

## INJURY AND ILLNESS PREVENTION PROGRAM

SED Electric Inc. is committed to the safety and health of all its employees. In our effort to make the project hazard free and provide the safest working conditions possible, we expect all site personnel to learn and practice the following basic safety work rules. In addition to the rules listed below, there may be additional site specific work rules that must be observed on this project as well as full compliance with all local, state, and federal regulations and/or agency policies. See your supervisor for additional information.

1. Approved and unaltered hard hats and sturdy work boots are required at all time in the work areas.
2. No sleeveless shirts will be permitted.
3. Approved safety glasses/goggles/eye protection will be worn when exposed to harmful rays, dust, chemicals, or flying particles, or when using the cutting torch or welding.
4. Hearing protection will be worn in all high noise areas or while performing high noise tasks.
5. Approved respiratory protection will be worn as required.
6. Proper gloves are required when handling material that cuts, burns, or contaminates the skin.
7. Safety belts or harnesses will be worn by employees working on ungraded or unprotected work platforms 3 feet or more above the ground, or on equipment as required.
8. No employee will work on scaffolding without proper guardrails and toe boards, unless safety belts or barricades are used.
9. Do not climb on or work from any handrail, mid-rail or brace. Use the ladder to get on a scaffold, and make sure that the ladder is tied off properly.
10. Secure or cleat scaffold boards to prevent movement.
11. Inspect all ladders for damage or defects before use. Stepladders will only be used in the fully opened position. Do not stand on the top step.
12. Extension ladders are not to be separated. They must have ladder feet set on a secure surface and tied off at the top.
13. Good housekeeping will be practiced at all times.
14. Project nails will be bent over or removed from lumber.
15. Clean up spills immediately and remove oily, flammable, or combustible waste/rags.
16. Compressed air will not be used for blowing dust or dirt from clothing.
17. Access to safety and firefighting equipment will be kept clear at all times. Learn how to use an extinguisher before you need it!
18. Gasoline equipment will not be refueled when running. A fire extinguisher must be close by.
19. Secure all cylinders in the upright position with caps on when not in use.
20. Never enter a confined space/excavation until you check with your supervisor. Supplied air may be required.
21. Never enter an un-shored excavation more than 4 feet deep unless the slopes are laid back.
22. Excavations will be provided with an access/egress ladder.
23. Every tool is designed for a specific use-inspect before you use and do not misuse/abuse.
24. Alcohol, drugs, dogs, horseplay, fighting, gambling, and stealing will not be tolerated.
25. All electrical cords will be of the 3-wire type, and kept in good condition.
26. Tagout and lockout rules are to be strictly enforced.
27. Wire rope chokers, slings, chain fall, and come-a-longs are to be inspected before use.
28. No employee, other than the operator, will ride on trucks, loaders, shovels or moving equipment unless authorized. All safety equipment must be used as required.
29. Immediately report all near misses, accidents, and injuries to your supervisor.
30. Report unsafe conditions or practices to your supervisor.
31. Supervisor will conduct safety meetings each week.
32. No radios or cassette players are allowed to be played on site with headphones.
33. Work evaluations will be done after 6 months. If there are 5 days or more missed, evaluations will be postponed another 6 months.

### **IF AN INJURY OCCURS: MANDATORY DRUG TESTING AND INJURY CLAIM FORM MUST BE COMPLETED ON THE DAY OF INJURY.**

I have read the above Injury and Illness Prevention Program and agree to comply.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_