



K2 Safety Policy

Mailing Address: 1881 W Traverse Pkwy, Ste E-623
Lehi, UT 84043

ANY EMERGENCY: 911

POISON CONTROL: 1-800-222-1222

Objective

The Safety Policy of K2 Electric Inc. is designed to comply with the Standards of the Occupational Safety and Health Administration, and to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards are available for all employees upon request. Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given to the Project Manager and Foreman.

Policy

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

Applicability

This safety policy applies to all employees of K2 Electric Inc., regardless of position within the company. The rules contained herein apply to all subcontractors and anyone who is on a company project site. Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

Implementation

This Safety Policy has four fundamental means of maximum employee involvement:

1. Management Commitment to Safety
2. Weekly Toolbox Safety Meetings at all jobsites. Subject pertaining to work being performed
3. Effective job/tool safety training for all employees
4. Hazard recognition and reporting by all employees

Administration

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Each Supervisor will be responsible for meeting all the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to foreman or project manager on the same day of the occurrence.



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Reporting of injuries

All employees will be held accountable for reporting injuries immediately after they occur, even if medical treatment is not required. Employees must report the injury to their supervisor, foreman, superintendent, and/or project manager. A casual mentioning of the injury will not be sufficient, a **Notice of Injury Form** (see below) must be filled out. A copy of the **Notice of Injury Form** will be kept with this Safety policy. Failure to report an injury immediately is a violation of the safety policy, and may result in immediate termination.

Notifications

In case of serious injury or death:

If an ambulance is dispatched to the jobsite, if you are not assisting the injured person, go to the key locations of the jobsite to assist the ambulance to get to the accident as efficiently as possible. After the injured has been taken to the hospital, the foreman/supervisor shall notify the main office/owners as soon as possible. Statements from the witnesses shall be taken. Photographs of the area where the incident occurred and any other relevant information shall be gathered to fill out an accident report form. In the case of Inspection by OSHA Inspector, it is the responsibility of all employees to make the inspectors visit on the jobsite as informative and timely as possible.

Basic Safety Rules

1. Compliance with all applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
2. All injuries, regardless of how minor, must be reported to your supervisor and the office personnel immediately. An employee who fails to fill out a **Notice of Injury Form** (see below) and send it to administration will be issued a safety violation notice and may be subject to termination. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
3. Hard hats will be always worn by employees on the project site. The bill of the hard hat will be always worn in front. Alterations or modifications of the hat or liner are prohibited.
4. Safety glasses will be always worn as the minimum-required eye protection. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required.



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5. Fall Protection Requirements

- a. Full-body harnesses and lanyards are worn any time there is a fall hazard of more than six feet
- b. Lifelines will be erected to provide fall protection in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum 2-inch diameter wire rope. Vertical lifelines will be 4-inch manila rope or equivalent, and shall be used in conjunction with an approved rope grab
- c. Structural steel erectors are required to hook up with full body harness and lanyard
- d. Employees using lanyards to access the work or position themselves on a wall or column must use an additional safety lanyard for fall protection
- e. Man lifts will be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift. Employees are required to use the safety chain on all scissor lifts

6. Clothing must provide adequate protection to the body. Shirts must have at least a tee sleeve. Shirts with sleeves and long pants will be worn at all times. No shorts are to be worn on projects. Sturdy work boots with rigid, slip resistant soles are required. No clogs, tennis shoes or loafers are permitted. Steel-toed tennis shoes with the ANSI label are the only alternative to the leather work boot. Hi-visibility vests will be issued by K2 Electric and will be worn at all times. When working in live panels, appropriate clothing is to be worn: face shield and clothing covering entire body. Clothing worn for a particular application must have a (EBT) Energy Breakdown Threshold or (ATPV) Arc Thermal Performance Value higher than the potential hazard to prevent the onset of second-degree burns.
7. All personnel will be required to attend safety meetings as stipulated by projected requirements in order to meet OSHA Safety Standards.
8. Firearms, alcoholic beverages or illegal drugs are not allowed on company property, on job sites, or in company vehicles at any time. When drugs are prescribed by a physician, the Project Manager/Foreman must be informed. The use or possession of firearms, alcoholic beverages, or illegal drugs on the jobsite will result in immediate termination.
9. Housekeeping shall be an integral part of every job. Supervisors/foreman and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
10. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
11. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI's), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.



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12. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in emergencies.
13. Glass containers or bottles of any kind are not permitted on jobsites or in company vehicles.
14. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sitting on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
15. Adequate precautions must be taken to protect employees and equipment from hot work, such as welding or burning.
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19. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or cutting torches. Fire extinguishing equipment shall be no further than 50 feet from hot work.
20. All scaffolding and work platforms must be built and maintained in accordance with OSHA specifications. All ladders must be in safe, working condition. Damaged ladders must be removed from service. Extension ladders shall be secured at the top and bottom, and extend 3 feet past the working surface. Metal ladders are prohibited around electrical work. Step ladders shall never be used as an extension ladder. A step ladder shall always be fully opened with braces locked when in use.
21. Report all unsafe conditions and near accidents to Project Manager/Foreman.
22. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
23. Warning signs, barricades, and tags will be used to the fullest extent and obeyed.
24. All OSHA safety standards will be followed for job processes requiring respiratory protection.
25. All OSHA safety standards will be followed during excavation.
26. All OSHA safety standards concerning lockout/tagout of energized equipment will be followed.
27. All OSHA safety standards will be followed for job processes requiring fall protection. Any further information on OSHA standards will be provided for employees upon request.



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Reporting Safety Violations

Safety violation notices shall be issued to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations by Project Manager/Foreman

- Any Violation of safety rules can result in suspension or immediate termination
- Any employee receiving 3 written general violations within a 6 month period may be terminated
- Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of injury) may result in immediate termination, in accordance with company policy

It is understood that K2 Electric Inc. is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed

Notice of Injury Form

Date of Incident: _____

Time of Incident: _____

Description of Event: _____

What work were you performing at the time of the incident: _____

Who were you working with at the time of the incident: _____

Where were you working at the time of the incident: _____

Other information that will aid in the investigation: _____

Safety Violations can also be reported anonymously at www.k2-electric.com/feedback