

SAFETY MANUAL

FOR

EMPLOYEES

2021

**SAFETY MANUAL**

This manual is intended for the use of all Kelly Generator & Equipment, Inc. (KGE) employees. Each supervisor shall ensure that all respective employees thoroughly understand and practices the procedures set forth in this manual at all times.

This manual covers daily proceedings and tasks, however, does not replace common sense and its use. If any of the following rules create confusion, ask your direct supervisor for clarification. Individual experiences have combined and helped shape this manual for all to understand and use in their daily work. If there is a procedure that you do not fully understand, ask for clarification from your supervisor or a senior member of Kelly Generator & Equipment, Inc. staff. They will be able to assist you and guide you to understand.

Communication is the number one asset for this manual. If you find, after reviewing this manual, any rules that need to be updated or added, please contact the Safety Director. The Safety Director will take all considerations and suggestions and apply, after researching all applicable Federal, State and Local laws, those as deemed fit.

This manual shall be reviewed on a yearly basis by the Safety Committee. Any new rules, including deletions and modifications, shall be approved by said committee and applied as such.

**MEETINGS**

Safety Meetings shall occur on an annual basis at the company headquarters in Owings, Maryland. Topics shall include updating training, refresher courses and relevant subjects deemed necessary by the Safety Committee for safety concerns. These meetings are mandatory, and attendance is required by all. A direct reflection of your review will result for non-attendance. These meetings shall last no longer than one half working day.

In addition, weekly “toolbox talks” shall be sent to each employee. These one-page documents shall continue in the training of all employees. This will help in maintaining current practices, as well as refreshing those that are already second nature with new ideas and understanding of current practices.

Feedback is essential to the on-going development of the Safety Program. Whether positive or negative, all comments and suggestions shall be taken with all seriousness. This key communication tool is essential to understand how the Safety Program is effectively being used. This also provides the opportunity for the employees to help in maintaining the Program and its future development, by suggesting future topics and bringing up examples of experiences in the field and offer ways to solve the issues as a group.

**SAFETY RULES**

Kelly Generator & Equipment, Inc. restricts/prohibits the following acts on the premise or while on the job performing work for Kelly Generator & Equipment, Inc.:

 Reporting to work under the apparent influence of narcotics, intoxicants (i.e. alcohol) or non-prescribed medication

• Possession of firearms or other deadly weapons Smoking in prohibited areas

• Falsely stating or making claims of injury

• Failure to abide by traffic regulations (D.O.T. mandates and regulations, etc.) when operating a company owned and labeled vehicle or mobile equipment

• Misuse of Fire Extinguishers, safety or fire preventing equipment (alarm systems, 911, etc.)

• Disregard of warning signs, including crossing, or violating any restricted access sign or barricade, regardless of construction, without specific authorization

• Failure to use required Personal Protective Equipment

• Using company equipment other than what it was intended to do/perform

• Entering dark holes, rooms or other poorly illuminated areas without a portable light source and proper training and/or permission to do so

Kelly Generator & Equipment, Inc. conducts its normal business during the hours of 7:00 AM through 4:30 PM Monday through Friday, except for the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Veteran’s Day, Thanksgiving, the Friday after Thanksgiving and Christmas. For further exempt days, see the Employee Manual. During normal operational days, all doors shall remain unlocked.

**FIRST AID AND MEDICAL TREATMENT**

Although safety is the number one goal for Kelly Generator & Equipment, Inc. accidents do occur. When they do, reporting them to you supervisor is paramount for the success of our Safety Program. Therefore, all injuries, regardless of severity, shall be reported immediately, or when it is feasible to do so. This form of reporting shall be verbally as well as recorded on company documents that will be submitted to the Safety Director for proper reporting to OSHA. These forms shall be kept by the Safety Director, both paper and electronically, for the duration required by OSHA. These forms will be kept in a secure area at all times.

If you are working with another employee of KGE, or any other person on the same job site (i.e., contractors, subcontractors of, etc.) and they become injured or become seriously ill, you are to report for the injured person to their supervisor, as well as complete the required forms and turn them into the Safety Director. At no point is this injured or seriously ill person to be moved unless it is imperative to preventing further injury.

First Aid and Cardiopulmonary Resuscitation (CPR) can help sustain an injured person until qualified medical help arrives. Knowing and practicing this skill can help save an injured person’s life and is to be performed by qualified personnel only. KGE shall maintain certification for all affected personnel (field personnel and select office personnel) to perform CPR when required to do so. At no point are any unauthorized personnel to administer CPR, regardless of previous training and experience, except for severe bleeding and non- responsive personnel (i.e., not breathing), which the responding person shall ask the qualified medical personnel how to sustain the injured personnel until they arrive. Regardless of training, qualified medical help shall be called immediately, and all pertinent information shall be given to the responsive qualified medical help to ensure that the exact location is given with specific instructions (i.e., floor, basement, roadblocks, etc.).

If after becoming injured while working at or on a site for Kelly Generator & Equipment, Inc. and you receive medical treatment, it shall be reported immediately and no later than the start of the next day. If the use of prescription drugs is administered, your supervisor shall be notified by the injured, verbally as well as through a doctor’s written excuse of the condition and when you are to be off the prescribed medication. This is a conditional standard, and it is based off the condition received on the job while working for KGE at the time of the injury requiring prescription medication. A Return-to-Work authorization shall also be obtained from the prescribing doctor for time off, regardless of the amount of time away from work.

All injured personnel require a follow-up evaluation. This helps KGE ensure that you are ready to perform your regular work duties. It also helps the Safety Committee see if a job re-assignment is necessary or if re-training is only required, based off evaluations performed by the Safety Committee. If returning to the previous job is not possible, job re-assignment may occur based off skills from the previous job assignment. This is done on a case-by-case basis and is thoroughly reviewed and evaluated by the President of KGE and the Safety Committee prior to any decision being made.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

A key component for the safe work environment at Kelly Generator & Equipment, Inc. is protecting its employees from as many hazards that the job may present. According to NFPA 70E, Article 130.7, all field employees (Generator Technicians) shall wear clothing that is of 100 percent cotton, or other suitable non- melting material, at a minimum, with the preference of clothing to be Flame Resistant (FR). Unless otherwise stated due to weather conditions, field employees shall wear long pants and a tee shirt at a minimum. All undergarments shall also be of 100 percent cotton or other suitable, non-melting material. This shall also include the use of work boots that will carry an Electrical Hazard (EH) rating; hats shall be of 100 percent cotton or other suitable, non-melting material.

Office employees shall consult the Employee Manual for regulations regarding PPE. However, open-toed shoes are not allowed within the warehouse at any time.

When work must be performed by field employees and positive means of disconnect cannot be established, all electrical PPE shall be worn. This includes, however, is not limited to the following: helmet with face shield and hood; gloves with leather protective over shell; coveralls; safety glasses and hearing protection. These are a minimum and are not all inclusive. The Authority Having Jurisdiction (AHJ) on a job can require more PPE, if deemed necessary. KGE employees shall adhere to all rules and regulations set forth by the AHJ while on the site. Company provided insulated tools shall also be utilized when performing on the job (hot work). Tools that have become compromised or the insulation is visibly damaged, shall be turned into the Safety Director for a replacement.

When work is being performed in the manner of troubleshooting, routine planned maintenance or within a ten- foot radius of working area generator is running, ear protection shall be worn at all times, in conjunction with safety glasses. Safety glasses, which shall have a minimum rating of ANSI Z87.1-2003-High Impact and have a “Z87+” stamped on the glasses, shall be worn also when the equipment that is being worked on has the potential of becoming energized and/or starting, running, or transferring. Safety glasses shall also be worn when working with mechanized equipment, such as, however, not limited to hand tools; power tools; air tools and any area with the potential for debris. Appropriate gloves shall be worn when exposed to potential injuries, however, not limited to heat; sparks; acids; corrosives; rough or abrasive surfaces, etc.

Several operations within KGE also require the use of PPE when handling, utilizing and/or maintaining particular items. When handling/filling/checking batteries the proper apron, gloves and face shield shall be worn at all times. When utilizing the parts cleaner, the proper face shield, gloves, safety glasses and apron shall be worn at all times. When utilizing any grinding form of equipment, the proper gloves, face shield and safety glasses shall be worn. When utilizing any compressed air equipment, the proper safety glasses and gloves shall be worn. When working on any company vehicle the proper safety glasses and gloves shall be worn. When utilizing any fluid filling station, the proper gloves and safety glasses shall be worn. When any of the above does not apply to the task at hand, the minimum of safety glasses shall be worn.

On new construction sites, hard hats are required. When ever going to a new construction site, a hard hat shall be properly worn and put on ten feet prior to the entrance to the site.

**HOUSEKEEPING**

To maintain a level of safety within the office area, cubicles/desks/personal/office areas shall be kept in a tidy manner at all times. This implies that each employee shall clean the area assigned to them free from clutter as a means of egress. This shall include the physical desktop, as well as the floor. Dusting shall occur as necessity fits. Walls shall be kept free of any marks, posters, pictures, maps, calendars, etc. unless management has approved the use of in the designated area agreed upon. Each area shall have an emergency exit/fire escape route displayed in an area where all personnel can see and understand when in that specific area. Bookcases/shelves shall always be organized with the lack of loose papers hanging out, falling out, etc. at all times.

Floors shall always be kept free of excessive clutter. Maintenance of the floor shall be done by an outside contractor, except for spilled items that can be taken care of immediately and cleaned by the party that caused the spill to occur. If carpet cleaner/stain remover/floor cleaner is to be used, all directions shall be strictly adhered to. MSDS shall be read and understood prior to use of the selected item. All items that have been used to clean shall be returned to the designated location for after use. If the stain cannot be removed, the responsible party shall inform Management for proper cleaning by a professional contractor.

The kitchen is a convenience in an office environment and shall be maintained as well. All employees who use the kitchen shall be responsible for cleaning up after themselves. If any public use item is depleted, it shall be replaced by the same person who depleted it. If there are no more to replace, the proper person shall be notified who oversees ordering supplies. Floors shall be treated as the same as listed above. If there is a wet floor because of a clean-up, the proper signage shall be displayed to inform all personnel of the fact. The First Aid kit shall always be kept accessible and free from any forms of blockage and any form of a tripping hazard. The refrigerators shall also be kept in a tidy manner by all personnel cleaning out take-out food containers at the end of each week, unless otherwise stated by the owner of the take-out container. The lunchroom/break room shall be maintained as listed within in this paragraph. All chairs are to be replaced when use is done.

The copy room shall be maintained by all personnel who use it. When debris is made from any equipment or tool, the employee who makes the debris shall also clean it and dispose of it properly. When paper from the copier or fax machine is depleted, it shall be replaced by the person who depleted it. Replacement paper is in the supply closet and can be accessed by obtaining the key from the proper personnel. Empty boxes, because of replacing paper, shall be properly disposed of, or stored for later use in the designated location.

The supply closet is to be organized as to where items are to be placed when not in use. All items shall be stored in a manner that it shall not protrude from its designated area. The area shall be dusted as needed. Floors shall be maintained in the same manner as listed above.

The server room shall be maintained by authorized personnel only, who will make use of an anti-static strap, either on the arm and/or shoe whenever maintaining equipment. Authorized personnel shall always maintain the walkways and floors free from any slipping/tripping hazards, always utilizing the proper equipment. The servers shall be dusted by appropriate/approved means at all times. All cooling equipment shall be maintained by an authorized service company or approved personnel. All maintenance records shall be stored with the Warehouse Supervisor.

The Janitor Closet shall only be used by authorized personnel. The equipment shall be labeled as to where it is placed, as well as always free from any tripping/slipping hazards. MSDS shall be maintained by the professional contractor. If any additional items are brought in, it is the responsibility of the person who ordered the supplies to provide the MSDS and properly store it for easy access at all times. All cleaning agents shall be stored/kept here and labeled accordingly as to where they are to be at all times.

**WAREHOUSE HOUSEKEEPING**

In order to maintain the cleanliness of the warehouse, all personnel who utilize, work, or store items in the warehouse, shall be responsible for its day-to-day maintenance/cleanliness. The fluids storage area shall be kept free and clear of any spillage, as they are to be immediately contained, cleaned and disposed of properly. Personnel shall wear safety glasses before any attempt is made to contain a spill. Signage informing personnel shall be placed at the location of the spill and removed by personnel who placed it there once dry/safe to walk over. Low quantities of new fluids shall be reported to the Procurement Supervisor, as are quantities of waste fluids that are at ¾ full for proper disposal by an authorized service company. The equipment, if applicable, that dispenses the fluids shall be maintained by authorized personnel only. The area that surrounds the fluids area shall always be kept free and clear of any tripping/slipping hazards. Used filters shall be disposed of in the proper location at the end of each working day and must be free as possible of any fluids. Any and all waste/new fluids storage (buckets, etc.) shall be stored properly in assigned/designated area and labeled as to whom they belong to (truck number, etc.). Fire prevention means shall be easily accessible and free of any tripping/slipping hazards that may deter the use of in the case of an emergency. Any use of spill containment/equipment shall be disposed of properly and never in the general trash, unless proper procedures have been followed to ensure that the spill containment/equipment has been made safe to be disposed of in the general trash. All hoses shall be coiled and properly hung on its respective holder after any use by personnel.

The Shop/Tech Work Area shall also be maintained by personnel who utilize, work or store items in this designated area. The welder/welding table/grinder/pressure washer/air compressor/vehicle work areas shall be free from any tripping/slipping hazard at all times. All personnel who utilize, work or store items here shall clean up after themselves and follow the same procedures listed in the previous paragraph as to how to clean up and properly dispose of any spill containment/equipment. All fire prevention measures shall be easily accessible at all times and its means of egress shall not be compromised. Once equipment and materials have been used and is no longer needed it shall be stored properly. All walkways, doorways and garage doors shall be kept free and clear of any tripping/slipping hazards at all times, as well as fire prevention means shall be easily accessible at all times and its means of egress shall not be compromised. In addition, doorways and the garage doors shall have a three-foot clearance on all sides from any object. Garage doors shall be opened all the way when opened, with the exception being venting engine exhaust in cold weather from work being performed inside the warehouse and closed when not in use. Chains, if applicable, shall be secured when not in use. All areas shall be swept by the respective department that the area is assigned to. Racks and shelving shall also be free from any tripping/slipping hazards at all times, as well as fire prevention means shall be easily accessible at all times and its means of egress shall not be compromised. In addition, all walkways that are made as a result of placement of the racks and shelving shall be free of any tripping/slipping hazards at all times. All items that are to be on the racks or shelving shall be at all times and not anywhere to cause a tripping/slipping hazard. Racks or shelves that are above shoulder height are prohibited from having items that can fall and the top rack or shelf shall have support in the back as to not allow for items to fall over if pushed by normal means. All items shall have a label as to where they are to properly be placed for ease of locating. The respective departments shall also dust, as necessary. All spills shall also be maintained as described previously.

The Parts Storage area shall also be maintained properly. All racks/shelving/storage shall have proper labels as to where specific items are to be located. This area shall also be dusted, as necessary. All floors are to be maintained as to not allow for any tripping/slipping hazards and any items that have a location shall be stored as such to prevent clutter in the walkways created by location of racks/shelves/storage. Spills shall be dealt with in the same manner as previously mentioned in this section. All parts, including any that utilize a hook, shall be stored as to not create potentials for injuries, not limited to the: head; body; limbs; appendages; etc. Desks and countertops shall be maintained as listed for cubicles in the Housekeeping section. Floors, although maintained by a professional contractor, shall be kept free and clear of any loose items to become hazards, therefore compromising means of egress. Floors that are not maintained by a professional contractor shall be swept by the respective department. All doors/access points shall maintain a five-foot clearance at all points to allow for means of egress.

The Rental Storage area shall follow the above listed means, where applicable.

Smoking is only allowed in the approved designated area. This means that all smokers must be outside, regardless of weather conditions, when any legal smoking materials are lit. Access to the smoking area is through the south east door, next to the loading dock. There are no exceptions to this rule and all smoking personnel are to adhere to these rules. All legal smoking materials shall be disposed of properly and not “flicked” about the property.

**TRUCK (COMPANY LABELED WITH VEHICLE ASSIGNMENT NUMBERS) HOUSEKEEPING**

All trucks that are assigned to Kelly Generator & Equipment, Inc. personnel shall be maintained in a professional manner at all times. All trucks shall be prohibited from adhering any offensive, degrading, lewd, etc. stickers and/or decals. All items that are to the rear of the driver (in the cabin, bed, box) shall be secured in a manner that will not allow for free movement, slipping, loss of control, etc. by means of tie-downs, rope, ratcheting bars, cargo netting, etc. shall be used at all times when items are not being utilized. Vehicles shall be cleaned once a week or as deemed necessary by management. Any fluid stains, leaks, pools, disposable/clean up equipment shall be disposed of properly in the designated location. Trucks with cranes/hoists shall be secured when not in use.

The interior of the vehicle is just as important as the exterior for the placement of items, therefore, trucks with extended cabs shall have no items placed/stored above the top of the seat, below the headrest, as to not to shift, move freely, become dislodged, etc. when the vehicle is in motion. Items shall also be placed/stored as to not to shift, move freely, become dislodged when and if the vehicle comes to a sudden stop. The storage of an approved First Aid kit shall be stored wear access is not impeded. Fire extinguishers shall be stored in the front of the cab where access is not impeded or in a place that is accessible on the exterior of the vehicle. Also, the physical location of the fire extinguisher shall be known with the appropriate decal stating where it is. Fuel trucks shall have an additional fire extinguisher properly secured and located on the outside of the vehicle. If items must be hung within the cabin area, they shall be secured in a manner that will not damage it or injure occupants of the cabin in the normal course of using the vehicle or when coming to a sudden stop. PPE, whether personal or company issued, shall be stored as to not receive damage or compromise the integrity from the normal course of use or when the vehicle comes to a sudden stop. Dashboards shall be kept free of litter, debris, loose papers, etc. at all times. Rear view mirrors, if applicable, shall be kept free from obstruction at all times and no items are permitted to be hung on the review mirror. Emergency equipment, if kept in the cabin area, shall be easily accessible and free from obstruction. All of these rules apply to regular cab trucks and vans as well.

**OTHER EQUIPMENT (RENTALS, TRAILERS, LOAD BANKS, ETC.) HOUSEKEEPING**

All of the previous section shall apply to Other Equipment as well. Decals that are faded and/or missing pertinent information relating to the company shall be removed and new decals shall be affixed. Broken, missing or damaged equipment shall be repaired prior to the next scheduled departure, to include, not limited to: signals; safety markers; lamps; assignment numbers, etc. No equipment is to leave until the proper paperwork states that the specific equipment is deemed safe for use.

**MATERIAL HANDLING**

Proper techniques shall be used whenever lifting anything. The following steps shall be taken whenever lifting any item:

1. Plan Lift

2. Test the load prior to lifting

3. Place feet shoulder-width apart

4. Bend at knees

5. Get a secure grip

6. Lift with legs, keeping back straight

7. Lift evenly and slowly

8. Keep load as close to body as possible

9. To change directions, keep item close to body and watch for slip and fall hazards

10. To set load down, reverse steps 1 through 9

11. When unsure of a load, always ask for assistance.

When storing, all material shall be stored as to not become a tripping/slipping hazard. When the box (es) is (are) no longer needed for storage purposes, they shall be disposed of properly, including any packing material. If extra material cannot be stored in a safe manner, it shall be placed as to not become a tripping/slipping hazard. If material is to be stored above shoulder-height, the proper elevating equipment shall be used to properly store material safely.

When the use of a dolly, cart or other approved manual mobile assistance equipment (MMAE), the load that is being moved shall be secured as to not shift or fall over when in transit. When unloading, utilize the proper technique listed previously. Wheels shall be secured as to not allow for movement when unloading. When loading, the wheels shall be secured as to not move; the proper lifting technique shall be used and the load shall be secured, prior to transit.

The above mentioned within the Material Handling shall also apply to the warehouse and trucks. Trucks that are utilizing a forklift to assist with the un/loading of equipment shall do so with only authorized employees.

When utilizing hoists and rigging equipment, each component shall be inspected prior to the use of. Weight limits shall be known prior to the application of the selected equipment. When the equipment is being utilized, it shall be secured as to not move. When the equipment is not in use, it shall be secured.

Ropes, Chains, Ratchet Straps shall also be inspected prior to their use. Frays within, or any other compromising factors as to the reliability of the selected equipment shall not be used and must be turned into the Safety Director for replacement options.

**FIRE PREVENTION**

All materials that are used for Fire Prevention shall be used as they are intended for. KGE uses ABC-type fire extinguishers in the warehouse and in company labeled vehicles with assigned vehicle numbers. These fire extinguishers shall be tested by authorized personnel and signed off each year. Fire extinguishers have been placed throughout the warehouse as per local fire code and can be located by the signage. The fire alarm system shall be tested every year. This test shall be treated as a real-live situation and all personnel are to proceed to the meeting point, designated on the fire escape route. Each employee shall receive and fully comprehend this escape route. Escaped routes shall be posted throughout the facility as well. Cleaning materials shall be of the approved type and only those designated solvents shall be used, and no substitutions are permitted. These approved solvents are to be stored as directed by directions on the bottle and the MSDS. Work that is being performed that presents a fire hazard shall have a fire watch at all times. The person who is selected to be the fire watch shall have an additional fire extinguisher with them at all times to quickly administer in the case of fire. Prior to any work being performed, all combustible materials shall be moved out of the direct are and covered in a way that the cover shall not become a hazard. A minimum of 15-foot radius shall be maintained at all times for combustible materials. Flammable liquids shall be stored in approved containers only and labeled as to what is exactly stored within that container. When not in use, the approved container shall be stored in a flammable material cabinet.

Smoking is prohibited within any part of KGE. This includes the warehouse, parts department, work area and office. Smoking is permitted in designated areas only and any legal smoking materials shall be disposed of properly and not “flicked” on the property.

**TOOLS AND OTHER RELATED EQUIPMENT**

All company issued tools are to be used as the manufacturer directs, suggests and instructs and followed with accordance within. Tools are not to be altered unless written approval from the manufacturer allows for this in writing. If the tool that is being used is not functioning as designed by the manufacturer, it shall be repaired by an authorized dealer. If the tool cannot be repaired, it shall be disposed of properly. At no point is the tool permitted to have any “altering” devices; if switches or levers require pressure to operate, they shall not have anything other than what was designed to operate the tool used for applying pressure. All tools shall be grounded by manufacturer’s means and never altered, nor removed from the device. When adjustments are being made to the tool it shall be unplugged as to not allow power to the unit at any time prior to adjusting, if applicable. Guarding or other safety devices shall stay within the manufacturer’s specifications and shall never be removed while being used and only permitted to be removed during maintenance. When working with devices that require two-hand operation, all material that is being altered is to be secured by use of vice, clamps or any other approved means that do not require the use of anybody appendage. Loose clothing shall be secured in a way that it will not become loose and possibly get tangled. All rings and other jewelry shall be removed prior to beginning work. Tool use is to be done by trained, authorize employees only and tools are never to be used as a prying device and its use shall be as designed.

**PERMANENTLY MOUNTED EQUIPMENT**

KGE utilizes certain permanently mounted equipment that is meant for specific tasks. The vehicle lift shall be used by authorized, trained employees only and is for the use of company labeled vehicles with assigned numbers. The maximum lifting weight shall be known at all times and shall never be exceeded. The lifting equipment shall only be permitted with the proper lifting equipment, again, not exceeding the maximum lifting capacity. The lifting, elevating, or raising of personnel is strictly prohibited, unless with the use of approved, authorized means. Tampering, altering, modifying, etc. shall not occur without the written permission from the manufacturer. When authorized personnel are utilizing a non-automotive lift, such as a gantry crane, they shall wear an approved hardhat when the lift is in motion. To ensure the safe use of the lift, it shall be disconnected from the power source by approved means and disabled to prevent unauthorized personnel from utilizing the equipment when authorized personnel are present.

**OFFICE EQUIPMENT**

The Kitchen is equipped with specific equipment that has intended use; therefore, all equipment shall be used as designed. Items that are not meant to be placed into equipment is prohibited at all times. The altering of equipment shall not occur and is prohibited. Whenever servicing the equipment, the power shall be disconnected by positive means and labeled as such. The same applies for the Copy and Server room equipment and is to be serviced by authorized personnel only. Desk drawers shall remain closed when not in use. Doors that are meant to be open during business hours shall be. Desks, chairs and bookshelves shall not be used as an elevating device of personnel and shall never be used to support any person, with the exception being in the case of an emergency. Unauthorized modifications/altering shall not occur unless approved by management and the manufacturer of the equipment in writing.

**COMPANY OWNED AND LABELED VEHICLES AND EQUIPMENT**

The use of any company owned and labeled vehicles and equipment is for the use by authorized personnel only. Personnel who have passed and maintained a D.O.T. Physical, a clean driving record, which consists of a record check and the minimal number of points against a license and routinely passes any administered drug test shall be considered authorized to operate company owned and labeled vehicles and equipment. When in a motorized vehicle, authorized employees and any passengers shall wear a seat belt while the vehicle is in motion. Any modifications to any company labeled vehicle shall be approved by management prior to any application. When towing any company numbered equipment, a Special Mobile Equipment (SME) license plate shall be used on the equipment being towed, only if the unit is not already registered and is currently valid for the state that the equipment is licensed in. Approved towing devices shall be used at all times with approved securing devices, if applicable. All company owned and labeled motorized vehicles shall have a working back up alarm at all times. Each company owned and labeled vehicle is required to have a post-inspection D.O.T. daily log properly filled out at the end of each daily shift. If the inspection has not been filled out, the company owned vehicle shall not be operated until the form has been properly filled out. If the truck has been found to not be in a safe operating manner, arrangements shall be made to provide an operable vehicle, as well as transport the unsafe vehicle to an appropriate location for repairs. Once repairs have been made, the inspection log shall be filled out with the appropriate signature stating that the defective aspects found on the inspection report have been made and the vehicle has been deemed safe for operation. First Aid kits shall be kept in the company labeled vehicle at all times, with the proper monthly inspection turned in each month on the first Friday. Stock shall be replaced as reported, along with any expired items that have been properly disposed of. The fire extinguisher shall be properly marked as to where it is located within the vehicle. Fire extinguishers shall be inspected at every oil change and signed off as such. Each fueling-equipped truck shall have an additional fire extinguisher securely mounted on the exterior of the vehicle. Road safety items, whether company issued or personal, shall be readily available and accessible at all times. Necessary items shall consist, however are not limited to: triangles; flash light/lantern/other illuminating devices; spill (hazard) kits; blankets (extreme cold situations); minimum of eight (8), 0.5 liter bottles of water (hot temperature situations). In any emergency situation, whether company or personal, communication devices, such as cell phones and chargers, CB’s, shall be readily available at all times.

**NON-ROAD USE MOTORIZED VEHICLES**

The use of non-road use motorized vehicles shall be operated by authorized, licensed personnel only. Prior to use, the first operator shall fill out the daily inspection report. If discrepancies are noted, the vehicle shall be taken out of service until authorized service personnel have made the changes to operate safely. This report shall be turned into the warehouse supervisor at the end of the day. When operating, if so equipped, the seat belt shall be worn whenever the vehicle is in motion. Fuel source shall be positively turned off whenever not in use. Whenever the vehicle is not in motion, the lifting device shall always be down, with the exception of appropriate means and measures taken to prevent the elevated lifting device from suddenly falling and injuring personnel. The vehicle shall have the parking brake applied whenever not in motion.

**NON-MOTORIZED (VEHICLES) EQUIPMENT**

All non-motorized equipment shall be secured by necessary means as to not move when not in; for storage, maintenance and hooking up for use. Prior to departure, if no license plate is permanently attached, a current SME plate shall be obtained and affixed to the equipment that is being towed. This SME plate shall be the responsibility of the employee who is towing the equipment. All lost and/or stolen plates shall be purchased by personnel who were assigned to/responsible for at the time of check out from the warehouse supervisor. Also, prior to departure, the appropriate inspection forms shall be properly filled out before leaving the property. These forms shall be either the standard D.O.T. daily inspection or other approved inspection forms. These forms shall be turned into the warehouse supervisor prior to departure. If non-authorized personnel are to use the non-motorized equipment, they shall be properly trained in its correct use. This training shall be documented, signed off as to being trained in its correct use. Personnel who are approved to use non-motorized shall be the only authorized operator and others use is prohibited. All supporting devices shall be used when non-motorized equipment is not mobile or being transported. When being utilized, it shall be in the locked position, facing down and shall be perpendicular to the frame and not bent in anyway, as well as move freely in any normal position without removing and replacing in desired position. Any discrepancies in the previously mention conditions of the supporting devices shall be reported immediately to the warehouse supervisor and that non-motorized piece of equipment shall be taken out of service until properly restored to a safe working condition.

**WORK PERFORMED IN THE WAREHOUSE**

When work must be performed within the warehouse, the following proper means shall be taken prior to any work actually being performed. Ventilation shall be made by necessary means of opening garage doors and manually operating the overhead fans and louvers. Exhausting of the equipment being serviced shall be made by appropriate means. Fire prevention matters shall be made readily available by having at a minimum one fully charged fire extinguisher. Any combustible materials shall be removed or placed in a way that will prevent them from becoming a hazard. Escape routes shall be made and planned out, ensuring that any and all tripping/slipping hazards are not present when any work is being performed. Proper PPE shall be worn at all times when working in the warehouse. Safety glasses shall be worn within a ten-foot radius of the work area. If the equipment is or has the potential of moving, proper means shall be taken to prevent the equipment from moving by placing wheel chocks and/or strapping down by approved means (rope, ratchet straps, etc.) and/or securing to base by means of bolting down or chain tie downs, or other approved means.

**WORK PERFORMED IN THE YARD**

The above shall also apply to work performed in the yard, with the exception of opening the warehouse doors and manually operating the overhead fans. Necessary means shall be taken to prevent exhaust circulating around the equipment that is being worked on.

**GENERATOR SAFETY**

When authorized personnel work on a generator, they shall disable the unit by necessary means; locating all possible sources that can be powered by the generator and secure them by proper Lock Out/Tag Out (LOTO) procedures. Authorized personnel shall also determine all possible sources that can send power to the generator, referencing any and all drawings and/or schematics or identification tags, and secure them by proper LOTO. If system has a transfer switch, it shall be disabled as to not start the generator automatically as well as secure it by proper LOTO procedures. After all is secured by LOTO means, the generator shall be in the OFF position, as well as the Main Line Circuit Breaker (MLCB) properly secured by means of LOTO and any subsequent sources as well secured by proper means of LOTO. The main panel fuse shall be removed and then the negative battery cable, both secured to not allow for accidental reconnection. Once the generator has physically been disabled, all points shall be checked by necessary means to ensure that the electrical sources are de-energized. This shall include phase-to-phase and phase-to-ground readings. At this point, it is safe to work on the generator, however, each component shall be treated as though it were still live and energized.

In some cases, some units cannot be taken fully out of service and therefore, must have the capabilities to start and run. Prior to starting the unit, personnel shall observe around the unit and its surrounding area for leaks, burns, exhaust, loose debris and grounding of the unit. All personnel shall have readily available proper PPE, with the bare minimum being: Safety Glasses, Ear Protection and Gloves. In some cases, additional PPE is needed and shall be at the discretion of the technician. All loose clothing shall be secured in a manner that it will not become loose by normal movement. The wearing of jewelry is prohibited. If jewelry cannot be removed, then it shall be made safe to wear by necessary means. Personnel shall ensure that the unit is properly grounded and bonded prior to starting the generator. The MLCB shall be in the OFF position, as well as properly securing by means of LOTO. Some work may require the use of a ladder, which all personnel shall use the ladder as designed, with all caution and warning labels strictly followed. All ladders shall be of the non-

conductive type. All guarding shall be in place and properly secured. If guards are not present or any other protective safety devices, personnel shall ensure that any moving parts will not get damaged from any foreign objects that may get caught within. All potential hazards shall be covered with insulated material and properly secured to prevent accidental removal. This shall include, however, is not limited to, batteries, exposed electrical parts, etc. Direct heat sources shall be avoided at all times. If this is not possible, personnel shall ensure that contact is not made with direct heat sources by any means possible/necessary. Personnel shall use the proper tool for the job at all times and never as a prying, chipping, etc. device, unless otherwise stated by the manufacturer of said tool in writing. The generator can now be started and ran. Once running, personnel shall observe the area, looking for loose items that may get dislodged; leaks that may cause a slipping hazard; listen for any unusual noises; etc. Work shall now commence; however, alertness is paramount, and personnel shall remain alert at all times.

**AUTOMATIC TRANSFER SWITCH (ATS) SAFETY**

In some cases, it is possible to work on an ATS while not energized. When this is possible, the following procedures shall be taken to ensure that the ATS is in fact, de-energized. All authorized personnel shall wear the appropriate PPE at all times, with the minimum being safety glasses. In some cases, the use of ear protection, gloves or anything that the specific job may require. Prior to opening the ATS access door, ensure, if applicable, that the enclosure is mounted properly, either on the wall or the floor. Authorized personnel shall also ensure that the means of securing and closing the front panel door are functioning as designed and are free from any defects that may allow foreign objects into the enclosure. Authorized personnel shall also ensure that all cabling is properly ran into the enclosure via conduits or other suitable, approved means that will prevent the premature aging of the cable. Authorized personnel shall now confirm that the ATS is not energized and cannot become energized by use of a MLCB, fuses or other approved means. LOTO shall be applied once the source has been removed. The front access door(s) can now be opened and the automatic operation of the ATS shall be disabled by whatever means available. Authorized personnel shall now confirm that the presence of voltage is not available. This shall include checking for voltage at the main contacts, as well as any other possible sources that are may have voltage present during normal operation. Once voltage has been proved not to be present, work shall commence.

In most cases, especially when troubleshooting, the power cannot be removed, and authorized personnel will have to work on the ATS “hot”. Authorized personnel shall wear appropriate PPE that the work calls for. This shall include, however, not limited to: jump suit; arc flash hood; arc flash helmet with face shield; safety glasses; ear protection; insulated gloves with leather over gloves. Authorized personnel are to inspect the area for signs of damage, as well as the condition of the ATS as to how it is mounted and the enclosure door itself. All personnel within the area of work shall be notified of “hot work” being performed by authorized personnel. A ten-foot perimeter shall be constructed of suitable, non-conductive material, with means of egress not compromised. This allows for authorized personnel to get out of the area, as well as to allow for help if necessary. Once the perimeter is established, all guarding shall remain in place and shall only be removed if it presents any additional hazards. Only properly insulated tools shall be used at all times when working on the ATS while energized, after a proper inspection of the tools that shall be utilized for the task at hand. Work shall commence after all the above mentioned has been established.

**LADDER USE**

Ladder use within the company occurs in the office, the field as well as the warehouse. Therefore, proper usage shall occur when ever utilizing a ladder. Material/equipment/items shall not be carried up or down the ladder. Assistance is necessary whenever elevating items. Assistance shall also be used when securing ladder, if applicable. For step ladders, the spreader bars shall be fully extended and fully locked at all times when the ladder is in use. All personnel shall follow the manufacturer’s cautions, warnings and danger signs at all times when the ladder is in use. Metal ladders shall not be used on electrical work or in areas where they can come into contact with energized wires. Broken or damaged ladders shall not be used at any time and must be reported to the Safety Director so that proper disposal or an authorized service can fix the ladder. If a straight ladder is to be used, it shall be tied off at the top, where appropriate. At no time is a ladder to be placed on a moveable object and be used at the same time. When utilizing a straight ladder, the base shall be set back a safe distance from the vertical (approximately ¼ of the working length of the ladder). At all times, the area around the ladder shall be kept free from any tripping/slipping hazards. At the same time, ladders shall be placed so that they do not protrude into passageways or doorways, where the ladder could be struck by personnel, moving equipment or materials. If for whatever reason this cannot be accomplished, barricades and/or guards shall be used to prevent accidental striking of when personnel are utilizing the ladder. All personnel who utilize a ladder shall face it at all times when ascending or descending, where both hands are used at all times. If personnel have a painted ladder, it shall never be painted.

All the above shall apply to the use of a ladder in the warehouse, with the addition of: when a ladder is not in use, it shall be secured at all times and mobile ladders shall be returned to the designated location once finished with.

All the above shall apply to the use of a ladder in the field, with the addition of: when the ladder in not in use, it shall be secured in the vehicle as to not become a hazard in anyway.

**FORKLIFTS**

Only qualified, authorized licensed personnel shall operate forklifts. Seat belts, if so equipped, shall be worn at all times whenever the vehicle is in motion. Prior to picking up the load, the forks shall be as far apart as possible, and the load checked for stability prior to transporting. Whenever transporting a load, the operator shall look in the direction of travel before and during transporting, as well as above the intended path of transportation. Whenever traveling down any grade, the forklift shall be backed down the grade with a load and vice versa for going up a grade with a load. Passengers shall be permitted only if there is an additional seat and seat belt provided. Forks shall never be used as an elevator or work platform, unless an approved work platform and harness are utilized. If work is to be performed with the utilization of the forks, provisions shall be taken to prevent the elevated forks from falling unexpectedly. When the forklift is not in use, the forks shall be lowered completely prior to departing the machine. A fire extinguisher (5#, ABC) shall be made available for each forklift.

**ROPE**

If rope is to be used for either aiding in the elevation of items/equipment/machinery or used to tie down a load, anyone who utilizes rope shall inspect it prior to its use. Frayed/cut/split ropes shall not be used and shall be disposed of properly. Personnel who chose to use rope shall know the load limit of the rope, as well as knowledge of the load being lifted and/or being secured.

**SIGNS AND BARRICADES**

Danger signs are primarily RED in color and are used where an immediate hazard exists. An example is listed below:



Caution signs are primarily YELLOW in color and are used when a potential hazard exists. An example is listed below:

 

Notice signs are primarily BLUE in color and are used for general information. An example is listed below:



Barricades, regardless of construction material, shall never be violated. No entry into a barricaded area shall be permitted unless authorized by the AHJ

**LOCK OUT/TAG OUT (LOTO)**

All authorized personnel shall utilize the proper LOTO procedures whenever working in the field, in the warehouse or the office at all times. If on a site that has its own procedures, the AHJ shall decide which one is to be utilized. If LOTO cannot be used for any reason, the proper PPE shall be worn at all times.

**HAZARDOUS MATERIALS**

Office personnel are to follow the manufacturer’s instructions at all times and no deviations from shall be permitted. All specific PPE shall be worn when handling at all times, if so applicable. If personnel are unsure of the use of the hazardous material, the equipment necessary to dispense it or precautions, it is that person’s responsibility to ask their supervisor for guidance. If there is a spill, regardless of size, it shall be reported to the proper supervisor. The proper disposal shall be used at all times.

The above shall apply to the warehouse, with the addition of the following: welding is to be performed by authorized personnel only. When authorized personnel are welding, they shall wear the proper PPE at all times. This includes all fire watch personnel as well, where they shall have a minimum of one fire extinguisher at all times. Any other personnel shall also be included within a 15 foot radius. Welding screens shall be utilized around the work being performed when conditions require the use of. Any and all flammable materials shall be moved or protected as to not ignite. Any grinding wheels shall be inspected prior to use and shall have no cracks, chips or warps. If any of the previously mentioned items are found, the grinding wheel shall be replaced with the proper replacement. The grinding wheels shall only be used that are rated for the particular machine. The stationary grinder tongue guards and work rest shall not be altered from the original design, with the tongue guard being no more than ¼ inch from the wheel and the work rest no more than 1/8 inch from the wheel.

The previously mentioned paragraphs in this section shall also apply to field personnel, with the addition of the following: if additional parts/materials, etc. are purchased outside of the normal means, personnel shall obtain the proper MSDS for the material, which shall be on the truck at all times, regardless of depletion or not. Company labeled with vehicle assignment numbers shall not transport any hazardous materials unless authorized and trained to do so. If approved, the proper markings shall be displayed for the transportation of the hazardous material, as well as the proper spill/containment materials shall be readily available when transporting any hazardous materials.

**COMPRESSED GAS CYLINDERS**

The storage of any compressed gas cylinder shall always be in the upright position, with the exception of LP storage racks that can be utilized for LP gas cylinders only. Proper means shall be taken to secure and prevent the accidental tip over from the upright position. Cylinders shall not be dropped, rolled or slid when transporting. If moving to another location, carts shall be used in the means of transporting, for both loading and unloading from any vehicle. Caps, if applicable, shall be in place and secure whenever cylinders are not in use. All cylinders shall be labeled as to what the contents are at all times, as well as if they are empty or full. Up to date MSDS shall be maintained at all times. Only authorized employees shall be permitted to use and/or transport cylinders.

**COMPRESSED AIR**

All compressed air hoses and couplings shall be inspected prior to use and shall be free of any defects prior to use and temporary fixes (tape, etc.) are prohibited on any warehouse device, as well as any company labeled vehicle with assignment number. Compressed air hoses shall be depressurized prior to being crimped, coupled or uncoupled. Only the properly designed hose shall be permitted for use with compressed air, with no substitutions permitted. Air hose couplings shall be locked together at all times when in use to prevent accidental separation.

**TEMPORARY HEATERS**

The use of temporary heaters is approved for when personnel are physically present only. Extension cords shall never be used to supply power to the heating unit. When personnel are not present, the heaters shall be unplugged and properly stored. When heaters are in use, any flammable and/or combustible surface shall not make contact with the heater and shall maintain a four-foot radius any of. Heaters are prohibited from being elevated on anything other than what they are intended for. For any fuel powered heaters that are used, they shall not be used in a confined space and will always have an adequate fresh air supply when in use. Adequate ventilation shall be made at all times when using a heater.