC shall obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation shall provide only the following information:
    - Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
    - The need, if any, for follow-up medical evaluations; and
    - A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.
9. If the respirator is a negative pressure respirator and the PLHCP finds a medical condition that may place the employee's health at increased risk if the respirator is used, Hindsight Electric, LLC shall provide a powered air purifying respirator (PAPR) if the PLHCP's medical evaluation finds that the employee can use such a respirator; if a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then Hindsight Electric, LLC is no longer required to provide a PAPR.
10. Hindsight Electric, LLC shall provide additional medical evaluations that comply with the requirements of this section if:
    - An employee reports medical signs or symptoms that are related to ability to use a respirator.
    - A PLHCP, supervisor, or the respirator program administrator informs the employer that an employee needs to be reevaluated.
    - Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or
    - A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

24.4 | Fit Testing

1. Hindsight Electric, LLC shall ensure that an employee using a tight-fitting facepiece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.
2. Hindsight Electric, LLC will conduct an additional fit test whenever the employee reports, or the employer, PLHCP, supervisor, or program administrator makes visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.
3. If after passing a QLFT or QNFT, the employee subsequently notifies the program administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator facepiece and to be retested.
4. The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol.

24.5 | Usage Rules

1. Hindsight Electric, LLC shall not permit respirators with tight-fitting face pieces to be worn by employees who have:
    - Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or
    - Any condition that interferes with the face-to-face piece seal or valve function.
2. If an employee wears corrective glasses or goggles or other personal protective equipment, Hindsight Electric, LLC shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.
3. For all tight-fitting respirators, Hindsight Electric, LLC shall ensure that employees perform a user seal check each time they put on the respirator.
4. Appropriate surveillance shall be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, Hindsight Electric, LLC shall reevaluate the continued effectiveness of the respirator.
5. Respiratory equipment shall not be passed on from one person to another until it has been cleaned and sanitized. Respirators individually assigned should be marked to indicate to whom it was assigned. This mark shall not affect the respirator performance in any way. The date of issuance should be recorded.
6. When not in use, respirators shall be stored to protect against dust, sunlight, extreme temperatures, excessive moisture, or damaging chemicals. Plastic zip lock bags are suitable for storage.
7. Hindsight Electric, LLC shall ensure that employees leave the respirator use area:
    - To wash their faces and respirator facepieces as necessary to prevent eye or skin irritation associated with respirator use; or
    - If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece; or
    - To replace the respirator or the filter, cartridge, or canister elements.
8. If the employee detects a vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece, Hindsight Electric, LLC will replace or repair the respirator before allowing the employee to return to the work area.
9. For all IDLH atmospheres, Hindsight Electric, LLC shall ensure that:
    - One employee or, when needed, more than one employee is located outside the IDLH atmosphere.
    - Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere, and the employee(s) located outside the IDLH atmosphere;
    - The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.
    - The supervisor or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue.

- The supervisor or designee authorized to do so by Hindsight Electric, LLC, once notified, provides necessary assistance appropriate to the situation.
- Employee(s) located outside the IDLH atmospheres are equipped with pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or equivalent means for rescue where retrieval equipment is not required.

24.6 | Maintenance, Inspection and Care of Respirators

1. Hindsight Electric, LLC shall ensure that respirators are cleaned and disinfected using procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness to OSHA regulations. The respirators shall be cleaned and disinfected at the following intervals:
    - Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
    - Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals.
    - Respirators maintained for emergency use shall be cleaned and disinfected after each use.
    - Respirators used in fit testing and training shall be cleaned and disinfected after each use.
2. All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the facepiece and exhalation valve.
3. Emergency respirators shall be:
    - Kept accessible to the work area.
    - Stored in compartments or in covers that are clearly marked as containing emergency respirators.
    - Stored in accordance with any applicable manufacturer instructions.
4. All respirators used in routine situations shall be inspected before each use and during cleaning.
5. All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations and shall be checked for proper function before and after each use.
6. Emergency escape-only respirators shall be inspected before being carried into the workplace for use.
7. Hindsight Electric, LLC shall ensure that respirator inspections include the following:
    - A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube, and cartridges, canisters, or filters.
    - A check of elastomeric parts for pliability and signs of deterioration.
8. In addition to the requirements above, self-contained breathing apparatus shall be inspected monthly.
9. Air and oxygen cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The employer shall determine that the regulator and warning devices function properly.
10. For respirators maintained for emergency use, Hindsight Electric, LLC shall:
    - Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator.
    - Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification.
11. Hindsight Electric, LLC shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator.
- Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed.
- Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer, or a technician trained by the manufacturer.

Procedures for Cleaning Respirators

1. Remove filters, cartridges, or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses or any components recommended by the manufacturer. Discard and replace any defective parts.
2. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
3. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), running water. Drain.
4. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
    - Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,
    - Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,
    - Other commercially available cleansers of equivalent disinfectant quality when used as directed if their use is recommended or approved by the respirator manufacturer.
5. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
6. Components should be hand-dried with a clean lint-free cloth or air-dried.
7. Reassemble face piece, replacing filters, cartridges, and canisters where necessary.
8. Test the respirator to ensure that all components work properly.

Mandatory Information for Employees Using Respirators When Not Required

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator’s limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gasses, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

24.7 | Training

1. Hindsight Electric, LLC shall ensure that each employee required to use a respirator can demonstrate knowledge of at least the following:
    - Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
    - What the limitations and capabilities of the respirator are
    - How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
    - How to inspect, put on and remove, use, and check the seals of the respirator
    - What the procedures are for maintenance and storage of the respirator
    - How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
2. The training shall be conducted in a manner that is understandable to the employee.
3. The training shall be provided prior to requiring the employee to use a respirator in the workplace.
4. Retraining shall be administered annually, and when the following situations occur:
    - Changes in the workplace or the type of respirator render previous training obsolete.
    - Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill.
    - Any other situation arises in which retraining appears necessary to ensure safe respirator use

SECTION 25.0 | RETURN TO WORK / INABILITY TO WORK

This policy works in conjunction with the leave policies in the Hindsight Electric, LLC Employee Handbook and employees shall refer to the appropriate leave policy in sections 4.0 and 5.0 for defined terms.

This policy covers a number of scenarios relating to an employee's ability to return to work after experiencing an injury, personal sickness, or disability. The scenarios include but are not limited to:

- Returning to work on a regular schedule with no restrictions
- Returning to work on a regular schedule with restrictions and receiving a Modified Duty Assignment, if available
- Returning to work on a reduced schedule basis with or without restrictions and potentially being placed in a Modified Duty assignment, if applicable.
- Inability to return to work.

Employees who are released to return to work on a regular or reduced schedule basis but with temporary job restrictions, as supported by medical evidence documented on the Return to Work Authorization Form, may be eligible for a Modified Duty assignment as defined in this section. The supervisors, with the concurrence of the Human Resources Department, may require the employee to perform certain Modified Duty assignments on a temporary basis. Failure of an employee to report for Modified Duty assignments shall terminate the injury leave, short-term disability leave, or other leave benefit. The goal of this program is to enable employees to continue using skills and abilities temporarily limited by injury, sickness, or disability when modified duty positions are available. This shall apply to any employee who has a temporary injury, sickness, or disability, that prevents him/her from performing his/her full duties or meeting the minimum standards established for his/her position.

In cases where the employee is not able to return to work, the employer may rely on the information contained in the Certification of Health Care Provider Form to determine appropriate next steps. An Employee must adhere to any restrictions noted on the Return to Work Authorization Form even if the employee has not missed any work.

25.1 | Modified Duty

Modified Duty is an assignment which is for a specified and limited period and fulfills a necessary job function, appropriate to the employee's skills and level of experience as determined by the employer, and which the employee can perform without violating any medical restriction imposed as a result of a temporary disability, sickness, or injury, for which the employee is compensated at his or her normal rate of pay and benefits. Modified duty assignments are not a matter of right. The number, availability, and duration of such assignments are limited by needs as defined by the owner.

If restrictions as noted on the Return to Work Authorization Form or Certification of Health Care Provider Form are determined to be permanent, the employee is not eligible for a Modified Duty assignment.

Limitation of Modified Duty Assignment

The Modified Duty assignment ends on the earliest of:

- The date the employee is released to his/her regular schedule with no restrictions as evidenced on the Return to Work Authorization Form
- The date the Physician determines the employee has permanent restrictions.
- The date the Maximum Assignment Period ends
- The date the employee fails to take a required medical examination, without good cause.

Maximum Assignment Period

1. For **full-time employees**, no Modified Duty assignment may last for a cumulative period exceeding 1,560 work hours excluding any hours charged to over-time on on-call pay.

2. For **part-time benefited employee**s, no Modified Duty assignment may last for a cumulative period exceeding work hours equivalent to the hours the employee would normally be scheduled to work in a 39-work week period.
3. For **part time non-benefited and temporary employee**s, no Modified Duty assignment may last for a cumulative period exceeding the lesser of the duration of the employee's appointment or 90 calendar days.

Assignment to a Modified Duty assignment does not in any way create a right for the employee to occupy that or any other position on a regular basis. At the end of the Modified Duty assignment, if an employee is unable to return to work without restrictions, he/she may be placed on the appropriate leave.

25.2 | Procedure for Returning to Work

The Return to Work Authorization Form will be completed by a physician (for injury leave, the physician is one of the designated providers selected for the employer's workers' compensation insurance) and shall include the probable length of the restrictions and the nature of the restrictions. An additional statement confirming the ability to perform the Modified Duty assignment may also be required.

Once the employee has seen a physician and the physician has completed the Return to Work Authorization Form indicating that the employee can return to work, the procedures below will be followed:

Return to Work with Regular Hours and No Restrictions

1. The employee obtains the completed Return to Work Authorization Form from his/her Physician noting no restrictions and the ability to work his/her regularly scheduled hours. This form must be presented to the supervisor and Human Resources upon the employee's return to work.

Return to Work with Restrictions

1. Restrictions noted by the physician on the Return to Work Authorization Form may be:
    - Restricted duties (For example, limitations on lifting, walking, stooping, bending, etc.)
    - Restricted number of hours worked per day or per week, with or without limitations on the duties performed.
2. If the Physician releases the employee to return to work with restrictions, as evidenced by completion of the Return to Work Authorization Form, the form must be submitted to the employee's supervisor and Human Resources prior to or immediately upon return to work for consideration of a Modified Duty assignment. The supervisor and a representative from Human Resources will review the restrictions and determine if the employee is eligible for a Modified Duty assignment. The employee must report for work at the designated time.
3. If the employee is approved for a Modified Duty assignment, the employee must make sure that he/she complies with the restrictions outlined in the Return to Work Authorization Form. If the employee's restrictions change at any time, he/she must notify his/her supervisor immediately and give the supervisor and Human Resources a copy of the revised Return to Work Authorization Form. While working a Modified Duty assignment, the Employee may be required to provide periodic updates from his/her physician up to every 30 days. In conjunction with such review, the employee may be required to submit to a periodic physical examination as a condition of continued modified duty status.
4. If a Modified Duty assignment is not available, a representative from Human Resources will determine what remaining leave benefits are available to the employee, if any.
5. If the employee is unable to perform the Modified Duty assignment, he/she will contact the physician to review and potentially update the Return to Work Authorization Form.

Inability to Return to Work

1. If the employee is unable to return to work, with or without restrictions, as noted on the Return to Work Authorization Form or the Certification of Health Care Provider Form, the employee must notify Human Resources as soon as possible, and may be required to provide periodic updates from his/her physician

every 30 days. In conjunction with such review, the employee may be required to submit to a periodic physical examination as a condition of continued leave.

2. While off work, it is the responsibility of the employee to supply Human Resources with a current telephone number (listed or unlisted), email address and a mailing address where the employee can be reached.
3. The employee will notify Human Resources as soon as practicable of all changes in medical condition.
4. Once available leave programs are exhausted, the employee will meet with a representative from Human Resources to determine next steps. Those steps may include:
    - A review of the employee's restrictions as noted on the Return to Work Authorization Form or the Certification of Health Care Provider Form.
    - A review of the employee's essential required tasks as noted in the employee's job description and job site evaluation form. The employee will be given an opportunity to review the duties and discuss how he/she can perform the duties with or without accommodation.
    - If reasonable accommodation is not possible, the employee and the representative from Human Resources will review the employee's qualifications and look for other employment opportunities with the employer. Any appointment to a new position must comply with the requirements of the Personnel Merit System.
    - If another employment opportunity is not available, the employee will be terminated from employment. Pursuant to provisions of Americans with Disabilities Act, the termination will be supported by medical evidence. The employee may also consider a voluntary resignation.

SECTION 26.0 | SUBCONTRACTOR MANAGEMENT

The purpose of this program is to continue to improve subcontractor health, safety and environmental achievement and to create a standard for pre-qualification, assessment/selection and improvement of our subcontractors.

26.1 | General Requirements

Use of subcontractors must be pre-approved. Requirements for this approval include:

- Hindsight Electric, LLC safety department performs a formal safety review of the subcontractor.
- The scope of this safety review was appropriate based on the hazards and risk exposure.
- The subcontractor is (or will be) trained in Hindsight Electric, LLC's safety policies, expectations, and requirements.
- The subcontractor consents that they will follow Hindsight Electric, LLC's Drug and Alcohol policy and onsite safety rules through the work term.

Do not use any subcontractor with a "non-approved" safety status on any job site.

26.2 | Pre-Qualification of Subcontractors

Hindsight Electric, LLC will review the subcontractor's safety programs, safety training documents and safety statistics to pre-qualify them. Subcontractors will be pre-qualified using a criteria of safety metrics. The metrics and scoring consider:

- A review of responses to Subcontractor Safety Pre-Qualification Form and subcontractor safety program documents - 60% (Rated from 0-60 total points)
- A review of subcontractor safety training documents - 20% (Rated from 0-20 total points)
- A review of subcontractor safety statistics (i.e., TRIR, EMR, DART, Fatality Rate - 20% (Rated from 0-20 total points)

Evaluation Rating and Acceptance

The rating system of subcontractors has five designations:

- 90 points or greater = A – no restrictions.
- 85 to 89 points = B – A documented mitigation plan must be approved by Hindsight Electric, LLC Safety.
- 81 to 84 points = C – A documented mitigation plan must be approved by Hindsight Electric, LLC Safety and requires written management approval.
- 71 to 80 points = D – Must have a commitment meeting with subcontractor senior management present; a documented mitigation plan must be approved by Hindsight Electric, LLC. In regard to safety, requires written management approval; regardless of number of workers, trained subcontractor safety personnel must be on site during work.
- 70 points or less = F – do not use.

After evaluating and scoring subcontractors, company safety provides the scores/ranking to management. If the subcontractor does not progress sufficiently towards an acceptable mitigation plan (or other agreed upon criteria), Hindsight Electric, LLC has the right to change their status to "non-approved".

26.3 | Subcontractor Involvement

While performing work at worksites, subcontractors must follow the work practices and systems described below:

1. Prior to beginning any work, attend a safety orientation, pre-job or kick-off meeting provided by company.
2. Observe employees for signs of substance abuse, reporting nonconformities to general contractor.
3. Ensure employees are adequately trained and competent to their work.
4. Take part in tailgate safety meetings, hazard assessments or job safety analysis and work-site safety inspections.
5. Conduct a pre-job safety inspection including equipment.
6. Take part in the Behavior Based Safety hazard reporting system.

7. Report any spills, injuries, property damage incidents, as well as any near misses.
8. Follow worksite and Owner Client safety rules.
9. Utilize applicable safety practices and processes.
10. After the job is complete, clean up and restore the worksite.
11. Always comply with regulations
12. Will conduct post job safety performance reviews for subcontractors.

26.4 | Subcontractor Safety

Good communication is a necessary element of maintaining safety at construction sites. Communication among subcontractor groups must identify safety hazards and prevention practices that each brings to the worksite. Therefore, Hindsight Electric, LLC has implemented the contractor safety program for our worksites so that on-the-job injuries are minimized and work practices may be standardized. Please refer to Section 11.0 | Contractor Safety.

SECTION 27.0 | TRENCHING AND SHORING

The purpose of this program is to ensure the safety of employees during work in trenches and excavations. If an employee performs work on a site other than Hindsight Electric, LLC's site, the facility owner's plan should be used if it exists and is as strict (or stricter) than this plan. In cases where the other facility's plan does not exist or is less strict than this plan, Hindsight Electric, LLC employees will operate under this plan. It is the policy at Hindsight Electric, LLC to permit only trained and authorized personnel to create or work in excavations.

27.1 | Definitions

1. **Accepted engineering practice** - the standard of practice that is required by a registered professional engineer.
2. **Aluminum Hydraulic Shoring** - a manufactured system that consists of aluminum hydraulic cylinders (cross braces) used in conjunction with vertical rails (uprights) or horizontal rails (wales).
3. **Bell-bottom pier hole** - a type of footing excavation in which the bottom cross-section is larger than the shaft above, forming a bell shape.
4. **Benching (Benching system)** - a method to prevent cave-ins by excavating to form one or more horizontal steps on the sides of an excavation (usually with vertical or near-vertical surfaces between levels).
5. **Cave-in** - the unanticipated movement of soil or rock into an excavation, or the movement of soil from under a trench shield or support system in quantities large enough to bury, trap, or injure and immobilize a person.
6. **Cross brace** - a horizontal member of a shoring system that is installed from side to side in an excavation. Cross braces contact either uprights or wales.
7. **Excavation** – a man-made cavity, trench, cut, or depression in the earth surface that is formed by removing earth.
8. **Faces (sides)** - the vertical or inclined earth surfaces that are formed as a result of excavation work.
9. **Failure** - the damage or movement of a structural component that compromises its ability to support loads.
10. **Hazardous atmosphere** - an atmosphere that is poisonous, explosive, flammable, irritating, toxic, oxygen deficient, corrosive, oxidizing, or otherwise harmful, which may cause illness, injury, or death.
11. **Health Safety Officer** – the employee responsible to develop and implement this program, conduct unannounced work site inspections, and ensure that company departments comply with program requirements.
12. **Kickout** - the accidental failure or movement of a cross brace.
13. **Protective system** - a way to protect employees from cave-ins, material falling or rolling into an excavation, or the collapse of adjacent structures. This includes sloping and benching systems, support systems, shield systems, and other systems that protect the employee.
14. **Ramp** - an inclined walking or working surface used to access one point from another. A ramp may be fashioned from earth, or from structural materials such as wood or steel.
15. **Sheeting** - the components of a shoring system that keep the earth in position and are supported by other components of the shoring system.
16. **Shield (Shield system)** - a structure that protects employees by withstanding cave-ins. These may be permanent or portable units that move along as work progresses. Shields that are used in trenches are usually termed "trench shields'' or "trench boxes".
17. **Shoring (Shoring system)** - a structure that supports the sides of an excavation to prevent cave-ins. It is built or put in place.
18. **Sloping (Sloping system)** –protects employees from cave-ins by sloping the sides of the excavation away from the excavation. The soil type, weather, and surface or nearby surface loads (may affect the soil in the area of the trench – e.g., adjacent buildings, vehicles near the edge of the trench etc.) will affect the required slope.
19. **Stable rock** – rock (natural solid mineral material) that can have vertical sides in the excavation (they will remain intact while exposed).

20. **Structural ramp** - a ramp that is constructed of wood or steel, and usually is used for vehicle access. Ramps that are constructed out of soil or rock are not considered structural ramps.
21. **Support system** - a structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation.
22. **Tabulated data** - tables and charts used to design and construct a protective system that are approved by a registered professional engineer.
23. **Trench (Trench excavation)** – an excavation below the earth's surface that is narrow (in relation to its length).
24. **Trench box or Trench shield** - See "Shield".
25. **Type A Soil** is cohesive with an unconfined compressive strength of 1.5 tons per square foot (tsf). Type A soils include clay, silty clay, sandy clay, clay loam, caliche, hardpan, and sometimes-silty clay loam and sandy clay loam. No soil should be classified as Type A if it is fissured; subject to vibration from traffic, pile driving, or similar effects; previously disturbed; or part of a sloped, layered system where the slope is four horizontal to one vertical or greater.
26. **Type B Soil** is cohesive soil with unconfined compressive strength greater than .5 tsf but less than 1.5 tsf. Type B soils include granular cohesionless soils live angular gravel, silt, silt loam, sandy loam, and sometimes silty clay loam and sandy clay loam; previously disturbed soils that are not Type C; fissured soils and soils subject to vibration that would otherwise be classified as Type A; dry rock that is not stable; and material that is part of a sloped, layered system where the layers dip on a slope less steep than four horizontal to one vertical.
27. **Type C Soil** is cohesive soil with an unconfined compressive strength of .5 tsf or less. Type C soils include granular soils such as gravel, sand, and loamy sand; submerged soil; soil from which water is freely seeping; submerged rock that is not stable; or material in a sloped, layered system where the layers dip into the excavation at a slope of four horizontal to one vertical or steeper.
28. **Uprights** - the vertical components of a trench shoring system that are placed on the earth. They are usually positioned so that uprights do not touch one another. If uprights are in touching or interconnected with each other, or are closely spaced, they are often called "sheeting."
29. **Wales** - horizontal components of a shoring system that are placed parallel to the excavation face, and whose sides touch the vertical components (uprights or sheeting) of the shoring system or earth.

27.2 | Duties of the Safety Manager

Management in each region will determine whether this program is required for regulatory compliance. If it is required, management will decide which employees are required to be trained. Management will choose a training facility or use a qualified in-house trainer to conduct the training. All personnel involved in working in trenches or excavations must be trained.

Protective Systems or Equipment

1. Monitor water removal operations and equipment.
2. Remove workers if the circumstances warrant it.
3. Atmospheric testing.
4. Inspect excavations that are likely to receive runoff from heavy rains to determine whether diversion ditches, dikes, or other suitable protection are required.
5. Determine if there is a potential for cave-in to assess whether shoring or other protective system is required.
6. Examine damaged material or equipment used for protective systems to determine whether it is suitable for continued use.
7. Classify soil and rock deposits (visually and testing) to determine appropriate protection; if conditions change, re-classify.
8. Determine the appropriate excavation slope to prevent cave-ins due to surplus loads from equipment or stored material, adjacent structures, operating equipment, or traffic, and ensure that the slope is achieved.

Inspecting Trench and Protective Systems

Prior to entry, inspect for evidence of failure of protective systems, a possible cave-in, hazardous atmospheres, or other hazardous conditions, and authorize the immediate removal of employees from the hazardous area.

Unsafe Access/Egress

Design structural ramps to be used solely by employees to enter or exit the excavation. Any structural ramps that are used for equipment must be designed by someone with structural design qualifications.

Utilities and Pre-work Site Inspection

1. Determine the location of underground utilities before excavating and contact utility companies where applicable.
2. If utility companies or owners are unable to respond within 24 hours to a request to locate underground utility installations or are unable to establish the exact location of these installations, your company is allowed to proceed but must do so cautiously and must use detection equipment or another acceptable means to locate utility installations.
3. Excavations shall be conducted such that they do not endanger underground installations or employees involved in the work. If utilities are left in place, they must be protected by shoring, barricades, suspension, or other means to protect employees.

Protection of the Public

1. Prior to beginning excavation operations, barricades, walkways, lighting and posting must be in place for the protection of the public.
2. Excavations that are adjacent to walkways, driveways and other pedestrian or vehicle thoroughfares must have guardrails, fences, or barricades installed. During the period between sunset and sunrise, warning lights or other lighting must be maintained as required for the safety of the public and employees.
3. Hazardous excavations (including wells, holes, pits, shafts) must be effectively barricaded, or covered and posted to prevent unauthorized access. These types of temporary excavations must be backfilled as soon as possible.

Protection Against Falls

Where employees and the general public are permitted to cross over excavations, walkways or crossings must have standard guardrails or railings installed. If workers in the excavation pass under these walkways or bridges, the walkway or bridge must have a standard guardrail and toe board installed.

27.3 | Protection of Workers in Excavations

Access and Means of Egress

Where employees must enter trench excavations over 4 feet deep, a ladder, ramp or stairs must be provided. An employee must not have to travel more than 25 feet laterally; or along the length of the trench before reaching a means of egress. In other words, egress shall not exceed 25ft of lateral travel.

Structural Ramps

1. A competent person must design any structural ramps used solely by employees as a means of entering or exiting the excavation. All structural ramps that are used for equipment entering or exiting the excavation must be designed by a person with structural design qualifications and must be constructed according to the design.
2. All ramps and runways that have two or more structural components must have the structural components connected together to prevent displacement or movement.
3. The structural components of ramps and runways must be of uniform thickness.
4. Runway structural component connections (cleats or other appropriate means) must be attached to the bottom of the runway or attached such that they do not pose a tripping hazard.
5. All structural ramps that are used instead of steps must have cleats or other top surface treatment to prevent slipping.

Ladders

1. If using portable ladders, the ladder side rails must extend at least 3 feet above the upper surface of the excavation.
2. If performing work near exposed energized equipment or systems, ladders must have nonconductive side rails.
3. Where ladders serve two-way traffic, or where ladders serve as the primary means of exiting and 25 or more employees are working in the excavation, you must provide two or more ladders, or a double-cleated ladder.
4. Prior to use, inspect ladders for signs of damage or defects. Any damaged or defective ladders must be removed from service and marked with "Do Not Use" until they are repaired.
5. Only use ladders on stable and level surfaces unless the ladder is secured. If placing a ladder in a location where it can be displaced by workplace activities or traffic, you must secure it using barricades to keep these activities away from the ladder.
6. Ladders that are not self-supporting must be positioned so the foot of the ladder is one foot away from the support for every four feet of height.
7. Never allow employees on ladders to carry any object or load that could cause them to lose their balance and fall.

Exposure to Vehicular Traffic

When employees are exposed to vehicular traffic they must be provided with and must wear vests or other suitable clothing that is marked with or made of reflective or highly visible material. Flagmen must wear warning vests that are red or orange and must be made from reflective material if worn during night work. Engineering controls such as barriers are preferable over PPE.

Employee Exposure to Falling Loads

Employees are never allowed under loads being handled by lifting or digging equipment, or where loads may fall. When a vehicle is being loaded or unloaded, employees must stand away to avoid being struck by any spillage or falling materials. If a vehicle provides adequate protection for the operator, they may remain in the cab of a vehicle being loaded or unloaded.

Warning System for Mobile Equipment

When mobile equipment is operated near the edge of an excavation, if the operator does not have a clear and direct view of the edge of the excavation, a warning system must be used. The warning system will include barricades, hand, or mechanical signals, or stop logs. If possible, the grading should be sloped away from the excavation.

Hazardous Atmospheres

1. In excavations over 4 feet deep, or if a hazardous atmosphere exists or could reasonably be expected to exist, you must test the atmosphere for air contaminants (oxygen, flammable gasses, etc.). Hazardous atmospheres may be expected in excavations: near or containing gas pipelines; in landfills; or in areas where hazardous substances are stored nearby.
2. Precautions must be taken to prevent exposing employees to atmospheres with less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include proper respiratory protection or forced ventilation of the workspace.
3. Where necessary, forced ventilation must be provided to ensure the atmosphere is safe.
4. If controls are used to reduce the level of atmospheric contaminants to acceptable levels, you must perform continuous air monitoring. The atmospheric monitoring must be equipped with an audible and visual alarm.
5. You must use a properly calibrated direct reading gas monitor to test the atmosphere. When testing potentially toxic atmospheres, you may use direct reading gas detector tubes or other acceptable means.

Protection from Hazards Associated with Water Accumulation

1. Do not work in excavations with accumulated water, or that are accumulating water, unless employees have been protected and precautions taken against the hazards posed by water accumulation. Precautions must include inspection by a competent person prior to beginning work, special shield or support systems to protect from cave-ins, water pumps to control the level of water or safety harnesses and lifelines.
2. If using water removal equipment to control or prevent water from accumulating, the equipment and operation must be monitored by a competent person who is trained in using the equipment.
3. Diversion ditches, dikes, or other suitable means must be used to prevent surface water from entering the excavation if the work interrupts the natural drainage of surface water (such as streams). You must take precautions to provide adequate drainage of the area next to the excavation.
4. The competent person must inform employees of the precautions or procedures that must be followed if water accumulates or is accumulating in an excavation.

Stability of Adjacent Structures

1. A competent person must determine if the stability of adjoining buildings, walls, sidewalks, or other structures is affected by the excavation work.
2. Where excavation operations could affect the stability of adjoining buildings, walls, or other structures, you must use support systems (e.g., shoring, bracing, or underpinning) to ensure structures are stable and employees are protected.
3. Do not allow excavation below the level of the footing or base of a foundation or retaining wall that could reasonably pose a hazard to employees.

Protection of Employees from Falling Objects and Loose Rocks or Soil

1. Employees must be adequately protected from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. This will include:
    - Removing loose material
    - Installing protective barricades, such as wire mesh or timber, on the face of the slope (at reasonable intervals) to stop and contain falling material.
    - Sufficient benching to contain falling material.
2. Excavation workers are not permitted to work above one another where there is a danger of falling rock or earth.
3. Employees must be protected from equipment, excavated materials, or other materials that are a hazard by falling or rolling into excavations.
4. You must keep such materials or equipment at least 2 feet from the edge of excavations or use restraining devices to prevent materials or equipment from falling or rolling into excavations or use a combination of both if necessary.
5. If determined by the competent person, materials and equipment may need to be stored more than 2 feet from the edge of the excavation if it poses a hazardous loading condition on the face of the excavation.
6. All materials that are piled, grouped, or stacked near the edge of an excavation must be self-supporting and stable.
7. To determine timber shoring or aluminum hydraulic shoring, you must refer to the appendixes A & C of 29 CFR 1926 (Excavations).
8. All devices must be in good repair, and well maintained in order to be used. If a device is damaged it must be inspected.
9. Employees must be protected from falling, rolling, or sliding materials or equipment. Never subject shields to excessive forces. Install shields to protect employees from lateral loads. Restrict employees from being in the shield when it is being installed or removed. Shields must be designed to resist the calculated trench forces.
10. Soil is classified into different types (using the following categories). This determines the type of cave-in protection required. A competent and trained person must determine the soil type using these classifications.

- **Grain size** is usually classified into four types: gravel, sand, silt, clay (gravel is the least stable, and clay is the most stable).
- **Saturation** is how much water the soil is currently holding. Soil that is completely saturated is much less stable than soil that is slightly damp. However, completely dry soil (no water content) is unstable.
- **Cohesiveness** determines how well the soil sticks together. The more the soil sticks together, the more stable the trench walls will be. The field test for cohesiveness usually involves rolling soil in your hand into the shape of a worm and noting how and when it separates.
- **Unconfined compressive strength** defines the weight per square foot the soil can withstand. This determines how easily the soil will shear and cave in.

11. Soil classifications must be determined by testing. Then, a protective system is designed according to the soil classifications.
    - **Type A** is the most stable type of soil. It is heavy, dense and consists mostly of clay.
    - **Type B** has a medium level of stability. It is made of soils such as silt, sandy loam, and medium clay.
    - **Type C** is the least stable soil. It usually consists of gravel, loamy sand, and soft clay.

Daily Inspection

1. Daily, the competent person must inspect excavations, adjacent areas, and protective systems for evidence of a circumstance that could result in a cave-in, failure of the protective system, hazardous atmosphere, or other hazardous conditions. The competent person conducts an inspection prior to work starting, and throughout the shift as necessary. They will also inspect after every rainstorm or other occurrence that increases the hazard. This is only required if the trench will be, or is, occupied by employees.
2. If the competent person finds evidence of a circumstance that could result in a cave-in, failure of protective system, hazardous atmosphere, or other hazardous conditions, all exposed employees must be immediately removed from the area until precautions have been taken to ensure their safety.
3. All inspections will have a written log. This log will include the date, location of the work site, inspection results, and a summary of any action taken to correct existing hazards.

26.4 | Personal Protective Equipment

PPE must be of proper fit, adequate for the task at hand and readily available. Defective or damaged PPE must be discarded / replaced or repaired in order to ensure maximum effectiveness. The following safe work practices shall be followed regarding trenching / shoring and PPE:

1. Employees working in trenches or excavations must wear approved hard-hats and steel toed boots or shoes.
2. Employees, who are exposed to flying particles, dust, or other materials resulting from sanding, grinding, drilling, sawing, and other similar operations must wear approved safety glasses with side shields.
3. Employees who perform, or are exposed to hazards produced by, cutting, welding, or brazing operations must wear approved glasses or a welding face shield or helmet.
4. Employees who enter deep and confined footing excavations (e.g., bell-bottom pier holes) must wear a harness with a secure lifeline. The lifeline must be distinct from any line used to handle materials and must be monitored separately all the time that the employee wearing the lifeline is in the excavation.
5. Employees must wear suitable hand protection (e.g., approved gloves).
6. Employees who use or work near, masonry saws, hammer drills, jackhammers or similar noisy equipment must wear suitable hearing protection.
7. When working near the edge of an excavation 6 feet or more deep, employees must be protected from falling. Fall protection may be provided by barricades, guardrail systems, or fences.
8. Where hazardous atmospheric conditions exist or may develop during work in an excavation, you must have emergency rescue equipment (e.g., a safety harness and line, breathing apparatus, and a basket stretcher) readily available. When it is being used, this equipment must be attended to. Only trained, qualified employees who have appropriate equipment should attempt retrieval that requires entry into a hazardous atmosphere.

SECTION 28.0 | WELDING AND CUTTING

This program has been designed for the purpose of ensuring a safe work environment during the performance of welding, cutting and hot work operations. The procedures set forth in this program apply to all employees who are directly involved, or assist in, welding, cutting and hot work tasks. This program covers Hindsight Electric, LLC employees and contractors and must be used on Hindsight Electric, LLC owned premises. When off site, the site operator's program takes precedence unless it is less stringent than Hindsight Electric, LLC's program.

- Defective equipment or other safety hazards should be reported immediately. Defective equipment must be pulled from service until its safety has been validated. Repairs may only be made by qualified, authorized personnel.
- If objects to be cut or welded are immovable and if all the present fire hazards cannot be cleared, the object must be removed or guards must be used to restrain the heat, slag, and sparks, and to protect the immovable fire hazards.

28.1 | Definitions

1. **Welding and Hot Work Procedures** – activities that have the potential to cause fires or explosions due to sparks, molten slag, fire, or other hot material.
2. **Hot Work Examples** – welding, cutting, soldering, grinding, brazing, thawing pipes and using electric tools in hazardous areas.
3. **Hazards** – dangerous conditions that include, but are not limited to, the following: skin burns, fires, welding "blindness", explosions, fumes, and smoke.
4. **Special Hazard Occupancies** – areas where the following potential fire hazards are present: gasses, flammable liquids, accumulation of dust, rubber, plastics, and paper products.

28.2 | Key Responsibilities

Managers and Supervisors

1. Establish if the site is safe for cutting and welding operations,
2. Determine the safe areas for performing cutting and welding operations,
3. Supply training for all employees and contractors whose job duties include performing operations that produce heat, spark, or flames, such as welding, grinding or brazing,
4. Create and implement effective hot work procedures,
5. Provide appropriate personal protective equipment (PPE) for hot work,
6. Supply safe, properly working equipment for hot work,
7. Make certain that all PPE and hot work equipment are in safe working order,
8. Oversee all hot work operations,
9. Inspect the hot work area before work begins,
10. Permit only trained and authorized employees and contractors to conduct hot work,
11. Make sure permits are obtained for all hot work performed outside of authorized work areas.

Employees

1. Inspect all hot work equipment before use,
2. Use applicable hot work PPE,
3. Follow all established hot work procedures,
4. Report unsafe conditions or defective equipment immediately.

27.3 | General Guidelines

1. Equipment operators must report equipment defects and discontinue use until it has been repaired or replaced.
2. Written permits must be obtained before hot work is performed. The work area must be inspected, and authorization obtained via written permit before proceeding with cutting or welding operations.
3. Whenever possible, combustibles should be placed a minimum of 35 feet from the work area. When relocation of combustibles is not practicable, they must be protected via the following means to prevent

accidental ignition of the material: flameproof covers, wetting the material, shielding with met, guards or curtains.

4. Augers, conveyor systems, and ducts that have the potential to carry sparks to distant combustibles must be protected or turned off.
5. If welding or cutting is performed near ceilings, walls, partitions, or openings in the floor (such as grating and manholes), fire-resistant guards or shields must be used to avoid ignition.
6. When welding is conducted on metal ceilings, walls, partitions or flooring, care must be taken to prevent the ignition of combustible materials on the other side due to radiation or conduction of heat. When combustibles on the opposite side cannot be moved, a fire watch person will be provided on the opposite side to monitor the work.
7. Welding on a metal partition, ceiling, wall, or flooring made of combustible sandwich panels is strictly prohibited.
8. Welding and cutting operations may not be conducted when pipes or other metal to be welded are in contact with combustible walls, floors, partitions, ceilings, or roofs closely enough to cause ignition by combustion.
9. If welding cannot be conducted safely, the welding and cutting shall not be performed.
10. Cutting or welding must not be performed under the following circumstances:
    - Unauthorized areas,
    - In the presence of flammable or explosive atmospheres,
    - In sprinklered buildings where the sprinklers are impaired,
    - In areas near large quantities of stored combustible materials,
    - In locations where the accumulation of dust is more than 1/16th of an inch within a 35 feet perimeter of the area where hot work is to be conducted. All dust accumulation must be cleared before welding or hot work begins.
11. If welding or cutting is performed in an area where fires might develop, or if any of the conditions listed above cannot be satisfied, a fire watch will be provided.
    - The fire watch must be present during welding procedures and for at least 30 minutes (an half hour) after welding is completed,
    - The fire watch must be properly trained in the use of fire extinguishers and must have knowledge of the facility's alarm system,
    - The fire watch will have the appropriate fire extinguishers at the ready during the procedure,
    - Appropriate fire extinguishers will be supplied and available for immediate use,
    - Hot work permits must be obtained for all welding or cutting procedures performed outside designated welding areas.

Fire Prevention Measures

1. Designated welding areas will be established according to the following specifications:
    - Fire extinguishers shall be made readily available at all times during welding & cutting operations,
    - Floors must be swept and cleared of combustible materials within 35 feet of the work area,
    - Flammable and combustible materials must be placed 35 feet or more from the designated work area,
    - Adequate ventilation must be provided to supply 20 air changes per hour,
    - At least one 10 lb. dry chemical fire extinguisher must be within reach of the 35 feet of the work area,
    - Welding curtains, noncombustible walls or other protective dividers will be supplied to confine slag and sparks to the combustible-free area.
2. Requirements for welding outside the designated area
    - A hot work permit must be obtained prior to beginning welding operations,
    - Portable welding curtains or shield must be utilized for the protection of other workers in the welding area,
    - Plastic materials must be protected by welding tarps during the welding operations,
    - Respiratory protection must be used unless adequate airflow away from the welder and others present in the work area can be set up and maintained,

- A fire watch must be present during all hot work operations.

3. After the completion of welding operations, the welder must mark the metal as hot or warn other workers of the fact in some way.

Confined Spaces

A confined space is defined as a space that is large enough that an employee can enter full-bodied into the area to perform the assigned work, has limited means for entering and exiting the space (e.g., vessels, coolers, tanks, hoppers, storage bins, vaults and pits), and Is not intended for continuous occupancy. Refer to the Confined Space Section 10.0 before beginning any cutting, welding or brazing operations that meet the requirements of a confined space.

1. Adequate ventilation is required to work in a confined space.
2. When welding or cutting in a confined space, the gas cylinders and welding machines must be left outside the confined space. Prior to beginning work, heavy portable equipment on wheels must be stabilized to prevent accidental movement.
3. When welding operations are performed in a confined space that must be entered through a manhole or similar opening, a quick means of exit must be provided to protect the welder in case of an emergency.
4. When using safety belts for this purpose, the belt must be attached to the welder's body in such a way that it does not get jammed in the opening,
5. An attendant will be stationed outside the opening to observe the welder and put the preplanned rescue procedures into effect, if needed.
6. When arc welding procedures cease for a substantial amount of time (e.g., during lunch or overnight), the electrodes must be removed from the holders. The holders must be carefully placed to avoid accident contact. The machine must be disconnected from its power source.
7. Improperly closed valves pose a risk of allowing the escape of gas through leaks. In order to eliminate this risk, when gas welding or cuffing ceases for a substantial period of time, torch valves must be closed; the torch's fuel-gas and oxygen supply must be shut off along some point outside the confined area. If possible, remove the torch and hose from the confined space.
8. When welding must be performed in an area with screens on all sides, the screens must be arranged to avoid restriction of ventilation. Preferably, screens should be mounted approximately two (2) feet above the floor unless the work is performed at a level so low that the screens must be lower in order to protect nearby workers.
9. Fixed enclosures must have a top and at least two sides to surround the welding or cutting operations. A sufficient airflow must be in place to maintain a velocity away from the welder of 100 linear feet (30 m) per minute or greater.
10. When welding and cutting in confined spaces, adequate ventilation must be provided to avoid the accumulation of toxic materials and to avoid possible oxygen deficiencies. This is to protect the welder as well as helpers and other employees in the immediate area. When air is withdrawn, it will be replaced with clean air.
11. When circumstances will not allow for such ventilation, airline respirators or hose masks will be provided. These are approved for this purpose by the National Institute for Occupational Safety and Health (NIOSH). In areas where a threat to life is present, a positive pressure, full-face, self-contained breathing apparatus, or a combination of a full-face piece, positive pressure supplied-air respirator with an auxiliary, self-contained air supply approved by NIOSH must be used.
12. When welding operations are conducted in confined spaces where it is necessary for welders and their helpers to provide hose masks, hose masks with blowers or self-contained breathing apparatuses, an additional worker will be situated outside the confined space to monitor the safety of those in the confined work area.

Fumes, Gasses, and Dust

Toxic fumes may be produced during some welding procedures; these fumes may require extraction. An assessment of the work to be conducted must be completed before beginning the work. Fumes usually contain small particles of the material being welded; these fumes can have a severe effect on the respiratory system. Welding of materials that have the potential to produce dangerous fumes require proper ventilation and/or the

use of respiratory protection. This also applies when inert-gas metal-arc welding or oxygen-cutting stainless steel. These materials include:

- Lead base metals
- Zinc
- Mercury
- Cadmium
- Fluorides
- Beryllium
- Exotic metals or paints not otherwise listed

Employees must refer to the Respiratory Protection Program to evaluate which type of respiratory protection should be used during welding procedures. Welding and cutting operations must be adequately ventilated to avoid the accumulation of toxic materials for the safety of the welder, helpers, and other personnel in the work area.

Cleaning Compounds

Because cleaning materials are often toxic or flammable, precautions must be taken, and the manufacturer's instructions must be followed.

1. Cleaning and degreasing that involves chlorinated hydrocarbons must be performed in locations where no vapors from these processes can reach or be drawn into the atmosphere surrounding the welding operations,
2. Trichloroethylene and perchloroethylene must also be kept out of atmospheres that may be penetrated by UV radiation of gas-shielding welding procedures.
3. Mechanical ventilation must be used when oxygen cutting procedures using a chemical flux, iron powder or gas shielded arc cutting for stainless steel. This ventilation must adequately remove the fumes generated by these procedures.

Cylinders

DOT-approved compressed gas cylinders are clearly marked near the cylinder's shoulder and identify the chemical or trade name of the gas contained inside.

1. Compressed gas cylinders must be ANSI B57.1-1965 compliant,
2. Compressed gas cylinders must always be secured in an upright position except when it is not practicable, for short periods of time, when carrying or hoisting the cylinder.
3. Cylinders must be kept away from heat sources, radiators and piping systems used in grounding. Cylinders and their valves, including couplings and regulators, must be free from oily or greasy residue. Do not handle cylinders with gloves or rags that may contain oil or grease residue.
4. Stored oxygen cylinders must be located a minimum of 20 feet from fuel gas cylinders and other combustible materials, including grease and oil. Alternately, stored oxygen cylinders may be separated from these hazards by a noncombustible barrier that is at least five (5) feet high and has a fire safety rating of at least 30 minutes. Valves on empty cylinders must be closed. Protective caps should always be placed on valves, hand-tight, except when the cylinder is connected for use.
5. Cylinders must never be kept in unventilated enclosures such as cupboards and lockers.
6. Storage of fuel gas cylinders inside buildings is limited to a total capacity of 2000 cubic feet (300 lbs.) of liquefied petroleum gas, except those cylinders in use or attached and ready for use.
7. Acetylene cylinders should be stored with the valve end up.
8. Appropriate storage spaces will be provided for cylinders to ensure they are not knocked over, damaged by falling objects or susceptible to tampering by unauthorized persons.
    - Protection from back flow will be accomplished via an approved device that prevents fuel from flowing into the oxygen system and oxygen from flowing into the fuel-gas system,
    - Flashback protection will be provided via an approved device that prevents flame from entering the fuel-gas system,
    - Backpressure protection will be provided via an approved pressure-relief device set at the recommended pressure.

9. The transportation of gas cylinders must follow these requirements:
    - Valve caps must be installed,
    - Cylinders must be secured,
    - Cylinders must not be lifted by the valve protection caps. The regulators must be removed,
    - Cylinders should not be dropped or otherwise allowed to strike each other,
    - Regulators that are removed must be carried in the vehicle's cab,
    - Cylinders are not to be tampered with, nor should any person attempt to repair a cylinder,
    - Cylinders must be carefully handled at all times. Knocks, falls, or rough handling may damage the cylinder, its valve or safety device, resulting in leakage.
10. Safety devices must never be tampered with.

28.4 | Arc Welding and Cutting

1. Personnel are required to be qualified or trained prior to operating, maintaining, or installing welding equipment.
2. All workers instructed to operate or perform maintenance on equipment must be familiar with the following Requirement for Electric Arc Welding Standards:
    a. 29 CFR 1910.254
    b. 29 CFR 1910.252 (a) (b) (c)
    c. American Welding Society Standard A6-1-1966 if gas shield arc welding is performed.
3. Electrical welding equipment will be selected for safe operation that comply with the above standards,
4. Arc welding equipment must be able to withstand exposure to corrosive fumes, excessive oil vapor and humidity, flammable gasses, unusual vibration or shock, excessive dust and seacoast or shipboard conditions,
5. Arc welding equipment must be operated at the voltage recommended in the manufacturer's recommendations,
6. Leads must be inspected regularly and replaced if splices are unprotected or if insulation is broken,
7. Electrical tape cannot be used to repair leads,
8. When using an arc welder, all ground connections must be checked to ensure the mechanical strength and electrical capabilities are adequate for the required current.
9. A disconnecting switch or controller and an overcurrent protection will be provided near each welding machine.
10. Direct current machines are required to be connected with the same polarity. Alternating current machines must be connected to the same phase and polarity of the supply circuit.
    a. Electrode holders must be located to avoid contact with persons, conducting objects or fuel from compressed gas tanks,
    b. Cables with splices within 10 feet of the holder must not be used.
11. If objects to be cut or welded are immovable and if all the present fire hazards cannot be cleared, guards must be used to restrain the heat, slag, and sparks, and to protect the immovable fire hazards.

28.5 | Resistance Welding

1. Only personnel trained in the operation, maintenance and installation of welding equipment may do so.
2. Shields, guarding, grounding, voltage, and interlocks must conform to the manufacturer's recommendations,
3. Protective measures such as ventilation, shields and flash guarding must be provided to control metal fumes, flashes, and toxic elements.
4. If the object to be welded or cut is immovable, all fire hazards should be moved.
5. Arc welding in wet or high humidity conditions requires special protection against electric shock and will be provided.
6. Workers and the public must be protected against injury from the blowing out of closures or other pressure restraining devices when pipelines are being pressure tested,
7. Protection will be provided against the discharge of loose dirt that may have become trapped in the pipe.
8. Welding construction of transmission pipelines must be performed according to the Standard for Welding Pipelines and Related Facilities, API St. 1104-1998.

28.6 | Oxygen Fuel Gas Welding and Cutting

1. Only approved implements such as regulators, torches, setting generators, pressure-reducing valves and manifolds will be used:
    - Mixtures of oxygen or air and fuel gasses may be explosive and should be avoided whenever possible,
    - Hoses and their connections must adhere to the applicable standards of the Compressed Gas Association and Rubber Manufacturers Association,
    - Workers overseeing the oxygen or fuel-gas supply equipment and generators must be trained and deemed competent before being left in a supervisory position.
2. If the object to be welded is immovable, all fire hazards must be removed from the work area.

Fire Watch Requirements

1. A fire watch will be provided under the following conditions when welding, soldering, cutting, or brazing is conducted near combustible materials or locations where fire hazards may develop:
    - Areas where fires that are not minor may develop,
    - Combustible materials are within 35 feet or less to the area where hot work is conducted,
    - Combustibles are 35 feet or more from the work area, but are easily set aflame,
    - Wall or floor openings are present within 35 feet or less of exposed combustible materials,
    - Combustible materials are next to the opposite side of metal roofs, ceilings, or partitions.
2. Fire watch personnel must stay at least 30 minutes after welding or cutting operations have ceased. All fire watchers must have fire extinguishers at the ready.

28.7 | Personal Protection Equipment (PPE)

PPE must be of proper fit, adequate for the task at hand and readily available. Defective or damaged PPE must be discarded / replaced or repaired in order to ensure maximum effectiveness. The following safe work practices shall be followed regarding welding and PPE:

1. Helmets and hand shields must be made of a material that insulates from heat and electricity. Helmets, goggles, and shields must be capable of withstanding sterilization and should not be easily flammable. Helmets and hand shields must be in place to protect the face, ears, and neck from direct radiant energy from the arc.
2. Helmets must have filter plates and cover plates that allow for easy removal. All parts must be constructed of materials that are not easily susceptible to corrosion and do not discolor the skin.
3. Goggles must be ventilated to avoid fogging of the lenses. All glass for goggle lenses must be tempered, free from scratches, waves, air bubbles and other imperfections. The front and rear surfaces of lenses and windows must be parallel and smooth; lenses used to provide vision corrections are the only exception to this. Lenses are required to have a permanent, distinct marking to easily identify their shade and source.
4. When high yellow light is produced in gas welding or oxygen cutting procedures, it is preferable to use a filter or lens capable of absorbing the yellow or sodium line in the visible light. All plates and filter lenses must meet the ANSI Z87.1 – 1968 – American National standard for eye and face protection for transmission of radiant energy.
5. Appropriate clothing and hand protection must be worn to protect the skin from welding hazards.

SECTION 29.0 | RECORDKEEPING

The program administrator will ensure the maintenance of all Safety Program records, for the listed periods, including:

Type of Record	Minimum Time Maintained
New Employee Safety Orientation Forms	Length of Employment
Code of Safe Practices Receipt	Length of Employment
Disciplinary Actions for Safety	1 Year
Safety Inspections	2 Years
Safety Meeting Reports	2 Years
Safety Contract Records	2 Years
Accident Investigations	5 Years
Federal or State OSHA Log of Injuries	5 Years
Inventory of Hazardous Materials (if any)	Forever
Employee Exposure or Medical Records	Forever

SECTION 30.0 | APPENDIX

30.1 | Accident / Exposure Investigation Report

30.2 | Certification of Health Care Provider

30.5 | Employee Safety Contact Report

30.6 | Exposure Incident Report - Bloodborne Pathogens

30.7 | Facility Inspection Checklist

30.8 | Hazard Assessment and Correction Record

30.9 | Hepatitis B Vaccine Declination Statement

30.11| Return to Work Authorization Form

30.12 | Safety Committee Meeting Minutes

30.13 | Safety Meeting Minutes

30.14 | Subcontractor Safety Pre-Qualification Form

30.15 | Worker Training and Instruction Record

30.16 | Vehicle Inspection Checklist

Located in Employee File:

30.3 | Code of Safe Practices Receipt

30.4 | Company Vehicle Policy Receipt

30.10 | New Employee Safety Orientation

ACCIDENT / EXPOSURE INVESTIGATION REPORT

Date and Time of Accident / Exposure:
Location of Accident / Exposure:
Workers Involved:
Accident / Exposure Description:
Preventative Action Recommendations:
Corrective Actions Taken:

_____ _____

Investigation and Report Completed By Date

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CERTIFICATION OF HEALTH CARE PROVIDER

Section I: For Completion by the Employer

Employee Name and Contact: _____

Employee's Job Title:_____ Regular Work Schedule: _____

Employee's essential job functions: _____

_____

Section II: For Completion by the Health Care Provider

INSTRUCTIONS to the HEALTH CARE PROVIDER (see definition on last page): Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R 1635.3(f), genetic services, as defined in 29 C.F.R. 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. 1635.3(b). Please be sure to sign the form and return to the employee.

Provider's Name and Business Address: _____

Type of Practice / Medical Specialty: _____

Telephone: _____ Fax:_____

Part A: Medical Facts

1. Does the patient have a serious health condition? YES/NO

   a. Does the patient's condition meet one of these categories? If so, please circle the appropriate category.
      1 2 3 4 5 6

   b. Approximate date condition commenced: _____

   c. Probable duration of condition: _____

   d. Was the patient admitted for an overnight stay in a hospital, hospice, or residential care facility? YES/NO
      If so, dates of admission:_____

   e. Date(s) you treated patient for condition: _____

   f. Will the patient need to have treatment at least twice/year due to the condition? YES/NO

   g. Was medication, other than over-the-counter medication, prescribed? YES/NO

   h. Was the patient referred to another health care provider(s) for evaluation or treatment? YES/NO
      If so, state the nature of such treatments and expected duration of treatment: _____
      _____

2. Is the medical condition pregnancy? YES/NO If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. Is the employee unable to perform any of his/her job functions due to the condition: YES/NO

If so, identify the job functions the employee is unable to perform: _____

_____

4. Describe over relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment): _____

_____

_____

_____

_____

Part B: Amount of Leave Needed

1. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? YES/NO

If so, estimate the beginning and ending dates for the period of incapacity: _____

2. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? YES/NO

If so, are the treatments or reduced number of hours of work medically necessary? YES/NO

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: _____

_____

Estimate the part-time or reduced work schedule the employee needs, if any:

_____hour(s) per day; _____ days per week from _____

__ to _____

3. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? YES/NO

Is it medically necessary for the employee to be absent from work during the flare-ups? YES/NO

If so, explain: _____

_____

Based upon the patient's medical history and your knowledge of the medical condition, estimate frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

Additional Information (Identify the question that pertains to your additional information)

_____

_____

_____

_____

Signature of Health Care Provider: _____

Print Name: _____ **Date:** _____

DEFINITIONS FOR CERTIFICATION OF HEALTH CARE PROVIDER

A. "**Health Care Provider**", for purposes of the FMLA, is a provider who may provide certification of a serious health condition and is one of the following:

1. A doctor of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices.
2. A podiatrist, dentist, clinical psychologist, optometrist, or chiropractor authorized to practice in the State and performing with the scope of their practice, meaning authorized to diagnose and treat physical or mental health conditions (treatment by a chiropractor is limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist).
3. A nurse practitioner, nurse-midwife, clinical social workers, or a physician's assistant authorized to practice under State law and performing within the scope of their practice, meaning authorized to diagnose and treat physical or mental conditions.
4. A Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts
5. Any health care provider recognized by the employer or the employer's group health plan's benefits manager.
6. A health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.

B. "**Incapacity**" is defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from.

C. "**Regimen of Continuing Treatment**" includes, for example, a course of prescription medication (e.g., antibiotics) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over- the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

D. "**Serious Health Condition**" is an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Any period of incapacity or treatment connected with Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
2. Any period of incapacity of more than three consecutive calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provide; or
3. Any period of incapacity due to pregnancy, or for prenatal care; or
4. Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy); or
5. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, severe stroke, terminal stage of a disease); or,
6. Any absences to receive multiple treatments (including any period of recovery there from) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than if left untreated (e.g., chemotherapy, physical therapy), dialysis, etc.).

E. "**Treatment**" includes examinations to determine if a serious health condition exists and evaluations of the condition. It does not include routine examinations.

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CODE OF SAFE PRACTICES RECEIPT

This is to certify that I have received a copy of the Code of Safe Practices (Section 7.0 of the Hindsight Electric, LLC Safety Manual). I have read these instructions, understand them, and will comply with them while working for Hindsight Electric, LLC.

I understand that failure to abide by these rules may result in disciplinary action, up to and including termination of my employment with Hindsight Electric, LLC.

I also understand that I am to report any injury to my supervisor or manager immediately and report all safety hazards.

I further understand that I have the following rights:

1. I am not required to work in any area I feel is not safe.
2. I am entitled to information on any hazardous material or chemical I am exposed to while working.
3. I am entitled to see a copy of the Safety Manual / Injury & Illness Prevention Program.
4. I will not be discriminated against for reporting safety concerns.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Copy: Employee File

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COMPANY VEHICLE POLICY RECEEIPT

This is to certify that I have received a copy of the Hindsight Electric, LLC Driving | MVR | Distracted Driver |Vehicle Usage Policy (2.23). I have read these instructions, understand them, and will comply with them while driving company vehicles.

I understand that failure to abide by these rules will result in disciplinary action and possible suspension of my driving privileges.

I also understand that I am to report any accident to the owner immediately.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Copy: Employee File

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EMPLOYEE SAFETY CONTACT REPORT

Worksite Location:	
Date:	
Employee Name:	
Employee Job Title:	
Supervisor Name:	
Safety Concern:	
Corrective Action:	

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

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EXPOSURE INCIDENT REPORT – BLOODBORNE PATHOGENS

Date and Time of Bloodborne Pathogens Exposure:
Location of Bloodborne Pathogens Exposure:
Name of Exposed Employees:
Individuals who witnessed the exposure:
Explain in detail how the exposure occurred (what bodily fluids were involved, which body part was exposed, what was the size of the exposure, etc.)
Explain the source of the exposure:

1. Did the exposed employee(s) use PPE? YES NO

If no, please explain: _____

_____

2. Did the exposed employee wash the exposed area as soon as feasible after the exposure? YES NO

If no, please explain: _____

_____

3. Was the employee sent to the clinic to receive their confidential medical evaluation including the post exposure vaccination within 24 hours? YES NO

If no, please explain: _____

_____

a. What clinic did the employee(s) attend? _____
b. Who was the attending health care provider? _____
c. Did anyone accompany the employee(s) to the clinic? YES NO

4. Was there any regulated waste that needed to be disposed of? YES NO

If yes, please explain how this was accomplished: _____

_____

_____ _____

Report Completed By Date

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FACILITY INSPECTION CHECKLIST

Department / Division: _____ Date of Inspection: _____

Location: _____ Inspector: _____

GENERAL WORK ENVIRONMENT	CIRCLE ONE		COMMENTS
Are work areas properly illuminated?	Y	N	
Is the ventilation system appropriate for the work performed?	Y	N	
Are restrooms and washrooms kept clean and sanitary?	Y	N	
Is potable water provided for drinking and washing?	Y	N	
Are outlets for water not suitable for drinking clearly identified?	Y	N	
Where heat stress is a problem, do all fixed work areas have air conditioning?	Y	N	
Is the work area clean and orderly?	Y	N	
Are floors kept clean and dry or have you taken appropriate measures to make floors slip resistant?	Y	N	
Are floors free from protruding nails, splinters, holes, etc.?	Y	N	
Are permanent aisles and passageways clearly marked?	Y	N	
Are aisles and passageways kept clear?	Y	N	
Are pits and floor openings covered or guarded?	Y	N	
Is combustible trash removed from the worksite daily?	Y	N	
Are spilled materials or liquids cleaned up immediately?	Y	N	
Is there safe clearance in aisles where motorized or mechanical handling equipment travel?	Y	N	

FLOOR AND WALL OPENINGS, STAIRS, AND STAIRWAYS	CIRCLE ONE		COMMENTS
Are floor openings guarded by covers or guardrails on all sides?	Y	N	
Do skylights have screens or fixed railings that would prevent someone on the roof from falling through?	Y	N	
Are open pits and trap doors guarded?	Y	N	
Are grates or similar type covers over floor openings such as floor drains, designed so that foot traffic or rolling equipment are not affected by grate spacing?	Y	N	
Are open-sided floors, platforms and runways having a drop of more than 4 feet guarded by a standard railing or toe board?	Y	N	

Are standard stair rails or handrails on all stairways having four or more risers?	Y	N	
Are all stairways at least 22 inches wide?	Y	N	
Do stairs have at least a 6-½ foot overhead clearance?	Y	N	
Are step risers on stairs uniform from top to bottom?	Y	N	
Are steps on stairs and stairways designed or provided with a slip-resistant surface?	Y	N	
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	Y	N	

ELEVATED SURFACES	CIRCLE ONE		COMMENTS
Is the vertical distance between stairway landings limited to 12 feet or less?	Y	N	
Are stairways adequately illuminated?	Y	N	
Are signs posted showing the elevated surface load capacity?	Y	N	
Do elevated work areas have a permanent means of access and egress?	Y	N	
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?	Y	N	

EXITS AND EXIT DOORS	CIRCLE ONE		COMMENTS
Are all exits marked with an exit sign and illuminated by a reliable light source?	Y	N	
Are exit routes clearly marked?	Y	N	
Are doors, passageways or stairways that are neither exits or access to exits, appropriately marked “NOT AN EXIT” or “STOREROOM” etc.?	Y	N	
Are all exits kept free of obstructions?	Y	N	
Are there sufficient exits to permit prompt escape in case of emergency?	Y	N	
Do exit doors open in the direction of exit travel?	Y	N	
Are doors that swing in both directions provided with viewing panels in each door?	Y	N	
Are exits and exit routes equipped with emergency lighting?	Y	N	

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:
Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:
Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:
Corrective Action Taken:

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HEPATITIS B VACCINE DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself, however, I decline hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. I acknowledge and fully assume the risk of illness related to hepatitis B and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE HINDSIGHT ELECTRIC, LLC, and each of their owners, supervisors, officers, directors, professional staff, agents, or employees and release them from any liability related to hepatitis B which might occur as a result of my vaccine declination.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Copy: Employee File

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NEW EMPLOYEE SAFETY ORIENTATION

Employee Name: _____

Employee Job Title / Position: _____

Employee Start Date: _____

Safety Manual Topics to Review

The employee will review the following topics on their first day of employment.

- ☐ **1. Safety Enforcement Procedures** - Section 3.0
- ☐ **2. Code of Safe Practices** - Section 7.0
- ☐ **3. Electrical Safety** – Section 12.0
- ☐ **4. Fire Protection and Emergency Action** - Section 14.0
- ☐ **5. First Aid Procedures** - Section 15.0
- ☐ **6. Reporting ALL injuries, no matter how minor, IMMEDIATELY** - Section 15.4
- ☐ **7. Driving Safety Rules** - Section 16.0
- ☐ **8. Reporting Safety Hazards** - Section 18.1
- ☐ **9. Hazard Communication** - Section 18.3
- ☐ **10. Required Personal Protective Equipment** - Section 22.0
- ☐ **11. Respiratory Protection** – Section 24.0

I agree to abide by all company safety policies and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action, up to and including termination.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Copy: Employee File

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RETURN TO WORK AUTHORIZATION FORM

Employee: _____ **Date**: _____

Employer: _____

Employer Contact Person: _____ **Phone**: _____

Diagnosis: _____

☐ Work Related - Submit Claim to: _____

☐ Non-Work Related - Submit Claim to: _____

Treatment: _____

Disposition

☐ Return to work with no limitations - Date: _____

☐ Return to work with limitations - Date From: _____ Date To: _____

☐ Unable to work from: _____ to: _____

☐ Return to Clinic on: _____

Prognosis: _____

Referral: _____ To Consultant - Doctor: _____Date & Time: _____

_____ Physical Therapy: _____ Frequency: _____

Work Restrictions

Restrictions Apply to (please circle): WORK HOME LEISURE

During the applicable workday, this employee can: **Sit** _____hours **Stand** _____ hours **Walk** _____ hours

In terms of an applicable workday: "occasionally" equals 1-33%, "frequently" equals 34-66%, and "continuously" equals 67-100%.				
Employee Can Lift and Carry	**Never**	**Occasionally**	**Frequently**	**Continuously**
Up to 10 lbs.				
11-25 lbs.				
11-25 lbs.				
26-35 lbs.				
36-50 lbs.				
51-75 lbs.				
76-100 lbs.				

In terms of an applicable workday: "occasionally" equals 1-33%, "frequently" equals 34-66%, and "continuously" equals 67-100%.				
Employee Can	**Never**	**Occasionally**	**Frequently**	**Continuously**
Reach Above Shoulder Level				
Push/Pull				
Climb				
Crawl				
Squat/Kneel				
Bend/Stoop/Crouch				
Balance				
Twist Upper Body				
Use Hands Dexterously				

☐ No operation moving equipment or machinery.

☐ No exposure to chemicals (Specify): _____

☐ No static position (Specify): _____

☐ Other: _____

Physician's Comments: _____

_____

_____

_____

Signature of Physician: _____ Date: _____

Name of Physician (please print): _____

SAFETY COMMITTEE MEETING MINUTES

Date of Committee Meeting: _____ **Location:** _____

Minutes prepared by: _____

1. Review of Safety Inspection and Plan of Correction: _____

_____

_____

_____

2. Review of Accidents and Plan of Correction: _____

_____

_____

_____

3. Previous Business: _____

_____

_____

4. New Business: _____

_____

_____

5. Employee Suggestions: _____

_____

_____

6. Recommended Safety Training: _____

_____

_____

7. Additional Comments: _____

_____

_____

_____

Safety Committee Meeting Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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SAFETY MEETING MINUTES

Date of Committee Meeting: _____ **Location:** _____

Presenter: _____

Minutes prepared by: _____

1. Safety Topic Discussed: _____

_____

_____

_____

_____

2. Additional items addressed other than topic: _____

_____

_____

_____

_____

3. Suggestions and Comments: _____

_____

_____

_____

_____

4. Next Safety Meeting Date: _____

<u>Safety Meeting Attendance:</u>

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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SUBCONTRACTOR SAFETY PRE-QUALIFICATION FORM

Subcontractor Information	
Subcontractor Name:	
Street Address:	City/State/Zip:
Telephone Number:	Fax Number:
Website Address:	

Organization Officers
President:
Vice President:
Treasurer:

Organization Information
How many years has your organization been in business under your present firm's name?
Parent Firm Name:
Parent Firm Address:
Subsidiaries:
Under current management since (Date):

Insurance Information		
Contact:	Phone:	Email:
Insurance Carrier(s) Name	**Type of Coverage**	**Phone Number**
Worker's Compensation Account Number and Industry Code:		

Pre-qualification form completed by: _____

Title: _____ Phone: _____

Email Address: _____

Health, Safety and Environmental Performance

Provide the following information for your COMPANY using safety forms from the past three (3) years. If the data is not available enter Not Available - N/A.

Safety Performance Definitions and Guidance

1. **Hours Worked** - Hours the employee worked in the last three years. Please report scheduled total hours worked and total overtime hours worked. If actual hours worked are unavailable for some individuals, you can estimate the hours worked. (You can use 2000 hours per individual per year as an estimate.)
2. **Recordable Incidents** - Recordable incidents include any work-related injury or illness, including death but do not include first-aid injuries.
3. **Lost Workday Cases** - These involve fatalities, days away from work, or restricted work activity cases.
    - **Days Away from Work Case** - This includes cases where the employee is absent from a scheduled workday for one or more days after a work related injury or illness (not including the day of the incident). If the total days away reaches 180, or if an employee leaves the firm, stop counting.
    - **Restricted Work Activity Case** - This includes cases that where as a result of work-related injury or illness, the employee:
        - Is assigned to another job (temporarily or permanently)
        - Does their normal job but for less than a full day
        - Cannot perform regular functions associated with their normal job

      Do not count the day of the incident as a Restricted Duty day. If the total restricted workdays reaches 180, or if an employee leaves the firm, stop counting.
4. **Motor Vehicle Incident** - This includes incidents that involve a motor vehicle (owned, leased or rented by the firm) that results in injury, death or property damage except if the vehicle was properly parked. A motor vehicle includes any mechanically or electrically powered devices - excluding those that are moved by human power – that can transport a person or property on a land roadway.

Health & Safety Incidents	2022	2021	2020
Total Hours Worked			
Total Recordable Incidents ● # of Fatalities ● # of Medical Aids ● # of Days Away from Work Cases ● # of Restricted Work Activity Cases			
Total Recordable Incident Rate (TRIR) Total # Recordable Incidents x 200,000 Total # Hours Worked			
Lost Workday Cases (LWC) ● # of Fatalities ● # of Days Away from Work Cases ● # of Restricted Work Activity Cases			
Lost Workday Incident Rate (LWDR) Total # Lost Workday Incidents x 200,000 Total # Hours Worked			
Motor Vehicle Incidents (MVI) ● # of Motor Vehicle Incidents ● # of Miles Driven			
Motor Vehicle Incident Frequency Rate (MVIFR) Total # Motor Vehicle Incidents x 1,000,000 Total # Miles Driven			

Health, Safety and Environmental Performance Continued

Environmental Incidents	2022	2021	2020
Total # Spills to Water 1. Petroleum Spills ● # of spills Sheen (est. volume as 0.1 bbl to < 1bbl) ● # of spills 1 bbl to < 100 bbls ● # of spills 100 bbls or more 2. Chemical Spills ● # of spills 1 bbl/160 kg to < 100 bbls/16,000 kg ● # of spills 50 bbls/8,000 kg or more			

Enforcement Actions	2022	2021	2020
<u>Citations</u> ● # of Health and Safety ● # of Environmental Please provide details:			
<u>Fines</u> ● Total # Fines ● Total $$ Paid Please provide details:			

Health, Safety, and Environmental Management

Highest Ranking HSE profession in the firm: Name/Title: Email: Phone:		
Question (Please circle Yes or No for each)	**Yes**	**No**
Do you have a documented Basic Safety / HSE Program?	YES	NO
Does your Basic Safety/HSE Program include the following?		
1. HSE Policy statement signed by management	YES	NO
2. Management commitment and involvement	YES	NO
3. Hazard Identification and Risk Control	YES	NO
4. Rules and Work Procedures	YES	NO
5. Training	YES	NO
6. Communications	YES	NO
7. Accident/Incident Reporting and Investigation	YES	NO
Does the program include work practices and procedures such as?		
1. Permit to Work including Energy Isolation	YES	NO
2. Confined Space Entry	YES	NO
3. Injury and Illness Recording	YES	NO
4. Fall Protection	YES	NO
5. Personal Protective Equipment	YES	NO
6. Portable Electrical/Power Tools	YES	NO
7. Motor Vehicle/Driving Safety	YES	NO
8. Compressed Gas Cylinders	YES	NO
9. Electrical Equipment Grounding Assurance	YES	NO
10. Powered Industrial Vehicles (Cranes, Forklifts, Etc.)	YES	NO
11. Housekeeping	YES	NO
12. Accident/Incident Reporting and Investigations	YES	NO
13. Unsafe Condition Reporting	YES	NO
14. Emergency Preparedness, Including Evacuation Plan	YES	NO
15. Waste Disposal and Pollution Prevention	YES	NO
16. Regular Workplace Inspection / Audits	YES	NO
Do you have a Drug and Alcohol program?		
1. Pre-employment Testing	YES	NO
2. Reasonable Cause Testing	YES	NO
3. Post-rehabilitation/Return to Work Testing	YES	NO
Do you have a Job Safety Analysis (JSA) process in place?		
Is there a Root Cause Analysis process used for environmental spills, near misses, and investigations?		
Is there a Management of Change (MOC) Process in place?		
Do you have programs for the following?		
● **Respiration Protection**	YES	NO
1. Where applicable, have employees been:		
● Trained	YES	NO
● Fit tested	YES	NO
● Medically approved	YES	NO
● Hazard communication/WHMIS	YES	NO
● Potential high hazard work such as Highly Hazardous Chemicals, Explosives and Blasting Agents	YES	NO

Health, Safety, and Environmental Management Continued

2. Do you have a corrective action process to address individual/ employee safety and health performance deficiencies?	YES	NO
MEDICAL		
a. Do you conduct medical examinations for:		
● Pre-placement Job Capability	YES	NO
● Pulmonary	YES	NO
● Respiratory	YES	NO
b. Describe how you intend to provide first aid and other medical services while on-site.		
c. Do you have personnel trained to perform first aid and CPR?	YES	NO
Personal Protective Equipment (PPE)	YES	NO
a. Is PPE provided for employees?	YES	NO
b. Do you have a program to ensure that PPE is inspected and maintained?		
HSE Meetings		
1. Do you hold site HSE meetings for:		
● Field Supervisors?	YES	NO
● Employees?	YES	NO
● New Hires?	YES	NO
● Subcontractors?	YES	NO
Inspections and Audits		
1. Do you conduct internal HSE Inspections?	YES	NO
2. Do you conduct internal HSE program audits?	YES	NO
3. Are corrections or deficiencies to internal HSE programs or equipment communicated and documented until closure?	YES	NO
Equipment and Materials:		
1. Do you own or lease Equipment and Materials? If yes, please complete the following questions:	YES	NO
2. Do you have a system for establishing applicable health, safety, and environmental specifications when acquiring materials and equipment?	YES	NO
3. Do you conduct inspections on operating equipment (e.g., cranes, forklifts) to comply with regulatory requirements?	YES	NO
4. Do you maintain operating equipment in compliance with regulatory requirements?	YES	NO
5. Do you keep the applicable inspection and maintenance certification records for operating equipment?	YES	NO
6. Do you document corrections or deficiencies from equipment inspections and maintenance?	YES	NO
Subcontractor Management		
1. Do you subcontract any work? If the answer is yes, please complete the following questions:	YES	NO
2. Do you have a written contractor safety management process?	YES	NO
3. Do you use HSE performance criteria in selection of subcontractors?	YES	NO
4. As part of the selection process, do you evaluate the ability of subcontractors to comply with applicable HSE requirements?	YES	NO
5. Do your subcontractors have a written HSE Program?	YES	NO
6. Do you include your subcontractors in:		
● HSE Orientation?	YES	NO
● HSE Meetings?	YES	NO
● HSE Equipment Inspections?	YES	NO
● HSE Program Audits?	YES	NO
7. Are corrections or deficiencies documented?	YES	NO

Health, Safety, and Environmental Management Continued

Employee and Trades Training		
1. Have employees been trained in appropriate job skills?	YES	NO
2. Are employee job skills certified where required by regulatory or industry consensus standards?	YES	NO
3. List trades/crafts which have been certified:		
Health, Safety and Environmental Orientation		
1. Do you have an HSE Orientation Program for new hires and newly hired or promoted supervisors?	YES	NO
2. Does the program provide instruction on the following:		
● Orientation		
● Safe Work Practices	YES	NO
● Safety Supervision	YES	NO
● Toolbox meetings	YES	NO
● Emergency Procedures	YES	NO
● First Aid Procedures	YES	NO
● Fire Protection and Prevention	YES	NO
● Safety Intervention	YES	NO
● Hazard Communication/WHMIS	YES	NO
	YES	NO
Health, Safety and Environmental Training		
1. Do you know the regulatory HSE training requirements for your employees?	YES	NO
2. Have your employees received the required HSE training and re-training?	YES	NO
3. Do you have a specific HSE training program for supervisors?	YES	NO
Training Records		
1. Do you have HSE and training records for your employees?	YES	NO
2. Do the training records include the following:		
● Date of training?	YES	NO
● Name of trainer?	YES	NO
● Employee identification?	YES	NO
● Method used to verify understanding?	YES	NO
3. How do you verify understanding of training? (Check all that apply)		
● Written test		
● Oral test		
● Performance test		
● Job Monitoring		
● Other (List)		

WORKER TRAINING AND INSTRUCTION RECORDS

Worker Name	Training Date	Type of Training	Trainer

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VEHICLE INSPECTION CHECKLIST

Driver: _____ **Date:** _____

Vehicle: _____ **Mileage:** _____

The items on this inspection sheet should be checked weekly. A separate sheet should be filled out for each vehicle driven. Example: If you drive vehicle 1 and swap to vehicle 2 during the week, 2 inspection sheets should be filled out for that week. **This form is due weekly to your supervisor.**

- Place an X by any item that needs attention.
- Place a check mark by the rest.
- Any discrepancies should be detailed on the bottom of this sheet.

_____ Ignition Key
_____ Fuel Key
_____ Check Radio (Two-way check)
_____ Visual Inspection for Exterior Damage/Leaks under vehicle
_____ Check inside engine compartment for leaks/loose items
_____ Oil Level
_____ Washer Fluid Level
_____ Coolant Level
_____ Power Steering Fluid Level
_____ Start Engine and check Transmission Fluid Level (Fluid should be hot)
_____ Check for Air Gauge
_____ Check Tires for wear and pressure LF _____ LR _____ RF _____ RR _____
_____ Check Horn
_____ Check Heater/Defroster
_____ Check Windshield Wipers/Washers
_____ Check Highlight/Signal lights/4-way flashes/Taillights/Backup lights/Horn
_____ Check Lift, run one Complete Cycle
_____ Check Interior lights
_____ Check Mirrors for damage and adjustments
_____ Check fuel level (Should Not be Less Than ½ Tank)
_____ Check First Aid Kit on Board and full
_____ Check Fire Extinguisher on board/Gauge showing charged, proper seal & pin
_____ Check Adequate tie-downs/Tie-down Tracks (must be clean)
_____ Check BIOHAZ KIT (Seal)

As you drive, continually check for any strange smells, sounds, vibrations, or anything that does not feel right.

The following discrepancies were noted: _____

_____

Corrective Action Taken: _____

_____

Driver's Signature: _____

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