

# McKenzie Electric, Inc.

## EMPLOYEE SAFETY HANDBOOK

### INTRODUCTION:

Each of us at McKenzie Electric, Inc. shares a common goal....concern for safety. This handbook is a part of McKenzie Electric's overall safety program established to help protect us all. It has been prepared for the purpose of communicating McKenzie Electric's safe work practices and McKenzie Electric's expectations of all employees.

Accidents are preventable. McKenzie Electric is committed to creating an accident-free environment. But the company cannot do it alone. All employees are expected to work safely. By following these safety rules we will save the time, resources and the pain associated with accidents. They may save your life. All McKenzie Electric employees are expected to follow the safety rules contained in this handbook.

Please keep this book handy in your truck, at your workstation, or in your toolbox. It will serve to answer your safety-related questions about the work you perform. If, at any time you have a safety-related concern or question, please see your supervisor immediately. Your supervisor has a copy of the complete McKenzie Electric safety plan and has been fully trained on it's contents.

J.C. McKenzie  
President

## **SAFETY POLICY**

### **1) PURPOSE:**

- a) Employee safety is the top priority at McKenzie Electric Inc. To ensure a clear understanding of McKenzie Electric's commitment to safety, the following policy is established.

### **2) SAFETY POLICY:**

- a) The safety of all employees is of prime concern and of importance to McKenzie Electric. It is our belief that all accidents are preventable, and that an accident-free environment is achievable.
- b) McKenzie Electric Inc. intends to comply fully with all safety laws and regulations.
- c) The Project Manager and Superintendent are responsible for the development and implementation of an effective work system that will achieve an accident-free environment
- d) McKenzie Electric will provide and maintain safe equipment; processes and procedures, and employees will be trained to work in a safe manner.
- e) All employees are expected to work in a safe manner and in conformance with all established policies and procedures.
- f) Employees are expected to report all observed safety hazards and violations, and report all accidents and near miss accidents immediately.
- g) Compliance with the safety plan is a condition of employment.
- h) This booklet is a general employee overview of safe practices. Your supervisor has a copy of the complete McKenzie Electric safety plan and has been fully trained on it's contents.

### **3) RESPONSIBILITY:**

- a) The Project Manager is responsible to ensure formal communication and periodic review of this policy, and all McKenzie Electric's safety policies and procedures, including the necessary discussions to achieve the full understanding and commitment of every employee. All employees must be familiar with the company safety manual. Your supervisor has a complete copy.

## **SECTION I - SAFETY MANAGEMENT PROGRAMS**

### **1) Safety Meeting**

- a) All employees are required to attend weekly safety meetings. Discussion during the meetings will focus on particular safety training for the week, an update on safety performances, description(s) of any recordable incident(s) and other safety-related information.

### **2) Incident Investigations**

- a) An incident investigation will be conducted and an incident investigation report shall be completed for all:
  - i) Recordable injuries.

- ii) Injuries which may not be recordable but require treatment or diagnostic procedures outside of the facility.
  - iii) Reportable process-related incidents.
  - iv) Motor vehicle accidents.
  - v) Fires.
- 3) The investigation will be conducted in order to determine immediate and basic causes. Corrective action(s) will be developed and basic causes addressed.

## **SECTION II - MEDICAL EMERGENCIES**

### Reporting an Illness or Injury

Any employee who experiences or witnesses an injury, no matter how slight, or a near miss incident shall report it immediately to their supervisor. Prompt treatment of minor injuries will often prevent them from becoming more complicated. In case of severe injuries, do not move an injured employee unless they are in danger of receiving additional injuries.

## **SECTION III - FIRE PROTECTION**

When it comes to fire protection, the best defense is a good offense... prevent it from happening! Good housekeeping is an excellent way to help prevent fires from starting; following safe hot work procedures is another. But if you encounter a fire try not to panic, dangerous mistakes can be made. Please stay as calm as possible.

- 1) Report ALL fires immediately!

If you discover a fire follow the following procedures:

- a) Activate the nearest fire alarm box.
  - b) Notify client security.
  - c) Give exact location.
  - d) Give nature of fire.
  - e) Give your name.
- 2) General safety rules regarding fire protection inside of a client's facility are:
- a) Possession of "strike-anywhere" (non-safety) matches is prohibited and butane lighters are prohibited on person performing the task.
  - b) The blocking of safety and fire extinguishing equipment, alarm boxes, and exits is prohibited.
  - c) Watch for fire hazards. Know the location of fire hoses, extinguishers, and fire alarm boxes.
  - d) Be familiar with the client emergency exit routes.
- 3) Smoking:
- a) Observe the smoking rules of the client.

- b) Dispose of your smoking material in an appropriate manner (i.e. butt disposal canisters).
- c) Smoking is never allowed in the presence of flammable liquids, gases, vapors, or other flammable materials.

#### 4) Fire Extinguishers

- a) Small, self-contained fires often can be extinguished in a safe manner, **HOWEVER, PULL THE FIRE ALARM IMMEDIATELY TO SUMMON ASSISTANCE.**
- b) If the fire can be safely contained, identify the proper extinguisher for the type of fire:
  - i) Class A: Wood, paper, cloth
  - ii) Class B: Flammable gas/liquids
  - iii) Class C: Electrical
  - iv) Class D: Combustible metal
- c) To operate the fire extinguisher, just remember: “P.A.S.S.”
  - P= Pull the pin
  - A = Aim at the base of the fire
  - S = Squeeze the handle firmly
  - S = Sweep the hose back and forth
- d) Be careful not to get too close to the fire.
- e) NEVER turn your back on any fire, no matter how small it may appear.
- f) Do not attempt to fight a fire if the escape route is blocked or the fire appears to be spreading rapidly.

### **SECTION IV - HOUSEKEEPING**

Good housekeeping is the best foundation for a safe and healthful workplace. Housekeeping is the responsibility of each individual. Housekeeping hazards will not be tolerated. The following rules will be enforced:

- 1) Dispose of all trash in the proper waste containers. Disposing of personal trash (e.g. food, drink, and tobacco packaging materials, etc.) anywhere other than the proper disposal container is totally unacceptable behavior.
- 2) Dispose of smoking materials in ashtrays and/or butt cans.
- 3) Materials should be kept out of aisles. Do not block exits, fire extinguishers; alarm boxes, power panels, fire doors, or emergency medical equipment
- 4) Sweep floors regularly. Without exception your work area **MUST** be left clean, neat, and orderly.
- 5) Pick up all tripping hazards.
- 6) Cleanup all spills, water, or liquids on the floor; mark wet walking surfaces as a possible slip hazard with warning signs.
- 7) When floor plates, grating, or other floor coverings must be removed, such opening must not be left unattended unless barricaded. Replace floor coverings when work is completed.

- 8) Tools and equipment must be returned to their proper storage place after use. Hoses and cords must be coiled or secured when not in use.
- 9) Avoid work area clutter.
- 10) Equipment access doors and electrical panel box doors must be left closed when not being used for access.
- 11) Store materials in a neat, orderly, stable, and secure manner.
- 12) Place oil contaminated material in approved containers in designated locations.
- 13) Gas cylinders must be stored properly.
- 14) Flammable materials must be stored properly.
- 15) Machine and equipment guards must be kept in place and secured when equipment is operating.
- 16) Remove or bend down nails in lumber or containers that must be banded by others.
- 17) Burned out light bulbs are to be replaced.
- 18) Job sites must be left in a clean and orderly manner.

## **SECTION V - PERSONAL PROTECTIVE EQUIPMENT**

The necessary personal protective equipment (PPE) to safely perform your job will be provided to you (except steel toed boots and prescription safety glasses). The use, maintenance, inspection, and cleaning of personal protective equipment is your responsibility. PPE is not to be altered or repaired.

### **1) CLOTHING**

- a) Shirts with at least a four-inch sleeve must be worn at all times. If a long sleeved shirt is worn, the sleeves will be down and buttoned, or rolled to above the elbow. Shirts must be tucked in.
- b) Jackets should be zipped or buttoned as appropriate.
- c) Pants must extend to below the ankles.
- d) Long sleeved shirts or arm coverings are required around welding or cutting operations, or when cutting bands or wires.
- e) Rings, bracelets, earrings extending below the earlobe, and dangling necklaces shall not be worn on the job.
- f) Medical alert bracelets and necklaces may be worn.
- g) Employees with hair extending below the shoulder will wear a hair net or wear the hair in a manner that prevents it from hanging below the collar.

### **2) Head Protection**

- a) Approved hard hats will be worn at all times.
- b) Hard hats should be inspected for wear and if cracked etc., replaced

### **3) Hearing Conservation**

- a) Approved hearing protection will be worn in all posted areas.

### **4) Eye/Face Protection**

- a) ANSI approved safety glasses with side shields are required as prescribed on the job.

- b) Employees who wear prescription glasses must wear ANSI approved prescription glasses.
- c) Except for special operations (e.g. welding, etc.) dark tinted safety glasses -are not permitted -inside buildings, other enclosed structures, or while working at night.
- d) Goggles will be worn when performing operations involving sawing, chipping, drilling overhead, blowing dust particles, other dusty conditions, or using compressed air.
- e) Contact lenses are not approved for industrial wear. If medically necessary, full goggles must be worn with them.

#### 5) Foot Protection

- a) ANSI approved steel toed safety boots will be worn.
- b) Appropriate non-slip footwear (visible tread) should be worn in areas where there is a potential for slipping hazards to exist, (continuously wet-areas).
- c) Each employee should inspect his or her protective footwear daily to assure that it provides adequate protection.

#### 6) Hand protection

- a) Gloves should NOT be worn when working with large drills, saws, or rotating equipment which may catch the gloves and pull the hand into the machine.
- b) Cut resistant, full-fingered gloves, must be worn by all employees when handling rough/sharp edged material or when using hand-held cutting knives or where work subjects your hands to lacerations.
- c) Heavy or leather gloves will be worn when handling cables or other materials that may puncture the skin.
- d) Welders gloves, made of thick leather with an insulated liner, will be used during any welding/cutting operations.
- e) Approved chemical protective gloves will be worn during operations involving potential exposure to hazardous chemicals.
- f) Gloves will be personally inspected by the user prior to use.

#### 7) Fall Protection

Fall protection is to be worn when working on:

- a) Sloping roofs.
- b) Flat roofs without handrails when working within four feet of the edge or roof opening.
- c) Any suspended platform or stage.
- d) At heights greater than six feet unless employees are protected from falling by standard handrails.
- e) All aerial lifts.

### **SECTION VI - EQUIPMENT**

Each employee has the responsibility for inspecting equipment before it is used. Defective equipment shall not be used. Employees must know the limitations of the equipment used, and not to exceed those limits. Operate equipment only when you are

qualified to do so. If there is anything that you don't fully understand about the safe methods of an operation ask your supervisor at once.

#### 1) Portable Ladders

- a) Ladders will be inspected prior to use. Ladders with missing or broken rungs or split rails must be taken out of service.
- b) When setting up a ladder, use the "4:1" rule. That rule says that the distance from the wall to the base of the ladder should be one quarter of the distance from the base of the ladder to the point where it touches the wall at the top of the ladder.
- c) When in position, the ladder will be securely tied at the top or secured at the base by a fellow employee.
- d) Return ladders to their proper storage area and secure after each use to protect them from damage and exposure to chemicals and weather elements.

#### 2) Step Ladders

- a) Do not use stepladders in the folded position as a straight ladder would be used. Open the legs and secure the locking mechanism.
- b) Do not stand on the top step of a step ladder.

#### 3) Signs, Signals and Barricades

- a) Employees will obey all signs, signals, and barricades which are posted to warn of potential or existing hazards.
- b) The selection and use of signs and tags shall be in conformance with ANSI requirements.
- c) Barricade tape is to be used in situations where entry is prohibited or requires special caution.
- d) Barricade tape is to be removed at completion of the task.

#### 4) Vehicle Safety

- a) Traffic Rules:
  - i) All vehicles must obey posted speed limits when on McKenzie Electric's business.
  - ii) Pedestrians always have the right of way.
- b) Use of McKenzie Electric's vehicles require:
  - i) Seatbelts must be worn by the employee and all passengers.
  - ii) Employees must submit proof of a valid driver's license.
  - iii) Vehicle headlights shall be used at all times while in motion.

#### 5) Lift Trucks (Fork Lifts)

- a) Only authorized, trained, and licensed personnel are permitted to operate a lift truck.
- b) Lift trucks shall be equipped with fire extinguishers, rated load capacity, seatbelts, horns, rotating beacon lights, and back up alarms. Operators will inspect the lift truck at the beginning of each shift.

- c) Seatbelts will be worn when operating lift trucks. When fastened, the seatbelt should have no more than two inches of slack measured between the belt and the operator's body.
- d) Never exceed the rated load capacity of a lift truck.
- e) No passengers may be carried on lift trucks.
- f) Speed will be slowed and the horn sounded at intersections, corners, doorways, and near pedestrian traffic.
- g) Follow all safe-driving procedures when driving on inclined surfaces, or when the front view is obstructed.

#### 6) Aerial Lifts

- a) Personnel shall always stand firmly on the floor of the basket.
- b) A body harness shall be worn with a rope/lanyard attached to the lift at all times.
- c) Planks ladders or other devices shall NOT be used on the basket for a work position.
- d) Cordon off the area to prevent accidents with other vehicles.
- e) Only trained operators are allowed to operate the vehicle.

### **SECTION VII - TOOLS**

Hand and- power tools can help make everyday aspects of your job easier. But don't take them for granted. If used improperly they can inflict serious injury. You must be sure to keep tools in good working order, maintain them and use them for their intended purpose.

#### 1) Hand Tools

- a) Inspect all tools before using. Never use defective tools.
- b) All tools and equipment will be kept in their proper places when not in use.
- c) Keep tools subject to impact (chisels and star drills) dressed to avoid flying slag/shavings for "mushrooming." Use tool holders.
- d) Only use tools for the purpose for which they were designed.
- e) Do not throw tools from one location to another or drop them to lower levels.

#### 2) Portable Power Tools

- a) Portable power tools must not be operated unless the employee is trained in their use.
- b) All defective power tools must be taken out of service immediately (i.e. frayed, missing grounds, etc.).
- c) Electrical power tools must be double insulated or shall be of an approved system that contains three wires with a ground.
- d) Power tools must always be plugged into a GFCI receptacle or protector.
- e) Guards or shields must be installed on all power tools before use.
- f) Electrical power tools are not to be used in an explosive atmosphere unless the tool is approved for service in a hazardous location.
- g) Pneumatic-powered tools are to be secured to the hose by positive means to prevent the tool from becoming accidentally disconnected. Radiator type hose clamps are not permitted on the hoses.

- h) Keep electric cables and cords clean and free from kinks. Never carry a tool by its' cord.
- i) Do not operate power tools in water or on damp surfaces.

### 3) Extension Cords

- a) Extension cords must be of the three-wire type.
- b) Extension cords and cables must be protected from traffic or sharp corners.
- c) Cords must be kept out of the walkways and other areas where they present trip hazards.
- d) Electrical connections, cables, etc. must be kept away from water or damp surfaces.
- e) Inspection and testing of cords shall be performed as required by OSHA 1926.404
- f) Modified extension cords are not to be used.
- g) Tying of cords on to machinery is not allowed.
- h) Cords are for temporary use only.

## **SECTION VIII - JOB SITE PROCEDURES/REQUIREMENTS**

### 1) Confined Space/Vessel Entry Procedures

- a) Why are confined spaces hazardous? Because dangerous vapors and gases may accumulate in these spaces or once inside a confined space one could be engulfed by material, water, etc. Also, an oxygen deficient atmosphere is a concern. Resulting fires or explosions from vapors and gases can cause injury. By taking some precautions, working in a confined space can be safe for all employees.
- b) A confined space entry permit will be obtained before personnel can enter tanks, vessels, sewers or any other confined space.
- c) Employees must be fully trained in confined space requirements before entering any confined space. See your supervisor.
- d) Before a permit is issued, the following precautions shall be taken:
  - i) The confined space must be emptied and cleaned.
  - ii) All equipment must be in a state of zero energy. The equipment must be locked, and a tag placed at the energy control device.
  - iii) Isolation of the confined space must be discussed with the supervisor prior to entry.
  - iv) Atmospheric testing must be performed by a qualified individual.

### 2) Lockout / Tag out Procedures.

- a) The purpose of Zero Energy State lockout/ tag out procedures is to prevent unexpected or unwanted activation of equipment or processes. Failure to follow proper lockout/ tag out procedures can result in fatal consequences.
- b) McKenzie Electric Inc policy is that no work will be performed where direct exposure to energized electrical equipment takes place. If direct contact with or work on energized electrical equipment is required there are detailed procedures and approvals required by your supervisor and project manager. Never work on a hot circuit without these approvals!
- c) Be safe by following these precautions:

- i) All hazardous energy sources with electrical, chemical, thermal, pneumatic, hydraulic and mechanical potential must be locked and secured prior to performing work activities by each individual performing the work.
  - ii) Individual locks must be used to secure energy isolating devices. Locks will be individually keyed for each employee. Each lock must be tagged so that its owner can be identified.
  - iii) Energy control must be verified before working on equipment or -processes.
  - iv) All locks must be promptly removed after work has been completed. Never remove another employee's lock or tag.
  - v) All sources of energy must be isolated using an energy isolating device or by physical separation. For electrical equipment, isolation of control circuitry only is not acceptable control.
- d) Follow all Lock Out /TAG OUT procedures!
  - e) Refer any Lock Out / Tag Out questions to your supervisor immediately.
- 3) Chemicals and Hazardous Materials
- a) Follow all procedures outlined for safe handling of chemicals and hazardous materials.
  - b) Report spills immediately.
  - c) Be aware of the location of material safety data sheets (MSDSs). Your supervisor will advise of location.
  - d) All chemicals and hazardous materials shall be identified by labels.
- 4) Cutting, Grinding, Welding, and Hot work
- a) If needed, obtain a hot work permit from the proper authority before proceeding with task.
  - b) Follow all fire watch procedures.
- 5) Excavations and Trenching
- a) All excavations and trenching will be approved by your supervisor.
  - b) No excavations will begin until all underground utilities have been identified.
  - c) No work will take place in any excavation deeper than 5 feet until it has been reviewed by your supervisor and proper shoring and or sloping and correct means of egress are in place for safe entrance.

## **SECTION IX - PREVENTION MEASURES**

### **1) Heat Stress**

- a) High temperatures can place a strain on your body, causing one to feel dizzy, weak and/or experience cramped muscles. In a work environment in which temperatures can be high, taking precautions can save you the unnecessary and dangerous effects of heat stress. Some precautions are:
- b) **DRINK LOTS OF WATER.** Water is a natural coolant for the body. Replenishing the body's supply of water is essential.
- c) Wear clothing made from "breathable fabrics" that meet the clothing policy guidelines.

d) Report any signs of heat stress immediately.

## 2) Slips, Trips and Falls

- a) Many times, employees can save themselves from slips, trips, or falls by simply paying attention to the tasks being performed, the area around them and by maintaining good housekeeping practices.
- b) Be conscious of your environment and potential hazards. Make sure your path is clear before lifting and carrying.
- c) If you find a potential hazard, immediately take action to eliminate it.
- d) Put tools, electrical cords, etc. in their proper storage area after use.
- e) Clean up spills immediately.
- f) Slip resistant footwear shall be worn in wet areas.

## 3) Strains and Sprains

Strains and sprains are the most frequent type of injury reported, particularly back strains. Using proper lifting techniques, exercising regularly and eating properly can all assist in prevention of strains and sprains. Here are some key points to remember when lifting:

- a) The first two seconds of a lift are the most stressful part of the lift. Be careful to begin the lift properly.
- b) When lifting, keep your back straight and use your legs to lift/lower the material.
- c) Hold the weight as close to your body as possible.
- d) If you need to turn while lifting an item, do NOT keep your feet still, move your feet and turn.
- e) Notify supervisor immediately of any strain or pains no matter how slight.

## **SECTION X - OTHER RULES**

- 1) Horseplay of any kind, practical jokes, or other conduct, which may endanger personal safety, is absolutely forbidden in the workplace or on the job site.
- 2) All job injuries (no matter how slight), suspected injuries, and hazardous exposure to unsafe conditions must be immediately reported.
- 3) If at any time you have been placed in an unsafe situation or feel you have been asked to perform an unsafe activity, you should stop and immediately notify your supervisor.
- 4) If at any time, anywhere, you observe an unsafe condition or activity, you should immediately intervene, stop it, correct it if possible, and if necessary report it to your supervisor.
- 5) Use handrails when ascending and descending stairs. Stairs must be ascended and descended one step at a time.
- 6) Never use alcohol or controlled drugs before or during work. Prescription medication should be used only with your doctor's approval.
- 7) Personal cell phone use during working hours is prohibited. Your supervisor is available for any emergency contact needed.

VOLATIONS OF THE ESTABLISHED SAFETY RULES ARE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION. ALL LEVELS OF DISCIPLINARY ACTION WILL BE DOCUMENTED.

MCKENZIE ELECTRIC, INC.  
REVISED 10-2009

RECEIPT OF SAFETY HANDBOOK

I HAVE RECEIVED A COPY OF THE SAFETY HANDBOOK, WHICH OUTLINES THE SAFETY REQUIREMENTS, POLICIES, AND EMPLOYEE RESPONSIBILITIES TO THE ORGANIZATION. FOR MORE DETAILED INFORMATION I UNDERSTAND I MUST REFER TO COMPANY SAFETY PLAN WHICH MY SUPERVISOR HAS A COMPLETE COPY OF.

SINCE THE INFORMATION IN THIS HANDBOOK IS NECESSARILY SUBJECT TO CHANGE AS SITUATIONS WARRANT, IT IS UNDERSTOOD THAT THIS IS NOT AN EMPLOYMENT CONTRACT AND THAT CHANGES IN POLICIES MAY SUPERSEDE, REVISE OR ELIMINATE THE POLICIES AS STATED IN THE HANDBOOK OR SAFETY MANUAL. CHANGES MAY BE MADE WITH OR WITHOUT ADVANCE NOTICE.

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EMPLOYEE PRINT

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EMPLOYEE SIGNATURE

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DATE