



# Employee Safety Handbook

2021



The management of Premier Electrical Staffing, LLC is very interested in working with you to provide a safe place to work. The prevention of accidents and injuries to our employees is our prime objective.

All company personnel are expected to take an active and constant interest in the prevention of accidents. We call upon all employees to use good common sense, and in all their actions, take a second to think of the consequences to your fellow employees. We cannot overemphasize that all employees must do their part to minimize accidents.

**STANDARDS OF CONDUCT FOR ALL PREMIER EMPLOYEES**

If you are unsure of how to do any task safely, ask your supervisor.  
 Read and abide by ALL requirements of the Safety Manual.  
 Know and follow the Code of Safe Practices and ALL company safety policies and rules.  
 Wear all required personal protective equipment.

**REPORT ALL ACCIDENTS AND INJURIES, NO MATTER HOW MINOR, TO YOUR ON-SITE SUPERVISOR AND PREMIER MANAGEMENT IMMEDIATELY.**

\* **Every employee** is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

IF YOU ARE INJURED ON THE JOB		SI ES HERIDO EN EL TRABAJO	
1	<b>Immediately</b> notify your job site supervisor	1	Notifique <b>inmediatamente</b> a su supervisor de sitio de trabajo
2	Seek First Aid	2	Busque primeros auxilios
3	Notify Premier Electrical Staffing at: 919.420.7576 or 919.500.0174	3	Notifique Eléctrico Primero que Provee en: 919.420.7576 or 919.500.0174

**PES Phone Contacts:**

Michael Tracy, Vice President, Human Resources/Safety 919.500.0174

Atlanta, GA	678.225.0252	Greenville, SC	864.412.7314
Chantilly, VA	703.870.7404	Nashville, TN	615.540.0550
Charleston, SC	843.767.3838	Orlando, FL	321.203.4147
Charlotte, NC	704.892.9321	Phoenix / Tempe, AZ	480.292.9152
Dallas, TX	972.255.1230	Raleigh, NC	919.615.0155
Denver, CO	720.381.6918	Richmond, VA	804.571.6583
Ft. Lauderdale, FL	954.657.8942	Wilmington, NC	910.821.1421
Greensboro, NC	336.617.3403		



## SUMMARY OF SAFE PRACTICES

### GENERAL RULES

Every employee is responsible for working safely for self-protection and for the protection of fellow workers. Employees must also support all company safety efforts.

#### SPECIFIC EMPLOYEE SAFETY RESPONSIBILITIES INCLUDE:

- **Report all accidents and injuries, no matter how minor, to your supervisor immediately**
- If you are unsure how to do any task safely, ask your supervisor.
- Read and abide by ALL requirements of the Safety Manual.
- Know and follow the Code of Safe Practices and ALL company safety policies and rules.
- Wear all required personal protective equipment.
- Do not operate any equipment you have not been trained and authorized to use.
- **Report any safety hazards or defective equipment immediately** to your supervisor.
- Do not remove, tamper with or defeat any guard, safety device or interlock.
- Never use any equipment with inoperative or missing guards, safety devices or interlock
- Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
- Never engage in horseplay or fighting.
- Participate in, and actively support, the company safety program.
- **Treat all electrical equipment and systems as energized until Tic-tested**

- **We do not work on Hot / Energized equipment**

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### COMPLIANCE AND ENFORCEMENT

The compliance of all employees with our Safety Manual is **MANDATORY** and shall be considered a condition of employment. Full Safety Manual is available online at [www.pes123.com](http://www.pes123.com).

It is the responsibility of each employee to read all the requirements in the Handbook before starting their first day of work with Premier.

#### **NOTE:**

Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to

**Disciplinary actions for any Safety Violations**  
**up to and including Termination**



## JOB SITE SAFETY SUMMARY

Premier requires USE OF THE BELOW Personal Protection Equipment (PPE)

### PERSONAL PROTECTIVE EQUIPMENT

Premier requires 100% PPE at all times on job sites

- **Hard Hat–Class E, or G**
  - Adjusted for proper fit (1 – 1 1/4 inch above scalp)
  - Do not paint or drill holes in hard hats. No cracks, chips or discoloration (cannot be painted)
  - Suspension system in good repair
  - Only approved cold weather liners are permitted. Do not wear hard hats that are dented or cracked.
  
- **Safety Glasses**
  - Safety glasses must have side shields at all times. Prescription eyeglasses must be Z87 with side shields, or approved safety glasses worn over prescription eyeglasses.
  - Safety glasses must be worn under Face shields when using chippers, grinders, or sanders.
  - **Safety glasses MUST be Z 87-ANSI rated.**
  
- **Work Gloves**
  - **Wear gloves at all times.**
  - **Must be an ANSI level 3 Cut resistant Industrial Gloves on all job sites.**
  
- **Safety Vest**
  - Employees must wear a high Visibility Safety Vest on sites that require this.
  - High Visibility vests must be orange or green /yellow DOT approved.
  - **Type R Class 2 Vest**
  
- **Leather work Shoes / Boots**
  - (Check with job site for steel toe requirements).
  - Safety shoes with ankle support strongly recommended **following job site requirements**
  - Shoes must be in good condition at all times.
  
- **Protective Clothing on all job sites**
  - Long pants
  - Shirt Sleeves must be 4” or greater in length
  
- **Hearing Protection Required**
  - Wear earplugs or earmuffs in areas posted.

**We do NOT work on Hot / Energized equipment**



## **JOB SITE SAFETY**

- Do not walk under partially demolished walls or floors.
- Stop working outdoors and seek shelter during lightning storms.
- Do not begin working until barricades, warning signs or other protective devices have been isolated the work area
- Do not throw or toss debris outside barricaded areas.
- Walk around or step over holes, rocks, and roots in your pathway and avoid hazardous areas on sites.
- Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach

## **We do NOT work on Hot / Energized equipment**

### **ELECTRICAL SAFETY**

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, metal shears, power presses, grinders, and other tools or equipment that can splice or cut the power cord.
- Do not use cords that have splices, exposed wires, cracked or frayed ends, or have a missing prong.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Tag the tool "Out of Service" and unplug for repairs or to service equipment.
- Do not run extension cords through doorways, through holes in ceilings, walls, or floors.
- Do not operate a power hand tool or portable appliance that has a wet, frayed, worn, cut, spliced, or damaged power cord.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
- All employees shall test or tic-test all lines before you begin working on that line.

### **GENERAL ELECTRICAL DEVICE/FIXTURE INSTALLATION SAFETY**

- Assume all electrical wires as live wires.
- Turn the main switch to "Off" before removing and replacing power fuses.
- Do not wear watches, rings or other metallic objects that could act as conductors of electricity around electrical circuits.
- Before leaving the job, test insulators, and equipment to ensure they are free from defects.
- Do not work near any circuit that is in service without first installing barricades approved by your supervisor.
- Do not touch field brushes or a synchronous motor until the motor is up to synchronous speed and the field switch is closed.
- Use factory-assembled cord sets.
- Use only extension cords that are 3-wire type.
- Use only extension cords that are marked with a designation code for hard or extra-hard usage.
- Use only cords, connection devices, and fittings that are equipped with strain relief.
- Remove cords from receptacles by pulling on the plugs, not the cords. Continually audit cords on-site.
- Any cords found not to be marked for hard or extra-hard use, or which have been modified, must be taken out of service immediately



## LOCK OUT / TAG OUT

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### On LOTO, you shall follow ALL Job Site Procedure's

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NOTE: Devices such as padlocks shall be provided for locking out the source of power at the main disconnect switch. Before any maintenance, inspection, cleaning, adjusting or servicing of equipment (hydraulic, electrical, mechanical or air) that requires entrance into or close contact with the machinery or equipment, the main power disconnect switch or valve, or both, controlling its source of power or flow of material, **shall be locked-out or blocked off** with a padlock, blank flange or similar device.

- Do not perform any maintenance, cleaning, adjusting or servicing of any equipment without following the employer lockout/tag out program.
- If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal lock and personal key on your person at all times, and attach your own lock or tag when you need to isolate an energy source.
- Do not remove a lock from any equipment unless it's yours. Each person shall place his/her own lock/tag when required to isolate an energy source.
- **Disconnect and locking all machine power Equipment** in the Lock out position before removing guards for the purpose of working "ON" or "IN" the machinery or its approaching unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lockout tongs to lock out the equipment. When the work is completed, he/she must remove only his/her lock).

### Lock Out Verification:

- Verify that the locked-out switch or control cannot be overridden.
- Test the equipment to be certain that the locked-out switch is de-energized and not simply malfunctioning.
- Press all start buttons to see if the equipment starts, ensure the system has been locked out.
- Before restarting the equipment, verify the following:
  - All tools and other items have been removed, all machine guards are in place, and all electric systems are reconnected.
  - Before machinery is put back into use after LOCKOUT/TAGOUT, give a 'verbal announcement' / 'sound warning' to fellow employees, and ensure all employees are clear of equipment.

### BUS/Control Room Safety:

- Do not enter or work in the control/bus room alone or leave the BUS/MCC room doors open.
- Do not carry any tools or materials above your waist while in the bus room.

### Lockout / Tagout procedures:

**Lockout-Tag out procedures** are written steps used for affixing **Lockout** or **Tag out** devices to energy isolating devices to bring a machine to a zero-energy state. By using a **Lockout-Tag out procedure**, employees can help protect themselves from unexpected re-energization or release of stored energy.

***For references go to our Lockout /tag out procedures on our website – [www.pes123.com](http://www.pes123.com)***



## **Premier Electrical Staffing has the following requirements for fall protection at all of our worksites.**

### **FALL PROTECTION IS REQUIRED**

Fall protection is required when working where there is a hazard **6 feet or greater** from the perimeter of a structure, unprotected sides and edges, leading edges, through shaftways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected. Fall protection is also required when working in boom lifts.

### **FALL PROTECTION TYPES**

One of the following four types of fall protection systems will be used when our employees are exposed to fall hazards in **excess of 6 feet or the Standard's set by your general contractors:**

1. Standard guardrails, cables or floor hole covers
2. Personal fall arrest system
3. Positioning devices
4. Fall restraint systems

Standard Guardrails, Safety Cables, or Covers are the easiest and most cost-effective methods of providing fall protection and have a very high success rate. Standard guardrails, safety cables, floor hole and skylight covers are our preferred means of fall protection on job sites. The following rules will be followed when using them:

#### **Railings shall be:**

- Constructed of wood, in 2"X4" X 8' intervals. Or in an equally substantial manner from other materials, and shall be capable of withstanding a load 200 lbs. pounds per linear foot applied either horizontally or vertically downward at the top rail.
- A top rail not less than 42 inches or more than 45 inches in height measured from the upper surface of the top rail to the floor, platform, runway or ramp level and a mid-rail. The mid rail shall be halfway between the top rail and the floor, platform, runway or ramp. "Selected lumber" free from damage that affects its strength, must be used.
- Railings receiving heavy stresses from employees trucking or handling materials shall be provided additional strength by the use of heavier stock, closer spacing of posts, bracing, or by other means.
- Floor, roof and skylight openings shall be guarded by a standard railing and toeboards or cover. "**Opening--Do Not Remove.**" Markings Covering shall be capable of safely supporting a **minimum** of twice (2x) the weight of worker(s) and material(s) placed thereon.
- Ladderway floor openings or platforms shall be guarded by standard railings with standard toe boards on all exposed sides, except at the entrance to the opening, with the passage through the railing either provided with a swinging gate or so offset that a person cannot walk directly into the opening.
- Wall openings, from which there is a drop of more than 4 feet, and the bottom of the opening is less than 3 feet above the working surface, shall be guarded with either a standard rail or intermediate rail or both.
- An extension platform outside a wall opening onto which materials can be hoisted for handling shall have side rails or equivalent guards of standard specifications. One side of an extension platform may have removable railings in order to facilitate handling materials.
- Wall opening protection barriers shall be of such construction and mounting that, when in place at the opening, the barrier is Capable of withstanding a load of at least **200 pounds** applied in any direction (except upward).



- All elevator shafts in which cages are not installed and which are not enclosed with solid partitions and doors shall be guarded on all open sides by standard railings and toe boards.
- A full body harness and lanyard are required when using boom lifts and scissor lifts.

### **Personal Fall Arrest Systems**

Personal fall arrest systems consist of a full body harness and a shock-absorbing lanyard attached to suitable anchorage. They are also an effective means of preventing fall accidents. The system does not actually stop you from falling, but catches you and safely stops you from hitting the level below. Fall arrest systems will be our preferred means of protection when standard guardrails, safety cables, or covers are not practical. The following rules, in addition to the manufacturer's requirements and OSHA regulations, will be observed:

#### **CHECK ALL**

- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers except when they are used in conjunction with hot work where the lanyard may be exposed to damage from heat or flame.
- Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed, and used as part of a complete personal fall arrest system which maintains a safety factor of at least two; and under the supervision of a qualified person.
- The attachment D ring point of Full Body Harness shall be located in the center of the wearer's back.
- Harnesses, lanyards, and other components shall be used only for employee protection as part of a personal fall arrest system and not hoist materials.
- The Contractor shall provide a prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.
- Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.
- Personal fall arrest systems shall not be attached to guardrails unless the guardrail is capable of safely supporting the load.
- Each personal fall arrest system shall be inspected monthly by a competent person in accordance with the manufacturer's recommendations. The date of each inspection shall be documented.
- Personal fall arrest systems will be rigged such that an employee can neither free fall more than 3.5 feet, nor contact any lower levels or the maximum deceleration distance.

### **Positioning Device Systems**

Positioning device systems are designed to allow employees to work with both hands-free at elevated locations. By their very nature, they provide some level of fall protection. They are not as effective as railings or fall arrest systems. Positioning device systems may be used together with a fall arrest system for greater safety.

- Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet.
- Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration and defective components shall be removed from service.
- The use of non-locking snap hooks is prohibited.
- **Anchorage points for positioning device** systems shall be capable of supporting two times the intended load or **3,000** pounds, whichever is greater.



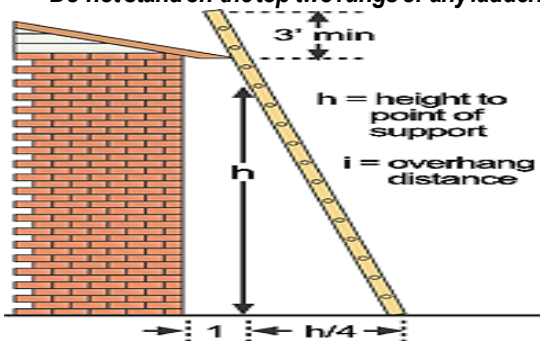
## Personal Fall Restraint

- Fall restraint systems are designed to prevent the wearer from reaching the edge or danger area and thus prevent them from falling. Body belts or harnesses may be used for personal fall restraint.
- Body belts shall be at least one and five-eighths (1 5/8) inches wide.
- Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load.
- Restraint protection shall be rigged to allow the movement of employees only as far as the sides of the working level or working area.

## Ladders and Step Ladders

- Read and follow the manufacturer's instruction label affixed to the ladder. LOOK for weight Limit: Must be 300lbs. or greater
- Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or are otherwise visibly damaged.
- Tag a broken or damaged ladder with an out of service tag. Remove the ladder from the work area.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Face the ladder when climbing up or down it, and only one person on the ladder at a time.
- **Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.**
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder or step ladder. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or step ladder.
- ***Do not stand on the top two rungs of any ladder.***
- When using a straight or extension ladder, extend the top of ***the ladder at least 3 feet above the edge of the landing.***
- Secure the ladder in place by **having another** employee hold it if it cannot be tied to the structure.
- Do not move a rolling Ladder while someone is on it.
- Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
- Do not carry items in your hands while climbing up or down a ladder.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
- Do not use a ladder as a horizontal platform.

On straight ladders, the ratio **is 3' above the point of support and** remember **the (4 to 1 Ratio)** for straight ladders  
***Do not stand on the top two rungs of any ladder.***



**4 to 1 Ratio for straight Ladders**

TYPE:	TYPE IAA	TYPE IA	TYPE I	TYPE II	TYPE III
<b>LOAD CAPACITY:</b>	375 pounds	300 pounds	250 pounds	225 pounds	200 pounds
<b>RELATED USE:</b>	Special Duty Professional Use	Extra Heavy Duty Industrial Use	Heavy Duty Industrial Use	Medium Duty Commercial Use	Light Duty Household Use
					

**Step Ladders - Only use a Ladder that is rated at 300 lbs. or more in Construction**



## SCAFFOLDING

**Scaffolding: must meet OSHA standards and inspected before each use, tagged (yellow/red) and signed off by a competent person. Before using scaffolding, look for currently dated tag.**

- Use full body harnesses and lanyards with 100 % tie off, when working from scaffolds that are higher than 3 feet.
- Do not work on scaffolds outside during stormy or windy weather.
- Inspect all scaffolding prior to mounting.
- Do not use hanging scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or damaged.
- Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
- Do not use any scaffold tagged "Out of Service."
- Do not use a scaffold unless guardrails and all flooring and toe boards are in place.
- Do not walk or work beneath a scaffold unless a wire mesh has been installed.
- Use a Ladder to access the scaffold Only.
- Keep both feet on the decking. Do not sit or climb on the guardrails. Do not lean out from the scaffold. Do not rock the scaffold.
- Keep the scaffold-free of scraps, loose tools, tangled lines and other obstructions.
- Do not move a mobile scaffold with anyone on the scaffold.
- Lock and chock wheels on rolling scaffolds before using.

## Housekeeping

All housekeeping is everyone's responsibility.

- Do not place materials such as boxes or trash in walkways and passageways.
- Sweep up shavings from around equipment such as drill presses, lathes, or planers by using a broom and a dustpan.
- Mop up water around drinking fountains or dispensing machines immediately and
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Do not block the walking surfaces of elevated working platforms with tools or materials that are not being used.
- Straighten or remove rugs and mats that do not lie flat on the floor.
- Remove protruding nails or bend them down into the lumber by using a clawhammer.
- Return tools to their storage places after using them.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
- **WET Mop around silica Dust.**

## Lifting Procedures

NO Employee shall lift over 50 pounds by them self and use a two-man lift above 50 lbs.

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If assistance is required to perform a lift, communicate with your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- 1-Face the load. 2- Bend at the knees, not at the back.3-Keep your back straight.
- Get firm grips on the object using your hands and fingers? Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.



- Perform lifting movements smoothly and gradually;
- Wear protective gloves when lifting objects that have sharp corners or jagged edges
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body.
- Do not twist at the waist. do not jerk the load Do not lift an object from the floor to a level above your waist in one motion  
Set down objects in the same manner as you picked them up, except in reverse.
- Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.

## ELECTRICAL POWERED TOOLS

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons, and presses.
- Do not carry plugged-in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark inducing tools such as grinders, drills, or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
- Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not connect multiple electrical tools into a single outlet.
- Do not run extension cords through doorways, through holes in ceilings, walls, or floors.
- Do not drive over, drag, step on or place objects on a cord.
- Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
- Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced, or damaged power cord.
- Do not operate a power hand tool or portable appliance if the ground pin from the three-pronged power plug is missing or removed.

### Hammers

- Use a claw hammer for pulling nails and driving nails.  
Check your tools before you use them.
- Tag worn, damaged, or defective tools "Out of Service" and do not use them.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

### Knives/Sharp instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Store knives in knife blocks or in sheaths after use.

### Pliers

- Use pliers with insulated handles for electrical work. Do not use pliers that are cracked, broken, or sprung.



### Saws

- Does not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw, or bow saw, if the blade is not taut.
- Do not use a saw that has dull saw blades.
- Keep hands and fingers away from the saw blade while using the saw.
- When using a handsaw, hold the work piece firmly against the work table.
- Do not use woodworking equipment such as circular saws, radial saws, or jointers if they do not have guards on the saw blade.
- Keep control of saws by decreasing downward pressure at the end of the stroke.

### Screwdrivers

- Always match the size and type of screwdriver blade to fit the head of the screw.
- Do not hold the work piece against your body while using a screwdriver.
- Do not put your fingers near the blade of the screwdriver when tightening a screw.
- Use an awl, drill or a nail to make a starting hole for screws.
- Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
- Use a screwdriver that has an insulated handle for electrical work.
- Do not use a screwdriver if your hands are wet, oily, or greasy.
- When using a spiral ratchet screwdriver, push down firmly and slowly.

### Snips

- Wear safety glasses or safety goggles when using snips to cut materials.
- Wear work gloves when cutting materials with snips.
- Do not use straight cut snips to cut curves.
- Keep the blade aligned by tightening the nut and bolt on the snips.
- Do not use snips as a hammer, screwdriver, or pry bar.
- Use the locking clip on the snips after use.

### PNEUMATIC TOOLS

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the airline before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect airline when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

### POWDER ACTUATED TOOLS

- Only employer-authorized personnel, with a valid certification card, may operate powder-actuated tools.
- Wear safety glasses, goggles, or face shields when operating powder actuated tools.
- Wear earplugs or earmuffs when making fastenings.
- Do not permit bystanders in the area when using a power-actuated tool.
- Do not load tool until ready to make a fastening.
- Keep tool pointed in a safe direction (away from personnel).
- Post a sign alerting co-workers that a powder actuated tool is being used.
- After use, lock powder actuated tools and powder loads in a container and store in a safe place such as a locker or the trunk of a car.

### Backhoe/Power Shovel Operations

- Do not use a bucket or other attachments for a staging or temporary platform for workers.
- Do not operate backhoe over or across underground utilities that are marked by paint, flagged, or staked.
- Set swing brake of the bucket arm when moving the vehicle to and from the digging site.
- Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel.



## **HAZARD PREVENTION, CORRECTION, AND CONTROL**

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The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first.

### Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- \* Potential severity - The potential for serious injury, illness or fatality
- \* Likelihood of exposure - The probability of the employee coming into contact with the hazard
- \* Frequency of exposure - How often employees come into contact with the hazard
- \* Number of employees exposed
- \* Possible corrective actions - What can be done to minimize or eliminate the hazard
- \* Time necessary to correct - The time necessary to minimize or eliminate the hazard

### **Techniques for Correcting Hazards**

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment: Includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

### **Documentation of Corrective Action**

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- \* Safety Contact Report
- \* Safety Meeting Report
- \* Memo or letter
- \* Safety inspection form

All hazards noted on safety inspections will be re-checked on each subsequent inspection and notations made as to their status.



## **HAZARD COMMUNICATION PROGRAM- GHS (Global Harmonizing System)**

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### **Introduction**

It is company policy that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations. This Hazard Communication Program will be monitored by the Safety Program Administrator who will be responsible for ensuring that all facets of the program are carried out and that the program is effective.

Our program consists of the following elements:

1. Hazardous material inventory.
2. Collection and maintenance of GHS-Global Harmonizing System
3. Container labeling.
4. Employee training.

The following items are not required to be included in the program and are therefore omitted:

- \* Foods, drugs, cosmetics or tobacco.
- \* Untreated wood products.
- \* Hazardous waste.
- \* Consumer products packaged for sale to and use by the general public provided that our exposure is not significantly greater than typical consumer exposure.

### **Hazardous Material Inventory**

The Safety Program Administrator maintains a list of all hazardous materials used in our operations. This list contains the name of the product, the type of product (solvent, adhesive etc.) and the name and address of the manufacturer.

### **Safety Data Sheets (GHS)**

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder at the main office of our Clients. These SDS are available to all employees, at all times, upon request. Copies of the most commonly used products will also be kept by the Supervisor at the work site.

The Safety Program Administrator (Client) will be responsible for reviewing incoming GHS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

The Safety Program Administrator will also review all incoming GHS for completeness. If a GHS is missing or obviously incomplete, a new GHS will be requested from the manufacturer. Federal or State (if applicable) OSHA will be notified if a complete GHS is not received and the manufacturer will not supply one.

### **Container Labeling**

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

All chemicals in cans, bags, drums, pails, etc., will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be held until a new label has been installed. New labels will be obtained from the manufacturer.



The label must contain:

- \* The chemical name of the contents.
- \* The appropriate hazard warnings.
- \* The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

### **Employee Information and Training**

All employees will be provided information and training on the following items through the company safety training program and prior to starting work with hazardous substances:

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information regarding the use of hazardous substances in their specific work areas.
3. The location and availability of the written hazard communication program. The program will be available from the Supervisor and Safety Program Administrator.
4. The physical and health hazards of the hazardous substances in use.
5. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
6. The controls, work practices and personal protective equipment available for protection against possible exposure.
7. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
8. How to read labels and material safety data sheets to obtain the appropriate hazard information.

### **Hazardous Non-Routine Tasks**

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor on the Job about hazards to which they may be exposed during such activity.

This information will include:

- \* The specific hazards.
- \* Protective/safety measures which must be utilized.
- \* The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

### **Informing Outside Contractors and Vendors**

To ensure that outside contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's employees, it will be the responsibility of the Supervisor to provide outside contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the work site.
- The precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors and vendors the name of any hazardous substances the contractor's employees may be using at a work site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.





## FIRST AID AND MEDICAL EMERGENCY PROCEDURES

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### First-Aid Kits

It is the client's responsibility to ensure that every worksite has at least one first-aid kit in a weather proof container that is accessible. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

### Employee Rights under the Hazard Communication Standard

At any time, an employee has the right to:

- \* Access the SDS folder and the Hazard Communication Program.
- \* Receive a copy of any environmental sampling data collected in the workplace.
- \* See their employment medical records upon request.

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### **CONFINED SPACE ENTRIES (manholes, tanks, vessels, sewers, etc.)**

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**At Premier, we DO NOT work in Confined Spaces defined as Hazardous**

### **Do not go into a confined space unless you have been properly trained**

- Do not enter any confined spaces without reading and following the "confined space entry procedure."
- Obtain a confined space entry permit from your supervisor before entering the confined space.
- Do not enter the confined space unless an assigned observer or Hole watch person is posted at the entrance. If you are assigned as the outside observer, do not go inside the confined space under any circumstances and keep the entrant in your view at all times.
- Do not throw materials into or out of a confined space. Place materials in & out by means of a rope.
- Do not leave tools and/or materials on the ground around an opening.

Use the proper equipment such as a "Portable Gas Monitor" to test and monitor the confined space for:

- Oxygen deficiency and explosive or hazardous gases/fumes. If the gas monitors reading for the explosive gases is above 10% of the LEL and if the oxygen reading is below 19.5% or greater than 23.5%, do not enter the confined space.
- Turn "off" disconnect, or lock and tag all systems that affect or make operational the confined space prior to entry.
- Do not perform hot work such as electric or gas welding or cutting in or on a confined space until the atmosphere has been determined to be safe.
- Use mechanical forced air ventilation when open flames or torches are used in a confined space.



## Back Safety-Lifting

Plan the move before lifting; remove obstructions from your chosen pathway.

- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, and carts or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

## When Lifting

- Position your feet 6 to 12 inches apart, with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- Hold objects as close to your body as possible.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck.
- Do not lift over the walls or tailgate of the truck bed.

## **HEAT STRESS PROGRAM**

### **Purpose**

The Heat Stress Prevention Program has been developed to provide workers with the training and equipment necessary to protect them from heat-related exposure and illnesses.

### **Training**

All employees who are or may be exposed to potential heat-related illnesses will receive training on the following:

- The environmental and personal risk factors that cause heat-related illnesses
- The employer's procedures for identifying, evaluating and controlling exposures to the environmental and personal risk factors for heat illness
- The importance of frequent consumption of small quantities of water, up to four cups per hour under extreme conditions of work and heat

The importance of acclimatization of Heat Stress is:

- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.



- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- How to provide clear and precise directions to the work site.

### **Water to stay hydrated**

#### **Heat index is 103 degrees F to 115 degrees F**

Employees shall have access to potable water. Drink plenty of water in a sufficient quantity at the beginning of each shift, for **a total of two gallons per employee per 8-hour shift**. Employees may begin the shift with smaller quantities of water if effective procedures for replenishment of water during the shift you should drink 4 cups every hour. If you don't have access to water, call your branch office to report.

### **Access to Shade**

Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade open to the air. Shade areas can include trees, buildings, canopies, lean-tos, or other partial and/or temporary structures that are either ventilated or open to air movement. The interior of cars or trucks are not considered shade unless the vehicles are air-conditioned, or avoid the sun in some other way.

### **Heat Stress Disorders**

#### **Heat Rash (Prickly Heat)**

Symptoms:

Red blotches, extreme itchiness, prickling sensation on the skin when sweating occurs

Treatment: Cool environment, Cool shower with thorough drying

Heat rashes typically disappear within a few days after exposure. If the skin is not cleaned frequently enough the rash may become infected.

### **Heat Cramps**

Symptoms:

- Loss of salt through excessive sweating
- Cramping in back, legs and arms

Treatment:

- Stretch and massage muscles
- Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids

### **Heat Exhaustion**

Heat exhaustion occurs when the body can no longer keep blood flowing to supply vital organs and at the same time send blood to the skin to reduce body temperature.

#### **Symptoms:**

- Weakness
- Difficulty continuing work
- Headache
- Breathlessness
- Nausea or vomiting
- Feeling faint or actually fainting

#### **Treatment:**

Help the Victims to cool off by:

- Resting in a cool place
- Drinking cool water



- Removing unnecessary clothing
- Loosening clothing
- Showering or sponging with cool water

It takes 30 minutes to cool the body down once a worker becomes overheated and suffers heat exhaustion.

### **Heat Stroke**

Heat stroke occurs when the body can no longer cool itself and body temperature rises to critical levels.

#### **Symptoms:**

- Confusion
- Irrational behavior
- Loss of consciousness
- Convulsions
- Lack of sweating
- Hot, dry skin
- Abnormally high body temperature

#### **Treatment:**

- Provide immediate, aggressive, general cooling
- Immerse victim in tub of cool water
- Place in cool shower
- Spray with cool water from a hose
- Wrap victim in cool, wet sheets and fan rapidly
- Transport victim to hospital

Do not give anything by mouth to an unconscious victim.

### **Workers**

Workers are responsible for performing the following:

- Follow instructions and training for controlling heat stress
- Be alert to symptoms in yourself and others
- Determine if any prescription medications you're required to take can increase heat stress
- Wear light, loose-fitting clothing that permits the evaporation of sweat
- Wear light-colored garments that absorb less heat from the sun
- Drink small amounts of water
- Avoid eating hot heavy meals or hot drinks
- Do not take salt tablets unless prescribed by a physician
- Review Attachment 1 for additional information

### **Program Review**

The Safety Director will periodically review this program for compliance with all applicable regulatory standards. Updates will be provided to all employees.

### **Heat Illness Prevention**

#### **Guidance for Workers**

Awareness of heat illness symptoms can save your life or the life of a co-worker. The following provides valuable information concerning heat-related illnesses and preventative measures.

- If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your employer know you are not used to the heat. It takes about 5-7 days for your body to adjust.



- Drinking plenty of water frequently is vital for workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid, you should drink 3 to 4 cups of water every hour starting at the beginning of your shift.
- Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid a heat-related illness.
- Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.
- If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.
- Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors.
- When working in the heat pay extra attention to your co-workers and be sure you know how to call for medical attention.

## **SILICA POLICY**

### **Respirable Crystalline Silica Program**

This Respirable Crystalline Silica Program was developed to protect Premier employees as well as to prevent other workers exposure to hazardous levels of Respirable Crystalline Silica that could result through construction activities or nearby construction activities occurring on worksites. Respirable Crystalline Silica exposure at hazardous levels can lead to lung cancer, silicosis, chronic obstructive pulmonary disease, and kidney disease. It is intended to meet the requirements of the Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153) established by the Occupational Safety and Health Administration (OSHA).

Crystalline Silica is a natural component of soil, sand, granite and many other minerals. Quartz is the most common form of crystalline silica. Respirable crystalline silica are very small particles typically at least 100 times smaller than ordinary sand found on beaches or playgrounds and are generated by high-energy operations like cutting, sawing, grinding, drilling and crushing stone, rock, concrete, brick, block and mortar.

This Respirable Crystalline Silica Program applies to all employees who have the potential to be exposed to Respirable Crystalline Silica. The OSHA Respirable Crystalline Silica Construction Standard applies to all occupational exposures to Respirable Crystalline Silica in construction work, except where employee exposure will remain below 25 micrograms of Respirable Crystalline Silica per cubic meter of air (25 mg/m<sup>3</sup>) as an 8-hour time weighted average (TWA) under any foreseeable conditions.

### **Workplace Exposures** use table 1- on OSHA standards on our web site- [www.pes123.com](http://www.pes123.com)

The permissible exposure limit (PEL) for respirable crystalline silica is **50 micrograms per cubic meter of air during an eight-hour workday**. Control measures for employee protection may include engineering controls (dust collection systems, wet cutting, using alternate methods if available), work practices (training, hygiene practices, limiting the task generating respirable crystalline silica) and Personal Protective Equipment (APF 10 Respirator).

Other safe work practices to take may include restricting access to the work area, monitor & maintaining control measures through observation such as visible dust being generated during the task with no water being delivered at the cutting surface. No water being delivered to the cutting surface may show ineffective control measures in place which would require immediate action for correction.

It is often likely that other contractors work may generate respirable crystalline Premier requires the **general contractor or client to confirm to Premier that subcontractors have adopted and had in place procedures to conform to Respirable Crystalline Silica Construction Standard (29 CFR 1926.1153) established by OSHA.**



When these situations arise, accurate and complete communication between all companies involved is critical including communication through job site meetings of work plans, and identifying all contractors upcoming work schedules for that week.

Premier will attend meetings if necessary to identifying work plans to avoid placing employees in a potentially hazardous workplace. Premier Clients will address any work schedule conflicts and develop a plan to schedule tasks for a time when other subs are not creating airborne silica. This can be accomplished by moving employees to a different location when another subcontractor moves into a work space and begins a task generating excessive dust. It is the requirement of any Premier Employees to notify their Foreman so that exposure is limited and can reassign them to another work area if concerned about the dust being generated at their location of work.

## **RESPONSIBILITIES DEFINED**

### **Premier Electrical Staffing**

- A. Premier will make every *effort* to protect our workers from silica exposure. Premier and clients have designed effective controls to protect workers from harmful exposure.
- B. We will continue to be diligent in developing and implementing the most effective control technologies available and will ensure that best practices are followed.
- C. Premier will ensure that tools, equipment, personal protective equipment (PPE) and continuous training records are maintained in our Exposure Control Plan and the plan will be readily available.
- D. Premier will ensure that employees and potentially exposed workers are educated in the hazards of silica exposure and if needed to be trained to work safely with silica.
- E. Premier Staffing will initially conduct a semi-annual review of the effectiveness of our Exposure Control Plan. This will be highlighted by a review of available dust control technologies. In addition, we will maintain a dialogue with other contractors to work towards improving best practices.

### **Supervisory Personnel**

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- A. Make Premier's Silica policy available to all employees.
- B. Ensure that all tools, equipment, PPE, and materials necessary for implementation are available prior to work beginning.
- C. Ensure all Premier employees are only doing work they are qualified to do and have the education and training for protection.
- D. Maintain complete adherence to the silica policy.
- E. Coordinate work activities with the Owner/General Contractor and Client to implement controls necessary to protect others.

### **Employees**

- A. Know the hazards of silica dust exposure
- B. Utilize protective equipment in an effective and safe manner
- C. Work in accordance with the silica policy
- D. Reporting (immediately) to their Foreman, Supervisor, and Premier any hazards



## **Exposure Limit**

The Permissible Exposure Limit (PEL) for respirable crystalline silica (including quartz) is 0.050 milligrams per cubic meter (mg/m<sup>3</sup>). The Action Limit (AL) is 0.025 milligrams per cubic meter (mg/m<sup>3</sup>).

## **Silica Dust Control**

The Regulation requires employers to select silica dust controls based on the following hierarchy:

- A. Engineering (for example, local exhaust ventilation, water, HEPA attachments, or dust caps)
- B. Administrative controls (for example, rotating employees on tasks that create silica dust to minimize exposure, drilling/chipping when other workers are not in the area)
- C. Personal protective equipment (for example, respirators and disposable coveralls)
- D. NOTE-Use of respirators as a primary control is not acceptable when other methods are available and practical.
- E. Respirators will be used in conjunction with other controls such as local exhaust ventilation (LEV), drill vac attachments, or water attachments to reduce worker exposure to silica unless air monitoring information suggests otherwise.
- F. A filtered vacuum with 99% efficiency will be used for cleanup or wet mopping.

## **Premier Electrical Staffing Silica Dust Exposure Plan**

### **PES Potential Dust Generating Tasks**

- A. **Handheld drills, hammer drills and core drills.** Use a drill that's equipped with a dust collection system or a water delivery system continuously supplying water. Operate the drill within the manufacturer's guidelines to minimize dust. Use a HEPA vacuum to clean holes.
- B. **Handheld grinders.** Use a water delivery system continuously supplying water to the grinding surface or use a dust collection system, either system will be operated within the suggestions of the manufacturer on minimizing dust
- C. **Walk-behind saws.** Walk-behind saws have a water delivery system that continuously feeds water to the blade/ surface while being used.
- D. **Blowing out loops.** A concentrated air stream is used to blow muck out of loops. A wet cut method is used to cut the loops with a walk-behind saw, this puts water into the void that was cut. When the void is cleaned out with compressed air no dust is generated. NOTE-As test results have indicated, dry cutting when installing loops remains under the OSHA allowable limit (see attached). Dry cutting, however, does exceed 25 micrograms of respirable crystalline silica. When dry cutting can be done, Premier control measures such as an APF 10 Respirator may be required (employees not trained will not be able to perform these tasks).
- E. **Sweeping.** A dry compound is spread over the area to be swept up that prevents dust generation, alternatively our vacuum systems with HEPA filtration can be used to clean up the work area. Employees may dampen the area with water to control dust generation while sweeping.



## **SILICA DUST**

### **Specified Exposure Control Methods When Working With Materials**

#### **Containing Crystalline Silica 1926.1153 Respirable Crystalline Silica**

1. **Specified exposure control methods.** (1) For each employee engaged in a task identified, the employer shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task, unless the employer assesses and limits the exposure of the employee to respirable crystalline silica in accordance with this section.
2. **When implementing the control measures specified by each employer shall:**
  - For tasks performed indoors or in enclosed areas, provide a means of exhaust as needed to minimize the accumulation of visible airborne dust;
  - For tasks performed using wet methods, apply water at flow rates sufficient to minimize the release of visible dust: Make sure the door seals and closed and work properly and maintained through continuous delivery of fresh air;  
The intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0  $\mu\text{m}$  range and has heating and cooling
3. Where an employee performs more than one task during the course of a shift, and the total duration of all tasks combined is more than four hours, the required respiratory protection for each task is the respiratory protection specified for more than four hours per shift. If the total duration of all tasks combined is less than four hours, the required respiratory protection for each task is the respiratory protection specified for less than four hours per shift.

### **NOTICE**

Premier Electrical Staffing and its clients have conducted random air sampling of our most common task that creates respirable silica in our electrical field. Premier has determined through independent verification that we are under the PEL (permissible exposure limit) of silica dust (see attached) when it is engineered by Administration controls. Those controls are not to exceed drilling over 30 holes per 8-hour day indoors. This includes the prohibiting of drilling in assembly-line fashion. Workers are to complete work "as they go" to limit exposure. Communication will continue with our clients to ensure we remain securely under the PEL and follow the standard.





## PREMIER ELECTRICAL STAFFING

# HOT WORK POLICY

*Premier Electric Staffing, LLC* policies and procedures regarding electrical equipment and systems have been implemented to protect the employees of *Premier Electric Staffing, LLC* as well as our customers and those trades that work with us.

As an employee of *Premier Electrical Staffing, LLC* you shall treat all electrical equipment and systems as energized until **tested** or otherwise proven to be de-energized. I acknowledge that I will **not work on energized systems**.

**Work shall not be performed on any exposed energized parts of equipment or systems.**

### CODE OF SAFE PRACTICES RECEIPT

This is to certify that I have received a copy of the Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the company. I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the company. In addition, I certify that in case I am injured while in the course of my work, I will report the injury to my **supervisor immediately** and will obtain Medical Treatment authorized by Premier Electrical Staffing before seeking treatment. I also agree to obtain first aid for every injury, no matter how slight, to preclude further injury or avoid infection. I also understand the company policy of returning the employee's medical information to the office no later than 12 hours after treatment.

**I understand that I am to report any injury to my Supervisor or Manager immediately** and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.



## **Employees Tool list for work**

### **Helper/Top Helper tools**

- 1) - Wire Stripper
- 1) - Voltage Tester
- 1) - Rota Splitter
- 1) - Hacksaw
- 1) - Claw Hammer
- 1) - Self-retractable Knife
- 1) - 9" Side Cutters
- 2) - 10"- Channel Locks or Water Pump Pliers
- 1) - 25'- Tape Measure
- 2) - Straight slot screw driver (1 small, 1 large)
- 2) - Phillips screw driver (1 small, 1 large)
- 1) - Cordless 3/8" or larger Drill motor w/ battery
- 2) - #2- Pencil
- 1) - 6" ankle support pair of Work boots (check if job requires steel toe)
- 1) - Belt and tool bag/pouches

### **Electrician - must have tools above plus these**

- 1)-Flashlight
- 1)-Torpedo level
- 1) - 8" diagonal pliers
- 1) - 8" needle nosed pliers
- 1) - Center punch
- 1) - Awl
- 1) - Stubby straight slot screwdriver
- 1) - Stubby Phillips screwdriver
- 1) - Set of Allen wrenches (1/16" – 3/8")
- 1) - Set of open-end wrenches (1/4" – 3/4")
- 1) - Set of socket wrenches (1/4" - 3/4")
- 2) - Adjustable end wrenches (1 small, 1 large)
- 1) - 10 -Tin snips
- 1) - Set of spin Tights or Nut Drivers (3/16" – 9/16")
- 1) - National Code Book

**If any question needs to be answered please ask your foreman or Call Premier**



Thank you from Premier Electrical staffing

**PREMIER ELECTRICAL STAFFING HOT WORK POLICY**

*Premier Electric Staffing, LLC* policies and procedures regarding electrical equipment and systems have been implemented to protect the employees of *Premier Electric Staffing, LLC* as well as our customers and those trades that work with us.

As an employee of *Premier Electrical Staffing, LLC* you shall treat all electrical equipment and systems as energized until tested or otherwise proven to be de-energized.

**Work shall not be performed on any exposed energized parts of equipment or systems.**

I have carefully read the foregoing policy statement and I acknowledge that I will **not work on energized systems.**

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Employee Signature

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Employee Print Name

---

Company Witness

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Date

Copy: Employee File



**CODE OF SAFE PRACTICES RECEIPT**

This is to certify that I have received a copy of the Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the company.

In addition, I certify that in case I am injured while in the course of my work, I will report the injury to my **supervisor immediately** and will obtain medical treatment authorized by Premier Electrical Staffing before seeking treatment. I also agree to obtain First aid for every injury, no matter how slight, to preclude further injury or avoid infection. I also understand the company policy of returning the employee's medical information to the Office no later than 12 hours after treatment.

I understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I understand if I am issued pain medication from a Medical Professional, I must immediately inform my Supervisor and Premier's Corporate Safety Director.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

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Employee Signature

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Employee Print Name

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Company Witness

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Date

Copy: Employee File



### **Accident Procedures**

These procedures are to be followed in the event of an employee injury in the course of employment.

1. For severe accidents call 911 and request the paramedics.
2. Employees must report all work-related injuries to their supervisor immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.
3. The Supervisor, employee, and first aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a company "Accident Report" in case complications arise later.
5. An employee cannot transport himself or herself for any reason, (transportation will be provided.)
6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the main office. Contact must also be made with the nearest Federal or State (if applicable) OSHA office.

### **Workers Compensation Fraud Hotline and Policy**

**NOTE:** According to the General Accounting Office, insurance fraud costs American consumers over 100 billion dollars each year. Unfortunately, most of these costs are met by increasing premiums for the honest customers. National Insurance Group's Fraud Division is continuously fighting these costly crimes.

Help us stop insurance fraud and they may pay up to \$10,000 dollars for information that leads to the arrest, prosecution, and conviction of anyone committing Insurance Fraud.

If you know of any employee that has turned in a Fraudulent Claim it is your responsibility to call **Fraud Hotline.: 877.655.3877**

### **RETURN TO WORK INFORMATION: Light Duty or Transitional Work Duty Assignments**

You must check with our Office and have all forms signed by a physician.