

Employee Safety Handbook

At Lightning Electric Inc. our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving Lightning Electric Inc. properties and assets. Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out companywide to make this policy work.

The Safety and Health Program will assist management and employees in controlling hazards which will minimize employee and customer injuries, damage to customer's property and damage to Lightning Electric Inc. property.

All employees will follow this program.

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the team, and we care about your safety.

Safety and Health Requirements

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

- Drinking alcohol, and/or drug abuse prior to or during working hours
- Fighting
- Theft
- Willful damages to property
- Failure to wear eye protection, hearing protection, safety helmets, etc.
- Not using safety harness and lanyards when there is a potential for falling
- Removing and/or making inoperative safety guards on tools and equipment
- Removing barriers and/or guardrails and not replacing them
- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Failure to notify Lightning Electric Inc. of a hazardous situation

The following safety and accident activities will be adhered to:

- Report all injuries immediately to your supervisor
- Notify your supervisor should you become ill while on the job
- Inform your supervisor if you have a disability or physical handicap
- Never move an injured or ill person, unless to prevent further injury

Minor safety violations will be documented and a copy of the below form will become part of the employee's personnel record:

Safety Hazard Citation

Accident and Incident Reporting

It is important that you report all accidents and incidents that result in injury, illness, or damage (however slight) to your supervisor immediately. Lightning Electric Inc. can learn how to prevent them from occurring in the future. It is Lightning Electric Inc. responsibility to investigate each incident and your responsibility to report them when they occur.

First Aid and Medical Treatment

Lightning Electric Inc. provides a First Aid Kit on the premises. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work related injury or illnesses that require professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

FIRST AID PROCEDURES AND INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call or have a co-worker call to request emergency assistance.

EMERGENCY PHONE NUMBERS

Safety and Health Manager

Poison Control:

First Aid:

Fire Department:

Ambulance:

Police:

Medical Clinic:

Clinic Address:

Minor First Aid Treatment

First aid kits are stored in the _____. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.

- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor
- Proceed to the posted medical facility. Your supervisor will assist with transportation, in necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his/her supervisor on our first aid procedures.

Wounds:

Minor: Cuts, lacerations, abrasions, or punctures-

- Wash the wound using soap and water; rinse well
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

Broken Bones;

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

Burns:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 25 minutes.

Eye Injury:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids with water for 30 minutes.

Neck and Spine Injury:

- If the victim appears to have injured his/her neck or spine, or is unable to move legs, do not attempt to move the victim unless it is absolutely necessary.

Heat Exhaustion:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Workers Compensation

Every state has a Workers Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work related injury or illness. You are covered under Workers Compensation. You may request Workers Compensation benefits from your supervisor.

Qualification for benefits is determined by the state, not Lightning Electric. Your responsibilities are to keep appointments, follow doctor's instructions on and off the job, maintain good communication with your supervisor, and to fully cooperate with all instructions you are given.

Workers Compensation provides wages at a lower pay scale than what you may earn by working.

Doesn't it make sense to be safe so that you don't have to be out on Workers Compensation?

You're Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employees injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect your self from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

You're Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause
- The responsibility of asking about the safety rules you are not sure about.

Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and/or safe practices will result in disciplinary action, up to and including termination.

General Safety Rules:

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employee when they ask for help or when needed for their safety.
- Never participate in "horseplay". Horseplay that results in injury is often not covered by Worker's Compensation.
- Clean up spills immediately

- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so they may avoid it.
- Wear protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc. as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your doctor's approval.

Fire Safety:

- Report all fire hazards to your supervisor immediately.
- Fire fighting equipment shall be used only for fire fighting purposes.
- Smoking is not permitted at any time in the areas where No Smoking signs are posted.
- Do not block off access to fire fighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire, your first consideration must be the safety of all persons, then attention should be directed to the protection of property.
- Change clothes immediately if they are soaked with oil, gasoline, paint thinner, or any other flammable liquid.
- Know how to report a fire and how to turn on a fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.

Hand Tool Safety:

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- Defective tools must not be used.
- Do not carry sharp hand tools in clothing.
- Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.
- Hammers: Use eye protection at all times!
- Screwdrivers: Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- Wrenches: In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.

Handsaws: Saws that are sharp and rust free are less likely to bind or jump. Insure the object being cut is secured tightly to a flat surface.