

Employee Safety & Quality Control Handbook

Updated March 1, 2010



Orientation for new jobs and employees



Safety Program Procedures



Quality Control Plan



Forms and related information



Statement of Policy

The management of Duncan Telcom, Inc., realizes that safety and loss control are essential to employee welfare, morale, good public relations and ultimately to the success of our company and our employees.

Existing codes, the Federal Occupational Safety and Health Act of 1970, the Federal and State(s) Right-To-Know and SARA Title III Laws of 1986 and possible emergencies make it imperative that management is aware of safety in its daily operations.

With this concept in mind, your management has established a comprehensive safety program integrated within all departments and at all levels of activity.

This program is formulated and administered by an appointed safety committee. The function of this committee is to advise on the elimination of hazards, potential loss cause conditions and establish safe procedures and administer the authorized safety program.

The full support of all employees is essential to the effectiveness of this program for the control of accidents. Your complete cooperation is requested. Safety and loss control must be considered a vital part of every job in Duncan Telcom, Inc.

At no time will anyone's job ever hinge on performing any task or duty which is unsafe or unhealthy.

Thank you for your cooperation.

C. B. Duncan, III
Vice President

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1 Safety Program Goals

It is the belief of Duncan Telcom, Inc. that both long- and short-term goals should be set and every effort possible by all employees should be made to achieve these goals. The goals established would be based on the needs to improve safety performance and to reduce operating expenses associated with job-related accidents.

At the beginning of each year, we will review and adjust procedures, policies and goals to be accomplished during the year; these will be our long-term goals. Short-term goals will be established as problems or needs arise and will be corrected on a priority basis. Both types of goals will be submitted in written form and presented to each employee both at the beginning of each year for long-term and, as the need arises, for short-term.

Recognizing a problem and establishing a solution to overcome the problem is the primary step. Goals will be identified as follows:

1. Supervisors will periodically review and adjust procedures, policies and goals which should be addressed in the safety program thereafter.
2. The goals should reflect the major problems preventing a job from being completed without accidents. Areas that might be considered include: training, maintenance, hiring practices, housekeeping, and material handling, enforcement of rules and job procedures, and use of personal protective equipment.
3. Each person submitting proposed goals should also submit some suggestions for possible ways goals could be met or problems corrected.
4. Management will review the suggestions submitted by the supervisors and will decide on three of the suggestions as goals for the following year. These will be published and distributed to all employees during the first week of the New Year.

The ultimate goal of our safety program is to maintain zero personal injuries, zero vehicle accidents and zero hours of lost time.

2 Organizational Safety Responsibilities

To be effective, the safety program requires a lot of effort and attention from each member of Duncan Telcom. Management will meet regularly to discuss pertinent safety issues. Subjects for discussion at these meetings shall include:

- ◆ A review of the general safety activities surrounding each work location, noting positive developments of outstanding deficiencies;
- ◆ Pre-planning for major hazardous work schedules;
- ◆ Safety audit discussions, OSHA, or other inspections. These will help determine weak areas and also help in determining adequate solutions for improvements.

Listed following are the major responsibilities or duties that are assigned to employees within the company:

EXECUTIVE MANAGEMENT

1. Coordinates responsibility for the safety program and the results that are achieved.
2. Assigns authority for the implementation of the safety programs.
3. Holds project managers, supervisors, and employees accountable for a high level of performance.
4. Measures results of performance.
5. Authorizes the budget and expenditures for safety.
6. Approves safety policies as formulated by the safety administrator and others.
7. Asks questions on safety of the field supervisors on a regular basis to emphasize the importance of safety.
8. Set the proper example for safety by complying with the safety program and displaying a positive attitude toward the safety program.

SUPERVISORS

1. Daily inspects work areas and equipment for compliance with work rules and safety standards.
2. Instruct employees on the hazards of the job, how to work safely and according to operating procedures, and on applicable safety and health regulations.
3. Take responsibility for maintaining a safe and healthful workplace, proper housekeeping, proper illumination and ventilation, and the use of personal protective equipment as required by each job.
4. See that all injuries are promptly and properly treated and reported.
(Reference Form in Appendix)
5. Investigate the causes of all accidents and injuries and complete reports as required.
6. Analyze all processes, operations and facilities for hazards and changes or eliminates the hazards.
7. Conduct monthly employee safety meetings with materials provided by Safety Director.
8. Make each employee aware that violation of established safety rules would result in disciplinary action.
9. Compliment safe workers in the presence of co-workers, counsel unsafe workers when no one else is present.
10. Set the proper example for safety by complying with the safety program and displaying a positive attitude toward the safety program.

SAFETY DIRECTOR

1. Coordinates safety activities.
2. Keeps and analyzes accident reports.
3. Coordinates educational activities on safety for all employees, including supervisors.
4. Appraises accident investigations.
5. Directs a program of supervisory safety inspections.
6. Keeps informed on applicable governmental safety standards and codes.
7. Issues regular reports showing safety performance of supervisors, as well as accident trends.
8. Provides information for supervisors and employees for safety meetings at job site and office facilities.
9. Distributes MSDS for use of foremen, supervisors and employees.

EMPLOYEES

1. Do not perform jobs on which they have not been trained or instructed.
2. Work in accordance with safe job practices and comply with company safety rules.
3. Use required personal protective equipment at all times.
4. Report unsafe conditions or practices.
5. Make safety suggestions.
6. Serve on safety committee if requested.
7. Cooperate during the investigation of accidents.
8. Take an active part and participate in safety meetings and training sessions.

3 Safety Rules

The following basic safety rules are to be followed at all times:

1. Attend safety instruction sessions, either on the job site or other facility.
2. Read the literature provided. Obey all safety rules and follow instructions.
3. When aware of unsafe conditions, either correct them or report them at once.
4. When not sure of the safe or proper procedure or use of equipment, ask for instruction from your supervisor, foreman, or group leader.
5. Use the proper protective equipment at all times.
6. Use the correct tools or equipment for each job. When in doubt, ask.
7. When issued equipment or tools that are in need of repair, adjustment, or replacement, report this to your supervisor, foreman or group leader immediately.
8. Get assistance when lifting heavy loads or use appropriate mechanical lifting devices.
9. Avoid horseplay on the job.
10. Keep work areas clean and clear of debris.
11. Report all accidents immediately.
12. Do not use controlled substances such as alcohol or drugs at any time on the job. Do not show up for work under the influence of alcohol or drugs.
13. If you are taking any type of medication, either over the counter or prescription, that may cause drowsiness or may affect your ability to safely perform your job, operate machinery or equipment, notify your supervisor, foreman or group leader prior to working.
14. Firearms are prohibited on customer premises.
15. All persons are required to wear seat belts when operating or riding in company vehicles or while on company business. Non employee personnel must have supervisor approval prior to riding in any company vehicle.
16. Leather work boots are recommended on all job sites. Steel toed boots or external type foot protectors shall be worn when required by the customer or when using a jackhammer, tamper or other similar equipment, which could cause injury to your feet. If in doubt ask your supervisor, foreman or group leader.
17. Obey all warnings on tools, equipment, ladders, etc. regarding safe operation or use.
18. Shirts shall have minimum sleeve length of 4 inches and remain on at all times. Shirts with cut off sleeves or tank tops shall not be worn.
19. Wearing of metallic rings, watches, necklaces, earrings or metallic jewelry of any kind is strictly prohibited on job sites.

This list is only a brief summary of the basic safety rules to be followed at all times. Other rules may apply as job conditions dictate. You will be notified of these job specific rules prior to commencement of work.

4 New Employee / New Project Orientation

NEW EMPLOYEES

Each employee will be given an orientation before he/she starts to work for Duncan Telcom or begins work on a new project with unfamiliar practices or possible safety issues.

An Employee Orientation Report will be completed and signed by the new employee and the person giving the orientation. This form will become a part of the employee's personnel file.

A copy of the Employee Orientation Report is included in this book for your review.

NON-ROUTINE TASKS

Periodically, employees are required to perform non-routine tasks. Prior to starting work on such projects, each affected employee will be informed by the Safety Director or the job supervisor about hazards to which they may be exposed and appropriate protective and appropriate safety measures.

SAFETY EDUCATION AND TRAINING

Safety meetings and training sessions are a visible measure of our company's commitment to the safety program. In order to reinforce this commitment, the following programs will be a permanent part of our safety and training efforts:

Weekly SAFETY TRAINING MEETINGS

Once a week, each supervisor will conduct a short safety training meeting. Attendance at this meeting is mandatory and is very much to the employee's benefit. These "tool box talks" will consist of a short one page topic relating to a specific safety procedure with which you should be familiar. Each employee in attendance at these meetings will be required to sign the bottom of the report.

Monthly MANAGEMENT REVIEWS

Each month, the Safety Administrator will review with the top management all ongoing safety programs, accident reports and suggestions. A report of this meeting will be sent to each foreman/supervisor. Each foreman, supervisor or group leader should review these reports and discuss same with person under their direction.

Periodic SAFETY SEMINARS

From time to time, Duncan Telcom will sponsor safety seminars on topics, which are of special importance to our safety effort. These may be held at the office or on the individual job sites. Advance notice of such seminars will be forwarded to all employees, giving everyone adequate notice to attend.

Annual FIRST AID/CPR TRAINING

First aid and CPR training is recommended for all supervisory personnel. Similar training will be offered for all non-supervisory personnel. All non-supervisory personnel are strongly encouraged to take advantage of this training. Employees will be compensated for time spent in training sessions if these sessions are not scheduled during normal working hours.

Hazardous Materials Training

Employees are required to attend a training session on hazardous chemicals in their work area at the time of their initial work assignment. The training session will cover the following:

- ◆ The contents of the container.
- ◆ An overview of the hazard communication requirements.
- ◆ A review of the chemicals present in their workplace operations.
- ◆ The location and availability of our written hazard communication program, a list of hazardous chemicals and Material Safety Data Sheets.
- ◆ Methods and observation techniques that may be used to detect the presence or release of hazardous chemicals in the work area.
- ◆ The physical hazards of the chemicals in the work area.
- ◆ The health hazards of the chemicals in the work area including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
- ◆ How to lessen or prevent exposure to hazardous workplace chemicals by using good work practices, personal protective equipment, etc.
- ◆ Emergency procedures to follow if employees are exposed to hazardous chemicals.
- ◆ An explanation of our hazard communication program including how to read labels and Material Safety Data Sheets to obtain appropriate hazard information.

When a new type of product is introduced into a work area or the chemical composition of a product changes, the Safety Director will review the above items as they are related to the new chemicals.

5 Hazard Communication

Duncan Telcom is firmly committed to providing all of its employees with a safe and healthy work environment. It is a matter of company policy to provide our employees with information about hazardous chemicals on the work site through our hazard communication program, which includes container labeling, Material Safety Data Sheets (MSDS) and employee information/training.

The Safety Administrator will have the overall responsibility for coordinating the hazard communication program available upon request to employees, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health and the Director of the National Institute for Occupational Safety and Health.

LIST OF HAZARDOUS CHEMICALS

The Safety Director will compile a list of all hazardous chemicals that will be used on the work site by reviewing container labels and Material Safety Data Sheets. The list will be updated as necessary. A master list will be kept at the Safety Administrator's office.

LABELING

It is the policy of this company to ensure that each container of hazardous chemicals on a job site is properly labeled. The labels will list:

1. The contents of the container
2. Appropriate hazard warnings; and
3. The name and address of the manufacturer, importer or other responsible party

To further ensure that employees are aware of the chemical hazards or materials used in their work areas, it is our policy to label all secondary containers.

Secondary containers will be labeled with either an extra copy of the manufacturer's label, or with a sign or generic label that lists the container's contents and appropriate hazard warnings.

This responsibility has been assigned to the Safety Director and all supervisory personnel.

MATERIAL SAFETY DATA SHEETS

Copies of Material Safety Data Sheets for all hazardous chemicals to which employees may be exposed are kept in the Safety Director's office and on each company vehicle and are readily accessible to employees in the work area during each work shift.

The Safety Director is responsible for obtaining, maintaining and updating the file of Material Safety Data Sheets.

INFORMING OTHER EMPLOYEES

To ensure that the employees of other contractors have access to information on the hazardous chemicals at a job site, it is the responsibility of the Safety Director to provide the other contractors the following information:

1. Where the MSDS's are available.
2. The name and location of the hazardous chemical to which their employees may be exposed and any appropriate protective measures required to minimize their exposure; and
3. An explanation of each job site's labeling system.

Each contractor bringing chemicals onto a job site must provide us with the appropriate hazard information on those substances to which our own employees may be exposed to on a job site.

6 Job Inspections

Safety should be a constant concern on every job. All employees should become aware of certain areas that should be checked frequently, sometimes even daily. Those items are listed below for your review:

- ◆ **Warehousing:** Processing, receiving, shipping and storage of equipment; layout, heights, floor loads, material handling, storage methods.
- ◆ **Building and grounds conditions:** Floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles, mud and ice.
- ◆ **Housekeeping:** Waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.
- ◆ **Electricity:** Equipment, switches, breakers, fuses, switch boxes, junctions, special fixtures, circuits, insulation's, extension cords, tools, motors, grounding, NEC compliance.
- ◆ **Lighting:** Type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- ◆ **Heating and ventilating:** Type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausts.
- ◆ **Machinery:** Points of operation, flywheels, gears, shafts, pulleys, keyways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausts, feeding, oiling, adjusting maintenance, lockout, grounding, work space, location, purchasing standards.
- ◆ **Personnel:** Training, experience, methods of checking machines before use, type clothing, personal protective equipment, use of guards, tool storage, work practices, methods of cleaning, oiling or adjusting machinery.
- ◆ **Hand and power tools:** Purchasing standards, inspection, storage, repair, types, maintenance, grounding use or handling.
- ◆ **Chemicals:** Storage, handling, transportation, spills, disposals, amounts used, toxicity or harmful effects, warning signs, supervision, training, protective clothing and equipment.
- ◆ **Fire Prevention:** Extinguishers, alarms, sprinklers, smoking rules, exits, personnel instructed on separation and storage of flammable materials, drainage and spill containment, explosive-proof fixtures in hazardous locations, waste disposal.
- ◆ **Maintenance:** Regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, general methods.
- ◆ **Personal Protective Equipment:** Type, proper size, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, method of assignment.

In addition, foremen, supervisors and group leaders should perform a monthly safety audit. The results of these inspections will help in establishing goals for future improvements in areas such as scaffolding, industrial hygiene, fire prevention, material handling and machine and equipment repairs and guarding.

7 Lockout / Tagout

HEALTH AND SAFETY PROCEDURES DEACTIVATION OF HAZARDOUS ENERGY SOURCES

PURPOSE

This procedure provides the fundamental components necessary for the deactivation of mechanical/electrical sources through a lockout/block-out/tag-out system.

GENERAL

Employees are exposed to a variety of energy sources when performing daily repairs, modification and adjustments to their operating equipment. In order to eliminate the hazards associated with these activities, employees will be instructed in the correct methods to employ when performing these operations.

DEFINITIONS

Hazardous Energy Sources – A hazardous energy source may be classified as mechanical, electrical, pneumatic, hydraulic, chemical, nuclear, thermal or combinations of the foregoing sources.

Lockout Device – A device (a padlock or a combination of padlock and multiple-lock hasp hardware) that can be used to prevent a hazardous energy source from being re-energized.

Tag-out Device – A warning tag that can be attached to critical areas to communicate why an energy source should not be re-energized. The tag will contain the name of the employee, the date and time the tag was initiated, and a brief description of work to be performed.

PROGRAM ELEMENTS

Prior to initiating any repairs, modifications and/or adjustments to operating equipment, the following steps will be followed:

1. The immediate supervisor with jurisdiction over the equipment will be notified that the energy sources are to be deactivated.
2. All sources of power that must be locked out, blocked or released will be identified by the operations supervisor and the employee who will work on the equipment.
3. In order to ensure that the equipment cannot be re-energized while maintenance activities are performed, the employee will lock out/blank out all potential energy sources. (The employees will be assigned padlocks with their names or identification numbers affixed to the locks. The locks will be individually keyed to prevent another employee from removing the lock inadvertently.) If more than one employee is assigned to work on the equipment, a multi-lockout hasp will be used so that all employees working on the equipment can apply their locks and ensure their safety.
4. A tag-out device will be affixed to all component or systems de-energized to indicate that lockout has been performed.
5. Prior to performing any work activities, the employee will operate the start and stop controls on the equipment to ensure that the equipment has been properly deactivated.

PROGRAM ELEMENTS (CONT'D)

Upon completion of the work, the employee and supervisor will verify that the equipment on the system is safe to operate. Special consideration should be given to the installation of guards and covers for electrical wiring, and to ensuring that all piping systems have been properly reconnected.

SPECIAL CONDITIONS

- ◆ During certain operations it may be necessary to energize the equipment for a short period of time. Employees in the immediate area will be notified and directed to stay clear of the equipment. If the operation is to be deactivated again, the employee should repeat the third, fourth, and fifth steps in the preceding paragraph before work resumes.
- ◆ In some instances work will carry over to another shift. The department supervisor shall affix a department lock to the equipment to ensure that it is not energized during the transition. When the next shift employee comes to work on the piece of equipment, the second through the fifth preceding steps will be repeated before work resumes on the equipment.
- ◆ If the work is completed and a lock remains on the equipment, it shall not be removed until the employee responsible for the lock is found or the supervisor of the employee investigates and ascertains that the equipment is safe to operate. Unauthorized removal of a lock will subject the employee to disciplinary action.

ELECTRICAL WORK

Prior to doing any electrical work, an electrician shall:

1. Lock out the system;
2. Open the disconnect;
3. Make a visible inspection of the electrical panel to ensure that all blades on knife switches are open or that the circuit is open;
4. Check the voltage tester on a known energized voltage source;
5. Check the voltage on the load side of the circuit to be sure it is de-energized;
6. After performing the voltage test, recheck the tester on a known source to ensure that it was operating correctly;
7. Remove any fuses that are in the motor disconnect box;
8. Close the box and place a tag and his/her lock on the disconnect switch prior to doing any other work;

Prior to working any capacitors, discharge and ground them and then check with the voltage tester.

1 Quality Control Plan

“Quality work and customer satisfaction are the cornerstones on which Duncan Telcom, Inc., was founded. As a services contractor, quality is not just a job, it is the job.”
C.B. Duncan, III

QUALITY PLAN PURPOSE

- To develop and assure desirable and reproducible results.
- To comply with applicable regulatory requirements.
- To determine the quality level necessary to meet or exceed customer expectations.
- To determine a chain of command (Customer, Vendor, Sub Contractors) to monitor progress, ensure performance and provide for corrective actions as necessary.

- Performance Reporting
- Vendor and Sub-Contractor Quality Specifications
- Employee Training
- Ongoing Company-wide Quality Assessments

Quality Control Coordinator

Quality control coordinator for Duncan is C.B.Duncan. This role within the management structure includes developing and managing company/inter-company programs, methods and documentation.

QUALITY MANAGEMENT METHOD

Our approach is project flexible and project specific with objectives to achieve measurable results:

- Predictable Results:** Alignment with industry accepted quality standards and guidelines.
- Documentation to support Verification, Validation, and Traceability:** Define, record and store documentation related to all aspects of project.
- Client Satisfaction:** Ensure the focus is and remains complete customer satisfaction.

Project Manager Responsibilities

- Overall direction and general administration of the project
- Evaluation of project specific personnel, assets and tools
- Review Scope of Work (SOW)
- Define and implement Method of Procedure (MOP)
- Coordinating field inspector, analysis and all associated activities.
- Identify and approve project purchases and expenses.
- Prepare closing package including photos, test results and project documentation.

Quality tools

- Check Lists
- Procedure Manuals
- Standard Operating Procedures
- On-Site Audits

2 Quality Assurance

To maintain the flexibility of our program each project is reviewed independently and evaluated as such.

QA procedures establish if a deliverable is acceptable based on the processes used to create it.

QA processes are used to evaluate performance and determine quality commitments were held, deliverables tested and customer acceptance acquired.

Project Quality Assurance Procedures

Duncan's approach to quality project management consists of four phases:

PHASE 1: Project Initiation

- Review RFQ
- Identify Goals of RFQ
- Verify Feasibility of SOW as defined in RFQ
- Qualify the need for a site survey

PHASE 2: Project Planning and Quality Assurance

- Develop MOP based upon SOW and Site Survey to include the following:
 - Clearly identify SOW goals
 - Identify tasks and related timelines
 - Inventory necessary equipment, materials and manpower
 - Provide contact list

- Detailed escalation list
- Outline 'back-out' plan
- Wrap Up and NOC Verification
- Closing Package Checklist
- PM /Project Lead Sign-off

PHASE 3: Project Execution and QC

- Coordinate arrival with NOC and local tech
- PM implements MOP
- PM monitors progress
- PM identifies potential problems for timely corrective action
- Communicates progress to customer
- Reviews milestones for project completeness and progress
- Site Cleanup and equipment/tools/trash removal
- NOC Verification
- Check out with NOC and local tech
- Site secured

Phase 4: Closure

- PM and /or QCC site inspection
- Verify SOW goals have been met
- Verify Wrap Up
- Verify Closing Package Checklist
- Sign-off
- Verify site secured

DUNCAN closure phase is typically characterized by formal project reports, regulatory documentation, client communication, and project evaluation against performance measures:

- Delivery within budget
 - Timeliness of completion
 - Thoroughness of reporting
 - Effectiveness of communication
 - Safety record of project
 - Evaluation of subcontractors
 - Client satisfaction
-

Remember...

Safety and Quality Control go hand in hand.

P A U S E

(Prevent All Unplanned Service Events)

Ask Yourself:

- Why am I doing this?
- Should this be done during safe time?
- What is the expected result of my actions?
- Do I have a safe backout procedure?
- Do I know how to contact Tier1 and Tier2 support?
- Is this service-affecting?
- If this is service-affecting who do I notify beforehand?
- Does anyone need to be aware of the consequences of my action?
- Should anyone be online with me?
- Am I comfortable with this method of procedure?
- Do I have all of the tools that I need to complete this task?
- Do I need a pre-test and post-test procedure for this task?
- How do I know that I did this task properly?
- Have I completed appropriate paperwork, labeling, database changes, or other records work?
- Am I willing to sign my work?

Unsure? Contact your supervisor.

Appendices

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EMPLOYEE ORIENTATION REPORT

Employee Name: _____ Date: _____

Supervisor Giving Orientation: _____ Job Assignment: _____

Handouts Received: _____

DISCUSSED

- Safety Policy [] Yes [] No
- Safety Orientation Videos..... [] Yes [] No
- General Safety Rules [] Yes [] No
- Haz Com Orientation [] Yes [] No
- Use of Personal Protective Equipment [] Yes [] No
- Participation in Safety Meetings [] Yes [] No
- Reporting Unsafe Situations..... [] Yes [] No
- Making Safety Suggestion [] Yes [] No
- Reporting of Injuries [] Yes [] No
- Lock-Out/Tag-Out Procedure [] Yes [] No

The above items were discussed with me today and I had an opportunity to ask questions. I understand the company policy and position on these items.

Signed _____
(Employee)

Signed _____
(Supervisor)

Title _____

Title _____

Date _____

Date _____

JOB ACCIDENT REPORT FORM

Employee's preliminary report of work-related injury to employer

Worker's Report Of Accident

Date of report: _____ No. _____

Report filled out by _____
(Name)

(Address)

The following worker reports an accident and/or injury sustained in the work-related incident described below:

1) Worker's Name: _____

2) Worker's Address: _____

City: _____ State: _____ Zip: _____

3) Date of incident: _____ Time of incident: _____

4) Address/place where accident and/or injury happened:

5) Description of accident and/or injury (Include the part of body affected. List other employees on job site at time of incident. Use back of sheet if necessary)

Signed: _____ Signed: _____
(Employee) (Supervisor)

Date: _____ Date: _____



Protect Yourself
Construction
Personal Protective
Equipment (PPE)

Eye and Face Protection

- Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye. For example, during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles). Wear when exposed to any electrical hazards, including working on energized electrical systems.
- Eye and face protectors – select based on anticipated hazards.

Foot Protection

- Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

Hand Protection

- Gloves should fit snugly.
- Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

Head Protection

- Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats – routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition.

Hearing Protection

- Use earplugs/earmuffs in high noise work areas where chainsaws or heavy equipment are used; clean or replace earplugs regularly.

For more complete information:



Occupational
Safety and Health
Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA

OSHA 3260-09N-05

OSHA QUICK CARD™

Protect Yourself Heat Stress



When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

Factors Leading to Heat Stress

High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

Symptoms of Heat Exhaustion

- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.

Symptoms of Heat Stroke

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions.

Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

What to Do for Heat-Related Illness

- Call 911 (or local emergency number) at once.

While waiting for help to arrive:

- Move the worker to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.

For more complete information:

OSHA Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3154-07R-06



You are your employer's most valuable asset! The way that you drive says everything about you and your company. Make a positive statement by following these work-related safe driving practices.

Stay Safe

- Use a seat belt at all times – driver and passenger(s).
- Be well-rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- If you are impaired by alcohol or any drug, do not drive.

Stay Focused

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

Avoid Aggressive Driving

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

For more information on safe driving for work, refer to "Guidelines for Employers to Reduce Motor Vehicle Crashes" at <http://www.osha.gov/SLTC/motorvehicle/safety/index.html>.

For more complete information:





General Decontamination

Floodwaters may be contaminated with sewage and decaying animal and human remains. Disinfection of hands, clothing, tools/equipment, and surfaces in work areas is critical in disease prevention.

Hand Decontamination

- Wash hands completely with soap and water.
- Rinse completely; dry with a clean towel or air dry.

Clothing, Tool/Equipment Decontamination

- It is preferable to use soap and clean water when available.
- If only contaminated water is available, mix 1/4 cup bleach per gallon of water.
- Immerse objects in solution for 10 minutes; if clothing, gently agitate periodically.
- Transfer objects to hand wash solution for 10 minutes; if clothing, gently agitate periodically.
- Allow clothes and tools/equipment to thoroughly air-dry before re-use.

Severe Surface Decontamination

Use for decontaminating only the most seriously affected surfaces.

- Mix 1 1/2 cups bleach per gallon of water.
- Douse surfaces with heavy contamination and allow to sit for 3 minutes.
- Wipe the contamination from the surface with a paper towel and douse the surface again but use the hand wash solution.
- Wipe off residual contamination with a paper towel.

Important Considerations

- Use gloves and eye protection.
- Prepare bleach solutions **daily** and allow to stand for at least 30 minutes before use.
- All containers should be labeled "**Bleach-disinfected water, DO NOT DRINK!**" **CAUTION: Do not mix bleach with products containing ammonia.**
- Do not immerse electrical or battery operated tools/equipment in solutions; clean exterior with a rag soaked with soap and water or disinfectant solution.

For more complete information:



OSHA 3264-09N-05



Chain Saw Safety Tips

Operating a chain saw is inherently hazardous. Potential injuries can be minimized by using proper personal protective equipment and safe operating procedures.

Before Starting a Chain Saw

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
- Make sure that the chain is always sharp and the lubrication reservoir is full.
- Start the saw on the ground or on another firm support. Drop starting is never allowed.
- Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

Fueling a Chain Saw

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. **No smoking during fueling.**
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chain Saw Safety

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
- Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind against the saw.
- Watch for branches under tension, they may spring out when cut.
- Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
- Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped, keep tip guard in place.

For more complete information:



Occupational
Safety and Health
Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA



Electrical Safety

Electrical hazards can cause burns, shocks and electrocution (death).

Safety Tips

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call the electric utility company to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- Always use caution when working near electricity.

For more complete information:



OSHA 3298-09N-05



Aerial Lifts Safety Tips

Aerial lifts include boom-supported aerial platforms, such as cherry pickers or bucket trucks. The major causes of fatalities are falls, electrocutions, and collapses or tip overs.

Safe Work Practices

- Ensure that workers who operate aerial lifts are properly trained in the safe use of the equipment.
- Maintain and operate elevating work platforms in accordance with the manufacturer's instructions.
- Never override hydraulic, mechanical, or electrical safety devices.
- Never move the equipment with workers in an elevated platform unless this is permitted by the manufacturer.
- Do not allow workers to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker(s).
- Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest overhead lines.
- Always treat powerlines, wires and other conductors as energized, even if they are down or appear to be insulated.
- Use a body harness or restraining belt with a lanyard attached to the boom or basket to prevent the worker(s) from being ejected or pulled from the basket.
- Set the brakes, and use wheel chocks when on an incline.
- Use outriggers, if provided.
- Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools, and materials.

For more complete information:



OSHA 3267-09N-05

OSHA QUICK CARD™

Protect Yourself Crane Safety

Fatalities and serious injuries can occur if cranes are not inspected and used properly. Many fatalities can occur when the crane boom, load line or load contacts power lines and shorts electricity to ground. Other incidents happen when workers are struck by the load, are caught inside the swing radius or fail to assemble/disassemble the crane properly.



- Cranes are to be operated *only* by qualified and trained personnel.
- A designated competent person must inspect the crane and all crane controls before use.
- Be sure the crane is on a firm/stable surface and level.
- During assembly/disassembly do not unlock or remove pins unless sections are blocked and secure (stable).
- Fully extend outriggers and barricade accessible areas inside the crane's swing radius.
- Watch for overhead electric power lines and maintain at least a 10-foot safe working clearance from the lines.
- Inspect all rigging prior to use; do not wrap hoist lines around the load.
- Be sure to use the correct load chart for the crane's current configuration and setup, the load weight and lift path.
- Do not exceed the load chart capacity while making lifts.
- Raise load a few inches, hold, verify capacity/balance, and test brake system before delivering load.
- Do not move loads over workers.
- Be sure to follow signals and manufacturer instructions while operating cranes.

For more complete information:

OSHA Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3259-09R-05

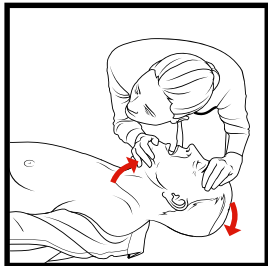
CPR BASICS

CALL

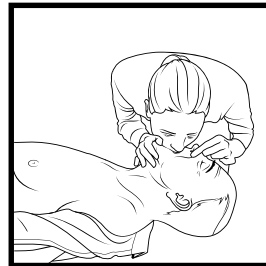


CALL 911

BLOW

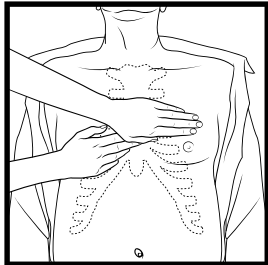


**TILT HEAD,
LIFT CHIN,
CHECK
BREATHING**

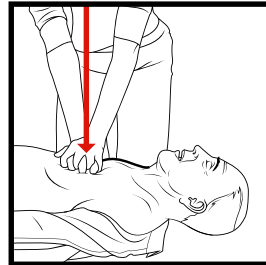


**GIVE TWO
BREATHS**

PUMP



**POSITION HANDS
IN THE CENTER OF
THE CHEST**



**FIRMLY
PUSH DOWN
TWO INCHES
ON THE CHEST
30 TIMES**

**CONTINUE WITH TWO BREATHS
AND 30 PUMPS UNTIL HELP ARRIVES**

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