



SAFETY MANUAL

PEOPLE FIRST. SAFE TODAY. STRONGER TOMORROW.



SAFETY



OUR PEOPLE



ACCOUNTABILITY



EXCELLENCE



A STRONGER
TOMORROW

ONE PARTNER. ENDLESS CAPABILITIES. **INFINITE SOLUTIONS.**

REVISION 1 | SEPTEMBER 2026

CONTROLLED SAFETY MANUAL

Document Control & Revision History

Infinite Infrastructure Solutions LLC

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Controlled-copy rule: Printed copies are uncontrolled unless specifically marked and issued as a controlled copy.

Jurisdictional rule: Federal OSHA requirements establish a baseline. State-plan, state, local, client, and site-specific requirements may be more protective and must also be followed. Washington operations are subject to Washington DOSH requirements where applicable.

Emergency information: Call 911 for life-threatening emergencies. Project-specific emergency contacts, utility owner contacts, and the current occupational nurse/medical hotline must be listed on the project Emergency Action Plan and posted/available to the crew before work begins.

COMMITMENT AND EXPECTATIONS

Safety Vision & Core Values

“Ensure Everyone Goes Home Safe, Every Day.”

OUR COMMITMENT

To achieve our vision, we commit to actively participating in safety and health improvements and providing the resources necessary to achieve an injury-free workplace - free from harm to our team members, customers, the public, and the environment.

Infinite Infrastructure Solutions LLC (INFINITE) recognizes that our people are the most important part of our business. As our most critical resource, team members will be safeguarded through training, appropriate work surroundings, proper equipment, and procedures that protect health and safety. All work conducted by INFINITE will reflect the intent of this policy. No duty, schedule, production target, or business result is more important than a team member's health and safety.

INFINITE is firmly committed to preventing workplace incidents and providing a safe and healthful working environment for every team member. We value our people not only as team members, but as individuals who are critical to their families, their communities, and the success of INFINITE.

SAFETY PRINCIPLES

- Safety is not simply a priority; it is part of our culture.
- Known and potential hazards will be identified and addressed before work begins.
- Every team member has the responsibility, obligation, and authority to stop work when an unsafe condition or act is present.
- Supervisors and team members are expected to plan the work, communicate hazards, use required protective measures, and perform the work safely.
- Incidents, near misses, good catches, and failures are promptly reviewed, communicated, and assigned corrective action when needed.
- No production goal, customer request, deadline, or financial consideration takes precedence over safe work.

EXPECTATIONS

Every person working for or on behalf of INFINITE is expected to understand the hazards of the assigned work, follow this Safety Manual and applicable project requirements, use required PPE, report hazards and incidents promptly, participate in safety meetings and job briefings, and stop work when conditions cannot be controlled safely.

IMPORTANT NOTICE

This manual establishes INFINITE's minimum company safety expectations. Applicable federal, state-plan, state, local, client, manufacturer, and site-specific requirements may impose additional or more protective requirements. Where requirements differ, INFINITE will follow the requirement that provides the required level of protection for the work being performed. Questions should be elevated to supervision or Safety before work proceeds.

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200 Compliance to Safety Rules

Team Member Requirements

201

All team members are required to adhere to all applicable safety rules. This includes the rules contained within this manual as well as any programs promulgated to address specific health, safety, and environmental requirements. Failure to adhere to safety rules may result in disciplinary action up to and including termination.

202

INFINITE empowers our team members and subcontractors to make suggestions or identify safety concerns. All safety concerns should be brought to the attention of your immediate supervisor.

203

All team members at INFINITE have the responsibility, obligation, and authority to STOP WORK when a perceived unsafe condition or behavior may result in an unwanted event.

204

Horseplay and/or conduct that places a team member or others at risk is forbidden and will not be tolerated.

Fitness For Duty

205

Team members should not attempt work for which they are not mentally or physically fit.

206

Possession or use of alcoholic beverages or illegal drugs by any team member during work hours is forbidden and any violation will be sufficient cause for termination.

207

Supervisors having reasonable grounds to suspect that a team member under their jurisdiction is either mentally or physically unfit for the work assigned, should prohibit such team member from working until satisfactory medical or other evidence indicating fitness is secured.

208

All INFINITE team members are subject to the INFINITE Drug and Alcohol Policy including pre-employment testing, random testing, and reasonable suspicion testing.

300 Rules to Live By

Definition

The "Rules to Live By" are INFINITE requirements and/or OSHA standards that when violated place the team member or any other person in an immediate life-threatening situation.

Rules To Live By

301

Team members should not put themselves or any conductive object within the minimum approach of energized electrical circuits.

302

Work from heights, including ladders and aerial devices, should be conducted always using appropriately inspected and functional fall protection equipment and personal protective equipment.

303

Testing of all services with a foreign voltage detector (FVD) before touching or working on pedestals, customer connection boxes, coaxial cable, drops or any other equipment connected to the service, house, or poles is required.

304

Ladders should be inspected prior to each use. Defective ladders should be removed from service immediately. Ladders constructed of conductive materials are prohibited.

305

Excavations greater than 4 feet should be conducted under the direction of a competent excavation person and should have shielding, shoring, benching, or sloping in place at all times.

306

Confined (permit/non-permit) spaces should not be entered by team members unless properly trained and the procedures contained within this manual are implemented.

400 Team Member Assessment & Training

401

expected that team members will familiarize themselves with the contents.

402

All team members will be required to complete a team member safety orientation before beginning work.

403

All team members are required to comply with the INFINITE policies, safe work practices, and client procedures/guidelines.

404

When INFINITE, customer, federal, state, local, or other regulatory guidelines differ, it is the practice of INFINITE to coordinate work rules to ensure that an equal level of protection is provided by the agreed upon work practices.

405

Each team member should be instructed in the recognition and avoidance of unsafe conditions and the safety rules applicable to the work being performed.

500 Roles & Responsibilities

501

Team members at every level should be held accountable not only for their own safety but for the safety of those they work around. In order for accountability to be accepted, a clear understanding of roles and responsibilities must be established, communicated, and agreed upon. The following are considered the minimum responsibilities, according to your assigned role.

Team Member Responsibilities

502

All team members should be respectful to all team members, subcontractors, and the public.

503

Know, understand, and comply with INFINITE safety policies, programs, and procedures.

504

Possess functional and technical knowledge and skills necessary to perform the work safely.

505

Apply safe work behaviors/practices and encourage fellow team members to work safely.

506

Actively observe, report, and/or correct any recognized or potentially hazardous conditions, as well as any unsafe acts being performed.

507

Wear the required personal protective equipment (PPE) as prescribed for the task being performed.

508

Properly maintain and inspect PPE daily or as recommended by the manufacturer. If PPE is damaged or replacement is required, immediately contact your supervisor.

509

Only operate equipment in good condition with all safeguards in place.

510

Only operate equipment for which training has been received. On the job training on equipment may be conducted under the direct supervision of a competent person.

511

Report all injuries, regulatory visits, inspections, and any unscheduled or known occurrences, no matter how minor, immediately to a foreman and/or supervisor.

512

Attend safety training as required, participate in tailboard meetings and job briefings; contribute ideas and suggestions on how to improve safety procedures and conditions.

513

Participate on incident investigation teams when required.

514

Operate a company vehicle in a safe and courteous manner adhering to INFINITE fleet policies, as well as all

federal, state, and local laws.

Field Supervision

514

Applicable titles are supervisor, foreman, crew leader, or any designated person in charge.

515

Must support and implement the INFINITE Safety Program by fulfilling, at a minimum, the following additional responsibilities.

516

take responsibility for and accept ownership of your work, crew's safety, and communicate crew member responsibilities.

517

Enforce INFINITE safety policies, programs, and procedures.

518

Hold team members accountable for practicing safe work behaviors, compliance to INFINITE safety policies/procedures, and/or with any customer safety related requirements.

519

Ensures that appropriate PPE is worn and inspected on a regular basis by team members.

520

Routinely inspect powered and non-powered tools, mechanized equipment, rigging equipment, lifts, etc.

521

Perform skills assessment to ensure team members are qualified and able to perform the work assigned in a safe manner. Ensure that no team member is allowed to work independently or with a crew without having fully completed the INFINITE New Team Member Orientation training.

522

Conducts and/or requires crew to conduct tailgate safety briefings with crew discussing all pertinent information relevant to the task to be performed prior to the start of the job and document on the INFINITE tailgate safety form.

523

Perform and document safety observations and coaching as required.

524

Conducts and/or requires safety meetings at regular intervals.

525

Follow safety pre-planning guidelines and recommendations.

526

Review completed job briefing forms for content quality and provide coaching as necessary.

527

Communicate safety concerns/considerations prior to introducing a new process, procedure, machine, equipment, or material to the workplace.

528

Ensure that adequate first aid supplies are maintained.

529

Verify and/or arrange for applicable safety training for your team members prior to the assignment of duties.

Safety Team Member Responsibility

530

Applicable titles are Director of Safety, Safety Manager, Safety Coordinator, etc.

531

Safety team members are required to support and implement the safety program by fulfilling, at minimum, the following responsibilities:

532

Ensure that this safety manual is reviewed at least annually or whenever regulatory changes dictate and updated as necessary.

533

Identify, develop, administer, and interpret programs and policies as needed to maintain a safe workplace.

534

Act as resource for operational team members in the organizing and planning of safe work activities and conditions.

535

Facilitate training as needed to reinforce safe work procedures/processes.

536

Identify potential safety and health hazards and develop solutions. Plan and conduct evaluations of potentially hazardous conditions. Advise team members and management on safe practices and potential hazards.

537

Communicate with federal, state, and local agencies as department representatives concerning compliance and emerging standards.

538

Perform safety observations to identify safe and at-risk conditions and/or work practices.

539

Coordinate with regional operational team members establishing training programs for recognized hazards.

540

Be knowledgeable in applicable American National Standards Institute (ANSI), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), Department of Transportation, National Electrical Safety Code (NESC), and other applicable standards.

541

Investigate reports of workplace illnesses and injuries and develop corrective actions to prevent

recurrence.

542

Attend periodic personal development safety training.

Management

543

Applicable titles are Vice President, Director, Manager, and Supervisor.

544

Management must support and implement the INFINITE Safety Program by fulfilling the following additional responsibilities.

545

take responsibility for and accept ownership of safety for your respective area.

546

Enforce INFINITE safety policies, procedures, and best practices.

547

Hold field supervision accountable for implementation and consistent application of all safety policies, procedures, and applicable best practices.

548

Ensure required OSHA or INFINITE safety training and/or refresher training is provided to supervisors, foremen, and team members prior to the assignment of duties or as required.

549

Ensure that pre-planning safety guidelines are followed.

550

Perform safety observations as required.

551

Review the results of all incident investigations within your respective area to ensure proper reports are completed and appropriate actions are taken to prevent recurrence.

552

Consistently and fairly implement and administer the appropriate company/regional disciplinary procedures for those team members who violate safety rules.

Executive Management

553

Applicable titles are Chief Executive Officer (CEO), President, Vice President, or any member of the INFINITE Leadership Staff.

554

The success of our safety program depends crucially upon active interest and participation by executive management. Executive management plans, organizes, and administers the safety and health program by establishing policy, setting goals and objectives, assigning responsibility, motivating team members, and monitoring program results.

555

Executive management supports and implements the safety program by fulfilling the following additional responsibilities.

556

Accountable for the effective company-wide implementation of the safety program.

557

Hold all management accountable for implementation and consistent application of all safety policies and procedures.

558

Review management performance in achieving annual safety goals and objectives.

559

Consistently uphold the company safety vision, commitment and principles.

560

Establish annual company-wide safety goals.

561

Provide directions to all management levels.

600 Office Safety

General

601

Use handles to open and close file drawers or cabinets.

602

Drawers of desks and file cabinets should be kept closed when not in immediate use or left unattended.

603

Open one drawer at a time to prevent the file cabinet from tipping over unless the cabinet is securely fastened to the wall or to other secured cabinets.

604

File cabinets should be filled from the bottom to prevent tip over.

605

Do not sit in chairs with feet raised above seat to prevent tipping over backward.

606

All chair feet/rollers should remain on the floor while in use.

607

Do not sit on the edge of a chair.

608

Defective chairs or office furniture should be removed from service until properly repaired or replaced.

609

All hazardous conditions should be corrected immediately or reported to your supervisor.

610

Paper cutters should be in the locked position when not in use.

611

Only approved step stools and ladders should be used to reach elevated objects or locations.

612

Turn off and unplug office equipment prior to making adjustments, repairs, or performing maintenance. Follow manufacturers' recommendations on lock out tag out (LOTO).

613

Floors should be kept free of tripping hazards.

614

Materials should be stored on shelves in a manner to prevent tipping or falling; heavy objects should be placed on lower shelves. Shelves should not be overloaded.

615

Daisy chaining power strips is prohibited.

616

Faulty, electrical cords or equipment should be properly repaired or replaced immediately.

617

Extension cords should not be used in place of permanent wiring.

618

Space heaters should be equipped with tip-over protection and used in accordance with manufacturer's recommendations. Space heaters should be plugged into appropriate power sources and not create a trip hazard.

619

Appliances in office spaces should be plugged into regular wall outlets. Power strips and extension cords should not be used.

620

All emergency exits, exit ways, and exit discharges should be kept clear of obstructions and should be marked with a self-illuminated exit sign.

621

Open flames from candles, incense, etc. are prohibited in the office or cubicle environment.

Emergency Procedures

622

All facilities should have an emergency evacuation plan in place.

623

All facilities will practice evacuation procedures at least annually.

Ergonomics

624

Office-based team members should be initially trained in techniques to prevent ergonomic injuries and conditions.

625

Computers should be placed perpendicular to overhead lighting for optimal glare reduction.

626

Workstations should be set up to allow team members to perform tasks safely and efficiently. Each workstation should be adjustable to meet individual team member needs.

627

Team members should avoid frequently reaching outside of the neutral posture while working. (i.e., stretching to reach phones and other desktop devices).

628

Position telephone, keyboard, and other frequently used equipment and files within optimal reach. Use of keyboard trays, document holders, etc. may be helpful.

629

take frequent posture relief breaks to stretch muscles, joints, spinal discs, arms, and legs to help combat adverse effects of sitting for long periods. Stretching also maintains flexibility to help combat muscle fatigue and the reduction of blood flow to extremities that is prevalent in prolonged office work.

630

When working on a computer, team members should adjust posture and the equipment according to the following guidelines.

631

Keep the first line of a document on team member's monitor at eye level, or slightly lower.

632

Monitors should be set at optimal individual viewing distance.

633

Use the optimum work zone which is having elbows bent at about a 90-degree angle when typing.

634

Avoid typing while wrists, arms, or elbows are in contact with any part of the desk or chair as it will cause a reduction in blood flow to hands and fingers resulting in numbness and or pain/tingling to those affected.

635

Keep head, chin, neck and back in line with the hips.

636

Keep feet flat on the floor or on a footrest if needed. Thighs should be parallel to the floor.

637

All sharp objects should be covered and/or properly stored.

700 Wireless Communication Devices

701

The use of wireless electronic devices should be following local, state, and/or federal law.

702

Team member use of all hand-held portable electronic devices is prohibited while driving on company business and property.

703

The first choice for phone/electronic device usage should always be to find a safe place to pull over and have a conversation.

Exceptions

704

Where it is legally permitted, the following exceptions apply.

705

Hands-free cellular phones that are truly hands free may be used for calls. Manipulation of the handset for dialing is prohibited. Use of headphones or ear buds is prohibited.

706

Use of properly mounted phones/devices for GPS navigation provided that entering addresses for navigation is entered into the device while the vehicle is not in motion may be used.

Hand-held electronic devices include cell phones, portable Global Positioning Systems (GPS), and other portable electronic communication devices.

Use of hand-held electronic devices includes talking, dialing, checking voicemail messages, entering data or reading text or emails.

Vehicles including autos, light-medium- heavy duty trucks, motorcycles, as well as mobile equipment such as fork-lifts, cranes, heavy equipment, road graders, golf carts, bucket-boom trucks, tracked crawlers, platforms and truck mounted cranes.

Personal headsets and earphones should not be used while operating a company vehicle, nor should they be worn while on the job.

800 Transportation Vehicles & Equipment

Vehicles

801

Drivers of company vehicles or personal vehicles used for company business will abide by all local, state, and federal traffic regulations always.

802

Drivers should maintain the appropriate classification of driver's license for all vehicles assigned to be driven as a part of their job classification. Any impact on the ability to keep or maintain a driver's license by a team member must be communicated to their supervisor immediately.

803

Each company vehicle licensed as a Commercial Motor Vehicle (CMV) should be equipped with all required DOT safety devices including fire extinguishers, spare fuses, and warning devices for stopped vehicles.

804

The driver will perform a DOT pre- and post-trip inspection daily, and vehicles should not be operated unless in safe condition.

805

When operating a brake-equipped trailed vehicle, brake test should be made on the towing vehicle each time the trailed vehicle is coupled or uncoupled and should include visual inspection of brake hoses and couplings, and an actual test of all possible braking combinations. This is required regardless of trailer brake type: surge (hydraulic), electric, and air brakes.

806

When hauling material that protrudes beyond the vehicle, place a red flag or suitable light on the end of the object furthest away from the vehicle.

807

Lowboy trailers crossing any railroad track with a grade greater than the trailer can safely cross, the driver should seek an alternate route when practical. In case(s) where there is not an alternate route, the equipment should be unloaded and walked across tracks (pending permit requirements).

808

When the grade requires the lowboy to be raised, the grade should be measured, and the trailer raised to minimum clearance plus three inches before crossing the tracks.

809

When crossing any railroad tracks with a grade greater than the trailer can safely cross, the driver should stop fifteen feet before the tracks, roll or have the window down, turn any audio devices down, look both ways and focus on listening for a train. When movement can be distinguished, you should remain stopped and wait for the train to pass. All passengers should focus on looking at and listening for trains.

810

Before starting to move a vehicle either forward or backward, the driver should determine that no person or object is in the path of the vehicle.

811

When vehicles must be driven away from regular roads, streets, or driveways, especially around customer's premises, the route to be traveled should be investigated beforehand to avoid damage to property, such as yards, shrubbery, septic tanks, etc.

812

Team members should not ride on pole dollies, trailers, fenders, running boards, side rails, or on top of vehicles.

813

Team members should ride in the space provided therefore in company vehicles and should not ride with their legs hanging out of the rear or side of any vehicle.

814

Before proceeding, drivers should make certain that all loads are properly secured, that riders are properly located to prevent falling from the vehicle and are not exposed to hazards from shifting loads.

815

Team members should not get on or off vehicles in motion.

816

Drivers should not permit more team members to ride on the driver's seat than the number for which the seat was constructed.

817

If a vehicle licensed as a CMV is disabled upon the traveled portion or shoulder of a street or highway, warning devices should be displayed and remain in place as long as the disabled vehicle is on the highway. The driver should immediately activate the vehicle hazard warning signal flashers and place a reflective triangle at the traffic side of the vehicle. When exiting the vehicle to place the devices, drivers should wear high visibility clothing. The flashers should continue flashing and the triangle should remain in place until the driver places the warning devices required below:

Within ten minutes, place three reflective triangles as follows: one at the traffic side of the stopped vehicle (10 feet behind the vehicle, in the direction of approaching traffic), in the center of the traffic lane or shoulder occupied by the CMV (100 feet behind the vehicle, in the direction of approaching traffic), and in the center of the traffic lane or shoulder occupied by the CMV (100 feet in front of the vehicle, in the direction of oncoming traffic).

On a divided highway or one-way roadway, place three reflective triangles as follows: one at least 200 feet to the rear, one 100 feet to the rear in the center of the lane, and one on the traffic side of the vehicle within 10 feet of the rear of the vehicle.

Whenever the view of the disabled vehicle and warning devices is blocked by a hill, curve or other obstruction, the warning devices closest to the obstruction should be at least 100 feet, but no more than 500 feet, from the vehicles so as to afford ample warning to other users of the street or highway.

818

When work requires that vehicles or equipment are to be located on or adjacent a highway, road or street, appropriate traffic control devices and procedures should be used. See section 20 of this manual for further information.

819

Wheel chocks should be used on all company vehicles and equipment except for autos, SUVs, pickups, and vans, when parked or being loaded/unloaded.

820

When required, two-wheel chocks should be placed on each side of the vehicle against the direction the vehicle could roll.

821

Trailers when left unattended should be chocked. Trailers should also be chocked when parked or loaded/unloaded.

822

There should be no smoking in any company vehicle or equipment.

823

Company vehicles and/or equipment should not be modified without the consent of the Fleet Department.

Seat Belts And Shoulder Harnesses

824

Team members operating or riding in company vehicles or personal vehicles while on company business should use restraint devices where provided.

825

Team members operating vehicles on company business should require all passengers to use restraint devices.

Equipment

826

All operators of company equipment should have the appropriate training, qualifications, and experience to operate the equipment assigned.

827

All off-road equipment should have a backup alarm and/or utilize a spotter. The spotter should be utilized when conditions such as noise or crowded conditions warrant.

828

Drivers and/or operators of mobile cranes or trucks should ensure that aerial ladders, lifts, booms, pole derricks, automatic lift gates and outrigger are in the proper position for the work or travel being done.

829

When there is any possibility that a vehicle, equipment, or crane of any part of it could contact energized conductors or equipment, one person should be assigned to guide the driver (spotter), especially when a boom is being raised, lowered, or when the vehicle is moved with the boom up.

830

Operators of equipment should always maintain a minimum of 10 feet clearance between equipment and energized lines unless the equipment is designed as such (insulated), and the operators are qualified as such to maintain the MAD distance.

831

Team members should visually check aerial baskets at the beginning of each shift, and the controls should be operated and checked from the ground (lower controls first then upper controls) before anyone goes aloft. Defective or inoperative controls should render the vehicle in an "out of service" state until repairs can be completed to make the vehicle operable again.

832

Team members or loads will not be lifted when wind speeds exceed manufacturers' recommendations of aerial baskets. If manufacturer's recommendations are not available, no lift should be made when wind speed exceeds 30 mph (sustained or gust).

833

Team members should make sure that brakes are set before setting up a bucket truck or digger derrick, unless the bucket truck is a "placer," and a driver stays in the driver seat to operate the vehicle.

834

Vehicles with booms or derricks should not be moved from one location to another (other than positioning activity) with the equipment in any position other than the stored position. All extended booms, jibs, and outriggers should be in the fully retracted position.

EXCEPTION: Vehicles with speed governors and two-way hands-free communication may operate with the boom extended for the specific work of cable stringing/placement.

835

Team members should not enter or climb on equipment engaged in work while the bucket or basket is in use.

836

Hydraulic basket lift trucks should not be moved with team members in the basket.

Exception: When escorting high loads, or similar pole to pole work, a person can remain in the bucket when the boom is cradled. However, in such cases the vehicle should be on hard surface roads and under its own power. Traffic conditions, low hanging trees, etc. should be considered.

837

A handline should always be used in the work area and should be taken with the team member working in the aerial lift.

838

On trucks equipped with outriggers, the outriggers should be used to level and stabilize the vehicle before the boom is lifted. Outrigger pads should always be used with outriggers.

839

Before operating outriggers, team members should first check to see that everyone is in the clear.

840

Belting off to an adjacent pole, structure, or equipment while working from an aerial lift should not be permitted.

841

Team members should not climb into or out of the basket while the basket is elevated.

842

Team members should always stand firmly on the floor of the basket and should not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

843

The team should ensure that hydraulic hoses, tools, and material should not become entangled with the control levers that operate the boom.

844

Climbers should not be worn while working in aerial baskets.

Powered Industrial Trucks (Forklifts)

845

Only qualified and authorized team members should operate a forklift, and in accordance with manufacturers' safe operating instructions.

846

Training and refresher training should be conducted in accordance with applicable regulatory requirements.

847

The operator should complete a forklift checklist examination at the beginning of each shift prior to using the unit. Defective forklifts should be removed from service.

848

Wheels should be chocked if the forklift is parked on an incline.

849

Forklifts with gasoline, diesel, or propane engines should not be operated in an enclosed area for prolonged periods of time, so as not to exceed the allowed levels of carbon monoxide.

850

When a forklift is moved, loaded, or empty, forks should be carried as low as possible but high enough to clear uneven surfaces.

851

Loads should not be raised or lowered while the forklift is traveling.

852

Upon control, malfunction, or equipment failure, the unit should be tagged out-of-service until repairs are made and the unit re-certified.

853

When the forklift is not in use, the forks should be lowered, brakes set, and the key turned to the "off" position.

854

Team members should not stand or pass beneath the elevated forks, whether loaded or empty.

855

All fork attachments, slings and lifting accessories should be properly marked indicating load capacity.

856

The rated capacity of all equipment should not be exceeded. Equipment not rated with load capacity should be Taken out-of-service until properly inspected and rated. Only approved attachment to the mast or forks should be used. Improvised methods should not be used.

900 Incident Reporting Guidelines

Guidelines

901

All incidents, regardless of whether they result in injuries, illness, property damage, or utility damage should be reported immediately to supervision and documented.

902

Upon notification of incident, supervision will notify safety of the incident details. In the event of a serious or fatal incident, refer to INFINITE Immediate Case Notification Procedures. See Rule 911 - 918.

903

Team members should not admit liability, attempt to negotiate the settlement of claims, or promise payment for injuries or damage.

General Liability/Property Damage/Utility Damage

904

Notify supervision in the event of any incident causing damage to public or private property, damage to utilities, or theft.

905

Documentation is to be sent to INFINITE Safety Department.

Auto Incidents

906

All auto incidents involving company vehicles, no matter how minor, must be reported to supervision.

907

If you are involved in an incident where there is damage to a vehicle or involve injury, state laws require that you stop your vehicle at the scene of the incident (for minor incidents, vehicles can be moved to the side of the road).

908

When company vehicles are involved in an incident or you are just an observer, the driver should (if capable):

Step 1 - Stop immediately if you're either involved in the incident or are the first on the scene.

Step 2 - Set out warning devices so approaching motorists use caution.

Step 3 - Help the injured by providing reasonable assistance.

Step 4 - Contact law enforcement and let them know exactly where the incident took place.

Step 5 - Document the incident while the events are still clear in your head.

Step 6 - Contact supervision and follow their direction.

Step 7 - Complete an incident report. Incident/claims form(s) should be kept in the glove compartment of all vehicles and should be completed in detail and sent to the INFINITE Safety Department.

First Report Of Injury

909

All injuries, no matter how minor, must be reported immediately to supervision and documented.

910

INFINITE Safety should be notified to begin the incident recording process. A joint investigation is to be carried out by Safety and Operational team members. The size of the investigation team will be determined by the severity of events.

Immediate Case Notification (Icn)**911**

The Director of Safety & Vice President of Safety must be immediately notified of the following types of cases, incidents, and correspondence. Notification must be made regardless of whether INFINITE is believed to be at fault.

Incidents Requiring Icn:**912**

Fatality - Any incident which results in a fatality, regardless of the identity of the deceased (team member, civilian, etc.).

913

Incidents involving serious bodily injury, including any burn (electrical flash or contact) or loss of limb.

914

Incidents where damage is anticipated exceed \$50,000.

915

Utility damages with outages and disruption of service.

916

Incidents which involve flagging operations (whether team members or contract flaggers).

917

Incidents involving three (3) or more vehicles.

918

Any incident of this nature and the resulting investigation should not be released to any entity without the approval of the Vice President of Safety.

1000 First Aid

First aid is the immediate care given to injured or ill persons until more advanced care arrives and can take over care if needed. INFINITE uses the services of a professional nurse's hotline to assist team members in assessing the severity of injuries and the appropriate application of first aid care and or escalation to medical care if needed. This number is available 24 hours a day, 7 days a week.

General Directions

1001

All team members who have exposure to exposed energized conductors energized at 50 volts or above will be trained in CPR, First Aid, and AED use.

1002

Field crews should have at any time enough trained team members to provide adequate first aid to crew members doing work at any time.

1003

Prompt action must be taken in cases of serious injury or sudden illness while help is being summoned. Give immediate attention to the following first-aid priorities.

1004

Begin prompt rescue if the victim is in imminent danger of further injury. Summon emergency medical service (911 or follow site-specific instructions) depending on the work location as quickly as possible even if that means leaving the victim momentarily.

1005

Ensure that the victim has an open airway and perform Cardiopulmonary Resuscitation (CPR), if necessary.

1006

Control severe bleeding. First aid responders should always use universal precautions - meaning that they should presume that exposure to blood or any other bodily fluid is potentially infectious. To avoid direct contact with blood or body fluids, first aid responders should use the appropriate personal protective equipment (PPE) to reduce the risk for exposure. PPE for first aid responders includes nitrile gloves and barriers when providing mouth-to-mouth resuscitation.

1007 Team members who may have contacted blood or other potentially infectious material during the course of rendering first aid to any individuals should notify their supervisor immediately and should be provided the opportunity for appropriate medical evaluations.

1008

First aid kits should be inspected monthly and expired contents removed and replaced.

1009

Automated External Defibrillators should be inspected monthly for any defects, battery condition, and expiration dates of defibrillator pads. Defective equipment should be removed from service and replaced with functioning equipment.

1100 Bloodborne Pathogens

Guidelines

Blood and other bodily fluids may carry pathogens, which can cause diseases in others. This includes HIV, which leads to AIDS, and hepatitis. Since we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take universal precautions following an illness or injury when bodily fluids are released.

Definitions

Bloodborne Pathogens (BBP): Pathogenic microorganisms that are present in human blood and can cause disease to humans.

Exposure Incident: Any specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infected material.

Other Potentially Infectious Material (OPIM): Any bodily fluid that is visibly contaminated with blood or any fluids in which it is difficult or impossible to tell what the fluid is and/or if it is contaminated with blood.

Personal Protective Equipment (PPE): Gloves, safety glasses, suits, face shields, etc. worn to prevent contact with blood or other bodily fluids.

Sharps: Medical devices with a point and/or a blade capable of penetrating human skin (e.g., hypodermic needles, scalpels, etc.)

Universal Precautions: Our approach to infection control. All bodily fluid will be treated as if it was contaminated with a bloodborne pathogen and appropriate protection, and sanitation steps will be taken.

1101

In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact with any bodily fluids.

1102 In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt to clean up by yourself. Call your supervisor or the Safety Director immediately for further instructions.

Exposure Control Plan

1103 A team member may experience unintended exposure from contact with blood or OPIM. Accordingly, engineering and work-practice controls will be used where applicable to eliminate or minimize occupational exposure. Where occupational exposure remains after these controls, appropriate PPE will also be used. The Exposure Control Plan includes:

1104

Only designated team members who are trained, authorized, and equipped to respond to medical emergencies and/or bodily fluid spills will do so. All other team members will avoid contact and notify their supervisor or Safety Director if a spill or exposure incident is encountered.

1105

Any team member should immediately do the following if an exposure is suspected:

Wash exposed skin surfaces with large amounts of soap and warm water. Exposed mucus membranes should be rinsed with large quantities of warm water.

Report any actual or suspected exposure incident to their supervisor or the Safety Director. The team member will immediately be referred to a physician or other licensed health care provider

for confidential follow-up care to be provided at no cost to the team member.

1106

Team members will receive awareness training upon hire and periodic retraining thereafter.

1200 Safety Meetings

Safety Meetings

1201

Safety meetings will be conducted for all field team members on a periodic basis. The schedule of such meetings will be defined by operations management but generally these meetings are to occur weekly, at minimum monthly.

1202

Weekly safety meeting topics, at a minimum, should include applicable rules of this handbook, lessons learned, and near misses/good catches.

Monthly Focus Meetings

1203

Monthly focus meetings will be conducted for all field team members.

1204

Materials will be distributed and should be covered during the month. Sign-in sheets are to be sent to the Safety Department for tracking.

1205

Safety Bulletins And Alerts

1206

Safety bulletins and alerts will be sent out periodically to inform team members of significant near misses, good catches, and/or lessons learned from events.

1207

Sign-in sheets are to be sent to the Safety Department for tracking.

1300 Personal Protective Equipment & Work Attire

General

1301

All team members and visitors are required to wear basic PPE in any designated workplace/work zone. Basic PPE requires the use of approved hard hat, safety glasses, work gloves, protective footwear, and high-visibility garment (safety vest).

Team Member

1302

Each team member, at minimum, should wear basic PPE required for the hazards identified for the task.

1303

Each team member should be knowledgeable of the hazards and PPE required for the task.

1304

Each team member should inspect their PPE immediately prior to use.

1305

If PPE is damaged, the team member should notify the supervisor immediately so replacement PPE can be obtained.

1306

Each team member should be responsible for proper storage of PPE after use.

1307

All non-company owned and/or issued PPE should be approved for use by the supervisor prior to the start of any work.

Person In Charge/Foreman/Supervisor

1308

The designation of the workplace/work zone is the responsibility of management.

1309

The tailgate safety briefing should be used in addition to a job hazard assessment or reference to identify additional and/or specialized PPE for the task.

1310

If the basic PPE is not to be worn, it must be approved by supervision and documented on the job briefing.

1311

It is the responsibility of the supervisor to verify that all crew members are wearing the required PPE for the task.

1312

It should be the responsibility of the supervisor to verify all PPE is used in the proper manner.

1313

It should be the responsibility of the supervisor to replace all damaged or obsolete PPE work attire/clothing. Proper clothing and work attire should be worn at all times based on the hazards faced at the worksite. The guidelines below are for the general safety of all team members.

1314

Team members engaged in office and outside work should wear clothing suitable to weather conditions and for the job being performed.

1315

Clothing should be in good condition and appropriate for a construction site (i.e., long pants that reach the ankles and shirts with sleeves at least four (4) inches in length).

1316

Body jewelry and other items like are prohibited when the work performed requires the use of tools or equipment such as ropes, cables, hooks, etc., which could result in a catch or impale hazard or when working on energized systems or within substations.

1317

When work is performed where dielectric insulating boots or gloves are required team members should not wear rings, swinging watches, key chains, or any other conductive article or clothing that would increase the hazards associated with contact with inadvertently energized lines or apparatus.

1318

Office team members should wear generally acceptable work attire as defined by the team member handbook.

1319

Fulfillment team members should wear khakis and appropriate collared shirts/polos while conducting work.

1320

Construction & drop bury team members should wear appropriate trousers (jeans are acceptable) and appropriate shirts/polos as required.

1321

Long sleeve shirts with the sleeves rolled down should be worn when working on wood utility poles.

1322

Offensive or provocative logos or slogans are not allowed on work attire.

Footwear

1323

Team members engaged in office and outside work should wear footwear suitable to weather conditions and for the job being performed.

1324

Approved footwear for outside and yard operations is defined as sturdy leather footwear with ankle and arch support, as well as thick soles.

1325

Approved footwear should meet ASTM F2413-18 or most current referenced version for impact protection and electrical hazard protection.

1326

Refer to the INFINITE Footwear Purchase Program for the approved footwear based on classification.

High Visibility Apparel

1327

INFINITE requires high visibility garment(s) (safety vest, shirt, or equivalent) meeting ANSI/ISEA 107-2010 Class 2 or greater for all team members exposed to vehicular traffic.

1328

For daytime work on roadways with speed limits of less than 55 mph ANSI Class 2 garments are acceptable.

1329

For nighttime work and when weather is inclement (snow, rain, ice, fog) or when vehicular speed limits are more than 65 mph, ANSI Class 3 garments should be worn.

1330

For work in aerial devices, the team member working aloft may remove high visibility apparel while working in the basket/bucket.

Eye Protection

1331

Eye protection with fixed side shields meeting ANSI Z87.1-2010 or more recent revision, should be worn by team members and visitors at all outdoor job site locations.

1332

Team members whose work exposes them to such conditions may wear contact lenses for optical correction if approved eye protection is also worn.

*Note: Exception, contact lenses should not be worn if chemical splash hazards are present.

1333

Over the glass (OTG) or safety glasses made to fit over non-safety prescription eyeglasses should be made available by the company when necessary.

1334

Goggles should be worn where chemical splash hazards are present.

Face Protection

1335

Based on the task, the selection of suitable face protection should be determined, documented on the job brief, issued, and utilized prior to the start of work. Examples of common operations that require a face shield in addition to eye protection are chipping, grinding, buffing, impact drilling, cutting or breaking masonry, chipping brush, operating hydraulic presses, handling or using acids or caustics, welding, or cutting.

1336

Safety glasses or goggles are required for eye protection even when face shields are used.

Head Protection

1337

Class E hard hats meeting ANSI Z89.1- 2009 (or later revision) should be worn by all team members and visitors at all outdoor job site locations.

1338

Hard hat components should be inspected daily for signs of dents, cracks, penetration, and any damage due to impact, rough treatment, or wear. Damaged hard hats should be removed from service immediately.

1339

Hard hats and components should be replaced at manufacturer's specified intervals.

1340 Hard hats should not be drawn on with markers or have excessive adhesive stickers placed. Approved sticker placement for hard hats is center, back, left, or right. This allows for company approved stickers and or job site requires stickers to be placed on hard hats.

1341

Hard hats should be worn as prescribed by the manufacturer. No unapproved attachments or other head gear should be worn under the hard hat. Winter caps are acceptable.

1342

Chin straps should be worn when needed or when specified.

Hand Protection

1343

Company provided leather work gloves are required as minimum protection while working on construction sites.

1344

Company provided cut-resistant gloves meeting ANSI Level 3 or greater should be worn for cutting operations except when the use of rubber insulating gloves are required.

1345

Leather gloves used for outer protection of rubber insulating gloves should never be used as work gloves.

Hearing Protection

1346

Approved hearing protection should be worn when team members are working in an area or with equipment that is designated as requiring hearing protection.

1347

Hearing protection should be worn while operating certain equipment and as directed by the supervisor. Examples include, but are not limited to:

Jackhammers

Compactors

Abrasive blasting

Horizontal Directional Drills

Any equipment where manufacturer's specifications state that operating noise levels exceed 80 dB.

1348

Team members who work in positions where their exposures exceed OSHA's recommended time-weighted average (TWA) should participate in regular audiometric evaluations.

1349

Approved hearing protection should be made available as required by INFINITE.

1350

Team members required to wear hearing protection should comply with the proper use, limitation, and care of the protectors worn.

1351

Sound level assessments should be performed as hazard assessments require and results should be available for affected team members to review.

Table 3 - Permissible Noise Exposures

Duration Per Day (hrs)	Sound Level (dBA)
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
0.5	110
0.25 or less	115

Team members should wear proper protection devices when exposed at or above these levels.

Respiratory Protection

1352

Respiratory protection is required whenever identified air contaminants exceed OSHA Short Term Exposure Limits (STEL) or Permissible Exposure Limits (PEL).

1353

INFINITE's work environment is generally free of contaminants and rarely reaches defined values where respiratory protection is required.

1354

Work environments will be analyzed and if appropriate samples taken to determine airborne contaminant levels.

1355

Based on analysis either respiratory protection programs will be promulgated and implemented, or appropriate administrative controls will be implemented to protect team members from the hazards of airborne contaminants.

1356

In all cases where it is determined that respiratory protection is required the program will include the following components:

Selection Procedures**Medical Evaluation****Fit Testing****Respirator Use****Maintenance & Care****Training****Refresher Training****Program Evaluation****Record Keeping****1357**

Nuisance dust masks (N-95) may be voluntarily used by any INFINITE team member who wishes to do so provided they sign and acknowledge the Appendix D document as defined by OSHA. This document is to be maintained on file by the Safety Department. Refer to 3400 Respiratory Protection for more information.

1358

Examples of when team members may voluntarily use nuisance dust masks include:

Concrete cutting using defined administrative controls.

Entering attics.

Entering crawl spaces.

Environmental conditions such as dust storms.

Construction sites where nuisance dust may be present.

Crystalline Silica Exposure**1359**

Crystalline silica is present in concrete and rock dust as well as other items such as fiber board commonly encountered in construction activities.

1360

Crystalline silica is not an airborne hazard unless the material is cut, crushed, demolished, or otherwise disturbed.

1361

Should items such as concrete, pavement, rocks, fiberboard be cut or otherwise disturbed the following procedures should be adhered to in order to prevent exposure to crystalline silica.

Cutting/Chipping Concrete**1362**

Cutting concrete should only be performed using a powered saw that has an integrated water delivery system.

1363

The total allowable duration in one working shift to conduct concrete cutting operations with a powered hand saw is less than 4 hours.

1364

Cutting concrete that exceeds 4 hours in one work shift using a powered concrete saw should require respiratory protection and should not be conducted without contacting the safety department in order to develop the proper respiratory protection procedures.

1365

Only powered saws with the integrated water delivery system may be used and concrete should never be cut using the "dry" method.

1366

Concrete cutting should only be conducted in outdoor, open-air environments. Concrete cutting that must be done indoors will require the safety department to develop respiratory protection procedures.

1367

Wet method cutting in durations of less than 4 hours should not require respiratory protection as this activity is defined to be below the OSHA PEL/STEL. However, team members who have signed and acknowledged Appendix D may voluntarily wear nuisance dust masks should they choose to do so.

1368

For all other activities refer to the table below. Where respiratory protection is required in the table based on the activity, contact the safety department for further guidance before conducting work.

Equipment / Task	Engineering & Work Practice Control Methods	< 4 Hours	>= 4 Hours
Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
Handheld power saws (any blade diameter) - outdoors	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	APF 10
Handheld power saws (any blade diameter) - indoors or enclosed area	Same integrated water-delivery controls as above.	APF 10	APF 10
Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None

Equipment / Task	Engineering & Work Practice Control Methods	< 4 Hours	>= 4 Hours
Jackhammers and handheld powered chipping tools - water method, outdoors	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	None	APF 10
Jackhammers and handheld powered chipping tools - water method, indoors or enclosed area	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.	APF 10	APF 10
Jackhammers and handheld powered chipping tools - shroud/dust collection, outdoors	OR use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.	None	None
Jackhammers and handheld powered chipping tools - shroud/dust collection, indoors or enclosed area	Same shroud/dust-collection controls as above.	APF 10	APF 10

Working Over Or Near Water

1369

Where the danger of drowning exists, all team members should be provided with and should use U.S. Coast Guard approved personal flotation devices for work performed.

1370

Prior to and after each use, the buoyant work vests or life preservers should be inspected for defects which would alter their strength or buoyancy. Defective units should not be used.

1371

At least one lifesaving skiff should be immediately available at locations where team members are working over or adjacent to water.

1400 Job Safety Analysis

Job Safety Analysis

1401

All construction crew members should participate in a documented tailgate safety briefing. Tailgate safety briefings are to be held at the start of the work shift, as work tasks or hazards differ from the original briefing, and as additional team members arrive at the job site. These tailgate safety briefings should include the components of a hazard analysis, job sequence, hazards to be encountered, and steps Taken to control/eliminate hazards by doing the following:

Job location (nearest address) for emergency response personnel.

Applicable work procedures.

Hazards associated with the job.

Safety precautions & safe work procedures.

Minimum approach distances.

Personal protective equipment required.

Energy source controls, such as equipment lockout/tagout, grounding or bonding required, foreign voltage check, insulated dielectric goods required.

Safety precautions for public safety, including work area protection.

Evacuation point.

Key responsibilities of each member of the crew.

Location of underground facilities.

1402

All tailgate safety briefings should be documented on the current INFINITE Tailgate Safety Form.

1403

After receiving the briefing, each crew member should sign onto the job briefing sheet to indicate that they understand the work scope, hazards, and control measures.

1404

Any authorized visitor(s) entering the work area or job site should receive a briefing and also sign the form. If a team member does not understand any part of the work scope, hazards, or control measures, a "Stop Work" should be enacted, and clarification made.

1500 Weather Related Precautions

Thunderstorms or lightning in the vicinity, high winds, snowstorms, and ice storms are examples of adverse weather conditions that are presumed to make work too hazardous to perform safely. When practical, work should be suspended during adverse weather. Each supervisor must determine the hazards and then determine when it is safe for work to resume.

Lightning Or Thunder

1501

Lightning and severe weather procedures should be discussed during the job hazard analysis meeting where the storm hazard is present or potentially present.

1502

Team members should seek safe shelter when lightning or thunder is in the area, which includes an enclosed building.

1503

All work from towers, poles, or other structures should be suspended when storms are in the immediate vicinity. If lightning is within a 10-mile radius, team members working outside must stop work and seek shelter immediately for at least 30 minutes. There must be at least 30 continuous minutes from the last lightning strike within a 10-mile radius before work can resume.

1504

"Cab up" until the threat has passed. Get into a vehicle with the windows closed. Do not touch the doors or other metal inside the vehicle. Open cabs on heavy equipment will not protect you.

Hot Weather - Heat Illness Precautions

1505

Supervision should appropriately plan for the hazards of work during hot and humid conditions. Mitigations should be discussed during the tailgate safety briefing.

1506

Drinking water safe for human consumption should be made available to all team

members. 1507

Shade should be provided.

1508

Shade means blockage of direct sunlight with either an opening to the direct air or provided with ventilation or cooling available to at least 25% of the affected team members. Pop-up/assembled canopy, shade tree(s), vehicles, or other devices may be used as shade.

1509

If it is determined to be unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, an alternative method may be used providing equivalent protection.

1510

Work breaks should be more frequent and encouraged when conditions are present that can contribute to heat illness. Defined hydration breaks should be documented on the tailgate safety briefing, and it is the responsibility of supervision to ensure that breaks are Taken during periods of hot and humid

weather.

Heat Related Emergencies - Heat Stroke

1511

Heat stroke develops when the body's systems are overwhelmed by heat and have stopped functioning. It is a life-threatening condition and requires immediate care.

1512

Symptoms - Headache, dizziness, nausea, and vomiting sometimes precede actual collapse. Other symptoms include change in level of consciousness, high body temperature, rapid or weak pulse, rapid or shallow breathing, or red, hot skin that can either be dry or moist.

1513

Treatment - The following are measures that should be Taken:

Call 911

Move the victim to a cool, shady place.

Elevate the head and shoulders slightly.

Fan the victim.

Get the victim into circulating air while applying water with a cloth or sponge.

Under no circumstances should a stimulant be given, only small amounts of cool water, if conscious.

Give care until EMS arrives.

Heat Related Emergencies - Heat Exhaustion

1514

Heat exhaustion is an early indication that the body's cooling system is becoming overwhelmed.

1515

Symptoms - Headache, dizziness, nausea, and vomiting sometimes precede actual collapse. Cool, moist, pale, flushed, or ashen skin. Other symptoms include pale face, cool clammy skin, rapid and weak pulse, temperature is about normal, muscle weakness sometimes producing cramps in the legs, arms, or abdomen.

1516

Treatment - The following are measures that should be Taken:

Remove victim to circulating air while applying water with cloth or sponge.

Keep victim lying down, elevate feet. If conscious, give small amounts of cool water to drink.

If the victim vomits, do not give any more fluids.

Call the nurse care hotline (#) for care guidelines and obtain medical attention as needed.

Heat Related Emergencies - Heat Cramps

1517

Heat cramps are painful muscle spasms that usually occur in the legs and abdomen. Heat cramps are the least severe of the heat related emergencies.

1518

Symptoms - Painful muscle spasms, usually in the legs.

1519

Treatment - The following are measures that should be Taken:

Have the victim move to a cool place.

Give cool water to drink.

Have the person lightly stretch the muscle and gently massage the area.

Call the nurse care hotline (#) for care guidelines and obtain medical attention as needed.

Cold Weather Hazards - Frostbite

1520

Frostbite is the freezing of body tissue that has been exposed to the cold.

1521

Symptoms - Skin feels intensely cold and numb. Skin is pale and glossy, white, or grayish yellow in appearance. Severe frostbite may include blisters and blue skin. Other symptoms can include mental confusion, eyesight failures, development of shock, loss of consciousness.

1522

Treatment - The following measures should be Taken:

Remove wet clothing from affected area.

Soak the frostbitten area in warm water.

Cover with dry, sterile dressing - do not rub anything on the area or rub the affected part.

Check airway, breathing, circulation, and care for shock.

Do not rewarm a frostbitten part if there is a danger of it refreezing.

Call the nurse care hotline (#) for care guidelines and obtain medical attention as needed.

Transport to receive medical attention.

Cold Weather Hazards - Hypothermia

1523

Hypothermia occurs when the entire body cools because its ability to keep warm fails. This is a life-threatening condition.

1524

Symptoms - Shivering, slow irregular pulse, numbness, glassy stare, apathy or impaired judgement, loss of muscle control, no shivering, or loss of consciousness.

1525

Treatment - The following measures should be Taken:

Gently move the victim to a warm place.

Check airway, breathing, circulation, and check for shock.

Remove wet clothing and cover person with blankets and plastic sheeting to hold body heat.

Call the nurse care hotline (#) for care guidelines and obtain medical attention as needed.

Warm the victim slowly and handle carefully, transport to receive medical attention.

Flood Hazards

1526

Navigating flooded streets and highways: Swift moving water is a concern when navigation through flooded streets and highways is of concern.

1527

Avoid driving into flood areas when possible. Two feet of water is enough to float and carry away a truck or bus.

1528

As little as six (6) inches of fast-moving water can sweep you off your feet.

1529

Entry into flood-damaged area and structures: There are many risks associated with damaged areas and structures such as downed or damaged electrical equipment, "back-feed" from improperly installed generators, damaged gas lines in homes, etc.

1530

Other hazards can be infectious disease from the floodwaters and mold hazards.

1531

If a wound develops redness, swelling, or draining, seek medical attention.

1532

First aid, even for minor cuts and burns is important when exposure to waters potentially contaminated floodwater.

Snakes, Insects, And Wild Animals

1533

Be extremely cautious when opening any closed electrical box or facility for snakes, insects, or other dangerous animals.

1534

Tap or bang objects to flush out undesirable creatures.

1535

Be cautious and vigilant for any domestic or wild animals since they may become extremely dangerous under these conditions.

1536

Team members with a known allergy are solely responsible for carrying their prescription in the event they come into contact (i.e., epi-pen). This known allergy should be shared with supervisors and/or Human Resources so that your team member file can be dually noted.

1600 Housekeeping

1601

Supervisors should conduct periodic inspections of work locations under their area of responsibility for the purpose of identifying and correcting unsafe conditions and work practices.

1602

Upon the completion of activities at a worksite, make sure all scraps are picked up, newly set poles are well banked with dirt, and all tools are picked up.

1603

Field trucks should be inspected monthly to keep the beds as organized and clean as possible. Bins should be kept free of trash and the equipment should be well organized.

1604

Protective equipment, such as dielectric gloves and dielectric tools should be clean and stored in proper containers.

1605

All rope equipment should be properly coiled, cleaned, and stored.

1606

Combustible materials, such as oil-soaked and paint covered rags, waste, shavings, packing, and rubbish should not be allowed to accumulate outside of proper receptacles for such items.

1700 Material Handling

General

1701

Material handling encompasses a wide range of work activities - from occasional movement of very large loads with cranes and powered industrial trucks to routine, repetitive lifting of relatively light objects and tasks that are incidental to a team member's regular or daily activities.

Safe Lifting Practices

1702

Provide good handholds on an object to be carried.

1703

Firmly grip an object to be carried.

1704

When lifting, take a firm grip, secure good footing, place the feet a comfortable distance apart, bend the knees, and lift with the leg muscles.

1705

Carry a load close to your body and at a proper height from the floor. Never carry loads above the shoulder or head.

1706

Push or pull objects whenever possible, rather than lifting or lowering objects.

1707

Keep your torso in a neutral, upright position whenever possible when lifting a heavy load.

1708

Do not twist or bend while lifting or handling a heavy load.

1709

Do not use jerking motions to move a load.

1710

Warm up before starting a strenuous task after a less strenuous task (e.g., changing from sitting to performing a rapid, dynamic task.)

1711

Avoid lowering materials that need to be later lifted.

1712

Plane movements of materials in direct paths (e.g., do not zigzag or backtrack).

1713

Avoid using stairs when handling heavy objects.

1714

Use an adjustable/tiltable table or a reach extender to reduce the forward bending or extended reaches.

1715

For heavy loads, use a two-person lift, pallet jack, or forklift whenever possible.

1800 Fire Prevention

Fire is a chemical reaction that requires three components: heat, fuel, and oxygen. You must have all three components in sufficient quantity to maintain a fire, and likewise, you must remove one or more of the components to extinguish a fire.

Fire Prevention

1801

All required fire protection equipment such as detection, alarm, extinguishing systems, equipment, fire doors, exit lighting, etc. should be inspected as required and maintained in proper operating condition.

1802

Each team member is responsible for knowing what action to take, according to their Emergency Action Plan in case of an emergency evacuation of the building, including whom to notify, where, and how to sound available alarms.

1803

Field jobsites should review emergency/evacuation procedures during job briefing (this would include escape route and assembly area).

1804

Flammable and combustible liquids at facilities should be stored in an approved fire rated cabinet.

1805

Oily wastepaper, rags, and other combustible materials should be placed in metal containers with self-closing lids or self-extinguishing lids.

1806

Flammable liquids such as gasoline, naphtha, lacquer thinner, etc., should not be used for all-purpose cleaning.

1807

Safety cans containing flammable liquids should be marked and clearly identified. Gasoline should be stored in a DOT approved safety can, five (5) gallons or less.

1808

Flammable or combustible waste liquid should be disposed of only into approved waste containers. Waste should never be emptied into any drain.

1809

When transferring flammable liquids from one metal container to another, or in filling gasoline tanks, metal-to-metal contact should be maintained between the two containers or between the hose nozzle and the tank to prevent static buildup.

1810

Dispensing drums should be equipped with self-closing spigots.

1811

Bulk containers used to dispense flammable liquids into another container should be bonded to the receiving vessel and to ground to prevent static spark.

1812

All spills of gasoline, oil, or other flammable liquid should be cleaned up immediately in accordance with environmental procedures.

1813

The cutoff switch for electric pumps used to dispense flammable liquids should be clearly identified and easily accessible.

1814

Place containers on the ground when filling with flammable liquid instead of in the back of a truck or trailer to prevent static buildup.

Fire Extinguishers

1815

Know where fire extinguishers are located at all times. Except for actual use or work tasks that require standby, do not move or remove such equipment without proper authority.

1816

Access to fire extinguisher and other fire protective equipment should not be obstructed.

1817

All extinguishers should be ABC and rated size according to equipment. The minimum size for an extinguisher is 2.5 pounds.

1818

Portable fire extinguishers should be mounted and maintained on all company vehicles/equipment and should meet the minimum requirements for that unit.

1819

Fire extinguisher stickers should be placed on compartments that have fire extinguishers that are not readily visible.

1820

Except for wheeled-type equipment, all fire extinguishers should be mounted.

1821

Be familiar with both the location and the operation of all fire protective equipment in the vicinity of your work area.

1822

Know the classes of fire, their burning characteristics, and the proper extinguishing agent to be used.

Inspection And Maintenance

1823

Daily inspection - The U.S. Department of Transportation (DOT) requires a daily inspection of the fire extinguishers if a vehicle is being used.

1824

Fire extinguishers should be maintained by qualified personnel annually or as required by the manufacturer. 1825

Fire extinguisher monthly inspections must include the following:

Gauge - If the extinguisher is not fully charged (e.g., indicator in the green or "charged" area), replace immediately.

Hoses, connections, and seams - Replace the unit if you see any punctures, cuts, tears, fraying, leaks, or other signs of damage or wear.

Pull pins & tamper seal - Make sure they are in place and properly secured.

Overall physical condition - Dents, punctures, corroded, or other damage.

Inspection Tag - Look for a valid inspection tag.

Instruction - Make sure the fire extinguishers instruction and other labels are legible.

1826

A fire extinguisher may be multi-class, for example, you could have an A, B, and C fire extinguisher that would extinguish three different types of fires.

1827

All fire extinguishers should be inspected annually by third party and documented. 1828 Extinguishers removed to be serviced should be replaced with spare extinguishers.

1829

Where team members are required to use fire extinguishers, they should be trained initial and at least annually.

Smoking

1830

All INFINITE team members should adhere to all federal, state, and local laws related to smoking and exposure to second-hand smoke and client policies.

1831

Smoking or open flames should not be permitted in areas where dangerous gases might be present such as fuel storage, compressed gas storage, battery rooms, or in areas where quantities of combustible materials are kept. Absence of NO SMOKING signs does not excuse smoking in dangerous areas.

1832

Smoking is not permitted inside company buildings.

Wildfires

1833

In addition to a normal fire extinguisher, crews working in fire prone areas require additional fire suppression equipment. If unsure of your area requirements, check with your supervisor for specific requirements. It also critical that each team member know the location and proper operating procedures for fire suppression equipment.

1900 Hazard Communication Program (Global Harmonization GHS)

The Hazard Communication Standard was designed to require employers to furnish team members with information concerning the hazards of chemicals used in the workplace and protective measures team members can take to reduce their exposure to such chemicals.

A written copy of the INFINITE Hazard Communication Program and Safety Data Sheets can be obtained from your supervisor or local safety coordinator.

List Of Hazardous Chemicals

1901

The corporate office will maintain a list of all hazardous chemicals used within the area and update the list at least annually or when receipt of new hazardous chemicals in the workplace.

1902

Team members potentially exposed to hazardous chemicals should receive initial training on the Hazard Communication Program (Employee Right to Know) and the safe use of those hazardous chemicals.

1903

Additional training will be provided for team members whenever a change of job assignment occurs, or a new chemical is added to the inventory/workplace (can be covered in safety meetings).

Safety Data Sheets (Sds)

1904

The corporate office will maintain a SDS catalog on each substance found on the list of hazardous chemicals used in the workplace. SDSs will be readily available to all team members and contain the following information:

Product name and Manufacturer

Composition/Ingredients

Physical Characteristics

Fire and Explosion Data

Health Hazards and Treatment

Spill and Control Measures

Personal Protective Equipment

Labels And Other Forms Of Warning

1905

All hazardous chemicals in the workplace must be properly labeled. Labels should list the chemical identity, appropriate hazard warnings, and the name and address of manufacturer, importer, or other responsible party.

1906

Generally, the label provided by the manufacturer or supplier will meet all these requirements and no additional labeling is needed. Labels used for in-house (secondary) containers will be consistent with labeling supplied by the manufacturer, such as the Hazardous Material Identification System (HMIS)

labeling system.

1907

Unmarked containers should never be used for storage of hazardous chemicals.

1908

OSHA has adopted the pictograms from the Global Harmonization Standard (GHS) to categorize hazards. There are eight pictograms under this standard for application to a hazard category.

Figure 1 Hazard Communication Pictogram and Hazards

2000 Tools - Hand & Power

This section covers rules for hand and power tools. This section is supplemental to any training and manufacturers recommendations. Manufacturers recommendations should always be adhered to when using any tool.

General Requirements

2001

All tools, regardless of ownership, should be of an approved type and maintained in good condition.

2002

Safety devices (e.g., guards) should be left intact on all power tools. Safety devices that are bypassed or not in good working order are grounds for removing tools from service.

2003

Defective tools should be tagged to prevent their use and should be either repaired or removed from use.

2004

Tools should be used only for the purpose for which they were designed.

2005

Hammers with metal handles, screwdrivers with metal continuing through the handle and metallic measuring tapes should not be used on or near energized conductors or equipment.

2006

Tools should not be thrown from place to place or from person to person. Tools that must be raised or lowered from one elevation to another should be placed in tool buckets/bags or firmly attached to hand lines.

2007

Tools should not be left unsecured aloft where their falling could endanger others.

2008

Impact tools such as chisels, punches, drift pins, and hammers that become worn, mushroomed or cracked should be dressed before further use or replaced.

2009

Sharp-edged tools should be kept sharpened.

2010

Hand tools should be used in such a way as to prevent injury in case of a slip.

2011

Chisels, drills, punches, ground rods, and pipe should be held with suitable holders or tongs, not with the hands, while being struck by another team member.

2012

Adjustable wrenches should be pulled so force is applied to the side of the fixed jaw.

2013

Only approved extensions should be used for added leverage.

2014

Tools with sharp edges should be stored and handled so they will not cause injury.

2015

Tool handles should be kept clean and free of oil and grease.

2016

Team members using jackhammers, digging bars, or other hand tools when working in proximity to electrical power lines should wear rubber insulating gloves with leather protectors and dig prudently (slow and easy).

Knives

2017

Fixed or locking blade cable splicing knives or lineman's skinning knives are approved for cable skinning tasks (pocketknives should not be used).

2018

As with all tools, always inspect a knife before use.

2019

Direct the edge of the knife in the direction of the cut and always away from the body.

2020

Confirm that others are not in the immediate area while the knife is being used.

2021

Wear cut-resistant gloves when working with a knife.

2022

Always keep knives sharp and ready to use to avoid having to use excessive force while cutting.

2023

Keep knives closed or in a scabbard when not in use.

2024

Position hands and other body parts out of the line of fire of the cut.

2025

Keep a good grip on the knife at all times.

Portable Electric Tools

2026

The non-current carrying metal parts of a portable electric tool, such as drills, saws, grinders, etc. should be effectively grounded when connected to a power source unless:

The tool is an approved double-insulated type.

Tool is connected to a ground fault circuit interrupter (GFCI) or protected by an "Assured Grounding System."

2027

All power tools should be inspected prior to use to ensure safe operation.

2028

Do not use hoses or electric cords for hoisting or lowering tools or other materials.

2029

Power tools should be used only within their design capability and should be operated in accordance with the instructions of the manufacturer.

2030

All tools should be kept in good repair and should be disconnected from the power source while repairs or adjustments are made.

2031

Electric tools should not be used where there is a hazard of flammable vapors, gases, or dust.

2032

Cords used with portable electric tools that are not double-insulated should be of the three-wire ground type. Inspect cords and wiring to be certain they are properly insulated; do not use frayed or damaged cords.

2033

Be sure that a power tool is off, and motion stopped before setting a tool down.

2034

All tools or cords should be disconnected by grasping the plug, not the cord.

2035

GFCIs should be used when an electric tool is used outside or in enclosed/confined spaces.

2036

Keep moving parts of power tools pointed away from your body.

2037

Keep extension power cords out of pedestrian and vehicular pathways without proper protection.

Pneumatic And Hydraulic Tools

2038

Powered tools should be operated only by competent persons who have been instructed in their use.

2039

Always secure pneumatic power tools to the hose or whip by positive means to prevent the tool from becoming accidentally disconnected.

2040

Safety clips or retainers should be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

2041

Never use compressed air to blow dust or dirt from clothing. Serious injury could result from direct air pressure.

2042

Do not exceed the manufacturer's stated safe operating pressure for hoses, pipes, valves, filters, and other

fittings.

2043

Do not use hoses for hoisting or lowering tools.

2044

All compressed air hoses exceeding ½ inch inside diameter should have a safety device at the source of supply or branch line to reduce pressure in the event of hose failure.

2045

Before adjusting or changing air tools, unless equipped with quick connectors, shut off the air at the supply valve ahead of the hose. The hose should be bled at the tool before breaking the connection.

2046

All repairs made to compressed air hoses should be to manufacturer repair specifications and performed by a competent person.

2047

Conductive hose should not be used near energized equipment.

Powder Actuated Tools

2048

Only those team members who are qualified to use powder-actuated tools should do so.

2049

Tools should be maintained in good condition and services regularly as per manufacturer's instructions.

2050

Powder-actuated tools and powder loads should be in a lockable container and stored in a safe place when not in use and should be accessible only to qualified team members.

Chain Saws

2051

Only team members trained in the use and safe operation are permitted to operate chain saws.

2052

The following PPE must be used when operating chain saws: hearing protection, eye/face protection, leg protection (chain saw chaps), foot protection, and hand protection in addition to the basic PPE.

2053

Saws should be stored with guards over the blade when not in use.

2054

A saw holder should be used when carrying saws in aerial baskets.

2055

Chain saw should be placed on a stable base when starting; do not drop start.

2056

Always stop a chain saw while being refueled, serviced, or maintained.

2057

Always know the location of your fellow team members in the area when using a chain saw.

2058

Always grip the chain saw with both hands during the entire cutting operation.

2059

Never use a gasoline driven chain saw above shoulder level.

Chain Saws & Aerial Lifts

2060

Chain saws may be used to trim vegetation around or near communication lines.

2061

Vegetation should not be cleared that extends into the energized zone of electrical lines above communications.

2062

In short, vegetation that is at the height of communications lines may be trimmed back, but vegetation that is taller than the communication level must be done by electrically qualified tree trimmers.

2100 Work Area Protection

2101

Approved warning signs, barriers, guards, flags, alternate pathways, and lights at night should be installed and properly maintained wherever hazards exist due to: Moving vehicles, pedestrians, exposed energized parts, open excavations, construction operations, open walk-in vaults, or open underground structures.

2102

All traffic control procedures in use should be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD).

2103

A copy of the MUTCD may be available at all job sites requiring traffic control devices and used as a reference for setting up proper traffic control zones unless a third-party traffic control service is controlling traffic. In this case, the third party should be responsible for the plan and manuals. Refer to the Manual on Uniform Traffic Control Devices (MUTCD), published by the U.S. Department of Transportation, Federal Highway Administration for more traffic control set-up design information.

Traffic Control Devices

2104

Traffic control devices are identified as primary devices or secondary devices.

2105

Primary devices consist of the following: signs and channelizing devices.

2106

Secondary devices consist of the following: message board, arrow board, lights, and flaggers.

Flaggers

2107

Only properly trained team members should operate as flaggers in a traffic control zone.

2108

Flaggers or other appropriate traffic controls must be used whenever there is any doubt that effective protection cannot be provided by the usage of signs, signals, and barricades.

2109

Flaggers should wear an approved high visibility garment with retro-reflectivity material regardless of time of day. Some states have requirements for color. Check state and local laws to ensure proper apparel.

2110

Flaggers should use a twenty-four (24) inch stop/slow paddle mounted on a staff with a minimum height of six (6) feet.

2111

Flaggers must place themselves in a protected position to reduce the possibility of injury from traffic. Staying out of the road and on the shoulder is the preferred flagging position.

2112

Flaggers must insure they can fully observe the operation and should guide vehicular traffic in such as manner as to minimize the possibility of incidents or injury.

2113

When flaggers are used at both ends of a work zone, reliable communications or prearranged signals should be used to insure proper traffic flow.

2114

Flaggers must face traffic when giving signals.

2115

The flagger should give positive, direct signals that leave no doubt as to their meaning.

2116

Flaggers should stand-alone so drivers do not get confused.

Figure - Flagger Signals

2200 Foreign Voltage Detector (FVD)

Foreign voltage is an electrical potential (voltage), imposed on an electrical circuit (or structure), not originating from the intended source. A foreign voltage detector (FVD) is a remote measurement device used to detect the existence of AC voltage on a conductive surface. The FVD provides a visual and auditory alarm if voltage is detected.

Foreign voltage normally originates from one of two sources: a faulty circuit making contact with conductive material (e.g., a bare wire making contact with metal), or induced voltage from a nearby power sources (e.g., high voltage power lines emitting electro-magnetic waves). Foreign voltage can be extremely dangerous.

2201

Team members should use their FVD prior to starting work. The test should include, but is not limited to:

Pedestals, taps, poles, house boxes.

Vertical grounds, down guys, strand, and conduit.

Metal sided buildings, mobile homes & trailers, aluminum siding.

Joint-use pedestals, foreign plant, buried metallic enclosures.

Whenever there is a reason to suspect damage to any utility (e.g., storms, downed lines, vandalism, etc.)

2202

If a team member finds foreign voltage, suspects foreign voltage, or is unsure how to proceed, they should stop work, remove themselves from the hazard, secure the area, and contact their supervisor immediately.

2203

Team members using foreign voltage detectors should read and understand the manufacturer's recommendations and instructions for specific voltage ranges, testing procedures, use, and care.

2204

If a team member is working from heights and utilizing a temporary grounding cord, ensure the cord is securely attached to the ground rod (or other ground device). Failure to secure the grounding cord may result in the cord "springing" towards the team member and/or power lines above.

2300 & 2400 Aerial Construction Work

General

2301

Each team member working overhead/aerial construction should know and follow the rules in this section. 2302

It should be the supervisor's responsibility for enforcement of the rules in this section.

2303

Minimum approach distances defined in this manual should be adhered to at all times.

2304

All lines and equipment, normally energized above 600 volts, should be considered energized unless it has been positively ascertained that such lines and equipment have been de-energized, tested for voltage, and grounded with approved grounding devices.

2305

All grounded equipment should be barricaded whenever possible. The barricades should be at least 10-feet from the equipment.

2306

Before grounding lines or equipment, it should be de-energized and tested for voltage. No protective grounds should be removed until the work has been completed and all persons involved are in the clear, except that grounds may be removed from equipment for testing purposes.

2307

Only approved grounding devices should be used. Before it is used, the team member should determine that the device is in satisfactory condition. Approved dielectric gloves should be used for applying grounds.

2308

A flag, or equivalent, should be installed at the location of the line grounds to visually determine their location.

2309

Protective grounding cable should be flexible stranded conductors of sufficient current-carrying capacity to activate protective devices without damage to the cable, but no less than Number 2 stranded copper (4/0 grounds may be required by some customers). Refer to customer requirements for detailed grounding procedures.

2310

Protective ground clamps should be appropriate for the grounding application (e.g., flat or tower clamps or c-head clamps).

2311

Whenever possible, a ground should be placed on all conductors at the point of work. When grounding at the point of work creates congestion and is a hazard to the team member, grounds should be placed on each side as near as possible to where the work is being performed.

2312

When attaching temporary protective grounds, the surface that the clamps are being attached to should be clean of any paint, dirt, oil, grease, or oxides.

2313

The ground cable should be connected to the ground end first and the equipment last. When removed, the grounding cable should be disconnected from the equipment first and the ground last.

Use And Care Of Rubber Insulating Gloves

2314

This section should define the appropriate use and care of insulating rubber gloves and sleeves.

2315

Appropriately rated rubber gloves and keepers should be used when defined by this procedure in the instances below:

When handling ungrounded strand during stringing operations.

When on the ground during boring operations at the leading edge (locating) of the boring rod/head.

When handling boring rod on the machine from the ground.

When driving ground rods.

When driving electrical strike sensors.

At any other time defined by the equipment manufacturer.

2316

Dielectric (rubber) boots may be substituted for gloves at the discretion of supervision.

2317

Protective keepers are always required to be used with rubber gloves.

2318

Protective keepers are not to be worn as regular work gloves for any other purpose than rubber gloving work method.

2319

Rubber gloves should be inspected for corona cracks or other damage, and the gloves should be air tested or water tested before each day use and or any time there is suspect that they may be damaged or compromised.

2320

Rubber gloves that fail air and water testing should immediately be removed from service.

2321

Rubber insulating gloves must be electrically tested before first issue and every six (6) months thereafter while in service, and additionally whenever the insulating value is suspect, after repair, and after use without protectors, consistent with 29 CFR 1910.137.

2322

Where rubber gloves are used, they should be appropriately rated for the voltage being worked on (Phase to Ground Nominal). Class II Gloves are the minimum required for INFINITE team members.

2323

Rubber gloves with leather protectors should also be worn by team members on the ground when: While a pole or other conductive structure is being set or removed from proximity of energized primary lines.

Required by supervision.

Making tests to determine if lines are de- energized and applying and removing grounds.

When working with rubber protective equipment on circuits or apparatus the following minimum conditions should be met, in addition to all other rules governing the use of protective equipment:

2324

Team members should not make physical contact with conductors or grounds with other than their rubber gloves.

2325

Rubber gloves when not in use, should be kept in canvas bags or other approved containers and stored where they will not become damaged from sharp objects or exposed to direct sunlight.

2326

Rubber gloves should be stored in the glove bag with the cuffs down to permit drainage and keep foreign objects and debris from entering the glove causing damage.

2327

Inner liners may be worn if desired.

2328

Rubber gloves should be laboratory tested in accordance with both ASTM and OSHA standards (see Table 1).

Test schedules can vary by client and area management. Check with your local safety representative for differing requirements in

your area.

Table 1 Minimum Electrical Inspection Schedule for Rubber Insulating Goods

Type of Equipment

When to Test

Rubber insulating gloves

Before first issue and every 6 months thereafter; upon indication that insulating value is suspect; after repair; and after use without protectors. If electrically tested but not issued for service, gloves may not be placed into service unless tested within the previous 12 months.

2329

An efficient method of stamping should be used to show the last date of laboratory test on all rubber equipment that requires a periodic test.

Fall Protection

2330

Adequate fall protection should be used on all poles and structures at all times.

2331

Only approved personal fall-protection equipment should be used.

2332

Fall protection should be in place for team members working at heights and leading edges exceeding 4 feet.

2333

A full body harness with shock absorbing lanyard (maximum of six feet in length) should be used by all team members while working in any aerial device.

2334

Approved body belts with safety lanyards or full-body harness with safety lanyards should be worn by team members working from elevated locations of 4 feet or more on poles, towers, or other structures.

2335

Fall arresting equipment should be rigged such that the team member cannot free fall more than 6 feet or contact any surface or object below them.

2336

If vertical lifelines or drop-lines are used, no more than one team member may be attached to each lifeline at a time.

2337

Snap hooks may not be connected to loops made of webbing-type lanyards.

2338

Snap hooks and carabineer may not be connected to each other. The only exception are captive eye carabiners.

2339

Anchorage points for fall-arrest equipment should be located above the harness attachment point whenever feasible.

2340

Fall-arrest equipment subjected to stress impacts caused by a free-fall or by testing should be removed from service.

2341

All team members should be trained on the proper use, care, and maintenance of fall protection equipment.

2342

Body belts, safety straps, lanyards, lifelines, and body harnesses should be inspected before use to determine that the equipment is in safe working condition. Defective equipment should not be used. An annual inspection by a competent person, other than the user, is also required. Fall protection equipment (harnesses, lanyards, hooks, systems, etc.) should be inspected at least annually by a competent person. This inspection should be documented (written).

2343

Defective equipment should be removed from service.

2344

Positioning devices should be rigged such that a team member cannot free fall more than 2 feet.

2345

Anchorage points should be capable of supporting at least twice the impact load of a team member fall or **5000** lbs., whichever is greater.

2346

Where poles or structures may be unsafe for climbing, they should not be climbed until made safe by guying, bracing, by use of equipment, or other adequate means.

Wood Pole Climbing Equipment

2347

Gaffs on climbers should be kept within safe length limits (1 ¼ inch minimum), properly shaped, and sharp.

2348

Team members should not wear their climbers while driving or riding in vehicles, when performing work on the ground, on ladders (except hook ladders), in aerial lifts, or on platforms in which the wearing of climbers creates a hazard. Gaffs should have caps for protection in place when not in use.

2349

Only approved belts and straps should be used. Climbing belts, safety straps, and climbers should be inspected before use. Any equipment found to be defective should be removed from service.

2350

Metal hooks, chains, etc., for holding tools or tape should not be attached to body belts. Leather or other type of non-conducting material should be used for this purpose.

Working Near Energized Lines And Equipment

2351

Only qualified team members may work on or with exposed energized lines or equipment. Only qualified team members may work in areas containing unguarded, uninsulated energized lines or equipment operating at 50 volts or more. Electric lines and equipment should be considered and treated as energized until they have been de-energized in accordance with proper procedures for de-energizing lines and equipment. INFINITE team members are telecommunications team members and should abide by the minimum approach distances in this manual.

2352

When work is being performed overhead, team members should maintain a minimum of a 10-foot radius from the base of the structure due to the potential of falling objects.

2353

When working at night, floodlights or other portable lights for emergency lighting should be used to perform work safely. Headlamps and flashlights are not adequate for night work.

Minimum Approach Distance

2354

No team member should approach or take any conductive object closer to exposed energized parts than the established minimum approach distance.

2355

If minimum approach distances are not provided by the client, the following tables can be used to

determine minimum approach, or it can be calculated.

2356 The minimum approach distances for voltages less than 140 kV can be found in the table:

Voltage range (phase to phase, RMS)

Approach distance (inches)

300 V and less

(1)

Over 300V, not over 750V

(12)

Over 750V not over 2 kV

(18)

Over 2 kV, not over 15 kV

(24)

Over 15 kV, not over 37 kV

(36)

Over 37 kV, not over 87.5 kV

(42)

Over 87.5 kV, not over 121 kV

(48)

Over 121 kV, not over 140 kV

(54)

Hoisting Cables - Conductive Material

2357

Wire rope or other conductive material should not be used to raise poles or any other equipment or materials near energized lines, except:

2358

When the wire rope is rigged a sufficient distance below all energized lines to prevent the possibility of electrical contact between the energized lines and the wire rope or conductive material being raised; or

2359

When the wire rope and any conductive material being raised are adequately protected; or

2360

When energized lines and equipment are adequately protected.

2361

As determined by safety department or the supervisor, use of wire rope as a hoist line should be discontinued when it becomes worn, deteriorated, or damaged to a degree that is unsafe.

2362

Metallic slings should not be used near energized equipment.

2363

Whenever possible, chain slings should not be used for hoisting purposes.

2364

Positive control of wire rope should be maintained at all times.

2365

Synthetic hoisting and pulling lines and ropes should not be considered as non-conductive, unless properly maintained to preserve their insulating qualities.

Derrick Trucks, Cranes, Etc.

2366

Operators should be trained and qualified in the safe operation of each piece of equipment they are required to operate.

2367

Good communication and/or standard hand signals should be used to signal the operator.

2368

Derrick trucks, cranes, etc., should be grounded to an effective ground source to minimize the time the line remains energized in the event of incidental contact and the unit should be barricaded.

2369

Contact with the vehicle is prohibited during energized work operations.

2370

Cranes not operated by qualified electrical team members should maintain the MAD distances in Table A.

Aerial Basket Operations

2371

Team members and the public should be protected from hazards that might arise from equipment contact with the energized lines. The measures should ensure that the team members will not be exposed to hazardous differences of potential (step and touch). With this in mind, the operation will comply with the following:

2372

Uninsulated buckets should remain outside of the defined MAD distances at all times.

2373

Where equipment grounding is required, as in the case of customer requirements. The equipment will be grounded to an effective ground source to minimize the time the line remains energized in the event of incidental contact and the unit should be barricaded. Work should be halted when any ground team member must make contact with the unit, or the public infringes the work zone.

2374

Multiple units should be bonded to a common ground in order to avoid possible step and touch potential differences.

2375

Team members should visually check the bucket truck as the first job of the day where a basket is used. The lower controls should be operated and checked before anyone goes aloft.

2376

Lower controls should not be operated while someone is aloft in a basket except in emergency situations or when following the direct orders from the team member in the basket.

2377

The truck should be parked out of traffic whenever possible.

2378

Team members should make sure the brakes are set before setting up the truck and wheel chocks are in place. The only exception is a "placer" bucket truck, when there is a driver in the driver seat at all times.

2379

When the vehicle is provided with outriggers, they should be used. Before operating outriggers, team members should first check to see that everyone is in the clear. The outriggers should be firmly placed on pads before operating the boom.

2380

Team members aloft should wear an approved body harness with shock-absorbing lanyard attached to an approved point of anchorage.

2381

The operating control box should be kept clear of materials and tools.

2382

The boom should be cradled when the vehicle is being moved. Team members should not ride in a basket when the vehicle is being relocated with the exception of buckets specifically designed for "placing" operations.

2383

The manufacturer's designated load limit should not be exceeded.

2384

Climbing hooks should not be worn by team members who are working in a basket.

2385

No tools or equipment should be rigged to the basket in such a manner as to cause the basket to become unstable.

2386

Baskets and booms should not be allowed to support or otherwise "rub" conductors or ropes in a manner that will cause damage to their insulating finish.

Rope Care

2387

A rope should not be overloaded or dragged over rough or sharp objects.

2388

Short bends over sharp-edged surfaces should be avoided.

2389

Kinks should be removed before any strain is put on a rope.

2390

When not in use, rope should be dried and stored properly and kept free from mechanical damage and excessive heat and dryness.

2391

Rope should be examined regularly for cuts, worn spots, burns, and rot. The rope should be untwisted at various places and inspected for poor fiber and dry rot.

2392

The outward appearance of rope should not be accepted as proof of quality or strength.

2393

Minimum factor of safety for rope should be 5:1.

2394

The safe loads, as specified by the manufacturer, should not be exceeded. Safe workloads should be a minimum of 5:1 safety factor.

2395

Formula: Rope Tensile Strength divided by Safety Factor equals Safe Working Load (SWL).

2396

Hand lines should be a minimum of ½-inch diameter and have a strength equivalent to ½-inch manila or polypropylene.

2397

Eyes and splices should be made in accordance with the instructions given by the rope manufacturer.

2398

Homemade throw ropes are not authorized and should be manufactured ropes using bean bags or rubber balls.

Pole Loading, Unloading, Hauling, And Temporary Storage

2399

While many rules are detailed below, these are only minimums. You and your supervisor will certainly define other situations or processes specific to your job or projects that will require additional injury prevention measures when handling poles. All these rules have been designed to assist you in creating a safe working environment.

2400

Two team members should be required to safely load and unload poles at all times, with the use of taglines.

2401

Poles should be handled from the end of the pile. No team member will needlessly climb on top of a pole, pole pile, or work from their center.

2402

Team members should roll poles away from them, using cant hooks or bars for this purpose. In addition, poles should not be caught with cant hooks while in motion.

2403

Team members should inspect the load for the possible danger of shifting or rolling before releasing load binders and should keep their bodies and heads clear of loads when releasing chains or straps.

2404

During pole loading or unloading operations, team members should not stand between the pole pile and the loading or transporting equipment.

2405

Care should be Taken to position team members and equipment in such a way as to avoid injury or damage, should a load of poles shift or get out of control, nor should team members stand or pass below suspended loads.

2406

When handling poles, basic PPE is required, in addition to long sleeved shirts.

2407

When poles are to be rolled from a pile or from a trailer to the ground, it should be done with a line, cant hook or other approved tool(s).

2408

Poles should be securely fastened and chocked to the trailer when being hauled. Chocks, stanchions, and/or bolsters should be used at both ends of the pole and/or trailer to prevent shifting.

2409

Flags, lights, etc. may be necessary when hauling poles that extend beyond the end of trailers. Some areas may require light bars with all functions. Know the requirements for your location.

2410

When hauling poles over 30 feet in length, it may be necessary to have a follow vehicle depending on pole length and an over-length permit.

2411

Travel routes should be planned and when maneuvering corners, motorists should be given as much advance warning as possible.

2412

A pole trailer with a pintle hook attachment should be properly connected to its towing vehicle with safety latches and chains sufficient to control the attached load.

2413

Whenever possible, poles temporarily stored along streets and highways should be placed back of the curb or beyond the ditch line and blocked/chocked so they cannot roll. When accessible by the public, warning cones should also be placed at each end.

2414

While loading and unloading poles, all team members, including helpers/preparers must maintain a 24-inch clear zone for any unforeseen movement/shifting that might occur to a pole.

2415

Load binders should be installed so that they can and will be operated by team members while standing on the ground.

2416

Team members should not ride pole dollies or trailers.

2417

The wheels of the transporting vehicle should be properly chocked and securely.

2500 Ladders

General Requirements

This procedure establishes minimum procedures for the selection, installation, maintenance, and use of ladders.

Definitions

Cage: An enclosure that is fastened to the side rails of a fixed ladder or to the structure to encircle the climbing space for the safety of the climber. Often called a cage or basket guard.

Contractor: A non-company team member being paid to perform work in our facility.

Extension Ladder: A non-self-supporting portable ladder adjustable in length consisting of two or more sections traveling in guides or brackets arranged to permit length adjustment.

Fixed Ladder: A ladder that is permanently attached to a structure, building or equipment.

Ladder Safety Device: Any device other than a cage or well designed to eliminate or reduce the possibility of accidental falls and which may incorporate belts, harnesses, friction brakes and sliding attachments.

Landing Platform: A platform used to break the vertical length of a fixed ladder. Landing platforms must be equipped with handrails and toe boards.

Nonconductive Ladder: A ladder made of fiberglass, wood or other nonconductive material.

Platform Ladder: A self-supporting ladder of fixed size with a platform at the working level.

Rungs: Steps on a ladder.

Side Rails: The sides of a ladder.

Stepladder: A self-supporting ladder, nonadjustable in length having flat steps and a hinged back.

Straight Ladder: Ladders that are used in a straight manner, single section ladders and extension ladders.

Trestle Ladder: A self-supporting portable ladder, nonadjustable in length hinged at the top.

Vendor: A non-company team member being paid to perform a service in our facility.

Well: A permanent, complete enclosure around a fixed ladder.

Portable Ladders

Ladder Selection

2501

Our facility will not make ladders; only purchased ladders will be used.

2502

All ladders will be rated for industrial use.

2503

Parts used for ladder repair will be manufacturer supplied or approved direct replacement parts only.

2504

All ladders that could be used for electrical maintenance and installation or around electrical wires and equipment will be nonconductive.

2505

Stepladders will be 20 feet or less in height.

2506

Straight ladders will be 30 feet or less in length.

2507

Extension ladders will be 60 feet or less in length.

2508

Ladders will have uniform step spacing; 12 inches or less.

2509

The minimum width between the side rails at the top of the ladder will be 11½ inches.

2510

Extension ladders will have the following minimum overlap between sections:

Ladder Length

Overlap Length

Up to 36 Feet

3 Feet

Over 36 to 48 Feet

4 Feet

Over 48 Feet

5 Feet

Inspection and Care

2511

Ladders will be inspected as follows:

Monthly - Documented inspection (see Monthly Ladder Inspection Form)

Before Use - Visual inspection performed by the ladder user prior to use.

Whenever received new or from another user.

When dropped, or if damage is suspected.

Ladders should be inspected for loose, bent, or broken braces, rivets, tie rods, guide irons, locks, pulleys, and strand hooks.

Inspect for ladder rack wear and make necessary ladder rack adjustments.

2512

Damaged or defective ladders should not be used. Damaged or defective ladders should be tagged as dangerous, "Do Not Use the Ladder," and be Taken out service.

2513

Ladders that are deemed unsafe will be tagged and stored in a secure location pending repair. Ladders to be discarded will be cut up to prevent improper use by someone scavenging the ladder from trash.

Ladder Field Maintenance

2514

Ladder should only receive the following field maintenance as required:

Tighten nuts.

Oil locks, springs, and pulley.

Rotate spurs or replace rubber feet.

More extensive repairs should only be conducted by a qualified vendor.

Ladder Transportation

2515

To remove an extension/combination ladder from a vehicle:

Lower the base of the ladder onto the ground.

Position yourself at the side of the vehicle facing the base, bend knees slightly and fit the side rail snugly against the shoulder.

Lift the ladder by straightening the knees and re-adjust body position until the exact point of balance is obtained; or, after facing the base, lower the other end of the ladder using the proper lifting procedure.

2516

To carry a ladder, use either the of the following methods:

Carry the ladder on your shoulder in a balanced position with the ladder hooks turned in, the base downward and to the front. Do not place arms between the side rails.

Carry the ladder at your side, with the spurs forward.

Carry the ladder vertically (shouldn't carry this way for more than 25ft)

Do not carry any ladder longer than 28 feet by yourself. Due to the weight, a 28-foot ladder is the longest ladder that one person can safely handle.

Strand Test

2517

Before placing a ladder against the strand, perform the following tests on the strand to ensure that it will support the added weight:

Visually inspect poles at each end of the span.

Visually inspect strand and hardware to ensure that strand is secured to hardware.

Ladder Placement and Footing

2518

Be sure the ladder is long enough for the job. Do not place or extend a ladder in the bed of a truck, basket of a bucket truck or on any other platform. Be certain that the ladder is not used unless both ladder feet are firmly on the ground.

Do not increase the length of ladder by attaching objects to side rails. At company discretion, approved "ladder levelers" may be attached to the side rails.

On uneven surfaces, dig out the high side.

On wet or oily pavement, a smooth floor, or an icy or metal surface, lash the ladder or have the ladder held by another team member.

The ladder should be angled out so that the base extends 1-foot for every 4-foot extended height.

When practical and possible, place ladders on the field side of the strand, away from vehicular traffic.

When placing a ladder on a strand, position it opposite the drop (i.e., facing the drop) relieving the pressure on the drop cable. When disconnecting or removing a drop. Team members should disconnect from the house first, therefore preventing the likelihood of being in a large

slingshot if tension is suddenly released.

Team members working with drops should avoid pulling a mid-span drop to the building too tight.

Do not place ladder against self-support drop wire.

Do not climb ladder if both hooks are not securely on the strand.

Extending and Lowering the Fly Section

2519

Proper PPE are required when working with ladders.

2520

Extend or lower an extension ladder as follows:

Turn strand hooks out before ladder is raised to the strand.

Place the ladder upright with the fixed section close to and facing the wall or strand.

Place one foot at the outside of the base of the fixed section to steady the ladder, but not in a position where it could be struck by the fly section.

Extend the fly section one or two rungs at a time and engage the locks after each pull.

After the fly is raised one or two rungs, steady the ladder by holding a side rail and continue to extend by repeating steps previously described.

After the ladder is extended, place at the proper angle and secure the ladder rope. If placing against strand, strand hooks should engage the strand. If mid-span drops are being removed, lash the ladder to the strand using your positioning strap.

Anytime an extension ladder is raised, tie the pull rope to a bottom rung of the base section before you climb it. A clove hitch and two half hitches or three half-hitches are the recommended knots to use.

To lower, move the base close to the strand or wall and reverse the raising procedure by lowering one or two rungs at a time.

Do not allow feet to be under the side rail of fly section when it is lowered.

Do not allow fly section to strike the ground hard when lowered. Be in full control of fly section and slowly lower into position.

Combination Ladders

2521

Gloves, safety glasses, proper footwear, hard hats are required when working with ladders.

2522

To use a combination ladder as a stepladder, begin from a folded position. Disengage rung hooks on narrow section from the rungs on wider section. Lower narrow section until the hinge pins engages the slots in the stepladder bracket supports, located at the top of the wider section. Spread sections apart and lock spreaders down. If the ladder is equipped with locking pins, instead of spreaders, be sure to use them correctly. Place the pins through the brace and the side rails.

2523

To use a combination ladder as an extension ladder, start from the folded position. Slide the narrow section up to the required height and place the two-rung hooks on the narrow section, over the rungs on the wider section. This ladder should have a minimum 3-foot overlap.

Do not place a spread combination ladder too far underneath your work location. Normal work position on this ladder is leaning slightly forward. If the ladder is too close and you should lean backward, your balance will be compromised. Remember to erect a ladder so that is steady. Then, stand on it so you are braced and will not lose your balance and fall if something goes wrong.

Do not stand higher than the third rung from the top when a combination ladder is in the self-supporting position. Do not stand higher than the fourth rung from the top when used as an extension ladder.

When a combination ladder is used as an extension ladder, place the ladder at the proper climbing angle of 75 degrees. This means that the base should be one quarter of the distance from the imaginary vertical.

When combination ladders are used as self-supporting ladders, you should place them on firm, even footing with all four feet in contact with ground. Fully extend the spreaders and lock them down. If you do not do this, the ladder will collapse.

On a stepped pole, with obstructions at the base, you may use a ladder to climb past the obstructions and gain access to the steps. The ladder should either be secured to the top of the pole with an approved tie off or be equipped with a company approved pole-forming device (e.g., chain, v-bar, strap). Observe all other safety precautions except that the team member may climb up to the second step, from the top of the ladder, to reach the pole steps.

Carry the ladder in the collapsed, retracted position, not spread or extended.

In crowded areas, such as sidewalks or corridors, carry the ladder in a vertical position. (Watch for overhead fixtures, walls, and people.)

Lashing a Ladder Using Pole Strap

2524

Lash a ladder when used:

While lifting heavy loads.

On slippery surfaces.

On poles.

On sloping terrain.

In windy conditions.

When strand hooks are not available or not engaged on the strand.

Combination/Extension Ladders Extend Above the Strand or Roofs as follows:

2525

When hooks are not engaged, place the ladder so that at least two rungs extend above the strand.

2526

To gain access to a roof, extend the ladder at least three rungs above the point of support.

2527

Methods of Lashing:

When using a lashing strap, follow the recommendations of the manufacturer.

When using the ladder rope to lash the ladder, make sure it is used according to the methods explained.

Securing Yourself at the Pole Location (3 Methods) Securing

2528

To secure yourself to a ladder (fall restraint on strand method): Fall must be reduced to 2ft or less:

Pass the free end of the positioning strap around the outside of the ladder rail one (1) turn.

Pull the strap over the strand and V-grip or rung, on the inside of the side rails. You may wrap the strand once before and after wrapping the V-grip or rung one (1) turn.

Pass the strap under the V-grip or rung and the strand, and then pull it up and over the strand on the outside of the side rail. You should make one complete loop around the strand and V-grip or rung 1 turn on slippery surfaces.

With the positioning strap on the outside of the side rail, snap into the D-ring with the snap hook facing outside. Verify visually that the snap hook has engaged the D-ring.

2529

To secure yourself to a ladder (fall restraint at the pole method): Fall must be reduced to 2ft or less:

If possible, belt in above a strand and below the top rung of the ladder.

Pass the free end of the positioning strap inside the ladder side rail.

Pass around the back of the pole.

Bring the free end of the positioning strap through the inside of the opposite side rail and snap into the D-ring.

You must use the standard lanyard and not the shock absorbing lanyard for these two types of securing methods.

2530

Secure yourself to the strand (fall arrest using back D-ring): Fall must be reduced to 6ft or less:

Snap shock absorbing lanyard to back D-ring.

Snap other side of the lanyard directly to the metal cable strand.

Team members must use the shock absorbing lanyard and not the standard lanyard for this method.

Do not belt on to a ladder that is not tied off to a secure support. For example, if you are using a ladder on a building the ladder will not usually be secured to the building. Do not use your safety strap to tie yourself to the ladder in this case.

2531

Do not attempt to climb ladders in lightning storms, or extreme adverse weather conditions.

Securing Yourself to a Ladder (Figures)

Placing a Ladder on a Vehicle

2532

To place a ladder on a vehicle:

Properly store strand hooks by turning them in.

Ensure the ladder rack locking clamps are in the fully open position.

Lay the ladder against the fixed upright of the ladder rack assembly on the vehicle.

Raise the base of the ladder and slide onto the ladder rack and secure with locking clamps.

2533

Ladders should be inspected for visual defects before each use and after any occurrence that could affect their safe use.

2534

Broken or damaged ladders should be immediately tagged or marked "DO NOT USE," or similar wording and removed from service until restored to a condition meeting their original design. If unable to restore ladder to original design, damaged ladders should be cut or otherwise destroyed and discarded to prevent further use.

2535

Ladders should be used only on stable and level surfaces unless secured to prevent accidental displacement. 2536

Only approved ladders should be used. Manufacturer's weight limit should not be exceeded.

2537

All portable ladders should be of sufficient length and should be placed so that team members will not stretch or assume a hazardous position.

2538 Portable ladders used as temporary access should extend at least three (3) feet above the upper landing surface. When a three (3) foot extension is not possible, a grasping device (such as a grab rail) should be provided to assist team members in mounting and dismounting the ladder.

2539

In no case should the length of the ladder be such that ladder deflection under a load would, by itself, cause the ladder to slip from its support.

2540

Portable ladders must not exceed the manufacturer's rated length and the ladder-selection limits stated in this section. A portable step ladder should not be used as a substitute for a straight ladder. The ladder should be moved as work progresses to avoid overreaching.

2541

Team members should face the ladder and use three points of contact climbing up or down. Tools should not be carried in the hand. They should be raised or lowered in a safe manner.

2542

Ladders should not be placed in passageways, doorways, driveways, or any locations where they may be displaced by any other work unless protected by barricades or guards.

2543

When using straight or extension ladders, team members should not climb past the third rung from top.

2544

A step ladder should not be used as a substitute for a straight ladder unless designed for multiple configurations.

2545

The top cap and first step from the top of a step ladder should not be used to stand upon.

2546

Before climbing a step ladder, team members should make sure spreaders are fully extended, locked, and

positioned on a flat level surface.

2547

Portable metal or other conductive portable ladders may not be used near exposed energized lines or equipment.

2548

Ladders should not be painted, except for a non-skid paint applied to steps or rungs.

2549

Only one team member at a time should work on a ladder (exception for rescue and ladders designed for such use).

2600 LOTO & Stored Energy

Loto & Stored Energy

2601

Electric circuits or equipment and other equipment or systems where sudden release of hazardous energy may result in injury, should have energy sources secured and tagged (and/or locked) prior to beginning work, unless such work is conducted using energized or in-service safe work practices. Examples of energy sources include electricity, hazardous chemicals or fuels, gases, stored energy, pneumatic/hydraulic pressure.

2602

All team members should be familiar with and comply with the clearance and tagging procedures for each customer requirements. Refer to lockout/tagout procedures.

2603

In transportation work, team members should be familiar with and comply with the lockout procedures for that type of work.

2604

Only approved and authorized team members may apply locks or tags or other energy isolating devices to company equipment, machinery, or vehicles. All other affected team members should be trained in the purpose and application of the procedures.

2605

Approved lockout/tagout, devices should only be used for controlling energy and tagging purposes and should not be used for other purposes.

2606

Tagout devices should be constructed and printed so that exposure to weather or wet locations will not cause the tag to deteriorate or cause the tag message to become illegible. Tags should be of a construction such that the tag withstands 50lbs of pull pressure.

2607

All information required on the tag should be properly and legibly entered so that exposure to the elements will not cause the message to deteriorate.

2608

If more than one person is required to lockout/tagout equipment or machinery, each person will place their own personal lockout/tagout device on the energy isolating device. Refer to lockout/tagout procedures.

2609

When an energy isolating device cannot accept multiple locks or tags, a multiple lockout/tagout device such as a multi-holed hasp should be used.

2610

As an alternative, to utilizing a multi-holed hasp to lockout a device, a single lock may be used to lockout the equipment or machinery with the single key to the lock being placed in a lockout box or cabinet which allows the use of multiple locks or tags to secure that cabinet. Each team member will then use their own

lock or tag to secure the box or cabinet. As each person no longer needs to maintain their lockout protection, that person will remove their lock or tag from the multiple lockout devices or the lockout box or cabinet, whichever is being used.

2611

Shift changes should be coordinated by the authorized team member in charge, utilizing lockout/tagout procedure to ensure the safe exchange of information and control of hazardous energies.

2612

In the event work cannot be completed by the end of a shift, and there are no overlapping shifts or direct exchange of information between authorized team members assuming the work, team members should follow approved department procedures to ensure the equipment or machinery is safe and properly secured, and that all required information is documented.

2613

In the event a team member leaves the facility without removing his/her lock from equipment or machinery on which work must continue, all efforts must be made to contact that team member to return to work and remove the lock or tag.

2614

If an authorized team member who applied the lock or tag device is not available to remove it, and cannot be contacted, the lock or tag may only be removed according to the following procedures:

2615

A supervisor and authorized team member, from the same department as the team member whose lock or tag has been applied, should be assembled at the equipment or machinery.

2616

The supervisor will verify that the authorized team member who applied the device is not available.

2617

The supervisor and authorized team member will evaluate the equipment or machinery in question to include the inspection of any energy control device, all affected energy sources, (e.g., hydraulic, electrical, chemical, pneumatic, thermal, stored energy, etc.) and other potential hazards that may result from continuing the maintenance and/or repair, or from restarting that piece of equipment or machinery.

2618

Make all reasonable effort to notify the original authorized team member that their lock or tag has been removed.

2619

Apply as necessary any new locks and/or tags to the equipment or machinery.

2620

Document the results of this exception procedure and maintain with appropriate lockout/tagout files.

2700 Attics & Crawl Spaces

Attics

2701

Before entering attics, a hazard assessment should be conducted. In general attics are not considered confined spaces, however depending upon characteristics present they may be confined spaces.

2702

Attics that have a limited means of ingress or egress may be considered a confined space. (Pull down stairs that resemble a stairway would eliminate the configuration that limits ingress or egress).

2703

Team members that identify attics that require a ladder to enter should stop, call, and notify their supervisor that there is limited access or egress and that the space may be a confined space.

2704

A determination of confined spaces would need to be conducted by a competent person for determination of entry requirements.

2705

Items to consider in this determination include the existence of other potential hazards.

2706

Lacking any additional hazards, attics with only limited ingress and egress but are configured for occupancy and are not confined spaces.

2707

Attics that lack ventilation (soffits, or defined ventilation) should not be entered by any team member. 2708

Other hazards when present that would prohibit entry by any team member include:
Asbestos.

Exposed energized electrical conductors.

2709

If the attic has adequate ingress or egress and lacks other hazards the attic may be entered for work by team members.

2710

Team members must notify their supervisor before entering an attic and establish a check in time frame not to exceed 15 minutes.

2711

During warm weather when the heat index exceeds 90 degrees team members may not remain in attics for more than 10-minute intervals with 5-minute rest intervals in order to complete work.

Crawl Spaces

2312

Crawl spaces are generally not confined spaces unless they contain specific hazards such as:
Asbestos.

Exposed energized electrical conductors.

2313

Crawl spaces with hazards such as the above, or other hazards will constitute a stop work moment where a supervisor should be notified, and a confined spaces assessment should be conducted.

2800 Asbestos Awareness

Asbestos is a naturally occurring mineral fiber known for its heat resistance, durability, and insulating properties. It was widely used in construction and manufacturing until its harmful health effect were discovered. When asbestos-containing materials are disturbed, tiny asbestos fibers can be released into the air, posing significant health risks to those exposed. As long as asbestos fibers are not airborne or otherwise released (disturbed), there is no health risk from exposure to asbestos.

Definitions

Asbestosis: A chronic lung condition characterized by scarring of the lung tissue, leading to breathing difficulties.

Mesothelioma: A rare and aggressive form of cancer that affects the lining of the lungs, abdomen, or heart.

Lung Cancer: Asbestos exposure increases the risk of lung cancer, particularly in individuals who smoke.

Pleural Plaques: Thickened areas on the lining of the lungs or diaphragm that may indicate asbestos exposure.

Asbestos: Includes chrysolite, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered.

Asbestos-Containing Material (ACM): Any material containing more than 1% asbestos. ACMs were commonly used in a variety of building materials, including:

Sprayed-on thermal insulation.

Pipe, fitting, and boiler insulation.

Cement transite boards.

Vinyl asbestos floor tiles.

Sprayed-on acoustic ceiling material.

Wallboards, sheetrock, and patching compound.

Brake and clutch linings.

Ceiling and floor tiles.

Siding and shingles.

Presumed Asbestos-Containing Material (PACM): Suspect material (listed above) that is presumed to contain asbestos. PACM is often found in buildings constructed prior to 1986.

2801

If you suspect that PACM may be present, stop work, do not disturb the PACM, and contact your supervisor. There is no way to tell if the material contains asbestos by looking at alone. The only way definitively tell is to have an approved laboratory analyze a representative sample.

2802

All field team members should receive Asbestos Awareness Training to be able to recognize ACM/PCM, understand the health hazards related to asbestos, and how to avoid situations in which airborne asbestos fibers may exist or be generated.

2803

INFINITE is not in the business of asbestos remediation and does not work in facilities that have active asbestos within.

2804

Team members should not disturb ACM/PACM. Such disturbance may include:

Breaking, cutting, sawing, or drilling ACM/PACM.

Sanding ACM/PACM flooring.

Sweeping or shoveling ACM/PACM.

Pulling cables above suspended ceilings where friable ACM/PACM is present.

Using compressed air to remove or clean up ACM/PACM.

Cleaning, removing, repairing, or replacing ACM/PACM.

2805

Disposable dust masks are not intended to protect team members from exposure to asbestos.

2900 Underground Operations

Pulling Cables

2901

In order to avoid hand injuries, team members should not handle pull-wires or lines within reaching distance of moving blocks, sheaves, winch drums or take-up reels.

2902

Pull-wires, steel pulling lines, or metal rodding should not be pushed through ducts where energized equipment is present unless another team member is stationed at the other end of the run.

2903

Team members should not remain in a manhole or vault during pulling operations involving heavy pulling strains unless they can take a position clear of the pulling line.

2904

Communications between manholes or vaults should be maintained.

2905

When pulling cable into vaults, manholes, or duct care should be exercised to protect team members and the public from possible injury.

2906

A team member or suitable warning sign or barricade should be placed alongside a cable, snake wire, or pulling rope laid out on the sidewalk or street pavement; cables laid across sidewalks temporarily during pulling operations should be properly guarded, to reduce the hazard to pedestrians.

Damage To Underground Facilities

2907

If underground facilities (electric, gas, water, telephone, sewer, TV) are damaged, the respective utility should be notified immediately.

2908

The area should be barricaded, and the public kept out until hazardous conditions can be eliminated.

2909

If gas lines are damaged, the following steps should be Taken:

2910

The hole should be left open to allow the gas to dissipate into the atmosphere. All sources of ignition should be eliminated. If the gas has ignited, do not attempt to extinguish the fire.

2911

Residents of the area should be warned when necessary and the public kept out of the area.

2912

The local fire and police departments should be notified immediately.

2913

The gas utility should be notified immediately.

Rigging For Pulling

2914

All rigging and tooling should be inspected before use and be rated for a minimum of 5:1 safety factor based on the identified stringing tensions and should be utilized only in industry standard applications and connection methods.

2915

Puller and tensioner equipment operators should be trained and their abilities to properly operate the equipment should be confirmed.

2916

Potential line of fire locations should be identified in the daily job brief and guarded appropriately.

2917

All pulling equipment should be properly anchored and the anchoring method and tooling utilized should be rated for a minimum 5:1 safety factor for the identified stringing tensions.

2918

When utilizing the existing conductors to pull new conductor or when removing existing conductors under tension, all existing splices should either be removed, replaced, or reinforced properly and should be documented on the wire pulling plan.

2919

Three-way uninterruptible communication is required for all wire pulls and must be documented in the daily safety briefing.

3000 Excavation & Trenching

General

3001

All excavations should be made in accordance with the rules, regulations, requirements, and guidelines set forth in 29 CFR 1926.650, .651, and .652.

3002

A competent person should be placed in charge of all excavations.

3003

Before entering any trench or excavation, an examination by a qualified person should be conducted to determine that no hazardous conditions exist which could expose team members to injuries from possible ground movement during such time that the trench or excavation is occupied.

3004

INFINITE requires a protective-system evaluation before any team member enters an excavation four (4) feet or more in depth. At five (5) feet or more, each team member must be protected from cave-ins by an adequate protective system unless the excavation is entirely in stable rock. Excavations less than five (5) feet also require protection whenever a competent person identifies a potential cave-in hazard. Where the default OSHA sloping option is used, the slope must be no steeper than 1.5 horizontal to 1 vertical (34 degrees); other allowable configurations may be used only when supported by soil classification, tabulated data, or an approved design.

3005 All trenches or excavations four (4) feet or more in depth should be ascended and descended with ladders unless it is sloped or stepped. There should be a ladder no more than 25 feet away from any team member occupying the trench or excavation, and it should extend at least three feet out of the trench or excavation.

3006

Spoils and other material should be kept at least 2 feet from the edge of the trench or excavation. 3007 Underground utilities must be located and marked before excavation begins.

3008

Valid (not expired) locate tickets in the company's (INFINITE) name must be issued for all in-house underground excavation work. Locate tickets should have positive responses from all utility members prior to starting work.

3009

Team members should use soft dig methods, within the tolerance zone, to fully expose all facilities before utilizing any mechanized equipment. The minimum tolerance zone should be at least 24 inches if facility diameter is not known. If the diameter of the facility is known, the distance of one-half of the known diameter plus 24 inches on either side of the designated center line will be the tolerance zone. In some cases, a greater tolerance zone may be required depending on local, state, or federal regulations and must be followed appropriately.

Figure - Excavation Decision Tree

Directional Boring Operations

3010

Team members should avoid all pinch points, rotating shafts, and other moving parts that could cause injury.

3011

Team members should not wear loose fitting clothing that may become entangled in the drill string and should restrain long hair to keep it away from moving parts.

3012

Team members should stay clear of drill rod and drill unit when drilling is in progress.

3013

Drilling unit should be coned/barricaded off to warn team members, contractors, and the general public to remain clear.

3014

Operating and maintenance procedures, as specified by the manufacturer, should be followed.

3015

Team members should use manufacturer recommended tools to tighten components (drill housings, back reamers, etc.). Pipe wrenches, which can slip or fly off the road causing serious injury, should not be used.

3016

Team members should inspect drill pipe for signs of damage, wear, or fatigue, and replace damaged or worn pipe before a break occurs.

3017

If feasible, the ground rod should be driven at least six feet (6') away from the boring machine.

3018

If the boring machine is equipped with a voltage limiter, the voltage stake should be placed at least six feet (6') away and must not touch any other part of the equipment.

3019

All portions of the boring system should be electrically bonded to reduce the likelihood of their damage from high differences in potential.

3020

Team members driving ground rods, placing electrical strike sensor, working at the leading edge of the bore rod (locating), or who are potholing should wear the appropriate dielectric gloves or over boots consistent with the exposure.

3021

In the event of an electrical strike the crew should treat the machine as being energized. Team members should stay on the machine or grid until the line has been de-energized and properly grounded.

3022 In the event of a gas line strike the operator should stop the machine's engine immediately and instruct the crew and others to leave the area immediately. The crew should not return to work until the utility company has given permission. Team members should follow the Emergency Response Procedure.

3100 Confined Space

General

3101

Before entering any enclosed/confined space, precautions outlined in the INFINITE Confined Space Entry Program should be Taken to ensure that the space has an adequate supply of oxygen and is free from dangerous gases and other hazards.

3102

A confined space is defined as a space large enough and so configured that a team member can enter to perform work; has limited or restricted means for entry or exit, is not designed for continuous team member occupancy.

3103

A Permit Required Confined Space (PRCS) is a confined space that meets any of the following conditions:
Contains or has the potential to contain a hazardous atmosphere.

Contains material with the potential to engulf an entrant.

Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, a floor that slopes downwards and tapers to a smaller cross-section.

Contains any other serious safety or health hazard.

3104

Only trained team members should be permitted to perform work in a confined space.

3105

There should be at one team member onsite at a permit required confined space entry, other than the entrant, who is trained in first aid & CPR.

Atmospheric Testing & Monitoring

3106 Test for the presence of combustible gases, toxic gases, and oxygen deficiency and/or enrichment should be made with approved testing devices immediately prior to a team member entering these space(s).

Where practical, initial tests should be made before access doors are opened or covers removed.

3107 During permit-required confined-space entry, atmospheric hazards must be continuously monitored unless INFINITE can demonstrate that continuous-monitoring equipment for a particular hazard is not commercially available or that periodic monitoring at a documented frequency is sufficient to ensure acceptable entry conditions. Test for oxygen first, then combustible gases and vapors, then toxic gases and vapors. Where normal ventilation is not adequate to provide a safe atmosphere, suitable mechanical ventilation must be provided and entry conditions must remain acceptable throughout the operation.

Ventilation

3108

Mechanical ventilation will be provided to ensure that spaces remain free of the potential buildup of contaminants.

3109 The air Intake device is positioned away from traffic to avoid vehicle exhaust fumes.

3110 If the ventilating equipment is gas-powered, the motor exhaust is not being drawn into the air intake.

3111

The ventilation equipment's intake is at least 5 feet away from the space entry.

Rescue Procedures

3112

Written, understandable operating and rescue procedures should be developed and provided to affected team members by each work location requiring team members to enter into and work in a confined space. If entry into a confined space in which a dangerous air contamination and/or oxygen deficiency exists, the following should be done prior to entry:

3113

Appropriate approved protective equipment should be provided and worn. 3114

Rescue procedures and equipment should be developed and provided.

3115

At each location, a qualified team member should evaluate the workplace to determine if any confined spaces are permit-required confined spaces (permit spaces).

3116

Team members exposed to a permit space should be informed of the existence and location of the danger posed by the permit spaces.

3117

If team members will not be allowed to enter permit spaces, effective measures should be Taken to prevent team members from entering the permit space.

3118

If team members will enter permit spaces, a written permit program should be developed and implemented by each location which contains permit space(s).

3119

Team members expected to take any part in confined spaces operations, should be adequately trained and qualified on the INFINITE Confined Space Program before any operations are to occur. See INFINITE Confined Space Entry Program for more information.

3200 Rigging

Rigging is a critical aspect of many construction/industrial operations involving lifting, hoisting, and moving heavy loads. Proper rigging techniques ensure the safety of team members and equipment, as well as the integrity of the load being handled. This section outlines the fundamental rigging requirements to be followed by all team members involved in lifting operations.

3201

Only trained and qualified team members should be tasked with rigging operations. Qualifications should include:

Knowledge of rigging principles, techniques, and equipment.

Understanding of load capacities and rigging configurations.

Understanding of inspection and maintenance requirements of rigging equipment.

3202

Team members should utilize the correct rigging equipment based on the load characteristics, weight, size, and shape.

3203 Team members should conduct thorough pre-use inspections of all rigging components, including hooks, slings, shackles, and cables to ensure they are free from defects, wear, and damage. Rigging equipment that is damaged must be immediately removed from service.

3204

Team members should read, understand, and follow manufacturer's guidelines for safe use, inspection, and maintenance of all rigging equipment.

3205

Rigging equipment must have permanent affixed and legible identification markings as prescribed by the manufacturer that indicate the recommended safe working load.

3206 Rigging equipment should not be loaded in excess of its recommended safe working load as prescribed on the identification markings by the manufacturer.

3207

Rigging equipment that does not have affixed, legible identification markings should not be used.

3208

Rigging equipment should have documented inspection by a competent person at least every 12 months.

Load Considerations

3209 Team members should clearly identify the weight and center of gravity of the load to ensure proper rigging configurations.

3210

Team members should ensure that the load is stable and balanced before initiating any lifting operations.

3211

Team members should be aware of the angles at which the rigging is positioned, as these can affect the load's capacity.

3212

Team members should use protective measures (e.g., padding, sleeves) where slings may come into

contact with sharp edges or abrasive surfaces.

Rigging Configurations

3213

Qualified team members should understand and select the correct load hitch type when utilizing hitches:

Vertical hitch: Direct attachment to the load's center of gravity.

Choker hitch: Wrapping the sling around the load's circumference.

Basket hitch: Passes underneath the load with both ends attached to the lifting device.

3214

Qualified team members should understand and select the correct sling type when utilizing slings:

Wire rope slings: Constructed of wire strands wound together.

Chain slings: Composed of alloy steel chain links.

Synthetic web slings: Made from high-strength synthetic fibers.

3215

Team members should establish a clear system of signals between the rigging crew and the equipment operator.

3216

Team members should establish specific signals to halt operations in case of an emergency or unsafe condition.

Safe Lifting Procedure

3217

Team members should follow the safe lifting procedures while performing lifts:

Controlled movement: Lift and move loads smoothly and without sudden jerks or stops.

Avoid overloading: Never exceed the rated capacity of rigging equipment.

Maintain clear zones: Ensure that all team members stay clear of the load's path and potential swing areas.

Avoid sudden stops: Avoid abrupt stops, as they can cause the load to swing or shift unexpectedly.

Lowering loads: Lower the load in a controlled and steady manner, ensuring no one is in the immediate area.

Inspection and storage: Inspect rigging equipment after use and store it in a designated area, free from damage or contamination.

3300 Ground & Bonding for Protection

3301

Lines or equipment should be considered energized until tested with the appropriate testing device.

3302

Protective grounds should be applied to ungrounded strand during pulling operations.

3303

Grounds should be applied at the payout location (reel) and roller ground applied to the strand as it is pulled through to the take-up location.

3304

Once the strand is permanently grounded to the pole/equipment ground, temporary protective grounds may be removed.

3305

Grounds are to be applied using appropriately rated dielectric gloves and until permanently grounded, the strand should be handled using dielectric gloves.

3306

Protective grounds should be tested annually, when inspection reveals deficiencies, or when ground sets are subject to fault conditions. Ground sets that fail testing and cannot be repaired should be destroyed.

3400 Respiratory Protection

INFINITE will evaluate respiratory hazards before work begins. Some construction activities, including certain tasks involving respirable crystalline silica, may require respiratory protection depending on the task, duration, environment, and controls used. When respirator use is required, INFINITE will provide appropriate NIOSH-approved respiratory protection and implement the applicable requirements of 29 CFR 1910.134, including medical evaluation, fit testing when required, training, inspection, cleaning, storage, and program administration. Voluntary use is permitted only when it does not create an additional hazard and the applicable voluntary-use requirements are satisfied.

Guidelines

3401

All team members who decide to wear a respirator voluntarily must complete the appropriate training.

3402

Team members must read, understand, and acknowledge Appendix D of 1910.134 "(Mandatory) Information for Employees Using Respirators When Not Required Under the Standard."

3403

Team members should read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.

3404

Team members should choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3405

Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

3406

Team members should keep track of their respirator so that they do not mistakenly use someone else's respirator.

3407

If voluntary respirator use involves any type of respirator beyond that of an N95 filter facepiece respirator or dust mask, the team member must be medically evaluated prior to its use. Any respirator besides an SCBA can be worn voluntarily.

Cleaning, Storage, And Maintenance

3408

The following procedure is for the use of an N95 filter facepiece respirator or dust mask. Discard the mask upon observation of damaged or missing parts or if the mask becomes contaminated with dust or fluids. This may need to be done at the end of each shift. If the mask is taken off and will be stored for future use, the respirator must be stored properly and not left out in the work area. Store in clean, dry, airtight

container.

3409

The following procedure is to be used when cleaning and disinfecting respirators that have replaceable cartridges and/or replaceable filters:

Disassemble respirator, removing any filters, canisters, or cartridges.

Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents.

Rinse completely in clean warm water.

Air dry in a clean area.

Reassemble the respirator and replace any defective parts.

Place in a clean, dry plastic bag, or other airtight container. Do not use the respirator if it is damaged or is missing parts.

Appendix A - HDD / Underground Critical Safety Requirements

Pre-bore planning

Before drilling, the crew must review the bore plan, current utility locate ticket status and positive responses, marked facilities, known conflicts, pothole/verification locations, traffic-control needs, emergency contacts, drilling-fluid plan, and the day's JSA/job briefing.

Utility verification

All utilities crossed or placed at risk by the planned bore must be positively identified and exposed using approved soft-dig methods where required by law, client specification, or the project plan. Mechanical excavation inside a tolerance zone is prohibited unless specifically permitted by the applicable rule and approved procedure.

Drill exclusion zone

Only authorized crew members may enter the drill operating zone. Keep personnel clear of rotating drill rod, wrenches, breakout systems, pinch points, and the line of fire. Never manually contact a rotating drill string.

Electrical strike

Treat the drill and connected components as energized. The operator should remain on the machine unless fire or another immediate life hazard requires evacuation. Ground personnel must stay clear. Notify emergency services and the utility owner, secure the area, and do not resume work until the hazard has been cleared under the project emergency procedure.

Gas strike

Stop drilling. If it can be done without increasing exposure, shut down ignition sources in accordance with the manufacturer and emergency procedure. Evacuate upwind, keep the public away, call 911 and the gas utility, and do not re-enter until released by the utility/emergency authority.

Vacuum excavation

Inspect hoses, fittings, tanks, relief devices, and bonding/grounding provisions before use. Maintain separation from energized hazards, control hose whip and pinch points, use hearing/eye/face protection as required, and never place hands or body parts in front of a pressurized or vacuum excavation nozzle.

Drilling fluid

Manage drilling fluid to prevent slips, uncontrolled returns, environmental release, and public exposure. Follow the project inadvertent-return or frac-out response plan where one is required.

Appendix B - Regulatory References & State-Plan Notice

- 29 CFR 1926 Subpart P - Excavations, including 1926.650, 1926.651, and 1926.652.
- 29 CFR 1926 Subpart AA - Confined Spaces in Construction, including 1926.1204.
- 29 CFR 1926.1153 - Respirable Crystalline Silica.
- 29 CFR 1910.134 - Respiratory Protection.
- 29 CFR 1910.137 - Electrical Protective Equipment.
- 29 CFR 1910.1030 - Bloodborne Pathogens.
- Current Manual on Uniform Traffic Control Devices (MUTCD) and applicable state/local traffic-control requirements.
- Applicable state-plan standards. Washington is an OSHA-approved State Plan administered by the Washington Department of Labor & Industries, Division of Occupational Safety and Health (DOSH).

This manual is a company safety program and does not replace project-specific hazard assessments, manufacturer instructions, permits, client requirements, or more protective federal, state, or local rules.

Team Member Acknowledgment of INFINITE Safety Manual

INFINITE is firmly committed to providing a safe and healthful workplace. Team members are encouraged and expected to report unsafe work practices, hazards, incidents, injuries, near misses, and utility damages promptly.

By signing below, I acknowledge receipt of Infinite Infrastructure Solutions LLC Safety Manual, Rev. 1, September 2026. I understand that I am responsible for following applicable company safety rules, training, project-specific procedures, client requirements, and applicable laws and regulations. I understand that I have stop-work authority when I believe an unsafe condition or act may result in injury, damage, or an unwanted event.

Team Member - Print Name

Team Member - Signature

Date Signed

Supervisor / Company Representative