ERWIN ELECTRIC

Proven Ability & Exceptional Service

SAFETY MANUAL

Illness and Injury Prevention Program

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SAFETY POLICY OVERVIEW

Erwin Electric Safety Policy Letter

October 14, 2026

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that all employees are required to abide by all policies, rules and procedures detailed in this manual. Employees must also report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentives.

Employee recommendations to improve safety and health conditions are encouraged and training will be provided to ensure that employees fully understand and are able to fully comply with the requirements of our safety program. Management will give true attention to and provide the financial resources for the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of

1) Verbal Warning
2) Written warning or,
3) Written warning and suspension without pay or,
4) Termination of employment.

Management reserves the right to terminate the employment of any employee at any time for violation of company policies.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.



Robin Erwin,
President, Erwin Electric, Inc.

Safety Program Administration

Field Leadership and Supervision

Erwin Electric projects vary in size from single-employee service calls to large commercial projects with multiple crews. Depending on the size and complexity of the project, field leadership may be provided by a Lead Electrician, Foreman, Superintendent, Project Manager, or other designated supervisor.

On smaller projects, the Lead Electrician is typically responsible for directing daily work activities, conducting hazard assessments, implementing company safety policies, coordinating work activities, and communicating safety concerns to management.

All employees are responsible for following company safety policies, participating in safety training, reporting hazards, and stopping work when unsafe conditions exist.

Employees shall immediately report unsafe conditions, injuries, illnesses, near misses, property damage, equipment damage, vehicle accidents, and safety concerns to their Lead Electrician, Foreman, Superintendent, Project Manager, Supervisor, or Manager.

Responsibilities

Senior Managers / Managers

• Ensure adequate resources are provided to support safety, training, personal protective equipment, tools, equipment, and compliance activities.
• Ensure safety is considered during project planning, scheduling, staffing, purchasing, and budgeting activities.
• Communicate safety expectations and safe work practices throughout the organization.
• Participate in safety meetings, inspections, investigations, and corrective action activities as necessary.
• Support and recognize employees who demonstrate outstanding safety performance.
• Assist field personnel with hazard identification, incident investigations, and corrective action efforts as needed.
• Ensure company safety policies and procedures are implemented and enforced.
• Review incidents, injuries, illnesses, vehicle accidents, property damage incidents, equipment damage incidents, and near misses to identify trends and opportunities for improvement.

Safety Director

• Develop, maintain, and periodically update the Erwin Electric Safety Program.
• Conduct new employee safety orientation training.
• Coordinate, provide, or assist with safety training as required.
• Conduct periodic jobsite inspections, safety evaluations, and program reviews.
• Assist management with incident investigations, corrective actions, regulatory compliance, and safety-related matters.
• Provide guidance regarding OSHA regulations, NFPA 70E requirements, company safety policies, and industry best practices.

Superintendents / Foremen / Lead Electricians

• Ensure employees comply with all company safety policies, procedures, and safe work practices.
• Conduct daily pre-task discussions and hazard assessments before work begins.
• Inspect work areas regularly and correct unsafe conditions when identified.

• Ensure employees receive appropriate training on safe work practices, tools, equipment, and jobsite hazards.
• Ensure employees are utilizing required personal protective equipment and following company safety requirements.
• Stop work when unsafe conditions or unsafe acts are identified.
• Conduct or facilitate weekly safety meetings and toolbox talks with employees assigned to their projects.
• Immediately report and investigate incidents, injuries, illnesses, property damage incidents, equipment damage incidents, vehicle accidents, and near misses.
• Maintain good housekeeping and ensure work areas remain organized and safe.
• Communicate safety concerns, training needs, incidents, and corrective actions to management.

Employees

• Follow all company safety policies, procedures, and safe work practices.
• Participate in required safety training and safety meetings.
• Conduct assigned work in a safe manner and ask questions whenever they are unsure of the proper procedure.
• Immediately report unsafe conditions, unsafe acts, injuries, illnesses, property damage, equipment damage, vehicle accidents, and near misses.
• Use required personal protective equipment and maintain it in serviceable condition.
• Maintain good housekeeping in work areas.
• Exercise Stop Work Authority whenever an unsafe condition exists.
• Cooperate fully in incident investigations and corrective action efforts.

Stop Work Authority

> Every Erwin Electric employee has the authority and responsibility to stop work when an unsafe condition or unsafe act is identified.

Employees shall immediately notify their Lead Electrician, Foreman, Superintendent, Manager, or Supervisor of any unsafe condition, safety concern, injury, near miss, or situation that may place employees, customers, or the public at risk.

No employee will be disciplined for stopping work in good faith to address a legitimate safety concern.

Worksite Analysis

Erwin Electric is committed to identifying and correcting workplace hazards before injuries, illnesses, property damage, or near misses occur.

• All work areas, departments, warehouses, offices, service vehicles, and jobsites shall be inspected periodically to identify unsafe conditions and unsafe work practices.

• Lead Electricians, Foremen, Superintendents, and other designated personnel shall conduct regular jobsite inspections and hazard assessments.

• Prior to the start of work, the Lead Electrician, Foreman, or Superintendent shall conduct a visual assessment of the work area to identify hazards including fall hazards, electrical hazards, temporary power,

GFCI protection, access and egress, housekeeping concerns, weather conditions, and other site-specific hazards.

• Safety considerations shall be included when purchasing new equipment, tools, vehicles, machinery, and work processes.

• Workstations, tools, and work practices shall be evaluated and modified when feasible to reduce ergonomic hazards and prevent injuries.

• Employee concerns regarding safety and health hazards shall be addressed promptly.

• All incidents, injuries, illnesses, property damage incidents, equipment damage incidents, vehicle accidents, and near misses shall be investigated.

• Incident data shall be reviewed periodically to identify trends, recurring hazards, and opportunities for improvement.

Hazard Prevention and Control

Erwin Electric will utilize the hierarchy of controls when addressing workplace hazards.

• Engineering controls should be considered first whenever feasible to eliminate or reduce hazards.

• Administrative controls and safe work practices shall be implemented to reduce employee exposure to hazards.

• Personal Protective Equipment (PPE) will be provided, maintained, and used whenever hazards cannot be eliminated through engineering or administrative controls.

• Job Hazard Analyses (JHAs), pre-task planning, and hazard assessments may be utilized to identify and control workplace hazards.

• Equipment, tools, machinery, vehicles, and facilities shall be maintained in safe operating conditions through routine inspections and preventative maintenance.

• Employees shall be trained regarding workplace hazards, safe work practices, emergency procedures, and required protective measures.

• Employees shall be informed of emergency procedures during orientation and jobsite-specific training.

Safety and Health Training

New Employee Safety Orientation

All newly hired employees will receive safety orientation training before beginning work activities.

Orientation shall be conducted by the Safety Director or designated representative and shall include a review of company safety policies, reporting requirements, Stop Work Authority, personal protective equipment requirements, emergency procedures, Hazard Communication requirements, and jobsite safety expectations.

As part of the orientation process, employees shall view the Erwin Electric Safety Orientation Video and complete all required documentation prior to assignment in the field.

Employees shall have access to the company safety program and applicable safety procedures relevant to their assigned work.

Job-Specific Training

• Managers, Superintendents, Foremen, and Lead Electricians shall receive safety training appropriate to their responsibilities.

• Employees shall receive training on the safe use of tools, equipment, machinery, vehicles, and work processes applicable to their job duties.

• Employees shall receive instructions regarding applicable OSHA standards, company policies, and jobsite-specific hazards.

• Lead Electricians, Foremen, and Superintendents shall observe employees performing assigned tasks and provide additional instruction, demonstrations, or corrective coaching when necessary.

• Employees shall receive training before operating new equipment or performing new, non-routine, or specialized work activities.

• Additional training shall be provided whenever new hazards, equipment, materials, or procedures are introduced.

Safety Meetings

• Weekly safety meetings or toolbox talks shall be conducted by the Lead Electrician, Foreman, Superintendent, or designated supervisor.

• Employees are expected to attend and actively participate in safety meetings.

• Safety meetings shall address applicable workplace hazards, recent incidents, lessons learned, seasonal hazards, and safe work practices.

Periodic Retraining

Employees shall receive periodic refresher training on company safety policies, procedures, and safe work practices. Retraining may be provided when:

• Changes are made to company policies or procedures.

• New equipment, tools, chemicals, or work processes are introduced.

• Regulatory requirements change.

• Workplace inspections identify deficiencies.

• An incident, injury, illness, vehicle accident, or near miss occurs.

• Unsafe work practices are observed.

Incident and Near-Miss Reporting

All injuries, illnesses, property damage incidents, equipment damage incidents, vehicle accidents, and near misses shall be reported immediately to management.

Prompt reporting allows hazards to be identified and corrected before more serious incidents occur.

Employees shall cooperate fully with incident investigations and corrective action efforts.

Annual Program Review

The Erwin Electric Safety Program shall be reviewed at least annually and updated as necessary to reflect regulatory changes, operational changes, incidents, lessons learned, and industry best practices.

First Aid and Medical Assistance

There will be adequate first aid supplies and /or an adequate first aid kit available at each workplace. Where required, or in the case of an emergency where the workplace is located in a remote location and emergency medical assistance cannot arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained employee who can assist in first aid emergency cases. Employees who receive work related injuries or illnesses will be given immediate attention in regard to the nature of their injury or illness.

First aid is the immediate and temporary care of a victim of an accident or illness until the services of a physician can be obtained. Since first aid is immediate and temporary care only, it is the responsibility of the person administering first aid to provide temporary and usually minimal emergency treatment.

The following pages will attempt to help show the person administering first aid the things that can be done for various types of injuries.

SEVERE BLEEDING: Treatment for severe bleeding is by pressing directly on the wounded area with a clean cloth. Usually, the kind of bleeding that we run into in our trades will stop with a simple pressure treatment. If there is more severe bleeding, either call for professional help or transport the victim to the nearest hospital.

EYE INJURY: Often foreign objects in the eye present a minor irritation, with no real injury. However, the victim can produce a more serious injury by rubbing the eye. It is recommended that when there is a foreign object in the eye, a large amount of water should be used to flush the eye, allowing the water to flow across the surface of the eye. If the object penetrates the eyeball, make no attempt to remove the object or even wash the eye any further. Either call an ambulance or transport the victim to the nearest medical facility.

FRACTURES: Slips and falls can produce bone fractures. There are two types: simple and compound. A compound fracture is when the end of a broken bone penetrates the skin of the victim. A simple fracture is one that although the bone is broken, does not penetrate the skin.

Immobilization of the injured limb is of primary importance, for either type of fracture. A compound fracture is easy to spot, and the victim should be transported to the nearest medical facility immediately. A simple fracture is not so easy to determine for the amateur, however there are some symptoms that may occur. Pain may start at any time after the bone is broken. Swelling of the area may or may not occur and the limb may appear to be deformed.

Treat all suspect injuries of this nature as a fracture. The limb should be immobilized, and the victim transported to the nearest medical facility.

A fracture victim may or may not go into shock; however, the basic first aid treatment in such an instance would be to conserve body heat of the victim.

BURNS: Wear protective clothing. This will aid in combating burns. However, if an employee is burned, the application of cold water, which should be available on the jobsite or the office, should be instituted immediately. Continue to apply water while waiting for an ambulance. The ambulance crew will take over and will transport the victim to the nearest medical facility. Burns of any severity should be treated by a physician.

HEAT STROKE-HEAT EXHAUSTION: Heat exhaustion can be prevented by sufficient intake of proper liquids that will replace the fluids lost through heavy perspiration. Water or one of the many brands of liquids that replenish fluids is recommended. Coffee, soft drinks, and alcohol will not replace the right kinds of chemicals and should not be taken. If a person is suffering from heat exhaustion, get the victim to a cool spot, on the ground out of the sun, or preferably into an air-conditioned building. The prime first aid treatment for a

victim of heat exhaustion is to cool them off. The victim will have a weak pulse with a slightly higher than normal body temperature. The victim should be taken to the nearest medical facility as soon as possible.

Heat stroke is a more severe condition. The symptoms are a weak pulse, rapid heartbeat with dry skin (as opposed to clammy). The first aid for the victim of a heat stroke is to move the victim to a cooler spot. If he or she has lost consciousness, elevate the head and use whatever methods are available to reduce his or her body temperature. Call for help immediately and have the victim transported to the nearest medical facility.

SPINAL CORD INJURIES: Falls can cause spinal cord injuries. Consider any fall victim a spinal cord injury victim. DO NOT move the victim. Immediately call an ambulance. While waiting for the ambulance, check for bleeding on any body parts and treat as mentioned above.

Additional Safety and Health Work Practices and Procedures, Including Hazard Communication

Required Safety Work Practices and Procedures

These safety work practices and procedures are developed to assist in achieving job safety by having no employee accidents. Some of these are OSHA requirements. For these reasons, every employee is expected to abide by our safety work practices and procedures at all times.

Hard Hats –All employees are **REQUIRED** ~~to wear a hard hat on every construction job site.~~ to wear a hard hat on all commercial jobsites, on residential jobsites during the rough-in stage, and under the other conditions listed under Head Protection in the Personal Protective Equipment section.

Eye Protection - All employees are **REQUIRED** to wear safety glasses on every construction job site.

Fall Protection - Train employees and provide fall protection at 6 feet or more where applicable. See A.2, page 49.

Hand Protection - All employees involved in operations exposing hands to cuts, chemicals, burns, etc. are required to wear gloves that are appropriate to the exposure. The Safety Data Sheet (SDS) should be used if in doubt about what type of glove to use.

Other - Specific jobs may cause the need for other personal protective equipment. When this occurs, the employee is expected to utilize this equipment. It is the job lead's or foreman's responsibility to ensure that PPE is appropriate for the task and in good condition.

GENERAL:

Employees must follow the safety policy, safe work practices and procedures established by Erwin Electric Inc. Violations may result in disciplinary action, as described in the Safety Policy section.

Employees should report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information should be reported to the Superintendent or to the person in charge of the job.

Be courteous. Avoid distracting others as distractions may cause or contribute to accidents. Do not engage in horseplay on the job.

A designated lead or foreman is assigned to most Erwin Electric jobsites. If you are uncertain about the safety of a situation or encounter a task or condition outside normal operations, stop work and contact your lead, foreman, supervisor, or superintendent to determine the appropriate safe work procedure.

General Rules

Heat Exhaustion/Sun Exposure Prevention

1. Report to work properly hydrated. Begin drinking water and electrolytes the day before and continue hydrating before, during, and after your shift. Avoid excessive alcohol consumption, limit caffeine intake, and avoid strenuous activities in extreme heat outside of work that may contribute to dehydration.

2. Wear appropriate clothing to protect yourself from sun exposure. Keep your shirt on and wear lightweight, light-colored, breathable clothing, along with a hat, sunscreen, and UV-protective gear as needed to reduce the risk of sunburn and heat-related illness.
3. Drink water frequently throughout the day—do not wait until you feel thirsty. Use electrolyte replacement beverages during periods of prolonged work, heavy sweating, or high temperatures.
4. Take scheduled rest breaks in shaded or air-conditioned areas to allow your body to cool down.
5. Watch for signs and symptoms of heat-related illness, including excessive sweating, headache, dizziness, fatigue, muscle cramps, nausea, confusion, or loss of coordination. Report symptoms immediately and seek medical attention when necessary.
6. Look out for your coworkers and use the buddy system. If a coworker appears confused, stops sweating, becomes disoriented, or loses consciousness, call 911 immediately and begin emergency response procedures.

Remember: Hydration starts before you arrive at work. Coming to work already dehydrated significantly increases your risk of heat exhaustion and heat stroke.

Work Area Protection

1. Install warning signs, cones, barriers, and warning lights well in advance of the work area to provide motorists and pedestrians with sufficient time to recognize hazards and react safely.
2. Erect protective barriers, guards, and warning signage before removing manhole covers, opening utility access points, or performing excavation activities in areas accessible to vehicular or pedestrian traffic.
3. Position company vehicles, when feasible and safe to do so to provide additional protection for employees and to help shield the work area from moving traffic.
4. Always maintain good housekeeping. Keep work areas free of tools, materials, debris, cords, and other trip hazards. Employees are responsible for cleaning up clutter they create and should promptly address or report housekeeping concerns created by others to the lead, foreman, or superintendent.
5. Continuously evaluate changing work conditions and adjust traffic control devices, barriers, and work zone protection measures as necessary to maintain a safe work environment.

Personal Protective Equipment

Head Protection / Hard Hats

~~All employees are required to wear a hard hat on every construction job site where there is a possible danger of head injury from impact, or from falling or flying objects, or from exposure to electrical hazards including shock and burns.~~Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets. Hard hats shall be worn at the following locations and under the following conditions:

- All Commercial Jobsites
- All Residential Jobsites During Rough-In Stage
- All Jobsites where scaffolding is present

- All Jobsites where work is being done overhead
- While working on or near exposed energized parts
- Any Jobsite deemed “Hardhat Site”

Hard hats must meet the requirements of ANSI/ISEA Z89.1 and shall be inspected prior to each use.

Employees must not wear hard hats that are cracked, dented, damaged, modified, or otherwise defective. Hard hats that have sustained an impact, show signs of excessive wear, deterioration, or ultraviolet damage must be removed from service immediately and replaced.

Eye and Face Protection

All employees are required to always wear approved safety glasses while on construction jobsites.

Safety glasses are intended to protect employees from impact hazards, including flying fragments, chips, particles, dust, and other debris generated during construction activities.

Safety glasses used for impact protection shall:

- Meet the requirements of ANSI/ISEA Z87.1.
- Be equipped with integrated side shields or removable side protectors.
- Be maintained in a clean and serviceable condition.

Prescription eyeglasses that do not meet ANSI/ISEA Z87.1 requirements or do not have side shields are not considered acceptable eye protection.

Additional eye and face protection, such as goggles or face shields, shall be worn when tasks expose employees to hazards including grinding, cutting, drilling, chipping, chemical splashes, arc flash, or other operations that present increased risks to the eyes or face.

Employees shall stop work immediately if their safety glasses become fogged, dirty, scratched, damaged, or otherwise impair visibility. Safety glasses must be cleaned, defogged, repaired, or replaced before work resumes.

Under no circumstances shall employees continue working when eye protection interferes with their ability to safely perform the task.

Failure to wear required eye protection is considered a serious safety violation and may result in disciplinary action.

Hearing Protection

Employees must wear appropriate hearing protection whenever they are exposed to hazardous noise levels or when operating or working near loud equipment and tools.

Examples of equipment and activities that may require hearing protection include, but are not limited to:

- Air Nailers

- Circular, reciprocating, and chop saws
- Hammer drills and rotary hammers
- Generators and compressors
- Powder-actuated tools
- Heavy equipment and machinery
- Any operation that produces excessive or sustained noise

As a rule, if it is necessary to raise your voice or shout to communicate with someone who is within arm's length, the noise level is likely high enough to require hearing protection.

Approved hearing protection, including ear plugs or earmuffs, shall be worn in designated high-noise areas and during any task where hazardous noise exposure exists.

Employees are responsible for:

- Inspecting hearing protection before each use.
- Ensuring hearing protection is properly fitted and worn correctly.
- Maintaining reusable hearing protection in a clean and sanitary condition.
- Replacing damaged, worn, or ineffective hearing protection immediately.

Supervisors, leads, and foremen shall evaluate work activities and ensure appropriate hearing protection is available and used when required.

Failure to wear required hearing protection may result in disciplinary action.

Hand Protection / Gloves

Employees must wear appropriate hand protection whenever their hands are exposed to hazards such as cuts, lacerations, abrasions, punctures, burns, chemical exposure, or contact with rough or sharp materials.

Gloves shall fit properly, provide adequate protection for the specific task being performed, and allow employees to safely handle tools, equipment, and materials.

Hand protection is required during, but is not limited to, the following activities:

- Digging, trenching, and excavation work.
- Handling sharp, rough, or abrasive materials.
- Pulling wire, cable, or rope.
- Material handling, loading, and unloading operations.
- Working with metal studs, strut, conduit, sheet metal, and cable tray.
- Using hand tools or power tools that create hand injury hazards.
- Handling chemicals, adhesives, solvents, or other hazardous substances.

Employees shall select gloves based on the specific hazards associated with the task:

- **Cut-resistant gloves:** For handling conduit, sheet metal, metal studs, cable tray, and other sharp materials.
- **Leather or reinforced work gloves:** For pulling wire, rigging, material handling, excavation, and general construction tasks.
- **Chemical-resistant gloves:** For handling solvents, adhesives, cleaners, or other hazardous chemicals. Refer to the Safety Data Sheet (SDS) for proper glove selection.

- **Insulating rubber gloves with leather protectors:** For qualified employees performing tasks involving exposure to energized electrical conductors or equipment in accordance with applicable electrical safety procedures and NFPA 70E requirements.

Employees shall inspect gloves before each use and remove from service any gloves that are damaged, excessively worn, contaminated, or otherwise defective.

Gloves shall not be worn when they create a greater hazard, such as when working around rotating equipment or moving machinery where entanglement could occur.

Only qualified and Erwin Electric approved employees who have been trained on NFPA 70E electrical safe work practices shall use voltage-rated rubber insulating gloves. Electrical gloves must be tested, inspected, stored, and maintained in accordance with applicable standards and manufacturer requirements.

Supervisors, leads, and foremen are responsible for ensuring employees have access to and use the appropriate gloves for the task being performed.

Energized Electrical Work Personal Protective Equipment (PPE)

Erwin Electric's policy is that employees shall de-energize electrical equipment and establish an electrically safe work condition before performing work.

Employees are prohibited from working on or near exposed energized electrical conductors or circuit parts unless de-energizing introduces additional hazards or is infeasible due to equipment design or operational limitations.

In the rare circumstances where energized electrical work is authorized, the following requirements must be met before work begins:

- The work shall be performed only by qualified employees who have received the appropriate training.
- Approval must be obtained from the Department Manager and Company President or their designated representatives.
- An Energized Electrical Work Permit (EEWP) must be completed, reviewed, and approved.
- A shock and arc flash risk assessment must be conducted.
- Appropriate boundaries shall be established, and unauthorized personnel shall be restricted from the area.
- Required personal protective equipment shall be selected based on the results of the hazard assessment and applicable NFPA 70E requirements.

When energized electrical work is authorized, the following PPE shall be provided and used as required by the hazard assessment:

- Hard hat with an arc-rated face shield or arc flash hood.
- Arc-rated clothing, including an arc-rated jacket, coveralls, or full-body arc flash suit with an arc rating appropriate for the task.
- ANSI Z87.1-compliant safety glasses.
- Arc-rated gloves, as applicable.
- Class 0 rubber insulating gloves with leather protectors, or higher-rated insulating gloves as required by the voltage exposure.
- Hearing protection, such as ear plugs.
- Leather footwear and any additional PPE identified by the risk assessment.

All electrical PPE shall be inspected before each use and maintained, tested, and stored in accordance with applicable standards and manufacturer instructions.

Refer to the Energized Electrical Work Policy for additional requirements and approval procedures.

Lifting Heavy Objects

Material Handling and Manual Lifting

Erwin Electric is committed to reducing soft tissue injuries, strains, sprains, and other musculoskeletal disorders associated with manual material handling.

Whenever feasible, employees shall use forklifts, material lifts, hand trucks, dollies, carts, hoists, or other mechanical devices to move materials. Manual lifting should be considered a last resort when mechanical assistance is not available or practical.

As a general guideline, employees should avoid manually lifting loads exceeding 50 pounds without assistance. Heavier, bulky, awkward, or unstable loads may require team lifting or mechanical assistance even when the load weighs less than 50 pounds.

When manual lifting is necessary, employees shall follow these safe lifting practices:

1. Plan the lift before beginning. Evaluate the load weight, size, shape, and travel path. Remove obstacles and determine whether assistance or mechanical equipment is needed.
2. Stand close to the load with your feet shoulder-width apart. Position one foot slightly in front of the other for balance.
3. Squat by bending at the knees and hips while maintaining the natural curve of your back. Do not bend at the waist.
4. Obtain a firm grip on the object before lifting.
5. Lift slowly using your leg muscles and avoid jerking motions.
6. Keep the load close to your body throughout the lift.
7. Do not twist while lifting or carrying a load. Turn your entire body by moving your feet.
8. Set the load down by bending your knees while keeping your back straight.
9. Stop work and request assistance if the load is too heavy, bulky, unstable, or obstructs your view.

Electrically Powered Tools

1. Employees shall not operate power tools or equipment unless they have been trained and authorized to do so.
2. Inspect power tools, cords, plugs, and accessories before each use. Do not use equipment that is damaged, defective, or missing required safety guards or features.
3. Keep power cords away from the cutting path of drills, saws, grinders, and other tools that may damage the cord.
4. Do not use power cords or extension cords that are frayed, cut, cracked, improperly spliced, have exposed wires, or are otherwise damaged.
5. Do not carry plugged-in tools with your finger on the trigger or switch.
6. Never carry or lift a tool by its cord.

7. Disconnect tools by pulling on the plug, not the cord.
8. Ensure the power switch is in the "Off" position before plugging in or unplugging a tool.
9. Never leave energized or operating tools unattended.
10. Turn off, unplug, and tag defective tools "Out of Service" before performing maintenance, repairs, or adjustments.
11. Use only grounded, three-prong extension cords and equipment unless the tool is double-insulated and designed for use with a two-prong plug.
12. Never remove or alter the grounding prong on a plug or use adapters that defeat the grounding system.
13. Do not plug multiple extension cords into a single outlet or overload circuits.
14. Extension cords shall not be run through doorways, holes in walls, ceilings, or floors unless protected from damage.
15. Do not drive over, drag, step on, pinch, or place materials or equipment on electrical cords.
16. Ground-Fault Circuit Interrupter (GFCI) protection shall be used for all temporary power, extension cords, and portable electric tools on construction sites. Employees shall connect electrical power tools only to GFCI-protected outlets and verify proper operation before use.
17. Do not operate electrical tools or equipment with wet hands, while standing in water, or on wet surfaces.
18. Do not use electrical tools to cut wet or water-soaked materials or to repair leaking pipes.
19. Do not wear wet gloves while operating electrical tools or equipment.
20. Never operate electrical equipment barefoot. Employees shall wear rubber-soled, ASTM F2413-compliant work boots.
21. Do not operate spark-producing tools, such as grinders or saws, near flammable materials or in potentially explosive atmospheres.
22. Hold portable power tools by the insulated grips or other nonconductive surfaces designed for that purpose.
23. When working near exposed energized conductors or equipment, follow Erwin Electric's Lockout/Tagout and Energized Electrical Work policies.
24. All extension cords and portable electrical equipment shall be maintained in good condition and removed from service immediately if damaged

Power Saw Safety

1. Only trained and authorized employees shall operate power saws.
2. Inspect the power saw, blade, guards, cord, battery, and accessories before each use. Do not use a saw that is damaged, defective, or missing required safety features.
3. Wear the required personal protective equipment, including ANSI Z87.1-compliant safety glasses with side shields, hearing protection, and appropriate respiratory protection when cutting operations generate dust.
4. Wear close-fitting clothing and remove loose jewelry. Long hair shall be secured to prevent entanglement.
5. Use the correct blade for the material being cut. Ensure the blade is sharp, properly installed, and rated for the saw's operating speed.

6. Verify that all blade guards, anti-kickback devices, riving knives, and safety mechanisms are properly installed and functioning. Never remove, alter, bypass, or disable safety devices.
7. Inspect the workpiece before cutting and remove nails, screws, staples, or other foreign objects when possible.
8. Secure the material being cut and maintain proper footing and balance. Never hold the workpiece against your body while cutting.
9. Keep hands and body parts outside the cutting path and maintain a safe distance from the blade at all times.
10. Never place your hand, finger, or thumb in line with the blade or reach across an active cutting operation.
11. Ensure bystanders remain clear of the work area and position yourself to avoid the potential kickback zone.
12. Operate the saw at full operating speed before beginning the cut and feed the material at a rate consistent with the manufacturer's recommendations.
13. Do not force the saw or attempt to cut material that exceeds the tool's capacity.
14. Cut only below shoulder height. Do not use power saws while standing on ladders or unstable surfaces.
15. Do not operate power saws on wet or slippery surfaces or in wet conditions unless the equipment is specifically rated for such use and connected to a GFCI-protected power source.
16. Use push sticks, guides, or other manufacturer-approved devices when cutting small or narrow stock.
17. Never make measurements, adjustments, or remove cutoffs while the blade is moving.
18. Turn the saw off and allow the blade to come to a complete stop before setting the saw down, clearing jams, removing incomplete cuts, changing blades, or performing maintenance.
19. Disconnect the power source or remove the battery before servicing, changing blades, or making adjustments.
20. Follow all manufacturer instructions and applicable OSHA requirements when operating power saws.

Machine and Equipment Safety

1. Only trained and authorized employees shall operate machinery and equipment.
2. Inspect machinery and equipment before each use. Do not operate equipment that is damaged, malfunctioning, or missing required guards or safety devices.
3. Ensure all machine guards, shields, interlocks, emergency stops, and other safety devices are properly installed and functioning before operating equipment.
4. Never remove, alter, bypass, disable, or defeat any guard, interlock, or other safety device.
5. Replace all guards and safety devices immediately after maintenance, adjustments, or repairs and before returning equipment to service.
6. Follow established Lockout/Tagout procedures before performing maintenance, repairs, clearing jams, changing blades, or servicing machinery.
7. Do not attempt to stop moving parts or workpieces by hand or reach into operating equipment.
8. If a machine becomes jammed or malfunctions, shut down the equipment, isolate all energy sources, and follow Lockout/Tagout procedures before clearing the jam.

9. Keep hands, fingers, clothing, and body parts away from points of operation, in-running nip points, rotating parts, and other hazardous moving components.
10. Do not wear loose clothing, jewelry, or other items that could become entangled in machinery. Long hair shall be secured and contained.
11. Wear task-appropriate personal protective equipment as required, including safety glasses, hearing protection, gloves, and respiratory protection.
12. Read and follow all manufacturer instructions, operating procedures, and safety warnings posted on or near machinery.
13. Maintain good housekeeping around machinery and keep work areas free of debris, cords, and materials that may create slip, trip, or entanglement hazards.
14. Report damaged equipment, missing guards, malfunctioning safety devices, or unsafe conditions to your lead, foreman, supervisor, or superintendent immediately.

Lockout/Tagout (LOTO) for Electricians

1. Only trained and authorized employees shall perform lockout/tagout activities.
2. Employees performing lockout/tagout shall have an Erwin Electric-issued Lockout/Tagout kit in their possession before beginning work. The kit shall contain the locks, tags, and devices necessary to isolate all energy sources associated with the task.
3. Notify all affected employees before beginning lockout/tagout activities. Communicate the reason for the lockout, the equipment affected, and the anticipated duration of the work.
4. Identify all energy sources associated with the equipment or system, including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, stored, or residual energy.
5. Shut down the equipment using normal operating controls and place all disconnecting means, breakers, switches, and valves in the "Off," "Open," or safe position.
6. Isolate all energy sources and apply individual locks and tags to each energy-isolating device. Group lockout procedures shall be used when multiple employees are involved.
7. Release, disconnect, restrain, or otherwise control all stored or residual energy before work begins.
8. Verify the effectiveness of the lockout/tagout by:
   a. Confirming all energy-isolating devices are properly locked and tagged.
   b. Attempting to start or operate the equipment using normal controls.
   c. Testing for the absence of voltage using an adequately rated test instrument.
   d. Applying the "Live-Dead-Live" method to verify the test instrument is functioning properly before and after testing.
   e. Ensuring the equipment or circuit being tested is the same equipment or circuit that has been locked out.
9. All locks and tags shall remain in place until the work is complete and the equipment is safe to re-energize.
10. Locks and tags shall only be removed by the employee who applied them. Emergency removal procedures shall be performed only in accordance with Erwin Electric's written Lockout/Tagout policy and with supervisor authorization.
11. Before re-energizing equipment, verify the following:

a. All tools, materials, and nonessential items have been removed.
b. Machine guards, covers, and protective devices have been reinstalled.
c. Electrical systems and components have been properly reconnected.

d. All employees are safely positioned and clear of the equipment.

e. Affected employees have been notified that the lockout/tagout devices are being removed and the equipment will be re-energized.

Portable Welding and Soldering Operations

1. Only trained and authorized employees shall perform welding, cutting, brazing, or soldering operations.
2. Employees shall use only company-approved welding and soldering equipment. Personal or employee-owned equipment is prohibited unless specifically authorized by management.
3. Inspect welding and soldering equipment, leads, torches, hoses, regulators, plugs, and power cords before each use. Do not use equipment that is damaged, defective, modified, or missing required safety features.
4. Do not use welding or soldering equipment if power cords, leads, hoses, or connections are cut, frayed, split, improperly repaired, or otherwise damaged.
5. Ensure all electrical welding equipment is properly grounded and connected to a GFCI-protected power source when used with temporary power.
6. Wear the required personal protective equipment, including:
    - Safety glasses with side shields
    - Appropriate welding helmet, face shield, or tinted eye protection
    - Fire-resistant clothing
    - Welding gloves or other heat-resistant insulated gloves
    - Hearing protection, as required
    - Respiratory protection, when required
7. Do not perform welding or soldering operations while wearing wet gloves, wet clothing, or while standing on wet surfaces.
8. Remove combustible materials from the work area or protect them with approved welding blankets or shields.
9. Ensure adequate ventilation is provided to control welding fumes, gases, and airborne contaminants.
10. A suitable fire extinguisher shall be readily available, and a fire watch shall be assigned when required.
11. Follow all applicable hot work permit requirements established by the owner, general contractor, or Erwin Electric.
12. Turn off equipment and allow hot materials to cool before leaving the work area unattended.
13. Disconnect power sources and safely store equipment after completing welding or soldering operations.

Hand Tool Safety

1. Only use hand tools for their intended purpose and follow the manufacturer's instructions.
2. Inspect hand tools before each use. Remove damaged, defective, or modified tools from service immediately and tag them "Out of Service."

3. Wear the required personal protective equipment, including ANSI Z87.1-compliant safety glasses with side shields, gloves, and other task-specific PPE.
4. Stop work if your safety glasses become fogged, dirty, or obstructed. Clean or replace them before resuming work.
5. Do not use tools with splintered, cracked, loose, or damaged handles.
6. Do not use impact tools, such as hammers, punches, chisels, or steel stakes, that have mushroomed heads.
7. Carry sharp or pointed tools in a sheath, holster, or toolbox.
8. Do not carry tools in your pockets unless the pocket is specifically designed and reinforced for tool storage.
9. When working at elevated locations, secure tools with lanyards or use tethered containers to prevent dropped objects.
10. Do not carry tools in your hands while climbing ladders. Use tool belts, hoists, hand lines, or other approved means to raise and lower tools.
11. Do not throw or toss tools from one person to another or from elevated work areas.
12. Transport hand tools in toolboxes, tool bags, or tool belts.
13. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
14. When using knives, shears, or other cutting tools, cut away from your body and keep your free hand clear of the cutting path.
15. Do not perform makeshift repairs or alter hand tools.
16. Maintain good housekeeping and keep tools organized when not in use.

Hammers

1. Use the correct type and size of hammer for the task being performed.
2. Use a claw hammer for pulling nails.
3. Ensure the hammer head is securely attached to the handle before use.
4. Do not strike hardened steel surfaces, another hammer, or other striking tools unless specifically designed for that purpose.
5. Do not use a hammer with a cracked handle, chipped face, loose head, or excessive wear.
6. Do not use a hammer if your hands are oily, greasy, or wet.
7. Do not use a hammer as a pry bar, wedge, or other substitute tool.
8. Maintain a secure grip and keep bystanders clear of the striking area.

Screwdriver Safety

1. Select the correct type and size of screwdriver to match the screw head and application.
2. Inspect screwdrivers before each use. Do not use screwdrivers with worn tips, cracked handles, bent shafts, or damaged insulation.
3. Secure the workpiece whenever possible. Do not hold the workpiece against your body while using a screwdriver.
4. Keep your free hand and fingers away from the screwdriver tip and the path of the tool.
5. Apply steady pressure directly in line with the screw to prevent the screwdriver from slipping.

6. Do not force a screwdriver by striking it with a hammer or using pliers, wrenches, or other tools to increase torque unless the screwdriver is specifically designed for that purpose.
7. Use screwdrivers only for their intended purpose. Do not use a screwdriver as a punch, chisel, pry bar, scraper, or nail puller.
8. Use insulated screwdrivers that are rated and marked for the voltage involved when performing electrical work.
9. Never use a screwdriver to test for the presence or absence of voltage. Use an appropriately rated test instrument and follow Erwin Electric's Lockout/Tagout procedures.
10. Do not carry screwdrivers in your pockets. Store and transport tools in a toolbox, pouch, holster, or tool belt.
11. Do not use screwdrivers when your hands are wet, oily, or greasy.
12. When using a spiral ratchet screwdriver, maintain firm downward pressure and operate the tool slowly and in accordance with the manufacturer's instructions.

Pliers Safety

1. Select the correct type and size of pliers for the task being performed.
2. Inspect pliers before each use. Do not use pliers that are cracked, broken, sprung, excessively worn, or have damaged cutting edges or insulation.
3. Use pliers only for their intended purpose. Do not use pliers as a wrench, hammer, pry bar, or other substitute tool.
4. Do not extend the handles of pliers with a pipe, cheater bar, or other device to increase leverage.
5. Use only insulated pliers that are rated and marked for the voltage involved when performing electrical work.
6. Never use pliers to cut energized conductors unless the tool is specifically designed and rated for that purpose and all applicable electrical safe work practices are followed.
7. Keep your hands dry and free of oil or grease when using pliers.
8. When using diagonal cutting pliers, position the tool so cut material is directed away from yourself and others. Shield loose pieces of cut material with your gloved hand or other suitable means to prevent flying debris.
9. Keep fingers clear of pinch points and cutting edges.
10. Store and transport pliers in a toolbox, tool belt, or pouch to prevent damage and injury.

Wrench Safety

1. Select the correct type and size of wrench for the fastener and the task being performed.
2. Use box-end or socket wrenches as the preferred choice for loosening or tightening hex nuts and bolts. Use open-end wrenches only when box-end or socket wrenches are not practical.
3. Inspect wrenches before each use. Do not use wrenches that are bent, cracked, excessively worn, chipped, or have damaged jaws, points, or handles.
4. Size adjustable wrenches to fit the fastener properly before applying force.
5. When using an adjustable wrench, position the wrench so the force is applied to the fixed jaw rather than the adjustable jaw.
6. Use a flare nut or split box wrench when working with tubing and flare fittings.
7. Do not use shims or other makeshift devices to make a wrench fit.

8. Do not use cheater bars, pipes, or other extensions to increase leverage unless the wrench is specifically designed for that purpose.
9. Pull on wrenches whenever possible rather than pushing to reduce the risk of injury if the wrench slips.
10. Maintain a secure grip and keep hands clear of pinch points and potential strike hazards.
11. Do not use wrenches as hammers, pry bars, or substitute tools.

Hand Saw Safety

1. Inspect saws before each use. Do not use saws with dull, damaged, cracked, or improperly secured blades.
2. Ensure adjustable-blade saws, such as hacksaws, have blades properly installed and tensioned before use.
3. Secure the workpiece using clamps, a vise, or a stable work surface before cutting.
4. Keep hands and fingers clear of the cutting path at all times.
5. Do not hold the workpiece against your body while using a saw.
6. Maintain control of the saw by reducing pressure at the end of each cutting stroke.
7. Use smooth, controlled cutting motions and allow the saw to do the work.
8. Carry hand saws with the blade pointed downward and away from your body.
9. Store saws with blade guards or in a manner that protects the blade and prevents injury.

Clamp Safety

1. Use the correct type and size of clamp for the application.
2. Inspect clamps before each use. Do not use clamps that are bent, cracked, damaged, or have stripped threads.
3. Secure workpieces firmly before performing cutting, drilling, grinding, or assembly operations.
4. Do not use C-clamps, locking pliers, or other clamps for hoisting, lifting, or rigging materials.
5. Do not use clamps as a permanent fastening device unless they are specifically designed for that purpose.
6. Position clamps so they do not create pinch points or interfere with tool operation.
7. Remove clamps and store them properly when work is complete.

Knives and Sharp Instrument Safety

1. Use knives, utility knives, and other sharp instruments only for their intended purpose.
2. Inspect knives and cutting tools before each use. Do not use tools with dull blades, broken handles, loose components, or damaged safety features.
3. Whenever possible, use safety knives or self-retracting box cutters.
4. Keep blades sharp and replace dull blades promptly. Dull blades require excessive force and increase the risk of injury.
5. Always cut away from your body and keep your free hand and other body parts out of the cutting path.
6. Direct sharp points and cutting edges away from yourself and others when handling or passing cutting tools.

7. Secure the material being cut whenever possible. Do not hold materials against your body while cutting.
8. When opening boxes or cartons, extend the blade only as far as necessary to complete the cut.
9. Retract, cover, or sheath blades immediately after use.
10. Store knives and other sharp instruments in approved sheaths, holders, toolboxes, or knife blocks when not in use.
11. Do not use knives or cutting tools as screwdrivers, pry bars, scrapers, can openers, or for any purpose other than their intended use.
12. Never attempt to catch a falling knife or sharp instrument. Step back and allow it to fall.
13. Carry knives and other sharp tools in a sheath, holster, or holder with the blade pointed downward and away from your body.
14. Do not carry knives, scissors, or other sharp tools in your pockets unless they are properly secured in an approved sheath or holder.
15. Wear appropriate cut-resistant gloves when handling sharp materials or performing tasks that present laceration hazards.
16. Before handling trash bags, material bags, or debris containers, inspect them for protruding sharp objects. Lift bags by the top, hold them away from your body, and use caution when disposing of sharp materials.

Job Box, Gang Box, and Tool Chest Safety

1. Inspect job boxes, gang boxes, and tool chests before each use. Do not use any unit with damaged hinges, defective lid supports, broken locks, damaged casters, sharp edges, or structural damage.
2. Use the provided handles when opening and closing lids, doors, or drawers.
3. Keep hands and fingers clear of pinch points around hinges, lid supports, drawers, and closing surfaces.
4. Verify gas struts, lid support arms, or other support mechanisms are fully engaged before placing hands, arms, or body parts inside the box.
5. Never bypass, remove, or modify lid support mechanisms.
6. Repair, tape over, file smooth, or otherwise eliminate sharp edges and burrs that could cause cuts or lacerations.
7. Store tools, batteries, materials, and equipment in an organized manner to prevent shifting, falling, or creating struck-by hazards when the box is opened.
8. Secure sharp tools and store heavy items at the bottom of the box.
9. Keep the top of job boxes and tool chests free of loose tools, materials, and debris.
10. Do not stand on job boxes, gang boxes, or tool chests to gain additional height.
11. Do not use job boxes, gang boxes, or tool chests as ladders, scaffolds, work platforms, or workbenches.
12. Lock the wheels or casters on mobile tool chests and cabinets when stationary.
13. Push mobile tool chests and cabinets whenever possible; do not pull them.
14. Do not open more than one drawer at a time on rolling tool cabinets.
15. Close and secure all lids, drawers, and doors before moving a job box, gang box, or tool chest.
16. Verify all personnel are clear before closing the lid.

17. Do not move a job box, gang box, or tool chest with loose tools or materials stored on top.
18. Use forklifts, pallet jacks, or other mechanical means to move loaded job boxes and gang boxes. Do not attempt to manually move loaded units.
19. Keep the area around job boxes clear and maintain access to walkways, exits, electrical panels, fire extinguishers, and emergency equipment.
20. Store fall protection equipment in a clean, dry location and protect it from damage caused by sharp tools, chemicals, moisture, or excessive heat.
21. Keep job boxes and tool chests locked when unattended to prevent unauthorized access and theft.

Energized Electrical Work Policy

Erwin Electric's policy is to establish an electrically safe work condition before employees perform work on electrical equipment or circuits.

Working on or near exposed energized electrical conductors or circuit parts is inherently hazardous and shall be permitted only when de-energizing introduces additional hazards, is infeasible due to equipment design or operational limitations, or when specific conditions outlined below apply.

Energized electrical work shall be performed only by qualified employees who have received the required training and authorization.

Erwin Electric permits energized electrical work only under the following circumstances:

1. Work is performed on circuits operating at less than 50 volts, provided there is no increased risk of electrical burns or arc flash due to available fault current or other hazards.
2. De-energizing the equipment would introduce additional hazards or increased risk. Examples include interruption of life support equipment, emergency alarm systems, critical ventilation systems, or other systems where shutdown would create a greater hazard.
3. It is infeasible to de-energize the equipment due to equipment design or operational limitations, such as diagnostic testing, troubleshooting, voltage measurements, or tasks that require the equipment to remain energized.

> Convenience, production schedules, customer requests, or the difficulty of shutting down equipment are not acceptable reasons for performing energized electrical work.

When energized work is authorized under Exceptions 2 or 3, the following requirements shall be completed before work begins:

- An indemnification agreement shall be completed by the customer and the Erwin Electric supervisor, when applicable.
- An Energized Electrical Work Permit (EEWP) shall be completed by the Erwin Electric supervisor and approved by Doug Erwin, Robin Erwin, or their designated representative.
- A shock risk assessment and arc flash risk assessment shall be completed.
- Appropriate approach boundaries shall be established and unauthorized personnel shall be restricted from the work area.
- Proper personal protective equipment (PPE) shall be selected and used based on the results of the risk assessment and applicable NFPA 70E requirements.

The following PPE is available and shall be used as required when performing energized electrical work:

- Class E hard hat with arc-rated face shield or arc flash hood

- Arc-rated jacket, coveralls, or arc flash suit with an appropriate arc rating
- ANSI Z87.1-compliant safety glasses
- Arc-rated gloves, as required
- Class 0 rubber insulating gloves with leather protectors, or higher-rated gloves as required by the voltage exposure
- Hearing protection (ear plugs)
- Leather footwear
- Additional PPE identified by the shock and arc flash risk assessment

Refer to the Lockout/Tagout Program and Erwin Electric's Energized Electrical Work policy for additional requirements.

Bus Room and Electrical Room Safety

Electrical rooms include areas containing switchgear, switchboards, panelboards, motor control centers, transformers, bus ducts, busways, and other electrical distribution equipment. Bus rooms and electrical rooms contain energized electrical equipment capable of producing serious shock, Arc Flash, and Arc Blast hazards. Access to these areas shall be restricted to authorized and qualified employees only.

1. Employees shall not enter or work in a bus room or electrical room alone when exposed energized conductors or circuit parts are present. A second qualified person shall be available to provide assistance and initiate emergency response procedures if necessary.
2. Keep electrical room and bus room doors closed and secured when not in use.
3. Maintain the minimum working clearances required by the National Electrical Code (NEC), OSHA, and NFPA 70E. Electrical rooms shall not be used for storage.
4. Do not store materials, tools, ladders, or equipment in front of electrical equipment, disconnects, panels, switchgear, or emergency equipment.
5. Carry tools, materials, ladders, conduit, and other conductive objects in a manner that prevents contact with energized equipment. Do not carry conductive materials on your shoulder or above waist level when working near exposed energized equipment.
6. Before beginning work, identify all energy sources and establish an electrically safe work condition in accordance with Erwin Electric's Lockout/Tagout procedures.
7. Do not work on any bus, bus structure, cable, disconnect switch, or electrical equipment unless it has been de-energized, locked out, tagged out, tested for absence of voltage using the Live-Dead-Live method, and grounded where required.
8. Energized electrical work shall only be performed when permitted by Erwin Electric's Energized Electrical Work Policy and approved through an Energized Electrical Work Permit.
9. Establish and maintain the appropriate shock and arc flash boundaries. Restrict access to authorized personnel only.
10. Wear the required arc-rated clothing and personal protective equipment identified by the shock and arc flash risk assessment.
11. Inspect insulated tools, test instruments, and electrical PPE before each use.
12. Keep electrical rooms clean, dry, and free from water intrusion, combustible materials, and debris.
13. Report missing covers, damaged equipment, unusual odors, signs of overheating, water intrusion, or other unsafe conditions immediately to the lead, foreman, supervisor, or superintendent.

14. Emergency egress routes and access to electrical equipment shall always remain unobstructed.

General Electrical Device and Fixture Installation Safety

1. Treat all electrical conductors and equipment as energized until they have been properly de-energized, locked out/tagged out, tested for absence of voltage, and verified safe to work on.
2. Establish an electrically safe work condition in accordance with Erwin Electric's Lockout/Tagout and Energized Electrical Work policies before beginning work.
3. Remove or secure all conductive personal items, including watches, rings, necklaces, bracelets, and other metallic jewelry, before performing electrical work.
4. Use only insulated tools and test instruments that are properly rated for the voltage and environment.
5. Verify test instruments are functioning properly before and after testing by using the Live-Dead-Live method.
6. Do not remove or replace fuses while circuits are energized unless specifically authorized under an approved Energized Electrical Work Permit.
7. When working near exposed energized conductors or equipment that cannot be de-energized, establish the appropriate shock and arc flash boundaries and install barricades, signs, or attendants as required.
8. Inspect electrical devices, fixtures, conductors, insulating materials, and equipment before installation. Do not install damaged or defective components.
9. Before leaving the work area, verify that all covers, guards, and protective devices have been reinstalled and that all equipment is properly secured.
10. Verify all electrical devices and equipment are properly grounded and bonded in accordance with applicable codes and manufacturer instructions.
11. Always maintain required working clearances around electrical equipment.
12. Report damaged equipment, missing covers, water intrusion, overheating, unusual odors, or other unsafe conditions immediately to the lead, foreman, supervisor, or superintendent.
13. Only qualified employees who have received the appropriate training shall perform electrical installation, troubleshooting, testing, or maintenance activities.

Ladder Safety

1. Employees shall use only company-issued ladders that have been approved by Erwin Electric.
2. Only fiberglass ladders shall be used on Erwin Electric jobsites.
3. All ladders shall display Erwin Electric identification markings and all required manufacturer labels, warning decals, and duty rating information. Ladders with missing or illegible labels shall be removed from service.
4. Inspect ladders before each use. Do not use ladders with damaged rails, rungs, steps, feet, spreaders, locks, labels, or other defects.
5. Tag damaged ladders "Out of Service" and remove them from use immediately.
6. Check the ladder duty rating and weight capacity before use. The total load includes the employee, tools, materials, and equipment.

7. Set ladders on stable, level, and slip-resistant surfaces.
8. Keep ladder steps, rungs, and footwear clean and free of mud, oil, grease, or other slippery substances.
9. Face the ladder and maintain three points of contact when climbing up or down.
10. Do not carry tools or materials in your hands while climbing. Use a tool belt, pouch, handline, or hoist.
11. Do not use the top step or top cap of a stepladder.
12. Do not use the top two rungs of an extension ladder.
13. Fully open stepladders and lock the spreaders before use.
14. Do not use stepladders in a folded or leaned position unless they are specifically designed for that use.
15. Extension ladders shall be placed at a 4:1 ratio, with the base one foot away from the wall for every four feet of ladder height.
16. Extension ladders used for access shall extend at least three feet above the landing surface.
17. Extension ladders shall be secured, tied off, or otherwise stabilized to prevent movement.
18. Do not overreach while working from a ladder. Keep your belt buckle between the side rails and reposition the ladder as needed.
19. Always climb down before moving or repositioning a ladder.
20. Only one employee shall be on a ladder at a time unless the ladder is specifically designed for more than one person.
21. Do not place ladders in front of doors, walkways, or traffic areas unless the area is barricaded or the door is secured.
22. Do not use ladders on boxes, barrels, scaffolds, lifts, or other unstable surfaces to gain additional height.
23. Do not move, shift, or extend a ladder while occupied.
24. Maintain a minimum distance of 10 feet from overhead power lines and energized electrical equipment unless greater clearances are required.
25. Follow all manufacturer instructions, warning labels, and Erwin Electric ladder safety requirements.

Scaffold Safety

All scaffolds used by Erwin Electric shall comply with OSHA 29 CFR 1926 Subpart L, applicable manufacturer requirements, and site-specific safety rules.

1. Scaffolds shall be erected, moved, dismantled, altered, or repaired only under the supervision of a competent person.
2. The competent person shall inspect all scaffolds and scaffold components before each work shift and after any occurrence that could affect the structural integrity of the scaffold, including severe weather, impact, or modification.
3. Employees shall not use any scaffold that has not been inspected and approved for use by the competent person.
4. Scaffolds that are damaged, defective, or otherwise unsafe shall be tagged "Out of Service" and shall not be used until repaired and re-inspected by the competent person.
5. Scaffolds shall be erected, used, and dismantled in accordance with the manufacturer's instructions.

6. Scaffolds shall be erected on stable foundations capable of supporting the intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, concrete blocks, or scrap materials shall not be used to support scaffolds.
7. Scaffolds and scaffold components shall support, without failure, at least four times the maximum intended load.
8. Scaffold platforms shall be fully planked or decked with scaffold-grade materials.
9. Scaffold platforms shall remain free of debris, tools, materials, cords, and other trip hazards.
10. Employees shall have safe access to scaffold platforms by means of ladders, stair towers, ramps, walkways, or other approved access systems. Climbing cross braces is prohibited.
11. Guardrail systems shall be installed on all open sides and ends of scaffolds where employees are exposed to falls of 10 feet or more.
12. When guardrails are not feasible or during scaffold erection and dismantling, employees shall use personal fall arrest systems as required by the competent person and applicable OSHA regulations.
13. Personal fall arrest systems shall be attached to approved anchor points and shall not be attached to scaffold guardrails unless specifically designed by the manufacturer for that purpose.
14. Employees shall remain within the guardrail system and keep both feet on the platform surface at all times. Sitting, standing, or climbing on guardrails or cross braces is prohibited.
15. Employees shall not lean outside the guardrails or overreach while working. Reposition the scaffold as necessary.
16. Employees shall not work on scaffolds during storms, high winds, lightning events, or other severe weather conditions unless authorized by the competent person.
17. Employees shall not work beneath scaffolds unless protection from falling objects is provided through toeboards, debris nets, canopies, barricades, or other approved methods.
18. Materials, tools, and debris shall not be thrown from scaffolds. Use handlines, hoists, debris chutes, or other approved means to raise and lower materials.
19. Mobile scaffolds shall only be used on surfaces within the manufacturer's allowable slope limits and shall be equipped with locking casters.
20. Casters and wheels on mobile scaffolds shall be locked whenever the scaffold is occupied.
21. Employees shall not ride on mobile scaffolds while they are being moved.
22. Before moving a mobile scaffold, employees shall remove or secure all tools, materials, and equipment.
23. Electrical clearance requirements shall be maintained at all times. Scaffolds shall not be erected, moved, or used within the minimum approach distance of energized power lines.
24. Only trained and authorized employees shall use scaffolds.

Aerial Lift and Scissor Lift Safety

1. Only trained, authorized, and qualified Erwin Electric employees shall operate aerial lifts and scissor lifts.
2. Operators shall complete a documented pre-use inspection and function test before each shift in accordance with the manufacturer's instructions.
3. Any lift with damaged components, fluid leaks, malfunctioning controls, missing safety devices, or other defects shall be removed from service, tagged "Out of Service," and reported to the supervisor immediately.

4. Operators shall review workplace conditions before use and identify hazards including drop-offs, holes, unstable surfaces, slopes, overhead obstructions, energized power lines, pedestrian traffic, and other equipment.
5. Aerial lifts and scissor lifts shall be used only on firm, stable surfaces within the manufacturer's allowable slope limits.
6. Rough-terrain lifts shall be used when operating on uneven or unimproved surfaces.
7. Before operating a lift, inspect the work area and ensure the surface is capable of supporting the imposed loads and is free of holes, debris, mud, loose materials, and other hazards.
8. Scissor lifts shall not be elevated on surfaces with an inclination greater than 3 degrees unless the manufacturer permits a greater slope.
9. Operators shall verify the lift is level before elevating the platform and shall continuously monitor changing ground conditions throughout the work shift.
10. Access gates, chains, or openings shall remain closed and secured while the platform is elevated.
11. Employees shall maintain both feet firmly on the platform floor at all times.
12. Standing, sitting, or climbing on guardrails is prohibited.
13. Ladders, planks, boxes, buckets, or other devices shall not be used on the platform to gain additional height.
14. Erwin Electric requires 100% fall protection while working from aerial lifts and scissor lifts, regardless of OSHA minimum requirements.
15. Employees shall wear a full-body harness connected to the manufacturer's approved anchorage point using equipment compatible with the lift and the work being performed.
16. Fall protection equipment shall be inspected before each use.
17. Employees shall not attach lanyards or self-retracting lifelines to guardrails or other non-approved anchor points.
18. Platform loads, including personnel, tools, and materials, shall not exceed the manufacturer's rated capacity.
19. Materials shall not be stored on guardrails or positioned in a manner that creates struck-by, falling-object, or tip-over hazards.
20. Operators shall maintain safe minimum approach distances from energized electrical lines and equipment in accordance with OSHA requirements.
21. Operators shall continuously monitor overhead clearances and avoid positioning the lift between overhead hazards.
22. Employees shall not position themselves or any part of the lift within the minimum approach distance of energized power lines unless appropriate protective measures have been implemented.
23. Barricades, cones, caution tape, or other means shall be used to restrict access below and around elevated work areas.
24. Employees shall not work, walk, or stand beneath an elevated platform.
25. Scissor lifts shall be lowered to the fully stowed position before being moved unless the manufacturer specifically permits travel while elevated.
26. Employees shall not ride on or operate a lift while it is being loaded onto or unloaded from a trailer.
27. Operators shall maintain a safe distance from pedestrians and other equipment when traveling.
28. Good housekeeping shall be maintained on and around the lift at all times. Remove scrap materials, cords, tools, packaging, and other debris that could create slip, trip, struck-by, or tip-over hazards.

29. Keep the platform floor clean and free of mud, oil, grease, standing water, loose tools, and unnecessary materials.
30. Do not allow power cords, hoses, welding leads, or other materials to become entangled in the lift, caught beneath the wheels, or create tripping hazards.
31. Materials and tools stored on the platform shall be secured to prevent shifting or falling during lift operation.
32. Employees shall not operate lifts during severe weather, including high winds, lightning, or other conditions exceeding the manufacturer's limitations.
33. Operators shall not use lifts while under the influence of drugs, alcohol, medications that impair judgment, or while fatigued.
34. All occupants shall follow the manufacturer's operating instructions, warning labels, and Erwin Electric safety requirements at all times.

Confined Space Policy

Erwin Electric employees shall not enter permit-required confined spaces. Stop work and notify the field supervisor and Safety Director if work requires entry. Follow Section A.3, page 50, for identification, entry restrictions, non-permit evaluation, and emergency response.

Driving and Vehicle Safety

Employees operating company vehicles or personal vehicles for company business shall possess a valid driver's license and maintain an acceptable driving record.

Employees using personal vehicles for company business must provide proof of current liability insurance meeting applicable state requirements.

All employees operating company vehicles or personal vehicles on company business shall comply with all federal, state, and local traffic laws.

1. Drivers and all passengers must wear seat belts at all times when the vehicle is in operation.
2. Secure all doors and fasten seat belts before placing the vehicle in motion.
3. Drivers shall obey all traffic laws, signs, signals, and posted speed limits.
4. Drivers shall maintain a safe following distance and adjust their speed based on traffic, weather, road conditions, visibility, and vehicle load.
5. Turn signals shall be used before turning, merging, changing lanes, or entering traffic.
6. When changing lanes or passing another vehicle, drivers shall ensure the entire vehicle being passed is visible in the rearview mirror before returning to the lane.
7. Avoid driving in other drivers' blind spots whenever possible and maintain awareness of surrounding traffic.
8. The use of handheld mobile devices while driving is strictly prohibited.
9. Texting, emailing, browsing the internet, viewing messages, entering navigation information, or otherwise using a mobile device while driving is prohibited.
10. If a call, text, email, or other communication must be made or received, the driver shall safely pull over to a legal parking location, place the vehicle in park, and turn off the engine before using the device.
11. Drivers shall not operate a vehicle while impaired by alcohol, illegal drugs, medications, fatigue, illness, injury, or any other condition that affects their ability to operate the vehicle safely.
12. The operation of a company vehicle while under the influence of intoxicants or other impairing substances is prohibited and may result in disciplinary action up to and including termination.
13. Drivers must inspect company vehicles before use and report any damage, defects, or maintenance concerns to their supervisor immediately.
14. Drivers must secure tools, materials, and equipment to prevent shifting or becoming projectiles during transport.
15. Turn off the engine before fueling and never smoke or use ignition sources while refueling.
16. Maintain three points of contact when entering or exiting vehicles.
17. Employees shall immediately report all motor vehicle accidents, citations, moving violations, license suspensions, and changes in insurance status to their supervisor.
18. All employees must comply with the requirements of the Erwin Electric Fleet Driver Handbook, available in the Foreman Safety Binder. Each driver is responsible for reading, understanding, and familiarizing themselves with the program requirements before operating a vehicle on company business.

Chemical Safety and Handling

Employees shall comply with the requirements of Erwin Electric's Hazard Communication (HAZCOM/GHS) Program located in the Foreman Safety Binder. The HAZCOM/GHS Program contains detailed information regarding chemical inventories, Safety Data Sheets (SDSs), labeling requirements, employee training, and hazardous chemical communication.

1. Review the product label and Safety Data Sheet (SDS) before using any hazardous chemical.
2. Safety Data Sheets (SDSs) shall be readily accessible to employees at all times.
3. Use only chemicals that are properly labeled. Do not use chemicals from unlabeled containers or unidentified cylinders.
4. Secondary containers shall be properly labeled with the product identity and hazard information.
5. Wear the personal protective equipment specified by the SDS and product label, including gloves, safety glasses, face shields, respirators, or protective clothing, as required.
6. Inspect gloves and other protective equipment before use. Do not use PPE that is damaged, worn, torn, punctured, or otherwise defective.
7. Wash hands thoroughly after handling chemicals and before eating, drinking, smoking, vaping, or using tobacco products.
8. Keep chemical containers closed when not in use.
9. Do not handle, transport, or use chemicals in containers that are leaking, damaged, swollen, or otherwise compromised.
10. Store chemicals according to the manufacturer's recommendations and SDS requirements. Incompatible chemicals shall be segregated and stored separately.
11. Keep flammable and combustible materials away from sparks, open flames, welding operations, electrical equipment, heaters, and other ignition sources.
12. Do not smoke while handling or using flammable or combustible materials.
13. Do not mix chemicals unless specifically instructed by the manufacturer.
14. Maintain adequate ventilation when using chemicals that produce vapors, fumes, mists, or dust.
15. Clean up chemical spills immediately if trained and authorized to do so. Report all spills, leaks, releases, and exposures to your supervisor immediately.
16. Dispose of chemical waste, contaminated materials, and empty containers in accordance with company procedures, SDS requirements, and applicable regulations.
17. Employees shall immediately report missing labels, damaged containers, chemical exposures, or unsafe chemical storage conditions to their lead, foreman, supervisor, or superintendent.
18. Refer to the Erwin Electric Hazard Communication (HAZCOM/GHS) Program in the Foreman Safety Binder for additional requirements.

Compressed Gas Cylinder Safety

1. Only trained and authorized employees shall handle, transport, or use compressed gas cylinders.
2. Inspect cylinders before use. Do not use cylinders that are dented, damaged, leaking, corroded, or otherwise defective.
3. Cylinders shall be stored in the upright position and secured to prevent tipping.

4. Valve protection caps shall be installed whenever cylinders are in storage, being transported, or are not connected for use.
5. Do not lift, carry, move, or transport cylinders by the valve, regulator, or valve protection cap.
6. Regulators shall be removed and valve protection caps installed before transporting cylinders.
7. Open cylinder valves slowly and stand to the side of the regulator when opening the valve.
8. Close cylinder valves whenever work is completed, whenever the cylinder is moved, and whenever the cylinder is unattended.
9. Oxygen cylinders shall not be handled with oily or greasy gloves, tools, or equipment.
10. Oxygen cylinders shall be separated from fuel gas cylinders and combustible materials in accordance with applicable regulations.
11. Keep cylinders away from sparks, open flames, heat sources, electrical panels, and energized electrical equipment.
12. Do not use compressed gas to clean clothing, equipment, work areas, or any part of the body.
13. Leaking or defective cylinders shall be removed from service, isolated in a safe location, and reported immediately to a supervisor.
14. Refer to the manufacturer's instructions and Safety Data Sheet (SDS) for additional handling, storage, and use requirements.

Warehouse and Storage Area Safety

Employees working in the warehouse, storage yard, material staging areas, and vehicle maintenance areas shall follow these safety requirements.

General Warehouse Safety

1. Always maintain good housekeeping. Keep aisles, exits, fire extinguishers, eyewash stations, electrical panels, and emergency equipment clear and accessible.
2. Due to the limited space within the warehouse, employees shall remain alert to forklift traffic, moving vehicles, backing operations, and material handling activities at all times.
3. Move slowly when approaching blind corners, doorways, or intersections.
4. Do not run in the warehouse.
5. Do not attempt to catch falling materials. Move clear and allow the material to fall.
6. Do not kick materials out of walkways. Pick them up or move them safely.
7. Wear appropriate personal protective equipment, including safety glasses, work boots, gloves, and other PPE as required.
8. Wear gloves when handling wire, conduit, strut, sheet metal, cable trays, and other materials that may cause cuts, punctures, or abrasions.
9. Use proper lifting techniques and mechanical assistance whenever possible. Team lift heavy or awkward loads.
10. Do not jump from trucks, loading docks, ladders, shelving, or elevated surfaces.
11. Obey all posted safety signs and warehouse traffic controls.
12. Report unsafe conditions, damaged shelving, material instability, housekeeping concerns, or damaged equipment immediately.

Material Storage and Racking Safety

1. Store materials in a stable and orderly manner.
2. Heavy materials shall be stored on lower rack levels whenever practical.
3. Materials shall not extend into aisles or create struck-by hazards.
4. Materials shall be stacked, stored, and secured to prevent shifting, rolling, collapsing, or falling.
5. Do not climb on racking systems, shelving, pallets, or stored materials.
6. Do not overload racking systems beyond their rated capacity.
7. Inspect racks regularly for damaged uprights, beams, anchors, missing safety clips, or signs of forklift impact.
8. Damaged racking shall be removed from service until repaired.
9. Employees shall remain clear of suspended loads and forklift operations.
10. When loading or unloading elevated storage racks, maintain a safe distance from the load and never place any part of the body beneath elevated materials.
11. Establish and maintain clear communication between the forklift operator and warehouse personnel during loading and unloading operations.
12. Barricade or control the area when large or unstable loads are being placed into or removed from storage.
13. Store long materials, conduit, strut, and wire reels in a manner that prevents rolling or falling.

Forklift Operations

1. Only trained, authorized, and certified employees may operate forklifts.
2. Operators shall perform and document daily pre-use inspections.
3. Forklifts shall be operated in accordance with Erwin Electric's Forklift Safety Program.
4. Operators shall travel at safe speeds and maintain clear visibility at all times.
5. Pedestrians shall always have the right-of-way.
6. Loads shall be carried as low as practical while traveling.
7. Forklift operators shall sound the horn at blind corners, intersections, and doorways.
8. No employee shall stand or walk beneath elevated forks or elevated loads.
9. Employees shall remain clear of forklift operating areas unless directly involved in the operation.
10. When storing materials on elevated racks, operators shall ensure loads are stable and fully supported before backing away.
11. Forklifts shall not be used to elevate personnel unless equipped with an approved personnel platform and all applicable requirements are met.

Loading and Unloading Deliveries

1. Inspect loads for stability before unloading.
2. Secure trailers and delivery vehicles against movement before loading or unloading.
3. Use forklifts, pallet jacks, carts, or other mechanical equipment whenever practical.
4. Maintain clear communication between employees involved in loading and unloading operations.
5. Keep hands and feet clear of pinch points between loads, pallets, racks, trucks, and equipment.
6. Employees shall remain clear of suspended or shifting loads.

Automotive Lift Safety

1. Only trained and authorized employees shall operate vehicle lifts.
2. Inspect vehicle lifts before use and report defects immediately.
3. Verify the lift capacity is sufficient for the vehicle being serviced.
4. Position vehicles according to the lift manufacturer's instructions.
5. Verify all lift arms and contact points are properly engaged before raising the vehicle.
6. Raise the vehicle a short distance and verify stability before continuing to full height.
7. Engage all mechanical safety locks before working beneath a raised vehicle.
8. Never work beneath a vehicle supported only by hydraulic pressure.
9. Keep personnel clear while raising or lowering a vehicle.
10. Do not exceed the lift manufacturer's rated capacity.
11. Keep the lift area free of tools, cords, oil, grease, and trip hazards.
12. Lower vehicles completely and remove all tools and equipment before moving the vehicle.
13. Follow all manufacturer instructions and warning labels when operating vehicle lifts.

Automotive Service Bay Safety

1. Employees shall comply with the requirements of Erwin Electric's Hazard Communication (HAZCOM/GHS) Program when handling fuels, oils, lubricants, batteries, cleaners, solvents, degreasers, paints, or other hazardous chemicals.
2. Safety Data Sheets (SDSs) shall be available for all hazardous chemicals used in the automotive service area.
3. Maintain adequate ventilation when operating engines indoors or when using chemicals that produce vapors, fumes, or mists.
4. Vehicles shall not be operated inside enclosed areas unless adequate ventilation is provided to prevent the accumulation of carbon monoxide and other exhaust gases.
5. Gasoline, diesel fuel, oils, solvents, aerosol products, and other flammable materials shall be stored in approved containers and away from ignition sources.
6. Smoking, vaping, open flames, welding, grinding, and spark-producing activities are prohibited in areas where flammable liquids or vapors may be present unless appropriate controls have been implemented.
7. Clean oil, fuel, coolant, and chemical spills immediately to prevent slip hazards and fire hazards.
8. Battery charging and servicing shall be conducted in well-ventilated areas. Employees must wear appropriate eye and hand protection when working with batteries.
9. Employees shall immediately report chemical spills, fuel leaks, damaged containers, or unsafe conditions to their supervisor.
10. Fire extinguishers shall remain readily accessible, and employees shall maintain clear access to emergency exits and emergency equipment.
11. Compressed gas cylinders, if present, shall be stored, secured, and handled in accordance with Erwin Electric's Compressed Gas Cylinder Safety requirements.

Housekeeping

1. Good housekeeping is everyone's responsibility. Employees must keep work areas clean, organized, and free of unnecessary materials.
2. Aisles, walkways, exits, fire extinguishers, eyewash stations, electrical panels, and emergency equipment shall remain clear and accessible at all times.
3. Materials, boxes, wire reels, conduit, tools, pallets, trash, and equipment shall not be stored in walkways or create trip hazards.
4. Remove scrap materials, packaging, banding, wire scraps, and debris from work areas promptly.
5. Clean up water, oil, grease, fuel, chemical spills, and other slip hazards immediately.
6. When cleaning floors or addressing spill hazards, use caution signs, cones, or barricades to warn employees of slippery conditions.
7. Keep power cords, extension cords, hoses, and welding leads organized and out of walkways whenever possible.
8. Store materials in an orderly and stable manner to prevent shifting, rolling, collapsing, or falling.
9. Do not allow trash, combustible materials, or excess storage to accumulate in the warehouse.
10. Keep doors, aisles, and warehouse traffic lanes free from obstructions.
11. Inspect boxes, containers, and trash receptacles for sharp objects before reaching inside.
12. Wear gloves when handling trash, scrap materials, wire, conduit, sheet metal, or other materials that may cause cuts, punctures, or abrasions.
13. Follow the product label and Safety Data Sheet (SDS) requirements when using cleaning chemicals or spill cleanup materials.
14. Report housekeeping deficiencies, damaged storage racks, leaking containers, or unsafe conditions to your supervisor immediately.
15. At the end of each shift, employees shall clean their work area and return tools, equipment, and materials to their proper storage locations.

Office Safety

1. Always maintain good housekeeping. Keep walkways, exits, stairways, and work areas free of boxes, cords, supplies, and other trip hazards.
2. Clean up spills immediately and place warning signs in wet areas until the floor is dry.
3. Close file cabinet drawers, desk drawers, and doors immediately after use.
4. Open only one file cabinet drawer at a time and place heavier items in lower drawers to prevent tipping.
5. Do not stand on chairs, desks, cabinets, or other furniture to gain additional height. Use an approved step stool or ladder.
6. Do not block your view when carrying materials. Use a cart, dolly, or obtain assistance when handling bulky or heavy items.
7. Store office supplies and materials in an orderly manner and secure items stored on shelves to prevent falling objects.
8. Store sharp objects, such as scissors, utility knives, letter openers, and other pointed tools in a drawer, sheath, or holder when not in use.

9. Carry sharp objects with the points directed downward and away from your body.
10. Do not tilt back in office chairs or use chairs for any purpose other than seating.
11. Employees shall adjust chairs, monitors, keyboards, and workstations to maintain good posture and reduce ergonomic stress. Employees should periodically stretch and change positions throughout the workday.
12. Use caution when operating paper cutters, shredders, staplers, and other office equipment. Keep hands and fingers clear of moving parts and guards.
13. Do not use paper cutters or other equipment if guards or safety devices are missing or damaged.
14. Turn office equipment off and disconnect power before cleaning, servicing, or clearing jams.
15. Do not use damaged electrical cords, power strips, fans, or office equipment.
16. Do not remove grounding prongs from electrical cords or plugs.
17. Extension cords must be used only for temporary purposes and shall not create trip hazards. Use cord covers when cords cross walkways.
18. Do not overload electrical outlets, power strips, or extension cords.
19. Keep portable fans, heaters, and other equipment away from walkways, combustible materials, and exits.
20. Use handrails when ascending or descending stairs.
21. Do not run in the office or on stairways.
22. Obey all posted safety signs and emergency procedures.
23. Report unsafe conditions, damaged furniture, electrical hazards, housekeeping deficiencies, or other safety concerns to your supervisor immediately.

Hazard Communication (HAZCOM/GHS) Program

Purpose

The purpose of this Hazard Communication (HAZCOM) Program is to ensure that employees are informed of the hazardous chemicals they may encounter in the workplace and understand how to safely handle, store, use, and dispose of those chemicals.

Erwin Electric complies with OSHA's Hazard Communication Standard (29 CFR 1910.1200), including the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Employees have both a "Right-to-Know" and a "Right-to-Understand" the chemical hazards present in their workplace.

Employee Rights

Employees have the right to:

- Know what hazardous chemicals are present in their work area.
- Review Safety Data Sheets (SDSs) for any hazardous chemical used or stored by Erwin Electric.
- Receive training regarding chemical hazards before initial assignment and whenever new chemical hazards are introduced.
- Understand chemical labels, pictograms, signal words, hazard statements, and precautionary statements.
- Know the protective measures required when working with hazardous chemicals.

- Report concerns regarding chemical hazards without fear of retaliation.

Management Responsibilities

Erwin Electric management shall:

- Maintain a current inventory of hazardous chemicals.
- Ensure Safety Data Sheets (SDSs) are readily accessible to employees.
- Ensure all chemical containers are properly labeled.
- Provide employee training regarding hazardous chemicals and protective measures.
- Inform contractors and subcontractors of hazardous chemicals that may be present in their work areas.
- Obtain hazard information from contractors who bring hazardous chemicals onto company property or jobsites.

Employee Responsibilities

Employees shall:

- Read chemical labels and Safety Data Sheets before using unfamiliar products.
- Follow all label instructions and precautionary statements.
- Use the required personal protective equipment identified by the SDS and company policies.
- Follow safe handling, storage, and disposal procedures.
- Report missing labels, damaged containers, spills, leaks, or chemical exposures immediately.
- Participate in required HAZCOM/GHS training.

Labeling Requirements

All containers of hazardous chemicals shall be properly labeled.

Employees shall not remove, deface, or alter chemical labels.

Secondary containers shall be labeled with:

- Product identifier;
- Hazard information; and
- Any additional information required by OSHA or company policy.

Employees shall understand the GHS label elements and pictograms explained in the GHS Pictograms and Hazard Information section below.

Safety Data Sheets (SDS)

Safety Data Sheets (SDSs) provide detailed information regarding the hazards, safe handling, storage, emergency procedures, and personal protective equipment requirements for hazardous chemicals used by Erwin Electric.

Employees shall know where SDSs are located and how to access them. SDSs shall be readily accessible to employees during each work shift.

Before using any unfamiliar chemical, employees shall review the product label and corresponding SDS to understand the hazards, required protective measures, first aid procedures, and emergency response information.

OSHA requires SDSs to follow a standardized 16-section format. The sections are:

Required SDS Format

1. Identification
2. Hazard(s) Identification
3. Composition/Information on Ingredients
4. First Aid Measures
5. Fire Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Controls / Personal Protection
9. Physical and Chemical Properties
10. Stability and Reactivity
11. Toxicological Information
12. Ecological Information*
13. Disposal Considerations*
14. Transport Information*
15. Regulatory Information*
16. Other Information, Including Date of Preparation or Last Revision

*Sections 12 through 15 are required by the Globally Harmonized System (GHS) but are not enforced by OSHA because they fall under the jurisdiction of other regulatory agencies.

Employees should pay particular attention to:

- Section 2 – Hazard Identification
- Section 4 – First Aid Measures
- Section 5 – Fire Fighting Measures
- Section 7 – Handling and Storage
- Section 8 – Exposure Controls and Personal Protective Equipment (PPE)

These sections contain the information most frequently needed during routine work activities and emergency situations.

Any employee who cannot locate an SDS or has questions regarding a chemical product shall immediately contact their lead, foreman, supervisor, or superintendent before using the product.

A complete inventory of hazardous chemicals used by Erwin Electric shall be maintained by management and reviewed whenever new chemical products are introduced into the workplace.

GHS Pictograms and Hazard Information

The Globally Harmonized System (GHS) uses standardized pictograms, signal words, hazard statements, and precautionary statements to communicate chemical hazards.

OSHA recognizes eight mandatory GHS pictograms that identify physical and health hazards. Employees shall familiarize themselves with these pictograms and understand the hazards they represent before handling hazardous chemicals.

Chemical labels may contain:

Product Identifier

The chemical name or product name used to identify the substance.

Signal Word

- **Danger** – Indicates a more severe hazard.
- **Warning** – Indicates a less severe hazard.

Hazard Statements

Standardized phrases describing the nature and severity of the hazard.

Precautionary Statements

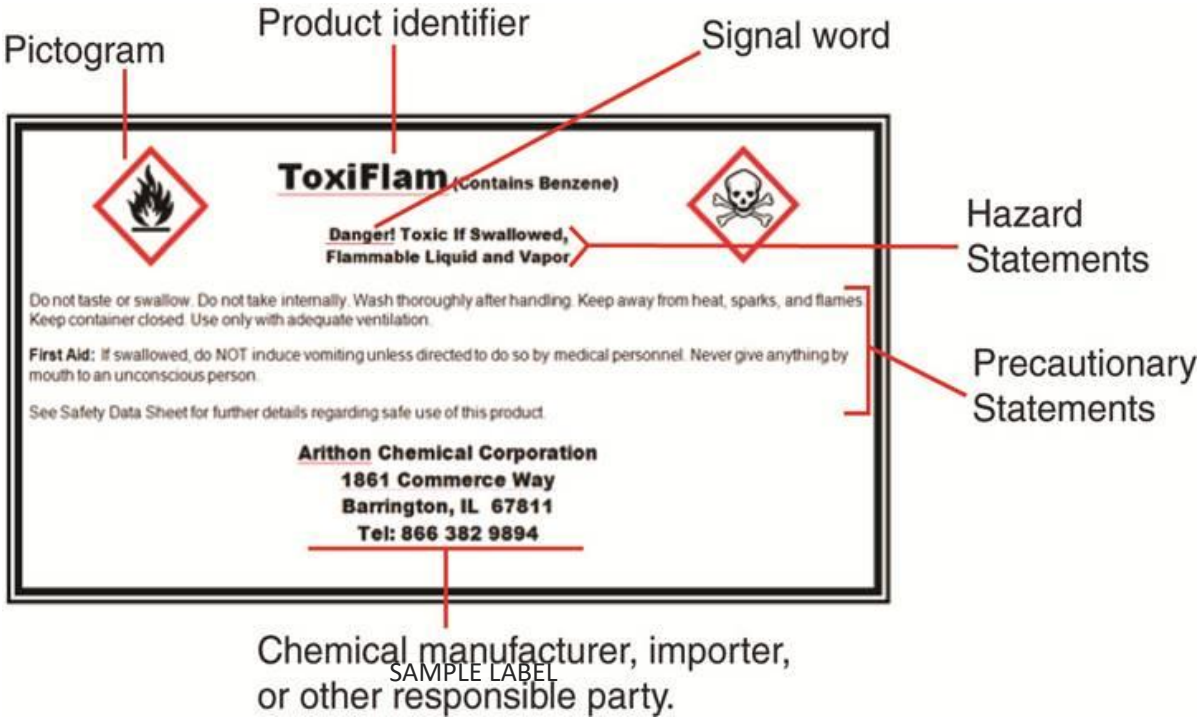
Recommended measures to minimize or prevent injury, illness, fire, explosion, or environmental damage resulting from improper use, storage, or handling of the chemical.

Employees shall review chemical labels and SDSs before use and follow all instructions, warnings, and protective measures provided.

Pictograms & Hazards

There are nine pictograms under the Globally Harmonized System (GHS) used to communicate health, physical, and environmental hazards. The hazard pictograms and their corresponding hazards are shown below.

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophoric • Self-Heating • Emits Flammable Gas • Self-Reactive • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases under Pressure	**Corrosion**  • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactive • Organic Peroxides
Flame over Circle  • Oxidizers	**Environment (Non Mandatory)**  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)



SAMPLE LABEL

Respirable Crystalline Silica Exposure Control Plan

(OSHA 29 CFR 1926.1153) | Revised 11/03/2026

MANDATORY STOP-WORK RULE: NO VACUUM - NO WORK

No silica-generating work may begin or continue without a correctly installed, fully operational, compatible vacuum dust-extraction system and controls that permit the task to be performed without a respirator under OSHA requirements. If either condition is not met, STOP WORK and notify supervision.

Purpose and Scope

Erwin Electric has implemented this plan to protect employees from respirable crystalline silica when drilling into concrete slabs, concrete walls and masonry block; making conduit penetrations; installing concrete anchors; and performing other limited electrical-construction tasks involving concrete, grout, mortar or similar silica-containing materials.

The company's objective is to capture dust at its point of generation through engineering controls, principally properly installed tool-mounted vacuum dust extraction, so employees can complete authorized tasks without needing respiratory protection. Erwin Electric does not routinely perform extensive concrete cutting, grinding, chipping or demolition work.

Exposure Assessment and Task Authorization

Before any task that may generate silica dust, the Competent Person shall identify the material and equipment, evaluate the task and work environment, and verify a permitted non-respirator exposure-control method.

- For handheld or stand-mounted drilling, including impact and rotary hammer drills, apply OSHA Table 1, item (vii), in full. When all specified controls are properly used, Table 1 specifies no respirator for this drilling task regardless of whether work lasts four hours or less or more than four hours per shift.
- For any task not covered by a no-respirator Table 1 entry, the Competent Person must document an OSHA-compliant alternative exposure assessment (air monitoring or objective data) showing that the exposure limit will be met without a respirator before authorizing the task.
- A task that requires respiratory protection under Table 1, or under an alternative exposure assessment, is not authorized under this plan. Stop work and refer the task to the Safety Director for reassignment or redesign.

Mandatory Engineering Control: Vacuum Dust Extraction

Use of a properly installed, manufacturer-compatible vacuum dust-collection system is a mandatory precondition for each authorized drilling or other silica-generating activity. A respirator, open window, fan or ordinary household/shop vacuum is not an acceptable substitute for the required on-tool collection system.

- Equip concrete and masonry drills with a commercially available shroud or cowling fitted tightly to the tool and connected to a compatible dust collection vacuum before drilling begins.
- For Table 1 handheld/stand-mounted drilling, the collector shall provide at least the airflow recommended by the tool manufacturer, a filter with 99% or greater efficiency and a filter-cleaning mechanism. Erwin Electric's standard equipment selection is a HEPA-filtered dust extractor that meets these specifications.

- Use a HEPA-filtered vacuum when cleaning drilled holes. Hoses, fittings, shrouds, seals and filters shall be installed, maintained and used in accordance with the applicable manufacturer instructions.
- Dust capture must remain active while the tool is generating dust. Vacuum equipment shall be inspected, emptied and maintained in a way that minimizes dust release.

No dry drilling or other silica-generating operation is permitted without the required vacuum system. Use of water alone does not replace the company's mandatory vacuum requirement. Concrete/masonry cutting, grinding or chipping requires separate, written task-specific approval and documented control of exposure without a respirator; merely attaching a vacuum does not establish compliance.

Standard Work Practices and Stop-Work Procedure

The employee and field supervisor shall verify the following before starting, and throughout the task:

- Tool, shroud/cowling and vacuum are compatible, attached correctly, undamaged and functioning; power, airflow, filter-cleaning mechanism, filters and collection capacity are satisfactory.
- Hoses and connectors are unobstructed and secure. A HEPA-filtered vacuum is available for hole cleaning and cleanup. Work-area access is controlled, and indoor exhaust is provided as needed to prevent visible dust accumulation.
- The task is covered by an applicable no-respirator Table 1 procedure or a documented alternative assessment demonstrating compliance without respiratory protection.

STOP WORK IMMEDIATELY if vacuum power or suction is lost, an attachment becomes disconnected or defective, the filter/collector fails, dust is visibly escaping or accumulating, required exhaust is absent, or the work conditions indicate that a respirator may be required. Report the condition to the supervisor and Competent Person. Work shall not resume until controls are restored, checked and confirmed to meet this plan. The absence of visible dust, by itself, does not prove an exposure is acceptable.

Respiratory Protection Policy

Erwin Electric's authorized silica-generating work shall be designed and performed using engineering controls so that no respirator is required. Respirators shall not be used to compensate for missing, improperly installed, insufficient or failed dust-extraction equipment.

If OSHA Table 1 or a compliant exposure assessment calls for respiratory protection, Erwin Electric employees shall not perform the task under this plan. The task shall be suspended and referred to the Safety Director for a different method or an appropriately qualified contractor. Any future change to this company policy would require prior written program revision and full compliance with OSHA 29 CFR 1926.1153 and 1910.134 before respirator-required work could be assigned.

Housekeeping

Use HEPA-filtered vacuuming or wet cleaning to remove silica-containing dust from floors, work surfaces, equipment and drilled holes. Do not dry sweep, dry brush, use compressed air to blow dust off surfaces or clothing, or shake/blow out contaminated vacuum filters.

Collect and dispose of dust, filters and vacuum bags without releasing dust into the air; close and seal collection bags or containers before disposal. Dust-control vacuum equipment shall be emptied and serviced per manufacturer instructions.

Access Control

Only employees necessary for the authorized operation shall enter the immediate dust-generating work area. The Competent Person shall coordinate with the controlling contractor and other trades as necessary to

isolate the work area and prevent exposure to dust generated by Erwin Electric or others. In enclosed areas, provide exhaust as needed to minimize airborne dust accumulation.

Competent Person and Responsibilities

The Safety Director is the designated Competent Person responsible for administering the silica Exposure Control Plan and making frequent and regular assessments of jobsites, work activities, tools and dust-control equipment.

Responsibilities include authorizing only tasks with suitable vacuum engineering controls and no respirator requirement, confirming equipment specifications and operation, providing employee instruction, restricting access, enforcing stop-work decisions, and reviewing and updating this plan at least annually and as conditions change. Field supervisors and employees have authority and responsibility to stop affected work when any required control is missing or ineffective.

Employee Training

Employees potentially exposed to silica shall be trained on silica health hazards; tasks that generate respirable dust; OSHA 29 CFR 1926.1153; the identity of the Competent Person; the company's mandatory vacuum requirement; manufacturer instructions; inspection and use of shrouds, hoses and dust extractors; housekeeping; work-area restrictions; stop-work and reporting requirements; and the purpose of OSHA medical surveillance requirements. Training shall emphasize that work must not proceed when a respirator is needed. Training is coordinated through the Corporate Safety Program.

Medical Surveillance and Program Review

Under OSHA 29 CFR 1926.1153(h), medical surveillance must be made available to employees who are required by the standard to use a respirator for silica exposure for 30 or more days per year. Because this plan does not authorize silica tasks that require respirators, such surveillance is not ordinarily triggered by authorized tasks. If job duties or exposure conditions change, the Safety Director shall reassess all applicable OSHA obligations before assigning the work.

This plan shall be reviewed at least annually and whenever equipment, procedures, work conditions or applicable requirements change. It shall be available to affected employees and their representatives upon request.

Regulatory reference: OSHA 29 CFR 1926.1153, including Table 1 (vii), paragraphs (c), (d), (e), (f), (g), (h) and (i).

What to Do in the Event of an Accident

When an accident occurs it is imperative that we document the event by gathering as much information as possible as to what happened, who witnessed it and what was done to address the conditions that caused the incident.

Our first concern must always be to take care of any injured parties.

Naturally, each accident is unique – some require emergency medical response by EMT professionals, others require a visit to a doctor or clinic, some only need on-site first aid treatment, and some are close calls that do not require any treatment – but they could have if circumstances were different.

For serious or life-threatening emergencies, call 911 immediately. Give the exact location and access instructions. Provide aid within your training when the scene is safe. Follow Section A.4, page 51.

Accident / Incident Investigation

Accident / Incident Investigation Procedures

The supervisor at the location where the accident or incident occurred will perform an investigation. These investigations are to assess the nature and the cause of the accident or incident, not to place blame on personnel. Incidents can include property damage, near misses and workplace injuries and illnesses. Supervisors need to investigate such incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Accident / Incident Investigation Forms

Obtain the current forms from the Safety Director or designated company document location.

☐ **Accident Investigation Form** -

This form should be completed for ALL accidents that result in an injury of any type.

☐ **First Aid Report** -

Complete this form if First Aid is performed on-site, even if the injured person ends up going to the doctor/clinic afterwards.

☐ **Non-Injury Incident / Near Miss Investigation Form** –

This form is ONLY to be used when a close call is observed, or an incident happens but no one gets injured.

☐ **Witness Form** –

This should be filled out by any and all witnesses to the accident or incident and shall be included with the appropriate Investigation form.

> **IMPORTANT:**
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> Accident and Incident investigation reports must be submitted to the designated management personnel as soon as possible after the accident or incident.

These forms are to be completed in their entirety. We need as much information as possible to ensure we take the appropriate steps to prevent a recurrence.

Record Keeping Procedures

The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)
- Incident investigation reports (OSHA form 301 or similar)
- Workers' Compensation Notice of Injury

A.1 Trenching and Excavation Safety

Before digging

The field supervisor shall confirm utility locates and required project dig permits. Determine estimated underground utility locations before excavation and verify exact locations by safe means when approaching them. Protect or support exposed utilities. Stop work for missing markings, changed conditions, or unidentified utilities.

Competent-person inspection and release

Before Erwin employees enter, the field supervisor shall identify the responsible competent person and verify that the excavation has been inspected and released for entry, including when another contractor controls it. The competent person shall inspect the excavation, adjacent areas, and protective systems before work, as needed throughout the shift, and after rain or any event that increases hazards.

Cave-in protection

Provide appropriate sloping, benching, shoring, or shielding unless the excavation is entirely in stable rock or is less than 5 feet deep and the competent person finds no indication of a potential cave-in. Employees shall stay within the protected area. Follow applicable tabulated data or engineered designs.

Access and edge protection

Provide safe egress in trenches 4 feet or deeper within 25 feet of lateral travel. Keep spoil, materials, and equipment at least 2 feet from the edge or use effective retaining measures. Keep employees clear of suspended loads and equipment swing areas. Protect workers and the public from traffic and open excavations.

Water, atmosphere, and stop work

Keep employees out of excavations with accumulating water until adequate precautions are verified by the competent person. Test before entry into excavations deeper than 4 feet where a hazardous atmosphere exists or can reasonably be expected. Follow project-specific plans for contaminated soil or other exposures. Exit immediately for unsafe conditions and re-enter only after the competent person verifies correction.

Reference

29 CFR 1926.651 and 1926.652.

A.2 Fall Protection and Rescue

Training and planning

Employees exposed to construction fall hazards of 6 feet or more shall receive training and use the protection required for the task. Provide protection at lower heights where required, including exposure above dangerous equipment. Follow applicable ladder, scaffold, lift, and more protective project requirements.

Before work begins, the field supervisor shall identify fall hazards, verify that walking and working surfaces can support the intended loads, and confirm the protection to be used. Evaluate unprotected edges, roofs, floor and roof openings, and skylights. Use guardrails, safety nets, personal fall arrest, or other protection permitted for the task. Covers shall support required loads, be secured against displacement, and be marked or color-coded as required.

Personal fall arrest

Inspect equipment before use. Connect only to an anchorage approved for the system. The field supervisor shall verify that the anchorage and components are suitable, adequate fall clearance exists, and swing-fall exposure is controlled. Immediately remove defective equipment or equipment subjected to fall-arrest forces from service.

Prompt rescue

Before work begins, the field supervisor shall confirm how a suspended employee will be reached and promptly recovered. Identify who calls 911 and directs responders, what trained personnel and equipment are available, and how rescue will be performed. In a fall emergency, call 911 immediately and activate the rescue procedure. Employees shall perform rescue only within their training and with suitable equipment.

Reference

29 CFR 1926.501 through 1926.503.

A.3 Confined-Space Identification and Entry Restrictions

Entry restriction

Erwin Electric employees shall not enter permit-required confined spaces. If the work requires entry, stop and notify the field supervisor and Safety Director. Management shall arrange a work method that avoids Erwin employee entry or coordinate with a qualified contractor operating under its applicable permit-space program.

Identification

A confined space is large enough to enter and perform work, has limited or restricted entry or exit, and is not designed for continuous occupancy. It is permit-required if it contains or could contain a hazardous atmosphere, presents an engulfment hazard, has an internal configuration that could trap or asphyxiate an entrant, or contains another recognized serious safety or health hazard. Examples to evaluate include vaults, manholes, tanks, and certain crawl spaces.

Evaluation and access control

Before work where confined spaces may be encountered, the field supervisor shall coordinate with the host or controlling contractor and ensure that a competent person identifies and evaluates relevant spaces. Inform affected employees of the location and hazards of permit spaces. Provide signs or equally effective notice and prevent unauthorized entry. Entry occurs when any part of the body breaks the plane of the opening.

Non-permit entry

Allow entry only after the competent person documents the non-permit classification and the field supervisor verifies safe access, required energy isolation, and controls identified in the evaluation. A permit space may be treated as non-permit only after proper reclassification under applicable OSHA requirements. If conditions change or hazards arise, exit immediately and reevaluate before re-entry.

Rescue

Call 911 immediately, notify the controlling contractor, and activate the site emergency procedure. Erwin employees shall not enter a confined space to attempt rescue.

Reference

29 CFR 1926 Subpart AA, including 1926.1203.

A.4 Emergency Action and OSHA Reporting

Before work

The field supervisor shall review site emergency arrangements with the crew and coordinate with the controlling contractor or facility representative. Verify the site address, emergency responder entrance, reporting method, evacuation routes, assembly point, and employee accountability procedure. Identify who will direct responders, the location of first-aid supplies and any AED, and how employees working alone will summon help. Review arrangements when locations or conditions change.

Immediate response

For a serious injury, suspected heat stroke, electrical contact, or other life-threatening emergency, call 911 immediately. Give the exact location, access instructions, and hazards responders may encounter. Provide first aid within your training when the scene is safe. For suspected electrical contact, keep clear of the person and equipment until the electrical hazard is controlled. Move an injured person only if leaving them in place presents immediate danger. Notify supervision after emergency assistance is activated.

Evacuation and accountability

Proceed to the designated assembly point. The field supervisor shall account for Erwin employees and immediately report anyone missing and their last known location to responders or the incident commander. Re-enter only after authorized personnel give clearance.

OSHA severe-incident reporting

The Safety Director or designated management backup shall evaluate and report qualifying incidents to OSHA. Report a qualifying work-related fatality within 8 hours and a qualifying inpatient hospitalization, amputation, or loss of an eye within 24 hours under 29 CFR 1904.39. Supervisors shall immediately notify the Safety Director or backup of potentially reportable incidents. Retain the report and any confirmation received.

A.5 Verify Before Drilling, Cutting, or Penetrating

Verify the penetration path

Before drilling, cutting, coring, or installing a fastener into an electrical cabinet, panel, enclosure, wall, floor, or slab, verify what is behind the proposed penetration and throughout its intended depth. Use available drawings, visual inspection from a safe location, suitable detection methods, and coordination with the facility or controlling contractor as needed.

If the location of concealed wiring, bus bars, or other services cannot be verified, stop work and notify the field supervisor.

Control electrical hazards

Where the task could expose employees to electrical contact or arc flash, a qualified employee shall establish an electrically safe work condition under Erwin Electric's lockout/tagout procedure before the penetration proceeds. Control the location and depth so the tool or fastener cannot contact wiring, equipment, or other services.

Protect equipment and restore guards

Protect electrical equipment from metal shavings and other debris. Inspect and clean the work area and reinstall required covers and guards before returning equipment to service.

Reference

29 CFR 1926.416(a)(3).

A.6 Hazard Communication, Respirators, and Forms

Nonroutine tasks and chemical inventory

Before assigning a nonroutine task involving hazardous chemicals, the field supervisor shall review the hazards, controls, PPE, and emergency procedures with affected employees, including hazards from chemicals in unlabeled pipes where applicable. Management shall maintain an inventory using product identifiers found on the corresponding safety data sheets (SDSs). Verify SDS access throughout each work shift, including at remote jobsites.

Multi-employer worksites

Coordinate with the controlling contractor and affected employers. Explain how to access SDSs for Erwin products that could expose their employees, precautions for normal operations and foreseeable emergencies, and the labeling system in use. Obtain equivalent information about other employers' chemicals and review it with affected Erwin employees.

Respiratory protection

Refer tasks that may require respirators to the Safety Director before assigning work. Stop work when required protection has not been established. If respirator-required work is authorized, implement the applicable written program and complete selection, medical evaluation, fit testing for tight-fitting respirators, and training before use. Follow the Silica Exposure Control Plan and stop any silica task that the plan does not authorize.

The Safety Director may allow voluntary use after determining that use will not create a hazard. Provide Appendix D information to voluntary users. Where voluntary use is limited to filtering facepiece respirators such as disposable N95s, a written respiratory program is not required for that use. For other voluntary respirators, implement the applicable provisions for medical ability and safe cleaning, storage, and maintenance.

Current procedures and forms

The Safety Director shall maintain current procedures and forms and identify where to obtain them. Before assigning covered work, the field supervisor shall verify access to applicable procedures, permits, and project plans, including lockout/tagout, energized electrical work permits, SDSs, and site emergency procedures. Obtain current accident investigation, first-aid, near-miss, and witness forms from the Safety Director or designated company document location.

References

29 CFR 1910.1200(e), 1910.134(c), and 1926.1153.