



## **INSTRUCTIONS**

This manual is a controlled document prepared specifically for Maul Electric, Inc.. It may not be reproduced, in whole or in part, without the express authorization of Maul Electric, Inc...

Policies and procedures will be updated, periodically, as federal, state, corporate and client safety and environmental requirements change. A complete review of this procedure and policy manual will be conducted on a two-year schedule. Suggestions for changes or additions are requested, at any time, from our employees and clients. A form is included as an attachment to this document and should be completed and forwarded to Maul Electric, Inc. 10 Griggs Drive Dayton, NJ 08810

This manual will be maintained at each job site and accessible to our employees, their representatives and our clients at all times.

Wherever feasible, references to specific OSHA Standards are included in this manual. For more specific information, contact the Maul Electric, Inc.. Safety Director at the previously indicated address or by calling (732) 329-4656



**SUGGESTION FOR CHANGE FORM**

To: **Maul Electric, Inc.**  
10 Griggs Drive  
Dayton, NJ 08810

**ATTN: Safety Director**

Procedure Name \_\_\_\_\_

Procedure Number \_\_\_\_\_

**SUGGESTED CHANGE:**

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**REASON FOR CHANGE:**

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\_\_\_\_\_

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WORK LOCATION** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_



### PREFACE

GENERAL: Maul Electric, Inc. acknowledges that written procedures cannot address every safety requirement encountered during construction or demolition work. These safety procedures are considered minimal mandatory safety procedures. These procedures, in conjunction with the Client Safety Manual and contract language constitute the overall Maul Electric, Inc. Health and Safety Program.

TERMS: The term "company" refers to Maul Electric, Inc.. The term "subcontractor" refers to any subcontractor or tier subcontractor under contract to the company or a subcontractor of the company for the purpose of performing work at a Maul Electric, Inc. managed construction site. The term "safety program" refers to the company Health and Safety Program, Safety Manual and contract language regarding health, safety and environmental issues.

APPLICATION: The Safety Program will apply to all work sites managed by the company or where the company and all subcontractors are performing work. Where Federal, State, Municipal or contract established client safety standards exceed procedures outlined in this manual, those standards shall take precedent.

ADOPTION BY OTHERS: The Company acknowledges that others may adopt the Safety Program in whole or part. However, enforcement of the policy among employees, including the application, training, and documentation required is the responsibility of the adopting employer. Maul Electric, Inc. accepts no liability for the content of this program where adopted by others.

REVIEW AND UPDATE: This manual will be updated as changes to the company Safety Program and federal standards occur. All page revisions or additions will be numbered and published by the company.

ACCESSIBILITY: The company safety program will be located at the construction field office and will be accessible to all employees, client representatives and regulatory compliance inspectors. If a field office is not present the each service technician or group of technicians at the same a jobsite will carry a copy.

PARTICIPATION: Effective safety programs are contingent upon enforcement by the company and/or subcontractor and open participation by all employees. All employees are encouraged to participate in the effective implementation of the company safety program without fear of reprisal.



### Introduction

“A craftsman is known by his/her tools and a contractor by his operations” Maul Electric, Inc. policy states that top management considers no phase of operations or administration of greater importance than accident prevention. Accidents which result in personal injury and damage to property or equipment represent needless waste and loss. Therefore, it is the policy of Maul Electric, Inc. to conduct all operations safely, thereby preventing injuries to people and damage to property. The following are procedures and requirements that have been adopted by Maul Electric, Inc. in order to create a safe and productive worksite for all those involved.

Management and supervisory employees of the Company have adopted the elements of this Safety Program. This program will be followed throughout the planning and operations of the construction job. An accident Prevention Budget will be established to account for safety meetings, loss prevention and training.

Management will conduct daily surveys of safety procedures and will correct any possible hazards promptly and effectively.

And all suggestions from employees or management for revising safety procedures will be given fair and reasonable consideration, followed by prompt decisions on actions to be taken. These recommendations, whether honored or not, will be recorded for management to review and consider throughout the project.

All accidents will be investigated through reports, and audited to assure management that standards are adequate in content and effective in application.

Members of Maul Electric, Inc. management will attend certain safety meetings with foremen and superintendents throughout the project.

Foreman will conduct weekly toolbox talks with workmen to discuss safety concerns throughout the project.

Annual safety meetings of all superintendents and management staff will be conducted to discuss safety procedures, problems and requirements throughout the year to better themselves for the year to come.

Management will plan operations to assure that the necessary safety equipment of critical importance to prevention of loss is available on the job in the proper type and quantity at the time it is needed.

Each new hire will be taught Maul Electric, Inc. safety procedures by their foreman.

This program effectiveness will be measured quarterly by comparing losses to prior quarters. The results will affect our overall success in construction.



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**SAFETY INCENTIVE POLICY**

The following Safety Incentive Policy is being instituted to promote safe work habits and attitudes and to reward those individuals who have demonstrated a safe work ethic through the safe performance of their duties throughout the year.

**Eligibility**

1. Only full time employees are eligible to participate in this program with the following exceptions.
  - (a) Salaried employees are not eligible for the program
  - (b) Hourly paid employees whose main duties are confined to the office are not eligible for the program.
  
2. Eligible employees must have been on the payroll from December 1 through the following November and not have had an illness or injury recordable on the OSHA 300 Log.

**EFFECTIVE DATE**

This Safety Incentive Program is effective immediately.

**Awards**

Awards will be a gift certificate at Sears Roebuck, Home Depot, or at a restaurant of the employees choice. Gift certificates will be awarded each December according to the following schedule:

| NUMBER OF CONSECUTIVE YEARS<br>WITHOUT A RECORDABLE ILLNESS OR INJURY | AMOUNT OF GIFT<br>CERTIFICATE |
|---|-------------------------------|
| 1   | \$50.00                       |
| 2   | \$75.00                       |
| 3   | \$100.00                      |
| 4   | \$150.00                      |
| 6-9   | \$175.00                      |
| 10-15   | \$200.00                      |
| 16 & UP   | \$300.00                      |



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## **"RED FLAG" VIOLATIONS POLICY**

Several policies and procedures, contained within this manual, have been identified as "Red Flag Violations." Simply stated, failure to comply with these items will result in immediate removal from the work site and discharge from employment with Maul Electric, Inc.. They have been identified due to the extra ordinary hazard they represent to our employees, our clients and their employees, and the surrounding community.

This listing is not all-inclusive and does not preclude the right of Maul Electric, Inc. to terminate employment for other violations of company policy and labor agreements. Additionally, it does not preclude our clients from requesting the removal of our employees from the job site.

1. Willingly damaging Maul Electric, Inc. or clients' safety equipment, i.e. self-contained breathing apparatus, fire-fighting equipment etc.
2. Failure to report damage of Maul Electric, Inc., or clients' safety equipment.
3. Failure to comply with personal protective equipment requirements of Maul Electric, Inc., or our clients.
4. Failure to report accidents, injuries, spills, and releases to Maul Electric, Inc. and its client's designated representative.
5. Intentional discharging of contaminants to the ground, atmosphere, water, or sewer without prior approval of Maul Electric, Inc. and our client's designated representative.
6. Unauthorized entry into a confined space.
7. Vacating a fire watch or confined space safety observer position during the performance of ongoing hot work and/or confined space entry.
8. Violation of Maul Electric, Inc. or client control of hazardous energy (lock out) procedures.
9. Failure to comply with the drug and alcohol abuse policy as published in this manual.
10. Willingly violating the safety, environmental, and health policies and procedures of our clients.
11. Failure to cooperate with a Maul Electric, Inc. or client incident investigation.



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## PERSONNEL SAFETY VIOLATIONS POLICY

The primary purpose of this policy is to establish guidelines for Maul Electric, Inc. foremen and managers who deal with personnel safety infractions and violations. This policy attempts to establish consistent discipline for repeat offenders while allowing the flexibility necessary for fairness and effectiveness. The desired result of this policy is to prevent recurrence through re-education and/or discipline.

While every violation must be responded to based on its specific circumstances and may require a stronger response at any phase, when appropriate, the following guidelines should be used:

- 1<sup>st</sup> Offense - Verbal warning with an on-the-spot reminder of the potential hazard the employee exposed himself, others, or property to.
- 2<sup>nd</sup> Offense - Same as above with a note to job site personnel file; notify Safety Director of 2<sup>nd</sup> offense; and enlist Foreman's assistance to educate/re-train.
- 3<sup>rd</sup> Offense - Six-month suspension or permanent suspension. Consult with Maul Electric, Inc., management staff and notify union. Permanent suspension can be reduced to six months suspension if their Union Business Agent informs Maul Electric, Inc. of steps that have been taken, such as retraining and/or counseling that will prevent occurrence of future unsafe craft execution.

In the event that the owner at the site will not accept reinstatement under any condition after any suspension, Maul Electric, Inc.'s, only obligation, if above conditions are met, will be to accept the craftsmen on future work when the employee is assigned by the Union Hall. This statement does not waive Maul Electric, Inc.'s rights of refusal under all other standard existing practices or agreements with the unions.

Physical inspections by company officials that indicate violations showing overall lack of commitment to company safety goals shall be under the same level of disciplinary actions.