Safety Policy

Safety is paramount at Navi Engineering due to the inherent risks associated with high-voltage power systems, working in active construction zones and remote field operations. By implementing comprehensive safety policies, we minimize workplace injuries, protect employees, and ensure compliance with industry regulations. Our dedication to rigorous training, proactive risk management, and a culture of accountability enhances operational efficiency, reduces liability, and fosters trust. Safety is the foundation of everything we do, driving excellence and reliability in every project we undertake.

1. Purpose

This safety program is designed to ensure a safe working environment for employees involved in transmission line design, field/construction site visits, travel to and from and associated activities. The program establishes protocols to prevent accidents, promote safety awareness, and comply with industry regulations. By implementing this safety program, Navi Engineering aims to foster a culture of safety, protect employees and the general public, and ensure strict compliance with all applicable safety regulations.

2. Responsibilities

- Management: Promote a culture of safety, ensure adherence of safety policies, participate in regular safety training, and allocate the necessary resources for safety initiatives.
- Safety Consultant: A third party, Proactive Safety Solutions LLC, provides specialized and regular hazard identification/mitigation training, proactively conducts safety audits, and reviews and updates safety policies and procedures as needed.
- Employees: Follow all safety requirements and training, properly report hazards, and participate in training sessions as well as feedback for continuous improvement to Management.
- Contractors/Subcontractors: Comply with all electrical safety policies, participate in safety training, properly report hazards, and follow job-specific safety protocols.

3. Hazard Identification and Risk Assessment

- Job Hazard Analysis (JHA): Conduct JHA for every electrical task, identifying specific risks such as electrical shock, arc flash, and fall hazards.

- Risk Evaluation: Use a risk matrix to prioritize and assess the frequency and severity of electrical hazards. Ensure ALL vital controls are in place for high-risk activities such as working with live wires, high voltage equipment, or performing maintenance in confined spaces. Only qualified personnel and trained individuals are allowed to perform this type of work.
- Conduct regular safety audits and risk assessments. Mitigate and reduce risk severity and frequency by addressing incorporating lessons learned into ongoing training.
- Identify potential hazards such as electrical exposure, falls, vehicular incidents, hazardous environmental conditions and ergonomic risks. Train all employees in hazard identification and mitigation.
- Develop, promote, and enforce mitigation strategies including elimination, substitution, engineering and administrative controls and personal protective equipment (PPE).

4. Safety Training and Education

- Onboarding Training: New employees and contractors undergo safety training covering:
    - Electrical hazards, arc flash, and shock prevention
    - PPE, and its limitations, proper PPE use and proper PPE maintenance
    - Emergency response and first aid for injuries
    - Proper planning for remote site visits
- Ongoing Training: Recurring training on specific electrical safety topics:
    - NFPA 70E Electrical Safety Standard
    - Arc Flash Protection and Personal Protective Equipment (PPE)
    - Electrical Hazard Identification and risk reduction
    - Confined Space Entry when working in or near electrical vaults or equipment rooms
    - Safe Work Practices for working with energized equipment

- Refresher Courses: Conduct annual or semi-annual refresher courses on updates to regulations, safety standards, or new electrical safety technology.
- Adult First Aid/CPR/AED Training
- OSHA 10 Hour Construction Safety Training
- Fire safety includes different types of fire extinguishers and their limitations and applicable uses.

5. Personal Protective Equipment (PPE)

- Required PPE for Field Work:
    - Fire-Resistant (FR) Clothing – Protects against arc flash and fire hazards (per NFPA 70E standards).
    - Steel-Toe or Composite-Toe Boots – Protects feet from heavy objects and provides electrical insulation if EH-rated.
    - Hard Hat – Protects against falling objects and electrical contact. (ANSI Type 1, Class E recommended)
    - Safety Glasses/Goggles – Shields eyes from debris, dust, and potential arc flash hazards.
    - High-Visibility Vest – Enhances visibility in construction zones and near roadways.
    - Hearing Protection – Required in high-noise environments, such as near heavy equipment.
- Ensure employees are trained in selecting, using, and maintaining PPE and provide periodic inspections to verify compliance.

6. Field Safety Procedures

- Pre-job safety briefings before fieldwork.
- Safe driving policies for company vehicles and transportation to remote sites.
- Weather condition monitoring to avoid exposure to inclement weather conditions.
- High-Voltage Safety: For tasks involving high-voltage equipment, establish proper grounding procedures, use of insulating tools, and personal protective equipment. Only trained, qualified personnel are allowed.

- Confined Space Entry: For work in electrical vaults or other confined spaces, conduct confined space entry training, atmospheric testing, and ensure proper ventilation. Follow protocols per Confined Space Entry training.
- Emergency Contacts: Maintain a list of emergency contacts, including utility companies, hospitals, and fire departments.
- First Aid and CPR: Ensure a number of employees are trained in basic first aid and CPR. Place first aid kits at key locations, and ensure they are fully stocked.
- Fire Safety: Install fire extinguishers rated for electrical fires (Class C) at key locations.
- Electrical Safety:
    - Ensure that the design adheres to safety regulations for working near energized lines (e.g., clearance to ground, electrical isolation).
    - Confirm that grounding systems are designed to meet safety requirements for fault current dissipation and protection against electrocution.
    - Ensure that arc flash hazard analysis has been conducted, individuals are trained to do this work and utilize the appropriate PPE (Personal Protective Equipment).
- Worker Safety:
    - Verify that safe access for installation, operation, and maintenance has been considered and provided (e.g., platform heights, ladder safety).
    - Ensure that any worker-specific hazards (e.g., fall protection, confined space entry) are integrated into the design.

7. Office Safety Protocols

- Ergonomic workstations are set up to reduce musculoskeletal disorders.
- Employees are trained in fire safety and emergency evacuation plans.
- Emergency evacuation plans are prepared and available to employees; employees conduct yearly evacuation drills.
- Employees are trained in Adult First Aid/CPR/AEDs.
- Employees are trained on Heat Illness and Prevention.

8. Incident Reporting and Investigation

- Incident Reporting: Employees must report any accidents, injuries, or near misses immediately to Supervisors and to the company's Safety Consultant.
- Investigation Process: All incidents are investigated to determine the root cause, and corrective actions must be implemented to prevent recurrence.
- Recordkeeping: Thorough records of safety incidents, including detailed reports, corrective actions, and any follow-up are documented and maintained. Incident reports are compiled into Lessons Learned which are shared with the company during future safety meetings and training sessions.

9. Compliance with Regulatory Requirements

- Adhere to OSHA electrical safety standards (29 CFR 1910.331-335), the National Electrical Safety Code, and local regulations (whichever is applicable).
- Maintain records of all safety-related training, inspections, and audits to demonstrate compliance during regulatory audits.
- Corrective Actions: Any non-compliance or hazards identified during inspections must be corrected promptly.

10. Emergency Response Plan

- Contact lists for emergency services and key personnel.
- Location of local occupational clinic (relative to the work location).
- Location of nearest Emergency room (relative to the work location).
- First aid kits and AEDs available in work areas.
- Clear procedures for evacuations, rescues, and medical emergencies.

11. Safety Meetings and Communication

- Daily Safety Briefings: Discuss the day's tasks, potential hazards and specific safety measures and mitigations. Revisit past incidents, lessons learned and implement improvements.
- Monthly Safety Meetings: Review ongoing safety initiatives and performance tracking, conduct training on emerging hazards and discuss implementation and review feedback for continuous improvement.

- Safety Bulletins and Alerts: Share updates on new safety standards, new equipment and any recent safety incidents or near misses to improve awareness and mitigate further recurrence.

13. Safety Performance Metrics

- Incident Rate: Track accidents, injuries and near misses and provide additional training and safeguards as needed.
- Safety Audits: Regularly review audit scores and inspection results with associates to identify areas for improvement and develop implementation plans to further improve performance.
- Relevant Training Completion: Safety training is compulsory for all associates regardless of their position with the company. Training is conducted annually, at a minimum, with quarterly training sessions held for relevant topics such as site visits, confined spaces, arc flash, mobile elevated work platforms and more.

14. Continuous Improvement

- Regularly assess the effectiveness of the safety program, incorporating feedback from employees, supervisors, and audits. Bring in third party Safety Consultant and relevant subject matter experts to constantly fine tune and improve safety policy, awareness and training, and implementation.
- Update procedures based on technological advancements, regulatory changes, and industry best practices.

This policy is reviewed annually or after significant incidents or changes.

HEALTH & SAFETY POLICY AND PROCEDURE
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Review Frequency: Annual