

ENERGY MAINTENANCE AND MANAGEMENT, INC.

**SAFETY MANUAL**

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**OUR MISSION STATEMENT**

To be of service to others by providing superior service at competitive rates.

**OUR COMMITMENT**

To keep our customers satisfied and provide our best work with everything we do.

**OUR GOALS**

To continually grow our business, to provide secure employment for those who work for us, and most importantly, to keep our customers happy with our services.

**WHAT WE DO**

* Commercial Electrical Service & Installation
* Lighting and Sign Service
* Underground Troubleshooting
* Bucket and Boom Truck Service
* Contract Projects
* Backhoe, Trencher & Auger Capabilities

 **ABOUT US**

With a licensed electrician on staff, we are able to address any electrical issues; from complete installations to upgrades, maintenance, repairs, troubleshooting and underground wiring problems.

Our truck-mounted aerial work platforms from 40 to 85 feet in the air enabling us to wor on canopy lighting, parking lot lighting, high-rise signs, and everything in between.

We have radio-dispatched technicians. This means your emergency lighting issues can be resolved quickly.

**SAFETY**

Safety is our top priority. All of our equipment is regularly inspected and is in compliance with OSHA regulations.

**BOOM TRUCKS WITH BUCKETS**

Our aerial platform trucks reach up to 85 feet.

**DIGGING EQUIPMENT**

Our Auger, Backhoe, Trackloader, and other equipment give us the ability to dig holes for concrete pole bases, trench ditches for conduit, and allow for the removal of materials.

**TRAILERS**

Our selection of trailers allow us to cater to every possible job need.

**SAFETY POLICY STATEMENT**

Since Energy Maintenance and Management, Inc. was founded, we have made safety one of our most critical focuses of our business. Energy Maintenance and Management, Inc. believes safe business is smart business. We provide safety guidelines throughout the entirety of a job. Our employees are licensed, trained professionals that are equipped with the necessary protective gear to handle emergencies. All work performed by Energy Maintenance and Management, Inc. employees will take this safety policy into account.

All Energy Maintenance and Management, Inc. employees have the right to a safe working environment and their health and safety will come first in any matter.

The management of Energy Maintenance and Management, Inc. is committed to providing and maintaining a safe and healthful workplace for all employees. Safety Is incorporated into every job we do. We adhere to federal, state, and local safety regulations as well as recognized safe work practices for our industry. Our business is conducted with the highest regard for the safety and well-being of all of our employees.

Safety is of the utmost importance; it is considered an integral part of every task every employee performs. Each worker at Energy Maintenance and Management, Inc. shall be just as responsible for how safely he or she performs his/her work as any other element of that task.

At Energy Maintenance and Management, Inc., we believe that no job is so important, that it cannot be performed in a safe manner. It is our policy that employees report that all accidents, injuries, and unsafe conditions to the appropriate company representative. Any unsafe condition must be corrected before work is begun.

The responsibility for workplace safety is shared among management, supervisors and employees. The full cooperation and competence with safety policies and procedures is required of everyone here at Energy Maintenance and Management, Inc. We are counting on you to do your part by recognizing your responsibility to incorporate safety into every task, every day.

If at any time, someone is found to be violating the safety protocol set forth, their job title will be immediately reassigned to ‘helper’ and they will begin working at helper’s wage for the next 90 days, while retraining under a supervisor. After the 90-day period, the supervisor and management can decide whether they need to extend this probationary period or allow the employee to begin moving back up through the ranks.

**HOUSE KEEPING**

1. Housekeeping is the foundation of a good safety program.
2. Keep your work area clean. A clean work area is a safe area.
3. Remove or bend over all protruding nails, staples or screws that present a hazard to employees.
4. Dispose of or clean up spilled material, scrap, and other tripping hazards out of walkways, stairs and away from emergency equipment.
5. Cover all exposed rebar ends that pose an impalement hazard with appropriated protection, such as rebar caps, lumber in combination with yellow caps, and wooden troughs.

**LADDERS**

1. Ladders must be inspected by a qualified person before being put into service.
2. Employees shall visually inspect ladders before use.
3. Never use painted ladders because defects may not show through.
4. If it is necessary to place a ladder in proximity to a doorway, barricade the door, and post warning signs.
5. 3-Point Rule: While ascending or descending a ladder, hold at minimum with 1-hand at all times and keep both feet on rungs. **Always maintain 3 points of contact.**
6. Use a rope line if necessary to raise or lower materials. This will enable you to maintain 3 points of contact.
7. Always face the ladder.
8. Only one person on a ladder at a time.
9. Metal ladders are never to be used near or around electrical wiring or lines.

**STRAIGHT AND EXTENSION LADDERS**

1. 4 to 1 Rule: Place the base of ladder 1 foot out for every 4 foot of vertical rise; approximately 75 degrees.
2. Ladders must be adequately tied off or secured when in place for an extended time.
3. The top of a ladder shall extend 3 feet above the work surface that you are accessing.
4. Once extension section has been raised to desired height, the safety dogs or latches must be engaged and the extension rope secured to a rung on the base section of the ladder before use.
5. Extension ladder sections are not to be used separately.

**STEPLADDERS**

1. Stepladders must be set level on all four feet, with spreaders locked.
2. Do not lean stepladders against walls or other surfaces for use.
3. Always face a stepladder.
4. Never stand on the top two steps of a stepladder.
5. When working in proximity to an exposed edge or fall exposure area always place the stepladder between you and the fall hazard.
6. Remember that when you are working next to fall protection systems such as guardrails on a stepladder, tie-off is required because you are not getting adequate height protection from the guardrails.

**SCAFFOLDS, LIFTS, FORKLISTS, SPECIAL EQUIPMENT, ETC.**

All scaffolding shall have:

1. Sound footing and anchorage a all times.
2. Guard rails, mid-rails, and toe boards in compliance with OSHA standards and manufacturers specifications at all times.
3. Be fully planked and bare on base at all times.
4. Frames and wheels should be pinned to prevent separation during use.
5. Wheels should be locked while in use.
6. Persons shall not ride on scaffolding while it is being moved.

Material handling equipment of all other types including, but not limited to front end loaders, forklifts, bobcats, and/or manual elevated work platforms will be equipped with seat belts and/or other appropriate, required means of securing the operator and shall be used at all times when the equipment is in use.

Equipment may not be left unattended with the engine running nor may it be used to transport or lift any personnel inconsistent with the manufacturer’s specifications and/or OSHA regulations.

Employees are not permitted to use any scaffolds, lifts, MEWP (manual elevated work platforms), forklifts, or similar equipment without prior company approved training, demonstrated competence, certification and authorization by an immediate supervisor or management.

**LIFTS**

1. Employees shall be trained and educated on scissor lifts and articulating boom lifts prior to use.
2. Employees shall be tied off 100% of the time to the lift while operating an articulating boom lift.
3. Prior to using lift is essential to survey your work area. Look for things that could impact your lift, such as voids or holes in the floor or ground surface which will create instability.
4. Employees must work off of the platform, climbing on the lift, and standing on the guardrails is not permissible.

**SAFETY CONTACTS**

Management is responsible for knowing and implementing applicable safety policies, directives and taking action as required to provide for the safety of the personnel and operations they supervise. This includes: taking positive action to determine and reduce, as necessary, the hazards associated with their operations, instructing employees in safe work methods and associated requirements, allowing only those employees that are qualified for the work to perform the work, and ensuring that employees perform all of their work in a safe manner.

Site supervisors shall be responsible for the safety of all employees under their supervision. They shall enforce all of the rules that apply to the hazards involved. They shall ensure the appropriate employee(s) receive necessary instruction to perform their job duties to the best of their abilities.

**People to Contact in Emergency:**

1. If a medical emergency, dial 9-1-1.

2. If you hit a utility line when working, call:
 Alabama: 1-800-292-8525
 Florida: 1-800-638-4097
 Georgia: 1-800-282-7411

If you should come into contact with a pipe, cable or its protective covering, excavation should stop immediately and notify 811 and the facility owner. 811 will notify the facility owner of the potential damage, but it is a best practice for the excavator to contact them directly as well so the facility owner can determine if there is any potential impact to the public.

The law also requires that any damage that results in escaping flammable, corrosive, explosive or toxic liquids or gas shall notify not only the facility owner but also contact 911 and shall take reasonable actions to protect persons and property and to minimize safety hazards until the emergency responders and operator arrive to the site.

3. If needing to update the office on the status of a job or an issue that has come up while working, call:

**Alabama Office**: Caran Rice (334) 258-4050 office or (404) 392-1635 cell
**Georgia Office**: Mark Lynn (678) 567-1143 office or (678) 923-0561 cell

**Aerial Lifts and MEWPs**

MEWP is an acronym for Mobile Elevating Work Platforms.
MEWP classifications are made up of a combination of two key distinguishing factors:

1. **A MEWP group**, which is determined by where the platform location is in reference to the tipping line
2. **A MEWP type**, which is in reference to traveling.

There are (2) MEWP Groups: Group A and Group B.

Group A has a design that does not allow the main platform to extend beyond the tipping line. It does not perform outside of the drive chassis envelope. An example is a scissor lift.

Group B has a design that allows the platform to extend beyond the tipping line. Some examples are articulating or telescopic booms.

There are three (3) MEWP Types:

Type 1: Travelling is allowed only with the MEWP in its stowed position. A great example of a Type 1, Group A (1A) MEWP would be manually-propelled vertical lifts, while trailer-mounted booms are a perfect example of Type 1, Group B (1B) MEWPs.

Type 2: Traveling with the work platform in the elevated position is controlled from a point on the chassis. An example of a Type 2 MEWP would be an under-bridge inspection machine (rarely used type in our case).

Type 3: Traveling with the work platform in the elevated travel position is controlled from a point on the work platform. An example of Type 3, Group A (3A) MEWP would be an electric or rough-terrain scissor lift, while articulated and telescopic booms are examples of Type 3, Group B (3B) MEWPs.

An aerial lift is any vehicle-mounted device used to elevate personnel, including:

* Extendable boom platforms
* Aerial ladders
* Articulating (jointed) boom platforms
* Vertical towers and
* Any combination of the above.

Aerial lifts have replaced ladders and scaffolding on many job sites due to their mobility and flexibility. They may be made of metal, fiberglass-reinforced plastic, or other materials. They may be powered or manually operated and are considered aerial lifts whether or not they can rotate around a primarily vertical axis.

Many workers are injured or killed on aerial lifts each year. OSHA provides the following information to help employers and workers recognize and avoid safety hazards they may encounter when they use aerial lifts.

Hazards Associated with Aerial Lifts

* Fall from elevated level
* Objects falling from lifts
* Tip-overs
* Ejections from the lift platform
* Structural failures (collapses)
* Electric shock (electrocutions)
* Entanglement hazards
* Contact with objects and
* Contact with ceilings and other overhead objects

Training
Only trained and authorized persons are allowed to operate an aerial lift. Training should include:

* Explanations of electrical, fall, and falling object hazards
* Procedures for dealing with hazards
* Recognizing and avoiding unsafe conditions in the work setting
* Instructions for correct operation of the lift (including maximum intended load and load capacity)
* Demonstrations of the skills and knowledge needed to operate an aerial lift before operating it on the job
* When and how to perform inspections and
* Manufacturer's requirements.

Retraining
Workers should be retrained if any of the following conditions occur:

* An accident occurs during aerial lift use
* Workplace hazards involving an aerial lift are discovered, or
* A different type of aerial lift is used.

Employers are also required to retrain workers who they observe operating an aerial lift improperly.

What to Do Before Operating an Aerial Lift

* Pre-start Inspection
* Prior to each work shift, conduct a pre-start inspection to verify that the equipment and all its components are in safe operating condition.
* Follow the manufacturer's recommendations and include a check of:

**Vehicle components**
* Proper fluid levels (oil, hydraulic, fuel and coolant)
* Leaks of fluids
* Wheels and tires
* Battery and charger
* Lower-level controls
* Horn, gauges, lights and backup alarms
* Steering and brakes.

**Lift components**

* Operating and emergency controls
* Personal protective devices
* Hydraulic, air, pneumatic, fuel and electrical systems
* Fiberglass and other insulating components
* Missing or unreadable placards, warnings, or operational, instructional and control markings
* Mechanical fasteners and locking pins
* Cable and wiring harnesses
* Outriggers, stabilizers and other structures
* Loose or missing parts
* Guardrail systems

Do not operate any aerial lift if any of these components are defective until it is repaired by a qualified person. Remove defective aerial lifts from service (tag out) until repairs are made.

Work Zone Inspections
Employers must assure that work zones are inspected for hazards and take corrective actions to eliminate such hazards before and during operation of an aerial lift. Items to look for include:

* Drop-offs, holes, or unstable surfaces such as loose dirt
* Inadequate ceiling heights
* Slopes, ditches, or bumps
* Debris and floor obstructions
* Overhead electric power lines and communication cables
* Other overhead obstructions
* Other hazardous locations and atmospheres
* High wind and other severe weather conditions, such as ice and
* he presence of others in close proximity to the work

**What to Do While Operating an Aerial Lift**
Fall Protection:

* Ensure that access gates or openings are closed
* Stand firmly on the floor of the bucket or lift platform
* Do not climb on or lean over guardrails or handrails
* Do not use planks, ladders, or other devices as a working position
* Use a body harness or a restraining belt with a lanyard attached to the boom or bucket
* Do not belt-off to adjacent structures or poles while in the bucket

Operation/Traveling/Loading:

* Do not exceed the load-capacity limits. Take the combined weight of the worker(s), tools and materials into account when calculating the load
* Do not use the aerial lift as a crane
* Do not carry objects larger than the platform
* Do not drive with the lift platform raised (unless the manufacturer’s instructions allow this)
* Do not operate lower level controls unless permission is obtained from the worker(s) in the lift (except in emergencies)
* Do not exceed vertical or horizontal reach limits
* Do not operate an aerial lift in high winds above those recommended by the manufacturer
* Do not override hydraulic, mechanical, or electrical safety devices

Overhead Protection:

* Be aware of overhead clearance and overhead objects, including ceilings
* Do not position aerial lifts between overhead hazards if possible
* Treat all overhead power lines and communication cables as energized, and stay at least 10 feet (3 meters) away
* Ensure that the power utility or power line workers de-energize power lines in the vicinity of the work

Stability in the Work Zone:

* Set outriggers on pads or on a level, solid surface
* Set brakes when outriggers are used
* Use wheel chocks on sloped surfaces when it is safe to do so
* Set up work zone warnings, such as cones and signs, when necessary to warn others

Insulated aerial lifts offer protection from electric shock and electrocution by isolating you from electrical ground. However, an insulated aerial lift does not protect you if there is another path to ground (for instance, if you touch another wire). To maintain the effectiveness of the insulating device, do not drill holes in the bucket.

Standards that Apply
OSHA Standards: 29 CFR 1910.67, 29 CFR 1910.269(p), 29 CFR 1926.21, 29 CFR 1926.453, 29 CFR 1926.502.
American National Standards Institutes standards: ANSI/SIA A92.2-1969, ANSI/SIA A92.3, ANSI/SIA A92.5, ANSI/SIA A92.6.

When Fall Protection on This Equipment Is Required in Construction Work Aerial lifts/ boom-type platforms Section 1926.453(b)(2)(v) of the Aerial Lift standard provides that workers in aerial lifts and boom-type platforms must be tied-off.

Scissor lifts Workers on scissor lifts must either be tied-off or protected by guardrails.

The Aerial Lift standard (§1926.453) applies to equipment covered in ANSI A92.2 (1969). Scissor lifts are not addressed in that ANSI standard; consequently, they are not covered by the Aerial Lift standard. Since they are a type of work platform, they are covered under the scaffold standard, §1926.451. Paragraph (g)(1)(vii) of §1926.451 requires that employees be protected by a personal fall arrest system or a guardrail system that meets the requirements of §1926.451(g)(4). The options for tie-off are delineated below. Restraint, Positioning and Fall Arrest Systems in Construction Work Restraint Systems A restraint system prevents a worker from being exposed to any fall. If the employee is protected by a restraint system, either a body belt or a harness may be used. When a restraint system is used for fall protection from an aerial lift or a boom-type elevating work platform, the employer must ensure that the lanyard and anchor are arranged so that the employee is not potentially exposed to falling any distance.

Additional Policy Information:

* Modifications to any and all equipment shall not be made without written approval from the manufacturer of said equipment
* Lift controls and equipment should be tested and inspected before each use
* Only authorized persons/employees of Energy Maintenance and Management, Inc. are allowed to operate the equipment
* Load limits on each piece of equipment should never be exceeded. See manual, as needed.
* Equipment must have a working backup alarm or use of a backup spotter when in reverse. We prefer you use a spotter every time you back up; even when the backup alarm is working correctly to avoid any mishaps.
* The minimum clearance between electrical lines and any part of the equipment should be at least 10 feet. Be aware of your surroundings at all times and when working near power lines, have someone there as a spotter to keep an eye on the distance between the equipment and the lines.
* When in the basket of the bucket truck or crane, employees should stand firmly on the floor of the basket and should not climb on the rails or the edge of the basket for any reason.
* When in the basket of the bucket truck or crane, the fall restraint system must be attached to the boom or basket and should be worn at all times. Energy Maintenance and Management, Inc. uses a safety harness and lanyard and both are worn at all times when employees are on the equipment.
* All personnel operating aerial equipment must be trained according to ANSI standards. The operator and the supervisor must be trained. At least one other person on-site should be trained on controls in case of emergency (they are not required to take the class but are required to be trained on-site by someone who has taken the class).
* If the platform is stationary and the load-sensing system is triggered, it will prevent all further movement of the platform. Only after the overload condition is removed will the platform movement be allowed. Always watch your weight!
* New boom lifts automatically disable certain functions if the slope limit is exceeded. It is important to know slope/tilt limits of all equipment to reduce tip-over incidents.
* Lack of training can cause considerable down time. Make sure to train employees and if you are an employee and feel you require additional training to safely work equipment, please tell a supervisor so the right accommodations can be made.
* Even a person properly fitted with a full-body harness may receive injuries during a fall or begin to experience suspension trauma within a very short period of time. Research indicates that suspension in a fall arrest device can result in unconsciousness, followed by death, in as little as thirty (30) minutes. According to ANSI standards, the recommended goal for rescue subject contact is less than (6) six minutes.
* In the event of platform entanglement or machine breakdown that would prevent the operator from lowering the platform safely to the ground, it is crucial to have a plan in place to ensure a timely rescue. The following rescue plan options are available to you, as the employee:

**Options for Rescue – Self-Rescue (by the person involved):**

* **Platform Auxiliary Controls** In the case where the primary platform controls stop responding, the operator should first attempt to activate the platform auxiliary controls to lower the machine to the ground.
* **Platform-Installed Self-Rescue System** In the case where the platform controls are not responding and there are no other workers in the area who can provide assistance, a platform-installed self-rescue system may be employed. These systems are typically after-market devices that can be mounted in the platform that allow the operator to self-rescue by attaching the system to the front D-ring on their harness, exiting the platform and using the device to lower themselves to the ground. Operators must receive extensive training on the use of the system and machine manufacturer approval prior to installing the system on the machine. Whenever an individual is suspended in air, it is critical that they continuously pump their legs (as if riding a bicycle) to minimize the likelihood of suspension trauma injury.
* **Personal Self-Rescue System** These systems can be used to lower the individual from the platform, or to self-rescue after experiencing a fall or ejection from the platform. These systems are also after-market devices that can be mounted directly onto the operator’s full-body harness. The PFPE lanyard is then attached to the device prior to commencing the work. The system allows the operator to self-rescue by exiting the platform and activating the device to lower themselves to the ground or to within rescue range from another MEWP. Operators must receive extensive training on the use of the system and approval from their employer prior to installing the system on their harness.
* **Suspension Trauma Safety Straps** Another personal self-rescue option that should be a consideration in any rescue plan is a suspension trauma strap system. These lightweight systems mount onto the side straps of the operator’s harness. In the case of fall or ejection from the platform, the operator opens the case to release the straps, connects them at the proper length, and steps into the loop created by the straps. This allows the operator to stand up in their harness and relieve the pressure being applied to the arteries and veins around the top of the legs until they can be rescued.

**Options for Rescue – Assisted Rescue (by others in the work area):**

Please note: Rescue should only be carried out by appropriately trained personnel. All rescue procedures near electrical conductors must comply with section 6.8.12 of the ANSI A92.22 standards and section 6.1DV.2.6 of the CSA B354.7:17 standards.

* **Primary Ground Controls** In the case where the operator cannot lower the platform to the ground by means of the primary or auxiliary platform controls, or if the operator has been incapacitated, a person on the ground who has been familiarized on proper use of the controls may use the primary ground controls to lower the machine.
* **Auxiliary Ground Controls** In the case where the primary ground controls are not responding, the person on the ground should attempt to activate the auxiliary ground controls. If all ground controls are not responding, the ground personnel should immediately contact onsite qualified personnel to assess the situation and provide further guidance.
* Use of a Secondary MEWP
	+ Consideration must always be given to the rescue of MEWP occupants if the machine is unable to be lowered for any reason, such as complete machine malfunction or work platform entanglement.
	+ In the case of platform entanglement, it is critical for the operator and occupants to be removed from the platform prior to attempts being made to free the platform.
	+ MEWPs that have tipped beyond their center of gravity must be stabilized and secured before attempting any rescue.
	+ Rescue using another MEWP should be carried out only after a thorough site review by a qualified person has been performed and a plan has been created. The plan should take into account the following:
	+ The rescue machine should be positioned to allow the rescue to be performed without compromising the safety of personnel involved in the rescue;
	+ The platforms of both machines shall be adjacent to each other with a minimal gap between them. The power on both machines should be shut off during the transfer;
	+ Safeguards should be taken to prevent unintended movement of either platform during the transfer.
	+ All personnel in the platform, including the person being rescued, must be wearing the proper fall protection equipment and the lanyard(s) must be attached to the anchor points on the rescue machine before the transfer takes place;
	+ The rescue machine must not be overloaded at any time during the rescue. This could mean making more than one trip to complete the rescue; and
	+ Always comply with the manufacturer’s requirements stated in the operator’s manual.

If there is injury, illness or risk of exposure, emergency personnel must immediately be contacted.

**Options for Rescue – Technical Rescue (by emergency personnel):**

* Technical rescue might also be necessary in the event of illness, injury or risk of exposure.
* Any rescue procedure must take into account the reasons why the platform may be stranded at height and any need for prompt action.
* Although firefighters and other rescue professionals are trained in technical rescue, their response time and the equipment they use may not be the best option to meet the OSHA requirement for prompt rescue after a fall arrest and should be considered to be a last resort.

Per ANSI Z359.2—6.3.1.1 : “If a professional rescue agency is going to be used, the employer’s competent person or program administrator must contact the rescue agency to review the location of the elevated workplace before starting workplace activities, and shall review with that agency the types of fall protection being used and the environment where the agency may be called to perform a rescue.

The rescue agency must advise the employer in writing of its availability and capability, any limitations on the types of rescue it can perform, and detailed instructions regarding how they are to be called and if they need to be advised when certain activities are planned or certain conditions exist so that they may ensure the fastest possible response.”

**ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM OR GROUND FAULT CIRCUIT INTERRUPTER (GFCI)**

* An Assured Equipment Grounding Conductor Program (AEGCP) must be implemented on sites covering all cord sets, receptacles which are not part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools under the following criteria:
	+ For general industry workplaces where temporary wiring installations are used during construction-like activities, including certain maintenance, remodeling, or repair activities involving buildings, structures, or equipment, and where ground-fault circuit-interrupter (GFCI) protection is not available for receptacles other than 125-volt, single-phase, 15-, 20-, and 30-ampere (29 CFR 1910.304(b)(3)) receptacles. All 125-volt, single-phase, 15-, 20-, and 30-ampere receptacles must be equipped with GFCIs.
	+ For construction sites where the employer cannot or chooses not to use GFCIs for 120-volt, single-phase, 15- and 20-ampere receptacle outlets which are not a part of the permanent wiring of the building or structure and which are in use by employees (29 CFR 1926.404(b)(1)).
* Energy Maintenance and Management, Inc. uses Ground Fault Circuit Interrupters (GFCI) as deemed necessary.
* A competent person must be designated to be responsible for the program execution and is usually determined by senority. The owner of Energy Maintenance and Management, Inc. can appoint a lead man on the job at any time. According to OSHA, a “competent person” means one who is capable of identifying existing and predicatble hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate these risks.

**AEGC Program requirements.** If an AEGC Program is used in place of GFCIs for ground-fault protection, the following minimum requirements apply:

* Keep a written description of the program at the jobsite that includes specific procedures for the required equipment inspections, tests, and test schedule, and make them available to regulatory officials and to affected persons on demand.
* Designate one or more competent persons (i.e., someone who is qualified to identify hazards and authorized to take prompt corrective measures) to implement the program.
* Visually inspect all cord sets, attachment caps, plugs and receptacles, and any equipment connected by cord and plug before use each day.
* Remove equipment from service that shows signs of any external damage until repaired, such as deformed or missing pins, damaged insulation, or if internal damage is discovered.
* Perform a continuity test and a terminal connection test on all electrical equipment.
* Perform any additional tests or procedures for equipment grounding conductors that may be needed.

**Tests are required:**

* Before first use
* After any repairs and before placing back in service
* After suspected damage and before returning to use
* Every 3 months

 **Industry consensus standards.** The National Fire Protection Association (NFPA) has adopted two consensus standards that contain detailed procedures to protect employees from electrical hazards. These standards may be purchased and relevant content can be incorporated into your AEGC Plan:

* National FPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations®*
* NFPA 70: *National Electric Code®*

**Training.** According to the federal rule for safety training and education applicable to all construction operations (29 CFR 1926.21), each employer “shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.” This rule applies to employees who use temporary power supplies and receptacles for portable power tools or other purposes.

**Documentation.** The employer must maintain a written record of the required tests, identifying all equipment that passed the test and the last date it was tested (or the testing interval). As with the program description, all records must be made available to OSHA inspectors and affected persons on demand.

**Review and incorporate state regulatory requirements.** This Plan is based on federal requirements and/or best practices. Some states have laws and regulations that are stricter than federal requirements and may affect how you customize this plan. See the Safety.BLR.com® website for the regulatory analysis in your state.

**BLOODBORNE PATHOGENS**

* Training is to be conducted before initial assignment and within (1) year of previous training for all employees.
* All occupational exposure to blood or other potentially infectious materials require the following procedure(s):
	+ If you are stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant, if available. Report this immediately to your employer and seek immediate medical attention.
* Energy Maintenance and Management, Inc. keeps all employees’ medical records associated with our company for the duration of employment, plus (30) years.
* Energy Maintenance and Management, Inc. keeps all employee training records for the duration of employment, plus no less than (3) years.
* If at any time an employee is exposed to infectious material, the Hepatitis B Vaccine will be made available to them at no cost.
* Energy Maintenance and Management, Inc. ensures that hand washing facilities are readily available at all of our work locations.

RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT (PPE), TOOLS & EQUIPMENT:

* Eye protection, such as splash goggles, safety glasses with solid side shields, or full-face shields
* Rubber utility gloves (preferred) or disposable, single-use gloves
* Rubber boots or boot covers
* Protective outer clothing, such as impervious coveralls, bibs or aprons
* Respiratory protection
* Knee pads or protectors
* Biohazard Signs for posting at entrance doors
* Portable Extractor or Upholstery Machine
* Dust pans or small shovels for removing gross contamination (if any)
* Pressure sprayer or ULV fogger for misting disinfectant
* Scrapers or putty knives
* Box knives or carpet knives for cutting out contaminated areas of porous materials
* Steam vapor cleaning machine (for grout cleaning, if needed)

**COMMUNICATION & REPORTING**

All employees must be able to read, write and understand English so they are able to perform tasks safely on the job without an interpreter.

**POLICY**

Energy Maintenance and Management, Inc. will establish, maintain, and implement communication and reporting systems to ensure timely and accurate information is provided to employees, officers of the company, and customers.

**PROCEDURE**

Energy Maintenance and Management, Inc. provides the following forums for interoffice communication as well as communication between our Energy Maintenance and Management, Inc. employees and our customers.

* Two-Way Communication between management and employees will occur on a regular basis through one of the following:
	+ Written notice
	+ Phone Call
	+ E-Mail
	+ Newsletters
* Governing bodies will be given regular communications regarding:
	+ Training Opportunities
	+ Financial Reports
	+ Planning
	+ Policies & Procedures
	+ National & Local Information
* The majority of customer contact will come from office staff and management positions.
* When on a job site and customer interaction is necessary, employees of Energy Maintenance and Management, Inc. are to present themselves in an acceptable manner.

**CONFINED SPACE**

* A confined space is defined as one of the following: an area that has limited access and egress, it is not intended for continuous employee occupancy, or has a potential for a hazardous atmosphere. Examples of confined spaces are manholes, underpinning pits, steam tunnels and silos.
* Confined space work must be under the supervision of a competent person.
* Prior to any employee entering into a confined space he/she must check with their immediate supervisor for pertinent confined space safety procedures. This may include, rescue devices, air blower, air monitoring equipment, first-aid/CPR training, and a confined space permit to be filled out and a full-time employee designated as a “watch.”
* Consideration must be given to the following hazards prior to entering into a confined space:
	+ Physical Hazards: temperature extremes, electrical shock, steam lines, pressure lines and other hazards of sort
	+ Health Hazards: carbon monoxide, methane gas, hydrogen sulfide, oxygen enriched atmosphere, and oxygen deficient atmosphere.
* Check with your supervisor as to what type of equipment is allowed in a confined space. For example, some confined spaces may facilitate the use of intrinsically safe equipment (spark-containing).
* Each affected employee must be trained prior to initial assignment, prior to a change in assigned duties, if a new hazard has been created or special deviations have occurred.
* The training record shall include employee name, trainer signature/initials and dates of training. Training records must be made available to employees and their authorized representative(s).
* “Entrant” refers to the person passing through an opening into a permit-required confined space. Duties of entrants include:
	+ Entrants must know the hazards that may be encountered during the entry and to be able to recognize when those hazards are present.
	+ Entrants must properly use the equipment provided for entry into the confined space.
	+ Entrants must maintain communication with the attendant.
	+ Entrants must tell the attendant whenever:
		- the entrant recognizes any warning sign or symptom of exposure to a dangerous situation
		- a prohibited condition is detected
	+ Entrants must immediately exit the permit space whenever:
		- an order to evacuate is given
		- a warning sign or symptom of exposure is recognized
		- a prohibited condition is detected
		- an evacuation alarm is sounded
* “Attendant” refers to an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant’s duties assigned in the employer’s permit space program. Duties of attendants include:
	+ Attendants must know the hazards that may be encountered in the confined space they are attending.
	+ Attendants must be able to recognize the behavioral effects that exposure to a hazardous condition may have on entrants.
	+ Attendants must know at all times the number and identity of the entrants inside any attended space.
	+ The attendant must remain outside the attended space unless relieved by another authorized attendant. Attendants may not enter the space unless relieved by another attendant who is trained, equipped, and authorized to perform attendant duties at that location.
	+ Attendants must maintain communications with entrants to monitor their condition and to order an evacuation when necessary.
	+ Attendants must order an evacuation of the permit space, if:
		- the attendant detects a prohibited condition or is notified of a prohibited condition by an entrant
		- the attendant detects entrant behaviors indicating potential exposure to a hazardous situation
		- the attendant detects a condition outside the space which may endanger the entrants
		- the attendant is unable to safely perform all duties
	+ The attendant must summon the rescue service as soon as it appears that he authorized entrants may need assistance to escape from hazards within the space.
	+ The attendant must prevent unauthorized people from entering the confined space and notify the entry supervisor and the entrants if an unauthorized person enters the space.
	+ The attendant may perform non-entry rescue if specified.
	+ The attendant may not be assigned any other duties that will interfere with his/her primary duty to monitor and protect entrants.

Permit-Required Confined Spaces are confined spaces that:

* May contain a hazardous or potentially hazardous atmosphere
* May contain a material which can engulf an entrant
* May contain walls that converge inward on floors that slope downward and taper into a smaller area which could trap or asphyxiate an entrant
* May contain other serious physical hazards such as unguarded machines or exposed live wires
* Must be identified by the employer who must inform exposed employees of the existence and location of such spaces and their hazards.

What to Do:

* Do not enter permit-required confined spaces without being trained and without having a permit to enter.
* Review, understand and follow employer’s procedures before entering permit-requird confined spaces and know how and when to exit
* Before entry, identify any physical hazards
* Before and during entry, test and monitor for oxygen content, flammability, toxicity or explosive hazards as necessary.
* Use employer’s fall protection, rescue, air-monitoring, ventilation, lighting, and communication equipment according to entry procedures.
* Maintain contact at all times with a trained attendant either visually, via phone, or by two-way radio. This monitoring system enables the attendant and entry supervisor to order you to evacuate and to alert appropriately trained rescue personnel to rescue entrants when needed.

**CRANES**

* Cranes must not be used unless ground conditions are able to support the equipment and any supporting materials per the manufacturer’s specifications. Equipment must not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent so that, in conjunction (if necessary) with the use of supporting materials, the equipment manufacturer’s specifications for adequate support and degree of level of the equipment are met.
* Manufacturer instructions and prohibitions must be followed when assembling and/or disassembling equipment at all times.
* The assembly/disassembly of equipment must be directed by a competent and qualified person.
* A pre-operation hazard assessment will be performed to identify work zone and determine if the equipment could reach closer than 20 ft to a power line.
* All safety devices must be in proper working order before operation begins. Safety devices are required to be on all equipment and must be in proper working order before operations begin.
* Procedures applicable to the operation of the equipment must be readily available in the cab of the piece of equipment at all times such as: rated capacities, recommended operating speeds, special hazard warnings, instructions and operator’s manual.
* Identify hazard areas by marking the boundaries of the crane swing radius with warning lines, railings, or similar barriers. These are the safety measures to be used when the equipment has the potential to strike and injure an employee or pinch/crush an employee against any other object.
* Only those employees qualified by training or experience shall be allowed to operate equipment and machinery. Within (4) years of November 8, 2010, employers must ensure operators be qualified/certified by one of the following methods:
	+ (a) Certification by an accredited crane operator testing organization
	+ (b) Qualification by an audited employer
	+ (c) Qualification by the US military
	+ (d) Licensing by a government entity
* Modifications or additions that may affect the capacity or safe operation of the equipment must not be made without written approval from the manufacturer or approval from a registered professional engineer. A registered professional engineer must be qualified with respect to the equipment involved and must ensure the original safety factor of the equipment is not reduced.

**DISCIPLINARY PROGRAM**

Energy Maintenance and Management, Inc. hereby implements the following disciplinary procedures for employees who do not abide by the company safety policies. These rules will be enforced and actions will be taken if the safety criteria are not followed by any Energy Maintenance and Management, Inc. employee including, but not limited to: supervisors, foremen, climbers, electricians, helpers, office personnel, groundsmen, and any other person employed by Energy Maintenance and Management, Inc.

**Energy Maintenance and Management, Inc.’s Safety Policy:**

* Complies with the Z133.1 & OSHA guidelines
* Complies with the Safety Program taught weekly
* Complies with the following:
	+ Ultimately, everyone is responsible for their own safety, and the safety of those around them
	+ Employees must have a conscience and positive attitude towards safety
	+ Employees must always think safety and precaution when assessing a job
	+ Employees must NEVER begin work without a site inspection. The foreman will determine job briefing before starting work so activities are clear for everyone
	+ Employees must always be conscience of potential hazards
	+ Employees must always be AWARE and ALERT of surroundings, people and objects above and below, near and far
	+ Employees must communicate effectively with others (be a good listener)
	+ Employees must wear Personal Protective Equipment (eye/hearing/body protection-boots, hard hats, glasses, proper clothes, etc.)
	+ Employees must be trained in Emergency Response as it pertains to our line of work and hazards we are exposed to on a regular basis
	+ Employees must be aware and comply with all OSHA and ANSI Safety standards
	+ Employees must operate equipment in a safe manner according to the equipment safety specifications
	+ All vehicles must be equipped with all necessary safety gear such as first aid, traffic control items, personal protective equipment, etc.
	+ Any other general safety measures that avoid putting someone in harm’s way should be taken to avoid any and all accidents
* Energy Maintenance and Management, Inc. has a (4) strikes “you’re out” policy in most cases. All employees, including all levels of management, are held accountable for obeying site safety and health rules. The following four step disciplinary policy will be applied to everyone by the appropriate level of supervisor:
	+ Oral warning
	+ Written reprimand to be filled in office and is valid for a 6 month period
	+ Two-day suspension from work-unpaid beginning the day after the offense
	+ Immediate dismissal from Energy Maintenance and Management, Inc.
* Immediate dismissal is at the discretion of management and will always occur with drug or alcohol use, theft, lack of harness use, inappropriate or disorderly conduct with peers, management or customers, or any other action deemed unfit by management.
* The project manager, project superintendent and/or foreman of the job is responsible for bringing up wrong doings to the head of Energy Maintenance and Management, Inc. The person over that job then has firing authority and can fire on-the-spot if necessary.
* A safety violation is: not following verbal or written safety procedures, guidelines, rules, horse play, failure to wear proper PPE, abuse of selected PPE, etc.
* When a safety violation notice has been issued, the following procedure should occur:
	+ Meet with the employee(s) to discuss the infraction
	+ Inform the individual(s) of the rule or procedure that was violated
	+ Corrective action to be taken (warning, write-up, or termination)

**DRUG AND ALCOHOL POLICY**

* Energy Maintenance and Management, Inc. is a drug-free workplace and has a **zero tolerance** policy.
* There is to be NO alcohol or illegal substances on our premises or in our property at any times. This means stopping at the gas station to get a 6-pack (even if never opened), is a firing offense.
* There is a testing component for all of our employees.
* Energy Maintenance and Management, Inc. insists it is their employees’ responsibility to be free from impairment while on duty.
* Employees of Energy Maintenance and Management, Inc. are subject to drug and alcohol screenings: pre-employment, periodically during employment, and post-accident.
* In accordance with DOT Rule 49 CFR:

Mark Lynn, President of Energy Maintenance and Management, Inc., acts as a Designated Employer Representative (DER) for this company. In this role, he is responsible for exercising his authority to remove an employee from safety sensitive functions if they do not pass the drug or alcohol test given.

* Urine, Hair, and/or Breathalyzer Tests will be given
* Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to urine, if the urine was diluted, or if the specimen was substituted.
* As an employee, you have refused to take a drug test if you:
	+ Fail to appear for any test within a reasonable amount of time, as determine by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called.
	+ Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test
	+ Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test
	+ In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
	+ Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
	+ Fail or decline to take an additional drug test the employer or collector has directed you to take
	+ Fail to undergo a medical exam or evaluation, as directed. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
	+ Fail to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
	+ For an observed collection, fail to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
	+ Possess or wear a prosthetic or other device that could be used to interfere with the collection process
	+ Admit to the collector that you adulterated or substituted the specimen
* As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.
* Detailed records of these screenings are kept detailing compliance.
* Because Energy Maintenance and Management, Inc. is a certified Drug-Free Workplace in the state of Georgia, we receive discounts on Worker’s Compensation Insurance.

**ELECTRICAL SAFETY**

1. All electrical tools and equipment must have functional ground pin (3-prong) or be of the double insulated (2-prong) type.
2. All electrical cords shall be plugged into ground fault circuit interrupters (GFCI).
3. All extension cords must be of the heavy-duty type. Flat house-type cords are not permitted.
4. Tools and extension cords with the ground prong missing shall not be used.
5. Energizing wiring in junction boxes, circuit breakers, etc. must be labeled and covered at all times.
6. Faceplates must be on receptacles in construction trailers.
7. All temporary outlets must be fixed and located in proper outlet boxes.
8. Know whether a circuit is energized before beginning work near any electrical wiring.
9. Don’t make electrical repairs, connections, or installations unless you are qualified to do so.
10. All extension cords must be checked before use. Remove damaged cords from service and report them to your supervisor.
11. Protect extension cords and wiring from damage from sharp corners, pinching, and being run over.
12. Temporary light stringers must have the flexible extension cord type jacket. The black and white (two-wire) type stringers are illegal.
13. All temporary light stringers shall be hung to a height of 7 feet or higher using insulated wire.
14. Light bulbs on stringers must have cage guards.
15. Do not wear metal or conductive hard hats when working near electrical circuits.
16. Know the location of electrical circuits, whether it be underground or in a concrete slab before beginning such work as drilling, jack hammering, or excavating to prevent accidental contact.

NFPA70E/ Arc Flash Protection

Occasionally it will be necessary to test or measure energized circuits. When this work is required, the person doing the task must be competent in the hazards posed by the work. PPE (Personal Protection Equipment) and testing instruments shall be appropriate to the voltage and hazards that are expected and present. Testing equipment and PPE must be inspected for defects (damage to leads, glove condition, etc.) prior to work. At no time should defective or inappropriate testing equipment or PPE be used on energized circuits. NFPA 70E and OSHA guidelines are to be followed for all testing and measuring of live circuits.

* As an electrical contracting company, this section is one of the most crucial and pertinent to what we do. This is why Energy Maintenance and Management, Inc. gives such a detailed account of electrical safety in this safety manual.
* Electrical shock occurs when the body becomes part of an electrical circuit. Shocks can happen n three ways:
	+ A person may come in contact with both conductors in a circuit
	+ A person may provide a path between an ungrounded conductor and the ground
	+ A person may provide a path between the ground and a conducting material that is in contact with an ungrounded conductor.
* The terms high voltage and low voltage are relative terms. In transmission-line terminology, “low voltage” is much higher than 600 volts. At home, you would not think of 600 volts as being low voltage. Even when applied to a 120-volt circuit, the term low voltage is deceiving. To some people, low voltage means low hazard. Actually, low voltage does not necessarily mean low hazard, because potential difference is only one factor making up the dangerous effects of electricity. Generally speaking, “low voltage” is a potential difference of 24-600 volts.
* The extent of injury accompanying electric shock depends on three factors:
	+ The amount of current conducted through the body
	+ The path of the current through the body
	+ The length of time a person is subjected to the current
* The amount of the current depends on the potential difference and the resistance. The effects of low current on the human body range from a temporary mild tingling sensation to death. An electric shock can injure you in either or both of the following:
	+ A severe shock can stop the heart or the breathing muscles, or both.
	+ The heating effects of the current can cause severe burns, especially at points where the electricity enters and leaves the body.

Other effects include severe bleeding, breathing difficulty and ventricular fibrillation. In addition, you may strike something or have some other accident as a result of your response to the shock. The effects of electric current are listed in the figure below.

|  |  |
| --- | --- |
| **Current in milliamperes** | **Effects** |
| 1 or less | No sensation; probably not noticed |
| 1 to 3 | Mild sensation; not painful |
| 3 to 10 | Painful shock |
| 10 to 30 | Muscular control could be lost or muscle cramping |
| 30 to 75 | Respiratory Paralysis |
| 75mA to 4 Amps | Ventricular Fibrillation |
| Over 4 Amps | Tissue begins to burn. Heart muscles clamp and stop beating. |

* Training requirements for employees at Energy Maintenance and Management, Inc. pertaining to their respective job assignments are as follows:
	+ Employees who face a risk of electric shock, but who are not qualified persons, shall be trained and familiar with electrically related safety practices.
	+ Employees shall be trained in safety related work practices that pertain to their respective job assignments.
	+ Clearance distances
* Energy Maintenance and Management, Inc. employs safe work practices to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.
* Conductors and parts of electrical equipment that have been de-energized but not been locked or tagged out shall still be treated as if they are live. While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized, the circuits energizing the parts shall be locked out or tagged out or both.
* When working on or near exposed energized parts, the Energy Maintenance and Management, Inc. safety program applies to work performed on exposed live parts or near enough to them for employees to be exposed to any hazard they present.
* Only qualified persons may work on electric circuit parts or equipment that has not been de-energized. Such persons shall be familiar with the use of special precautionary techniques, PPE, insulating and shielding materials, and insulated tools.
* When working under overhead lines, clearance distance must be followed or lines shall be de-energized or grounded. The lines shall be de-energized and grounded before work begins. You also must have a signal person standing away from the truck or equipment to help signal you in case you get too close while operating the equipment. It is important to have an outside perspective to angles and distances.
* Employees of Energy Maintenance and Management, Inc. may not enter spaces containing exposed energized parts unless illumination is provided and enables employee(s) to work safely.
* Conductive items of jewelry or clothing shall not be worn unless they are rendered non-conductive by covering, wrapping or other insulating means.
* All portable ladders shall have non-conductive side rails.
* Unqualified employees must maintain a 10 ft. clearance distance. Approach distances are 10 ft. for 50kV plus 4” for every additional 10kV.
* Clearance distances of all Energy Maintenance and Management, Inc. owned and operated equipment should be listed along with other protective measures utilized for vehicular and mechanical equipment and should be at least 10 ft.
* Qualified employees of Energy Maintenance and Management, Inc. must adhere to the approach distances in Table S5 below. The OSHA rules only give safe approach distances and clearances to overhead lines.

TABLE S5

 **Voltage range (phase to phase) Minimum approach distance**
 300V and less Avoid Contact
 301V-750V 1 ft.
 751V-2kV 1 ft. 6 in.
 2kV-15kV 2 ft.
 15kV-37kV 3 ft.
 37kV-87.5kV 3 ft. 6 in.
 87.5kV-121kV 4 ft.
 121kV-140kV 4 ft. 6 in.

* Protective shields, protective barriers or insulating materials, as necessary, shall be provided when working in confined or enclosed work spaces where electrical hazards may exist.
* The first step in developing a safe work environment is to have procedures in place which provide guidelines for employees to perform various tasks safely. The procedure should help eliminate injuries by providing rules and guidelines for people working on or near energized electrical circuit conductors. It should address qualifications, tools, protective equipment, approval levels and attendance required for various tasks, as well as other additional cautionary information. Also, this procedure should address safe approach distances for qualified and unqualified personnel.
* When conductors are or may become energized, an alternative way of ensuring safety from the electrical hazards is to observe a safe approach distance from exposed conductors. It is important to know how close persons, or conductive objects which they may be carrying, can approach without endangering themselves. Remember these clearances are greater for an unqualified person than for a qualified person.
* Energy Maintenance and Management, Inc.’s procedure addresses the requirements below and is in compliance with 29CFR 1910.269. The provisions of this procedure apply to installations under the exclusive control of electric utilities personnel when personnel work on or near the following types of energized electrical circuit conductors:
	+ Conductors used for communication or metering of electrical energy
	+ Conductors used for the control, transformation, transmission, and distribution of electric energy
	+ Conductors under the exclusive control of the utility, located in buildings or outdoors, used exclusively for the purposes of generation, control, transformation, transmission, and distribution of electric energy.

**FALL PROTECTION**

Employees not wearing the proper PPE, harness, or other safety equipment do so at their own risk and are knowingly putting themselves in harm’s way. Not wearing a safety harness is

1. Anytime an employee has a fall exposure of greater than or equal to 5 feet, he/she shall be protected.
2. The following systems shall be used to protect employees from fall exposures greater or equal to 5 feet: Guardrail, guard wire, toe boards, floor hole covers, personal fall arrest systems and/or handrails.
3. Personal Fall Arrest Systems (Harness, Retractable Lanyard, Lifeline, Wall Hook, Rope Grab, Etc.)

Positioning Devices:

The only time a body belt may be used where there may be a fall is when an employee is using a "positioning device." In §1926.500 of the construction standards for fall protection, a "positioning device system" is defined as a body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall (or a pole), and work with both hands free while leaning. Therefore, in construction work, a positioning device may be used only to protect a worker on a vertical work surface. These devices may permit a fall of up to 2 feet (0.6 m). They may be used in concrete form work, installation of reinforcing steel, and certain telecommunications work. Since construction workers in bucket trucks, scissor lifts and boom-type elevating work platforms are on a horizontal surface, a positioning device may not be used for those workers.

Fall Arrest Systems Used in Construction Work

A device that permits an arrested fall is considered a fall arrest system. In construction work a body harness must be used in these systems. A fall arrest system can only be used where the aerial lift or scaffold is designed to withstand the vertical and lateral loads caused by an arrested fall. Fall arrest systems used in construction must comply with §1926.502(d). That provision prohibits the use of a body belt in a fall arrest system, and instead requires the use of a body harness.

* Energy Maintenance and Management, Inc. provides a training program for each employee who might be exposed to fall hazards. Training shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to follow to minimize these hazards.
* Retraining shall be provided when the following are noted:
	+ Deficiencies in training
	+ Workplace changes
	+ Fall protection systems or equipment changes that render previous training obsolete
* Energy Maintenance and Management, Inc. requires written certification records of all training be maintained showing the following:
	+ Who was trained and the dates of their training
	+ Signature of the person providing the training and date employer determined training was deemed adequate
* Fall protection must be provided by employees of Energy Maintenance and Management, Inc. at different heights depending upon industry requirements. Fall protection is required whenever employees are potentially exposed to falls from heights above 5 feet. Guard rails, safety nets, personal arrest systems, or fall arrest systems should be used.
* Safety harnesses must be worn whenever falling is a risk. Energy Maintenance and Management, Inc. considers your safety our top priority. If an employee of Energy Maintenance and Management, Inc. at any time does not wear the proper protective equipment for the work being done, they are willingly and knowingly putting themselves in danger and will be at risk for automatic termination of employment.

**Personal Fall Protection System**

* All employees of Energy Maintenance and Management, Inc. that are on any project will be required to wear a personal fall arrest or restraint system will follow these guidelines:
	+ A full body harness will be used at all times when employee is off the ground.
	+ All personal fall arrest systems will be inspected before each use by the employee. Any damaged and/or harness showing excessive wear will be removed from service.
	+ Connectors will be inspected to ensure they are in proper working order with no corrosion.
	+ Verify that D-Rings and Snap-Hooks have a minimum tensile strength of 5,000 lbs. and have a tensile load of 3,600 lbs. without cracking or breaking.
	+ Only shock absorbing lanyards or retractable lanyards are to be used to keep impact forces to a minimum on the body.
	+ Only nylon rope or nylon straps with locking snap-hooks are to be used for restraints.
	+ Energy Maintenance and Management, Inc. will conduct accident investigations in the event of a fall, near miss, or other serious incident. The injured party will need to be evaluated by a doctor before returning to work.
	+ Employer will provide a prompt rescue of employee in the event of a fall.

**FIRE PREVENTION AND PROTECTION**

* Energy Maintenance and Management, Inc. shall be responsible for the development and maintenance of an effective fire protection and prevention program at the job site and throughout all phases of construction, repair, alteration or demolition work. The employer shall ensure the availability of the fire protection equipment is available to all employees.
* Energy Maintenance and Management, Inc. is responsible for keeping working fire extinguishers in every vehicle and office/shop workplace for employee safety.
* Portable fire extinguishers shall be inspected periodically and maintained in accordance with NFPA regulations (10A-1970).
* Fire extinguishers are the primary means of firefighting equipment on a construction site.
* Learn the classification of fires:
	+ Class A: Ordinary combustible, such as wood or paper. Wetting and cooling is the method of extinguishing the fire.
	+ Class B: Flammable petroleum products and flammable liquids. Dry chemicals are the method of extinguishing the fire.
	+ Class C: Fires in or near energized electrical equipment. CO2 or dry chemical is the method of extinguishing the fire. **DO NOT USE WATER.**
	+ Class D: Fires in combustible metals. A special dry chemical is used to extinguish the fire.
* ABC-multipurpose fire extinguishers are best suited for construction sites.
* A fire watch must be in place where hot work is taking place with a potential for other structures or materials to catch on fire. The fire watch must remain in place for 30 minutes after hot work has ceased.
* All bulk fuel storage tanks on the project must have an ABC-multipurpose fire extinguisher in close proximity.
* Return extinguishers to your forearm for servicing promptly after use.
* Keep the work area neat. An orderly jobsite reduces fire and accidental hazards.
* Check the labels of flammable and combustible liquids for proper handling procedures.
* Portable power equipment must not be refueled while running or when hot.
* 55-Gallon storage tanks of flammable or combustible liquids must have spring-loaded shut-off valves.

IGNITION HAZARDS

* Electrical wiring and equipment for light, heat or power purposes shall be installed in compliance with all state and local regulations
* Internal combustion engine powered equipment shall be so located that exhausts are well away from combustible materials. When the exhausts are piped to outside the building under construction, a clearance of at least 6 inches shall be maintained.
* Smoking shall be prohibited at or in the vicinity of operations which constitute a fire hazard.
* Portable battery powered lighting equipment, used in connection with the storage, handling, or use of flammable gases or liquids, shall be of the type approved for the hazardous locations.
* The nozzle of air, inert gas, and steam lines or hoses, when used in the cleaning or ventilation of tanks and vessels that contain hazardous concentrations of flammable gases or vapors, shall be bonded to the tank or vessel shell.

TEMPORARY BUILDINGS

* No temporary building shall be erected where it will adversely affect any means of exit.
* Temporary buildings, when located within another structure, shall be of either noncombustible construction or combustible construction; having a fire resistance of not less than 1 hour.
* Temporary buildings, located other than inside another building and not used for the storage, handling, or use of flammable or combustible liquids, flammable gases, explosives, or blasting agents, shall be located at a distance of not less than 10 feet from another building or structure.

INDOOR STORAGE

* Storage should not be obstruct, or adversely affect, means of exit. All materials shall be stored, handled, and piled with due regard to the fire characteristics.
* Non-compatible materials, which may create a fire hazard, shall be segregated by a barrier having a fire resistance of at least 1 hour.
* Material shall be piled to minimize the spread of fire internally and to permit convenient access for firefighting.
* Clearance of at least 36 inches shall be maintained between the top level of the stored material and the sprinkler deflectors.
* Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials.
* A clearance of 24 inches shall be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material shall not be stored within 36 inches of fire door opening.

**FIRST AID**

* First aid services and provisions for medical care shall be made available by Energy Maintenance and Management, Inc. for every employee covered by these regulations. Regulations prescribing specific requirements for first aid, medical attention and emergency facilities are contained in subpart D of this part.
* In the absence of an infirmary, clinic, hospital or physician that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid shall be available at the worksite to render first aid.
* First aid supplies shall be easily accessible when required. We have a first aid kit on every vehicle and in both of our office locations so they are easily accessible.
* First aid kit shall consist of appropriate items that are adequate for the environment in which they are used.
* Energy Maintenance and Management, Inc. is responsible for ensuring the availability of adequate first aid supplies, and periodically reassess the demand for supplies and adjust their inventories. For construction operations, kits should be checked before being sent out to each job, at least weekly.
* Proper equipment for prompt transportation of the injured person to a physician or hospital shall be provided.

**Fitness for Duty (FFD) Program**

THE REASON FOR OUR POLICY
Energy Maintenance and Management, Inc. is committed to promoting a safe and healthy environment for its employees, customers, and suppliers. Such an environment is possible only when each employee is able to perform his or her job duties in a safe, secure and effective manner and remains able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and others.

POLICY SUMMARY
This policy outlines the responsible parties and necessary actions when an employee’s fitness for duty is in question, the steps necessary to assess the employee’s physical or mental capabilities, necessary follow-up, and return to work protocol.

POLICY STATEMENT
This policy covers only those situations in which an employee is:

* Having observable difficulty performing his/her duties in an effective manner that is safe for the employee, their coworkers, suppliers, customers, and other bystanders.
* Posing a serious safety threat to themselves or others

The policy prescribes the circumstances under which an employee may be referred to an independent, licensed health care evaluator for a fitness for duty evaluation should either of those situations be present.

An employee shall not be allowed to work unless he/she maintains a fitness for duty required for the safe performance of essential job functions, with or without reasonable accommodation. Each employee is required to report to work in an emotional, mental and physical condition (including free of the effects of alcohol and drugs) necessary to perform his or her job in a safe and satisfactory manner.

This policy does not apply to employees with short-term, infectious/communicable diseases (e.g. stomach bug, cold & flu). If an employee exhibits symptoms of an infectious/communicable disease, the supervisor may ask the employee to leave the workplace in order to have their symptoms evaluated by the employee’s own healthcare professional at the employee’s expense or to ride out the symptoms away from work to avoid passing the sickness on to others.

A fitness for duty evaluation is designed to address behavioral changes in an employee that may pose a potential threat to self or others in the workplace. Application of this policy is not intended to substitute for company policies or procedures related to chronic performance or behavioral problems or as a substitute for discipline. Supervisors shall continue to address performance or behavioral problems through the performance appraisal process and to implement appropriate corrective or disciplinary action.

Energy Maintenance and Management, Inc. is required to comply with federal disability law. In general, the ADA prohibits:

* Employers from requiring an employee to submit to a medical examination
* Employer inquiries into whether an individual has a disability

However, the protections afforded to employees by the ADA are not without limits. Federal law permits Energy Maintenance and Management, Inc. to require a medical examination of an employee if the requirement for the exam is job-related, consistent with business necessity, and if Energy Maintenance and Management, Inc. has a reasonable belief that:

* The employee’s ability to perform essential job functions may be impaired by a medical condition
* An employee may pose a direct threat (i.e. significant risk of substantial harm to the health and safety of self or others) due to a medical condition.

FITNESS FOR DUTY REQUIREMENTS
An employee is expected to perform essential job functions in a safe and effective manner, and to discuss with their supervisor any circumstances that may impact their ability to do so. Energy Maintenance and Management, Inc. may require professional evaluation of an employee’s physical, emotional or mental capacities to determine their ability to perform essential job functions. Energy Maintenance and Management, Inc. shall protect the confidentiality of the evaluation and the results.

Employees who have the responsibility for on-call shifts must meet the fitness for duty standard during the entire on-call period.

Non-compliance with a request for a fitness for duty evaluation shall be cause for disciplinary action.

The employee’s satisfactory work performance is the basis for continued employment. Participation in a treatment or rehabilitation program does not guarantee continued employment and ma not necessarily prevent disciplinary action for violation of Energy Maintenance and Management, Inc. policies. An employee must comply with all recommendations resulting from a fitness for duty evaluation to be allowed to return to work. Employees referred for an evaluation will be prohibited from working or appearing for work until an evaluation is completed and the employee has been approved to return to work. Compensation during this time of non-working shall be discontinued until returning to work.

As a condition of employment, both employees and applicants for employment are subject to substance screening under circumstances described in the “Drug and Alcohol” policy section of this Manual. All substance screenings will be conducted with an approved technology and lab. Use of drugs and alcohol during employment at Energy Maintenance and Management, Inc. is a reason for immediate termination of employment. Read more about our policies in that section of our manual.

Employees will be terminated for gross misconduct if they are determined to have been involved in the use, sale, distribution or manufacture of illegal drugs. Employees whose fitness-for-duty is questionable will be placed on administrative leave pending the result of their drug screening and if the test is positive, their employment will be terminated, effective immediately.

**JOB SITE DISTRACTIONS**

Jobsite communication is vital to safety. Therefore, excessively loud radios/speakers/etc. are prohibited. Likewise, headphones or other devices that prevent workers from clearly hearing instructions or warnings are also prohibited.

Although cell phones can help safety and communication, they can also distract workers. Personal cell phone usage (including texting and app usage) should be limited to emergencies on the job site. Cell phone usage (including texting and app usage) is absolutely prohibited while operating any equipment or vehicles owned, rented, borrowed or otherwise engaged by Energy Maintenance and Management, Inc. Lastly, handheld cell phone usage is prohibited while driving and is against the law. If interested, Energy Maintenance and Management, Inc. will purchase (1) Bluetooth hands-free device for vehicle usage (up to a $50 value) per employee. Please speak to Caran Rice or Mark Lynn for more details.

**LOCKOUT/TAG-OUT PROCEDURES**

The purpose of a Lockout/Tagout procedure is to prevent the unexpected or unwanted activation of equipment of processes during scheduled maintenance work or working in proximity to an active system. This procedure must be used for the Lockout/Tagout of energy isolating devices whenever maintenance, servicing, or potential for the release of stored energy is present. Our company, quite often, works with electrical circuits, panelboards, rewiring, etc. It is extremely important to understand and acknowledge this procedure.

A good example of when a Lockout/Tagout procedure needs to be in place is when an employee is making wiring repairs on an electrical outlet. This procedure would enable us to physically lock down the electrical system with a “master lock” so another employee could not walk by and turn the power on.

**LOCKOUT SEQUENCE**

De-Energization

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment that needs to be shut down and locked out to perform the servicing or maintenance.
2. Only a standard danger tag with date, signature, and title will be used and attached securely to the equipment.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.)
4. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual key operated padlocks. The key will remain in the possession of the person placing the lock. Each lock shall be identified with the owner’s name, department, or trade. Multi-lock devices shall be used if more than one employee or trade is involved with the lockout equipment.
6. Stored or residual energy (such as that in capacitors, springs, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s), or by testing to make certain the equipment will not operate.
8. The machine or equipment is now locked out.

Re-Energization

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components and operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify the controls are neutral.
4. Remove the lockout devices and re-energize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Shop Equipment

1. The qualified operator of the construction shop equipment will lock out his equipment, change tools, chucks, blades and perform similar tasks.
2. A power disconnect switch must be provided for this purpose at or near the equipment, unless the equipment can be unplugged.
3. Push-button or butterfly controls may not be used for this purpose.
4. A lock without tag must be used for this purpose.
5. The above does not apply to any maintenance or repair work that is done by other than the authorized operator.

CAUTION: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

\*\*This is a ZERO tolerance policy and means that any violation, whether or not injury or damage of any kind is sustained, will result in immediate termination of any and all employees who are involved in any type of violation and/or performing the work on behalf of the company including subcontractors, vendors, temporary employees, or any other party to the work. Employees ae required to exercise all reasonable efforts to correct and abate any unsafe situation prior to the performance of any work and immediately report any violations upon observation or knowledge directly to the safety officers or company management. Employees reporting the unsafe work practices or policy violations of others are not subject to disciplinary action.\*\*

**OSHA GUIDELINES**

The Globally Harmonized System for Hazard Communication (GHS) and Labeling of Chemicals has been adopted by OSHA to help identify and protext against chemical exposures in the workplace with its primary intent to reduce health risks through the use of appropriate safety equipment, training, and by informing employees of the potential risks and hazards associated with the use or exposuire to workplace chemicals. It is the responsibility of the company and each employee to ensure all work is performed within the OSHA guidelines.

Supervisors and/or office personnel will have and maintain files that are specific to their projects and work areas that are easily accessible to employees. Product containers should also be labeled to indicate directions for safe use and handling. Products with missing or illegible labels should not be used. Each label shall be required to have a universally recognized pictogram to aid in the identification and risk hazard associated with the product.

Representatives of the company and/or its clients or professional partners may conduct risk assessments or safety related inspections at any time with or without advance notice to the project supervisor. It is the supervisor’s responsibility to ensure that all work performed is in strict accordance at all times with company policies, procedures and other regulatory or legal requirements that may be applicable to the work including but not limited to OSHA. The supervisor is all responsible for maintaining documentation of all required incident, training and safety related meeting reports on information.

In addition, representatives of OSHA may inspect our projects at any time with or without advance notice. These inspections may pertain to imminent danger, incident investigation, referrals and complaints or be of routine nature.

Should OSHA arrive at a company work location, the supervisor must be immediately notified. The supervisor must then immediately contact a designated company representative listed below in this safety policy to serve as a spokesperson for the company to the OSHA representative. No other employee or agent is authorized to speak on behalf of the company with the OSHA representative.

**Designated Company Representatives**

**Georgia**: Mark Lynn 678-567-1143 Office / 678-923-0561 Cell
**Alabama**: Caran Rice 334-258-4050 Office / 404-392-1635 Cell

The OSHA compliance officer must allow a reasonable time for the designated company representative to arrive at the job site before beginning the inspection. The supervisor will accompany the company representative and the OSHA compliance officer during the inspection and respond appropriately as may be directed by the company representative. Allow the OSHA officer to visit only those areas of the site which are allowed by the agreement or by warrant. Supervisors should make sure to have a working camera and notepad for use during the inspection to document discussion, actions to be taken and other inspection-related information. Company personnel must be cooperative at all times, but shall not offer more information than what the office asks. Always confirm at the end of the inspection if any corrections are required or not and document responses accordingly.

Supervisors shall maintain all documentation and OSHA related communication or information to a member of management in a timely manner.

**PERSONAL PROTECTIVE EQUIPMENT**

1. Hard hats shall be worn at all times. Hair should be neat and not interfere with work. Long hair must be fastened to avoid any danger of getting caught in machinery.
2. T-shirts and appropriate work pants shall be worn at all times. Work shorts are allowed in situations where high heat ay be encountered, provided that wearing shorts does not pose a threat of injury. Shorts are not allowed where workers are subject to flying sparks/debris, heavy brush, or other dangers to bear legs. Any clothing that is deemed to be a hazard will be prohibited.
3. Use proper protective gloves or other suitable hand protection when handling rough materials, chemicals and hot or cold objects.
4. Wear approved safety glasses at all times.
5. Wear sturdy, suitable hard-soled work shoes that are in good condition. Sneakers and lightweight shoes are not acceptable.
6. Jewelry should be kept to a minimum. Any items that could potentially be caught in machinery or pose a hazard is prohibited. When working around electricity or working with power tools, all hand and arm jewelry must be removed.

**WEATHER CONDITIONS**

Working in High Heat or Humidity:

When working in hot/humid environments, extra precautions are necessary. Supervisors shall monitor workers for signs of heat stress, heat cramps, heat exhaustion, and heat stroke. Employees are encouraged to avoid caffeine, drink plenty of water (drink before you get thirsty), avoid direct sunlight, and wear lightweight, loose-fitting, lightly colored clothing. Whenever possible, work schedules should be adjusted to avoid the most hot/humid portions of the day. Workers must be educated on the signs of heat stress, heat exhaustion and heat stroke. Any worker exhibiting signs of heat illness must immediately report to their supervisor.

Working in Storms, Wind and/or Severe Weather:

When severe weather threatens, workers are expected to take reasonable precautions. If a thunderstorm or lighting occurs, any workers outside should take shelter until it is safe to return to work. If it is necessary, work should be suspended until the weather passes. At no time should any aerial equipment be used during these conditions. Personnel should also be aware of metallic structures or other possible lightning strike targets in the area.

According to OSHA’s fact sheet on Lightning Safety, the following should be completed when working on any outdoor job:

1. Check National Weather Service reports (weather.gov) and radio forecasts prior to beginning any outdoor work.
2. Once you hear thunder or see lightning, employees should seek shelter in a fully enclosed building or a vehicle, if a safe building is not available. **Remain in the vehicle or building for at least 30 minutes after hearing the last sound of thunder.**
3. Follow the Energy Maintenance and Management, Inc. Emergency Action Plan (EAP).

Working in Cold Weather:

When working in cold weather, a building or vehicle should be designated as a shelter. Dress in layers so that you can add or remove clothing as the day progresses. Workers and crew leads should monitor themselves and each other for signs of excessive chill, hypothermia, or frostbite. If necessary, breaks should be taken to allow workers to warm up.

Driving and Traffic Conditions:

When driving, workers are expected to follow all traffic laws and drive in a safe manner. Drivers and passengers must wear seatbelts. Cargo and other loads should be securely stored in the vehicle and not pose any danger to passengers, other drivers, pedestrians, etc. any incident should be reported promptly to the safety manager. Only licensed and approved drivers may drive any company provided vehicle. Please be courteous and safe; it is better to get there safe and late, than not to get there at all!

Cell phone use is prohibited while driving. A hands-free device may be worn. If you do not have a hand’s free device, the company can provide a reimbursement of up to $50 for you to purchase one for use in company vehicles.

Alcohol is prohibited in and around all company vehicles and job sites. No alcoholic beverages of any kind can be in the cab, bed, cooler, or any other part of any of our commercial trucks or equipment at any time. **This is grounds for immediate termination of employment.** If alcohol is found to be in, on, or around any of our commercial trucks or equipment, all personnel assigned to that vehicle or piece of equipment will have their employment terminated.

Where work must take place in the presence of vehicular traffic (cars, trucks, industrial equipment, etc.) precautions must be taken to protect workers from that traffic. Use barricades, caution tape and high visibility clothing to protect the workers and work area from traffic. If necessary, schedule the work for a period of time when traffic may not be as big of an issue (off-hours). Employees must not perform work in traffic areas unless traffic is diverted or blocked OR there is a signal person in that area to assist with the work being completed.

FORMS TO FILL OUT AND GIVE BACK

TO THE OFFICE

 **Energy Maintenance and Management, Inc.
Emergency Medical Authorization Form and Release**

**Employee Information**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Height: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Weight: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Eyes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Insurance Information**Insurance Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact(s)**First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical Hisory:**Food Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Medical Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Medical Conditions Paramedics or Doctors Should Be Aware of In Case of Emergency:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **MEDICATIONS YOU TAKE** | **DOSAGE** | **TIMES TAKEN** | **REASON** |
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**Physician:**First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hospital:**Preferred Hospital (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:**Enable employee to authorize emergency treatment if employee becomes ill or injured at work, in route to the job site, or while participating in any agency authorized activity. In the event that, in the judgement of support staff, emergency medical treatment is necessary, I hereby give consent for the administration of any treatment deemed necessary by individual physician. This does not include major surgery unless my emergency contact has been notified and made the decision, or in an emergency, if the opinions of (2) two other licensed physicians concur with the original treatment plan and agree in the necessity of such surgery. Such opinions must be obtained prior to the performance of such surgery.

**Notice:**Your pre-existing conditions and legal, prescription drugs have no effect on your employment at Energy Maintenance and Management, Inc. This form will ONLY be used if an incident occurs where you, the employee, needs medical attention. It will not be used for any other purpose.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s Signature Employee’s Printed Name Date

 **Receipt & Acknowledgement of Energy Maintenance and Management, Inc’s
Employee Policies Handbook and Safety Manual**

I have received and read a copy of the Energy Maintenance and Management, Inc. Employee Policies Handbook and Safety Manual. As an employee or contractor of Energy Maintenance and Management, Inc., I agree to comply with all of its terms and conditions. I also understand that the policies and benefits described in it are subject to change at the sole discretion of Energy Maintenance and Management, Inc. at any time.

I further understand that my employment is at will, and neither I, nor Energy Maintenance and Management, Inc., have entered into a contract regarding the duration of my employment. I am free to terminate my employment with Energy Maintenance and Management, Inc. at any time, with or without reason. Likewise, Energy Maintenance and Management, Inc. has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Energy Maintenance and Management, Inc. No employees of Energy Maintenance and Management, Inc. can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy, without the written approval from the President of Energy Maintenance and Management, Inc.

I also acknowledge that I have read and understand all policies that are written out in this employee handbook and safety manual and I agree to abide by these policies.

I am aware that during the course of my employment, confidential information will be made available to me, for instance, product designs, marketing strategies, customer lists, pricing policies, and other related information. I understand that this information is proprietary and critical to the success of Energy Maintenance and Management, Inc. and must not be given out or used outside of Energy Maintenance and Management, Inc.’s premises or with non-employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Understood and Agreed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s Signature Employee’s Printed Name Date



**Energy Maintenance and Management, Inc. Safety Harness Employee Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am an employee working for Energy Maintenance and Management, Inc. hereafter referred to as “employee.”

As an employee, I understand and agree that I am responsible for wearing my safety harness, and additional PPE (Personal Protective Equipment) as deemed necessary for the job at-hand, whenever operating any/all equipment (company-owned, rented, leased, borrowed, or otherwise).

I further understand and agree that it is my sole responsibility to maintain property safety standards as outlined by our company safety manual as well as the current OSHA Laws and Regulations.

I shall hold harmless Energy Maintenance and Management, Inc. and their respective officers, directors, employees and representatives for any and all liability, judgement, loss, damage, claim, cause or causes of action, debt, charge, cost, and expense (including attorney’s fees) arising out of, connected with, or incidental to any action or failure to act by be under this agreement.

I understand that not wearing my safety harness, or other proper PPE, is considered to be a justified reason for termination. Energy Maintenance and Management, Inc. has the right to terminate employment at first offense of non-compliance with their aerial lift and safety harness policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date



**Energy Maintenance and Management, Inc.
Drug and Alcohol Testing Consent Form**

This is to acknowledge that a representative of Energy Maintenance and Management, Inc. has explained to me that I am subject to random drug tests while working for this company. I will be asked to submit to a drug test including any of the following types of tests or combinations of tests: breath analysis, urinalysis, and/or blood tests to test for the presence of alcohol, illegal drugs, pharmaceutical drugs, and/or other controlled substances.

It has been explained to me and I understand that testing for drugs, controlled substances and/or other medications which have been lawfully prescribed to me by a duly licensed physician will only be used to determine whether or not I haven taking the prescribed medication in accordance with my physician’s orders.

It has also been explained to me and I understand that if I refuse to submit to a drug test, my employment may be terminated and I may not be entitled to any workers’ compensation benefits including, but not limited to medical benefits, income benefits, and rehabilitation benefits. I also understand that a positive drug or alcohol test could result in immediate termination of my employment and forfeiture of entitlement to the worker’s compensation benefits listed above.

This \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(month), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(year)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee Printed Name

**Energy Maintenance and Management, Inc.**

Mailing Address: P.O. Box 1363
 Dallas, GA 30132

Georgia Address: 6523 Bill Carruth Pkwy.
 Suite 110
 Hiram, GA 30141

Alabama Address: 558 E Lawrence Harris Hwy.
 Slocomb, AL 36375

Phone Numbers:

888-527-8393 Toll Free
678-567-1143 Georgia Office
678-567-1153 Fax
334-258-4050 Alabama Office
678-923-0561 Mark’s Cell Number (after hours)
404-392-1635 Caran’s Cell Number (after hours)