



ASH ELECTRIC LLC  
LIGHT'EM UP

Electrical Construction • Service • Preventive Maintenance

# EMPLOYEE SAFETY MANUAL

2025

ASH ELECTRIC LLC

## Our Commitment

At Ash Electric LLC, our culture is built on craftsmanship, care, and accountability.  
We believe that integrity drives trust, trust builds teamwork, and teamwork produces excellence.  
Every project, every person, and every connection matters.

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## 1. Introduction & Safety Commitment

Ash Electric LLC is committed to maintaining a safe, sanitary, and compliant work environment. Employees are expected to actively participate in safety programs, report hazards, and adhere to established procedures.

### 1.1 Purpose of the Safety Manual

This Employee Safety Manual consolidates and updates all company safety policies and procedures. It reflects OSHA compliance standards and Ash Electric's commitment to providing a safe, efficient, and health-conscious work environment.

### 1.2 Scope and Application

The policies in this manual apply to all Ash Electric LLC employees, subcontractors, and visitors at company facilities and job sites. These procedures cover every aspect of electrical and construction operations, including planning, installation, service, maintenance, and administrative functions.

### 1.3 Safety Program Administration

The Safety Director oversees the development, implementation, and continuous improvement of Ash Electric's safety program. This includes conducting inspections, coordinating training, maintaining documentation, and ensuring compliance with all applicable OSHA, NFPA, and local regulatory requirements.

### 1.4 Roles and Responsibilities

- **Executive Leadership:** Provides leadership, resources, and enforcement of all safety policies.
  - CEO
  - Master Electrician
- **Supervisors/Management:** Ensure daily compliance, conduct site inspections, and train personnel on safe work practices.
  - Project Manager
  - Assistant Project Manager
  - Safety Director
  - HR & Training Director
- **Field Employees:** Follow all safety procedures, use required PPE and immediately report unsafe conditions or incidents.
  - Foreman
  - Journeyman Electrician
  - Electrician Apprentice

## • 2. Employee Responsibilities & Stop-Work Authority

Every employee has the right and responsibility to stop work if a hazard is identified. Work will resume only when the area has been deemed safe by a competent person.

### 2.1 Employee Safety

All employees are responsible for performing their duties in a manner that promotes personal and team safety. Each employee must:

- Comply with all company safety policies, procedures, and OSHA regulations.

- Attend required safety orientations, toolbox talks, and training sessions.
- Use assigned personal protective equipment (PPE) properly and maintain it in serviceable condition.
- Immediately report unsafe acts, hazardous conditions, or near misses to their supervisor or the Safety Director.
- Stop work when an unsafe condition or procedure is identified and notify supervision before resuming.

Employees are expected to actively participate in maintaining a safe and productive work environment.

## 2.2 Supervisor and Management Responsibilities

Supervisors and management personnel are responsible for implementing and enforcing all company safety policies and procedures. Their duties include:

- Providing clear direction, supervision, and training to ensure safe work practices.
- Conducting daily jobsite safety checks and correcting identified hazards immediately.
- Ensuring employees are properly equipped with the required PPE and tools for safe task performance.
- Documenting and reporting all incidents, injuries, or unsafe conditions in a timely manner.
- Leading by example and maintaining a proactive safety culture at every level of operation.

## 2.3 Stop-Work Authority Policy

Below is a copy of the Stop Work Authority document that is posted at the job site, among other required postings:

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### Stop Work Authority and Workers' Right to Refuse Dangerous Work Policy Statement

As referenced in the new hire safety orientation, each employee is expected to:

- Work safely and follow established work rules and procedures to the best of their ability.
- Ask for clarification of safety procedures they are unsure about before performing a task.
- Report unsafe acts or procedures to the job site supervisor or a competent person and ensure they are addressed and resolved before continuing work.

Specific procedures have been established to ensure that all employees understand the importance of not performing a job task if it cannot be performed safely and in accordance with appropriate standards. Stop Work Authority Procedures training will be provided during the new hire safety orientation, prior to initial assignment to any job task. The training will be documented, including the employee's name, dates of training, and subject.

All employees not only have the authority to stop work when the control of a health, safety, or environmental hazard or risk is not clearly established or understood, but they also have an obligation to stop work.

#### Procedures:

- Upon discovery or realization that control of health, safety, or environmental hazard or risk is not clearly established or understood, the employee will immediately stop work.

- Employees with whom they are working will be immediately informed so that health, safety, or environmental hazard or risk do not impact them or their work.
- The supervisor/competent person will be notified as soon as possible so the situation may be addressed (corrected).
- If the supervisor/ competent person can successfully address the issue, work will resume. If it is not resolved, work will remain stopped until it is. Most stop-work procedures can be resolved promptly at the job site. On occasion, it may be necessary to conduct additional investigation to determine the root cause of the problem and the proper course of action to proceed.
- The stop work will be documented with a stop work report.

#### **Supervisor review:**

Supervisors reviewing stop-work reports can determine Employee participation in the program, the quality of the interventions, identify common issues, and establish opportunities for improvement, as well as new safety procedures to prevent recurrence.

#### **Follow-up:**

After the stop work intervention has been initiated and closed, the supervisory review has been completed, all safety issues have been resolved promptly at the job site to the satisfaction of persons concerned before the resumption of work (or, if needed, after additional investigation and corrective actions required to identify and address root causes have been completed), the importance of follow up can be demonstrated by:

- Providing a learning tool for developing improved training.
- Establishing new safety procedures.
- Facilitating sharing of learning.

#### **Responsibilities:**

**Employee:** Initiate a stop-work intervention when warranted.

**Supervisor/competent person:** Notify all affected personnel and provide supervision to address the stop-work issue, correct the problem, and resume work when it is safe to do so.

**Management:** Establish a culture where stop-work authority is exercised freely.

Employees, while fulfilling their obligation to stop work when warranted, are reminded that under no circumstances will fulfilling this obligation result in any form of retribution or intimidation from our company or the company for which they are working.

This policy statement will be conspicuously posted.

---

Safety Director Signature

## 2.4 Procedures

All employees have the authority and obligation to stop work if a task, condition, or situation poses an immediate threat to health, safety, or the environment. The following procedure shall be followed:

1. Stop work immediately when a hazard or unsafe act is identified.
2. Notify affected personnel and ensure the area is made safe.
3. Inform the Foreman or Supervisor as soon as possible.
4. The Supervisor and/or Safety Director will assess and correct the condition.
5. Work will resume only after verification that the hazard has been eliminated or controlled.

No employee will be disciplined or penalized for exercising stop-work authority in good faith.

## 2.5 Reporting Unsafe Conditions

- Employees are required to report all unsafe acts, hazardous conditions, or near misses to their immediate supervisor or the Safety Director without delay. Reports should include the location, description of the hazard, and any immediate corrective actions taken. Supervisors must respond promptly, investigate the concern, and document the corrective measures taken.
- Anonymous reporting options are available through the Safety Director for those who wish to report confidentially.

## 2.6 Protection from Retaliation

- Ash Electric LLC strictly prohibits retaliation against any employee who reports a safety concern, participates in an investigation, or exercises stop-work authority. Any employee found engaged in intimidation, discrimination, or disciplinary action against another employee for reporting in good faith will be subject to immediate corrective action, up to and including termination.
- This policy aligns with OSHA Section 11(c), which protects employees' rights to raise safety concerns without fear of reprisal.

## • 3. General Safety Guidelines

All employees must be familiar with company safety rules, use proper PPE, and maintain awareness of hazards. Training is mandatory before using any equipment or performing specialized work.

### 3.1 Compliance with OSHA and Company Policies

All work performed by Ash Electric LLC personnel must comply with the Occupational Safety and Health Administration (OSHA) standards, the National Electrical Code (NEC), and company safety policies.

**Employees are expected to:**

- Follow all established safety rules and procedures without exception.
- Participate in all required safety training and certifications.
- Use tools, equipment, and personal protective equipment (PPE) in accordance with manufacturer and OSHA requirements.

Failure to comply with applicable standards or company policies may result in disciplinary action, up to and including termination.

### 3.2 Safe Work Practices and Situational Awareness

Employees must exercise sound judgment, remain alert, and maintain situational awareness at all times while on the job.

**Safe work practices include:**

- Inspecting the work area before starting any task.
  - Using proper PPE for the environment and job being performed.
  - Maintaining good housekeeping to prevent slips, trips, and falls.
  - Keeping clear communication with team members, especially when working near energized circuits or moving equipment.
  - Never engaging in horseplay or distractions while working.
- Each employee is responsible not only for their own safety but also for the safety of their coworkers and the surrounding public.

### 3.3 Hazard Identification and Risk Assessment

Hazard identification and risk assessment are essential for preventing incidents before they occur.

**All employees are required to:**

- Identify and report potential hazards related to equipment, materials, or site conditions.
- Evaluate each task for potential risks such as electrical exposure, fall hazards, confined spaces, and environmental conditions.
- Implement appropriate controls (engineering, administrative, or PPE) to mitigate identified hazards.
- Supervisors must ensure that hazards are promptly corrected and documented in daily safety logs.

### 3.4 Job Safety Analysis Procedures

A Job Safety Analysis must be completed before beginning any significant task or new phase of work.

**The JSA process includes:**

1. Identifying the task to be performed.
2. Breaking the task into individual steps.
3. Determining potential hazards associated with each step.
4. Establishing control measures to eliminate or minimize risks.
5. Communicating the JSA to all crew members prior to work commencement.  
JSAs must be signed by all participating employees and retained in the project's safety file for audit purposes.
6. The Ash Electric LLC Daily Pre-Task Plan Log should be referred to and used for documentation of the JSA

### 3.5 Safety Meetings and Toolbox Talks

Regular safety meetings and toolbox talks ensure that safety remains an integral part of daily operations.

- Weekly Safety Meetings are conducted by the Safety Director or Project Manager to review policies, recent incidents, and new procedures.

- Daily Toolbox Talks are conducted by the Foreman to discuss specific hazards, weather conditions, or upcoming work tasks.
- Attendance is mandatory for all personnel on site.  
Meeting topics should be relevant, concise, and documented with the date, topic, and attendees for compliance records.

### 3.6 Jobsite Inspections and Documentation

Routine jobsite inspections are conducted to identify hazards, verify compliance, and ensure corrective actions are implemented.

- The Safety Director and Foremen are responsible for conducting and documenting inspections.
- Inspections shall include equipment condition, housekeeping, electrical safety, PPE compliance, and fall protection.
- All findings must be recorded using the company's Safety Inspection Form and submitted to the Safety Director.
- Any deficiencies must be corrected immediately or addressed through a written corrective action plan.  
Inspection documentation is maintained as part of the project safety records and reviewed during audits or incident investigations.

## • 4. Personal Protective Equipment (PPE) & Respiratory Protection

Hazard assessments determine required PPE. Eye, hand, and head protection must be worn when necessary. Respirators require medical clearance and fit testing.

### 4.1 PPE Program Overview

Ash Electric LLC maintains a comprehensive Personal Protective Equipment (PPE) Program to protect employees from workplace hazards that cannot be eliminated through engineering or administrative controls.

The purpose of this program is to ensure that employees are properly equipped, trained, and supervised in the use, care, and maintenance of PPE.

**Key program elements include:**

- Conducting regular hazard assessments to determine required PPE for each task or job classification.
- Providing PPE at no cost to employees when required for safety compliance.
- Ensuring all PPE meets applicable ANSI, ASTM, and OSHA standards.
- Training employees on the selection, inspection, fitting, and limitations of PPE.
- Replacing damaged or worn PPE immediately.

Supervisors are responsible for verifying compliance with PPE requirements and maintaining documentation of all PPE training and issuance.

### 4.2 Head, Eye, Face, and Hearing Protection

**Head Protection:** Employees working in areas where there is potential for falling or flying objects, electrical shock, or head injury must wear hard hats meeting the requirements of ANSI Z89.1.

- Class E (Electrical) helmets are required for employees exposed to electrical hazards.
- Hard hats must be inspected daily and replaced if damaged or compromised.

**Eye and Face Protection:** Eye and face protection shall comply with ANSI Z87.1 and must be worn when performing tasks such as grinding, cutting, drilling, or working near energized equipment.

- Safety glasses with side shields are required on all job sites.
- Face shields or welding helmets must be worn when performing operations that generate flying debris, sparks, or harmful light radiation.
- Prescription glasses alone do not meet safety requirements unless equipped with approved protective lenses or side shields.

**Hearing Protection:** Employees exposed to noise levels exceeding 85 dBA (time-weighted average) must use hearing protection in accordance with OSHA 29 CFR 1910.95.

| Permissible Noise Exposures | Sound Level       |
|-----------------------------|-------------------|
| Duration Per Day (hours)    | dBA Slow Response |
| 8                           | 90                |
| 6                           | 92                |
| 4                           | 95                |
| 3                           | 97                |
| 2                           | 100               |
| 1 ½                         | 102               |
| 1                           | 105               |
| ½                           | 110               |
| ¼ or less                   | 115               |

- Acceptable devices include earplugs or earmuffs rated for the exposure level.
- Hearing protection must be worn during drilling, sawing, or the operation of heavy equipment and generators.
- Employees must be trained in proper insertion, fit, and maintenance of hearing protection devices.

### 4.3 Hand and Foot Protection

**Hand Protection:** Appropriate gloves must be worn whenever hands are exposed to potential hazards such as cuts, punctures, electrical contact, or chemical exposure.

- Leather gloves are required for material handling, cutting, and welding operations.
  - Rubber-insulated gloves must be used when working on or near energized electrical equipment.
  - Chemical-resistant gloves must be used when handling solvents, adhesives, or corrosive materials.
- Gloves must be inspected before each use and replaced immediately if torn, cracked, or degraded.

**Foot Protection:** Employees must wear safety-toe footwear that meets ASTM F2413 standards on all job sites.

- Footwear must provide adequate ankle support, slip resistance, and electrical hazard protection.
- Metatarsal guards are required in areas with a risk of heavy falling objects.
- Employees must keep footwear in good condition and free of oil, mud, or damage that could cause slips or loss of traction.

#### 4.4 Respiratory Protection

Ash Electric LLC provides respiratory protection when employees may be exposed to airborne contaminants, dust, fumes, vapors, or insufficient oxygen levels.

This program is administered in compliance with OSHA 29 CFR 1910.134 and includes the following key requirements:

- **Hazard Assessment:** Supervisors must evaluate work areas to determine when respiratory protection is required.
- **Medical Evaluation:** Employees required to wear respirators must complete a medical evaluation to ensure they are physically able to use respiratory equipment.
- **Fit Testing:** All respirator users must pass an initial and annual fit test for the specific make and model assigned.
- **Approved Respirators:** Only NIOSH-approved respirators may be used.
- **Use and Maintenance:** Respirators must be cleaned, inspected, and stored properly after each use. Damaged respirators must be replaced immediately.
- **Voluntary Use:** When respirators are used voluntarily, employees must follow OSHA guidelines for proper care and limitations of voluntary respirator use.

Employees are prohibited from entering any area requiring respiratory protection without the appropriate equipment and training.

### • 5. Housekeeping & Worksite Organization

Maintain a clean, organized workspace. Keep walkways clear, dispose of debris, and ensure materials are correctly stored. Good housekeeping prevents accidents.

#### 5.1 Clean and Orderly Work Areas

Clean, orderly work areas prevent accidents and promote efficiency. All employees must keep their workspaces free of debris, clutter, and hazards in accordance with OSHA 29 CFR 1926.25.

- Keep walkways, stairways, and exits clear at all times.
- Dispose of scrap and trash in designated containers daily.
- Store materials securely to prevent shifting, tipping, or blocking access routes.
- Clean up spills immediately and report hazardous leaks or contamination.
- Maintain clear access to electrical panels, fire extinguishers, and emergency exits.

#### 5.2 Material and Tool Storage

- Stack and store materials on level surfaces; secure heavy or unstable items.
- Keep flammable liquids in approved containers away from ignition sources.
- Return tools and equipment to designated storage areas after use.
- Tag and remove damaged tools from service immediately.

- **6. Emergency Procedures**

Ash Electric LLC prioritizes employee safety and preparedness in all workplace environments. The following procedures outline the company's expectations and required actions in the event of an emergency. All employees must understand and follow these procedures without exception.

Remain calm in emergencies. Follow evacuation routes, contact supervisors, and call 911 when required. Emergency contact info and site addresses must be posted and accessible.

### **6.1 Electrical Hazard Response**

#### **Immediate Actions**

- Stop work immediately if an electrical hazard is suspected (e.g., sparks, burning odor, equipment malfunction).
- Do not touch the affected area or equipment until power is verified as de-energized.

#### **Lockout/Tagout (LOTO)**

- Follow company LOTO procedures to de-energize equipment before inspection or repair.
- Only authorized personnel may re-energize equipment once the area is confirmed safe.

#### **Shock or Electrocution**

- Do not touch the victim until the power source is disconnected.
- Call 911 immediately and provide location details.
- If trained, begin CPR until emergency medical personnel arrive.

#### **Reporting**

- Notify the Foreman and Safety Director immediately.
- The Safety Director will complete an Incident Report within 24 hours.
- A follow-up Safety Review Meeting will be conducted within 24 hours to identify root causes, corrective actions, and retraining needs.
- Documentation of the review and any required training will be submitted to Human Resources for recordkeeping.

### **6.2 Fire Safety**

#### **Prevention**

- Maintain clear access to fire extinguishers, exits, and electrical panels.
- Never overload circuits or bypass breakers.
- Store combustible materials properly and away from ignition sources.

#### **If a Fire Occurs**

- Alert others by shouting "Fire!" and activate alarms if available.
- Call 911 and report the fire location and type.
- Attempt to extinguish only small fires using the proper extinguisher (Class C for electrical fires) if it is safe to do so.
- Evacuate immediately if the fire cannot be controlled.

#### **Evacuation**

- Follow designated evacuation routes and proceed to the assigned assembly point.
- Supervisors will conduct a headcount to verify all personnel are accounted for.
- Do not re-enter the area until cleared by fire authorities.

### 6.3 Severe Weather Protocols

#### Monitoring

- Supervisors must monitor local weather alerts for lightning, high winds, flooding, or tornado warnings.

#### On Job Sites

- Suspend all outdoor work during lightning, heavy rain, or high wind conditions.
- Move all personnel to a safe location such as a company vehicle, designated shelter, or nearby building.

#### Tornado or Extreme Weather

- Follow Shelter-in-Place procedures:
  - Move to the lowest level of a sturdy structure or interior hallway away from windows.
  - Crouch low with arms covering the head until the threat has passed.

#### Post-Event Actions

- Supervisors will inspect the job site for hazards such as downed lines, structural damage, or flooding.
- Work will resume only after conditions have been verified as safe.

### 6.4 Medical Emergencies

#### Immediate Response

- Call 911 immediately for serious injuries or illnesses.
- Provide the dispatcher with:
  - Nature of the injury or emergency
  - Exact job site location
  - Contact person's name and phone number

#### First Aid

**Only employees trained in first aid and CPR and designated as company first-aid providers may render medical assistance.**

**If the employee cannot respond, check the Employee Medical Release Form for any allergies or medical conditions that may affect their care.**

#### Notification

- Notify the Foreman and Safety Director immediately.
- Human Resources must be informed the same day for documentation.

#### OSHA-Approved First Aid Measures

Per OSHA guidance, first aid is limited to basic, non-invasive care, including:

- Applying non-prescription medication (e.g., aspirin) at non-prescription strength.
- Cleaning, flushing, or soaking minor wounds.
- Covering wounds with bandages, gauze, or steri-strips.
- Apply hot or cold therapy for strains or sprains.
- Using non-rigid supports such as wraps or elastic bandages.
- Using temporary immobilization devices (e.g., splints, slings, or backboards) during transport.
- Draining fluid from a blister or relieving pressure under a fingernail or toenail.
- Using eye patches or removing debris from the eye by irrigation or cotton swab.

- Removing splinters or other minor foreign material from skin by tweezers or simple means.
- Using finger guards, massage, or fluids to relieve heat stress.

### **First Aid Kits and Supplies**

All employees must know the location of first aid kits on the job site.

- Kits will remain unlocked and easily accessible at all times.
- Supplies include adhesive bandages, gauze, compresses, scissors, tweezers, antiseptic pads, triangular bandages, and other work-appropriate materials.
- Kits will be replenished as items are used; sterile supplies must remain sealed until needed.
- Reusable tools (e.g., scissors, tape) must be kept clean and sanitary.
- Eye flush stations or eyewash bottles must be available where clean running water is not accessible.
- Provide first aid or CPR only if properly trained and certified.
- Do not move an injured person unless necessary to prevent further harm.

### **Incident Reporting**

- Complete and submit an Injury/Illness Report to HR within 24 hours.
- The Safety Director will review all incidents to determine corrective and preventive measures.
- Findings will be shared in safety meetings to promote continuous improvement.

## **• 7. Tools, Equipment & Machinery Safety**

Only trained personnel may use tools and machinery. Inspect equipment before use, tag defective items out of service, and never disable guards or safety devices.

### **7.1 General Tool Safety**

All tools, whether powered or non-powered, can present serious hazards when misused. Every employee is responsible for the safe use, care, and maintenance of tools and equipment.

- Inspect all tools and equipment before using. Remove and tag defective tools from service immediately.
- Use each tool only for its intended purpose. Improper use can damage the tool and cause injury.
- Never modify or remove guards, handles, or safety features.
- Only trained and authorized employees may operate specialized or powered equipment.
- Maintain tools in good condition and store them properly when not in use.

Supervisors must ensure that unsafe conditions are corrected promptly and that employees receive proper instruction prior to using any tools or machinery.

### **7.2 Hand Tool Use and Maintenance**

While significant attention is often given to powered tools, simple hand tools can be equally hazardous if misused. Basic tools include, but are not limited to, hammers, screwdrivers, wrenches, pliers, shovels, shears, and utility knives.

**Follow these five safety guidelines for all hand tool use:**

1. Use tools only as intended. Never use a tool for a task it was not designed to perform.
2. Do not exceed design limits. If a tool cannot accomplish the job safely, select the correct one.
3. Inspect before use. Replace tools with cracked handles, loose heads, bent shafts, or dull edges.
4. Clean after use. Wipe down and lubricate tools to prevent rust and deterioration.
5. Store properly. Return tools to their designated storage area after use to prevent damage and injury.

Proper hand tool care saves time, prevents accidents, and ensures tools are available and serviceable when needed.

### 7.3 Power Tool Operation

Employees may operate power tools only after authorization and demonstrated proficiency through training or prior experience. Improper use of power tools can result in severe injury.

- Review and understand the manufacturer's operator manual before use.
- Inspect all tools daily for damage, including cords, switches, guards, and blades.
- Never disable or remove guards or safety devices.
- Disconnect tools from power sources before changing blades, bits, or attachments.
- Maintain a stable position and clear footing during operation.
- Keep hands clear of moving parts and cutting surfaces.
- Use appropriate PPE—eye, hearing, and hand protection—based on the tool and task.
- Never carry power tools by their cords or hoses.

All power tools must display a UL listing or equivalent certification and comply with OSHA 29 CFR 1926.302–305.

### 7.4 Corded and Battery-Powered Equipment

#### **Corded Tools and Extension Cords**

- All corded tools and temporary power must be protected by Ground-Fault Circuit Interrupters (GFCIs).
- Inspect cords before each use; remove and tag any frayed, cracked, or damaged cords.
- Keep cords out of walkways and water.
- Never splice, tape, or alter cords.
- Unplug tools by the plug, not by pulling the cord.

#### **Battery-Powered Equipment**

- Charge batteries in designated, ventilated areas away from open flames or sparks.
- Inspect for leaks, corrosion, or swelling before use.
- Do not expose batteries to extreme heat or impact.
- Follow manufacturer instructions for charging and disposal of lithium-ion batteries.
- Report overheating, smoke, or unusual odor immediately to the supervisor.

### 7.5 Electrical Equipment Inspection and Safety

All electrical tools and equipment must be inspected daily before use. Defective items must be tagged "Out of Service" and removed from the job site until repaired or replaced.

- Only double-insulated or properly grounded tools may be used.
- Hands must be dry when handling electrical plugs, switches, or circuits.
- Do not hoist or pull tools by their cords.

- Maintain proper distance from energized circuits unless the circuit is locked out and verified de-energized.

These practices align with OSHA 29 CFR 1926 Subpart K (Electrical Safety) and the National Electrical Code (NEC).

## - **8. Electrical Safety**

Always de-energize circuits before work. Use GFCIs for temporary wiring and nonconductive ladders around live circuits. Keep cords dry and inspect for damage daily.

### **8.1 Electrical Safety Program Overview**

Ash Electric LLC maintains an electrical safety program designed to protect employees from shock, burns, arc flash, and other hazards associated with electrical work.

This program is based on OSHA 29 CFR 1926 Subpart K and NFPA 70E: Standard for Electrical Safety in the Workplace.

Key principles include:

- Treating all electrical conductors and equipment as energized until proven otherwise.
- Performing work only when qualified and authorized.
- Using appropriate personal protective equipment (PPE) and insulating tools for all energized work.
- Conducting hazard assessments and ensuring energy isolation before beginning any task.

Safety in electrical work depends on training, situational awareness, and strict adherence to company procedures.

### **8.2 De-Energization and Lockout Procedures**

Before performing maintenance, installation, or repair, electrical systems must be de-energized and locked out to eliminate the risk of shock or electrocution.

- Only trained and authorized personnel may perform Lockout/Tagout (LOTO) procedures.
- Identify all energy sources and isolate them using disconnects, breakers, or fuses.
- Apply locks and tags to prevent re-energization; tags must clearly identify the authorized employee.
- Verify that the circuit or equipment has been de-energized by testing with a properly rated meter.
- Work may not resume until all tools are removed, guards are replaced, and all personnel are clear.
- Only the employee who applied the lock and tag may remove them after confirming the area is safe.

All LOTO procedures must comply with OSHA 29 CFR 1910.333(b) and the company's Energy Control Program.

### **8.3 Working Near Energized Circuits**

Work performed near or on energized electrical equipment presents serious hazards, including electric shock, arc flash, and electrocution.

Only qualified and authorized personnel, trained in energized work procedures and emergency response, may perform such tasks.

### General Requirements

- Treat all circuits and conductors as energized until they have been verified de-energized through approved testing procedures.
- Maintain safe minimum approach distances as defined by OSHA 29 CFR 1910.333(c)(3)(i):
  - **50–300 volts:** Minimum approach distance of 10 feet.
  - **301–750 volts:** Minimum approach distance of 10 feet.
  - **751–15,000 volts:** Minimum approach distance of 10 feet plus additional clearance based on voltage (refer to OSHA Table S-5).
- Establish barricades or warning tape to define the energized area and restrict entry to authorized personnel only.
- All energized work must be approved in writing by the Safety Director through a Job Hazard Analysis (JHA) and an Energized Work Permit before commencement.

### Use of Hot Suits and Hot Tools

When it is not feasible to de-energize circuits, employees must use appropriate protective equipment and insulated tools designed for live work:

- Hot suits (arc-rated suits) and arc-rated face shields, balaclavas, gloves, and hoods must meet NFPA 70E, Table 130.7(C)(16) standards for incident energy exposure.
- Employees must wear the complete hot suit ensemble, including gloves and dielectric footwear, when performing tasks within the arc flash boundary.
- Hot tools such as insulated pliers, wrenches, screwdrivers, and live-line tools must be rated for the system voltage and inspected prior to each use.
- Tools and protective equipment must be kept clean, dry, and free from damage or contaminants that could compromise insulation integrity.
- Never reach into energized equipment with uninsulated tools, metal objects, or bare hands.

### Spotter Requirement

When working near or on energized circuits above 50 volts, OSHA requires a dedicated spotter or “safety watch” to observe and ensure that minimum approach distances are maintained (OSHA 29 CFR 1910.333(c)(3)(i)(A)).

- The spotter must remain at the work area for the duration of the energized operation.
- The spotter’s role is to:
  - Monitor employee positioning and equipment clearance.
  - Warn the worker if approach limits are at risk of being violated.
  - Be prepared to initiate emergency response procedures if necessary.
- The spotter must not perform any other duties while monitoring energized work.
- For voltages exceeding 600 volts, a second qualified person must be present on-site to assist in emergency response or shutdown procedures.

### Additional Safety Measures

- Employees must maintain a stable stance and avoid contact with grounded surfaces while working on live components.
- Barriers, mats, or insulating platforms must be used to isolate the worker from conductive surfaces.
- Remove all metallic jewelry, watches, or conductive clothing prior to working on or near energized circuits.
- Maintain effective communication among crew members through hand signals or radios when visibility or noise limits verbal contact.

- Conduct a pre-task briefing covering voltage levels, approach distances, protective measures, and emergency procedures before starting work.

#### **Authorization and Documentation**

Energized work will proceed only after:

- Completion and approval of a Job Hazard Analysis (JHA) and Energized Work Permit.
- Confirmation that all PPE, hot tools, and protective barriers have been inspected and approved for use.
- Designation of the spotter in writing on the work permit.
- Review of the task plan with all involved personnel before beginning the job.

### **8.4 Ground Fault Circuit Interrupters (GFCIs)**

Ground Fault Circuit Interrupters (GFCIs) are required on all 120-volt, single-phase, 15-, 20-, and 30-amp receptacle outlets that are not part of a building's permanent wiring system. This includes temporary power sources, extension cords, and portable tools commonly used on construction sites.

GFCIs protect employees from electrical shock, fire, and equipment damage by detecting current loss caused by short circuits, overheating, or ground faults. Because extension cords are not considered permanent wiring, GFCIs must always be used when powering electrical devices through them. GFCIs protect against the most common cause of electrical shock injuries, ground faults, as well as fires and insulation damage resulting from overheating or leakage currents.

#### **Limitations of GFCIs**

While highly effective, a GFCI will not protect an employee who comes into contact with two energized (hot) wires or a hot wire and a neutral wire simultaneously. Therefore, all other safe work practices—such as proper grounding, maintaining dry working conditions, and using PPE must still be followed.

#### **Inspection and Testing**

- GFCIs must be tested before each use by pressing the manufacturer's "Test" and "Reset" buttons to verify functionality.
- Any GFCI that fails testing or does not reset properly must be removed from service immediately and replaced.
- Supervisors are responsible for ensuring that all temporary power and extension cord connections are GFCI-protected and tested at the start of each workday.
- Employees must report any suspected malfunction, nuisance tripping, or electrical shock incident immediately to their supervisor and the Safety Director.

### **8.5 Use of Extension Cords and Temporary Power**

Temporary electrical power and extension cords are essential for construction and maintenance activities but also present significant electrical and tripping hazards if misused.

Ash Electric LLC requires that all temporary wiring and portable cords be installed, used, and maintained in strict compliance with OSHA 29 CFR 1926.405 and company policy.

#### **Approved Use of Temporary Wiring**

Temporary wiring and extension cords rated 600 volts nominal or less may only be used under the following conditions:

- During remodeling, maintenance, or repair of buildings, structures, or equipment.
- For a period not to exceed 90 days for decorative or seasonal lighting (e.g., Christmas or temporary event lighting).
- During emergencies where permanent wiring is unavailable or unsafe.
- Temporary wiring must be removed immediately upon completion of the project, task, or emergency for which it was installed.

Extension cords and temporary power systems are never a substitute for permanent wiring.

### **General Safety Requirements**

To prevent fire, shock, or trip hazards, the following safety rules apply to all extension cords and temporary power systems:

- Keep cords off walking or working surfaces whenever possible; if unavoidable, they must be covered or guarded to prevent tripping.
- Do not place cords in vehicle or equipment traffic lanes.
- Cords must not be attached to walls, ceilings, or structures using staples, nails, or wire hangers.
- Worn, frayed, spliced, or taped cords are prohibited and must be tagged “Out of Service” and removed immediately.
- Cords used in outdoor or damp locations must be rated for wet conditions and kept clear of water, oil, or chemicals.
- Never use extension cords as a permanent power supply for tools or lighting.

### **Inspection and Use Procedures**

Before using any extension cord or temporary power system, employees must:

1. **Inspect the cord** for cuts, cracks, abrasion, or exposed conductors. Defective cords must be tagged and removed from service.
2. **Verify grounding:** Ensure the cord has a three-prong plug and that the grounding pin is intact.
3. **Use the shortest practical length:** Avoid chaining or splicing multiple cords together.
4. **Check voltage and amperage ratings:** Ensure the cord and connected devices are appropriately rated for the load.
5. **Keep cords dry:** Do not place cords where they may come into contact with standing water or damp surfaces.
6. **Disconnect properly:** Remove cords by the plug—never pull by the cord.

### **Installation and Removal of Temporary Power**

- Temporary power systems must be installed, inspected, and maintained by a qualified person.
- All connections must be properly grounded, insulated, and weatherproof if exposed to moisture.
- Power distribution boxes must be labeled and protected from impact or environmental damage.
- Temporary wiring shall be removed immediately upon project completion or when permanent power becomes available.

### **Supervisor and Employee Responsibilities**

- **Supervisors** must ensure that all cords and temporary wiring meet OSHA and NEC standards and are inspected daily.
- **Employees** are responsible for inspecting cords before each use and reporting any defects immediately.
- The **Safety Director** will perform periodic site audits to verify compliance and ensure corrective action is taken when deficiencies are identified.

### 8.6 NFPA 70E Compliance and Arc Flash Awareness

Arc flash events can cause serious burns, blindness, and fatal injuries. Employees who work on or near electrical systems must be trained in arc flash hazard recognition and control.

- All electrical equipment must be labeled with arc flash boundaries and incident energy ratings per NFPA 70E Section 130.5.
- Determine arc flash boundaries before beginning energized work.
- Use appropriate arc-rated PPE (clothing, gloves, face shields, and balaclavas) corresponding to the calculated incident energy level.
- Conduct an Arc Flash Risk Assessment as part of the Job Hazard Analysis (JHA) before any energized work.
- Only qualified persons may perform tasks within the arc flash boundary.
- Maintain proper inspection and maintenance of electrical panels, breakers, and switchgear to prevent arc faults.

Compliance with NFPA 70E and continuous employee training ensures that all work involving electricity is performed safely and in accordance with best industry practices.

## • 9. Ladder & Scaffold Safety

Ladders and scaffolds are essential tools for elevated work, but when used improperly, they present significant fall and injury risks.

All employees of Ash Electric LLC must follow ladder and scaffold safety procedures to prevent falls, electrical contact, and structural failures.

### 9.1 Ladder Setup and Use

#### General Requirements

Ladders shall be used only for their intended purpose and maintained in good condition.

- Inspect ladders before each use for damage such as cracks, bent rails, missing steps, or worn feet.
- Tag and remove defective ladders from service immediately.
- Use only non-conductive ladders (fiberglass) when working near electrical circuits.
- Do not paint ladders, as paint can conceal defects.
- Ensure ladders are free of oil, grease, or other slippery substances.

#### Setup

- Place ladders on stable, level surfaces; never on boxes, barrels, or unstable bases.
- The base of non-self-supporting ladders should be one foot out for every four feet of height (4:1 ratio).
- Ladders must extend at least three feet above the landing surface when used for roof or platform access.
- Secure the ladder at the top or bottom to prevent movement.

- Keep the area at the top and bottom of the ladder clear of obstructions.

#### **Use**

- Face the ladder when ascending or descending.
- Maintain three points of contact (two hands and one foot, or two feet and one hand) at all times.
- Carry tools in a belt or hoist them up; do not climb with tools in hand.
- Do not overreach or lean outside the ladder's side rails; reposition the ladder instead.
- Only one employee may be on a ladder at a time unless the ladder is specifically designed for multiple users.
- Ladders must not be moved, shifted, or extended while occupied.

## **9.2 Scaffold Construction and Load Requirements**

### **Construction and Setup**

All scaffolds must be designed, erected, and inspected by a competent person before use.

- Scaffolds must be capable of supporting at least four times the maximum intended load without failure.
- Footings must be sound, rigid, and capable of supporting the scaffold and its load without settling or displacement.
- Use base plates, mudsills, or other adequate supports on soft or uneven surfaces.
- Cross-bracing, guardrails, and midrails must be installed properly to maintain structural integrity.
- Planking must be scaffold-grade lumber or approved manufactured platforms that are fully decked and secured.
- Access to scaffolds must be provided by ladders, stair towers, or built-in access frames—never by climbing braces or cross members.
- Scaffolds must be kept clear of power lines, maintaining at least 10 feet of clearance from energized electrical sources.

### **Inspection and Maintenance**

- The competent person must inspect scaffolds before each shift and after any event (e.g., impact, severe weather) that could affect stability.
- Damaged components must be tagged “Do Not Use” and removed until repaired or replaced.
- Scaffolds must not be altered, moved, or dismantled while occupied.
- Overhead protection must be provided when employees work beneath scaffolds.

## **9.3 Fall Protection on Scaffolds**

Falls are the leading cause of injuries and fatalities on scaffolds.

Proper fall protection must be used at all times, as required by OSHA 29 CFR 1926.451(g).

### **Guardrail Systems**

- Guardrails are required on all open sides and ends of platforms 10 feet or more above a lower level.
- Guardrails must include a top rail (38–45 inches high), a midrail, and toe boards to prevent falling objects.
- Do not use cross-bracing as a substitute for guardrails.

### **Personal Fall Arrest Systems (PFAS)**

- Employees working on scaffolds without guardrails must use a personal fall arrest system attached to a secure anchorage point, independent of the scaffold structure.

- Fall arrest equipment must be inspected before each use and removed from service if worn, frayed, or damaged.
- Lanyards and harnesses must be rated for a minimum tensile load of 5,000 pounds.

#### **Safe Work Practices**

- Keep platforms free of debris, snow, or slippery substances.
- Do not exceed the scaffold's rated load capacity.
- Never climb on guardrails or use boxes, ladders, or other objects to gain extra height on a scaffold.
- Tools and materials must be secured to prevent falling hazards.

#### **Responsibilities**

- Employees: Inspect ladders and scaffolds prior to use, maintain three points of contact, and use fall protection when required.
- Foremen and Supervisors: Verify ladders and scaffolds are properly erected, inspected, and safe for use.
- Safety Director: Conduct random audits, maintain training documentation, and ensure compliance with OSHA scaffold and ladder standards.

### • **10. Fall Protection**

Falls and falling objects are among the leading causes of serious injuries and fatalities in construction. Ash Electric LLC is committed to protecting employees from fall hazards through proper planning, equipment, and training. Fall protection must be used whenever employees are exposed to a potential fall from elevation, struck-by hazards from falling objects, or when working around openings or covers.

#### **10.1 Fall Protection Policy Overview**

##### **General Requirements**

Fall protection is required for all employees working six (6) feet or more above a lower level or where there is a potential for objects to fall on employees below.

It is also required when employees are working around floor openings, skylights, or roof covers. The obvious hazard is falling from an elevation or being struck by falling materials or tools.

When conventional fall protection systems are infeasible or create greater hazards, a Fall Protection Plan must be developed by a qualified person and approved by the Safety Director before work begins. This plan must identify site-specific hazards, outline protective measures, and be made available to all affected employees.

##### **Locations Where Fall Protection Is Required**

Through training and supervision, employees must know where conventional fall protection systems are required, including but not limited to:

- Unprotected sides and edges
- Leading edges
- Hoist areas
- Holes and floor openings
- Framework and reinforcing steel
- Ramps, runways, and walkways
- Excavations and trench edges
- Dangerous equipment (e.g., unguarded machinery or open tanks)
- Overhand bricklaying and related work

- Roofing work on low-sloped roofs
- Steep roofs
- Precast concrete erection
- Residential construction
- Wall openings

## 10.2 Fall Protection Systems and Requirements

Employees must understand the selection, use, and maintenance of fall protection systems.

Approved fall protection systems include:

- **Guardrail System:** Provides a physical barrier along edges and open sides. Must include a top rail (42 inches  $\pm$  3 inches), midrail, and toe board.
- **Personal Fall Arrest System (PFAS):** Includes a full-body harness, lanyard, and secure anchorage point rated for 5,000 pounds per employee or designed by a qualified person with a 2:1 safety factor.
- **Safety Net System:** Installed as close as practicable beneath the working surface to catch falling employees or debris.
- **Warning Line System:** Used on low-slope roofs to mark safe work zones and restrict access to fall hazards.
- **Safety Monitoring System:** Utilized only when other systems are not feasible; requires a competent person to continuously monitor exposed employees.
- **Positioning Device System:** Allows employees to work hands-free while secured to a vertical surface such as a wall or rebar assembly.
- **Controlled Access Zone (CAZ):** Designated area where access is restricted to trained and authorized employees during specialized work (e.g., leading edge construction).
- **Covers:** Used to protect floor holes, skylights, and openings. Covers must be clearly marked and capable of supporting twice the maximum intended load.
- **Falling Object Protection:** Includes toe boards, debris nets, and barricades to prevent injury from falling tools or materials.

## 10.2 Roof Work and Elevated Platforms

### Roof Work

- Employees working within six (6) feet of an unprotected edge must use guardrails or a PFAS.
- On low-slope roofs ( $\leq$  4:12 pitch), a warning line and safety monitoring system may be used only when approved by the Safety Director.
- On steep roofs ( $>$  4:12 pitch), guardrails or PFAS are mandatory.
- Skylights and roof openings must be covered, labeled, and secured to prevent collapse or removal.
- Maintain at least 10 feet of clearance from overhead power lines and other energized sources.

### Elevated Platforms and Aerial Lifts

- Employees working from aerial lifts or scissor lifts must wear a PFAS attached to the lift's designated anchorage point.
- Never stand or climb on guardrails or extend height with objects.
- Inspect lifts before use and remove any defective units from service.

- Do not move lifts while elevated unless specifically designed for that purpose.

### 10.3 Fall Hazard Assessment and Training

#### Hazard Assessment

The Safety Director or a designated competent person must conduct a Fall Hazard Assessment before any elevated work begins.

The assessment will identify:

- Unprotected edges, openings, and elevation changes
- Overhead hazards and struck-by risks
- Equipment or environmental conditions that may increase fall risk

Hazards must be corrected immediately or controlled through engineered or administrative means.

#### Training Requirements

All employees who may be exposed to fall hazards must receive initial and refresher training as required by OSHA 29 CFR 1926.503.

Training must include:

- Hazard recognition and risk prevention techniques
- Proper inspection, use, and storage of fall protection systems
- Procedures for assembling and securing ladders, scaffolds, and aerial lifts
- Emergency procedures, including rescue and retrieval following a fall
- The limitations of fall protection systems and proper anchorage selection

Training completion will be documented and maintained by the Safety Director. Retraining will occur when unsafe practices are observed or when jobsite conditions, procedures, or equipment change.

## • 11. Hazard Communication (HAZCOM)

Employees must be trained on GHS labeling, SDS usage, and the identification of chemical hazards. Containers must be labeled, and all hazardous materials must be handled per OSHA standards.

### 11.1 Hazard Communication Program Overview

The purpose of the HAZCOM Program is to ensure employees know:

- The chemicals they are exposed to
- The hazards associated with those substances.
- How to protect themselves through safe handling, use of PPE, and emergency procedures.

Ash Electric LLC's program includes the following key elements:

- **Chemical Inventory:** A current list of all hazardous substances used or stored at each job site and facility.
- **Labeling System:** Compliance with the Globally Harmonized System (GHS) for container labels.
- **Safety Data Sheets (SDS):** Readily available for every hazardous chemical on site.
- **Employee Training:** Instruction in hazard identification, labeling, PPE, and spill response.

- **Program Review:** Annual review and updates by the Safety Director or when new chemicals or processes are introduced.

### 11.2 Globally Harmonized System (GHS) Labeling

All chemical containers must be labeled according to the GHS to provide consistent and immediate hazard recognition.

Each GHS label must display:

1. **Product Identifier** – chemical name or code.
2. **Signal Word** – “Danger” or “Warning,” indicating severity.
3. **Hazard Statement(s)** – standardized phrases describing the hazard (e.g., “Causes skin irritation”).
4. **Pictogram(s)** – visual symbols representing hazard categories (e.g., flame, skull and crossbones).
5. **Precautionary Statement(s)** – recommended prevention, response, and storage measures.
6. **Manufacturer Information** – name, address, and contact number.

Secondary containers (e.g., spray bottles or small containers filled from larger ones) must be labeled with the chemical name and hazard warnings matching the original container.

Unlabeled or defaced containers must be removed from service immediately.

### 11.3 Safety Data Sheets (SDS)

A Safety Data Sheet (SDS) provides detailed technical and emergency information about each chemical’s properties and hazards.

- An SDS must be readily accessible to all employees during every shift in either hard-copy or electronic form.
- The Safety Director maintains the master SDS inventory and ensures that outdated versions are replaced.
- Employees are responsible for reviewing the SDS before using any chemical for the first time.

Each SDS follows a standardized 16-section format that includes:

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 / PPE
9. Physical and Chemical Properties
10. Stability and Reactivity
11. Toxicological Information
- 12-15. Ecological, Disposal, and Transport Information
16. Other Information (revision date and references)

#### 11.4 Chemical Handling and Storage

Safe handling and storage of chemicals are essential to prevent spills, fires, and exposure.

- Read labels and SDS before using any chemical.
- Use only in well-ventilated areas or under local exhaust when required.
- Wear appropriate PPE such as gloves, eye protection, and respirators as specified.
- Do not mix chemicals unless directed by the SDS or manufacturer.
- Store incompatible chemicals (e.g., acids and bases, oxidizers and flammables) separately.
- Keep containers tightly closed when not in use and store them below eye level.
- Flammable liquids must be stored in approved safety cans or flammable-storage cabinets away from ignition sources.
- Dispose of empty containers and chemical waste according to EPA and OSHA guidelines.

Spills must be reported immediately to the Foreman or Safety Director.

Only trained personnel may clean spills of hazardous materials using approved absorbents or spill kits.

#### 11.5 Employee Training and Hazard Awareness

All employees who work with or near hazardous chemicals must receive HAZCOM training at the time of hire, whenever new hazards are introduced, and annually thereafter.

Training includes:

- Understanding the HAZCOM Program and employees' right-to-know.
- Reading and interpreting GHS labels and SDS information.
- Safe chemical handling, storage, and disposal procedures.
- Selection and use of proper PPE.
- Emergency response actions for spills, fires, or accidental exposures.

Training completion will be documented by the Safety Director, including the employee's name, date of training, and the trainer's signature.

Employees are encouraged to ask questions, review SDSs regularly, and report unlabeled containers or unsafe practices immediately.

### • 12. Confined Space & Lockout/Tagout Procedures

Working in or around confined spaces and energy-isolated systems poses serious hazards, including electrocution, entrapment, asphyxiation, and exposure to toxic atmospheres. Ash Electric LLC implements strict procedures for Lockout/Tagout (LOTO) and confined space entry to ensure all employees are protected from uncontrolled energy and atmospheric hazards.

#### 12.1 Control of Hazardous Energy (LOTO) Program

Ash Electric LLC's Control of Hazardous Energy Program prevents injury due to the unexpected energization or startup of machinery and equipment. All servicing and maintenance activities that could expose employees to energy hazards must follow LOTO procedures.

##### **Key Program Requirements:**

- All energy sources (electrical, hydraulic, pneumatic, chemical, mechanical, or thermal) must be identified and isolated before work begins.

- Each authorized employee performing maintenance must apply a personal lock and tag to the isolation point.
- Tags must clearly identify the authorized employee and the date/time of application.
- Verification of isolation must be performed before work begins using approved test instruments.
- Only the employee who applied the lock and tag may remove them after confirming that all tools are removed and guards replaced.

This program complies with OSHA 29 CFR 1910.147 and is reviewed annually by the Safety Director for effectiveness.

## 12.2 Isolation and Verification of Energy Sources

Energy isolation must be confirmed before any work begins on equipment or systems.

### Procedures include:

1. **Preparation for Shutdown:** Identify all energy sources and notify affected employees.
2. **Shutdown:** Power down machinery using standard operating procedures.
3. **Isolation:** Use disconnect switches, circuit breakers, valves, or other isolating devices to separate the system from its energy source.
4. **Application of LOTO Devices:** Apply locks and tags to each isolation point.
5. **Release of Stored Energy:** Discharge all stored energy (e.g., bleed pressure, drain lines, discharge capacitors).
6. **Verification:** Test the equipment with an appropriate device to ensure that energy has been fully isolated.

Re-energization may occur only after all employees are clear, locks and tags are removed by the authorized person, and the equipment is deemed safe to operate.

## 12.3 Authorized and Affected Employees

### Authorized Employees:

Individuals trained and approved by Ash Electric LLC to perform Lockout/Tagout procedures are responsible for applying and removing locks and tags and verifying isolation before work begins.

### Affected Employees:

Employees who operate or work near equipment being serviced but do not perform LOTO. They must understand the purpose of energy control procedures and never attempt to remove locks or start equipment that has been locked or tagged out.

All authorized and affected employees will receive initial and annual LOTO training, including hands-on instruction in lock application, verification, and release procedures.

## 12.4 Confined Space Entry Procedures

### Confined spaces are defined as areas that:

1. Are large enough for an employee to enter and perform assigned work.
  2. Have limited or restricted means of entry or exit.
  3. Are not designed for continuous occupancy.
- Examples include tanks, manholes, vaults, sewers, and crawl spaces.

**Permit-Required Confined Spaces (PRCS):**

A confined space is classified as permit-required if it contains or may contain:

- Hazardous atmospheres (oxygen deficiency, flammable gases, or toxic vapors).
- Material that could engulf an entrant.
- Internal configurations that could trap or asphyxiate an entrant.
- Any other recognized serious safety or health hazard.

**Entry Requirements:**

- Only trained and authorized personnel may enter confined spaces.
- A Confined Space Entry Permit must be completed and signed by the Entry Supervisor before entry.
- The permit must specify the space location, purpose, duration, hazards, PPE, and rescue procedures.
- A standby attendant (spotter) must always remain outside the space and maintain continuous communication with entrants.
- Barricades and warning signs must be placed around entry points.

**Reference:** OSHA 29 CFR 1910.146 Permit-Required Confined Spaces.

**12.5 Atmospheric Testing and Ventilation**

Before and during entry, the atmosphere inside a confined space must be tested and monitored continuously for oxygen levels, flammable gases, and toxic contaminants.

**Testing Sequence:**

1. **Oxygen:** Must be between 19.5% and 23.5%.
2. **Flammable Gases:** Must be below 10% of the Lower Explosive Limit (LEL).
3. **Toxic Substances:** Must be below permissible exposure limits (PELs).

If unsafe conditions are detected, entry is prohibited until conditions are corrected.

**Ventilation:**

- Forced-air ventilation should be used to remove or dilute hazardous atmospheres.
- Ventilation systems must be continuous during occupancy.
- Exhaust air must be directed away from entrants.

Monitoring devices must be calibrated, functioning properly, and used by trained personnel.

**12.6 Emergency Rescue Procedures**

If an emergency occurs inside a confined space, rescue operations must be conducted **only by** trained and equipped personnel.

**Untrained employees must never enter a confined space to perform a rescue.**

**Rescue Plan Requirements:**

- The rescue team must be available on-site or within a response time that ensures entrant safety.
- Attendants must immediately contact emergency services and the Safety Director if entrants show signs of distress or fail to respond.
- Retrieval systems (tripods, winches, lifelines, and harnesses) must be used whenever possible for non-entry rescue.

- All entrants and rescuers must be trained in emergency communication and first aid, including CPR.
- Post-incident reviews will be conducted to evaluate response effectiveness and update rescue procedures.

**Reference:** OSHA 29 CFR 1910.146(k) Rescue and Emergency Services.

### • **13. Vehicle, Forklift & Material Handling Safety**

Safe operation of vehicles, forklifts, and material-handling equipment is essential to preventing struck-by incidents, collisions, and property damage. Only trained, authorized, and competent employees may operate company or customer-owned equipment on any Ash Electric LLC job site.

#### **13.1 Forklift and Powered Industrial Truck Operations**

##### **Authorization & Training**

- Only employees certified through Ash Electric LLC's forklift training program may operate forklifts or powered industrial trucks.
- Certification includes classroom instruction, practical evaluation, and refresher training every three years (or sooner after an incident or equipment change).

##### **Pre-Operation Inspection**

- Inspect forks, tires, lights, horn, controls, brakes, steering, and hydraulics before each shift.
- Tag out and remove defective units from service until repaired.

##### **Safe Operation Rules**

- Maintain a safe travel speed; sound the horn at intersections and blind corners.
- Keep forks low while traveling and never allow riders on the forks or pallet.
- Ensure loads are stable, centered, and within rated capacity.
- Maintain at least three truck lengths of distance from other vehicles.
- Avoid sharp turns or sudden stops that could tip the forklift.
- Lower forks, neutralize controls, and set the parking brake before leaving the truck unattended.
- When refueling or charging batteries, follow manufacturer instructions and avoid open flames.

**Reference:** OSHA 29 CFR 1910.178 – Powered Industrial Trucks.

#### **13.2 Lifting, Carrying, and Manual Handling**

##### **Manual Handling**

- Plan the lift: know the load's weight and stability before lifting.
- Use proper technique—bend the knees, keep the back straight, and lift with the legs.
- Get assistance or use mechanical aids for objects over **50 pounds** or awkward in shape.
- Keep the load close to the body and maintain clear visibility.
- Avoid twisting or sudden movements while carrying materials.

##### **Mechanical Aids & Rigging**

- Use dollies, hand trucks, hoists, and slings rated for the load.
- Inspect rigging gear before use for frays, cracks, or bent hardware.
- Never exceed the manufacturer's rated capacity of lifting devices.

- Barricade lifting areas and keep personnel clear of suspended loads.

### 13.3 Cranes & Hoisting Awareness

While Ash Electric LLC does not typically own or operate cranes, employees may work in proximity to hoisting operations.

- Only qualified and certified crane operators may perform lifts.
- Maintain a 10-foot minimum clearance from overhead power lines.
- Workers must stay outside the crane's swing radius and under-load area.
- Rigging equipment must be inspected before each lift and tagged out if defective.

**Reference:** OSHA 29 CFR 1926.753 – Hoisting and Rigging.

### 13.5 Loading & Unloading Areas

- Secure vehicles with wheel chocks before loading or unloading.
- Verify trailer floors and dock plates can support the load.
- Keep all personnel clear of moving equipment and suspended materials.
- Use spotters when reversing trucks or operating in tight spaces.
- Maintain adequate lighting and signage in loading zones.

## • 14. Jobsite Behavior & Substance Policy

Professional behavior and personal responsibility are essential to maintaining a safe, productive, and respectful work environment. All employees of Ash Electric LLC are expected to conduct themselves in a manner that reflects the company's values of integrity, safety, and professionalism.

### 14.1 Professional Conduct and Code of Behavior

Employees must maintain a standard of conduct that promotes safety, teamwork, and mutual respect.

#### **Professional Dress & Hygiene:**

All Ash Electric LLC employees are expected to maintain a clean, professional appearance that reflects the company's standards of safety, pride, and professionalism.

#### **Employees are required to:**

- Arrive at work clean and well-groomed.
- Wear Ash Electric LLC-issued shirts and clean, durable pants appropriate for the work environment.
- Use safety-approved footwear that meets OSHA and company standards for protection and stability.

Dirty, excessively ripped, or torn clothing is not acceptable.

Employees who report to work in inappropriate or unsafe attire may be asked to leave the jobsite to correct the issue. Repeated violations or refusal to comply may result in a one-day suspension without pay and further disciplinary action in accordance with company policy.

**The following behaviors are required on all job sites and company property:**

- Treat coworkers, clients, and visitors with courtesy and respect.
- Follow all safety policies, posted rules, and supervisor directions.
- Maintain work areas, tools, and equipment in an orderly condition.
- Report to work on time, prepared, and fit for duty.
- Represent Ash Electric LLC professionally in appearance and communication.

**Prohibited conduct includes, but is not limited to:**

- Horseplay, fighting, or other disruptive behavior.
- Theft, vandalism, or destruction of company or client property.
- Dishonesty, insubordination, or willful disregard for safety procedures.

Employees are responsible for contributing to a positive, safety-first jobsite culture.

**Restroom Usage on Job Sites:** Employees are required to use only the bathrooms designated for Ash Electric LLC employees while on a job site. These facilities are provided to ensure cleanliness, safety, and accountability. If a designated restroom is not available on-site, employees must follow the procedure below before leaving the job site to use a public restroom:

**Procedure:**

- Notify the foreman or supervisor that a restroom break is needed.
- Obtain verbal approval before leaving the site.
- Use the nearest available public restroom and return to the job site promptly.
- Report back to the foreman upon return.

Leaving the job site without prior supervisor approval is strictly prohibited and may result in disciplinary action.

**Use of Company Property:** Tools, equipment, and resources must be used responsibly and only for authorized business purposes.

## **14.2 Drug and Alcohol Policy**

The use, possession, distribution, or sale of illegal drugs or alcohol on company property, client sites, or during work hours is strictly prohibited.

Employees must not report to work or remain on duty while under the influence of alcohol, illegal drugs, or impairing prescription medications.

### **Prescription and Over-the-Counter Medications**

- Employees using medication that may impair judgment, coordination, or alertness must notify their supervisor before beginning work.
- The company reserves the right to reassign or temporarily remove an employee from safety-sensitive duties when impairment is possible.

### **Testing and Enforcement**

- Drug and alcohol testing may be conducted pre-employment, post-incident, for reasonable suspicion, or randomly as required by company policy or client contracts.
- Refusal to submit to testing or a positive confirmed result will result in disciplinary action, up to and including termination.

**Reference:** OSHA 29 CFR 1904.35(b)(1)(iv) – Employee Right to Report Injuries and Drug Testing Guidance.

### **14.3 Harassment and Workplace Violence Prevention**

Ash Electric LLC maintains a zero-tolerance policy for harassment, discrimination, intimidation, or workplace violence of any kind.

#### **Harassment Prevention**

- Harassment based on race, color, religion, sex, age, national origin, disability, or any other protected status is prohibited.
- Offensive jokes, slurs, gestures, or unwanted physical contact are not tolerated.

#### **Workplace Violence Prevention**

- Violence includes threats, verbal abuse, intimidation, or physical altercations.
- Employees must immediately report any threatening or violent behavior to their supervisor, Project Manager, or the Safety Director.
- In emergencies, employees should call 911 first, then notify management.

Any employee engaging in or condoning such behavior will face immediate disciplinary action, up to and including termination.

### **14.4 Smoking and Vaping Restrictions**

To reduce fire hazards and maintain air quality, smoking, vaping, or the use of e-cigarettes is allowed only in designated outdoor areas.

- Smoking is prohibited inside company vehicles, buildings, and within **50 feet** of flammable materials or fuel sources.
- All cigarettes and vaping devices must be fully extinguished and disposed of properly in non-combustible containers.
- Supervisors are responsible for identifying safe smoking areas on each jobsite.

Violation of this policy may result in disciplinary action or site removal.

### **14.5 Cell Phone and Electronic Device Use**

Unsafe use of cell phones and electronic devices creates distractions that can lead to accidents and reduced productivity.

#### **To maintain focus and safety:**

- Personal phone use is restricted to designated break periods and approved areas.
- Employees are prohibited from using cell phones while operating vehicles, machinery, or equipment.
- Headphones, earbuds, or Bluetooth devices may not be used on active job sites unless authorized by a supervisor for communication or training purposes.
- Company-issued phones and tablets must be used solely for work-related tasks.

Violation of this policy may lead to immediate corrective action.

#### 14.6 Disciplinary Consequences for Violation

Failure to follow the Jobsite Behavior & Substance Policy will result in disciplinary action under the company's Progressive Disciplinary Program (see Section 15).

**Consequences may include:**

1. **Verbal Warning** for minor infractions.
2. **Written Warning** for repeat or more serious violations.
3. **Suspension or Removal from Site** for major safety or conduct issues.
4. **Termination** for willful, violent, or unlawful behavior.

Serious violations, including harassment, workplace violence, drug or alcohol use, theft, or insubordination, may result in immediate termination without progressive steps.

- **15. Employee Conduct Online and in Digital Communications**

At Ash Electric LLC, professionalism extends beyond the job site and into the digital world. Every employee represents the company, whether on a construction site, in a meeting, or online. Professional conduct in person and on social media helps preserve a respectful, inclusive, and productive work environment for all.

This policy outlines the company's expectations for online behavior, digital communication, and interpersonal interactions that may impact workplace harmony or the company's reputation.

#### 15.1 General Expectations

Employees are expected to conduct themselves professionally and responsibly when using social media, email, messaging apps, and other forms of digital communication, whether on or off duty.

The following expectations apply to all employees:

- **Be Respectful:** Treat coworkers, clients, and vendors with professionalism in all communications, including online comments and private messages.
- **Protect Confidentiality:** Do not share internal communications, proprietary information, client details, photos of job sites, or safety-sensitive material without prior written authorization from management.
- **Company Representation:** Do not use the Ash Electric LLC logo, branding, or uniformed images on personal pages or posts without authorization.
- **Professionalism Online:** When discussing the company or work-related matters online, remain factual and courteous.  
If identifying yourself as an Ash Electric LLC employee, include a disclaimer such as:  
*"The opinions expressed are my own and do not necessarily reflect the views of Ash Electric LLC."*
- **Appropriate Use:** Limit personal internet or social media use during work hours to designated break periods.

- **Prohibited Behavior:** Offensive, harassing, discriminatory, or inflammatory language, online or in person, will not be tolerated and may result in disciplinary action.

### **Social Media and Sensitive Topics**

Social media, group chats, and informal “watercooler” conversations are not appropriate forums for discussing topics that may lead to workplace disruption or hostility.

Employees are expected to refrain from posting, sharing, or engaging in discussions that:

- Express divisive or inflammatory opinions about politics, religion, race, or other personal beliefs.
- Disparage coworkers, clients, or the company.
- Promote or endorse content that could be interpreted as discriminatory or disrespectful.

Ash Electric LLC recognizes the right of every individual to their personal beliefs and opinions. However, employees are strongly encouraged to keep such opinions private to maintain professionalism and prevent unnecessary conflict or distraction in the workplace.

Respecting differences of opinion and focusing on shared goals, safety, quality, and teamwork, helps sustain a positive and productive environment for everyone.

### **15.2 Digital Conduct and Professional Boundaries**

- Maintain a respectful tone in all communications, whether by email, text, or messaging platforms.
- Do not engage in gossip, speculation, or rumor-spreading about coworkers, supervisors, or company matters.
- Avoid sharing or reacting to content that could be seen as offensive, divisive, or unprofessional.
- Personal views expressed on social media must not be presented as those of Ash Electric LLC.
- Employees should not engage in online debates, comment threads, or private messages that could escalate into conflict or workplace tension.

### **15.3 Monitoring and Enforcement**

Ash Electric LLC reserves the right to monitor the use of company-provided technology by employees, including internet, email, and social media, in accordance with applicable laws. Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the company’s Progressive Disciplinary Procedures (Section 15).

This policy does not restrict or interfere with employees’ rights under the National Labor Relations Act (NLRA), including lawful discussions regarding wages, working conditions, or employment terms.

### **15.4 Summary and Professional Reminder**

Employees are expected to exercise sound judgment, discretion, and courtesy in all online and offline interactions.

By focusing on mutual respect, professionalism, and safety, we create a workplace where everyone can perform at their best.

Keeping personal opinions on sensitive topics private and maintaining professionalism in both communication and conduct helps Ash Electric LLC uphold its core values: Respect, Integrity, Safety, and Teamwork.

- **16. Reporting, Enforcement & Disciplinary Action**

Ash Electric LLC maintains a culture of accountability and transparency regarding safety performance. All employees are responsible for reporting incidents, cooperating in investigations, and following corrective measures designed to prevent recurrence.

Disciplinary actions are implemented fairly, consistently, and in accordance with company policy to ensure compliance and reinforce safety standards.

### **16.1 Reporting Safety Incidents and Near Misses**

All workplace injuries, illnesses, property damage, and near-miss events, no matter how minor, must be reported immediately to a Foreman or Supervisor.

Prompt reporting allows management to address hazards quickly and prevent future incidents.

#### **Reporting Procedures:**

- Immediate Notification: Notify the Foreman or Supervisor as soon as the event occurs.
- Medical Response: Seek first aid or medical care if necessary.
- Incident Documentation: Complete the company Incident/Accident Report Form within 24 hours of the event.

#### **Near Misses:**

- Report any unplanned event that could have caused injury or damage but did not. Near misses will be investigated with the same diligence as actual incidents.
- Investigation: The Safety Director will investigate, identify root causes, and recommend corrective or preventive actions.
- Failure to report incidents or injuries may result in disciplinary action.

### **16.2 Corrective and Preventive Actions (CAPA)**

Following any incident or safety violation, Ash Electric LLC implements **Corrective and Preventive Actions (CAPA)** to eliminate hazards and prevent recurrence.

#### **Corrective Actions:**

- Address the immediate cause of the incident (e.g., repairing equipment, revising a procedure).
- Communicate corrective steps to all affected employees.
- Verify completion through inspection or follow-up documentation.

#### **Preventive Actions:**

- Identify potential hazards before incidents occur through inspections, employee feedback, and job safety analyses (JSAs).
- Implement procedural or engineering controls to minimize risk.
- Conduct refresher training when patterns of unsafe behavior are identified.

All CAPA records are maintained by the Safety Director and reviewed quarterly to evaluate effectiveness and identify trends.

### 16.3 Safety Violation Classifications (Minor, Major, Willful)

To ensure consistency and fairness, Ash Electric LLC classifies safety violations into three categories based on severity, intent, and potential harm.

#### 1. Minor Violations

- Actions that pose minimal risk and are often the result of oversight or inattention.
- Examples: Failure to wear safety glasses, improper housekeeping, or incomplete documentation.
- **Corrective Action:** Verbal warning and retraining. Repeated offenses may escalate to written warnings, reassignment, or suspension from work.

#### 2. Major Violations

- Actions or omissions that could result in serious injury, property damage, or regulatory noncompliance.
- Examples: Failure to use fall protection, bypassing machine guards, or unsafe operation of equipment.
- **Corrective Action:** Written warning, suspension, and mandatory retraining before returning to work.

#### 3. Willful Violations

- Intentional disregard of safety rules or direct insubordination after prior instruction or warning.
- Examples: Refusing to follow lockout/tagout procedures, disabling safety devices, or working under the influence of drugs or alcohol.
- **Corrective Action:** Immediate termination and documentation of the event in company records.

**Reference:** OSHA 29 CFR 1903.15(d) Classification of Violations.

### 16.4 Progressive Disciplinary Procedures

Ash Electric LLC applies a progressive disciplinary process to correct unsafe behaviors while promoting a fair and consistent approach to enforcement.

Discipline is intended to be corrective—not punitive—and ensures accountability for maintaining a safe work environment.

#### Step 1: Verbal Warning

- Supervisor counsels the employee about the violation and expectations for improvement.
- The discussion is documented for internal tracking.

#### Step 2: Written Warning

- Formal documentation is issued, describing the violation, corrective actions, and consequences for recurrence.
- The employee signs the written warning to acknowledge receipt (not necessarily agreement).

**Step 3: Suspension or Probation**

- Temporary suspension or placement on safety probation may occur depending on the severity or frequency of violations.
- Retraining or reevaluation of competency may be required before returning to duty.

**Step 4: Termination**

- Employment may be terminated for willful, repeated, or serious violations that jeopardize the safety of employees or the public.

**Note:** Ash Electric LLC may waive or modify any step of the progressive discipline process based on the nature, intent, or seriousness of a violation. The company retains the right to amend, suspend, or discontinue this policy at any time.

This policy does not create a contractual obligation or alter the at-will employment relationship between Ash Electric LLC and its employees. Although the company values stability and longevity in its workforce, either the employee or the company may terminate employment at any time, for any lawful reason, with or without notice.

**16.5 Employee Acknowledgment of Receipt**

All employees are required to sign the Employee Safety Handbook Acknowledgment Form upon receiving and reviewing this Safety Manual.

By signing, employees affirm that they:

- Understand and agree to follow all company safety policies and procedures.
- Recognize their responsibility to report hazards, unsafe conditions, and injuries immediately.
- Acknowledge that violations of safety rules may result in corrective or disciplinary action.

Acknowledgment forms are maintained in the employee's personnel file by the Human Resources Department for recordkeeping and compliance verification

**• 17. OSHA Compliance Programs**

Ash Electric LLC's safety and health programs are developed and maintained in accordance with applicable Occupational Safety and Health Administration (OSHA) standards.

These programs are designed to ensure compliance, protect employees from occupational hazards, and promote a culture of continuous improvement and accountability.

Each compliance program outlined below serves as a foundation for workplace safety, with specific requirements for training, documentation, and enforcement.

**17.1 Control of Hazardous Energy (29 CFR 1910.147)**

Ash Electric LLC's Lockout/Tagout (LOTO) Program ensures that machines and equipment are properly shut down and isolated from all energy sources before maintenance or repair.

**Key Requirements:**

- All employees performing servicing or maintenance must be trained and authorized under the company's LOTO program.

- Energy sources—electrical, mechanical, hydraulic, pneumatic, chemical, or thermal—must be identified and isolated prior to work.
- Authorized employees must apply personal locks and tags to each energy-isolating device.
- Verification of zero energy state must occur before work begins.
- Locks and tags may only be removed by the employee who applied them.
- LOTO devices must be standardized, durable, and easily identifiable.

Periodic audits of LOTO procedures are conducted annually by the Safety Director to ensure effectiveness and compliance with OSHA 29 CFR 1910.147.

### **17.2 Hazard Communication (29 CFR 1910.1200)**

Ash Electric LLC maintains a written Hazard Communication (HAZCOM) Program to inform employees about chemical hazards in the workplace and the necessary protective measures.

#### **Program Components:**

- A complete chemical inventory maintained at each job site.
- Globally Harmonized System (GHS)-compliant labels on all containers.
- Safety Data Sheets (SDSs) readily available for every hazardous chemical.
- Employee training on chemical hazards, PPE, spill response, and first aid.
- Periodic review and updates when new chemicals or processes are introduced.

Compliance with the HAZCOM program ensures that all employees have the “Right to Know” and “Right to Understand” the hazards associated with the chemicals they work with.

### **17.3 Personal Protective Equipment (29 CFR 1910.132)**

The Personal Protective Equipment (PPE) Program protects employees from workplace hazards that cannot be eliminated through engineering or administrative controls.

#### **Program Elements:**

- Hazard assessments conducted to identify required PPE for each job or task.
- Company-provided PPE at no cost to employees when required by law.
- Training on the proper use, fit, maintenance, and limitations of PPE.
- Routine inspection and replacement of worn or defective PPE.
- Enforcement of PPE use for all applicable operations, including electrical, mechanical, and chemical tasks.

Supervisors are responsible for ensuring PPE compliance and maintaining accurate documentation of hazard assessments and employee training.

### **17.4 Fall Protection (29 CFR 1926.501)**

Ash Electric LLC’s Fall Protection Program protects employees working at heights of six feet or more above lower levels or where there is a risk of falling objects.

**Program Requirements:**

- Use of guardrails, safety nets, or personal fall arrest systems (PFAS) whenever fall hazards exist.
- Written Fall Protection Plans are prepared when conventional systems are infeasible.
- Regular inspections of harnesses, lanyards, and anchor points.
- Training in the selection, use, and inspection of fall protection systems.
- Immediate correction or removal of any defective fall protection equipment.

This program complies with OSHA 29 CFR 1926.501–503 and is reviewed annually for effectiveness by the Safety Director.

**17.5 Electrical Safety (29 CFR 1910.331–335)**

Ash Electric LLC's Electrical Safety Program protects employees from shock, arc flash, and electrocution hazards in compliance with OSHA and NFPA 70E standards.

**Key Elements:**

- Only qualified personnel may work on or near energized circuits.
- All circuits must be de-energized, locked out, and tested before work begins.
- Insulated tools and PPE must be used when working within the limited or restricted approach boundary.
- Arc flash boundaries and warning labels must be identified on electrical equipment.
- Employees must receive training on safe work practices, electrical hazard recognition, and emergency response procedures.

The Safety Director is responsible for maintaining electrical safety documentation, conducting audits, and ensuring training compliance.

**17.6 Recordkeeping and Posting Requirements**

Ash Electric LLC maintains complete and accurate safety and health records in compliance with **OSHA 29 CFR 1904** and applicable state laws.

**Recordkeeping Requirements:**

- **OSHA 300 Log:** All work-related injuries and illnesses must be recorded.
- **OSHA 301 Incident Report:** Completed for each recordable incident.
- **OSHA 300A Summary:** Posted annually from **February 1 through April 30** at the main office and applicable job sites.
- Records of training, inspections, hazard assessments, and disciplinary actions are retained for a minimum of five (5) years.

**Posting Requirements:**

- OSHA "It's the Law" poster (Form 3165) displayed at all company facilities and job sites.
- Emergency phone numbers, job site addresses, and required notices posted in a designated, visible area.
- Any OSHA citations or abatement documents must remain posted for at least three (3) working days or until corrected, whichever is longer.

## **17.7 Continuous Improvement and Annual Program Review**

Ash Electric LLC is committed to maintaining a proactive safety culture through continuous improvement, regular evaluation, and employee involvement.

This process ensures that the company's safety programs remain compliant with all applicable OSHA regulations, relevant NFPA standards, and current industry best practices.

### **Program Evaluation**

- The Safety Director, in coordination with Project Managers and Supervisors, will conduct a formal annual review of all safety policies, training programs, and documentation.
- Each review will assess:
  - Regulatory updates and OSHA standard revisions.
  - Incident and near-miss trends.
  - Training effectiveness and employee competency.
  - Audit results, inspection findings, and corrective actions.
  - Feedback from employees, supervisors, and clients regarding safety performance.
- Findings will be documented in the company's Annual Safety Review Report and presented to senior management for approval and action planning.

### **Continuous Improvement**

- Identified gaps or deficiencies will be addressed through updated procedures, refresher training, or new control measures.
- Recommendations from employees, customers, and safety audits will be evaluated for implementation to improve operations and risk control.
- Safety and compliance metrics—including recordable incident rates, near-miss frequency, and training completion rates—will be tracked and compared to previous years to measure progress.

### **Communication and Implementation**

- Revised or newly developed safety procedures will be distributed to all employees through safety meetings, toolbox talks, and posted notices.
- The Safety Director will ensure that updated policies are incorporated into the Employee Safety Manual and that all revisions are communicated and acknowledged by employees.
- Managers and supervisors are responsible for enforcing new policies and verifying understanding in the field.

### **Management Commitment**

Continuous improvement is supported by senior management through:

- Allocation of resources for training, equipment, and safety technology.
- Recognition of employees and teams demonstrating exemplary safety performance.
- Ongoing commitment to maintaining a workplace that meets or exceeds regulatory and industry safety standards.

Through these efforts, Ash Electric LLC fosters a culture where safety excellence is not only required but continuously refined and reinforced.

| <b>Regulation / Standard</b>                      | <b>Title / Description</b>                                            | <b>Manual Section(s) Referenced</b>                                                  |
|---------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>OSHA 29 CFR 1903.15(d)</b>                     | Classification of Violations                                          | 15.3 Safety Violation Classifications                                                |
| <b>OSHA 29 CFR 1904</b>                           | Recording and Reporting Occupational Injuries and Illnesses           | 16.6 Recordkeeping and Posting Requirements                                          |
| <b>OSHA 29 CFR 1910.132</b>                       | Personal Protective Equipment (PPE)                                   | 4.0 PPE & Respiratory Protection; 16.3 PPE Program                                   |
| <b>OSHA 29 CFR 1910.134</b>                       | Respiratory Protection                                                | 4.4 Respiratory Protection                                                           |
| <b>OSHA 29 CFR 1910.146</b>                       | Permit-Required Confined Spaces                                       | 12.4 Confined Space Entry Procedures                                                 |
| <b>OSHA 29 CFR 1910.147</b>                       | Control of Hazardous Energy (Lockout/Tagout)                          | 12.1–12.3 LOTO Program & Isolation Procedures; 16.1 Energy Control                   |
| <b>OSHA 29 CFR 1910.151</b>                       | Medical Services and First Aid                                        | 6.4 Medical Emergencies – First Aid                                                  |
| <b>OSHA 29 CFR 1910.269</b>                       | Electric Power Generation, Transmission & Distribution                | 8.0 Electrical Safety                                                                |
| <b>OSHA 29 CFR 1910.331–335</b>                   | Electrical Safety-Related Work Practices                              | 8.3 Working Near Energized Circuits; 8.6 Arc Flash Awareness; 16.5 Electrical Safety |
| <b>OSHA 29 CFR 1910.333</b>                       | Selection and Use of Work Practices                                   | 8.2 De-Energization and Lockout Procedures                                           |
| <b>OSHA 29 CFR 1910.1200</b>                      | Hazard Communication Standard (HAZCOM)                                | 11.0 Hazard Communication                                                            |
| <b>OSHA 29 CFR 1926.20</b>                        | General Safety & Health Provisions                                    | 1.0 Introduction; 3.0 General Safety Guidelines                                      |
| <b>OSHA 29 CFR 1926.25</b>                        | Housekeeping                                                          | 5.0 Housekeeping & Worksite Organization                                             |
| <b>OSHA 29 CFR 1926.403</b>                       | General Electrical Requirements                                       | 8.0 Electrical Safety                                                                |
| <b>OSHA 29 CFR 1926.405(a)(2)</b>                 | Temporary Wiring and Extension Cords                                  | 8.5 Extension Cords and Temporary Power                                              |
| <b>OSHA 29 CFR 1926.451</b>                       | General Requirements for Scaffolds                                    | 9.2 Scaffold Construction                                                            |
| <b>OSHA 29 CFR 1926.451(g)</b>                    | Fall Protection for Scaffolds                                         | 9.3 Fall Protection on Scaffolds                                                     |
| <b>OSHA 29 CFR 1926.501</b>                       | Duty to Have Fall Protection                                          | 10.0 Fall Protection Overview                                                        |
| <b>OSHA 29 CFR 1926.503</b>                       | Fall Protection Training Requirements                                 | 10.4 Fall Hazard Assessment and Training                                             |
| <b>OSHA 29 CFR 1926.601–602</b>                   | Motor Vehicles & Material Handling Equipment                          | 13.1 Vehicle Operation; 13.2 Forklift Safety                                         |
| <b>OSHA 29 CFR 1926.250</b>                       | Material Storage                                                      | 13.3 Material Storage and Stacking                                                   |
| <b>OSHA 29 CFR 1926.753</b>                       | Hoisting and Rigging                                                  | 13.5 Cranes and Hoisting Awareness                                                   |
| <b>NFPA 70 (NEC)</b>                              | National Electrical Code                                              | 8.0 Electrical Safety; 16.5 Electrical Safety                                        |
| <b>NFPA 70E</b>                                   | Electrical Safety in the Workplace (Arc Flash Protection)             | 8.3 Working Near Energized Circuits; 8.6 Arc Flash Awareness                         |
| <b>ANSI Z87.1</b>                                 | Eye and Face Protection                                               | 4.2 Head, Eye, Face, and Hearing Protection                                          |
| <b>ANSI Z89.1</b>                                 | Industrial Head Protection (Hard Hats)                                | 4.2 Head, Eye, Face, and Hearing Protection                                          |
| <b>ASTM F2413</b>                                 | Safety Toe Footwear                                                   | 4.3 Hand and Foot Protection                                                         |
| <b>OSHA Publication 3075</b>                      | Controlling Electrical Hazards                                        | 8.0 Electrical Safety; 16.5 Electrical Safety                                        |
| <b>OSHA Section 11(c)</b>                         | Whistleblower / Anti-Retaliation Protections                          | 2.6 Protection from Retaliation                                                      |
| <b>General Duty Clause – OSHA Section 5(a)(1)</b> | Employer Obligation to Provide a Workplace Free of Recognized Hazards | 14.0 Jobsite Behavior & Substance Policy                                             |
|                                                   |                                                                       | 15.0                                                                                 |

## 18. Employee Acknowledgment

\_\_\_\_\_ I acknowledge that I have read and understand this Safety Manual and agree to comply with all safety policies and procedures.

\_\_\_\_\_ I have read and understand the context of this employee safety handbook.  
I will, to the best of my ability, work safely and follow established work rules and procedures.

\_\_\_\_\_ I will ask for clarification of the safety procedures, of which I am not sure, before performing a task.

\_\_\_\_\_ I will report to the job site supervisor or competent person any unsafe acts or procedures and will ensure they are addressed and resolved before continuing work.

\_\_\_\_\_ I understand that the complete safety program is located at 7515 Grissom Rd. Ste #117 San Antonio, Texas 78251 (210)941-8848, and is available for my review.

Printed Employee Name: \_\_\_\_\_

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