



**APPENDIX A**

**NEW HIRE TRAINING**



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### 1. CONDUCT

- A. All employees are ultimately responsible for their own safety and share the responsibility for the safety of their co-workers, our client's employees, and their property and equipment.
- B. Subcontractors are responsible for the safe conduct of their employees and visitors at company managed locations.
- C. All employees must comply with Maul Electric, Inc. Health and Safety Program, all Federal and State requirements and craft specific safety practices.
- D. All employees must comply with the established Safety, Health and Environmental Policies and Procedures of our clients.
- E. All employees must comply with posted safety instructions such as posted signs, barricades, barriers, and permit instructions etc.
- F. Only those employees qualified and authorized will operate equipment, machinery, power tools, etc.
- G. Employees are prohibited from operating equipment, machinery, power tools, vehicles, etc., that are the property of our clients or subcontractors, unless they are qualified and approval obtained from Maul Electric, Inc. Site Supervisor and designated client representative.
- H. Horseplay, fighting, willful damage of equipment, and failure to report accidents, incidents, occupational illnesses, or injury are cause for request for removal from the site.
- I. Firearms or other items that may be considered a weapon shall not be permitted at company work locations.

### 2. INSPECTION AND USE OF SAFETY DEVICES AND PROTECTIVE EQUIPMENT

- A. All employees must use safety devices and protective equipment provided by Maul Electric, Inc. and our clients. Safety devices and protective equipment shall be used in compliance with applicable federal and state laws.
- B. A Competent person shall be assigned to inspect safety devices and protective equipment prior to use and at the completion of use.
- C. Any and all defects or damage to safety devices and protective equipment must be reported to Maul Electric, Inc. Foreman.



- D. Defective and/or damaged safety devices and protective equipment will not be used. Items will be clearly identified, indicating the defect or damage and removed from the job site immediately.
- E. Damaging, altering, bypassing, or otherwise rendering safety devices and protective equipment ineffective is prohibited.

### **3. EXPOSURE TO TOXIC OR OTHER HAZARDOUS SUBSTANCES**

Workers performing job assignments associated with Hazardous Substances shall be trained in the proper use, storage, and potential exposure to the substance in accordance with the Hazard Communication Standard or applicable Right to Know. Employees must understand the hazards associated with the materials they are working with and what safety measures need to be taken when handling hazardous materials. Read MSDS and container labels to determine the hazards associated with the chemicals you are handling and appropriate protective measures. If you have questions about handling hazardous substances, ask your Supervisor or Safety Director.

### **4. CLOTHING REQUIREMENTS**

- A. Excessively loose clothing, dangling sleeves, ties, bandannas, scarves, rings, earrings, chains, necklaces, etc., will not be worn while working with moving equipment or tools.
- B. Long hair must be kept back from contact with moving or rotating equipment.
- C. Long sleeve shirts must be worn while working near hot or cold equipment and surfaces. (Consult clients' policies for additional requirements.)
- D. Short pants, tank tops, "muscle" type shirts, etc., are unacceptable as work clothing.
- E. Clothing contaminated with oils, chemicals, solvents or other hazardous materials must not be worn.
- F. Steel toed or Fiberglass toed work shoes (complying with ANSI Standards) are strongly recommended.
- G. Sneakers, canvas shoes, boat shoes, moccasins, high heels, open toed shoes, sandals, etc. are not acceptable foot wear for field assignment. Work boots with good ankle support is required for field assignment.



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- H. Proper protective clothing must be worn when handling or working on or near equipment known or suspected to have contained hazardous materials.

### 5. PERSONAL PROTECTIVE EQUIPMENT

#### A. HEAD PROTECTION

1. Head protection for Maul Electric, Inc. employees will comply with ANSI Standard Z89.2-1971 and will provide protection from falling objects, electric shocks, or burns. (Compliance and testing data should be indicated or stamped into the helmet).
2. Head protection is required to be worn while performing all mechanical, construction, and maintenance work.
3. Head protection is required when visiting work sites where mechanical, construction, and maintenance work is being performed or when site policy requires head protection.
4. Head protection is not required in buildings, passenger vehicles, trucks, or enclosed heavy equipment cabs, or other areas that have been designated by Maul Electric, Inc. or the client designated representative as not requiring head protection.
5. Aluminum head protection and bump hats will not be worn.

#### B. HEARING PROTECTION

Our employees are reminded that hearing protection is required in all client locations or Maul Electric, Inc. locations that are marked by signs indicating the need for hearing protection or when noise levels are at or above 90 dBA. Further, client designated representatives may require the use of hearing protection via the work permitting system. Where noise exposure readings are not available, employees must be aware of a simple rule. **If you must raise your voice to be heard above background noise or equipment noise, ear protection (ear plugs or ear muffs) is required.**

#### C. EYE AND FACE PROTECTION

1. **Policy:** ANSI approved safety glasses, with side shields, shall be worn at all times on every construction and maintenance site. Visitors to these sites shall comply with this policy. Goggles/face



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shields shall be worn while working with a pneumatic or electrical tool, which may produce dust, chips, or air born objects. Tools such as a jackhammer, chipping gun, grinder, beveling machine, etc., require the use of face shields. Employees performing hot work such as cutting and welding shall wear appropriately shaded eye protection.

- D. HAND PROTECTION** Hand injuries are the most common type of injuries in the construction industry. Hand protection must be worn on every construction and maintenance site. Hand protection against heat, flame, cold, corrosive materials, moisture, abrasion, electricity, sharp surfaces, rough surfaces, etc. is available for use. If you are unsure of which type of glove to use, check with your Supervisor or Safety Director.
- E. RESPIRATORY PROTECTION** When effective engineering controls are not feasible to reduce airborne concentration below harmful levels or when engineering controls are being instituted, but not yet complete or the potential exists for employee exposure to breathing air contaminated with harmful dusts, mists, gases, smokes, sprays or vapors, respiratory protection shall be used.
- 6. INJURY AND INCIDENT REPORTING** All incidents and accidents resulting in injury or causing illness to an employee and events (near-miss accidents) shall be reported to the employee's supervisor immediately or as soon as possible.
- 7. EMERGENCY INFORMATION** Each project will post emergency reporting numbers near telephones and in areas frequented by employees. All subcontractors will post emergency numbers for fire, police, rescue, and medical treatment facilities selected in the same manner. A copy of the subcontractor emergency listing will be provided to the company project superintendent
- A. Emergencies are defined as follows:**
1. Occupational Injury and/or Illness
  2. Fires
  3. Environmental Incidents (spills, leaks, releases)
  4. Vehicle Accidents
  5. Equipment Accidents
  6. Near Miss Incidents

Injuries, spills, chemical releases, leaks, and fires can rapidly become life-threatening situations. Emergencies must be reported quickly and accurately to obtain the proper assistance.



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### 8. HOUSEKEEPING

Many injuries and incidents, at work or in the home, have been caused by poor housekeeping. Housekeeping is the responsibility of all Maul Electric, Inc. employees and subcontractors.

- A. **Job sites and work locations must be kept clean of all debris.**
- B. Hoses and electrical lines must be elevated at least 6 feet to minimize tripping hazards in walkways or other traffic areas. Lines shall not interfere with pedestrian or vehicular traffic.
- C. All job sites must be cleaned at the end of each day, at any time-accumulated debris, or equipment constitutes a safety or health problem, or at the completion of the job assignment, whichever comes first.
- D. Oil or chemical spills must be cleaned and reported immediately. If spills cannot be promptly cleaned, they must be barricaded or warning taped off to prevent access. Clients must be notified.
- E. Oily rags and debris must be disposed of in proper metal covered containers.
- F. Water and/or ice shall be cleared from the work area. Ice accumulation overhead, on scaffolding, ladders, steel under erection, and walking surfaces is extremely hazardous and shall be cleared before beginning work in the affected areas.
- G. Electrical cords and hoses must be coiled and stored out of the traffic area at the completion of the job or workday whichever comes first.
- H. Exposed nails must be bent over or pulled and all lumber stacked neatly.

### 9. **SMOKING:** Many of our client's locations restrict smoking to designated areas or ban smoking entirely. Compliance with our client's policy on smoking is mandatory. Failure to comply shall result in termination.

- A. Smoking in vehicles, operating within the confines of our client's property is also prohibited.
- B. Open top butane type lighters and "strike anywhere" type matches are prohibited in most refineries and chemical production and storage areas. Check client's policy for further restrictions.
- C. "Smokeless" tobacco, snuff, etc. may not be allowed while working in facilities packaging or producing products under FDA regulation.



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- D. Where smoking is permitted, sand filled buckets shall be provided for disposal.

### 10. GROUNDING

- A. Stationary or portable electrical equipment must be properly grounded.
- B. Grounding connector pins must not be removed from equipment plugs.
- C. Lamps used for illumination must be protected from breakage and metal shell sockets must be grounded.
- D. All tools, portable lighting, and electrical equipment used by Maul Electric, Inc. employees on construction sites will be protected by GFCIs.
- E. Temporary electrical power at all company locations will be equipped with a GFCI. GFCIs must receive a documented inspection monthly by a competent person. Power connections on sites not equipped with GFCI circuit breakers or outlets must be connected to a temporary GFCI outlet cords. THERE ARE NO EXCEPTIONS.

- 11. FALL PROTECTION** Employees working from heights of six feet or greater above the ground or a lower level on surfaces with unprotected sides or edges must be protected from falls by use of a guardrail system, Personal Fall Arrest System or safety nets in compliance with OSHA 29 CFR 1926 Sub Part M.

- 12. EXCAVATIONS** An excavation is any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. Working in excavations can be very dangerous. Excavation hazards are broken down into three main categories:

- A. underground utilities
- B. confined space hazards
- C. cave-ins

There must be a designated Competent Person for excavation work. The Competent Person must inspect an excavation each day before anyone enters an excavation. Additionally, a Competent Person must inspect an excavation if conditions change, such as during or after a rain storm. **Never enter an excavation until you get approval from the Competent Person.** There must be a ladder, ramp, or other suitable means of escape from an excavation that is four feet or more in depth. Cave-in protection must be in place before anyone enters an excavation five feet or more in depth unless it is entirely in stable rock. The competent person will determine the need for cave-in protection. Cave-in protection can be accomplished by sloping, benching, shoring, or placing a shield



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between the sides of the excavation. **Never enter an excavation until you get approval from the Competent Person.**

### 13. LADDER SAFETY

- A. Ladders must be handled with care and not subjected to misuse during loading, transporting, erection, use, or dismantling.
- B. All ladders must be stored in a horizontal position. If stored vertically the ladder will be secured with a chain or rope and fastened to a fixed structure to prevent accidental tipping.
- C. Ladders must not be used as a workbench, a horizontal walkway, platform, or horizontal support for planking. The use of a ladder for other than ascending or descending is prohibited.
- D. Ladders must be kept clean and free from any slippery substance at all times.
- E. **Inspection:** All ladders require inspection prior to use and annually to insure condition. The ladder will be numbered and coded and the date of the inspection recorded. Damaged ladders will be taken out of service.

Ladders must be inspected for the following:

1. Loose, cracked, broken, or missing pivot pins, hinges, or threaded bolts.
  2. Side rails, ladder rungs, and steps for corrosion, rotting, splits, weather effects.
  3. Loose, missing, worn, or damaged ladder safety shoes.
  4. Moveable and non-slip rubber safety shoes.
  5. Missing and or loose extension locks, which do not seat properly when the ladder is extended.
  6. Proper rope and pulley functional with no rope deterioration.
  7. All hinge spreaders on a stepladder must be properly bolted and not bent.
- F. Unsafe ladders will be tagged as unsafe and removed or destroyed immediately.



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- G.** Ladders must be rated for a minimum working weight of 250 pounds. The combined weight of the user and tools must not exceed the rating.
  - H.** Ladder users must avoid sudden shifts in body position and lack of attention.
  - I.** The user must use climb and descend the ladder facing the ladder with belt buckle between the side rails.
  - J.** Only one person may be allowed to work from the ladder.
  - K.** The ladder must be positioned on a stable surface.
  - L.** The ladder must be positioned close to work.
  - M.** The user must avoid reaching out too far.
  - N.** Non-conductive ladders must be used when working near electrical transmission equipment.
  - O.** Wooden ladders must not be painted.
  - P.** Ladders must not be placed where they can block or obstruct or be struck by doors.
  - Q.** Materials, tools, and equipment should not be carried up or down the ladder. They should be raised and lowered by rope.
  - R.** Ladders must extend at least 36" above the upper landing surface and be secured.
  - S.** Employees shall always maintain three points of contact when on a ladder.
  - T.** Straight or extension ladders shall be positioned so that the base of the ladder is one foot from the support for every four feet of vertical rise(75 degree angle).
  - U.** Stepladders must not be longer than 20 feet.
  - V.** Spreaders on stepladders must be open, locked, and all feet contacting a firm surface.
  - W.** Never step on the top two rungs of a stepladder.



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### 14. WELDING, BURNING AND CUTTING

Welding, cutting and burning operations are limited to qualified personnel only. Most client locations require the issuance of **hot work** permits prior to starting welding, cutting and burning operations. Due to the extra ordinary hazard created by these operations, extreme care must be taken during the procedure and pre-job set up.

- A. Welding, burning, and cutting shall **NOT** be performed in areas where the presence of flammable or combustible materials could pose a fire or explosion hazard.
- B. A fire extinguisher or other suitable fire extinguishing equipment and a fire watch must be in place before the onset of hot work.
- C. Welding, burning, and cutting equipment must be inspected prior to use and any defective equipment must be repaired or replaced prior to the onset of hot work.
- D. Compressed gas cylinders must be secured and upright at all times.
- E. When storing compressed gas cylinders, valve caps must be on the cylinders.
- F. Flammable gas cylinders must be stored at least twenty feet from oxygen cylinders unless separated by a five foot high fire proof barrier rated for one half hour.
- G. Appropriate PPE must be used when performing hot work. Appropriately shaded eye protection must be used for all hot work. Welders shall wear a welder's shield, welding jacket and gloves, aprons, leggings, and respirator(if necessary).
- H. If feasible, a shield shall be erected to prevent onlookers from looking into a welding arc that can expose their eyes to harmful UV and IR radiation.



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**Tear off and send back to our main office**

This is to certify that I have received Maul Electric, Inc. new employee safety orientation and have read, fully understand, and agree to fully comply with

- Maul Electric, Inc. Health and Safety Policies and Procedure's Manual
- All Health and Safety Standards, Regulations and applicable site rules whether it be Federal, State, Local or Company Policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Printed): \_\_\_\_\_