

Company Safety Manual Acknowledgement

I acknowledge receipt of the Company Safety Manual and I agree to comply with the rules, practices and methods contained in this manual.

Signature: _____

Dated: _____

**SOUTHERN ELECTRIC
AND
CONTROLS, LLC**

**COMPANY
SAFETY
POLICY**

TABLE OF CONTENTS

Purpose	1
General Safety Rules	1
Electrical	2
Equipment	2
Fire Protection and Prevention	2
First Aid	3
Floor, Wall Openings and Stairways	3
Housekeeping	3
Ladders	4
Material Handling	4
Motor Vehicle Safety	4
Personal Protective Equipment	5
Portable Power Tools	5
Ropes and Cables	6
Safety Meetings	6
Scaffolds	7
Safety	8
Health and Safety	8

PURPOSE

We are sincerely interested in the welfare of our employees, on the job as well as off the job. It is therefore our request that you respect the human body by defending it against personal injuries, and respect your fellow employee by adhering to the safety rules contained in this manual. This safety manual is being given to you so that you can study the safety aspect of your job and comply with company policy. We expect that you will keep it on the job site at all times, referring to it often. If you should lose your safety manual, contact your supervisor at once for a replacement. Keep alert for ways to make your job and that of others safe. Any ideas or suggestions which you may have that might help prevent accidents should be taken up with your supervisor.

GENERAL SAFETY RULES

1. Observe any special safety rules established at the job site by the customer or the contractor.
2. Observe and follow all posted rules and regulations.
3. No smoking, unless a designated area is provided by the customer.
4. Horseplay, scuffling or other such actions will not be tolerated.
5. No employee under the apparent influence of alcohol, drugs or narcotics will be permitted to work. Offenders will be discharged.
6. Report all injuries, no matter how slight, to your supervisor and first aid attendant.
7. Report all accidents causing property damage to your supervisor.
8. Report any unsafe condition beyond your control to your supervisor.
9. Do not start or operate any equipment unless qualified and authorized to do so.
10. Drivers/operators of mobile equipment must hold a current certificate applicable to the machine being used.
11. Only the operator is allowed to travel on mobile equipment specifically designed for that purpose.
12. No guns or firearms will be permitted on your person, in your vehicle, or in the workplace.

ELECTRICAL

1. All electrical tools and equipment must be made of the approved double-insulated type.
2. Temporary lights shall be equipped with guards, broken and burned out bulbs should be replaced.
3. Temporary electric cords must be covered or elevated. They must be kept clear of walkways when they may be exposed to damage or create tripping hazards.
4. Worn or frayed cords shall not be used.
5. Understand the use of permit to work where applicable.
6. All trailing/extension cords for 480V must be grounding cable type.

EQUIPMENT

1. Unauthorized persons shall not operate motorized power equipment only qualified operators, who must manipulate the controls from the correct safe position.
2. All motor and power units shall be shut down during repairs, lubrication, refueling, or when making adjustments.
3. When an operator departs from his/her equipment, it shall be shut down.
4. Operators shall not wear loose or torn clothing which might get caught in moving parts or levers.
5. All power operated tools shall have guards in place when in use.
6. Only persons who have received training and held a current certificate are authorized to mount abrasive wheels or cutting discs.

FIRE PROTECTION AND PREVENTION

1. Know where the nearest fire extinguisher is located, how to use it and that it is of the correct type.
2. Practice good housekeeping, and do not let combustible scrap or refuse accumulate in your area.
3. Obey "No Smoking" signs.
4. Store oil or paint soaked rags in covered metal containers.
5. During welding or cutting operations, make sure area is free of combustible materials and a fire extinguisher is nearby. (Even if this is not under your control)
6. Store flammable liquids in proper containers.
7. Report all fire hazards to your supervisor.
8. Understand the use of permits to work where applicable.
9. Familiarize yourself with the Emergency Evaluation procedure and Roll Call assembly point.
10. No hot working such as welding or burning to be undertaken without checking with head office for permission.

FIRST AID

1. All emergency numbers shall be posted, know the location.
2. Should a serious injury occur, call for medical aid immediately.
3. Every injury must be reported to the supervisor and first aid.
4. First-aid kits are furnished to every job and are located in convenient places. Know where the specific kits are located.
5. Great speed is necessary in cases of severe bleeding and where artificial respiration is needed. Be aware of your limitations. Get professional help as soon as possible.
6. Do not move the injured person unless absolutely necessary. Call for medical help.
7. Do not treat injuries unless you are qualified in first aid.
8. If a person has received an electric shock, he/she must be freed from contact with the conductor at once. If possible, shut off current. If rescue from a live wire is necessary, use a dry stick, dry fiber rope or any other non-conductor. Do not get too close. If possible, use heavy, tested rubber gloves.

FLOOR, WALL OPENINGS AND STAIRWAYS

1. Floor openings must be guarded by either a guardrail and toe board, a gate or fixed cover.
2. Where a person is liable to fall a distance of 2 meters or more from any place of work, then guardrails and toe boards must be fixed so as to prevent a person from falling at that place of work.
3. Be sure that temporary treads on stairs are securely placed, if not notify your supervisor. Open stairwells must have guardrails and toe boards. If you must remove guardrails and toe boards to perform work, please replace them immediately.
4. Never lean heavily against any guardrail or barrier edge protection.

HOUSEKEEPING

1. Keep aisles clear for safe passage of people and material.
2. Clean up slippery substances, such as grease or oil spilled on floor, or cover with sand or other slip material.
3. Garbage, debris, waste and unused material constitute a fire hazard, as well as a potential tripping and falling hazard on the job. Notify your supervisor if there is excessive debris due to the work of others.
4. Nails, pieces of wood with protruding nails, and other sharp objects must not be left on the floor.
5. Keep exits clear. Keep fire extinguisher readily accessible and free of obstruction.
6. Use waste disposal containers for debris and garbage.

LADDERS

1. Wooden ladders must never be painted and should be kept clean or free of oil, grease or other slippery materials.
2. Ladders must be long enough for the job, and if reaching to walk way, platform or landing, they should project 1 meter beyond the top landing.
3. Ladders must be placed so that the foot is one quarter of its length from the vertical plane of the top support. All ladders should be secured in place with a suitable rope lashing so as to prevent the ladder moving from its top and bottom points of rest.
N.B. Ladders must be footed at all times unless it is secured in place.

MATERIAL HANDLING

1. Use proper lifting techniques when handling materials.
 - a. Get down close to the load.
 - b. Keep your back straight.
 - c. Lift gradually, using your legs. Do not jolt or twist.
 - d. Get help for bulky or heavy loads.
2. Stored materials must not block any exit from a building or create a hazard.
3. If, while carrying or pushing a load, it should become unbalanced and start to fall, let it fall clear rather than risk serious/strain in attempting to balance alone.

MOTOR VEHICLE SAFETY

1. Defensive driving is to receive the fullest attention at all levels in the company.
2. No one driving a company vehicle shall argue over the right-of-way, let the other driver proceed.
3. The driver shall clear his/her vehicle on all sides before moving it in any direction, using extreme caution when backing up.
4. All personnel are prohibited from riding on loads, bumpers, running boards or tailgates, or with legs or arms dangling over the sides.
5. POSTED SPEED LAWS SHALL BE OBSERVED AT ALL TIMES, SPEED KILLS.
6. The driver shall observe extreme caution at locations where vision is obstructed or when backing up, ascending or descending grades, crossing railroad tracks, or traveling in areas with wet or slippery floors.
7. Never exceed load capacity of vehicle.

PERSONAL PROTECTIVE EQUIPMENT

1. Hard hats shall be worn on sites at all times, except in the cabs of vehicles.
2. Safety glasses must be worn when working or near to someone who is:
 - a. Grinding
 - b. Chipping welds or steel
 - c. Wire brushing
 - d. Concrete breaking
 - e. Doing any work where chips, sparks, dust or foreign matter might injure the eyes.
 - f. Working with hand tools above head height.
3. Safety belts shall be worn and properly secured to a lifeline when working:
 - a. on a suspended platform.
 - b. at elevated levels which are not protected by nets, guardrails, or adequate flooring.
 - c. working in mobile lifts or scaffolding above 2 meters.
4. Safety nets shall be provided when working places are more than 25 feet above the safety lines or safety belts are impractical.
5. Safety shoes are required for all construction sites. Sneakers, sandals, or canvas shoes are not permitted.
6. Ear protectors must be worn in all designated Noise Control Areas, or when using specific equipment which requires the use of ear protection.
7. No work to be undertaken above 10 meters from floor or ground level until Head Office has been informed and given permission.

PORTABLE POWER TOOLS

1. All portable electronic powered saws, drills, etc. shall be made of the approved double-insulated type or make.
2. All portable saws shall be fitted with guards over the blades. Never leave a turning saw unattended.
3. Employees cleaning, chipping, operating saws, using compressed air lines, or any other operations which might present potential eye or face injury, you must wear protection.
4. The area around the power saws shall be kept clean and clear of debris, which present a tripping hazard to anyone in the area. Also a guardrail is to be erected around the three non-working sides of the saws and the name of the site operator on display.
5. All equipment guards shall be in place before operating equipment.
6. Tools shall be inspected frequently for worn out parts and connections.
7. Do not lift a tool by the extension cord and when disconnecting electrical power tools, disconnect them from the power source.
8. Extension cords shall be protected from wear and tear and kinking. No strain shall be put on extension cords at terminals or binding posts.
9. Be sure all air hose connections for pneumatic tools have safety connections.
10. Use an auxiliary rope or wire lanyard across the connection as an added precaution to prevent whipping of the hose in case of connection failure.

ROPES AND CABLES

1. Never overload a rope, cable or sling.
2. Ropes and cables shall be inspected frequently for evidence of wear or failure.
3. All employees handling wire shall wear gloves.
4. Wire rope must never be allowed to kink.
5. Cable clamps of the "Crosby or Building" type should be applied only with the U-bolt over the DEAD END of the cable. Alternating clips are not safe. Follow the manufacturer's direction for other types of fittings.
6. Wire cable on drums must be long enough to have three full turns on the winch drum when cable is extended to limit.
7. Fiber ropes should be discarded when the outside fiber of the rope becomes dark, discolored and dry, or when the outside fiber becomes worn or broken.
8. Rope must not be stored close to acids, alkalis, or cement.
9. Do not drag rope along the ground or over rough surfaces. Sand and dirt will cause excessive wear.
10. Use spikes instead of knots whenever possible. A knot reduces rope strength by 50 percent, while a spike reduces it by only 5 to 10 percent.
11. If a safety hook should ever become bent, it must be replaced and the bent hook destroyed.
12. Safety latches must always be used to prevent a load from jumping out of the hook.
13. Blocks must be well anchored. The anchor must be capable of handling the loads applied to the tails, regardless of mechanical advantage.
14. When rigging a sling with hooks at the free ends, rig it so that the load pulls into the curve of the hook, not onto the end of the hook.
15. When fitting chains, slings, or ropes are not being used they should be stored on a suitable rack.

SAFETY MEETINGS

The supervisor will hold periodic safety meetings to discuss job hazards and the prevention of accidents. (One time weekly)

SCAFFOLDS

1. Scaffolds and their components shall be capable of supporting, without failure, at least four times the maximum intended load.
2. Scaffolds shall be erected on sound, rigid footings, capable of carrying the maximum intended load, on adequate steel base plates and timber sole plates.
3. Keep scaffold plank or platforms free of debris and unnecessary material.
4. Do not jump off any scaffolding no matter how low.
5. Check all scaffolds before working on them and in particular directly after severe inclement weather. Make certain guardrails and toe boards are in place if any working platform is in a position where a person is liable to fall a distance of 2 meters from that working platform. The height of toe boards should not be less than 150mm, but in any case the distance between the top of the toe boards and the guardrail should not be more than 750mm. Brick guards should be fitted to close the gap between the guardrail and toe boards if persons are required to pass or work below that section of the scaffold. Likewise if material is required to be slacked on working platforms higher than the toe board, then brick guards must be fitted to that section of the working platform.
6. The widths of working platforms should be:
 - a. Used as a footing only, not for the deposit of material-3 boards wide.
 - b. Used for the passage of materials-3 boards wide.
 - c. Used for the deposit of materials-4 boards wide.
 - d. Used for the support of higher platform-5 boards wide.
 - e. Used for the passage of persons-2 boards wide.

Please note:

All scaffold boards used as above are a nominal board thickness of 38mm and 225mm in width. When using 38mm thick scaffold boards, these should be supported on their underside at distances and exceeding 1500mm and must over sail their end support by at least 38mm and not more than 150mm. Scaffolding should only be erected by qualified personnel who have a relevant certificate registered as proof of ability with SEC.

SAFETY

This manual contains standard methods, practices and rules which the employees of the Company are expected to follow in carrying out company operations. The responsibility for achieving an outstanding safety record within this Company rests with our employees. Unless each one of us assumes his/her proper responsibilities, the best-organized safety programs will fail. We all have good reason for wanting to prevent accidents and injuries to ourselves and our co-workers. The company, in its endeavor to build safety into its operations, has prepared the safety rules found in this manual. It is expected that you will READ, LEARN and OBSERVE the rules at all times. For the good of all employees, our supervisors have been instructed to enforce the rules. The goal of safe working conditions can only be achieved when every employee realizes his or her obligation to himself and his/her fellow workers to THINK SAFE and to WORK SAFE.

HEALTH AND SAFETY

In support of this Safety Manual, full Health and Safety provisions and Safe Working Guidance procedures are available. You are reminded of your responsibility to read and comply with those procedures and should you have any questions, then you should refer them to the Site Supervisor. If you feel that measures taken are inadequate, it is your duty to report them to enable corrective measures to be taken.