

SAFETY MANUAL

DAN'S EXCAVATING
SERVICE, INC.



PURPOSE & SCOPE

This safety manual is designed to provide comprehensive guidelines and protocols to ensure the health and safety of all employees, contractors, and visitors working with Dan's Excavating Insurance, Inc ("DES"). Our goal is to create a safe workplace while maintaining compliance with federal, state, and local regulations.

COMMITMENT TO SAFETY

DES is committed to maintaining a safe and healthy working environment for all employees. Safety is a core value of our organization, and we believe all workplace injuries and incidents are preventable. We will provide training, resources, and support to meet this commitment.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and DES. Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

DES will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, DES subscribes to these principles:

All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

- Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds DES in higher regard with customers and increases productivity. This is why we will comply with all safety and health regulations that apply to the course and scope of operations.
- Management is responsible for providing the safest possible workplace for Employees. Consequently, the management of DES is committed to allocating and providing all the resources needed to promote and effectively implement this safety policy.
- Employees are responsible for following safe work practices and DES rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
- Management and supervisors of DES will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor DES safety and health performance and work environment conditions to ensure program objectives are achieved.
- Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at DES must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

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SAFETY RESPONSIBILITIES

EMPLOYEES

The primary responsibility of employees is to become familiar with and follow the rules and established safety policies, as a means of preventing injury and maintaining a safe and healthy work environment.

If an employee has questions about how a task should be done safely, they should **NOT** begin the task until they discuss the situation with their supervisor.

NO EMPLOYEE IS EVER REQUIRED to perform work they believe to be unsafe, or they is likely to cause injury or a health risk.

If an employee observes violations of these rules and policies, or believes tasks are being performed in an unsafe manner, the employee must immediately report the activities.

SUPERVISORS

The primary responsibility of supervisors is to conduct safety briefings and enforce safety policies for each project site.

Supervisors are responsible for the safety of everyone person on a project worksite. If a supervisor witnesses a safety concern caused by an employee, other contactor, or visitor; the supervisor should first concern and then provide education to prevent the concern from happening again.

MANAGEMENT

The primary responsibility of management is creating current and relevant safety policy, provide resources to educate and ensure safety compliance, conduct regular safety inspections, and to ensure proper training.

GENERAL SAFETY RULES

CONDUCT

Horseplay and practical jokes are frowned upon and strictly forbidden when safety may be compromised. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee at risk, or which threatens or intimidates others, is forbidden.

DRUGS AND ALCOHOL

Use and/or possession of alcohol or illegal drugs on DES property or on DES time are forbidden. Reporting for work while under the influence of drugs or alcohol is forbidden.

HOUSEKEEPING

You are responsible for keeping your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstruction:

- Ailes/Exists
- Fire Extinguishers and Emergency Equipment
- All Electrical Breakers, Controls, and Switches

INJURY REPORTING

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

DES provides Transitional Return to Work (light duty) jobs for people injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

OFF-SITE SAFETY

Employees are required to follow all safety and security procedures during off-site visits.

If your contact person does not advise you regarding safety hazards, consider the following:

- Emergency exit location(s)
- Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs)
- When visiting construction sites, eye protection, hearing protection, hard hats, and high-vis safety vests are required. This equipment will be in the possession of the DES employee and not provided by the client.
- Wear shoes that support your feet and are slip resistant.

- Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted work standards may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on DES. Before operating any equipment at a customer's location, permission must first be secured from the customer contact.

SAFETY ORIENTATION AND TRAINING

DES is committed to providing safety and health related orientation and training for all employees at all levels of the organization. DES will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry's best practices criteria and site-specific data.

The training may include, but not be limited to the following:

- DES specific accident and incident data
- Hazards associated with a work area
- Hazards associated with a specific job or task
- Operation of specific equipment
- Personal protective equipment
- Emergency procedures
- Employee accident reporting requirements
- Return to work program
- Any OSHA required training not included or addressed above

PERIODIC INSPECTIONS

It is the policy of DES that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as it relates to employees, contractors, and vendors.

All employees and contractor personnel are responsible for cooperating during these inspections and managers/supervisors are responsible for initiating corrective actions to improve items discovered during any walk-through inspection.

INCIDENT REPORTING

Any work-related injury must be reported to your supervisor and an Incident Report form must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.

DES will make arrangements for injured employees to be seen by a local medical facility. When requested by the medical facility, DES will provide the injured employee with an Authorization to Treat form. The injured employee should provide the form to the facility when upon arrival.

After each practitioner examination, the employee must provide any documentation, issued by the practitioner, to DES by the end of the business day following the employee's visit.

Following a work-related injury, DES will make reasonable accommodation for light duty assignments whenever possible, in alignment with injured employees' medical restrictions and the needs of the business.

An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

RETURN TO WORK PROGRAM

DES's goal is to prevent work-related injuries from happening. DES is always concerned when one of its employees is injured or ill due to a work-related condition. DES believes such absences are a cost to both the employee and to DES. DES wants its injured employees to immediately get the best possible medical treatment, to ensure the earliest possible recovery and return to work.

DES has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether the injured employee is eligible for wage loss or medical expenses under the program.

DES wants to provide meaningful work for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, DES has implemented a Return-to-Work program, which includes transitional or light duty work. The Return-to-Work program is temporary and may not exceed six months.

EMPLOYEE PROCEDURES

- Employees must report any work-related injury to their supervisor before the end of their shift the day of the injury occurs.
- When there is reasonable suspicion drugs or alcohol may have contributed to any work-related injury; the employee may be tested following the incident. When possible, this testing will be performed in conjunction with the necessary medical treatment.
- Employees are expected to complete an Incident Report Form following any injury.
- If you are unable to return to your regular job, but can perform transitional duty work, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences have been approved by DES, must provide a weekly status update to DES. Failure to do so will result in a reduction in available benefits and discipline; up to and including termination of employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to DES. You must provide DES both the Return-to-Work Evaluation form and Return to Work Request / Physician's Authorization form completed by your practitioner.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. You must keep DES regularly informed of your status and any changes in your condition.

- Employees must provide a Return-to-Work form, completed by their practitioner, prior to returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Employees are expected to cooperate with any DES third-party administrator. When requested, employees are expected to provide accurate and complete information as soon as possible, so the employee can receive all benefits to which they are entitled. If employees have problems or concerns, they should contact DES's office.

EMERGENCY ACTION PLAN

GENERAL EMERGENCY GUIDELINES

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - DES Office (231) 834-3444
- Know where the exits are located
- In the event of any emergency, do not use elevators and use stairs
- Alert others when an emergency is occurring; do not hesitate over fears of “getting in trouble” or “not being certain” your concerns would be considered an “emergency.”
- First aid supplies and emergency equipment are in each mobilization asset and throughout DES’s campus for use.

EVACUATION

- Employees may be notified of a fire by alarm system or by announcement.
- Upon becoming aware of a fire emergency, employees should immediately evacuate the site. Do not delay evacuation to wait for others or to gather personal belongings. Close all doors after the last person has exited the site. Never use elevators during a fire emergency.
- Supervisors should be the last people to leave the area. Check the job site to be sure all personnel have evacuated.
- Any employee with mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report to the site lead for a headcount.
- If any person is known to be missing the site supervisor should be notified immediately. The site supervisor is expected to report the concern to the first available first responder.
- Employees should stay together in a group and wait for periodic updates of the situation.
- The order to re-occupy a site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will plan for all personnel to move to shelter.

FIRE SAFETY

- Alert other people in the immediate hazard area.
- Activate a fire alarm when available.
- When safe to do so, use a fire extinguisher following the PASS technique:
 - P = Pull the safety pin
 - A = Aim the nozzle at the base of the fire
 - S = Squeeze the operating lever
 - S = Sweep side to side covering the base of the fire
- The site lead is responsible for, and may choose to delegate, notifying first responders of the location of the emergency.

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

MEDICAL EMERGENCY

- Upon discovering a medical emergency, call 911.
- Notify the site supervisor, reporting the nature of and location of the emergency.
- Stay with the person experiencing medical emergency and avoid encountering bodily fluids, using PPE when available.
- Designate two people as “greeters” for first responders. Direct one greeter to the site entrance to escort first responders to the patient. Designate the second greeter to the elevator and instruct them to hold the elevator on the level to which first responders will arrive.
- People in the immediate vicinity of the emergency, but not directly involved, should clear the immediate area and await instruction from the site supervisor.
- DES will make any necessary notifications to family members of the person suffering the medical emergency

SEVERE WEATHER

- Site supervisors monitor weather conditions for each site. If a severe weather report is issued, the site supervisor will immediately notify workers on site.
- Workers are expected to shut down all equipment and travel to the “safe zone” designated by the site supervisor.
- Workers can return to work after the site supervisor notifies the severe weather alert has been cancelled.

WORKPLACE VIOLENCE

WORKPLACE HARRASSMENT

DES is committed to a workplace free from harassment and expects all employees to adhere to the “Sexual and Other Unlawful Harassment” policy in the Employee Handbook. Harassment, including sexual harassment or any form of discriminatory behavior, will not be tolerated.

All contractors, subcontractors, and vendors working on DES projects must have and enforce their own strict harassment policies.

Any reported incidents of harassment will be promptly investigated and addressed. Failure to comply with these policies may result in disciplinary action or termination of contracts.

Everyone is responsible for maintaining a respectable and safe work environment.

THREATS BULLYING AND INTIMIDATION

DES is committed to providing a safe work environment, free from violence and threats. All employees are expected to adhere to the “Workplace Violence and Security” policy in the Employee Handbook, which prohibits violent behavior, threats, and intimidation.

All contractors, subcontractors, and vendors working on DES projects must have and enforce their own strict workplace violence policies.

Any reported incidents of violence will be promptly investigated and addressed.

Failure to comply with these policies may result in disciplinary action or termination of contracts.

Everyone is responsible for maintaining a safe and secure work environment.

ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by DES upon request.

VEHICLE/ASSET USE POLICY

POLICY SCOPE

- DES is committed to ensuring safe and responsible use of assets while driving vehicles and operating equipment. Employees who operate company assets, assets rented/leased by DES, or personally owned assets driven on behalf of DES, are subject to this policy.
- Employees who operate assets on behalf of DES must adhere to all traffic laws and regulations and drive in a manner that ensures the safety of themselves, their coworkers, and the public.
- Unsafe driving behaviors including speeding, distracted driving, and driving under the influence of alcohol or drugs, are strictly prohibited.
- Assets are to be considered tools related to the performance of specific jobs and are never to be considered a part of compensation. Employees transferred/promoted to a new position, for which an asset is not deemed an appropriate or necessary tool, will at that time no longer have a use for any such DES asset.

ASSET OPERATION

- Employees may not use a Company asset without express authorization from management
- Assets owned, rented, or leased by DES can only be operated by DES employees and can only be used for DES business.
- Employees are expected to receive authorization prior to using a personal asset for company business. Only DES employees, or others being transported for DES business, should enter or ride in/on DES assets. All passengers must be approved by management in advance.
- Personal assets being used for company business must maintain the minimum amount of insurance required by state law. DES may request proof of insurance at any time.
- Employees operating any DES asset are expected to complete a pre-trip inspection prior to operation
- Operates of DES assets must practice sound defensive driving techniques and otherwise exercise reasonable care in the operation of any asset
- Anyone operating a DES asset must obey traffic laws, ordinances, and regulations pertaining to the operations of motor vehicles when it applies.
- Employees must always wear seat belts, whether they are the driver or passenger, when required by law.
- Employees should not engage in distracting activities such as eating, shaving, or putting on makeup (even in slow moving traffic) while operating a DES asset.
- Employees are expected to turn off cell phones or put them on silent before starting an asset. Employees are permitted and encouraged to communicate with clients, associates, and business partners, the reason calls may not be returned immediately.
- Use of electronic devices is strictly prohibited while operating DES assets. This includes, but is not limited to, making or receiving phone calls, sending or receiving text messages or e-mails, browsing the internet, reading books, and downloading information from the web. If an employee needs to engage in any of these activities while driving, the employee must pull over to a safe location and stop the vehicle prior to using any device.

- The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited while operating a DES asset. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.
- DES employees understand they are personally responsible for fines, parking tickets, or other assessments for violations of traffic laws, ordinances, and regulations imposed on them and these expenses are **not** eligible for reimbursement by DES.
- Employees must promptly report any moving or parking violation received while driving for DES
- Employees must promptly report all accidents to DES and in addition all traffic accidents to local law enforcement

CONSIDERATIONS

- Employees found to be violating or have violated stated guidelines may be disciplined up to and including termination of employment.
- Employees involved in accidents related to a DES asset may be required to attend defensive driving training courses.
- Insurance claims unrelated to DES assets will not cover employees. Employees are encouraged to consult their insurance agent regarding Named Non-Owner insurance.
- Motor Vehicle Records of employees with Commercial Driver License endorsements will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- DES must be notified of any change in your license status or driving record.
- Your Personal Auto Liability insurance is the primary payer. DES's insurance is more than your coverage.

TRAFFIC ACCIDENT

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to DES as soon as possible.

MOTOR VEHICLE RECORD (MVR) GRADING

The following chart serves as a guideline for evaluating an employee’s Motor Vehicle Record (MVR). An employee with an MVR grade of “poor” may not be insurable by our insurance carrier. If driving is a required part of their position at DES, the inability to be insured could jeopardize their employment. Note that any “major” violation is a “poor” score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> ▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

COMPLIANCE & REGULATION

MIOSHA STANDARDS

Our operations comply with all applicable Michigan Occupational Safety & Health Administration (MIOSHA) regulations, including:

- [Part 1: General Rules](#)
- [Part 9: Excavation, Trenching, and Shoring](#)
- [Part 451: Respiratory Protection](#)

EGLE ENVIRONMENTAL STANDARDS

Our operations conform to the Michigan Department of Environment, Great Lakes and Energy; make sure to:

- Implement soil eros
- [29 CFR 1910.1200: Hazard Communication](#)

FEDERAL OSHA STANDARDS

Our operations adhere to federal OSHA standards for construction and excavation; particularly:

- [29 CFR 1926 Subpart P: Excavation](#)
- [29 CFR 1910.1200: Hazard Communication](#)

HAZARD COMMUNICATION

- All DES employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
- Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At DES, the SDS collection is in the office. Employees are free to utilize SDS as needed.
- General rules for handling chemicals in an office environment are the following:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More is not better.
 - Minimize contact with chemicals. Use double layer clothes or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your manager and to DES.
- All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

Health Hazard	Flame	Exclamation Mark	Gas Cylinder	Corrosion	Exploding Bomb

 <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	 <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	 <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	 <ul style="list-style-type: none"> • Gases under pressure 	 <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	 <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment*</p>  <ul style="list-style-type: none"> • Aquatic toxicity *under EPA jurisdiction 	<p>Skull & Crossbones</p>  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

BLOODBORNE PATHOGENS

- Blood and other bodily fluids can carry pathogens, which can cause diseases in others. This includes HIV, which leads to AIDS, and hepatitis. Because DES cannot tell by looking at a person if they are infected with a pathogenic disease, precautions will always be taken following an illness or injury when bodily fluids are released.
- In the event of a person losing bodily fluids, stay away from the area and warn others to also do the same. Stay close to the ill/injured person to support them but be sure to stay out of contact with any bodily fluids.
- If you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up. Call DES's office immediately for instructions.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean:

- Safety Glasses: Must be always worn in designated areas in the DES facility.
- Hard Hats: Must be always worn in designated areas.
- Gloves: Work gloves must be always worn when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- Welding: Appropriate filter lens, welding helmet, gloves, and sleeves are always required for welders.
- Respirators: Only employees trained and authorized to use respirators are allowed to do so.
- Hearing Protection: Required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

LOCKOUT / TAGOUT

Prior to working on any machinery when guards are removed, every energy source (e.g., electrical, hydraulic, chemical, mechanical) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER—DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, “Keep your hands off.”

- Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following DES's lockout/tagout program.
- If required to work on powered equipment (e.g., hydraulic, electrical, air), you must always have your personal padlock with your name on it and personal key on your person.
- Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
- Do not commence equipment repair or maintenance work until you have verified the tagged/locked out switch or control cannot be overridden or bypassed.
- Replace all guards before removing personal padlocks from the control.
- Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed the lock there.
- Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

CONFINED SPACE

- Only trained and authorized employees are permitted to enter confined spaces.
- If you believe your job requires confined space entry, contact your supervisor prior to undertaking the work.
- Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmospheric, or entrapment hazards.
- All confined spaces should be identified and separately labelled
- Permit-required confined space entry procedures must be followed
- Periodically test atmospheric conditions for oxygen, gases, and toxins of a confined space before and during work
- Use proper ventilation and rescue equipment when appropriate

RESPIRATORY PROTECTION

- Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained on DES respiratory protection program.
- Inspect respirators for cracked or worn parts before and after each use and after cleaning.
- Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.

- Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
- Clean and sanitize respiratory equipment according to manufacturers' recommendations after each use.
- Store respiratory equipment in a clean and sanitary location.

RESPIRABLE CRYSTALLINE SILICA

Employees must always follow DES's written exposure plan for respirable crystalline silica to ensure they are not exposed to levels above the permissible exposure limit (PEL) of 50 micrograms per cubic meter of air (50 µg/m³). Employees who are required to wear a respirator for 30 or more days per year will be offered medical examinations at least once every three years.

WALKING -WORKING SURFACES

Employees who work in areas with unprotected sides or at least 4 feet above a lower level must follow DES's policy on walking-working surfaces. This includes following all training on personal fall arrest systems before use, notifying management of any unsafe or hazardous conditions, reporting injuries, and properly using both fixed and portable ladders.

CRANE OPERATION CERTIFICATION

Employees who are assigned crane activities must be evaluated by DES to ensure they demonstrate the skills, knowledge and ability to recognize and avert risks for the type of crane to be used.

FIRE PREVENTION & ELECTRICAL SAFETY

FIRE PREVENTION

- Smoking is not allowed on DES's campus, property, or work sites
- Contractors performing hot work must contact the Shop Manager for approval
- Only space heaters provided by DES are approved for use within the facility. Employees using space heaters are responsible for turning the heater off when leaving their desk for extended periods of time (e.g., lunch, end of the workday).

ELECTRICAL SAFETY

- Except for independently fused multi-tap cords for computers, extension cords are not allowed in office areas
- Turn electrical appliances off with the switch, not by pulling out the plug
- Turn all appliances off before leaving for the day
- Any electrical problems should be reported immediately
- The following areas must always remain clear and unobstructed:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers

GENERAL SAFETY PRECAUTIONS

LIFTING

- Plan the move before lifting; ensure you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky to lift, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with your co-worker.
- Position your feet 6 to 12 inches apart, with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand up to an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

FALL PROTECTION & LADDERS

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.

- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- Do not move a rolling ladder while someone is on it.
- Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- Do not carry items in your hands while climbing up or down a ladder.
- Use harnesses and fall arrest systems for work at heights above 6 feet

HOUSEKEEPING

- Do not place materials such as boxes or trash in walkways and passageways.
- Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dustpan.
- Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits or access to safety and emergency equipment such as fire extinguishers or fire alarms.
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
- Straighten or remove rugs and mats that do not lie flat on the floor.
- Remove protruding nails or bend them down into the lumber by using a claw hammer.
- Return tools to their storage places after using them.
- Do not use gasoline for cleaning purposes.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

HEAT-RELATED ILLNESSES

- Wear loose, light colored clothing and a hat.
- Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
- Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
- Watch for the following signs and symptoms of heat-related illnesses:
 - Heat Cramps: Severe muscle spasms in the back, stomach, arms, and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.

- Heat Exhaustion: Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.
- Heat Stroke: High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
- Treat heat illness as soon as possible by doing the following:
 - Heat Cramps: Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
 - Heat Exhaustion: Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
 - Heat Stroke: Call 911 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

COLD WEATHER ILLNESSES

- Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
- Watch for signs of cold-related illnesses:
 - Uncontrollable shivering
 - Slurred speech
 - Clumsy movements
 - Fatigue
 - Confused behavior
- Layer clothing to keep warm enough to be safe but cool enough to avoid perspiring excessively.
 - Inner layer: Synthetic weave to keep perspiration away from the body.
 - Middle layer: Wool or synthetic fabric to absorb sweat and retain body heat.
 - Outer layer: Material designed to break the wind and allow for ventilation.
- Wear a hat to avoid losing almost 40 percent of your body heat.
- Place heat packets in gloves, vests, boots and hats to add heat to the body.
- Watch out for the effects of cold temperatures on common body functions such as the following:
 - Reduced dexterity and hand usage
 - Cold tool handles reducing your grip force
 - The skin's reduced ability to feel pain in cold temperatures
 - Reduced muscle power and time to exhaustion

JOB SPECIFIC PRECAUTIONS

JOBSITE SAFETY GUIDELINES

- All employees must wear appropriate personal protective equipment (PPE), including hard hats, high-visibility vests, safety glasses, and appropriate footwear. Other PPE may be required depending on the specific job requirements.
- All employees must attend regular safety training sessions and adhere to established safety procedures
- Broken or not functioning equipment must be removed from service until it is repaired or replaced
- All job sites must have clearly marked boundaries and warning signs to prevent unauthorized access
- All employees must be aware of the location of emergency equipment and know how to use it in case of an emergency
- All employees must report any accidents, incidents, or near-misses immediately to their supervisor
- Smoking, drugs, and alcohol are not permitted on any job site
- Observe all safety policies the employee has signed during their employment with DES

HEAVY EQUIPMENT OPERATION

- No passengers are permitted on heavy equipment.
- Keep windows and windshield clean.
- Do not use heavy equipment if the horn or backup alarm do not sound.
- Turn off the engine before leaving heavy equipment unattended.
- Do not jump off or onto any heavy equipment.
- Keep heavy equipment in gear when going down grade. Do not use neutral.
- Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
- Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.
- Do not use a bucket or other attachments for a staging or temporary platform for workers.
- Do not operate a backhoe over or across underground utilities that are marked by paint, flagged or staked.
- Set swing brake of a backhoe bucket arm when moving the vehicle to and from the digging site.
- Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

EXCAVATION SAFETY

- Conduct pre-excavation site assessment to identify potential hazards and implement controls to eliminate or minimize hazards
- Contact MISS DIG 811 to locate and mark underground utilities before beginning excavation work
- Ensure all necessary permits have been obtained prior to digging
- Establish safe access to egress points for workers, equipment, and materials
- Implement measures to prevent soil collapse, such as shoring, sloping, and/or benching

- Use Protective systems such as sloping, shoring, or trench boxes for trenches deeper than 5 feet
- Heavy equipment must be operated by properly trained and licensed individuals
- Excavation materials must be placed at a safe distance from the excavation site to prevent collapse
- Employees must not enter an excavation site unless it has been properly inspected and deemed safe for entry
- All excavation work must be supervised by a qualified person who is trained in excavation safety procedures
- Conduct daily inspections of trenches
- When digging, provide an entry and exit point for workers every 25 feet

CRANE SAFETY

- Do not use load hooks that are cracked, bent or broken.
- Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
- Passengers are not permitted to ride inside the operator's cab of a truck crane.
- Keep crane windows clean. Do not use a crane if its windows are broken.
- Do not exceed the rated load capacity as specified by the manufacturer.
- Do not operate a crane on soft ground without using cribbing and mats.
- Fully extend outriggers before attempting a lift.
- Stay outside the barricades of the posted swing radius.
- Do not perform any crane refits or modifications without the manufacturer's approval.
- Do not leave the crane unattended with a hoisted load.
- Do not hoist loads over people.
- Do not drive on the road shoulders.
- Wear a high visibility vest when working as a signalman.
- Only follow the signals of the person designated to give you signals when operating a crane.
- Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

SLING SAFETY

- Do not use chain slings if links are cracked, twisted, stretched or bent.
- Do not shorten slings by using makeshift devices such as knots or bolts.
- Do not use a kinked chain.
- Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
- Wear work gloves when handling rough, sharp-edged or abrasive chains, cables, ropes or slings.
- Do not alter or remove the safety latch on hooks. Do not use a hook that is missing a safety latch or has a bent latch.

- Do not place your hands between the sling and its load when the sling is being tightened around the load.
- Lift the load from the center of hooks, not from the point.

LABOR PERSONNEL SAFETY

- Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
- Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
- Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
- Do not work outdoors during lightning storms.
- Drink plenty of clear liquids during your breaks.
- Take breaks in shaded areas.

SCAFFOLD SAFETY

- Follow the manufacturer's instructions when erecting the scaffold.
- Do not work on scaffolds outside during stormy or windy weather.
- Do not climb on scaffolds that wobble or lean to one side. Job-Specific Safety Precautions
- Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
- Do not use any scaffold tagged "Out of Service."
- Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
- Do not work on platforms or scaffolds unless they are fully planked.
- Do not use a scaffold unless guardrails and all flooring are in place.
- Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
- Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
- Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
- Do not climb the cross braces for access to the scaffold. Use the ladder.
- Do not jump from, to, or between scaffolding.
- Do not slide down cables, ropes or guys used for bracing.
- Keep both feet on the decking. Do not sit or climb on the guardrails.
- Do not lean out from the scaffold. Do not rock the scaffold.
- Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
- Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.

- Do not move a mobile scaffold if anyone is on the scaffold.
- Chock the wheels of the rolling scaffold, using the wheel blocks and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

ELECTRICAL – HOT LINE SAFETY

- Clean all protective line equipment after each use, prior to storage.
- Wear rubber gloves or use hot sticks when removing tree branches, limbs or similar objects from contact with high voltage lines, panels or equipment.
- Do not wear rubber protective gloves while climbing or descending a pole.
- Wear 100% cotton or flame resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels or when climbing poles.
- Wear body belts with straps or lanyards when working at an elevated position (e.g., poles, towers).
- Visually inspect body belts and straps before use for defects, wear and damage.
- When working with lines of 600 volts or more:
 - Wear rubber gloves or use hot sticks when placing protective equipment around energized voltage conductors.
 - Do not work on a line that is removed from service until the line is cleared, tagged, tested, and grounded.
 - Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.
- Treat bare wire communication conductors on power poles and structures as energized lines (with voltages in excess of 600 volts) unless the conductors are protected by insulating materials.
- Do not remove any ground until all employees are clear of the temporary grounded lines or equipment.
- After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and grounding it.
- Do not contact the terminals, jumpers or line wires connected directly to capacitors until the capacitors have been short-circuited and/or grounded.
- Visually inspect and wipe down all hot line tools each day before use.
- Do not wear rubber gloves with protectors while using hot line tools.
- Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

HAZARDOUS MATERIALS

- Follow the instructions on the label and on the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
- Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears or other visible signs of damage.
- Each time you use your gloves, wash them before removing them, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves also.
- Do not use chemicals from unlabeled containers or unmarked cylinders.
- Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

- Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
- Do not smoke while handling chemicals labeled "Flammable."

MACHINE SAFETY

- Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
- Replace guards before starting the machine, after making adjustments or repairs.
- Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing it.
- Do not wear loose clothing, jewelry or ties in the machine shop.
- Read and obey safety warnings posted on or near any machinery.
- Long hair must be contained under a hat or hair net, regardless of gender.

POWER SAWS

- Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
- Turn the saw power switch "Off" before making measurements, adjustments or repairs.
- Keep your hands away from the exposed blade.
- Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
- Do not alter the anti-kickback device or blade guard.

ABRASIVE CUT-OFF SAWS AND CHOP SAWS

- Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
- Allow the saw to return to its stored position before removing the cut material from the table.
- Lay the material squarely and solidly down before sawing it.
- Use a clamp to secure cylindrical materials to the saw "table" before cutting.
- Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

DRILL PRESS

- Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
- Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
- Remove the chuck key before turning on the power.
- Clamp small pieces of stock that are to be drilled in the drill vise or to the workbench.

- Do not wear rings, wristwatches or gloves when working with the drill press.
- Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
- Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
- When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

GRINDERS & GRINDING WHEELS

- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a “ring test.” Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
- Do not use a grinding wheel that has chips, cracks or grooves.
- Do not use the grinding wheel if it wobbles. Tag it “Out of Service.”
- Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
- Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
- Do not use a bench grinder if it is not firmly anchored to the workbench or other secure platform.
- Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
- Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
- Grind on the side of the wheel only when it is made for side grinding.
- Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

PORTABLE GRINDERS

- Do not use a portable handheld grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the “On” position.
- Do not use a portable grinder if the grinding wheel guard is missing.
- Do not clamp a portable grinder in a vice to use it as a bench grinder

PNEUMATIC & HYDRAULIC TOOLS

- Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
- Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
- Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the airline before making any adjustments or repairs to the tool.

ELECTRICALLY POWERED TOOLS

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives and grinders.
- Do not use cords that have splices, exposed wires or cracked or frayed ends.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.

- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark inducing tools such as grinders near containers labeled "Flammable."
- Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not use extension cords or other three-pronged power cords that have a missing prong.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cord.
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by plastic hand grips or other nonconductive areas designed for gripping purposes.

HAND TOOL SAFETY

- Do not continue to work if your safety glasses become foggy. Stop working and clean the glasses.
- Tag worn, damaged or defective tools "Out of Service" and do not use them.
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not throw tools from one location to another or from one employee to another.
- Transport hand tools only in toolboxes or tool belts. Do not carry tools in your hand or clothing when climbing.

FORKLIFT SAFETY

- Only employer-authorized personnel may operate forklifts.
- Do not exceed the forklift lift capacity (refer to the lift capacity plate on the forklift).
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.

- Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Approach railroad tracks at a 45-degree angle.
- Do not drive over objects in your pathway.
- Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
- Obey all traffic rules and signs.
- Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a working speed of five miles per hour and slow down in congested areas.
- Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Do not use bare forks as a man-lift platform.
- Do not load pallets of wood that are not banded on to the forklift.
- Do not drive the forklift while people are on an attached aerial lift platform.
- Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Do not attempt to turn around on a ramp.
- Do not use, "Reverse" to brake.
- Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

ELECTRICAL ARC WELDING

- Obey all signs posted in the welding area.
- Use the welding screen to shield other employees from flying slag and intense light.
- Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.
- Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.

- Do not change electrodes with bare hands; use dry welder's gloves.
- Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

COMPRESSED GAS CYLINDERS – STORAGE & HANDLING

- Do not handle oxygen cylinders if your gloves are greasy or oily.
- Store all cylinders in the upright position.
- Place valve protection caps on gas cylinders that are in storage or not in use.
- Do not lift cylinders by the valve protection cap.
- Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
- Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
- Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
- If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

HAND TRUCK SAFETY

- When loading hand trucks, keep your feet clear of the wheels.
- Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
- Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
- For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load that is to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- Push the load so that the weight will be carried by the axle and not the handles.
- If your view is obstructed, ask a spotter to assist in guiding the load.
- Do not walk backward with the hand truck, unless going up ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.

WELDING/CUTTING/BRAZING

- Obey all signs posted in the welding area.

- Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
- Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
- Use the red hose for gas fuel and the green hose for oxygen.
- Do not use worn, burned or cracked hoses.
- Do not use oil, grease or other lubricants on the regulator.
- "Blow Out" hoses before attaching the torch.
- Ignite torches with friction lighters only. Do not use a cigarette lighter.
- Do not change electrodes with bare hands; use dry rubber gloves.
- Bleed oxygen and fuel lines at the end of the work-shift.
- Do not wear contact lenses when welding.
- When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
- Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirts, long pants, boots, and gloves.
- Use the welding screen to shield other employees from flying slag and intense light.
- Before welding place the floor fan behind you to keep welding fumes away from your face.
- Do not use a torch on any container that is labeled "Flammable" or "Combustible."

SPRAY PAINTING

- Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
- Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
- Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
- Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as paint spray booths or rooms.
- Perform all spray-painting operations in the spray booth or room.
- Do not point the spray gun toward any part of your body or at anyone else.
- Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

EMPLOYEE ACKNOWLEDGEMENT

DES is firmly committed to the safety of its team. DES will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees. DES values each team member, not only as an employee, but also as a human being critical to the success of your family, the local community, and DES. Team members are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be strict compliance with all applicable federal, state, local, and DES policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, DES will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, DES subscribes to these principles:

- All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
- Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds DES in higher regard with customers, and increases productivity. This is why DES will comply with all safety and health regulations which apply to the course and scope of operations.
- Management is responsible for providing the safest possible workplace for Employees. Consequently, management of DES is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
- Employees are responsible for following safe work practices, DES rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
- Management and supervisors of DES will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor DES's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
- Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at DES must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.