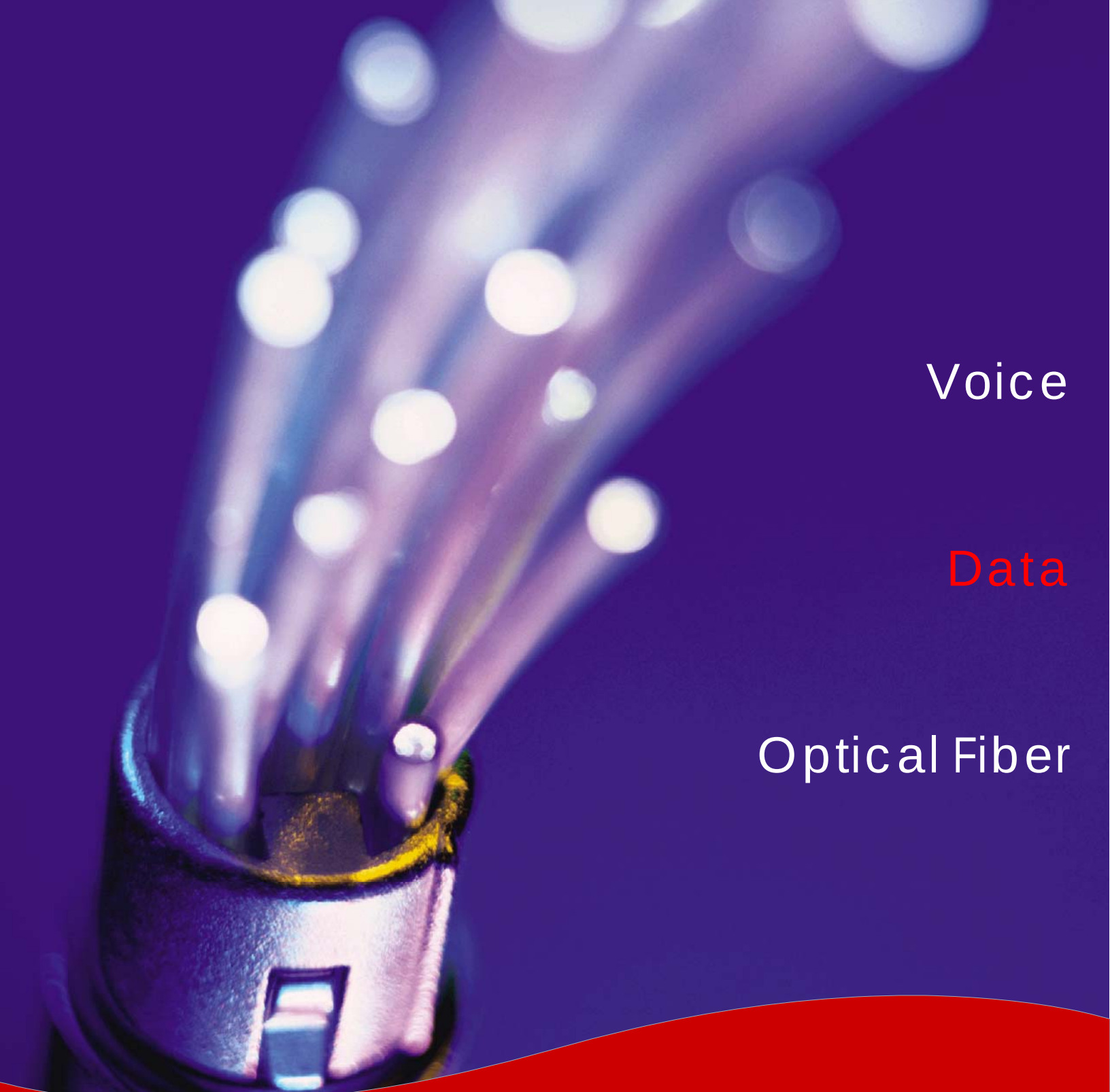




Voice

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Optical Fiber

Health and Safety Manual

2024



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Chapter 1: Injury and Illness Prevention Program

Introduction

State and federal law, as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of **SOUTHWEST NETWORKS, INC.** to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Individual Cooperation

SOUTHWEST NETWORKS, INC. maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but also between the employees and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

Safety Rules

It is the policy of **SOUTHWEST NETWORKS, INC.** that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident.

Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project, and, if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices.
2. Safety Officer shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all time in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection) will be worn whenever needed.
5. All employees will participate in a safety meeting conducted by their supervisor once every ten working days.

Safety Rules (continued)

6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job.
7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well being of the other employees are prohibited.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
10. There will be no consumption of liquor or beer on the job.
11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the.
12. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
13. All injuries should be reported to the so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
16. Do not wear shoes with thin or torn soles.

Agreement to Participate

Every employer is required to provide a safe and healthful workplace. **SOUTHWEST NETWORKS, INC.** is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of SOUTHWST NETWORKS, INC.

The information in this manual constitutes a written injury and illness prevention program. While **SOUTHWEST NETWORKS, INC.** cannot anticipate every workplace hazard; the following general principals should guide your conduct. To be safe, you must never stop being safety conscious. Study the guidelines contained in this manual. Discuss the workplace situation with your supervisor.

Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Pace Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation.

By signing the acknowledgement at the end of this handbook, each employee promises to read and implement this injury and illness prevention program. If you don't understand any policy, please ask your supervisor.

Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action.

Training is required for both supervision and employees alike.

The content of each training session will vary, but each session will attempt to teach the following:

- a) The success of **SOUTHWEST NETWORKS, INC.**'s injury and illness prevention program depends on the action of individual employees as well as a commitment by the Company.
- b) Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d) Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of **SOUTHWEST NETWORKS, INC.**'s injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace.

Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Safety Committees

A Safety Committee made up of hourly employees and management shall hold meetings, keep minutes and make regular inspections of machinery, equipment, appliances and working conditions. Any conditions found unsafe by the Safety Committee shall be corrected or repaired immediately.

OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the Responsible Safety Officer. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 200 according to its instructions. Supplemental records of each Injury or Illness form 5020.

Every year, a summary of all reported injuries or illnesses is posted no later than February 1 until March 1, on OSHA Form 200. These records are maintained for five years from the date of preparation.

General Statement on Safety

The Company strives to eliminate hazards by using safety devices and adhering to continuous safety education. Part of your job is to help prevent accidents.

We cannot give you an ironclad set of rules applying to situations. Familiarize yourself with the general safety rules that are listed below. Be sure to familiarize yourself with your own departmental safety rules, which are posted on the bulletin board in your department. In the course of your work, when you see a dangerous working practice or safety hazards, you must report it immediately to your supervisor.

Eyes- Safety glasses or face shields must be worn.

Housekeeping- Keep yourself and your work area clean. Dirty and disorderly conditions cause many accidents. Any time you see oil or grease on the floor, be sure to clean it up and report it to your supervisor immediately.

Compressed Air- To safeguard yourself and others from danger of flying chips, do not use compressed air to clean off machines; use a brush. Never direct an air hose toward another employee, blow chips from your hands, face or hair, or use it in any kind of horseplay.

Lifting- Do not strain to lift or push objects that are too heavy for you. Ask for help. Be sure you lift the right way by bending your knees, keeping your body erect and then pushing yourself upward with your legs.

Machines- Inspect your machine for defective or worn parts. Safety guards on your machine are installed for your protection. Do not remove safety guard.

Horseplay- Serious accidents can result from running, throwing things, scuffling, or playing practical jokes. Do not indulge in horseplay during rest or lunch periods or during working hours.

Clothing- Wear clothing suitable to your job. All employees working on or around machines must wear short-sleeved shirts or blouses. Refer to the Southwest Networks Inc. employee manual for more details on suitable clothing for your job.

Shoes- Steel-tipped shoes must be worn to protect feet and toes. Those handling material or heavy objects must wear proper shoes. Cloth tennis shoes, sandals and moccasins are not permitted.

Running- Running on company property, particularly in aisles or on stairs, is dangerous and not allowed. **Fires-** Be careful with matches, cigars, and cigarettes. Be sure that they are extinguished before you dispose of them. If you see a fire burning in the facility, pull down the nearest fire alarm box.

Exits- Exits must always be kept clear of obstructions.

Jewelry- Wearing jewelry is prohibited while you are in work areas.

Housekeeping

Good housekeeping not only improves the appearance of the factory, it also helps prevent fires, accidents and personal injuries. Clean workbenches, machines, lockers and floors also enable you to maintain a high standard of quality in your work.

For your safety, do not leave tools, scrap, or materials piled on the floor where someone may stumble over them, or overhead where there is danger of them falling. When piling material, be careful not to exceed a safe height. Do not pile anything in front of or against fire fighting apparatus, electrical equipment or drinking fountains.

If you are a machine operator, give your machine the best possible care and be alert for signs of wear or faulty operations. Handle tools carefully and store them so that they cannot cause accidents.

Smoking & Fire Safety

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them.

You can help prevent by observing the smoking rules:

- Smoking is not allowed on the site, except in designated areas.
- Smoking is not permitted in rest rooms.
- If you are not sure about where you may smoke, ask the supervisor.

Chapter 2: General Code of Safe Work Practices

General Fire Safety

Our local fire department is well acquainted with our facility, its location and specific hazards. Employees should abide by the following safe work practices for fire safety:

- All fire doors and shutters must be maintained in good operating condition.
- Fire door and shutters should be unobstructed and protected against obstructions, including their counterweights.
- Fire door and shutter fusible links must be in place.
- All automatic sprinkler water control valves, if any, air and water pressures should be checked routinely. The maintenance of automatic sprinkler systems is assigned to the Responsible Safety Officer.
- Sprinkler heads should be protected by metal guards if they could possibly be exposed to damage. Proper clearance must be maintained below sprinkler heads.
- Portable fire extinguishers are provided in adequate number and types are located throughout the facility.
- Fire extinguishers are mounted in readily accessible locations.
- Fire extinguishers are recharged regularly and the date of last inspection noted on their tags.
- All employees are periodically instructed in the use of the extinguishers and fire protection procedures. Notify the Responsible Safety Officer of any damage to fire protection equipment.

Powder Actuated Tools

The employees using powder-actuated tools must be properly trained and will be issued a card as proof of that training. Some of the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health. Check to see which tools require a certification and which certificates have been issued.

Each powder-actuated tool should be stored in its own locked container when not being used. Signs measuring at least 7" by 10" and in bold face typed reading "POWDER-ACTUATED TOOL IN USE" must be conspicuously posed when the tool is being used.

All powder-actuated tools must be left unloaded until they are actually ready to be used. Each day before using, each powder-actuated tool must be inspected for obstructions or defects.

The powder-actuated tool operators must have and must use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors whenever they are using the machines.

Machine Guarding

Before operating any machine, every employee must have completed a training program on safe methods of machine operations. It is the primary purpose of supervision to ensure that employees are following safe machine operating procedures. There will be a regular program of safety inspection of machinery and equipment.

All machinery and equipment must be kept clean and properly maintained. There must be sufficient clearance provided around and between machines to allow for safe operations, set up, servicing, material handling and waste removal.

All equipment and machinery should be securely placed, and anchored when necessary, to prevent tipping or other movement that could result in personal injury. Most of the time, machinery should be bolted to the floor to prevent falling during earthquake, and the electrical cord to the machinery fixed with a breaker or other shut-off device to stop power in case of machine movement.

There must be a power shut-off switch within reach of the operator's position at each machine. Electric power to each machine shall be capable of being locked out for maintenance, repair or security. The non-current carrying metal parts of electrically operated machines must be bonded and grounded.

The foot-operated switches are guarded and/or arranged to prevent accidental actuation by personnel or falling objects. All manually operated valves and switches controlling the operation of equipment and machines must be clearly identified and readily accessible.

All EMERGENCY stop buttons are colored RED. All the pulleys and belts, which are within 7 feet of the floor or working level, are properly guarded. All moving chains and gears must be properly guarded. All splashguards mounted on machines that use coolant must be positioned to prevent coolant from splashing the employees.

The supervisor will instruct every employee in the work area on the methods provided to protect the operator and other employees in the machine area from hazards created by the operating of a machine, such as nip points, rotating parts, flying chips and sparks.

The machinery guards must be secured and arranged so they do not present a hazard. All special hand tools used for placing and removing material must protect the operator's hands. All revolving drums, barrels and containers should be guarded by an enclosure that is interlocked with the drive mechanisms, so that revolution cannot occur unless the guard enclosure is in place. All arbors and mandrels must have firm and secure bearings and be free of play.

A protective mechanism has been installed to prevent machines from automatically starting when power is restored after a power failure or shutdown. Machines should be constructed so as to be free from excessive vibration when the size tool is mounted and run at full speed. If the machinery is cleaned with compressed air, the air must be pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and bodily injury. All fan blades should be protected by a guard having openings no larger than ½ inch when operating within 7 feet of the floor.

Saws used for ripping equipment must be installed with anti-kickback devices and spreaders. All radial arm saws must be arranged so that the cutting head will gently return to the back of the table when released.

Lockout Blockout Procedures

All machinery or equipment capable of movement must be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required. The locking-out of the control circuits in lieu of locking-out main power disconnects is prohibited. All equipment control valve handles must be provided with a means for locking out. The lockout procedure requires that stored energy (i.e. mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs.

Appropriate employees are provided with individually keyed personal safety locks. Employees are required to keep personal control of their key(s) while they have safety locks in use. Employees must check the safety of the lockout by attempting a start up after making sure no one is exposed.

Where the power disconnecter does not also disconnect the electrical control circuit, the appropriate electrical enclosures must be identified. The control circuit can also be disconnected and locked out.

Compressors and Compressed Air

All compressors must be equipped with pressure relief valves and pressure gauges. All compressor air intakes must be installed and equipped to ensure that only clean, uncontaminated air enters the compressor. Every air receiver must be provided with a drain pip and valve at the lowest point for the removal of accumulated oil and water.

Compressed air receivers must be periodically drained of moisture and oil. All safety valves shall be tested frequently and at regular intervals to determine whether they are in good operating condition.

A current operating permit issued by the Division of Occupational Safety and Health shall be maintained. The inlet of air receivers and piping systems must be kept free of accumulated oil and carbonaceous materials.

Compressed Gas and Cylinders

Cylinders with a water weight capacity over 30 pounds must be equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve. Cylinders must be legibly marked to identify clearly the gas contained. Compressed gas cylinders should be stored only in areas, which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs or high temperature lines. Cylinders must not be located or stored in areas where they will be damaged by passing or falling objects, or subject to tampering by unauthorized persons.

Cylinders must be stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling. All cylinders containing liquefied fuel gas must be store or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder. Valve protectors must always be placed on cylinders when the cylinders are not in use or connected for use.

All valves must be closed off before a cylinder is moved, when the cylinder is empty, and at completion of each job.

Low pressure fuel-gas cylinders must be checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service. The periodic check of low-pressure fuel-gas cylinders includes a close inspection of cylinder's bottom.

Hoists and Auxiliary Equipment

Every overhead electric hoist shall be equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel. Check these limits without a load to ensure the device is working correctly. Each hoist should automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed. Check this periodically under controlled conditions. Make sure that the rated load of each hoist is legibly marked and visible to the operator. Stops should be provided at the safe limits of travel for trolley hoists.

The controls of hoists should be plainly marked to indicate direction of travel or motion. Every cage-controlled hoist must be equipped with an effective warning device. Close-fitting guards or other suitable devices should be installed on hoists to assure hoist ropes will be maintained in the sheave grooves.

All hoist chains or ropes must be of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times. All nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform must be guarded. It is prohibited to use chains or ropes slings that are kinked or twisted.

The operator should avoid carrying loads over people. Only employees who have been trained in the proper use of hoists are allowed to operate them.

Industrial Trucks/Forklifts

Only trained personnel should be allowed to operate industrial trucks. Lift Truck Operating rules must be posted and will be strictly enforced.

When operating any industrial truck, substantial overhead protective equipment will be provided on high lift rider equipment. Directional lighting is also provided on each industrial truck that operates in an area with less than 2-foot candles per square foot of general lighting.

Each industrial truck must have a warning horn, whistle going or other device which can be clearly heard above the normal noise in the area where operated. Before using a forklift, check that the breaks on each industrial truck are capable of bringing the vehicle to a complete and safe stop when fully loaded.

The parking brake must effectively prevent the vehicle from moving when unattended. When motorized hand and hand/rider truck operate, and when the operator releases the steering mechanism, make sure that both the brakes are applied and power to the motor shut off. Maintenance records are available so that a driver can check on the servicing of the truck in case of questions.

When an industrial truck operates in areas where flammable gases, vapors, combustible dust, or ignitable fibers may be present in the atmosphere, the vehicle must be approved for such locations with a posted tag of such approval on the vehicle itself.

Industrial trucks with internal combustion engines, operated in buildings or enclosed areas, should be carefully checked to ensure that the operation of the vehicle does not cause harmful concentration of dangerous gases or fumes.

Confined Spaces

Before entry into a confined space, all impellers, agitators, or other moving equipment contained in the confined space must be lockout. Ventilation must be either natural or mechanically provided into the confined space. All hazardous or corrosive substances that contain inert, toxic, flammable or corrosive materials must be valved off, blanked, disconnected and separated. Atmospheric tests should be performed to check for oxygen content, toxicity and explosive concentration. Atmospheric tests must be performed on a regular basis in a confined area where entry is required.

The area must also be checked for decaying vegetation or animal matter that could produce methane. Adequate lighting must be provided within the space. If the confined area is located below the ground or near where motor vehicles are operating, care must be taken that vehicle exhaust or carbon monoxide does not enter the space.

When personnel enter a confined area, assigned safety standby employees who are alert to the work being done, are able to sound an alarm if necessary and to render assistance, must be in the area. These standby employees must be trained to assist in handling lifelines, respiratory equipment, CPR, first aid, and be able to employ rescue equipment that will remove the individual from the confined area. Standby personnel should be in teams of two during such an operation or else within the vicinity if working separately. There must also be an effective communication system utilized while the operation is occurring.

When equipment which utilizes oxygen, such as a salamander, torches or furnaces, is used in a confined space, adequate ventilation must be provided to guarantee oxygen content and combustion for the equipment. When this equipment is used, adequate measures must be taken to assure that exhaust gases are vented outside the enclosure. When gas welding or burning is used, hoses must be checked for leaks; compressed bottled gas must be outside the area and torches lit outside the area also. The atmosphere must be tested each time before lighting a torch.

Environmental Controls

All employees must be aware of the hazards involved when working with chemicals and the remedies that need to be used when an accident does occur. A training program will give instruction on how to handle the chemical being used and first aid to be applied to victims of chemical exposure. First aid and caution signs will be conspicuously posted so as to alert individuals on a constant basis.

Charts identifying the chemicals utilized in the workplace, their symptoms and effects must also be posted. The workers must know what the acceptable level of exposure to a chemical is and what safety systems must be in place when working with chemical.

Staff should also be aware of new chemical products which may be available that are less harmful, and they must ensure that facilities are adequately ventilated when using chemicals on the premises.

Spray-painting operations done in spray rooms or booths must be equipped with an appropriate exhaust system. Periodic inspections must be made of the booth and noted on an inspection tag posted on the booth.

Environmental Controls (continued)

If welding is done, the welder should be certified. In the area of operation where the welding is taking place, the welder must be aware of ventilation available, the type of respirator that can be used in the area, and if exposure time or other means will suffice as a safe and adequate measure when welding as to the fumes that will be emitted. Welders should also be supplied with protective clothing and a flash shield during welding operations.

When forklifts and other vehicles are used in buildings or other enclosed areas, carbon monoxide levels must be kept below maximum acceptable concentration.

Noise levels also present a potential hazard. Noise levels within a facility must be at acceptable levels and if not, steps must be taken to reduce the level using recommended engineering controls.

When fibrous materials such as asbestos are being handled, the necessary precautions must be taken so as to protect the employee from the material. The material must be labeled; along with signs conspicuously posted that these materials are being used in the area.

Employees should be aware of effective methods used to prevent emission of airborne asbestos fibers, silica dust and other similar hazardous materials. Some of the recommended methods of controlling the emission of these materials are by using water and vacuuming, rather than blowing and sweeping, the materials.

Machinery such as grinders, saws and other tools that produce a fine airborne dust must be vented to an industrial collector or central exhaust system. In any ventilation system the system should be designed and operated at an airflow and volume necessary for proper application and effectiveness. In the design of the ventilation system the ducts and belts must be free of obstructions and slippage.

As with all operations, there must be written standards on the procedures for the equipment, description of the job task, usage of the protective equipment provided, such as the selection and use of respirators, and when they are needed.

Any water that is provided to an employee throughout the facility should be clearly identified as to whether it is for drinking, washing or cooking. All restrooms must be kept clean and sanitary.

Employees should be screened before taking positions that may expose them to hazards they are not physically capable of handling. An employee who takes an assignment which requires physical labor must be trained to lift heavy loads properly so as not to damage themselves physically. If the work assignment involves dealing with equipment that produces ultra-violet radiation, the employee must be properly protected or given the correct protective clothing.

An employee posted to an assignment on a roadway where there is heavy traffic must be given the designated protective clothing (bright colored traffic orange warning vest) and safety training regarding the hazards of this job.

Hazardous Chemical Exposures

In any company which utilizes chemical substances, training programs on the handling, hazards, storage, exposure risks, symptoms of chemical exposure, and first aid needs to be part of any new employees training. There must also be follow-up training sessions as to any new chemical or processes that may be initiated by the company. Follow-up training sessions act as a reinforcement of safety standards that need to be followed on a daily basis.

In a training program, employees will learn acceptable levels of chemical exposure, proper storage and labeling of chemicals, and usage of protective clothing and equipment for handling chemicals. They will also learn about potential fire and toxicity hazards, when not to have a chemical in a confined area, or to store in closed containers, usage of eye wash fountains and safety showers, and the necessary posting of open, and dangerous areas. It is important that an employee recognize the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents in the workplace.

A procedural manual or set of instructions must be part of the program, with periodic inspections that clearly indicate whether an employee may be mishandling a chemical or endangering him or others. Part of the manual or procedures must establish a standard of when and how to deal with chemical spills, neutralizing, and disposing of spills or overflows.

These procedures must also be posted in an area that is easily accessible for reference usage.

First Aid training and equipment will be routine in any facility where chemicals are used. Employees must know how to handle equipment in emergency situations, what equipment needs to be used and whether the equipment is adequate for the situation.

Respirators may be used either as protective safety equipment or for emergency usage. Therefore, the employee should recognize that respirators need to be stored in a clean, sanitary and convenient location and inspected on a regular basis. Also what respirators are approved by NOISH for their particular applications. With a first aid program an employee will recognize when a problem may be occurring by exposure to a chemical ranging from headaches, nausea, and/or dermatitis problems to other factors of discomfort when they use solvents or chemicals.

In the design of a facility that transports chemicals from storage to vats, the pipes and storage containers must be clearly marked as to the content. Within that facility design there must be an emergency shut off system in case of accident. Each employee will be trained as to these emergency shut-off systems.

Ventilation is another major factor in the design of any facility. Whether by natural means or mechanical, the system must be designed to control dust, fumes, solvents, gases, smoke or vapors which may be generated in the workplace. It is also important that a medical or biological monitoring system be in operation as part of the safety standards. If internal combustion engines are used in the facility, or if there is a chance of leakage or mixture with a chemical that could create a toxic gas, atmospheric gas levels must be monitored. If toxic chemicals are used and stored in the facility they should be located in an isolated area to guarantee safety.

Hazardous Substances Communication

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling and employee training will be in operation. MSDA materials will be readily available for each hazardous substance used. A training program plus regular question and answer session on dealing with hazardous materials will be given to keep employees informed.

The program will include an explanation for what an MSDS is and how to use and obtain one; MSDS contents for each hazardous substance or class of substances; explanation of the "Right to Know"; identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area; the health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used; as well as informing them of hazards of non-routine tasks and unlabeled pipes.

Electrical

The workplace will be aware of the OSHA Electrical Safety Orders and will comply with the same. Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees will be expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible.

Equipment such as electrical tools or appliance must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The workplace supervisor must be aware if multiple plus adaptors are prohibited.

If ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed, temporary circuits must be protected by suitable disconnecting switches or plug connectors with permanent wiring at the junction.

Electricians must be aware of the following:

- Exposed wiring and cords with frayed or deteriorated insulation must be repaired or replaced.
- Flexible cords and cables must be free of splices or taps.
- Clamps or other securing means must be provided on flexible cords or cables at plugs, receptacles, tools, equipment, and the cord jacket must be held securely in place.
- All cord, cable and raceway connections must be intact and secure.
- In wet or damp locations, electrical tools and equipment must be appropriate for the use or location, or otherwise protected.
- The location of electrical power lines and cables (overhead, underground, under floor, other side of walls) must be determined before digging, drilling or similar work is begun.
- All metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric are prohibited for use where they could come in contact with energized parts of equipment or circuit conductors.
- The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or conductors.
- All disconnecting switches and circuit breakers must be labeled to indicate their use or equipment served.
- Means for disconnecting equipment are always opened before fuses are replaced.
- All interior-wiring systems must include provisions for grounding metal parts or electrical raceways, equipment and enclosures.
- All electrical raceways and enclosures must be fastened securely in place.
- All energized parts of electrical circuits and equipment must be guarded against accidental contact by approved cabinets or enclosures.
- Sufficient access and working space will be provided and maintained about all electrical equipment to permit ready and safe operations and maintenance.
- All unused openings (including conduit knockouts) in electrical enclosures and fittings must be closed with appropriate covers, plugs or plates.
- Electrical enclosures such as switches, receptacles, junction boxes must be provided with tight-fitting covers or plates.
- Disconnecting switches for electrical motors in excess of two horsepower must be capable of opening the circuit when the motor is in a stalled condition without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating.)
- Low voltage protection must be provided in the control device of motor driven machines or equipment, which could cause injury from inadvertent starting.
- A motor disconnecting switch or circuit breaker must be located within sight of the motor control device.
- Motors:
 - a) Must be located within sight of their controller
 - b) Must have their controller disconnecting means capable of being locked in the open position
 - c) Or must have separate disconnecting means installed in the circuit within sight of the motor.
- A controller for a motor in excess of two horsepower must be equal to or not in excess of the motor it services.
- Employees who regularly work on or around energized electrical equipment or lines will be instructed in cardio-pulmonary resuscitation (CPR) methods.
- Employees will be trained on how to work on energized lines or equipment over 600 volts.

Material Handling

In the handling of materials, employees must know the following:

- There must be safe clearance for equipment through aisles and doorways.
- Aisle ways must be designated, permanently marked, and kept clear to allow unhindered passage.
- Motorized vehicles and mechanized equipment will be inspected daily or prior to use.
- Vehicles must be shut off and brakes must be set prior to loading or unloading.
- Containers of combustibles or flammables, when stacked while being moved, must be separated by dunnage sufficient to provide stability.
- If dock boards (bridge plates) are used when loading or unloading operations are taking place between vehicles and docks, precautions must be observed.
- Trucks and trailers will be secured from movement during loading and unloading operations.
- Dock plates and loading ramps will be constructed and maintained with sufficient strength to support imposed loading.
- Hand trucks must be maintained in safe operating condition.
- Chutes must be equipped with sideboards of sufficient height to prevent the materials being handled from falling off.
- At the delivery end of rollers or chutes, provisions must be made to brake the movement of the handled materials.
- Pallets must be inspected before being loaded or moved.
- Hooks with safety latches or other arrangements will be used when hoisting materials, so that slings must be adequate for the job to be performed.
- Securing chains, ropes, chockers or slings must be adequate for the job to be performed.
- When hoisting material or equipment, provisions must be made to assure no one will be passing under the suspended loads.
- Material Safety Data Sheets will be available to employees handling hazardous substances.

Transporting Employees & Materials

When employees are transporting either employees or materials, they must have an operator's license for that classification of vehicle and certified or trained in the operation of that vehicle. For a safety program to be effective they must also have knowledge of First Aid courses and safety equipment, as well as the vehicle and how it operates.

As employees are transported by truck, provisions must be provided to prevent their falling from the vehicle. Vehicles should be in good working condition, inspected on a regular basis and must be equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good working order. If the vehicle transports numerous individuals it must be equipped with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount.

Safety measures to ensure passenger safety should be observed. When cutting tools with sharp edges are carried in the passenger compartment, they must be placed in closed boxes or secured containers. Carrying flairs and two reflective type flares and a fire extinguisher must be part of the standard emergency equipment carried in the vehicle at all times.

Ventilation

In the operation of any facility ventilation systems need to be designed to integrate several systems of control, which will expel contaminants and provide clean air. The systems must take into consideration the volume and velocity that will be needed to successfully remove contaminants. It is also important that in case of emergency situations where two contaminants are exposed to each other where in a fire or explosion occurs that the system will not fail. In the design of the system, clean-out ports or doors that are provided at intervals will not exceed 12 feet in all horizontal runs of exhaust ducts. The systems must be operational so that it will not offset the functions of other operations.

Personal Protective Equipment Clothing

1. Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles and/or face shields provided [or approved] by **SOUTHWEST NETWORKS, INC.**
2. Employees are required to wear safety glasses at all times in areas where there is a risk of eye injuries such as punctures, contusions or burns.
3. Employees who need corrective lenses are required to wear only approved safety glasses, protective goggles, or other medically approved precautionary procedures when working in areas with harmful exposures, or risk of eye injury.
4. Employees are required to wear protective gloves, aprons, shields and other means provided in areas where they may be subject to cuts, corrosive liquids and/or harmful chemicals.
5. Hard hats must be worn in areas subject to falling objects, and at all times at construction sites.
6. Appropriate footwear including steel toed shoes must be worn an area where there is any risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating action.
7. Employees must use the approved respirators, which are provided for regular and emergency use when necessary.
8. All safety equipment must be maintained in sanitary condition and ready for use. Report any defective equipment immediately.
9. An eye wash facility is located at SEE SUPERVISOR. If any irritant gets in an employee's eyes, call for medical assistance immediately, while flushing the eye with clean water.
10. A shower is provided for emergencies. Ask your supervisor for more details on use of this facility.
11. Food may not be eaten in work areas, or in places where there is any danger of exposure to toxic materials or other health hazards. Ask your supervisor to identify safe eating-places.
12. In cases where the noise level exceeds certain levels, ear protection is required.
13. In cases of cleaning toxic or hazardous materials, protective clothing provided must be worn.

Hardhats

At **SOUTHWEST NETWORKS, INC.**, hardhats are required [at all times, in designated areas, when appropriate]. Hardhats are common in our industry. There was a time, about one hundred years ago, when no one wore a hardhat. But, over time, the value of hardhats to save lives was firmly proven, so that the entire industry now accepts this safety device as a natural article of clothing, like a football player wearing a helmet during a game.

Sometimes a person fails to wear a hardhat, either through forgetfulness or through underestimating the risk of head injury, which can be prevented by wearing one. Remember that all it takes is a carelessly dropped tool or piece of material coming down on your head to cause severe injury or even death. There are a number of workers disabled with various type of head injuries and vision problems because they didn't wear a hardhat one-day.

When you wear a hardhat, wear it right. Keep it squarely on your head with the inside band properly adjusted. See you supervisor if you are having trouble adjusting the hardhat to fit.

Walkways

All aisles and passageways must be kept clear. Also, aisles and passageways should be clearly marked. Wet surfaces must be covered with non-slip material and all holes properly covered or marked with warning guards. All spills must be clean up immediately, and a caution sign placed on all wet or drying surfaces.

In cases of passageways used by forklifts, trucks or other machinery, use a separate aisle for walking if available. If no separately marked aisle is available, use extreme caution. Remember, walking in a passageway used by machinery is like in the middle of the street used by cars: You may have the right of way, but the heavier vehicle can't always see you and can't always stop in time. The key to moving around in such circumstances is to stop, look and listen and then to move when there is no danger.

Make eye contact with the drivers of moving vehicles so that you know that they know you are there.

Equipment must be properly stored so that sharp edges do not protrude into walkways. Changes in elevations must be clearly marked, as must passageways near dangerous operations like welding, machinery operation or painting.

If there is a low ceiling, a warning sign must be posted. If the walkway or stairway is more than thirty inches above the floor or ground, it must have a guardrail.

If an employee is aware of any breach of these standards, please inform the workplace supervisor.

Work Area, General

Fire extinguishers must remain accessible at all times. Means of egress should be kept unblocked, well lighted and unlocked during work hours. Excessive combustibles (paper) may not be stored in work areas.

Aisles and hallways must be kept clear at all times. Designated employees have been trained to respond to a fire or other emergency. Workplaces are to be kept free of debris, floor storage and electrical cords.

Adequate aisle space is to be maintained. File cabinet drawers should be opened at a time and closed when work is finished.

Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads. No alcohol or any intoxicating substance may be consumed prior to or during work.

Driving

Drive safely. If vehicles are used during the workday, seat belts and shoulder harnesses are to be worn at all times. Vehicles must be locked when unattended to avoid criminal misconduct.

Do not exceed the speed limit safe for condition. Vehicles must be parked in legal spaces and must not obstruct traffic.

All employees must practice defensive driving. Employees should park their vehicles in well-lighted areas at/or near entrances to avoid criminal misconduct.

Vehicle Maintenance

Work safely when repairing vehicles. Where tires are mounted and/or inflated on drop center wheels, a safe practice procedure must be posted and enforced. Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, a safe practice procedure must be posted and enforced.

Each tire inflation hose must have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge. The tire inflation control valve should automatically shut off the airflow when the valve is released. A tire restraining device such as a cage, rack or other effective means must be used while inflating tires mounted on split rims, or rims with retainer rings.

Employees are strictly forbidden from taking a position directly over or in front of a tire while it's being inflated. Proper lifting techniques must be used by employees to avoid over-exertion when lifting packages.

Cleanliness

All worksites must be clean and orderly. All work surfaces must be kept dry or appropriate means taken to assure that surfaces are slip-resistant. All spill materials or liquids should be cleaned up immediately and combustible scrap, debris and waste stored safely and removed from the worksite promptly.

Any accumulations of combustible dust must be routinely removed from elevated surfaces including the overhead structure of buildings. Combustible dust should be cleaned up with a vacuum system to prevent the dust going into suspension. Metallic or conductive dust must be prevented from entering or accumulating on or around electrical enclosures or equipment.

Covered metal waste cans are provided for oily and paint-soaked waste. Use them. All oil and gas fired devices must be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working.

Paint spray booths, dip tanks, etc., must be cleaned regularly. Washing facilities provided so wash your hands after handling materials.

Tool Maintenance

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee-owned) use by them or other employees at their workplace are in good condition. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary.

Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly. Worn or bent wrenches should be replaced regularly. Appropriate handles must be used on files and similar tools.

Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye and face protection must be worn when driving in tempered spuds or nails.

Check your tools often for wear or defect. Jacks must be checked periodically to assure they are in good operating condition. Tool handles must be wedged tightly into the heads of tools.

Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location where there won't be tampered with.

Portable Power Tools

Portable power tools pose a special danger to employees because they are deceptively small and light, yet they can do great bodily harm if used improperly or poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills and power screwdrivers.

Check your equipment before you use it. All grinders, saws and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment, recommended by the manufacturer.

Portable circular saws must be equipped with guards above and below the base shoe. Circular saw guards should be checked periodically and before each use to assure they are not wedged up, thus leaving the lower portion of the blade unguarded.

All rotating or moving parts of equipment should be guarded to prevent physical contact. All cord-connected, electrically operated tools and equipment should be effectively grounded or of the approved double insulated type. Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc. If portable fans are provided, they must be equipped with full guards or screens having openings ½ inch or less.

Do not attempt to lift heavy objects without proper equipment. Hoisting equipment will be made available for lifting heavy objects, with hoist ratings and characteristics appropriate for the task.

Power tools are either battery operated or wired. If battery operated, don't under-estimate their power. A small electric drill or power screwdriver can cause a severe injury if it lands in the wrong place. While not usually a shock hazard, the battery pack contains toxic chemicals and does emit a low voltage electric current. Don't drop or incinerate the battery pack, or a tool with a self-contained power source.

Hard-wired equipment can be portable or fixed. Typically used with extension cords, the more powerful hard-wired equipment presents a double safety problem: the actual equipment plus its electrical power source. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20-ampere circuits used during periods of construction. Pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

Abrasive Wheel Equipment (Grinders)

The work rest used should be kept adjusted to within 1/8 inch of the wheel. The adjustable tongue on the topside of the grinder should be kept adjusted to within ¼ inch of the wheel. The side guards should cover the spindle, nut and flange and 75 percent of the wheel diameter. Bench and pedestal grinders should be permanently mounted.

Goggles or face shields should always be worn when grinding. The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder motor. Fixed or permanently mounted grinders must be connected to their electrical supply system with metallic conduit or by other permanent wiring method.

Each grinder should have an individual on and off control switch. The switch should be easily accessible anytime you operate the machine. Each electrically operated grinder is effectively grounded. Do not defeat the grounding mechanism, especially by using non-three prong plug adapters.

Note the method by which new abrasive wheels are mounted. Visually inspect and ring test new abrasive wheels.

The dust collectors and powered exhausts provided on grinder must be used in operations that produce large amounts of dust. The splashguards mounted on grinders that use a coolant should be mounted so that no one is ever splashed with the coolant.

The work area around a grinder must be kept clean at all times. It is your responsibility as operator of any machine to ensure the necessary safety precautions are taken before using the machine.

Late Night Crime Prevention

All establishments operating between the hours of 11:00 p.m. and 6:00 a.m. should provide crime prevention training to their employees. Crime prevention training shall be a part of the accident prevention program. Training will be made available to ensure that the purpose and function of robbery and violence prevention are understood by employees and that the knowledge and skills required for their safety have been provided.

The training and training materials outline security policies, safety and security procedures, and personal safety and crime avoidance techniques. Formal instruction through a training seminar or training video presentation will be made available and upon completion the employee shall sign off on the date, time, and place of training. The training documentation will be placed in the employee's personnel file.

The following elements will be covered in the crime prevention training program:

- An explanation of the importance of keeping the location clean, neat, and uncluttered thereby makes it as unattractive as possible to robbers.
- An explanation of the purpose of maintaining an unobstructed view of the cash register from outside the store provided the cash register is located in a position visible from the street.
- Instruction on reasons for operating only minimum number of cash registers at night.
- Keeping the cash register fund to a minimum.
- Taking extra precautions after dark, i.e., keep alert; observe lighting and dark corners, spot possible hiding places.
- Violence prevention procedures in case of robbery.
- A refresher course on crime prevention on or near the employee's anniversary date. Videotape and crime prevention material shall be available for employee's review at their request.

In addition to providing crime prevention training as defined in this section, the company posts a conspicuous sign in the window or door which states that there is a safe on the premises and it is not accessible to the employees on the premises and that the cash register contains only the minimal amount of cash needed to conduct business.

All displays, and any other material posted in window(s) or door(s) should be arranged so as to provide a clear and unobstructed view of the cash register; provided the cash register is located in such a position so as to be visible from the street. If there is any cash on the premises after dark, the company has a drop-safe, limited access safe, or comparable device on the premises. Please use it.

In addition, the outside lights will be on for that portion of the approach and parking area that is necessary to accommodate customers during all night hours the late night retail establishment is open.

Chapter 3: Chemical Safety

Hazcom Plan

On May 25, 1986 the Occupational Safety and Health Administration (OSHA) placed in effect the requirements of a new standard called Hazard Communication (29 CFR 1910.1200). This standard establishes requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all affected employees.

This section describes how **SOUTHWEST NETWORKS, INC.** employees are informed of the potential chemical hazards in their work area so they can avoid harmful exposures and safeguard their health. Components of this program include labeling, preparing a material safety data sheet (MSDS), and training.

With regard to MSDS, **SOUTHWEST NETWORKS, INC.** has limited coverage under the OSHA Hazard Communication Standard. The Company is required to maintain only those sheets that are received with incoming shipments for the following reasons: the Company commonly uses small quantities of many different hazardous materials for short periods of time; that the hazards change, often unpredictably; many materials are of unknown composition and most workers are highly trained.

Responsibilities of Supervisors/Management

- Identify hazards for respective work areas.
- Ensure hazards are properly labeled.
- Obtain/maintain copies of material safety data sheets, as required, of each hazardous material used in the work area and make them accessible to employees during each work shift.
- Have the written Hazard Communication Program available to all employees.
- Provide hazard-specific training for employees.
- Identify hazardous materials in the hazard review section of the **SOUTHWEST NETWORKS, INC.** purchase requisition form.

Employees must:

- Attend safety-training meetings.
- Perform operations in safe manner.
- Notify management immediately of any safety hazards or injuries.
- When ordering materials, identify hazardous chemicals in the hazard review section of the **SOUTHWEST NETWORKS, INC.** purchase requisition form.

The Responsible Safety Officer must:

- Develop a written Hazard Communication Program.
- Maintain a central file of material safety data sheets.
- Review and update **SOUTHWEST NETWORKS, INC.** stock safety labels.
- Provide generic training programs.
- Assist supervisors in developing hazard-specific training programs.
- Oversee the Hazard Communication Standard written policy and implementation plans.
- Alert on-site contractors to hazardous materials in work areas.
- Alert on-site contractors that they must provide to their employees information on hazardous materials they bring to the worksite.

The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events.

The following general safety precautions should be observed when working with chemicals:

- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Carefully label every container with the identity of its contents and appropriate hazard warnings.
- Store incompatible chemicals in separate areas.
- Substitute less toxic materials whenever possible.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.
- Follow the requirements of this manual, if systems that can generate pressure or are operated under pressure are involved.
- Provide a back-up method of shutting of power to a heat source if any hazard is involved.
- Obtain and read the Material Safety Data Sheets.

Supervisor Responsibility

Supervisors are responsible for establishing safe procedures and for ensuring that the protective equipment needed to work with the chemicals is available. Supervisors must instruct their workers about possible hazards, safety precautions that must be observed, possible consequences of an accident, and procedures to follow if an accident does occur. The supervisor is required to enforce the proper use of protective equipment and the established safety practices.

It is the responsibility of employees and all who use **SOUTHWEST NETWORKS, INC.** facilities to understand the properties of the chemicals with which they will work and to follow all precautions that apply to each specific task.

When faced with an unexpected threat of malfunction, injury, or damage, employees are expected to choose a course of action that provides the most protection to themselves and to others in the area. Every employee is expected to report to the supervisor any unsafe condition seen in the area that would not permit him/her to work safely.

The Responsible Safety Officer assists employees and supervisors to work safely by providing information on the hazardous properties of materials, recommending methods for controlling the hazards of specific operations, and by monitoring the work environment.

Supervisors must instruct their personnel about the potential hazards involved in the work, proper safety precautions to follow, and emergency procedures to use if an accident should occur.

To supplement the supervisor's training, the Responsible Safety Officer will conduct training course and materials on selected topics. In addition, material safety data sheets and safety information, including hazards, health effects, potential routes of exposure, proper handling precautions, and emergency procedures on specific chemicals, are available through the Responsible Safety Officer's office.

Labels

All containers (including glassware, safety cans, plastic squeeze bottles) must have labels that identify their chemical contents. Labels should also contain information on the hazards associated with the use of the chemical. Precautionary labels are available from **SOUTHWEST NETWORKS, INC.** stock room for most of the common chemicals.

Chemical Storage

The separation of chemicals (solids or liquids) during storage is necessary to reduce the possibility of unwanted chemical reactions caused by accidental mixing. Explosives such as picric acid should be stored separately outdoors.

Use either distance or barriers (e.g., trays) to isolate chemicals into the following groups:

- Flammable liquids (e.g., acetone, benzene, ethers, alcohols). Place in approved fire lockers.
- Other liquids (e.g., chloroform, trichloroethane).
- Acids (e.g., nitric, sulfuric, hydrochloric, perchloric).
- Treat acetic acid as a flammable liquid.
- Bases (e.g., sodium hydroxide, ammonium hydroxide).

Lips, strips, or bars should be installed across the width of reagent shelves to restrain the chemicals in case of an earthquake.

Chemicals must not be stored in the same refrigerator used for food storage. Refrigerators used for storing chemicals must be appropriately identified by placing a label on the door (labels may be obtained from Responsible Safety Officer).

Emergencies

In case of an emergency, consider any of the following actions if appropriate:

- Evacuate people from the area.
- Isolate the area.
- If the material is flammable, turn off ignition and heat sources.
- Call the Fire Department or 911 for assistance.
- Wear appropriate personal protective equipment.
- Pour Sorb-all or appropriate neutralizing agent on spill.
- Clean up; place waste in plastic bag for disposal.

Chemical spill cleanup materials are available from stores as listed below:

- Flammable solvent spill kit
- Flammable solvent absorbent
- Acid spill kit
- Acid spill absorbent
- Caustic (base) spill kit
- Caustic (base) absorbent
- Safety equipment kit (contains scoops, sponge, safety glasses, disposal bags, etc.)
- Cabinet to hold kits

Disposal of Chemicals

All **SOUTHWEST NETWORKS, INC.** employees, participating guests, and visitors using hazardous chemicals are responsible for disposing of these chemicals safely.

Federal and state regulations mandate strict disposal procedures for chemicals. To comply with these regulations all persons using Company facilities must observe these procedures.

Routine Disposal of Chemicals

In general the disposal of hazardous chemicals to the sanitary sewer is not permitted. The Responsible Safety Officer will advise on the proper disposal of chemical wastes.

In using chemical waste storage containers, certain procedures must be observed, as listed below:

- Incompatible chemicals must not be mixed in the same container (e.g., acids should not be mixed with bases; organic liquids should not be mixed with strong oxidizing agents).
- Waste oils must be collected in 55-gallon drums. Disposal solids, and explosive materials must be stored in separate containers.

The following requirements must be met as a condition for pickup and disposal of chemicals by the Responsible Safety Officer:

- Chemicals must be separated into compatible groups. Leaking containers of any sort will not be accepted.
- Dry materials (gloves, wipes, pipettes, etc.) must be securely contained in plastic bags and over packed in a cardboard box. Packages that are wet or have sharp protruding objects will not be accepted for pick up.
- Unknown chemicals will require special handling. The responsible department must make every effort to identify the material that is to be disposed of. If all the user's attempts to identify the waste chemicals have failed, the Responsible Safety Officer will accept the waste and analyze the material. For more information call the Responsible Safety Officer.
- Each breakable container must be properly boxed. Place all bottles in plastic bags, then in a sturdy container and use an absorbent cushioning material that is compatible with the chemicals.
- Each primary container must be labeled with content, amount, physical state, and the percentage breakdown of a mixture.
- Each box must have a complete list of contents or description written on an official Responsible Safety Officer hazardous materials packing list. Blank packing lists are available from the Responsible Safety Officer.
- For safety purposes, boxes must be of a size and weight so that one person can handle them. Boxes that exceed 45 pounds or 18 inches on a side cannot be safely handled by one person and will not be acceptable for pick up.

General Housekeeping Rules:

- Maintain the smallest possible inventory of chemicals to meet your immediate needs.
- Periodically review your stock of chemicals on hand.
- Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Recycle unused laboratory chemicals where possible.

Do not:

- Place hazardous chemicals in salvage or garbage receptacles.
- Pour chemicals onto the ground.
- Dispose of chemicals through the storm drain system.

Do not:

- Dispose of highly toxic, malodorous, or lachrymatory chemicals down sinks or sewer drains.

Chapter 4: Electrical Safety

Employee Responsibility

All **SOUTHWEST NETWORKS, INC.** personnel are responsible for all aspects of safety within their own groups. The Responsible Safety Officer is responsible for providing information, instruction, and assistance, as appropriate, concerning **SOUTHWEST NETWORKS, INC.** electrical safety requirements and procedures.

Individual employees are responsible for their own and their co-workers' safety. This means:

- Become acquainted with all potential hazards in the area in which they work.
- Learn and follow the appropriate standards, procedures, and hazard-control methods.
- Never undertake a potentially hazardous operation without consulting with appropriate supervision.
- Stop any operation you believe to be hazardous.
- Notify a supervisor of any condition or behavior that poses a potential hazard.
- Wear and use appropriate protective equipment.
- Immediately report any occupational injury or illness to the Responsible Safety Officer, and on site Medical Services Department and the appropriate supervisor.

Each employee acting in a supervisory capacity has specific safety responsibilities. These include:

- Developing an attitude and awareness of safety in the people supervised and seeing that individual safety responsibilities are fully carried out.
- Maintaining a safe work environment and taking corrective action on any potentially hazardous operation or condition.
- Ensuring that the personal he/she directs are knowledgeable and trained in the tasks they are asked to perform.
- Ensuring that safe conditions prevail in the area and that everyone is properly informed of the area's safety regulations and procedures.
- Ensuring that contract personnel are properly protected by means of instructions, signs, barriers, or other appropriate resources.
- Ensuring that no employee assigned to potentially hazardous work appears to be fatigued, ill, emotionally disturbed, or under the influence of alcohol or drugs (prescription, over the counter, medicinal or otherwise).

Management at every level has the responsibility for maintaining the work environment at a minimal level of risk throughout all areas of control. Each manager:

- Is responsible for being aware of all potentially hazardous activities within the area of responsibility.
- May assign responsibility or delegate authority performance of any function, but-
- Remains accountable to higher management for any oversight or error that leads to injury, illness, or damage to property.

Working with Energized Equipment

This section contains safety requirements that must be met in constructing electrical equipment and in working on energized electrical equipment. Special emphasis is placed on problems associated with personnel working on hazardous electrical equipment in an energized condition. Such work is permissible, but only after extensive effort to perform the necessary tasks with the equipment in a securely de-energized condition has proven unsuccessful, or if the equipment is so enclosed and protected that contact with hazardous voltages is essentially impossible.

Definitions:

The following definitions are used in this discussion of electrical safety.

Authorized Person:

An individual recognized by management as having the responsibility for and expertise to perform electrical procedures in the course of normal duties. Such individuals are normally members of electronic or electrical groups.

Backup Protection:

A secondary, redundant, protective system provided to de-energize a device, system, or facility to permit safe physical contact by assigned personnel. A backup protective system must be capable of functioning in the event of total failure of the first-line protective system.

Companion:

A co-worker who is cognizant of potential danger and occasionally checks the other worker.

Electrical Hazard:

A potential source of personnel injury involving, either directly or indirectly, the use of electricity.

Direct Electrical Hazard:

A potential source of personnel injury resulting from the flow of electrical energy through a person (electrical shocks and burns).

Indirect Electrical Hazard:

A potential source of personnel injury resulting from electrical energy that is transformed into other forms of energy (e.g. radiant energy, such as light, heat, or energetic particles; magnetic fields; chemical reactions, such as fire, explosions, the production of noxious gases and compounds; and involuntary muscular reactions).

Fire Line Protection:

The primary protective system and/or operational procedure provided to prevent physical contact with energized equipment.

General Supervision:

The condition that exists when an individual works under a supervisor's direction but not necessarily in the continuous presence of the supervisor.

Grounding Point:

The most direct connection to the source of a potential electrical hazard such as the terminals of a capacitor. Such a point must be indicated by a yellow circular marker.

Grounds, Electrical:

Any designated point with adequate capacity to carry any potential currents to earth. Designated points may be building columns or specially designed ground-network cabling, rack, or chassis ground. Cold water pipes, wire-ways, and conduits must not be considered electrical grounds.

Grounds, Massive:

Large areas of metal, concrete, or wet ground that make electrical isolation difficult or impossible.

Implied Approval:

Approval is implied when a supervisor, knowing the qualifications of an individual, assigns that individual a task, or responsibility for, a device, system, or project.

Qualified Person:

An individual recognized by management as having sufficient understanding of a device, system, or facility to be able to positively control any hazards it may present.

Must, Should, and May:

- Must indicate a mandatory requirement.
- Should indicate a recommended action.
- May indicates an optional or permissive action, not a requirement or recommended action.

Safety Watch:

An individual whose sole task is to observe the operator and to quickly de-energize the equipment, using a crash button or circuit breaker control in case of an emergency, and to alert emergency personnel. This person should have basic CPR training.

Type of Hazards

The degree of hazard associated with electrical shock is a function of the duration, magnitude, and frequency of the current passed by the portion of the body incorporated in the circuit. The current that can flow through the human body with contacts at the extremities, such as between the hand or head and one or both feet, depends largely on the voltage.

Body circuit resistance, even with liquid contacts (barring broken skin) will probably be not less than 500 ohms. The current flow at this resistance at 120 volts is 240 milliamperes.

Recognition of the hazards associated with various types of electrical equipment is of paramount importance in developing and applying safety guidelines for working on energized equipment. Three classes (in order of increasing severity) of electrical hazards have evolved.

Class C Hazard

Class C electrical hazard classification prevails for all situations when one or more of the limitations set in Class B are exceeded.

Employee Attitude

The attitudes and habits of personnel and the precautions they routinely take when working on energized equipment are extremely important. There are three modes of working on electrical equipment.

Mode 1: Turn Off the Power

All operations are to be conducted with the equipment in a positively de-energized state. All external sources of electrical energy must be disconnected by some positive action (e.g., locked-out breaker) and with all internal energy sources rendered safe. "Mode 1" is a minimum hazard situation.

Mode 2: Latent Danger

All manipulative operations (such as making connections or alterations to or near normally energized components) are to be conducted with the equipment in the positively de-energized state. Measurements and observations of equipment energized and with normal protective barriers removed. "Mode 2" is a moderate-to-severe hazard situation, depending on the operating voltages and energy capabilities of the equipment.

Safety Glasses

Either safety glasses or a face shield must be worn when working on electrical equipment.

Protective Systems

Equipment must be designed and constructed to provide personnel protection. Fire-line and backup safeguards should be provided to prevent personnel access to energized circuits. Periodic tests must be established to verify that these protective systems are operative.

Safety Practices, High Voltage

The following check list must be used as a guide for circuits operating at 130 volts or more or storing more than 5 joules. An enclosure may be a room, a barricaded area, or an equipment cabinet.

1. Access: Easily opened doors, panels, etc., must be interlocked so that the act of opening de-energizes the circuit. Automatic discharge of stored-energy devices must be provided. Doors should be key-locked, with the same required key being also used for the locks in the control-circuit-interlock chain. This key must be removable from the door only when the door is closed and locked.
2. Heat: Heat-generating components, such as resistors, must be mounted so that heat is safely dissipated and does not affect adjacent components.
3. Isolation: The enclosure must physically prevent contact with live circuits. The enclosure can be constructed of conductive or non-conductive material. If conductive, the material must be electrically interconnected and connected to a good electrical ground. These connections must be adequate to carry all potential fault currents.
4. Seismic Safety: All racks, cabinets, chassis, and auxiliary equipment must be secured against movement during earthquakes.
5. Strength: Enclosures must be strong enough to contain flying debris due to component failure.
6. Temporary Enclosure: Temporary enclosures (less than 6-month duration) not conforming to the normal requirements must be considered Class C hazards.
7. Ventilation: Ventilation must be adequate to prevent overheating of equipment and to purge toxic fumes produced by a fault.
8. Visibility: Enclosures large enough to be occupied by personnel must allow exterior observation of equipment and personnel working inside the enclosure.
9. Warning Indicators: When systems other than conventional facilities represent Class C hazards, the systems should be provided with one of the following two safety measures: (1) A conspicuous visual indicator that is clearly visible from any point where a person might make hazardous contact or entry; and (2) A clearly visible primary circuit breaker of "OFF" control button on the front of the enclosure.

Safety Practices

Because a wide range of power supplies exist, no one set of considerations can be applied to all cases. The following classification scheme may be helpful in assessing the power-supply hazards.

- * Power supplies of 50 volts or less with high current capability too often are not considered a shock hazard, although these voltages are capable of producing fatal shocks. Since they are not “high voltage,” such power sources frequently are not treated with proper respect.

In addition to the obvious shock and burn hazards, there is also the likelihood of injuries incurred in trying to get away from the source of a shock. Cuts and bruises, and even serious and sometimes fatal falls, have resulted from otherwise insignificant shocks.

- * Power supplies of 300 volts or more, with lethal current capability, have the same hazards to an even greater degree. Because supplies in this category are considered Class C hazards, they must be treated accordingly.
- * High-voltage supplies that do not have dangerous current capabilities are not serious shock or burn hazards in themselves and are therefore often treated in a casual manner. However, they are frequently used adjacent to lower-voltage lethal circuits, and a minor shock could cause a rebound into such a circuit. Also, an involuntary reaction to a minor shock could cause a serious fall (for example, from a ladder or from experimental apparatus).

The following are additional safety considerations for power supplies.

1. **Primary disconnect:** A means of positively disconnecting the input must be provided. This disconnect must be clearly marked and located where the workmen can easily lock or tag it out while servicing the power supply. If provided with a lockout device, the key must not be removable unless the switch or breaker is in the “off” position.
2. **Overload Protection:** Overload protection must be provided on the input and should be provided on the output.

Chapter 5: Emergencies

Master Emergency Response Plan

SOUTHWEST NETWORKS, INC.'s Master Emergency Response Plan delineates lines of authority and responsibility for emergency response.

In this context, a major emergency may be one of the following: a potential major loss to a building or facility; and emergency that involves more than one building or facility; a situation in which a choice must be made in the assignment of relative levels of authority among emergency-response groups; a potential hazard to the surrounding community; threat; civil disturbances or alerts; natural disasters such as earthquakes, floods, and landslides; and sitewide electrical power or other utility failure.

During response to such major events, if deemed necessary by management or **SOUTHWEST NETWORKS, INC.** Fire or Police may be summoned, and a predesignated succession of management personnel would determine who would take charge. The primary responsibility person designated to be in charge is to ensure that priorities are established, that the response is appropriate and adequately implemented, and that the proper notifications are made. In most cases the direct involvement of local supervision and remedial action will be necessary.

Adequate emergency response will be made at the group, department, and building levels, with support from Fire, Medical, Protective Services, and other support organizations. As a practical matter it must be recognized that management personnel can assume on-site direction of major emergencies. This highlights the importance of local initiative, at least at the onset of an emergency.

The underlying philosophy of the emergency response plan is the recognition that each employee has a vital role and a basic responsibility in the area of safety and emergency action. The only reasonable expectation is that the onset of an emergency the initial response will be at the individual level.

Immediate and knowledgeable action is vital. The emergency plans for individual buildings and facilities set forth the responses to be taken by employees following the discovery of an emergency. Following the immediate measures taken by the individual, the responsibility for action will normally proceed upward through normal organizational lines of authority to the Building Manager and to emergency-response groups. Involvement of individuals at a higher level of responsibility will depend on the particular situation.

To reiterate, levels of responsibility proceed downward from top management while action and response levels proceed upward from the first person involved. Don't be afraid to call outside assistance like police and firefighters. Dial 911. When the police, fire or paramedics arrive, surrender command to a qualified emergency specialist. Notify management as soon as practical, which means after all immediate responses have been exercised.

The operator at 911 will tell you who is the person in charge of the specialized personnel assigned to respond to the emergency. An orderly transfer of responsibility is then made from the local building or facility organization to this responding unit. The examples listed below identify the most likely outside incident commander for the following types of emergencies:

- Injury: Ranking Fire Officer or Physician
- Fire: Ranking Fire Officer
- Bomb Threat: Ranking Police Officer
- Civil Disturbance: Ranking Police Officer
- Radioactive or Chemical Spills: Ranking Fire Officer/Responsible Safety Officer/Special Toxic Clean Up crew or alternate
- Power Outage: Pacific Gas and Electric or local Plant Power Engineer
- Mechanical Utility Failures: Construction and Maintenance Department Superintendent
- Structural Plant Failures: Engineering Department Head or alternate
- Landslide: Engineering Department Head or alternate

In most emergencies the person who should be in charge is obvious. However, an emergency might arise that requires the major involvement of more than one emergency-response group, in such a case the ultimate authority among those on the scene may not be obvious. In this event management is consulted for direction.

Supervisor's Responsibilities

During an emergency, the supervisor must:

- * Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency.
- * Render assistance to the person in charge during an emergency, as required.
- * Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
- * Know the location and use all safety equipment on his or her floor.
- * Keep employees from reentering an evacuated area until reentry is safe.

No Loitering Policy

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

- * If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.
- * Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number.
- * Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.

Chapter 6: Fire Safety

Fire Department

The Community Fire Department is responsible for protecting people and property from fires, explosions, and other hazards through prevention and expeditious control of such events. In addition, the Fire Department provides first-response rescue and transportation services in medical emergencies.

The Fire Department's inspection staff is responsible for ensuring company-wide compliance with fire safety and protection requirements and for reviewing all plans and procedures for compliance with these requirements; for inspecting and testing automatic fire protection and alarm systems and ensuring their maintenance and repair; for conducting fire safety and protection inspections; and for providing fire prevention recommendations. Other responsibilities include training employees in fire safety equipment, practices, and procedures.

All these fire protection and response functions are performed in conformance with OSHA regulations, State law, **SOUTHWEST NETWORKS, INC.** policies, and nationally recognized standard and guidelines for fire and life safety. The Fire Chief and the Fire Marshall have the authority to enforce applicable requirements of the Uniform Building Code; the Uniform Fire Code; National Fire Protection Association Codes (including the Life Safety Code), Standards, and Recommended Practices; and the fire protection provisions of OSHA Orders.

All employees must immediately report fires, smoke, or potential fire hazards to the Fire Department (dial 911).

All employees must conduct their operations in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials.

Supervisors are responsible for keeping their operating areas safe from fire. The Responsible Safety Officer and the Fire Department will provide guidance and construction criteria with respect to fire and life safety as well as inspections. The provision and maintenance of fire detection systems and both automatic and manual fire extinguishing equipment is the responsibility of the Responsible Safety Officer. But the supervisor, who best knows the day-to-day nature of his/her operations, is responsible for notifying the Responsible Safety Officer of operations that change the degree of fire risk and will therefore require a change in the planned fire protection provisions.

Supervisor Responsibilities

Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire. The local Fire Department and the Responsible Safety Officer also offer formal courses and training materials on fire prevention and response:

- * Fire Safety
- * Fire-Extinguisher Operation
- * Self-Contained Breathing Apparatus

Welding and Other Permits

As part of the local Fire Department's program to control and reduce fire hazards, a permit system is in effect to cover welding, burning, or other operations with a high fire hazard.

Typically, operations that require a permit are:

- * Welding (arc, oxyacetylene, or heliarch)
- * Soldering (which requires an open flame)
- * Use of a torch (for cutting, bending, forming, etc.)
- * Use of tar pots (for road work or roofing, etc.)
- * Open fires for any purpose
- * Spray painting

To obtain additional information or to request a permit for these operations, call the Fire Department on its business line, not the emergency 911 number.

Fire Exits

Fire exits must be of sufficient number to allow for rapid evacuation of all personnel. Fire doors must never be locked so as to prevent someone from opening the door from the inside a building.

Chapter 7: Material Handling

Lifting and Moving

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability.

Rigging

Planning for safe rigging and lifting must begin at the design stage, and lifting procedures must be developed for assembly and installation. The lifting procedure should be developed and discussed with the rigging crew foreperson.

Responsibility for all rigging jobs is shared between the rigging crew and the customer. The customer is responsible for defining and requesting the move, for providing technical information on relevant characteristics of the apparatus, including special lifting fixtures when required, for providing suggestions on rigging and moving, and for assigning someone to represent them both in planning and while the job is being carried out.

The riggers are responsible for final rigging and for carrying out whatever moves have been designated. Before any movement takes place, however, each representative must approve the rigging and other procedures associated with the intended move. Each must respect the responsibility and authority of the other to prevent or terminate any action he or she judges to be unsafe or otherwise improper.

The supervisor must make certain that personnel know how to move objects safely by hand or with mechanical devices in the operations normal to the area and must permit only those employees who are formally qualified by training and certification to operate a fork truck, crane, or hoist. The supervisor must enforce the use of safe lifting techniques and maintain lifting equipment in good mechanical condition.

Employees are required to observe all established safety regulations relating to safe lifting techniques.

Chapter 8: Fall and Ladder Safety

Fall Hazards

The fall hazards associated in structured cabling installations include:

- Falls from ladders
- Struck by falling ladders
- Struck by materials falling from ladders
- Tripping over ladders (erect or lying on floor)
- Lifting heavy ladders
- Striking persons or objects when carrying ladders
- Contact with electrical equipment

Preventing Falls

- Maintain ladders free of oil, grease and other slipping hazards.
- Do not load ladders beyond their maximum intended load nor beyond their manufacturer's rated capacity.
- Use ladders only for their designed purpose.
- Use ladders only on stable and level surfaces unless secured to prevent accidental movement.
- Do not use ladders on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement.
- Secure ladders placed in areas such as passageways, doorways or driveways, or where they can be displaced by workplace activities or traffic to prevent accidental movement. Or use a barricade to keep traffic or activity away from the ladder.
- Keep areas clear around the top and bottom of ladders.
- Do not move, shift or extend ladders while in use.
- Use ladders equipped with nonconductive side rails if the worker or the ladder could contact exposed energized electrical equipment. Face the ladder when moving up or down.
- Use at least one hand to grasp the ladder when climbing.
- Do not carry objects or loads that could cause loss of balance and falling

Straight Ladder Safety Rules:

1. Employees shall not work higher than a third run from top on straight or extension ladders.
2. Straight ladders will not be used unless equipped with non-slip base.
3. Portable ladders will be tied or otherwise secured to prevent their being displaced.
4. Ladders must be extended at least 36 inches (three rungs) above the landing when used for access to elevated positions.

Step Ladders' Safety Rules:

1. Employees will not use the top step of a step ladder.
2. If any employee is working on a step ladder 10 feet or more above the floor, the ladder shall be held by at least one other person.
3. Step ladders will not be used as straight ladders.
4. Step ladders will be fully spread and locked open when the ladder is in use.

Inspect your Work Environment for the following:

- Loose steps or rungs (can be moved by hand)
- Loose Nails, screws, bolts, or other materials
- Cracked, split, or broken uprights, braces, steps. or rungs
- Splinters on uprights, rungs, or steps
- Rungs, cleats, and steps are uniformly spaced at 12" (+/-2")
- Rungs/steps missing
- Rungs/steps on metal ladders corrugated or knurled
- Free from grease, oil, or slippery materials
- Wooden parts free from splinters, cracks, decay
- Wooden ladders cannot have opaque coatings
- Joints between rungs and side rails tight (cannot be moved by hand)

Other General Precautions:

- Generally, step ladders shall be used to provide an elevated work platform and straight ladders to provide access to another work level.
- Ladders shall not be placed in a horizontal position and used as a runway or scaffold.
- Place portable ladders so that both side rails have secure footing.
- Provide solid footing on soft ground to prevent ladder from sinking.
- Only one employee shall work from a ladder at one time. If work requires two employees, a second ladder shall be used.
- Never lean a ladder against unsafe backing such as loose boxes or barrels.
- Ladders shall not be painted. They shall be treated only with a transparent non-conductive material and be kept free from dirt or materials that could conceal defects.
- Do not leave placed ladders unattended unless properly secured.
- Metal ladders or ladders with metal side rails shall not be used near electric equipment or lines.
- Employees shall not tie their safety belts off on a ladder unless the ladder is properly secured and then only if there is suitable independent structure.
- The bottom section of straight or extension ladders shall be equipped with safety shoes. The top section should always be securely tied off to something substantial.
- Do not reach further than arm's length from ladder. Move ladder as work progresses.
- All ladders must be equipped with a 6' tie off rope which shall be tied off as soon as the ladder is positioned. If not suitable anchor point is available, a second worker shall steady the ladder.

Ladder Mistakes



Don't overreach on your ladder



Don't place ladder on unlevel footing

Chapter 9: Safety Devices and Inspections

Harnesses

Body harness: straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

Body harnesses are designed to minimize stress forces on an employee's body in the event of a fall, while providing sufficient freedom of movement to allow work to be performed. **Do not use body harnesses to hoist material.**

If an employee fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 900 pounds (4 kilonewtons) when used with a body belt;
- Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness;
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters); and
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

The use of a body belt for fall arrest is prohibited. SWN Employees should inspect personal fall arrest systems prior to each use for wear damage, and other deterioration. Defective components must be removed.

Lanyard Use

Lanyard: a flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

- Retracting lifelines and lanyards that automatically limit free fall distance to 2 feet (0.61 meters) or less shall be capable of sustaining a minimum tensile load of 3,000 pounds (13.3 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards that do not limit free fall distance to 2 feet (0.61 meters) or less, ripstitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made of synthetic fibers.
- Anchorages shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two, i.e., capable of supporting at least twice the weight expected to be imposed upon it.
- Anchorages used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms and must be capable of supporting at least 5,000 pounds (22.2 kilonewtons) per person attached.

Cleaning and Storage

Basic care for fall protection safety equipment will prolong and endure the life of the equipment and contribute toward the performance of its vital safety function. Proper storage and maintenance after use is as important as cleaning the equipment of dirt, corrosives or contaminants. The storage area should be clean, dry and free of exposure to fumes or corrosive elements.

Nylon and Polyester

Wipe off all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion. Then wipe the belt dry with a clean cloth. Hang freely to dry but away from excessive heat.

Drying

Harness, belts and other equipment should be dried thoroughly without exposure to heat, steam or long periods of sunlight.

Southwest Networks Inc. SAMPLE Field Services Jobsite Inspection Checklist

This checklist should be used on job sites.

Project: _____ Job No.: _____ Date: _____

Project Manager: _____ Lead Tech: _____

Inspection Criteria	Yes	No	Comments
A. General			
1. Emergency phone numbers and procedures posted?			
2. First aid supplies readily available?			
3. First aid supplies adequate for job manpower?			
4. Required posters and signs posted and readable?			
B. Personal Protective Equipment			
1. Hard hats worn by all personnel in work areas?			
2. Eye and face protection worn as required?			
3. Hearing protection worn as required?			
4. Respiratory protection worn as required?			
5. Safety harnesses and lanyards worn for fall protection?			
6. Workers dressed properly for the job?			
7. Personal protective equipment in good condition?			
8. Safety supplies adequate for job manpower?			
C. Housekeeping			
1. Walkways and stairs kept clear of material and debris?			
2. Cords and hoses strung to prevent trip and fall hazard?			
3. Are liquid spills cleaned up immediately?			
4. Restrooms and eating areas clean?			
5. Fabrication and work areas clean and orderly?			
6. Site trailers and vaults clean and orderly?			
7. Gang boxes clean and orderly?			
8. Trash, scrap, and debris picked up and disposed of?			
D. Fire Protection			
1. Fire fighting equipment well marked and accessible?			

Inspection Criteria	Yes	No	Comments
2. Employees trained to use fire-fighting equipment?			
3. Fire extinguishers inspected monthly?			
4. Smoking prohibited where flammables are located?			
5. Flammables stored and handled in approved containers?			
6. Oily rags disposed of in an approved container?			
7. Temp. heaters kept 20' away from combustible materials?			
E. Material Handling and Storage			
1. Materials stored neatly in stacks or piles?			
2. Cylindrical materials racked or cribbed and blocked?			
3. Loose materials containerized or palletized?			
4. Aisle space maintained around stored materials?			
5. Storage areas kept clear of scrap, debris, and trash?			
6. Slings and chokers in good condition?			
7. Chain falls and come-a-longs in good condition?			
8. Cranes operated in a safe manner by operators?			
9. Workers move from under suspended loads?			
10. Workers know and use proper crane signals?			
11. Crane hand signals posted on jobsite?			
12. Workers attach tag lines to loads?			
13. Hoisting hooks have safety latches?			
14. Running cables inspected and in good condition?			
15. Load limits marked on all hoisting rigs?			
F. Tools			
1. Power tools have guards in place?			
2. Power tools either grounded or double insulated?			
3. Power tool cords and plugs in good condition?			
4. Impact tools with mushroomed heads dressed as needed?			
5. Broken tools repaired or replaced as needed?			
G. Welding and Cutting			
1. Gas cylinders stored upright and secured?			
2. Oxygen cylinders segregated from fuel gas cylinders?			
3. Full cylinders segregated from empty cylinders?			
4. Caps secured on all cylinders not in use?			

Inspection Criteria	Yes	No	Comments
5. Welding leads in good condition?			
6. Welding screens erected in high flash areas?			
7. Welding blankets used to protect materials/equipment?			
8. Fire watches posted as needed?			
9. Proper permits issued (as required)?			
10. Fire extinguishers kept close to hot work areas?			
H. Electrical			
1. 120 volt tools and equipment tested and color-coded?			
2. Extension cords heavy duty, 3-wire type?			
3. Temporary lights equipped with bulb guards?			
4. Sufficient lighting to work and move safely?			
5. Lockouts used to de-energize operational systems?			
6. Welders and stationary equipment properly grounded?			
I. Ladders			
1. Straight ladders secured at top landing?			
2. Straight ladders extend 36" above top landing?			
3. Straight ladders have feet or blocked at bottom?			
4. Straight ladders set up with a 4 to 1 slope?			
5. Top step of stepladders not used as a step?			
6. Climbing the back of stepladders prohibited?			
7. Workers use the proper height ladder for the job?			
8. Portable ladders used only by company employees?			
J. Scaffolds and Manlifts			
1. All scaffold parts and hardware used as required?			
2. All scaffold hardware and parts in good condition?			
3. Scaffolds fully planked?			
4. All scaffold planks cleaned?			
5. Scaffolds have guardrails, midrails, and toe boards?			
6. Wheels on rolling scaffolds locked during scaffold use?			
7. Workers prohibited from riding rolling scaffolds?			
8. Manlifts in good operating condition?			
9. Only trained employees allowed to operate manlifts?			
10. Outriggers extended when manlifts are in use?			

Inspection Criteria	Yes	No	Comments
11. Workers prohibited from exiting raised manlifts?			
12. Workers only allowed to work from floor of basket?			
13. Workers required to tie-off while basket is raised?			
14. Only company employees allowed to operate manlifts?			
K. Handrails and Hole Covers			
1. Perimeters and drop-offs protected by rails or cables?			
2. Railings sturdy, continuous, and have midrails?			
3. Railings replaced after temporary removal?			
4. Floor holes protected by railings or hole covers?			
5. Hole covers secured to prevent movement?			
6. Hole covers marked to prevent accidental removal?			
7. Hole covers replaced after temporary removal?			
L. Excavation and Trenching			
1. Excavations 5' or deeper shored, sloped, or boxed?			
2. Workers stay within shored area?			
3. Excavated spoil stored at safe distance from work?			
4. Barricades placed on all open sides at end of shift?			
5. Ladders placed every 50' for entry and egress?			
6. Excavations de-watered as needed?			
7. Backfill placed as soon as possible?			
M. Employee Communications			
1. Do foremen communicate with their crews on job methods?			
2. Do foremen react to employee safety recommendations?			
3. Do foremen address unsafe actions and conditions?			
4. Are safety meetings held weekly with all employees?			

ATTACH ADDITIONAL COMMENTS TO BACK OF FORM

Inspection Completed By: _____

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Keeping the workplace safe

Encourage your employees to...

Southwest Networks Pandemic Guidelines and Response

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

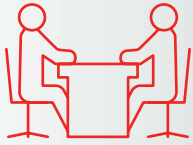
What every American and community can do now to decrease the spread of the coronavirus

SOCIAL DISTANCING GUIDELINES AT WORK



1

Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.



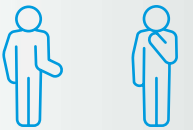
2

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.



3

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



4

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.



5

Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).



6

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.



7

Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.



PANDEMIC PLAN

I. Introduction

Business continuity means ensuring that essential business functions can survive a natural disaster, technological failure, human error, or other disruption. Many existing business continuity plans anticipate disruptions such as fires, earthquakes, and floods; these events are restricted to certain geographic areas, and the time frames are fairly well defined and limited. Pandemics, however, demands a different set of continuity assumptions since it will be widely dispersed geographically and potentially arrives in waves that could last several months at a time.

If a pandemic occurs, government health officials will issue information, warnings and work with the media to disseminate advice on how to avoid becoming ill.

In a worse case scenario, “business as usual” may cease. Government health officials may have to implement dramatic measures, including shutting down certain businesses that involve high levels of interaction with the public, such as restaurants and theatres. Health officials may also have to restrict travel, cancel public events such as concerts or sports, and close schools.

This document outlines how Southwest Networks will operate given a pandemic outbreak and demonstrates how SWN will:

- Provide each employee the resources to prepare themselves or their families
- Prevent/minimize the spread of virus in the workplace
- Monitor worker absentee rates
- Create a system to notify/share the information with workers during pandemic
- Develop a plan to address essential resources to maintain operations

II. Assumptions

A pandemic will spread rapidly and easily from person to person, affecting all businesses due to absenteeism. Businesses that are relied upon by other businesses will be facing the same massive absentee rates, and will be unable to provide essential components to maintain the daily operations.

Southwest Networks has identified the essential/critical components of our business operations that need to be conducted. We have strong partnerships, alliances, third parties and suppliers to support continuity arrangements that will maintain operations.

Pandemic Business Preparedness Plan

III. Essential Services Assessment

Southwest Networks, Inc. has considered the following interruptions that might take place in essential services during a pandemic:

- Healthcare services not being available
- Schools, churches and other public places not being open.
- Borders are partially or fully closed, especially airports, leaving people (families, employees, business partners, customers and suppliers) “stranded”.
- Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee workers supporting those transportation means.
- Essential services around utilities, food distribution/access and banking systems may not be at “normal levels”; access to cash flow could be tight.
- People may not be willing to or able to come to work.

Southwest Networks, Inc. has developed the following communications and strategies to help operations continue successfully during any or all of the above service interruptions.

IV. Communications

Communications during a Pandemic involves both internal communications and external communications. Internal communication should be provided to employees to educate them about pandemics and measure they can take to be prepared.

Risk communication is critical to inform employees regarding changes in the pandemic status. The following methods will be used for providing such information:

Alert: conveys the highest level of importance; warrants immediate action or attention.

Advisory: provides key information for a specific incident or situation; might not require immediate action.

Update: provides updated information regarding an incident or situation; unlikely to require immediate action.

Southwest Networks, Inc. will provide continuous updates through internal & external communications when a pandemic is imminent, including the following:

- Notification to employees of operational changes
- Provide frequent updates about the pandemic status
- Provide advisories and alerts as conditions change
- Ensure vendors and suppliers have available a dedicated communications contact
- Monitor local, state, and federal pandemic updates

Pandemic Business Preparedness Plan

Southwest Networks, Inc. will utilize our phone system, remote email and the company website as portals for sharing information with employees, vendors and clients.

Southwest Networks, Inc. has remote access allowing employees to work remotely and staggered shifts, as needed.

V. Key Customers

Southwest Networks, Inc. pandemic event planning team members will determine key customers and customers with special needs to ensure both Southwest Networks, Inc. and the customers are mutually prepared for a pandemic event.

This information will include monitoring locations of pandemics as they relate to job sites and sharing key information with customer contacts to minimize spread of infectious disease.

VI. Pandemic Management

During a pandemic, many managers may be out sick or at home taking care of ill family. The Southwest Networks' pandemic management plan outlines specific measures and responsibilities to cover the absence of key personnel in the event of a pandemic.

The following personnel will oversee the following areas in the event of a pandemic:

SWN KEY PERSONNEL:

Incident Commander: Robert Hernandez (President/CEO)	Organizes and directs all aspects of the incident response
Public Information Officer Shea Williford (Media/Public Relations)	Creates and releases upon approval from the incident commander all information to the staff
Liaison Officer Pratish Karsen	Establishes and maintains relationships with outside organizations
Safety Officer Josie Hernandez	Ensures the safety of all persons involved with the pandemic

OPERATIONS SECTION:

Operations Section Chief Pratish Karsen	Initiates and manages ongoing operations throughout a pandemic
Operations Assistant	Scott Paddack

LOGISTICS SECTION:

Logistics Section Chief Dan Hightower	Meets the goods, services, and staffing needs of the operation during the pandemic
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FINANCE SECTION:

Finance Section Chief Stephany Hernandez	Monitors all expenditures and ensures fiscal resource availability during the pandemic
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Pandemic Business Preparedness Plan

VII. Maintaining Essential Services

Essential services for Southwest Networks include suppliers and human resources. Southwest Networks has cross-trained essential employees to minimize the impact of absenteeism during a pandemic.

Southwest Networks has identified critical components that may become scarce during a pandemic.

VIII. Monitoring & Reporting

SWN Human resources will monitor absenteeism and identify the number of ill workers. This will provide useful information regarding operational decisions that need to be made during all phases of a pandemic. SWN Human Resources will report these numbers to the local public health department will also provide them with a community wide surveillance to implement necessary public health measures.

- Josie Hernandez is the dedicated Pandemic Manager. She is responsible for tracking the employees who call in sick or get ill at work. She will provide weekly or daily reports to upper management to determine policy issues that may need to be implemented. In addition, these reports should be provided to the local health department for community wide surveillance and could be initiated during the regular flu season.
- Pandemic reporting will be developed during the alert phases to identify community clusters. Self reporting forms may be made available on-line, and provided to institutional settings, long-term care homes, public schools, responder agencies, and large businesses.

Pandemic Business Preparedness Plan

IX. Public Health Measures

Access to vaccines and antiviral drugs during a pandemic will be extremely limited and non-medical interventions may be the only way to delay the spread of the disease.

Southwest Networks will continually advise staff of these public health measures:

- Utilize good hygiene by following recommended protection and infection control measures
- Minimize exposure by avoiding public gatherings, public places, and areas considered high risk
- Update vaccinations including seasonal flu and pneumonia
- Keep physically healthy; eat right, drink plenty of fluids, exercise, and get plenty of sleep
- Maintain a positive mental attitude
- Stay home and seek medical care when sick

X. Infection Control Measures

Infection control is an essential component of pandemic management and a component of public health measures. Southwest Networks will provide signage to make staff aware of the essential measures.

Infection Control Measures:

1. Stay at home when you are sick. If possible, stay away from work, school and from running errands. You will help others from catching your illness.
2. Cover your coughs and sneeze into tissue, or cough into your shirt sleeve.
3. Wash your hands often to avoid spreading and getting germs.
4. Enhance existing housekeeping service by wiping down and disinfecting work areas (i.e. keyboards, telephones, desks, etc.) frequently.
5. Enhance housekeeping services for general public use areas several times throughout the work period.
6. Use personal protective equipment where appropriate to minimize exposure (i.e. gloves- for handling money, masks- for ill employees)

Pandemic Business Preparedness Plan

XI. Implementation

Southwest Networks will implement the following policy measures to enhance the ability to respond to a pandemic outbreak:

- Placing signage to stimulate good hygiene
- Tracking employee absenteeism
- Staying home when ill
- Conducting employee training

Additional Resources:

Business Pandemic Influenza Planning Checklist, DHHS

Pandemic Influenza Fact Sheet, CDC

Family Emergency Health Information Sheet, CDC

Employees must read and sign below. In addition, Lead Technicians must complete the appropriate online American Red CPR training at the SWN Headquarters annually.

1. CALL

Check the victim for unresponsiveness.

If the person is not responsive and not breathing or not breathing normally.

Call 911 and return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.

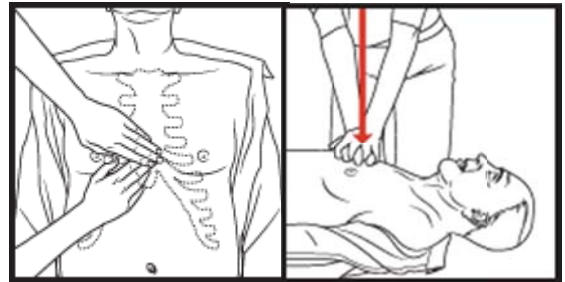


2. PUMP

If the victim is still not breathing normally, coughing or moving, begin chest compressions.

Push down in the center of the chest two inches 30 times.

Pump hard and fast at the rate of at least 100/minute, faster than once per second.



3. BLOW

Tilt the head back and lift the chin.

Pinch nose and cover the mouth with yours and blow until you see the chest rise.

Give two breaths. Each breath should take one second.



CONTINUE WITH 30 PUMPS AND TWO BREATHS UNTIL HELP ARRIVES

NOTE: This ratio is the same for one-person and two-person CPR.

In two-person CPR the person pumping the chest stops while the other gives mouth-to-mouth breathing.

Employee Name

Date



SWN Safety Alert

Bloodborne Pathogen Safety

Medical Environments

Employees that will work in this type of environment must review and sign below. In addition, Lead Technicians for projects that are installed in medical environments must complete the appropriate online American Red Cross Bloodborne Pathogen training at the SWN Headquarters prior to the commencement of a medical facility project.

What you need to know....

Workers face a variety of hazards on the job. But some of the biggest dangers are too small for you to see with the naked eye. Bloodborne pathogens are tiny microorganisms in the blood stream that can cause disease. These are spread when blood or other potentially infectious materials (OPIM) from one person to another. Tools and machines have obvious dangers for workers. There are unique dangers that are present when working in medical environments, and these include the risk of bloodborne pathogen exposure.

BioHazard Labels

In medical settings, look for the biohazard warning label such as the one to the right. These containers could have potentially infectious materials in them.



Universal Precaution

This rule states that all human blood and other bodily fluids must be treated as if they're infectious for HIV, hepatitis or other bloodborne pathogens and handled with appropriate care.

Engineering Controls

The medical facility will have engineering controls the chances of exposure to bloodborne pathogens (sharps disposal containers, self-sheathing needles, etc.) whenever possible to prevent accidental exposure. Do not touch or move these devices.

Personal Protective Equipment (PPE)

If necessary, you should receive proper personal protective equipment on the job to prevent the spread of bloodborne illness. This can include gloves, face masks or other protective gear depending on what's appropriate for your job.

How can you be exposed?

- Administering first aid
- Post-accident cleanup
- Janitorial or maintenance work
- Improper handling of infected waste products

Exposure

If you are stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report this immediately to your employer and seek immediate medical attention.

Persons who have written documentation of a complete hepatitis B vaccine series and who did not receive postvaccination testing should receive a single vaccine booster dose. Persons who are in the process of being vaccinated but who have not completed the vaccine series should receive the appropriate dose of hepatitis B immune globulin (HBIG) and should complete the vaccine series.

Unvaccinated persons should receive both HBIG and hepatitis B vaccine as soon as possible after exposure (preferably within 24 hours). Hepatitis B vaccine may be administered simultaneously with HBIG in a separate injection site. The hepatitis B vaccine series should be completed in accordance with the age-appropriate vaccine dose and schedule.

Employee Name

Date