



DUB-L-EE LLC
98 HWY 66 East
Albuquerque, NM 87123

SAFETY REGULATION POLICY

Established 2012

WORKERS COMPENSATION

1. Workers' Compensation is provided for all employees.
2. Company policy requires that all employees report any injuries in writing, by the end of the day to their Supervisor or Project Manager
3. Supervisors and Project Managers are required to notify the Safety Department immediately of any injuries. They shall deliver or fax the report within 24 hours of the injury to the Safety Department.
4. In sates where it is approved, employees will be required to report to a designated medical provider or medical facility.
5. The only expectation to rule 4, above, would be a life threatening injury or illness. You should call the emergency number in your area and get help.
6. Employees should assist Supervisors in he completion of all reports and forms
7. Employees are required to keep their Supervisor updated on their status if they are off.
8. The Supervisor or Project Manager will investigate all injuries and accidents at the scene.

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FOREWORD

This book represents commonly agreed upon particles for working safely. These rules have been developed as a result of the experiences and suggestions of workers, supervisors and safety specialist in this and other organizations throughout the county.

Your work will not be made safer by giving you this manual. Rather, you will have to make your work safe through your efforts to follow these rules as closely as possible.

This manual does not contain every rule necessary for every situation. However, your supervisor is authorized to supplement safe practices that will get the job done safely. It is the policy of this Company to provide every person with the necessary equipment to make jobs safe and every person will be allowed enough time to do the work safely.

Each of these rules has proven value in accident prevention, as well as being the best method of the job. Each employee shall carefully study and observe these rules, especially those rules that apply to your particular job. These rules will be strictly enforced and ignorance of these rules will not be accepted as an excuse for their violation.

If a difference of opinion arises with respect to the meaning or application of these rules, or the steps needed to carry them out, the decision of the person directly in charge of the work shall be accepted.

You are required as a condition of employment at to study and obey all safety rules.

If there are any safety questions that cannot be answered in the field, please contact our safety manager.

11. All empty oxygen bottles, hoses, torches, or oxygen related equipment shall be kept away from all petroleum products.
12. When not in use, gauges should b protected or removed and caps replaced.
13. Good housekeeping shall be practiced.
14. Screens shall be in place when arc welding is being performed.
15. All welders will wear eye protection when welding, cutting, chipping, grinding or any other activity, which might cause eye injury.
16. Only trained employees shall use single or mixed gas torch equipment.

Welding and Cutting

1. Welder's clothing must be kept free of excessive oil, grease and other flammable substances.
2. All oxygen and acetylene hoses shall be repaired with proper hose clamps and connections. Wire may not be used in place of a hose clamp.
3. It shall be the responsibility of each welder to insure that they are properly shielded before striking the arc.
4. It shall be the responsibility of each welder to have a portable fire extinguisher near at hand for fire prevention while any welding, cutting or soldering is being done.
5. Any defective welding leads or ground cables shall be adequately insulated.
6. Each welder shall be responsible for examining the area where welding, cutting or soldering is to be performed for possible fire hazards. Any accumulations of combustible materials shall be removed or protected prior to beginning torch or electrical welding work.
7. Torches and blowpipes shall be lighted only with an approved friction-type lighter.
8. Acetylene line gauge pressure shall not exceed 15 PSI.
9. All welding hoses shall be coiled and hung in a safe manner when welding operations are terminated.
10. All spent welding electrodes shall be properly disposed of in marked containers.

Safety Policy

The safety and welfare of the employees of DUB-L-EE is of paramount importance. Injury and accident control and efficient production are inseparable. It is our desire to provide our employees with a safe and healthy environment in which they can carry on their work.

It is the intention of this company to provide safe equipment and tools, and to require safe work practices and procedures. It is the basic responsibility of all employees to strive continuously to prevent injuries and accidents. Employees are to be trained, supervised and encouraged to participate and assist in the injury and accident prevention program.

1. No employee performing occupational duties at any of the operations shall be required to:
 - a. Operate any machine or equipment for which he/she has not had training,
 - b. Work in conditions of any kind that are unsafe.
 - c. Operate machinery of any kind that is not mechanically sound condition.
 - d. Operate machinery of any kind that does not have adequate braking power.
 - e. Operate vehicles or machinery that do not meet all Federal, State and Local safety requirements.

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Safety Policy (cont.)

2. No employee will be reprimanded or discriminated against for refusing to work in any condition deemed hazardous to his or her safety.
3. Every employee has the right to request an investigation of potential safety hazards, which may include management of the company. No employee shall be reprimanded against for requesting an investigation of potential safety hazards.

10. Place the blower at least 5 ft from the utility hole, check the blower hose for any defects. Determine the size of the hole to be ventilated and check the alignment chart for the proper amount of time to purge. Never place blower near the exhaust pipe of equipment or vehicles.
11. Continuous ventilation must be maintained at all times.
12. If ventilation stops, leave the utility hole at once, correct the problem the re-test, purge and ventilate.
13. After ventilating, re-test the area before entering.
14. If you have any questions or concerns regarding utility holes, contact your supervisor, Project Manager, or Safety Manager.
15. Sample the area from time to time to assure a safe environment.
16. NEVER ENTER A UTILITY HOLE TO RESCUE ANYONE!
ACTIVATE THE EMERGENCY MEDICAL SYSTEM.

Always TEST, PURGE & VENTILATE!

Utility Hole Safety

Notice: EMPLOYEES SHALL NOT ENTER PERMIT
REQUIRED CONFINED SPACES!

1. No one shall enter a utility hole without the proper Personal Protective Equipment, Traffic Control as required, Calibration Equipment, and Sampling Meter and without first testing, Purging and Ventilating the Utility Hole.
2. If any one of the items listed in number 1 above are not available, the employee should not enter the utility hole and contact their Supervisor.
3. Employees need to continue testing the atmosphere while work is being conducted.
4. Handle utility hole covers with care. Keep your feet solidly placed and positioned so they will be clear of the cover.
5. Clear are of snow and ice to insure good footing.
6. When lifting, bend you knees slightly and keep your back straight so the work is done with the arms and legs and not the back.
7. All sampling equipment shall be checked for defects, battery power and calibrated each time before using the equipment. Defects effecting safety should be corrected before using.
8. Each utility hole shall be tested before any other work is performed.
9. If explosive mixtures or combustible gasses are present you shall contact your supervisor and do not enter the hole.

General Conduct

1. Safety and operating rules must be observed at all times.
2. All accidents, near accidents, injuries or unsafe conditions shall be reported to the supervisor by the end of the day of the incident.
3. Fighting, wrestling or horseplay of any kind is prohibited.
4. Employees will not posses firearms or any weapons while on duty. Firearms and weapons may not be in vehicles while on company business.
5. Warning signs shall be observed and complied with by all employees
6. Unauthorized personnel shall not experiment with equipment.
7. Employees wishing to bring visitors on worksites must first obtain permission from the company.
8. Only authorized personnel will be allowed in company vehicles.
9. All gasoline engines shall be turned off while refilling.

Accident Reporting

Accident investigations are conducted to obtain the answers to three questions:

1. how did it occur?
2. Why did it occur?
3. What can be done to prevent a similar recurrence?

Procedures:

1. Any employee involved in an accident shall report it to the Supervisor by the end of the shift, on the day of the accident or injury.
2. Seek immediate first-aid treatment for any injury.
3. The company will not be responsible for bills unless the proper report is completed in a timely manner - - except in an emergency when the accident report will follow immediate treatment.
4. Employees shall report to a company designated doctor or hospital where permitted by law.
5. Know the EMERGENCY phone number in your area.
6. Make sure the scene of an accident is safe, never endanger yourself or others (i.e., downed power lines, gas leaks, falling materials)
7. In case of serious accidents and fatal accidents, the area in which the incident occurred shall be roped off and no one shall enter until authorized by the Safety Manager or a person designated by the Safety Manager.
8. Names of the victims shall not be given over to the radio or other medias.

8. After the work is complete the employee shall reverse the above process to return the work zone to its normal operation.
9. Should a situation arise where certified flaggers and a traffic control plan are required, contact your Supervisor.
10. If you need additional assistance or equipment, contact your Supervisor immediately.
11. No work is to be done on state highways or county roads without the proper permits.

Traffic Control

1. Employee and public safety is a very important part of traffic control. Hard-hat, Vests, Safety Footwear, Signs and Cones shall be used when it becomes necessary to conduct work and change the flow of traffic.
2. Each employee shall park in a safe location away from the traffic and work zone. After identifying the work zone, the employee should prepare his/her traffic control equipment and identify the safety equipment necessary to complete the job in a safe manner.
3. Employees should always face the traffic when setting up the signs and cones and when they are removing them.
4. Place Warning Signs. Signs and cones should be placed as outlined by the Manual on Uniform Traffic Control Devices (MUTCD) and state and local regulations.
5. The proper distance to be maintained for signs and cones is based on the posted speed limit. A taper of cones should be setup leading to the work zone and past the work zone, to prevent traffic from turning into the work zone too soon.
6. Only after the signs and cones have been put in place should the employee drive into the protected work zone.
7. The yellow flashing light should be on before the employee drives into the work zone or construction site and should remain on until the vehicle is removed to a safe location after the work is complete.

9. All fatal accidents shall be investigated by the Law Enforcement Agency responsible for that area and the County Coroner's Office.
10. The safety Manager or authorized delegate will notify all Federal, State and Local regulatory agencies.
11. Accident Reports shall be filed by the following:
 - a. Employee
 - b. Supervisor

ALL BLANKS ON ALL FORMS MUST BE COMPLETED!

Backhoes & Trenchers

1. All equipment operators are required to be trained by a qualified operator or have documented operator experience before operating any equipment.
2. No employee will be allowed to operate equipment on which he/she has no previous experience until they have received adequate training.
3. All training or skills upgrading on equipment shall be done on flat terrain.
4. Operator trainers or Supervisors shall remove any operator from equipment if they demonstrate poor judgment.
5. Employees shall complete a safety and operational check, before equipment is put into service (i.e., safety equipment, fluids, brakes and controls)
6. All defects shall be corrected before equipment is put into operation.
7. Seat belts shall be worn at all times.
8. When moving backhoes and trenchers from one location to another, be sure to take into consideration the length of the move, grades to be traversed, and the road condition; then decide whether to tram or load onto a truck or trailer.
9. Equipment that is trammed in any road or highway must have a "SLOW MOVING VEHICLE" Triangle visible on the rear of the equipment.

10. NO ONE SHALL USE A BUCKET AS A WORK PLATFORM!

Telecommunications

1. Rules and Regulations that apply to the Telecommunications Standard are covered throughout this manual. The standard should be consulted if more information is needed to clarify any situation.
2. Listed below are the key areas of the OSHA Telecommunications Standard, Title 29 Code of Federal Regulations Part 190.268.
 - Buildings Containing Telecommunication Centers
 - Working surfaces and Spaces
 - Equipment Guarding
 - Battery Handling
 - Hazardous Materials
 - Support Structures
 - Distance from Energized Power Lines
 - Tools and Protective Equipment
 - Rubber Insulating Gloves
 - Personal Climbing Equipment
 - Ladders
 - Head Protections
 - Vehicle Mounted Equipment
 - Materials Handling and Storage
 - Manholes and Underground lines
 - Buried Facilities
 - Definitions

Signs & Markings

1. Accident and injury prevention signs and tags will be used and their message adhered to.
2. Red = Fire Extinguishers or Fire Related Equipment
3. Yellow = Tripping Hazards or Stair Rails.
4. Defacing signs is prohibited
5. Lightened EXIT signs shall be maintained in working order and meet all Federal, State and Local codes, All exits shall be clearly marked.
6. All traffic control signs shall meet the Manual on Uniform Traffic Control Devices (MUTCD) requirements and all State and Local regulations.
7. Company signs shall be maintained in good condition at all times.
8. 1-(800) sins shall be placed on the left rear of company vehicles and shall not be defaced or removed.

11. Buckets and attachments shall be carried close to the ground while tramming equipment.
12. Do not attempt to operate the controls of any equipment unless you are properly seated.
13. Backup Alarms on equipment shall be operational.
14. It is prohibited to eat meals, stand or sit in front of, behind or under any equipment.
15. Operators shall be provided with and shall wear hearing protection appropriate for conditions at all times while operating the equipment.
16. When an operator leaves their equipment, they shall make certain that the blade and any attachments are lowered to the ground, brake is set and the power shut off.
17. Equipment parked on an incline shall have the wheels turned toward the curb or embankment and the wheels chocked. This includes trucks and trailers so the equipment cannot possibly roll.
18. No person may enter the articulating hinge point area of any equipment without securing the safety lock.
19. No person shall place themselves under the hazardous area of the bucket or attachments without cribbing to prevent the equipment from falling to the ground.
20. Stay away from digging chain and attachments.
21. The operator is responsible for keeping the dig area clear. If someone enters the dig area the operator should shut down until the area is clear.

Compressed Gas & Compressed Air Equipment

1. All empty oxygen and acetylene cylinders shall be secured in an upright position with a chain 2/3 up the bottle.
2. The gauges on cylinders shall be removed and the caps secured during transportation or when not in use.
3. Acetylene tank pressure shall not exceed safe limits.
4. All oxygen cylinders, hoses, torches or related oxygen equipment shall be stored 20 feet away from all petroleum products. Oxygen must also be stored 20 feet away from acetylene if not in use.
5. All empty gas cylinders shall be returned to the proper storage area with caps intact, secured with chains or other approved device, and marked "EMPTY".
6. All cylinders shall have the proper labeling.
7. All storage areas shall be free from combustible materials and no sparking devices (i.e. matches, lighters, strikers) shall be in use in the storage area.
8. Do not point compressed air nozzles at anyone.
9. Compressed air shall not be used for blowing dust from the body or clothing.

12. Only qualified personnel should operate a hoist or crane.
13. Standard signaler or rigger signals should be used.
14. All equipment guards must be put in place before equipment is put back in service.
15. All shops are No Smoking areas.

Shop Safety

1. Good housekeeping must be maintained at all times. Rubbish, debris, waste and other materials should be cleaned up each day.
2. Employees working on machinery or equipment should keep parts neat and orderly or in a container, and grease and oil spots should be cleaned up as soon as possible.
3. Greasy rags and waste should be kept in a fire resistant container.
4. Covered trash barrels should be placed throughout the work area.
5. Aisles and walkways shall be free from parts and materials.
6. Only proper equipment should be used to handle heavy materials.
7. When moving materials that have been stored, watch for snakes and insects.
8. Grease and maintenance pits should be covered or guarded and kept reasonably free from grease, oil and flammable material.
9. Work benches should be kept free of extraneous materials.
10. When operating internal combustion engines for testing in the shop, make sure the exhaust is vented to the outside.
11. When loads are lifted from the floor by overhead cranes, proper cribbing shall be installed under the load before work begins on the equipment. In no case shall anyone walk or work under a suspended load.

10. When using compressed air to clean equipment, always wear safety goggles or a face shield and hardhat.
11. All compressors shall be equipped with safety relief valves and pressure gauges.
12. Hearing protection shall be used when using compressed air or draining traps.
13. The proper fire extinguishers shall be available in the cylinder storage area at all times.
14. Cylinders containing Liquefied Petroleum Gas (LPG) should be properly stored away from sparks or open flames and secured while being transported.

Department of Transportation (DOT)

1. Each employee who is required to operate any vehicle on behalf of the company must comply with all Federal, State and Local standards and DOT regulations, if applicable.
2. Employees required to have a Commercial Drivers License (CDL) shall have only one license in the state they live in.
3. Employees moving to another state shall get a CDL for the new state within 30 days of establishing permanent residency.
4. Employees operating certain vehicles shall maintain all records as outlined by the DOT, State and Local requirements. This may include records that relate to duty status.
5. Employees are required to notify the company of any tickets or citations within 24 hours. Employees are responsible for tickets or citations they receive for violating motor vehicle standards.
6. Employees are required to participate in the drug and alcohol-screening program. Pre-employment drug and alcohol screening is required under DOT regulations for CDL drivers.
7. Employees are prohibited from falsifying information in regards to Drivers Qualification Files.
8. Employees are required to take DOT physicals as outlined by the regulations for a CDL.
9. All employees operating any vehicle on behalf of the company should inspect and complete al pre-trip and post-trip inspections and record their findings.
10. Any defects affecting the safety shall be corrected before placing vehicles in service.

Pole Climbing

1. Only employees that have been trained by the company or a designated trainer, or can show certified documentation based on pervious experience are allowed to climb poles.
2. The three-point method of climbing will be used.
3. Long sleeve shirts will be worn when climbing.
4. Gloves will be worn while climbing
5. Climbers shall be worn within a three-foot radius of the pole.
6. Gaffs should have the protectors on them whenever they are not in use.
7. Approved hard-hats and safety glasses must be worn when climbing poles.
8. You must always be strapped off before performing work on a pole.
9. Always check equipment prior to climbing.
10. Check poles for unsafe conditions or defects. Do not climb unsafe poles.
11. Maintain the proper distance from power lines while climbing.
12. Keep all tools away from power lines.

Personal Protective Equipment (cont.)

7. Respirators shall be stored in a convenient, clean and sanitary location. They shall be cleaned and disinfected after each use. Worn or deteriorated parts shall be replaced.
8. Every person using a respirator will be fit tested and instructed on how the respirator should be worn, how to adjust it and how to determine if it fits properly.
9. Leather gloves shall be worn when handling materials, or when the hands could be cut or lacerated.
10. Personal Protective Equipment required by the Hazard Communication Standard or by Material Safety Data Sheets shall be worn prior to starting work. If the proper equipment is not available contact your supervisor before proceeding.
11. Joint Lateral crews are required to wear long sleeve shirts year around.
12. Electrical gloves shall be worn as outlined in the Electrical Glove Section of this manual.

11. Each driver is required to maintain all paperwork for the vehicle, trailer or the other equipment being operated or transported (i.e. registration, logs and permits)
12. Employees shall not transport materials unless the proper shipping papers are in the vehicle. Contact the Safety Manager with any questions.
13. Certain quantities of hazardous materials require that the driver have a hazardous materials endorsement to their CDL before transporting hazardous materials. Contact the Safety Manager with any questions.
14. All loads shall be secured before transporting equipment or materials.

THE SAFETY DEPARTMENT SHALL COMMUNICATE DOT, FEDERAL, STATE AND LOCAL REGULATIONS TO THE APPROPRIATE MANAGERS AND SUPERVISORS. ANY QUESTIONS REGARDING THIS INFORMATION SHALL BE DIRECTED TO THE SAFETY MANAGER.

Drugs & Alcohol

1. Employees will not use drugs or alcohol while on duty performing work for the company.
2. Employees will not report to work under the influence of drugs or alcohol.
3. Knowingly possessing, using, or transmitting any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, alcoholic beverage, or chemical intoxicant while performing work for the company at any time is strictly prohibited.
4. Use of a drug authorized by a medical prescription to the employee from a medical doctor will not be a violation of the rules. Employees must report use of prescription drugs to their supervisor.
5. DUB-L-EE conducts five types of drug screens. Employees may be subject to any of the drug screen listed:
 - a. Pre-employment
 - b. Periodic
 - c. Reasonable Cause
 - d. Random
 - e. Post Accident
6. Alcohol screens may be performed using the areas listed under number 5 above.
7. Supervisors will inform the employees where and when to report for a drug or alcohol screen.
8. Employees refusing to submit to a drug or alcohol screen will be suspended pending termination.
9. Employees deemed medically unqualified as a result of a drug or alcohol screen will be terminated.

Personal Protective Equipment

1. Approved Hard-hats must be worn at all times when on construction sites and when working near roads or highways. Also, hard-hats must be worn whenever there is danger of bumping into stationary objects or there may be falling objects.
2. Hard-hats should be worn with the bill of the hard hat facing forward at all times.
3. Safety vests should be worn at all times by all locators, meter readers, cable installers, construction crews and other employees for their personal safety.
4. Safety glasses with side shields will be worn when performing any operation that could possibly expose the eyes to flying particles of any type. This includes all drilling, sawing, handling or cutting of wire or cable or any other operation where there is danger you could be struck in the eye. Safety glasses shall also be worn whenever you enter a utility hole.
5. Safety work boots shall be worn at all times and shall meet the following requirements:
 - a. Boots must be 6" high
 - b. Meet or exceed current ANSI standards
 - c. No waffle sole boots for cable installers
 - d. No dress or tennis, steel toed shoes
 - e. If a laced boot, it shall be laced and tied at all times
 - f. Meter readers are not required to wear steel toe boots, except on construction sites, or other business that requires them. All other times they should wear approved high-topped footwear for support and walking comfort.
6. Respirators will be provided by DUB-L-EE. The type of respirator shall be determined on the basis of hazards to which the worker is exposed.

Permit Required Confined Spaces

EMPLOYEES SHALL NOT ENTER PERMIT REQUIRED CONFINED SPACES.

1. Contact your supervisor, Project Manager or the Safety Department, regarding Permit Required Confined Spaces.
2. If you are not sure if an area is a Permit required Confined Space, contact your supervisor, Project Manager or the Safety Department immediately.

Electrical Equipment & Emergencies

1. Employees are not to enter electrical pedestals or any electrical equipment where there is power without the proper training and personal protective equipment.
2. When locating electrical lines or equipment, employees should attach to the outside of closures only! Never open a pedestal, transformer, vault or other electrical enclosure. The only exception is when street lights are involved and only after being properly trained, and wearing the proper personal protective equipment shall the street light base be opened for attachment.
3. Locates should be done in an area to determine if electrical lines may be present. Employees should hand dig any time an electrical line is crossed.
4. Electric Gloves are required when attaching to the wire in the streetlights, when locating them is required.
5. A long sleeve 100% cotton shirt must be worn when working around electrical equipment.
6. Scene safety is the first priority in case of an electrical emergency or exposed lines.
7. In case of an electrical emergency, evacuate bystanders and contact the dispatcher, police, fire or utility. Keep away from exposed electric lines at all times.
8. Employees are not to re enter the area until it has been deemed safe by the utility, fire department or police.

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Electrical Equipment & Emergencies (cont.)

9. Personal Protective Equipment will be worn at the scene of an electrical emergency to include: 100% cotton long sleeve shirt, safety glasses with side shields, approved hard hat and safety vest.
10. Employees shall not wear rings, watches or jewelry while working around electrical lines or equipment.
11. If you have any questions regarding electrical safety contact your supervisor before proceeding.

Office Safety

1. Aisles need to be kept clear of obstruction and debris.
2. Cords and wires should not be strung across the floor.
3. To eliminate the possibility of a file cabinet being pulled over.
4. Heavier materials should be stored in the lower drawers and only one drawer should be opened at a time.
5. Desks should be arranged to eliminate tripping hazards caused by floor mounted electrical and telephone outlets.
6. Slipping hazards such as water or coffee on the floor should be cleaned up immediately.
7. Handrails should always be used when ascending or descending stairs to eliminate the possibility of falls.
8. Broken glass, razor blades, and other sharp edged materials should not be placed in wastebaskets unless properly wrapped or packaged to enclose sharp edges.
9. Office furniture should be kept in good repair.
10. Electrical cords on office equipment should be kept in good repair, free from cuts, abrasions, or improper splices. Cords should be placed where they are not subject to damage.

Occupational Safety and Health Administration (OSHA)

1. Each employee shall comply with the occupational safety and health standards and all rules, regulations and orders issued pursuant to the act which are applicable to his/ her own actions or conduct.
2. The following information is available at each project office:
 - a. OSHA Job Safety & Health Protection Poster
 - b. OSHA 200 Form
 - c. Access to Employee Exposure and Medical Records
 - d. Hazard Communications & Material Safety Data Sheets
 - e. Title 29 CFR Parts 1900 to 1910, 1910 to END and 1926
3. Employees should find this information in their area. Review it and become familiar with the rules that effect their job and work assignments.
4. Any employee having any safety questions should bring them to the attention of their supervisor, Project manager or the safety manager.
5. Harassment, improper language or threatening or interfering with an OSHA Inspector or Inspection will not be tolerated.
6. Any time an employee is approached by someone who identifies himself or herself as an OSHA Inspector, the employee can ask to see an identification, which is carried by all inspectors. Employees should immediately contact their supervisor, project manager or the safety manager.
7. No employee shall remove, deface, cover or alter any required Federal, State or Local poster or regulations.
8. Copies of regulations or information can be obtained by contacting your supervisor or Project manager.

Electrical Glove Safety

1. Wear approved protective gloves when attaching to electrical lines.
2. Watches, rings or any jewelry need to be removed before wearing gloves.
3. Gloves will need to be inspected prior to each use by the employee.
4. Check gloves for the following damage: ozone, embedded foreign objects, punctures, serious cuts, rope or other field damage.
5. Employees need to replace any defective gloves before proceeding with the work.
6. Gloves need to be returned to the warehouse and exchanged every 90 days.
7. Leather protective gloves need to be worn over electrical gloves. These leather gloves are for electrical work only.
8. Gloves will not be used without protective covers.
9. Gloves should never be used when wet.
10. Gloves will be stored in the canvas bag with the cuffs facing down.
11. Extra care should be used in the storage of the gloves and canvas bag to protect them from damage.
12. Employees who have not received training shall not wear electrical gloves or perform electrical work.

Employee Information & Bulletin Boards

1. Bulletin boards are located at all project offices and have the information required by Federal, State and Local laws and regulations.
2. Each employee should take time to find and read the rules, regulations and employee rights that are posted.
3. Only information approved by the Project Manager will be posted on these bulletin boards.
4. Copies of Title 29, Code of Federal Regulations, or State Regulations are available near the bulletin boards. These books are for reference only and shall not removed from the area.
5. The OSHA Poster is also posted on the bulletin board, plus information relating to OSHA 200 Form, Access to Employee Exposure and Medical Records, Hazard Communication Policy and MSDS Sheets.
6. Employees needing copies of information on the bulletin boards should contact their supervisor.

12. All permits, taxes and other required paperwork should be in order before vehicle and equipment are transported across state lines.
13. In the case of an accident the employee shall report the accident to their supervisor no later than the end of the day. The supervisor shall notify the safety department immediately and complete an accident report.
14. All vehicles should be inspected for safety equipment and fluid levels before being placed in operation.
15. Employees are responsible for citations and tickets they receive while operating vehicles or equipment.
16. All construction crew, installers, locators and supervisors operating either a company vehicle or personal vehicle are required to set out cones whenever the vehicle is stopped during working hours as follows:
 - a. When in a parking stall, one cone shall be placed to the active traffic side of the vehicle. (This is to include any parking lot)
 - b. When parallel parked, two cones shall be used, one at the front and one at the rear of the vehicle on the active traffic side.
 - c. When working in an alley, two cones shall be used, one at the front and one at the rear of the vehicle to barricade the work area.
17. Employees are prohibited from having animals in there vehicle or with them while working.

Motor Vehicles & Drivers

1. All employees will have a current drivers license for the state they have established permanent residency in.
2. All new employees will be required to have a driver's license for the state of residency within 30 days of starting employment.
3. Employees are to drive defensively at all times while operating a vehicle on company business. This includes company, personal, or rental vehicles.
4. Employees are to obey all Federal, State and Local rules and regulation while operating vehicles.
- 5. SEATBELTS ARE TO BE WORN AT ALL TIMES BY THE DRIVER AND ALL OCCUPANTS.**
6. No passengers are to be carried in the back of trucks, or on equipment that is designed to carry only the operator.
7. Defects effecting safety shall be corrected before vehicles are used.
- 8. DRINKING AND DRIVING IS PROHIBITED.**
- 9. SPEED LIMITS SHALL BE OBEYED AT ALL TIMES, NO EXCEPTIONS.**
10. The operator of the vehicle is responsible for any citations or violations while driving for the company.
11. Operators of vehicles that meet the Department of Transportation (DOT) Regulations are required to have the proper licenses and maintain the required reports, conduct inspections and maintain the necessary paperwork to comply with theses regulations.

Employee Safety

1. Employees shall wear an up-to-date employee ID at all times.
2. Company shirts will be worn at all times.
3. Safety equipment shall be worn at all times when required.
4. Employees should attempt to contact the resident of the property before starting work. For oyour safety you may want to contact a neighbor if the resident of the property is not at home.
5. Company signs should be on all vehicles.
6. Signs, Cones and Vehicle Flashing Lights shall be used when required.
7. If someone refuses your entry, leave and contact your supervisor or the dispatcher.
8. Always stay alert while working. Watch out for trees, depressions, holes in yard, lumber with nails and other hazards.
9. Employees should shake gates and make noise to let residents or animals know you are there before entering.
10. Extreme caution should be used when working around animals.
11. The use of mace or pepper spray or other sprays to control animals is prohibited.
12. If an employee comes across a situation that effects the company's or the public's safety, the employee should immediately contact their supervisor and the supervisor will contact the proper agencies.
- 13. Employees should notify the Human Resources Department of any changes in their emergency contact phone number or the person to be contacted in case of an emergency.**

Excavation, Trenching & Shoring

1. Before any excavation is started notify the state One Call Center to have all underground utilities located.
2. All locates shall be completed for the proposed dig area before excavating. If a locate sketch is provided, a copy of the sketch should be on the job site. Compare the marks on the ground with the sketch before starting excavation.
3. If locate marks have been destroyed, or if the locate is incomplete notify your dispatcher immediately to schedule a relocate.
4. As the excavation work approaches the location of any known utilities the lines shall be uncovered using extreme care not to disturb them. Appropriate measures shall be taken to protect the lines from damage while the work progresses including hand digging, probing and pot holing.
5. When exposing a utility, you must hand dig a minimum of 24 inches on each side of the locate marks until you have exposed the line. If after digging to the appropriate depth you have not found the line, you must notify your dispatcher immediately. Do not proceed with machine digging until the utility has been exposed or relocated. When the dig area is parallel to locate marks you must stay 24 inches from the marks or you must hand dig. When boring across locate marks you must pot hole over the marks to expose the utility.
6. During excavation never use a machine to dig within 36 inches of a utility pedestal, vault or storage enclosure regardless of the locate marks. Hand dig only in those areas.
7. All walkways and sidewalks in the area of the excavation shall be kept clear of excavated material and other obstructions. All such walkways or sidewalks shall be protected from undermining or shall be adequately shored or braced.

Materials Handling

1. Determine how heavy the load is before lifting. Get assistance for heavy loads.
2. Stand close to the load to be lifted.
3. Bend your knees and keep your back straight.
4. Grasp the load firmly.
5. Hold the load close to you and lift with your legs.
6. Carry the load closely to your body.
7. Do not twist your body. Turn our body by moving your feet.
8. Only trained employees may operate forklifts or pallet jacks.
9. Always use the proper materials handling equipment as required.

Ladders (cont.)

19. Extension ladders shall be used as on complete unit. The top and bottom sections shall not be separated and used as two different ladders.
20. Ladders shall not be spliced to provide extra length.
21. Only ladders made from non-conductive materials shall be used when working on or near energized electrical equipment or circuits.
22. Smaller extension and stepladders must be wood or fiberglass construction and shall not be painted.

8. No person shall be exposed to or allowed to stand under suspended overhead loads. To avoid danger from falling materials all employees shall be required to stand well away from vehicles being loaded.
9. All excavations shall be inspected by a competent person at the beginning of each shift and throughout the day for wall stability, oxygen deficient atmosphere, accumulation of explosive gasses or other harmful gasses, or any changed condition that would endanger employees working within the boundaries of the excavation. If any unsafe conditions are found, they should be corrected before work proceeds.
10. All open excavations shall be adequately marked with high visibility flagging or other means of adequately marking the boundaries of the excavation. If the excavation will be left overnight, adequate barriers with flashing lights shall be placed so as to warn the public of any hazards that may be present.
11. All above ground structures, trees and other obstacles to the work shall be removed or, if this is not possible, rendered safe and stable before any work is started.
12. All excavations shall be inspected daily by a competent person, especially after a heavy rain or other condition that may have caused a change in the ground stability.
13. All excavated material, supplies and other equipment shall be kept a minimum of two feet from the top of the excavation or adequate barriers constructed to prevent material and supplies from falling into the excavation.

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Excavation, Trenching & Shoring (cont.)

14. Where sheet piling or solid barriers are used to support the excavation wall, full allowances for loading from ground water must be made unless weep hole are provided.
15. All excavations adjacent to walls or foundations will require measures be taken to prevent undermining of the wall or foundations. If this is not possible, then adequate measures shall be taken to prevent the wall form settling or otherwise being displaced.
16. When mobile equipment will be used adjacent to excavations, positive stops shall be placed so as to prevent the equipment from accidentally entering the excavation. Where such equipment is used adjacently to the excavation, the shoring system shall be capable of withstanding the additional imposed loads.
17. All ladders for access to excavations shall meet all requirements.
18. Banks more than 5 feet in height shall be adequately shored or laid back to a stable slope or other means provided to protect employees from cave ins. Sides of trenches in hard or compact soil shall be shored or otherwise supported when the trench is more than 5 feet deep, the sides above the 5 foot level may be sloped if such slopes are not greater than 1 foot vertical for each 1/2 foot horizontal. All bracing shall be carried along with the excavation as work progresses.

9. Ladders should be stored in such manner to provide ease of access for inspection and to prevent danger of accident when removing one for use.
10. Ladders carried on the vehicles should be adequately supported to prevent sagging. They must be securely fastened to minimize chaffing, the effects of shock and to prevent accidental loss.
11. Both hands should be used when climbing up or down a ladder.
12. Employees should always face the ladder when climbing up or down.
13. An approved safety belt and safety rope shall be used when the ladder is supported by a strand and/or pole. The safety rope shall be attached to the right D-ring, encircle the strand to the right of the side rail, then encircle the strand and rung of the ladder between the side rails, then encircle the strand to the left side of the side rail and then attach to the left D-ring. This shall be done before work is performed. See your supervisor for instruction.
14. Personnel using straight or extension ladders shall secure the ladder at the point of support by tying .
15. Portable ladders shall be placed so that they have secure footing.
16. A ladder shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked or guarded.
17. An attendant, warning sign or barricade will be positioned at the base of the ladder when it is being used in aisle, stairway or other passage or pathway.
18. Ladders should not be placed on boxes, barrels or other unstable bases to attain additional height.

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Ladders

1. Before a ladder is used it should first be inspected for defects. Rails and rungs should be in good condition with no cracks, splits or broken parts. Joints between the steps and side rails should be tight. All hardware and fittings should be securely attached and movable parts operate freely without binding or undue play. Metal bearings on locks, wheels and pulleys should be lubricated frequently.
2. Only approved fiberglass span ladders shall be used and at a minimum have strand hooks in addition to the normal working parts of the ladder.
3. All portable straight and extension ladders and stepladders shall be equipped with insulating non-slip feet.
4. Ladders shall be inspected frequently and those that have developed defects shall be withdrawn from service for repair or destruction.
5. Do not use the top three step of a portable ladder.
6. The span ladder shall be carried in one of the following ways:
 - a. Vertical carry (only for short distances)
 - b. Horizontal shoulder carry
 - c. Horizontal D-ring carry
7. The span ladder shall be extended one to two rungs above the strand and always be placed at the appropriate angle as denoted by the decal on the side rail. When placing the ladder against a strand as sole means of support, the employee shall extend and lock strand hoods prior to raising the ladder into position.
8. If span ladder is not equipped with a pole grip, the ladder shall be securely lashed in the appropriate manner whenever used against a pole.

19. Portable trench boxes or sliding trench shields may be used for the protection of personnel working in the trench, provided they are designed, constructed and maintained in such a manner that provides equal protection to an adequate shoring system.
20. All materials used for shoring, sheeting and bracing must be in good serviceable condition and all timbers must be sound and free from large or loose knots. Additional shoring and/or bracing shall be installed where the trench is subject to vibration from vehicles.
21. When employees are required to work in trenches 4 feet or more in depth, an adequate means of exit or escape, such as ladders or steps shall be provided and located so as not to require more than 25 feet of lateral travel.
22. Back fill and removal of the shoring system supports shall progress at the same rate from the bottom of the trench. All jacks and braces shall be used to remove the bracing from above after employees have cleared the trench.
23. If during an excavation a utility line is damaged, contact your dispatcher immediately.

Fire & Medical Emergencies

1. In the event of a fire, call for help immediately. Warn others to evacuate using local warning system (i.e. paging, public address systems or alarms).
2. Assist other employees, all employees will report to the designated meeting location to so that we can account for all employees before the fire department arrives.
3. No employee is to endanger themselves or others to fight a fire.
4. When leaving the building do not attempt to move vehicles. This could impede the access of the fire and emergency response personnel. Keep driveways open.
5. Only employees trained to use fire extinguishers shall attempt to extinguish a fire.
6. Plan at least two ways to exit a building.
7. Fire drills will be conducted and all employees will be required to participate.
8. In the event of a medical emergency, call for help immediately.
9. Make sure the area is safe before approaching an injured person (i.e. electric hazards, falling materials, hazardous fumes or gases). Never endanger yourself trying to provide first aid.
10. Provide first aid only if trained.
11. Avoid getting blood or fluids on yourself to prevent infectious disease (i.e. Hepatitis or Aids).

Housekeeping

1. Good housekeeping practices will be observed in all work areas.
2. Common roles of decency shall be observed to keep drinking fountains, toilets, washrooms and lunchrooms clean and sanitary.
3. NO SMOKING in any DUB-L-EE Facilities to include offices, warehouses, or shops.
4. Access ways to emergency equipment and to all exits shall be kept clear at all times.
5. A job may not be considered finished until tools and debris have been removed.
6. Materials shall be stored only in designated areas in an orderly fashion.
7. Drips and spills shall be cleaned up immediately.
8. Stairways and step shall be kept clean and free of all obstacles or slippery material.
9. Areas around sprinkler control valves, fuse boxes, electrical switch panels, fire extinguishers and first aid equipment shall be kept clear.
10. Flammable and combustible waste (oily rags, steel wool, clothing saturated with flammable or combustibles liquids, etc.) shall not be left lying around but shall be placed in a covered metal container.
11. Flammable and combustible liquids shall be stored 25 feet from any heat source.

Hearing Conservation

1. Hearing protection is required when operating backhoes, trenchers, tampers, air compressors, jackhammers and other equipment or in areas designated by the supervisor or the safety department.
2. The hearing conservation will be conducted under the guideline of the Federal, State or Local regulations.
3. Each employee's job assignment will determine the amount of participation and level of training required, and the type of sampling to be conducted.
4. The company will first attempt to control noise by engineering methods such as mufflers, gaskets or sound vibration materials.
5. Employees will be identified for inclusion in the hearing conservation program based on sound level surveys of their work area.
6. Employees may be required to wear a noise dosimeter, and should not open or tamper with the unit. The unit will be worn in the approved manner as prescribed by the safety department.
7. Audiometric testing may be required as a result of the sound level surveys. These are provided at no cost to the employee.
8. Earplugs or earmuffs are available from your supervisor.

Gas Emergencies

1. Scene safety is the first priority in case of a gas leak.
2. Report all gas leaks or suspected gas leaks to the utility or fire department and your supervisor.
3. Bystanders and employees shall be evacuated to a safe area away from the leak.
4. No one shall operate any radio, CB, mobile or hand held telephone in the vicinity of a suspected or visible gas leak.
5. The use of matches, lighters, flash cameras or sparking devices is strictly prohibited.
6. Smoking is also prohibited.
7. Employees are not to enter the scene until secured by the Utility or Fire Department. A representative of the Utility or Fire Department will need to present before re-entry into the area.
8. Personal Protective Equipment will be worn at the scene of a gas leak to include: 100% cotton, long sleeve shirt, safety glasses with side shields, approved hardhat and safety vest.
9. Locates should be done in an area to determine if as lines may be present. Employees should always hand dig and expose the gas line before the gas line is crossed.

Hand & Power Tools

1. Keep tools clean, and place in toolbox or rack when finished.
2. Use tools that are right for the job. Keep them in good repair.
3. Insulated handles should be used on hand tools that could come in contact with electrical work.
4. Proper eye protection should be worn when using power tools, drill presses, chisels and punches.
5. Mushroomed heads on chisels and punches should be dressed.
6. Make sure hammerhead are secure. Replace cracked heads and loose cracked handles.
7. When a hammerhead is mushroomed, replace the head.
8. Protect the cords of power tools by storing in a clean dry place.
9. Electric hand tools shall be properly grounded or double insulated.
10. Keep cords away from oil, hot surfaces or chemicals.
11. Only qualified persons will install or repair receptacles, plugs, cords or defective electrical equipment.
12. Do not patch or repair damaged cord insulation. Shorten the cord, or have a new cord installed.
13. Power tool accessories shall be changed only after power has been disconnected.
14. Pneumatic tools should not be used unless employee has had proper training.

9. ANY SPILLS OF HAZARDOUS MATERIALS SHALL BE REPORTED TO YOUR SUPERVISOR, PROJECT MANAGER OR THE SAFETY DEPARTMENT IMMEDIATELY.
10. If you are unsure what a product is, or how it is classified, contact your Supervisor. DO NOT SHIP MATERIALS, SHIPPING PAPERS, PACKAGING, LABELS, PLACARDING AND EMERGENCY RESPONSE INFORMATION.

Hazardous Materials

1. All hazardous materials will be removed from equipment before shipping equipment.
2. Equipment containing hazardous materials shall not be shipped on any aircraft.
3. Shipping papers will accompany all hazardous materials transported by employees, as outlined by the Department of Transportation (DOT) rules in the Hazardous Materials Table for hazardous materials. Contact the Safety Manager before shipping any hazardous material.
4. Material should be packaged as outlined in the rules for the material that will be shipped or transported.
5. If the hazardous material requires placards, the proper placard shall be placed on the vehicle.
6. Labels should be on all containers and packages as outlined by the DOT Hazardous Material Table.
7. All spray paint will be stored and transported in ORM-D cartons, to include empties. All empty spray paint cans will be returned to the project office, so they can be properly disposed of.
8. Hazardous Materials shall not be left, dumped or improperly disposed of.

15. Pneumatic tools should be kept in good operating condition and inspected regularly.
16. Toecaps shall be worn over boots when using jackhammers.
17. Hearing protection shall be worn when operating pneumatic equipment.
18. The airline valve should be shut off and pressure safely released from the hose before disconnecting it from any tool or connection unless the line is supplied with a quick disconnect fitting.
19. Hose should not be laid over ladders, steps or walkways in such a manner that would create a tripping hazard.

Hazard Communications

1. Each employee is responsible for locating the Hazard Communication Policy and Material Safety Data Sheets (MSDS) and policies after training. These are located near the bulletin board at each project office.
2. The time to use the Material Safety Data Sheets is before you use the product.
3. An emergency phone list is in the front of the MSDS book and lists emergency phone numbers for each location and several Federal, State and Local emergency numbers.
4. The common name of the chemical will be used for reference at all facilities. Each MSDS book has an alphabetical index in the front. The MSDS Sheets follow in alphabetical order by common name.
5. Employees will insure they wear the proper personal protective equipment required by the MSDS before using the product.
6. Employees will be trained as outlined by the company policy. If new materials are introduced, retraining will take place at a safety meeting or training conducted by the supervisor.
7. The company will utilize the labels provided by the manufacturer. If a label is missing or defaced contact your supervisor.

8. When materials are removed from a labeled container to another container, the container leaving the area SHALL HAVE A LABEL ON IT. Containers having materials in them must be label (i.e. oil, transmission fluid, antifreeze or other products).
9. Employees are to never pickup a container and smell the contents in trying to identify it.
10. All policies regarding Hazard Communications and Material Safety Data Sheets are available in the MSDS notebooks at each project office.