



SAFETY HANDBOOK



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SECTION 1

GENERAL SAFETY GUIDE

ACKNOWLEDGMENT: M & L Electrical must express our appreciation to the CNA Insurance Company representatives who have made major contributions during the period over which this document was developed.

THE NEED FOR ELECTRICAL CONTRACTOR SAFETY PROGRAMS: Accidents have two types of costs: a human cost and a business cost. These costs can be paid in two ways: the uncontrolled cost of accidents and the controlled cost of an effective safety program.

The cost of accidents affects operating costs of a business. More importantly, accidents may result in the potential loss of life, the disability of productive people, and the loss of valuable skills.

This safety manual is aimed at meeting the goals of the Occupational Safety and Health Act of 1970 (OSHA) to assure every working person a safe and healthful work place that will “preserve human resources”.

Making this program work requires a dedication to safety from every employee in every level of management.

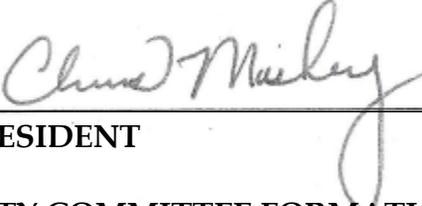
Although all safety practices should conform to OSHA requirements, the suggestions from every person in this company will continue to upgrade and improve the working environment and keep this company safe and accident free.

The basic purpose of our accident prevention program is to provide a safe and accident-free workplace for every employee. Achieving this provides a working environment with maximum job satisfaction and minimum lost-time due to disability or injuries.

ACCIDENTS ARE A TERRIBLE LOSS: Accidents affect our most valued company asset - our employees - the people whose skills and experience contribute to the profitability of our business.

POLICY STATEMENT: The safety of our employees, through the prevention of on the job accidents, is one of the primary considerations of this company. Our policy is to provide, within our control, a safe working environment, free from recognized hazards and to minimize, or hopefully eliminate, injuries at work. This policy also applies to the prevention of physical damage to our vehicles, all equipment, and to the wellbeing and property of our customers, as well as the general public. We will comply with the safety standards of each state, federal, and municipal agency that regulates our business operations.

The cooperation of every person in our company is necessary to ensure the high standards of job safety that we must maintain. One of the conditions of employment is that you understand and follow the work rules as outlined in our Safety Rules and Practices. The key to a successful program, as always, rests with each individual worker who makes the commitment to being safety conscious every minute of every day. Together, our efforts can produce excellent results.

BY 
PRESIDENT

SAFETY COMMITTEE FORMATION:

The primary responsibilities of the safety committee are as follows:

- Make recommendations for the written company accident prevention policy.
- Recommend procedures for accident investigations.
- Review safety procedures and unsafe conditions.
- Develop a reporting system to record on the job accidents.
- Conduct regular safety meetings, which should be attended by all employees.

The safety committee consists of 5 members; all members with the exception of the Safety Coordinator will be rotated each year. The safety committee members are randomly picked from a list of volunteers. When you are appointed for your term, you will be presented a Safety Committee Manual and you are expected to attend all meetings pertaining to the safety committee during your term.

MANAGEMENT TRAINING RESPONSIBILITY: Training is one of the top priorities in an accident prevention program. Safety training is based on the general assumption that the development of a positive attitude leads to safe habits of work and conduct.

Training will be established for all new employees and existing employees where new machines or materials are introduced to their job responsibilities.

Special attention will be given to employees with visual or hearing impairments.

All employees working on any job function with a high incidence of injury will be trained to handle any such injury through our Safety Coordinator.

EMPLOYEE ORIENTATION GUIDELINES:

Introduction to the Firm

- 1) Employee Benefits
- 2) Working Hours
- 3) Wage and Salary Policy
- 4) Employee Responsibilities

Workplace Safety Program:

- 1) Equipment Policy
- 2) Lockout/Tagout Policy

- 3) Fall Protection Policy
- 4) Hazard Communication Policy
- 5) Exposure Control Plan

GENERAL SAFETY RULES/WORKPLACE SAFETY PROGRAM: Each employee is primarily responsible for their own safety. All job hazards cannot be identified. If you do not know the safe way to do your job, ask your foreman for instructions.

Personal protective equipment must be worn on all jobs. Such equipment includes but is not limited to, hard-hats, approved eye wear, reinforced shoes, seatbelts must be worn in all company vehicles, and where required, hearing protection.

As part of the ongoing workplace safety program, M & L began testing for drugs and alcohol on October 9, 1992. **This test will be required for new hires.** On November 9, 1992, M & L began conducting random drug and alcohol tests of current employees. If you are asked to take a random drug or new hire drug and alcohol test and you are currently taking prescription medication (drugs prescribed by a doctor), you should bring the prescription(s) with you to the test. Take a photo I.D. to the testing facility for identification. No employee will be allowed to work while under the influence of drugs and alcohol. Post accident drug testing is mandatory and will take place at time of medical treatment.

All accidents or unsafe conditions or equipment should be reported to the foreman immediately. The foreman is responsible for reporting all injury cases to our office.

All equipment should be used only with the required safeguards engaged during operation.

Be familiar with first aid/medical emergency procedures and phone numbers. Failure to comply with these Safety Rules and Program Rules will be grounds for disciplinary action.

MEDICAL/FIRST AID PROCEDURES: First aid and bloodborne pathogen kits are to be on all job sites at all times. Be familiar with medical facilities and phone numbers in case they are needed. In case of accident or injury, you should contact your foreman immediately. This includes any and all accidents, regardless of how small or large.

EMPLOYEE SAFETY RESPONSIBILITIES:

- Follow all safety practices.
- Refrain from any unsafe act that might endanger you or your fellow workers.
- Use all personal protective equipment and safety devices properly.
- Immediately report to your supervisor any unsafe act or condition, property damage, or bodily injury.
- Report to your supervisor any tool/equipment unsafe to use and refrain from using it.
- Wear the appropriate apparel when working.
- Cooperate and participate in all safety activities.
- Recognize your responsibility for, and your role in, the company's accident prevention program.

It is the policy of M & L Electrical, Inc. to ensure that every responsible precaution is taken to prevent accidents and injuries to our employees and reduce damages to our equipment and property, as well as the general public's safety.

THE FOLLOWING SAFETY RULES AND LAWS ARE FOR YOUR PROTECTION.

This list is not all-inclusive.

1. No alcohol or narcotics are to be consumed.
2. Safety shoes or boots must be worn at all times. (No sneakers at any time)
3. All foremen will be responsible for reporting to the office any accidents.
(OSHA Form 101 gives us a limited time to report accidents)
4. Hard hats must be worn at all times.
5. Safety glasses must be worn at all times.
6. Hearing protection must be worn where required.
7. Dress appropriately for all weather conditions
8. First aid kits and bloodborne pathogen kits are assigned to all job foremen and become their responsibility.
9. Report defective tools to the foreman, to be replaced or repaired.
10. This Electrical Contractor intends to comply with all OSHA Regulations.
11. Safety will take precedence over expediency or shortcuts.
12. All jobsites are required to have a minimum of one fire extinguisher on hand.

ANNUAL REVIEW

M&L Electrical's safety manual and procedures will be reviewed and audited in its entirety yearly or as needed.

DISCIPLINE:

Any employee who does not follow the policies & procedures outlined in this safety manual will be subject to the following disciplinary progression:

- First Offense - 1-Day suspension without pay
- Second Offense - 3-Day suspension without pay
- Third Offense - Termination

Safety rules and laws are for your protection. Compliance with the requirements and laws are mandatory on the part of all employees.

**Charles Mosley
Chris Mosley**

SECTION 2

ARC FLASH/BLAST POLICY

OBJECTIVE: To follow the NFPA 70E Standard for Electrical Safety Requirements in the Workplace. Our policy will focus on protecting people and identify requirements that are considered necessary to provide a workplace that is generally free from electrical hazards. We use the NFPA 70E to address conditions that exist, or might exist, and abnormal conditions where people can become involved.

This program is mandatory and applies to all employees, including contractors, vendors, and service personnel. This program is administered by the M&L's safety department.

PROCEDURES:

When working on or near any energized parts, the following steps must be taken:

Energized Electrical Work Permit is required and must include the following elements:

- (1) A description of the circuit and equipment to be worked on and their location.
- (2) Justification for why the work must be performed in an energized condition
- (3) A description of the safe work practices to be employed
- (4) Results of the shock hazard analysis
- (5) Determination of shock protection boundaries
- (6) Results of the flash hazard analysis
- (7) The Flash Protection Boundary
- (8) The necessary PPE to safely perform the assigned task
- (9) Means employed to restrict the access of unqualified persons from the work area
- (10) Evidence of completion of a job briefing, including a discussion of any job-specific hazards
- (11) Energized work approval signature(s)

Shock Hazard Analysis: A shock hazard analysis shall determine the voltage to which personnel will be exposed, boundary requirement, and the personal protective equipment necessary in order to minimize the possibility of electric shock to personnel.

Shock Protection Boundaries: The shock protection boundaries identified as Limited, Restricted and Prohibited Approach Boundaries are applicable to the situation in which approaching personnel are exposed to live parts.

Flash Hazard Analysis: A flash hazard analysis shall be done in order to protect personnel from the possibility of being injured by an arc flash. The analysis shall determine the Flash Protection Boundary and the PPE that people within the Flash Protection Boundary shall use.

Hazard Risk 0

This hazard risk category poses minimal risk. Some examples of tasks in this category are tasks that involve:

- Circuit breaker or fused switch operation with covers on when working with Panelboards rated 240V and below
- Contactor operation with enclosure doors closed when working with NEMA E2 (Fused contractor) Motor Starters, 2.3 kV through 7.2 kV.

PPE REQUIRED:

- Non-melting, flammable materials (i.e., untreated cotton, wool, rayon or silk, or blends of these materials) with fabric weight at least 4.5 oz/yd²

Hazard Risk 1

This hazard risk category poses some risk. Some examples of tasks in this category are tasks that involve:

- Circuit breaker or fused switch operation with covers off when working with Panelboards rated 240V and below.
- Opening hinged covers (to expose bare, energized parts) when working with “Other 600V Class (277V through 600V, nominal) equipment.”

PPE REQUIRED:

- FR shirt and FR pants or FR coverall.

Hazard Risk 2

This hazard risk category involves tasks that pose a moderate risk. Some examples of tasks in this category are tasks that involve:

- Circuit breaker or fused switch operation with enclosure doors closed when working with 600V class motor control centers (MCCs).
- Work on control circuits with energized parts 120V or below, exposed when working Metal Clad Switchgear, 1Kv and above.

PPE REQUIRED:

- Cotton underwear – conventional short sleeve and brief/shorts, plus FR shirt and FR pants.

Hazard Risk 3

This hazard risk category involves tasks that pose a high risk. Some examples of tasks in this category are tasks that involve:

- Insertion or removal of circuit breakers from cubicles, doors open, when working with 600V Class Switchgear (with power circuit breakers or fused switches).
- Opening hinged covers (to expose bare, energized parts) when working with “Metal Clad Switchgear, 1 kV and above.

PPE REQUIRED:

- Cotton underwear plus FR shirt and FR pants plus FR coverall, or cotton underwear plus two FR coveralls

Hazard Risk 4

This hazard risk category represents tasks that pose the greatest risk. Some examples of tasks in this category are tasks that involve:

- Removal of bolted covers (to expose bare, energized parts) when working with NEMA E2 (fused contractor) Motor starters, 2.3 kV through 7.2 kV.
- Opening voltage transformer or control power transformer compartments when working with Metal Clad Switchgear, 1 kV and above.

PPE REQUIRED:

- Cotton underwear plus FR shirt and FR pants plus multilayer flash suit.

Personal Protective Equipment (PPE)

We will follow the NFPA70E's PPE Matrix which states the following:

Once the Hazard/Risk Category has been identified, Table 130.7(c) (10) shall be used to determine the required personal protective equipment (PPE) for the task. Table 130.7(c) (10) lists the requirements for protective clothing and other protective equipment based on Hazard/Risk Category numbers 0 through 4. This clothing and equipment will be used when working on or near energized equipment within the Flash Protection Boundary.

TRAINING:

All M&L Electrician's will receive Arc Flash/Blast training in regards to Analysis, boundaries and the proper Personal Protective Equipment. We will give you the knowledge you need; it is your responsibility to implement this training.

Before any work can be done on any energized parts, you must contact the safety department at M&L Electrical to discuss the specific safety procedures that will be followed as well as fill out an Energized Work Permit.

DISCIPLINE:

Any employee who does not follow the above outlined safety procedures will be subject to the following disciplinary program:

First Offense - 3-Day suspension without pay

Second Offense - Termination

SECTION 3

LOCKOUT/TAGOUT POLICY

PURPOSE: This procedure establishes minimum requirements for the lockout and tagout of electrical energy sources. It will be used to ensure that conductors and circuit parts are disconnected from sources of electrical energy, and locked out and tagged out before work begins where employees could be exposed to dangerous conditions. Sources of stored energy, such as capacitors or springs, will be relieved of their energy. A mechanism will be engaged to prevent re-accumulation of energy.

RESPONSIBILITY: M&L Electrical, Inc will instruct all employees in the safety significance of the lockout and tagout procedure. Any new or transferred employees and all other persons whose work operations might be in the area will be instructed in the purpose and use of this procedure. The Safety Coordinator will ensure that appropriate personnel receive instructions of their roles and responsibilities. All persons installing a Lockout/Tagout device will sign their names and the date on the tag.

PREPARATION FOR LOCKOUT/TAGOUT:

- (1) If available review current diagrammatic drawings, tags, labels, and signs to identify and locate all disconnecting means to determine that power is interrupted by a physical break and not deenergized by a circuit interlock only. Make a list of disconnecting means to be locked and tagged.
- (2) Review disconnecting means to determine adequacy of their interrupting ability. Determine if it will be possible to verify a visible open point, or if other precautions may be necessary.
- (3) Review other work activity to identify where and how other personnel might be exposed to sources of electrical energy hazards. Review other energy sources in the physical area to determine employee exposure to sources of other types of energy. Establish energy control methods for control of other hazardous energy sources in the area.
- (4) Where the possibility of induced voltages or stored electrical energy exists, call for grounding the phase conductors or circuit parts before touching them. Where it could be reasonably anticipated that contact with other exposed energized conductors or circuit parts is possible, call for applying ground connecting devices.

SEQUENCE OF SIMPLE LOCKOUT/TAGOUT SYSTEM PROCEDURES:

1. All effected employees will be notified that a Lockout/Tagout system is going to be implemented and the reason for the implementation. The qualified employee implementing the Lockout/ Tagout will know where the disconnecting means location for all sources of electrical energy and the location of all sources of stored energy. The qualified person will be knowledgeable of hazards associated with electrical energy.
2. If the electrical supply is energized, the qualified person will deenergize and disconnect the electrical supply and relieve all stored energy.

3. Lockout and Tagout all disconnecting means with Lockout/Tagout devices.
4. Attempt to operate the disconnecting means to determine that operation is prohibited.
5. A voltage-detecting instrument will be used. Inspect the instrument for visible damage. Do not proceed if there is an indication of damage to the instrument until an undamaged device is available.
6. Verify proper instrument operation and then test for absence of voltage.
7. Verify proper instrument operation after testing for absence of voltage.
8. Where required, install grounding equipment/conductor device on the phase conductors or circuit part, to eliminate induced voltage or stored energy, before touching them. Where it has been determined that contact with other exposed energized conductors or circuit parts is possible, apply ground connecting devices rated for the available fault duty.
9. The equipment and/or electrical source is now locked out and tagged out.

RESTORING THE EQUIPMENT AND/OR ELECTRICAL SUPPLY TO NORMAL CONDITION:

1. After the job/task is indicated to be complete, visually verify that the job/task is complete.
2. Remove all tools, equipment, and unused materials and perform appropriate housekeeping.
3. Remove all grounding equipment/conductor/devices.
4. Notify all personnel involved with the job/task that the lockout (tagout) is complete, that the electrical supply is being restored, and to remain clear of the equipment and electrical supply.
5. Perform any quality control tests/checks on the repaired/replaced equipment and/or electrical supply.
6. Removal of the lockout/tagout devices is to be by the person who installed them only.
7. Notify the equipment operator and/or electrical supply owner that the equipment and/or electrical supply is ready to be returned to normal operation.
8. Return the disconnecting means to their normal condition.

COMPLEX LOCKOUT / TAGOUT PROCEDURES:

A complex Lockout/Tagout plan is required where one or more of the following exist:

- Multiple energy sources
 - Multiple crews
 - Multiple crafts
 - Multiple locations
 - Multiple employees
 - Unique disconnecting means
 - Complex particular switching sequences
 - Continuing for more than one shift, that is, new workers
1. All complex Lockout/Tagout procedures will require a written plan of execution. The plan will include all the steps of the Lockout/Tagout policy.
 2. A person in charge will be involved with a complex Lockout/Tagout procedure. At each location/job a person will be in charge.
 3. The person in charge will develop a written plan of execution and communicate the plan to all persons engaged on the job/task. The person in charge will be held accountable for safe execution of the complex Lockout/Tagout plan. The complex Lockout/Tagout plan must address all the concerns of employees who might be exposed, and they must understand how electrical energy is controlled. The person in charge will ensure that each person understands the hazards to which they are exposed and the safety-related work practices they are to use.
 4. All complex Lockout/Tagout plans identify the method to account for all persons who might be exposed to electrical hazards in the course of the Lockout/Tagout. Select which of the following methods is to be used:
 - Each individual will install his /her own personal Lockout/Tagout device
 - The person in charge will lock his/her key in a "lockbox"
 - The person in charge will maintain a sign in/out log for all personnel entering the area.
 5. The person in charge can install locks/tags, or direct their installation on behalf of other employees.
 6. The person in charge can remove locks/tags or direct their removal on behalf of other employees, only after all personnel are accounted for and ensured to be clear of potential electrical hazards.
 7. Where the complex Lockout/Tagout is continued on successive shifts, the person in charge will identify the method for transfer of the lockout and of communication with all employees.

PROCEDURE INVOLVING MORE THAN ONE PERSON:

In the preceding steps, if more than one individual is required to lockout and tagout equipment, each will place his/her own personal lockout and tagout device on the energy isolating devices. When an energy-isolating device cannot accept multiple locks, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

PROCEDURE INVOLVING MORE THAN ONE SHIFT:

In the event a piece of equipment must remain locked out over night or for a long duration a hold over lock will be utilized and the following procedure will be followed.

1. The job superintendent will be notified of any equipment that will need to remain locked out longer than one day.
2. At the end of the day the superintendent will replace any locks with a hold over lock (Red M&L lock) & replace the tag that will have the name and phone number of the Job Superintendent.
3. The following day the employee working on the de-energized circuit will replace the hold over lock with their personal lock.

BASIC RULES:

1. All equipment will be locked and tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
2. Do not attempt to operate any switch, valve, or other isolating device where it is locked and tagged out.
3. Whenever M&L employees are engaged in activities covered by the scope and application of this procedure, employees should confer with the client (General Contractor & Facility Owner) in order to inform each other of the respective lockout and tagout procedures.
4. No M&L employee will work on any unprotected electrical power circuits unless the employee is protected against electrical shock by de-energizing the circuit and utilizing the Lockout/Tagout procedures listed above.
5. If a situation arises where work must be conducted on an energized circuit, panelboard, switchboard, or any other electrical enclosure with exposed energized circuits. The job Superintendent will develop a written plan & notify all effected employees. The written plan will be signed by the Job Superintendent and each trained employee. This plan will be approved by Management & also the customer (General Contractor & Facility Owner).

DISCIPLINE:

Any employee who does not follow the above outlined Lockout/Tagout procedures will be subject to the following disciplinary program:

1. Knowingly violating this procedure will result in:

First Offense - 3-Day suspension without pay

Second Offense - Termination

2. Knowingly energizing a circuit with an installed Lockout/Tagout device will result in immediate termination.

SECTION 4 ENERGIZED ELECTRICAL SAFETY POLICY

OBJECTIVE: To provide guidelines to ensure the safety of all employees involved in a work task that will expose them to electrical energy. Reference: OSHA 29 CFR 1910.331-1910.335

1. GENERAL REQUIREMENTS FOR ALL M&L EMPLOYEES

- A. De-energize, if possible. If this is not possible, all energized parts that an employee might come into contact with should be put into an electrically safe work condition before an employee works on or near them.
- B. Inspect all personal protective equipment and electrical equipment being used.
- C. Maintain the electrical equipment's insulation and enclosure integrity.
- D. Plan every job and document first-time procedures.
- E. Anticipate unexpected events.
- F. Identify and minimize the hazard.
- G. Protect yourself from shock, burn, blast, and other hazards that are due to the working environment.
- H. Use the right tools for the job.
- I. Alerting techniques (safety signs/ tags, barricades, or attendants) will be used to warn and protect individuals from hazards that could cause injury due to electric shock, burns, or failure of electric equipment parts.

2. RULES FOR M&L EMPLOYEES FOR INSPECTION OF EQUIPMENT

- Every electrical conductor or circuit part is considered energized until proven otherwise.
- No bare-hand contact is to be made with exposed energized electrical conductors or circuit parts above 50 volts to ground.
- Identify tasks to be performed on or near exposed energized electrical conductors and circuit parts.
- Use a logical approach to determine potential hazard of task.
- Electrical protective equipment will be issued to and will be worn by employees working in areas where there is a potential electrical hazard.

3. RULES FOR ALL M&L EMPLOYEES WHEN IN CONTACT WITH ENERGIZED ELECTRICAL COMPONENTS

- A. An Energized Work Permit **will be presented to and approved by the facility's management and the general contractor in an effort to notify them of work being performed on energized electrical components.**
- B. Any employee working with energized electrical components **will wear nonconductive head protection, face shields, and high-voltage gloves and use insulated tools.**

- C. Any employee who will be working with energized electrical components **will have a team member present to witness the task and to provide assistance in the event of electrical shock.**
- D. Conductive jewelry and clothing **will not be worn if contact with energized electrical components is possible.**
- E. At the time of hire and during safety meetings, each employee will be made aware of their obligation to wear and use associated equipment when the work task dictates.

DISCIPLINE:

Any employee who does not follow the above outlined Electrical Safety procedures will be subject to the following disciplinary program:

- First Offense - 3-Day suspension without pay
- Second Offense - Termination

It is M & L's responsibility that each employee is made aware of his or her obligation to comply with safety rules and regulations by wearing and using safety harnesses and associated equipment when the work task dictates. This policy will be enforced and strictly adhered to.

SECTION 5

ENERGIZED WORK PERMIT



ELECTRICAL, INC.
Industrial • Commercial • Design/Build

ENERGIZED ELECTRICAL WORK PERMIT

PART I: TO BE COMPLETED BY THE REQUESTER:

Job/Work Order Number _____

- (1) Description of circuit/equipment/job location: _____
- (2) Description of work to be done: _____
- (3) Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage: _____

Requester / Title _____ Date _____

PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS DOING THE WORK:

- | | Check when Complete |
|--|--------------------------|
| (1) Detailed job description procedure to be used in performing the above detailed work: _____ | <input type="checkbox"/> |
| (2) Description of the Safe Work Practices to be employed: _____ | <input type="checkbox"/> |
| (3) Results of the Shock Hazard Analysis: _____ | <input type="checkbox"/> |
| (4) Determination of Shock Protection Boundaries: _____ | <input type="checkbox"/> |
| (5) Results of the Flash Hazard Analysis: _____ | <input type="checkbox"/> |
| (6) Determination of the Flash Protection Boundary: _____ | <input type="checkbox"/> |
| (7) Necessary personal protective equipment to safely perform the assigned task: _____ | <input type="checkbox"/> |
| (8) Means employed to restrict the access of unqualified persons from the work area: _____ | <input type="checkbox"/> |
| (9) Evidence of completion of a Job Briefing including discussion of any job-related hazards: _____ | <input type="checkbox"/> |
| (10) Do you agree the above described work can be done safely? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, return to requester) | |

Electrically Qualified Person(s) _____ Date _____

Electrically Qualified Person(s) _____ Date _____

PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED:

Manufacturing Manager _____ Maintenance / Engineering Manager _____

Safety Manager _____ Electrically Knowledgeable Person _____

General Manager _____ Date _____

Note: Once the work is complete, forward this form to the site Safety Department for review and retention.

SECTION 6

HAZARD COMMUNICATION PROGRAM

M & L Electrical, Inc. is firmly committed to providing all its employees with a safe and healthy work environment. It is a matter of company policy to provide our employees with information about hazardous chemicals on the worksite through our hazard communication program, which includes container labeling, Safety Data Sheets (SDS), and employee information/training.

The Safety Coordinator will have the overall responsibility for coordinating the hazard communication program for M & L Electrical, Inc. The Safety Coordinator will make our written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health, and the Coordinator of the National Institute for Occupational Safety and Health.

LIST OF HAZARDOUS CHEMICALS: The Safety Coordinator will compile a list of all hazardous chemicals that will be used on the worksite by reviewing container labels and Safety Data Sheets. The list will be updated as necessary. It will be kept at our office at 6060 Scottsville Road. (See attached list of hazardous chemicals)

LABELING: It is the policy of this company to ensure that each container of hazardous chemicals on a jobsite is properly labeled. The labels will list:

- contents of each container
- appropriate hazard warnings; and
- name and address of the manufacturer, importer or responsible party

To further ensure that employees are aware of the chemical hazards of materials used in their work areas, it is our policy to label all secondary containers. Secondary containers will be labeled with either an extra copy of the manufacturer's label, or with a sign or generic label that lists the container's contents and appropriate hazard warnings.

This responsibility has been assigned to the Safety Coordinator.

SAFETY DATA SHEETS: Copies of Safety Data Sheets for all hazardous chemicals to which employees may be exposed are kept at our office (6060 Scottsville Road) and are readily accessible to employees in the work area during each work shift. The Safety Coordinator is responsible for obtaining, maintaining and updating the file of Material Safety Data Sheets.

EMPLOYEE TRAINING: Employees are to attend a training session on hazardous chemicals in their work area at the time of their initial work assignment. The training session will cover the following:

- An overview of the chemicals present in their workplace operations
- A review of the chemicals present in their workplace operations
- The location and availability of our written hazard communication program, a list of hazardous chemicals and SDS
- Methods and observation techniques that may be used to detect the presence or release of hazardous chemicals in the work area.
- The physical hazards of the chemicals in the work area.
- The health hazards of the chemicals in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
- How to lessen or prevent exposure to hazardous workplace chemicals by using good work practices, personal protective equipment, etc.
- Emergency procedures to follow if employees are exposed to hazardous chemicals.
- An explanation of our hazard communication program, including how to read labels and MSDS to obtain appropriate hazard information.

When a new type of product is introduced into a work area or the chemical composition of a product changes, the safety Coordinator will review the above items as they are related to the new chemicals.

NON-ROUTINE TASKS: Periodically employees are required to perform non-routine tasks. Prior to starting work on such projects, each affected employee will be informed by the safety Coordinator about hazards to which they may be exposed and appropriate protective and safety measures.

INFORMING OTHER EMPLOYERS: To ensure that the employees of other contractors have access to information on the hazardous chemicals at a jobsite, it is the responsibility of the Safety Coordinator to provide the other contractors the following information:

- where SDS are available
- the name and location of the hazardous chemicals to which their employees may be exposed and any appropriate protective measures required to minimize their exposure
- an explanation of the labeling system used at the jobsite

Each contractor bringing chemicals onto a jobsite must provide use with the appropriate hazard information on those substances to which our own employees may be exposed to on a jobsite.

CHEMICAL ON JOBSITES: We use a variety of products. Many of these products contain one or more hazardous chemicals. Most of the products we use can be grouped by their basic function or use. We will discuss which products fit in each group and will identify the associated hazards and how to detect and control them through engineering or administrative controls, as well as through the use of personal protective equipment. A list of chemicals potentially found on our sites is attached to our written hazard communication program.

WRITTEN HAZARD COMMUNICATION PROGRAM: We have a written program that outlines how we will provide you with information, about hazardous workplace chemicals. It is our company policy on hazardous substances. Among other things it includes:

- a list of hazardous substances on our jobsites.
- our procedures for maintaining SDS information.
- our employee training program./
- a statement outlining how information will be exchanged among contractors on our worksites.

PHYSICAL AND HEALTH HAZARDS OF WORKPLACE CHEMICALS: You will be trained on the hazards of chemicals in your work areas. (This may be done by category of hazards, but the employees should be made aware that information is available on the specific hazards of individual chemicals through SDS) The training will include the following information:

- measure you can take to protect yourself from the hazards; our company procedures that provide you with protections such as work practices, personal protective equipment, engineering controls, etc.
- physical and health effect of the groups of chemicals
- how to detect the presence of a chemical, and
- general emergency and first aid procedures

HOW TO READ LABELS AND SAFETY DATA SHEETS: LABELS: You should read product labels before working with a hazardous substance. Each label will have the identity of the hazardous chemical and a hazardous warning. Original container labels will also have the name and address of the manufacturer.

The label should serve as a reminder of the information we are presenting in this training session and of the information found in more detail on the SDS.

It is essential that you read the hazard warning and use the chemical as prescribed by the label. If you have questions about a specific label, ask your supervisor or refer to the SDS.

MATERIAL SAFETY DATA SHEETS: SDS information provides a great deal of information about the chemicals we use. The chemical manufacturers are responsible for providing us with MSDS information for chemicals potentially found on our worksites are available at our office at

6060 Scottsville Road, Bowling Green, Kentucky and in all jobsite trailers or in Superintendent's vehicle.

DISCIPLINE:

Any employee who does not follow the above outlined SDS procedures will be subject to the following disciplinary program:

- First Offense - 1-Day suspension without pay
- Second Offense - 3-Day suspension without pay
- Third Offense - Termination

SECTION 7

FALL PROTECTION POLICY

OBJECTIVE: To provide guidelines to ensure the safety of all employees involved in a work task that will expose them to a fall hazard. Reference: OSHA 29 CFR 1926.500.

1. GENERAL REQUIREMENTS FOR ALL M&L EMPLOYEES

1. Lifelines, safety belts, harnesses and lanyards will be used only for employee safeguarding. When any of these are actually subjected to in-service loading (as distinguished from static load testing), they will be immediately removed from service and will not be used again for employee safeguarding.
2. Lanyards will have a minimum breaking strength of 5,000 pounds and be locking type.
3. Lifelines will be protected against being cut or abraded.
4. All safety belts, harness and lanyard hardware, except rivets, will be capable of withstanding a tensile loading of 4,000 pounds without cracking, breaking or taking a permanent deformation.

2. RULES FOR M&L EMPLOYEES FOR INSPECTION OF EQUIPMENT

All lifelines, safety belts, harnesses, lanyards and associated hardware will be inspected before each use for wear and possible damage due to use. Additionally, periodic inspection of lifelines, safety belts, harnesses, lanyards, and associated hardware kept in storage will be completed to ensure that they have not been subjected to damage or deterioration due to storage conditions and other factors that may reduce their strength characteristics.

3. RULES FOR ALL M&L EMPLOYEES WHEN USING HARNESSSES AND ASSOCIATED EQUIPMENT

- A. Any employee who will be working outside any secured area, otherwise protected by finished or temporary handrails, or any working surface or situation where they may be subject to a fall greater than six feet (6') **will wear and use safety harnesses, lanyards, lifelines, and be tied off.**
 - **Exception:** When utilizing portable ladders where the employee remains within the confines of the ladder. Fall protection will not be required.
- B. At the time of hire and during safety meetings, each employee will be made aware of their obligation to wear and use associated equipment when the work task dictates.
- C. Employees working out of aerial lifts will always stand firmly on the floor of the basket and will not sit or climb on the edge of the basket or use planks, ladders or other devices while working. (1926.453 (2) (iii))
- D. **A safety harness will be worn and a lanyard attached to the boom or a basket when working from an aerial lift or scissor lift.** Tying off to an adjacent pole, structure or equipment while working from an aerial lift or a scissor lift will not be permitted.

DISCIPLINE:

Any employee who does not follow the above outlined Fall Protection procedures will be subject to the following disciplinary program:

First Offense - 3-Day suspension without pay

Second Offense - Termination

It is M & L's responsibility that each employee is made aware of his or her obligation to comply with safety rules and regulations by wearing and using safety harnesses and associated equipment when the work task dictates. This policy will be enforced and strictly adhered to.

SECTION 8

BLOODBORNE PATHEOGENS

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PURPOSE OF THE PLAN

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to the goal, OSHA has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens” that employees may encounter in their workplace.

M & L Electrical believes that there are a number of “good general principles that should be followed when working with bloodborne pathogens. These include that:

- It is prudent to minimize all exposure to bloodborne pathogens.
- Risk of exposure to bloodborne pathogens should never be underestimated.
- Our company should institute as many work practice and engineering controls as possible to eliminate or minimize employee exposure to bloodborne pathogens.

We have implemented this Exposure Control Plan to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this plan is twofold:

- To protect our employees from the health hazards associated with bloodborne pathogens.
- To provide appropriate treatment and counseling in the event that an employee is exposed to bloodborne pathogens.

GENERAL PROGRAM MANAGEMENT

RESPONSIBILITIES: There are four major “Categories of Responsibility” that are central to the effective implementation of our Exposure Control Plan.

- The “Exposure Control Officer”
- Department Managers and Supervisors
- Education/Training Instructors
- Our Employees

The following sections define the roles played by each of these groups in carrying out our plan. (Throughout this written plan, employees with specific responsibilities are identified. If, because of promotion or other reasons, a new employee is assigned any of these responsibilities, the safety director is to be notified of the change, so that they can update their records.)

EXPOSURE CONTROL OFFICER: The “Exposure Control Officer” will be responsible for overall management and support of our facility’s Bloodborne Pathogens Compliance Program. Activities that are delegated to the Exposure Control Officer typically include, but are not limited to:

- Overall responsibility for implementing the Exposure Control Plan for the entire facility.
- Working with management and other employees to develop and administer any additional bloodborne pathogens related policies and practices needed to support the effective implementation of this plan.
- Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.
- Collecting and maintaining a suitable reference library on the Bloodborne Pathogens Standard and bloodborne pathogens safety and health information.
- Knowing current legal requirements concerning bloodborne pathogens
- Acting as facility liaison during OSHA inspections.
- Conducting periodic facility audits to maintain an up-to-date Exposure Control Plan.

KIM HANSEN has been appointed as the facilities Exposure Control Officer.

We have determined that the Exposure Control Officer will require assistance in fulfilling their responsibilities. To assist them in carrying out their duties, we have created an Exposure Control Committee composed of the following people:

EXPOSURE CONTROL COMMITTEE:

Chris Mosley
Tracy Mosley
Curtis White
Kim Hansen

DEPARTMENT MANAGERS AND SUPERVISORS: Department managers and supervisors are responsible for exposure control in their respective areas. They work directly with the Exposure Control Officer and our employees to ensure that proper exposure control procedures are followed.

EDUCATION/TRAINING COORDINATOR: Our Education/Training Coordinator will be responsible for providing information and training to all employees who have the potential for exposure to bloodborne pathogens. Activities falling under the direction of the Coordinator include:

- Maintaining an up-to-date list of facility personnel requiring training (in conjunction with facility management).
- Developing suitable education/training programs.
- Scheduling periodic training seminars for employees.
- Maintaining appropriate training documentation such as “Sign-In Sheets”, Quizzes, etc.
- Periodically reviewing the training programs with the Exposure Control Officer, Department Managers and Supervisors to include appropriate new information.

KIM HANSEN has been selected to be the facilities Education/Training Coordinator

EMPLOYEES: As with all of our facility's activities, our employees have the most important role in our bloodborne pathogens compliance program, because the ultimate execution of much of our Exposure Control Plan rests in their hands. In this role they must do things such as:

- Know what tasks they perform that have occupational exposure.
- Attend the bloodborne pathogens training sessions.
- Plan and conduct all operations in accordance with our work practice controls.
- Develop good personal hygiene habits.

AVAILABILITY OF THE EXPOSURE CONTROL PLAN TO EMPLOYEES: To help them with their efforts, our facilities Exposure Control Plan is available to our employees at any time. Employees are advised of this availability during their education/training sessions. Copies of the Exposure Control Plan are kept in the following locations:

- *Safety Director*
- Job Site
- Employee Handbook

REVIEW AND UPDATE OF THE PLAN: We recognize that it is important to keep our Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed and updated under the following circumstances:

- Annually.
- Whenever new or modified tasks and procedures are implemented which affect occupational exposure of our employees.
- Whenever our employees' jobs are revised such that new instances of occupational exposure may occur.
- Whenever we establish new functional positions within our facility that may involve exposure to bloodborne pathogens.

EXPOSURE DETERMINATION

One of the keys to implementing a successful Exposure Control Plan is to identify exposure situations employees may encounter. To facilitate this in our facility, we have prepared the following lists:

- Job classifications in which ALL employees have occupational exposure to bloodborne pathogens.
- Job classifications in which SOME employees have occupational exposure to blood-borne pathogens.
- Tasks and procedures in which occupational exposure to bloodborne pathogens occur (these tasks and procedures are performed by employees in the job classifications shown on the two previous lists).

The initial lists were compiled on or before May 5, 1992. The Safety Director will work with department managers and supervisors to revise and update these lists as our tasks, procedures and classifications change.

JOB CLASSIFICATIONS WHERE ALL EMPLOYEES HAVE EXPOSURE TO BLOODBORNE PATHOGENS

Below are listed the job classifications in our facility where ALL employees may come into contact with human blood or other potentially infectious materials, which may result in possible exposure to bloodborne pathogens.

<i>JOB TITLE</i>	<i>DEPARTMENT/LOCATION</i>
Electrician - Journeyman	Job Sites
Electrician - Helper	Job Sites
Foreman - Superintendent	Job Sites
Delivery Personnel	Job Sites/ Shop
Project Manager	Job Sites/ Shop
Mechanics	Job Sites/Shop

WORK ACTIVITIES INVOLVING POTENTIAL EXPOSURE TO BLOODBORNE PATHOGENS

Below are listed the tasks and procedures in our facility which employees may come into contact with human blood or other potentially infectious materials, which may result in exposure to bloodborne pathogens:

<u>TASK/PROCEDURE</u>	<u>JOB CLASSIFICATION</u>	<u>DEPART./LOCATION</u>
Rescue procedure	Various	Company wide
First Aid/CPR	Various	Company wide
Sanitation	Sanitation personnel	Company wide

METHODS OF COMPLIANCE

We understand that there are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens in our facility. The first five areas our plan addresses are:

- *The use of Universal Precautions*
- Establishing appropriate Engineering Controls.
- Implementing appropriate Work Practice Controls.
- Using necessary Personal Protective Equipment.
- Implementing appropriate Housekeeping Procedures.

Each of these areas is reviewed with our employees during their bloodborne pathogens related training (see the “Information and Training” section of this plan for additional information). By rigorously following the requirements of OSHA’s Bloodborne Pathogens Standard in these five areas, we feel that we will eliminate or minimize our employee’s occupational exposure to bloodborne pathogens as much as is possible.

UNIVERSAL PRECAUTIONS: In our company we have begun the practice of “Universal Precautions”. As a result, we treat all human blood and body fluids such as semen and vaginal secretions as if they are known to be infectious for HBV, HIV and other bloodborne pathogens.

In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious.

KIM HANSEN is responsible for overseeing our Universal Precautions Program.

ENGINEERING CONTROLS/WORK PRACTICE CONTROLS: One of the key aspects to our Exposure Control Plan is the use of Engineering Controls to eliminate or minimize employee exposure to bloodborne pathogens. As a result, employees use cleaning, maintenance and other equipment that is designed to prevent contact with blood or other potentially infectious materials.

KIM HANSEN periodically works with department managers and supervisors to review tasks performed in our facility where engineering controls can be implemented or updated. As part of this effort, a facility survey was completed on March 1 identifying three things:

- Operations where engineering controls are currently employed.
- Operations where engineering controls can be updated.
- Operations currently not employing engineering controls, but where engineering controls could be beneficial.

The results of this survey can be found on the following pages.

Each of these lists is re-examined during our annual Exposure Control Plan review and opportunities for new or improved engineering controls are identified. Any existing

engineering control equipment is also reviewed for proper function and needed repair or replacement every 12 months, in conjunction with the department manager or supervisor where the equipment is located.

WORK PRACTICE CONTROLS: In addition to engineering controls, our facility uses a number of Work Practice Controls to help eliminate or minimize employee exposure to bloodborne pathogens. Many of these Work Practice Controls have been in effect for some time. Any controls that we are using for the first time will be fully implemented before January 1995.

The person in our facility who is responsible for overseeing the implementation of these Work Practice Controls is KIM HANSEN. They work in conjunction with department managers, supervisors, and our facility's coordinators to effect this implementation.

When a new employee comes to our facility, or an employee changes jobs within the facility, the following process takes place to ensure that they are trained in the appropriate work practice controls.

- The employee's job classification and the tasks and procedures that they will perform are checked against the Job Classifications and Task Lists which we have identified in our Exposure Control Plan as those in which occupational exposure occurs.
- If the employee is transferring from one job to another within our facility, the job classification and tasks/procedures pertaining to their previous position are also checked against these lists.
- Based on this "cross-checking" the new job classifications and/or tasks and procedures which will bring the employee into occupational exposure situations are identified.
- The employee is then trained by the facility Training Coordinator or another instructor regarding any work practice controls that the employee is not experienced with.

PERSONAL PROTECTIVE EQUIPMENT: Person Protective Equipment is our employees' "last line of defense" against bloodborne pathogens. Because of this, our facility provides (at no cost to our employees) the Personal Protective Equipment that they need to protect themselves against such exposure. This equipment includes, but is not limited to:

- Gloves
- Gowns
- Safety glasses - issued
- Goggles
- Face shields/masks
- Respirators
- Lab coats
- Mouth pieces
- Resuscitation bags
- Pocket masks
- Other ventilation devices

Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to reach the employees work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes.

KIM HANSEN, working with department managers and supervisors, is responsible for ensuring that all departments and work areas have appropriate personal protective equipment available to employees, and that employees use the appropriate personal protective equipment except in those circumstances the employee exercises professional judgment that in the specific instance its use would prevent the delivery of healthcare, public safety or would pose an increased hazard to the safety of the employee or co-worker.

Our employees are trained regarding the use of appropriate personal protective equipment for their job classifications and tasks/procedures they perform. Initial training about personal protective equipment was completed in our facility on or before January 1995. Additional training is provided, when necessary, if an employee takes a new position or new job functions are added to their current position.

To determine whether additional training is needed the employee's previous job classification and tasks are compared to those for any new job or function that they undertake. This training is the responsibility of the department manager or supervisor and our Training Coordinator.

Blood soiled uniforms will be placed in Red Bags, labeled, and disposed of in the appropriate manner. The company shall clean, launder, dispose of, repair or replace as needed personal protective equipment at no cost to our employees. If a garment is contaminated with blood or other potentially infectious materials, the garment shall be removed immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area.

HOUSEKEEPING: Maintaining our facility in a clean and sanitary condition is an important part of our Bloodborne Pathogens Compliance Program. To facilitate this, we have set up a written schedule for cleaning and decontamination of the appropriate areas of the facility. The schedule provides the following information

- The area to be cleaned/decontaminated.
- Type of surface to be cleaned.
- Type of soil present
- Tasks and procedures being performed in the area.
- Day and time of scheduled work.
- Cleansers and disinfectants to be used.
- Any special instructions that are appropriate.

KIM HANSEN is responsible for setting our cleaning and decontamination schedule and making sure it is carried out within our facility.

HEPATITIS B VACCINATION POST EXPOSURE EVALUATION AND FOLLOW-UP

Everyone in our facility recognizes that even with good adherence to all of our exposure prevention practices, exposure incidents can occur. As a result, we have implemented a Hepatitis B vaccination program, as well as set up procedures for post-exposure evaluation and follow-up should exposure to bloodborne pathogens occur.

VACCINATION PROGRAM: To protect our employees as much as possible from the possibility of Hepatitis B infections, our facility has implemented a vaccination program. This program is available at no cost to all employees who have occupational exposure to bloodborne pathogens. The Hepatitis B vaccination is made available after the employee has received the Bloodborne pathogen training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or that the vaccine is contraindicated for medical reasons.

The vaccination program consists of a series of three inoculations over a six-month period (0-1-6 months). As part of their blood borne pathogens training, our employees have received information regarding Hepatitis vaccination, including its safety and effectiveness.

KIM HANSEN is responsible for setting up and operating our vaccination program, which has been in effect since January 1995.

Vaccinations are performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional. Employees taking part in the vaccination program are listed on the following pages. Employees who have declined to take part in the program are listed as well and have signed the "Vaccination Declination Form" (a sample of which is found after the employee listings).

To ensure that all employees are aware of our vaccination program, it is thoroughly discussed in our bloodborne pathogens training. We also have posted "Vaccination Program Notices" in prominent places throughout our facility (a sample of this notice can be found following the Vaccination Declination Form in this section).

VACCINATION DECLINATION FORM

EMPLOYEE NAME: _____

EMPLOYEE ID#: _____

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

EMPLOYEE SIGNATURE

DATE

FACILITY REPRESENTATIVE SIGNATURE

DATE

POST-EXPOSURE EVALUATION AND FOLLOW-UP: If one of our employees is involved in an incident where exposure to bloodborne pathogens may have occurred there are two things that we immediately focus our efforts on:

- Investigating the circumstances surrounding the exposure incident.
- Making sure that our employees receive medical consultation and treatment (if required) as expeditiously as possible.

KIM HANSEN investigates every exposure incident that occurs in our facility. This investigation is initiated within 24 hours after the incident occurs and involves gathering the following information:

- When the incident occurred (date and time).
- Where the incident occurred (location of the facility).
- What potentially infectious materials were involved in the incident (type of material blood, etc.)
- Source of material.
- Under what circumstances the incident occurred (type of work being performed).
- How the incident was caused, whether it was an accident or unusual circumstances (equipment malfunction, power outage, etc).
- Personal protective equipment being used at the time of incident.
- Actions taken as a result of incident (employee decontamination, cleanup, notifications, etc.).

After this information is gathered it is evaluated, a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future (to help with this, we use the "Incident Investigation Form" found at the end of this section).

In order to make sure that our employees receive the best and most timely treatment if an exposure to bloodborne pathogens should occur; our facility has set up a comprehensive post-exposure evaluation and follow-up process. We use the “checklist” at the end of this section to verify that all the steps in the process have been taken correctly. This process was implemented on or before January 1995 and is overseen by the following people:

- Chris Mosley
- Tracy Mosley
- Curtis White
- Kim Hansen

We recognize that much of the information involved in this process must remain confidential, and will do everything possible to protect the privacy of the people involved.

As the first step in this process we provide an exposed employee with the following confidential information:

- Documentation regarding the routes of exposure and circumstances under which exposure incident occurred.
- Identification and documentation of the source individual (unless unfeasible or prohibited by state or local law).

The source individual’s blood is tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the company establishes this fact. If consent is not required by state law, the source individual’s blood is tested and the results are documented. This information will also be made available to the exposed employee, if it is obtained. At that time, the employee will be made aware of any applicable laws and regulations concerning disclosure of the identity and infectious status of a source individual.

Finally, after consent is obtained we collect and test the blood of the exposed employee for HBV and HIV status.

Once these procedures have been completed, an appointment is arranged for the exposed employee with a qualified healthcare professional to discuss the employee’s medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment. The company ensures that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

INFORMATION PROVIDED TO THE HEALTH CARE PROFESSIONAL: To assist the healthcare professional we forward a number of documents to them, including the following:

- A copy of Bloodborne Pathogens Standard.
- A description of the exposed employee’s duties as they relate to the exposure incident
- The exposed employee’s relevant medical records.
- Documentation of the route of exposure and circumstances under which exposure occurred
- Results of the source individual’s blood testing if available;
- All medical records relevant to the appropriate treatment of the employee including vaccination status maintained by the company.

HEALTHCARE PROFESSIONALS WRITTEN OPINION: Within 15 days after the consultation, the healthcare professional provides our facility with a written opinion evaluating the exposed employee's situation. We, in turn, furnish a copy of this opinion to the exposed employee.

In keeping with the emphasis on confidentiality, the written opinion will contain the following information.

- Confirmation that the employee has been informed of the results of the evaluation.
- Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

A healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether that

Vaccination is indicated for an employee and if the employee has received such a vaccination.

MEDICAL RECORDKEEPING: To make sure that we have as much medical information available to the participating healthcare professional as possible, our facility maintains comprehensive medical records on our employees. The office manager is responsible for setting up and maintaining these records, which include the following information:

- Name of employee
- Social security number of the employee
- A copy of the employee's Hepatitis B Vaccination status.
 - Dates of vaccinations
 - Medical records relative to the employee's ability to receive vaccination
- Copies of the results of the examinations, medical testing and follow-up procedures that took place as a result of an employee's exposure to bloodborne pathogens.
- A copy of the information provided to and received from the consulting healthcare professional as a result of any exposure to bloodborne pathogens.

As with all information in these areas, we recognize that it is important to keep the information in these medical records confidential. We will not disclose or report this information to anyone without our employee's written consent (except as required by law).

EXPOSURE INCIDENT INVESTIGATION FORM

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION: _____

POTENTIALLY INFECTIOUS MATERIALS INVOLVED:

TYPE: _____

SOURCE: _____

CIRCUMSTANCES (work being performed, etc.) _____

HOW INCIDENT WAS CAUSED (accident, equipment malfunction, etc.) _____

PERSONAL PROTECTIVE EQUIPMENT BEING USED: _____

ACTIONS TAKEN (decontamination, clean-up, reporting, etc.) _____

RECOMMENDATIONS FOR AVOIDING REPETITION: _____

PREPARED BY: _____

DATE: _____

POST-EXPOSURE EVALUATION AND FOLLOW-UP CHECKLIST

The following steps must be taken, and information transmitted, in the case of an employee's exposure to Bloodborne Pathogens:

<u>ACTIVITY</u>	<u>COMPLETION DATE</u>
Source individual identified. (_____)	_____
Source individual	
Employee furnished with documentation regarding exposure incident.	_____
Source individual's blood tested and results given to exposed employee.	_____
Exposed employee's blood collected and tested.	_____
Appointment arranged for employee with healthcare professional. (_____)	_____
Professional's name	
Documentation forwarded to healthcare professional.	_____
_____ Bloodborne Pathogens Standard	
_____ Description of exposed employee's duties	
_____ Description of exposure incident, including routes of exposure	
_____ Result of source individual's blood testing	
_____ Employee's medical records	

LABELS AND SIGNS

For our employees, one of the most obvious warnings of possible exposure to bloodborne pathogens is biohazard labels. Because of this, we have implemented a comprehensive biohazard warning labeling program in our facility using labels of the type shown on the following page, or when appropriate, using red "color-coded" containers. KIM HANSEN is responsible for setting up and maintaining this program in our facility.

On or before January 1995, the following items in our facility were labeled:

- Containers of regulated waste
- Laundry bags and containers
- Contaminated equipment

On labels affixed to contaminated equipment we have also indicated which portions of the equipment are contaminated.

We recognize that biohazard signs must be posted at entrances to HIV and HBV research laboratories and production facilities. However, we do not have these types of operations in our facility, so we are not affected by these special signage requirements.

INFORMATION AND TRAINING

Having well informed and educated employees is extremely important when attempting to eliminate or minimize our employees' exposure to bloodborne pathogens. Because of this, all employees who have the potential for exposure to bloodborne pathogens are put through a comprehensive training program at the company's expense during working hours and furnished with as much information as possible on this issue.

This program was set up so that employees would receive the required training on or before January 1995. Employees will be retrained at least annually to keep their knowledge changing jobs or job functions, will be given any additional training their new position requires at the time of their new job assignment.

KIM HANSEN is responsible for seeing that all employees who have potential exposure to bloodborne pathogens receive this training, with the assistance of the following instructors:

- NOHA staff
- American Red Cross staff

TRAINING METHODS: Our facility's training presentations make use of several training techniques including, but not limited to those checked below:

- Classroom type atmosphere with personal instruction.
- Videotape programs
- Training manuals/employees handouts
- Employee Review Sessions

- _____(Others, specify)

Because we feel that employees need an opportunity to ask questions and interact with their instructors, time is specifically allotted for these activities in each training session.

RECORDKEEPING: To facilitate the training of our employees, as well as to document the training process, we maintain training records containing the following information:

- Dates of all training sessions
- Contents/summary of the training sessions
- Names and qualifications of the instructors
- Names and job titles of employees attending the training sessions

We have used the forms on the following pages and/or our computer systems to facilitate this record keeping.

These training records are available for examination and copying to our employees and their representatives, as well as OSHA and its representatives.

SECTION 9 PERSONAL PROTECTIVE EQUIPMENT POLICY

OBJECTIVE: To provide guidelines to ensure the safety of all employees involved in a work task that will expose them to hazards that will require the use of personal protective equipment. Reference: OSHA 29 CFR 1926.95.

1. GENERAL REQUIREMENTS FOR ALL M&L EMPLOYEES

Hard hats and safety glasses will be worn at all times due to the possible danger of injury from impact or from falling or flying objects.

- A. Hearing protection will be used when an employee is exposed to excessive noise levels.
- B. Eye and face protection will be worn when machines or operations present potential eye or face injury from physical debris, chemicals, or radiation.
- C. Steel toe boots are to be worn by all employees working on any M & L job site.
- D. Shirts with a minimum of 3" sleeves made of 100% cotton are required. Tank tops and sleeveless shirts will not be worn on any M & L job site.
- E. **All clothing worn must be made of 100% cotton.**

2. RESPONSIBILITIES FOR ALL M & L EMPLOYEES WHEN ISSUED PERSONAL PROTECTIVE EQUIPMENT

- A. At the time of hire, every employee will be issued (1) hard hat, (1) pair of safety glasses, one lockout/ tagout hasp, an individual Master Lock, a mini breaker block, a large breaker block, a harness, and a lanyard. Additional and other personal protective equipment can be checked out at the shop.
- B. It will be the employee's responsibility to ensure that they have the items listed above on every job site that requires them.
- C. It is also the employee's responsibility to inspect these items daily to ensure that they are in good working order. If any of these items are damaged, they should be replaced immediately.
- D. Safety Glasses – If you wear prescription glasses, please note that these don't constitute safety glasses. You must wear prescription safety glasses with side shields or safety glasses with side shields over your prescription glasses. M&L Electrical, Inc. will reimburse up to \$75.00 (one time only) for the purchase of prescription safety glasses.

It is M & L's responsibility to make each employee aware of his/her obligation to comply with safety rules and regulations by wearing and using personal protective equipment when the work task dictates. This policy will be enforced and strictly adhered to.

DISCIPLINE:

Any employee who does not follow the above outlined PPE procedures will be subject to the following disciplinary program:

- First Offense - 1-Day suspension without pay
- Second Offense - 3-Day suspension without pay
- Third Offense - Termination

Employee Personal Protective Equipment Issue (PPE)

I _____ have been issued the following personal protective equipment listed below. It is my responsibility to ensure I have them at every job and to wear them when required. If any of the items listed below are lost or stolen, I am responsible for the cost shown below. Also if I fail to bring the items listed below to the job site I will make provisions to get the items at no cost to M&L Electrical. Upon termination from the company, all the items listed below will be returned to M & L. In the event that I have not returned any of the items listed below on the date of the termination of my employment, I authorize M&L Electrical, Inc. or my employer of record to withhold from my wages a sum to cover the cost of the items not returned.

Date of Issue	Date of Return	Item	Cost
		Hard Hat	\$27.00
		Safety Glasses	\$6.09
		Lock & Tag Hasp	\$11.81
		Lock	\$12.50
		Mini Breaker Block	\$13.45
		Large Breaker Block	\$17.97
		Harness & Lanyard	\$128.00
		Hi Vis Safety Vest	\$15.00

Hard Hats are not to have any stickers or alterations except current GC safety sticker.

Signature of Employee

Date

Signature of Employer once equipment has been returned in 100% working order.

SECTION 10

BLANK ACCIDENT REPORT

INCIDENT/ACCIDENT INVESTIGATION REPORT

Project Name:					
Date of Incident/Accident:		Time:		Date Reported	
<input type="checkbox"/> Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss					
Name of Injured Person	12				
Nature of Injury					
Did Injury Require Medical Attention?	YES		NO		
Who Provided Medical Attention?					
Equipment Involved					
Damage To Equipment					
Was There A Witness?	YES	NO	If Yes, Who?		
Service With M&L Electrical (Mos, Yrs)					
Experience on this particular job @ time of Injury (Mos, Yrs)					

Describe How The Incident Occurred (When, Where, Why, How, Who Was Involved)

Describe Property, Equipment, or Material That Was Damaged

What Acts, Failures To Act And/Or Condition Contributed To This Incident?

What Action Has Been Taken To Prevent The Reoccurrence Of This Incident?

INVOLVED PERSON'S SIGNATURE: _____

WITNESS SIGNATURE: _____ PHONE #: _____

JOB SUPERINTENDENT SIGNATURE: _____

INVESTIGATED BY: _____ DATE INVESTIGATED: _____

Use back of form for additional writing space

SECTION NO. 11

WEEKLY JOB SITE INSPECTION CHECKLIST

JOB NAME: _____
 JOB SUPERINTENDANT _____
 DATE: _____

	<i>ITEMS</i>	YES	NO	COMMENTS
1	Approved first aid kit is on site and well stocked			
2	Electrical power tools are properly grounded and have not been mechanically altered			
3	Extension cords are properly grounded and in good condition.			
4	Proper shoring and /or sloping techniques are used in excavations.			
5	Fuels such as propane, diesel, gasoline, etc. are stored properly and handled properly			
6	Grease and oil spills are properly cleaned and absorbed to prevent slipping hazards.			
7	Fire extinguishers should be placed at or near all fuel using equipment and welders.			
8	Are fire extinguishers located properly at all fuel containment areas?			
9	Are fire extinguishers properly inspected and tagged for good working condition?			
10	Ladders are in safe working condition and are being used properly.			
11	Safety harnesses, lanyards are used when required.			
12	All employees are wearing approved safety glasses and hard hats.			
13	All employees are using proper face protection while cadwelding, grinding, chipping, etc.			
14	Work areas are clean from debris.			
15	Are general housekeeping practices at an acceptable level?			
16	Proper slings or chokers are being used when needed for rigging equipment.			
17	Chain falls, come-alongs, etc. are in safe working condition.			
18	Was all equipment checked at the beginning of the day to ensure it was in a safe operational manner? (Lift Forktrucks, Trencher, and Backhoe)			
19	MSDS sheets are on site and up to date.			
20	Copy of the company safety manual is on site.			
21	Safety harness issue list is maintained.			
22	All containers are properly marked with Hazard Communication Labels.			
23	Temporary power has GFI protection.			
24				
25				
26				
27				
28				
29				

SECTION NO. 12 WEEKLY SAFETY INFORMATION

TOOL BOX MEETINGS: Most accidents are the result of one or more of the following three factors: lack of knowledge, physical limitations, and especially attitude. The purpose of toolbox meetings is to provide an informal forum for open discussion about safety concerns, procedures, or methods for eliminating accidents. The foundation of a solid accident prevention program is successful communication at all levels. Suggestions from our employees concerning our safety program are always welcome. **Attendance at these meetings is mandatory.**

GUIDELINES FOR CONDUCTING FAST, EFFICIENT, MEANINGFUL SAFETY MEETINGS:

1. PRE-PLANNING

You can do this very easily and quickly. First, read and understand our weekly safety topic and important safety reminders. Since each job has its own individual safety requirements and problems, take the time to write your comments in the space provided on our safety meeting form and select a Material Safety Data Sheet to review that applies (or soon will) to the work you're doing.

It is a good idea to have your meeting at the same time each week. We recommend Monday morning; start the work week with safety in mind. Be sure that everyone knows about the meeting in advance, and demand punctuality!

2. DELIVERY

Start the meeting promptly. Remember, YOU are running the meeting, so get their attention and keep it. Don't allow horse play or interferences. Keep in mind that time is of the essence. This is costing your employer a lot of money. If you are prepared, most of our meetings can be conducted in approximately 5 minutes. Once you have completed this meeting, ask for questions on the topics discussed and also for safety recommendations. Be very careful -- don't encourage gab sessions on other topics. As soon as you are finished, have the form signed. Get everyone back to work!

3. COMPLETION

First, record the M.S.D.S. number and subject reviewed and all employee suggestions. Be sure you follow-up in correcting any hazards that have been called to your attention. Remember to sign the form. Make sure you file the original in your OSHA safety file -- this could prove very valuable when your job is inspected by OSHA -- fines are often reduced when a good faith report can be proven. The extra copy is for your client's file; more and more clients are requiring this procedure.

As a supervisor, you must set a good safety example for your employees. If they see you violating rules, they will too.

Remember, safety education promotes safety awareness, which in turn reduces deaths and accidents. We hope you will keep this guideline and refer to it often. It is your delivery that is the key to our maximum impact, minimum time safety program.

SUPERVISORS:

YOU ARE THE SAFETY INSTRUCTOR! Don't duck your responsibility. Your example and interest in promoting safety on the job is of the greatest importance. Accidents cost time and money. We can help you REDUCE those accidents and save lives. Our outlines will make your job easier.

The construction industry has lagged far behind general industry in reducing accidents. Annually over 2,000 construction workers are killed on the job; another 200,000 suffer disabling injuries. WE MUST IMPROVE!!!

How often have you seen other workers make serious safety mistakes, just because they didn't know better? They need your help.

The most effective way to reduce accidents is through regular safety education. Weekly safety meetings not only train employees to know better, but they also help improve safety awareness all week long.

It is difficult for a supervisor in the field to acquire adequate subject matter, as well as the time it takes, to compose meaningful safety meetings. This is why our program has found such widespread acceptance; we make things easy for you. Although some of our topics may not apply to your particular project, they are still important as part of a complete safety education program. We will cover all safety areas considered important to the construction industry. The meetings are intended to be brief and to cover the problems that cause most construction accidents; not to harass you with regulations. As a supervisor, you are expected to handle this part of business efficiently. To help you achieve this, and to guide you through a construction meeting, we offer you the enclosed guidelines to use so that you can achieve maximum impact while spending minimum time.

Thank you,

**Chris Mosley
President**

SECTION 13

VEHICLE SAFETY POLICY

Policy

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or to others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, M & L Electrical, Inc. endorses all applicable state motor vehicle regulations relating to driver responsibility. We expect each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Driver Eligibility

- Company vehicles are to be driven by authorized employees ONLY.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations.
- Company vehicles are intended for company business only; however, management at M & L Electrical, Inc. recognizes that personal use of a company vehicle may be necessary and is allowed within a thirty mile radius of the area normally traveled for the designated driver.
- Employees who use their personal vehicles for company business are required to carry adequate limits of liability, with Liability Limits minimum of \$100,000 for property damage and \$300,000 for bodily injury. If the company requires you to use your personal automobile for company business, M & L Electrical, Inc. will cover the difference in premium costs of your initial coverage to increase your coverage to these limits. A copy of the declaration page of your personal automobile insurance policy must be provided to The Company annually at your renewal date.

Policy Guidelines

- Any employee who has a driver's license revoked or suspended will immediately notify the office and discontinue operation of the company vehicle. Failure to do so will result in disciplinary action, up to and including dismissal.
- All accidents involving company vehicles, regardless of severity, must be reported to the police and to the office. Failure to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including dismissal.
- The use of a company vehicle while under the influence of intoxicants or other drugs is forbidden and is sufficient cause for discipline, up to and including dismissal.
- All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available.
- Drivers must observe all speed limits.
- All drivers must check all hookup and safety chains when pulling a trailer.
- Carrying unauthorized passengers, including hitchhikers, are prohibited.

- Drivers are responsible for the security of company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- Employees are responsible for the regular maintenance of their company vehicles. Report any mechanic difficulties or repair needs to the Corporate Office.
- Motor Vehicle Records will be ordered at initial employment and annually thereafter to access driving records. An unfavorable record will result in the loss of company vehicle driving privileges and is sufficient cause for discipline, up to and including dismissal. A standard method of evaluation for all prospective and current drivers' Motor Vehicle Records will be used. Driving privileges will be denied for employees whose records reflect the following:
 - One or more Type A Violations in the past three years (as defined below).
 - Three or more accidents, regardless of fault, in the last three years.
 - Three or more Type B Violations in the past three years (as defined below).
 - Any combination of accidents and Type B Violations that equals three or more in the last three years.

Type A Violations:

- ❖ Driving while intoxicated or while under the influence of drugs
- ❖ Negligent Homicide arising out of the use of a motor vehicle
- ❖ Operating a vehicle during a period of suspension or revocation
- ❖ Using a motor vehicle for the commission of a felony
- ❖ Aggravated assault with a motor vehicle
- ❖ Operating a motor vehicle without the owner's authority (grand theft)
- ❖ Permitting an unlicensed person to drive
- ❖ Reckless driving
- ❖ Speed contest (racing)
- ❖ Hit and run (bodily injury or property damage)

Type B Violations:

- ❖ All moving violations not listed as Type A Violations

Disciplinary Actions:

Class A Violations are immediate termination

Class B Violations are subject to our disciplinary action progression as stated in the M&L Electrical, Inc. Employee Handbook.

EMPLOYEE ACKNOWLEDGEMENT FORM

I understand that this handbook is designed as a guide for use during my employment with M&L Electrical, Inc. It is not intended to be an in-depth document but rather a means to highlight certain aspects concerning my safety.

I hereby acknowledge that the handbook is not a contract of employment and is not intended to state all of the conditions of employment. I understand that employment is terminable at will, with or without cause, and with or without notice at any time, at the option of either the Company or me. The Company has the right to suspend, demote, discipline, or discharge me.

I understand that this handbook will give me general information in regard to certain policies that are in effect at this time. The handbook is subject to revision by the Company without prior notification and at the Company's sole discretion.

I further understand that the Company requires potential employees to submit to drug and alcohol screening and employees to submit to drug screening, including blood tests or urinalysis drug screening to be analyzed for the presence of drugs and alcohol. I realize that the presence of a detectable trace of any unauthorized substance is grounds for disciplinary action or termination of my employment. I further realize that my cooperation is voluntary and that refusal to submit a specimen for testing is grounds for the termination of my employment. I agree to cooperate and abide by this policy and understand that any failure to do so on my part is grounds for termination.

By signing this document, I acknowledge that I have received a copy of the Employee Safety Manual and agree to abide by the drug testing policy and all other safety policies and procedures.

Supervisor or Witness

Signature

Date

Print Name

Social Security Number

Date

Employee Copy

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I understand that this handbook is designed as a guide for use during my employment with M&L Electrical, Inc. It is not intended to be an in-depth document but rather a means to highlight certain aspects concerning my safety.

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Supervisor or Witness

Signature

Date

Print Name

Social Security Number

Date

File Copy [Return to Home Office]