

FASTRAC

ELECTRIC CORP.

810 Saturn Street, Suite 25
Jupiter, Florida 33477

Safety Manual

Revised 8/13/2002

***Safety is Job One
The First Job Each Day!!***

CHAPTER 1

Revised 8/13/2002

INTRODUCTION

We are dedicated to providing a safe and healthful environment for our employees, protecting other workers, and preserving Fastrac Electric Corporation's assets and property.

At Fastrac Electric Corporation, our most valuable resource is the people who work for us. Injuries can be prevented. To achieve this objective, Fastrac Electric will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

The Safety and Health Program will assist management, supervisors, and employees in controlling hazards and risks, which will minimize employee injuries, damage to customer' property, and damage or destruction of company property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

Fastrac Electric is sincerely interested in our employee's safety. The policy of Fastrac Electric is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which Fastrac Electric provides.

FORWARD

This manual is a guide for establishing and maintaining safe working conditions at Fastrac Electric Corporation, and for promoting safe work practices by management and employees.

Fastrac Electric recognizes its responsibility to provide a safe and healthful working environment. This shall include making reasonable efforts to promptly investigate and address health and safety issues, not requiring employees to perform tasks that are dangerous to their health and safety without adequate training and safety equipment as determined by applicable state and federal laws, and making information on hazardous materials readily accessible. Fastrac Electric will adhere to operating practices and procedures designed to prevent illness and injury and will observe all Federal and State safety regulations.

Applying this manual will not provide all conditions necessary to promote safety. Fastrac Electric must develop a philosophy of injury and illness prevention, and provide all necessary safety training, rather than establish a book of rules. Prevention of hazards will always be preferable to protection from hazards, and part of management's safety focus is to eliminate hazards rather than require employee personal protection. Implied in each and every section of this manual is the understanding that Fastrac Electric, its management, and employees share the responsibility for establishing and maintaining the safest possible workplace for all. To that end, every effort will be taken by Fastrac Electric to provide the training, materials, safety equipment and technical advice necessary to foster a safe workplace. Correspondingly, the employees of Fastrac Electric must act in a safe and responsible manner at all times, and report to the supervisor or management any and all workplace situations which might lead to injury or illness. With such a cooperative effort, a safe workplace will evolve and succeed.

All of us must practice safe work habits at all times. Only a diligent effort on everyone's part will prevent injuries and illnesses. Many people believe accidents just happen. However, many injuries and illnesses are commonly caused by unsafe acts or conditions, and can be prevented by using good judgement.

We urge Fastrac Electric employees to become familiar with the contents of this manual as it pertains to their particular work, and the latest requirements of the Occupational Safety and Health Act (OSHA).

Where appropriate, specific OSHA citations will be noted within the individual sections of this safety manual.

MISSION

The mission of Fastrac Electric Corporation shall be to work toward the elimination of work place injuries and illnesses, and shall work to:

1. Increase attention to training and the capability of the supervisor and worker to identify and deal with work place health and safety hazards.
2. Increase the understanding and awareness by all employees of safety and health hazards associated with their jobs, which will enable employees to recognize hazardous or dangerous conditions.
3. Maintain and update this Safety Manual as required.
4. Promptly investigate and respond to Unsafe Working Conditions brought to the company's attention.
5. With the assistance of management, supervisors, and employees, study job safety and health analyses of tasks causing the most serious and frequent injuries and illnesses. A job safety and health analysis should consist of:

- a. Determine the tasks to be analyzed by studying past safety and health performance data (Workers Compensation data, for example);
 - b. Identify the hazards and dangers causing the injuries and illnesses;
 - c. Recommend methods to eliminate the hazards and dangers.
6. Make recommendations on a regular basis, and changes to this manual on an as needed basis.

APPLICATION

This manual pertains to all Fastrac Electric Corporation employees.

UNSAFE WORKING CONDITIONS

Whenever a dangerous working condition exists that requires immediate corrective action, the employee(s) should notify their supervisor at once. The supervisor shall take immediate action to correct the hazard. If the supervisor does not take corrective action immediately, the employee(s) should notify the Safety Director. The Safety Director for Fastrac Electric is located in the office at: 810 Saturn Street, Suite 25, Jupiter, Florida, 33477 – Phone # 561-743-8055.

The Safety Director will investigate the alleged dangerous condition and render a decision within two (2) working days on the corrective action to be taken.

OSHA INSPECTIONS

Fastrac Electric's job supervisor or foreman is to inform the Safety Director whenever compliance officers from OSHA are present on any job site for the purpose of making safety inspections. The project superintendent and the safety director shall accompany the OSHA compliance officer on inspection of the work site and will participate in opening and closing conferences.

CHAPTER 2

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RESPONSIBILITIES

SUPERVISOR'S RESPONSIBILITY

1. Provide safety instruction and encourage safe work performance by all employees under your supervision.
2. Order the repair or replacement of all equipment, protective equipment and machines found to be defective and a potential cause of injury.
3. Inspect all equipment and tell each employee the proper equipment that must be worn or used for each task.
4. Encourage employee safety suggestions and give them due consideration.
5. Counsel, and discipline when necessary, employees who fail or refuse to use required safety equipment.
6. Investigate all accidents and report all accidents to the Safety Director.
7. Be aware of all occupational health hazards or toxic substances present or in use by employees, and inform employees of these hazards. Contact the Safety Director for information on Material Safety Data Sheets (MSDS) if you don't have them.
8. If an employee informs you that he/she is using any prescribed medication, you may request a determination from the employee's doctor as to whether or not the employee can work safely within the normal working environment.
9. Supervisors should see that work zones are properly roped off so that other workers are protected, as necessary.
10. Prohibit the use of alcoholic beverages; intoxicants and narcotics while employees are scheduled for work.

EMPLOYEE'S RESPONSIBILITY

1. Use maximum care and good judgment in preventing accidents and seeking first aid.
2. Report unsafe conditions, equipment and practices.

3. Abide by all safety rules and regulations. Only a diligent effort on everyone's part will prevent occupational injuries and illnesses. Occupational injuries and illnesses are caused by unsafe acts or conditions and can be prevented.
4. Understand your supervisor's instructions. If you do not know how to do the job safely, ask questions. Lack of attention is a major cause of accidents. Keep your mind on your work and avoid daydreaming or horseplay. A small joke with seemingly no possible harm can result in serious injury.
5. Do not engage in tasks, which you believe might be unsafe without consulting your supervisor. Know the limitations of personal protective equipment. Keep all equipment clean and operating properly.
6. Observe all posted warning signs.
7. Clean up the work area and equipment upon job completion.
8. Before you start work on any electrical system or circuit, make a personal inspection to assure yourself that it is de-energized by checking all power sources. Observe and obey warning tags and out-of-service notices.
9. Know the substances you work with which are hazardous or potentially hazardous. Review Material Safety Data Sheets (MSDS) on these substances, or contact your supervisor, when necessary.
10. Inform your supervisor if you are using any prescribed medication when your shift starts. Have your doctor determine if you can work safely, while using the medication.
11. The use of alcoholic beverages, intoxicants, or narcotics while you are scheduled for work is prohibited. Being under the influence or possession of alcoholic beverages, intoxicants, or narcotics while on a job site is forbidden. Anyone found to be under the influence of a controlled substance while on any Fastrac Electric job site is subject to disciplinary action, up to and including termination.

DRUG AND ALCOHOL TESTING POLICY

The purpose of this policy is to assure compliance with regulations concerning drug and alcohol testing of employees. This policy is applicable to all employees who are expected to perform safety sensitive functions during the course of their employment.

Fastrac Electric Corporation requires post accident drug and alcohol testing. Whenever, an employee is injured in a reportable accident, the employee must contact their supervisor as soon as possible. The employee will be required to

do post accident drug and alcohol testing at the specified treatment location. The employee's supervisor or Safety Director will provide treatment location and paperwork (i.e. drug testing form) to injured employee. A reportable accident is one involving loss of human life or bodily injury requiring medical treatment.

In addition, the company may require the following types of drug and alcohol testing:

1. 1. Reasonable suspicion.
2. 2. Return to duty and follow-up.

Refusal to submit to a drug or alcohol test will be grounds for termination of the employee.

Whenever an employee shows physical or physiological symptoms or reactions commonly attributed to the use of controlled substances, he or she will be required to have a urine drug test.

Whenever an employee is involved in a reportable accident the employee must contact their supervisor as soon as possible. If there is reasonable cause to believe that drug or alcohol use was a factor in the accident, the employee's supervisor or the safety director will instruct the employee to present themselves within 32 hours following the accident to a collection site for a urine sample to be collected. A reportable accident is one involving loss of human life or bodily injury requiring immediate medical treatment away from the accident scene.

In the event that the employee is so seriously injured that they cannot provide a urine sample at the time of the accident, the employee must provide authorization for Fastrac Electric to obtain any hospital documents that would indicate that there were drugs or alcohol in the employee's system.

If an initial laboratory test indicates that there were drugs or alcohol in the employees system, then a second test will be made before any results are confirmed and reported to the company. A positive test for drugs or alcohol by an employee will result in some form of disciplinary action, including the possibility of termination.

An employee that tests positive for drugs or alcohol has the right for an additional test, at the employee's expense, if he or she feels that the first test was inaccurate. However, this test must be made within 72 hours of the accident.

An employee who has tested positive and been disqualified from performing safety sensitive work may be required to take a return to duty or follow-up test.

In every case, however, where an employee has tested positive for drugs or alcohol, Fastrac Electric retains the right to dismiss that employee at any time.

CHAPTER 3

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PERSONAL PROTECTION

EMPLOYEE'S PERSONAL SAFETY

OSHA citation 1910.21-32, 1910.132

1. Only closed shoes of leather or semi-impervious (not canvas) material shall be worn. All shoes must have a non-skid sole.
2. It may be dangerous to wear jewelry around equipment.
3. Know and use the proper safety equipment and clothing for your particular work area.
4. Do not remove, alter, or make inoperable any safety device or feature on equipment. If the safety devices on tools you are using have been tampered with, immediately call this to your supervisor's attention.
5. Walk carefully. Report or clean up slippery spots as soon as possible. Proceed with caution around blind corners. Running on the job may be dangerous and is seldom called for. Don't run on stairways. Use hand railings.
6. Do not pass under suspended loads of machinery or material. When operating a lifting device, it is your responsibility to enforce this rule. Avoid striking overhead objects while walking below. Whenever possible, the area beneath a suspended load shall be made inaccessible.
7. Obey all warning signs. See that they are properly selected and placed on your job. Remove all signs when the job is done and the hazard no longer exists.
8. Be aware of all possible pinch points in your work area.
9. To avoid puncture wounds, do not carry sharp pointed tools in your pockets.
10. Remove or bend down all nails in used lumber, boxes, containers or other places where they present a hazard.
11. If possible, use non-solvent based materials. If using industrial solvents follow manufacturer's directions and use only in well-ventilated areas. Read and follow product label and MSDS recommendations.
12. Minimize skin contact with machine cutting oil and avoid inhalation or exposure to oil mists by wearing an approved respirator and other appropriate protective equipment.

13. Request an MSDS sheet if not available. Also request eye protection, gloves and/or a respirator when appropriate.

EYE PROTECTION

OSHA citation 1910.133

1. Eye protection is required for certain jobs and areas of work. It is the employee's responsibility to use and the supervisor's responsibility to provide eye protection as required for the job being performed.
2. All employees exposed to such hazards as flying objects or particles of dirt, dust, wind, molten metal, gases, fumes, smoke, liquids, reflected light or glare in their normal work areas will be provided with appropriate eye protection, shields or goggles. Supervisors may designate jobs requiring eye protection.
3. Foreign objects should be removed from an employee's eye only by a person qualified to give such treatment. Report incident as required.
4. Eye protection equipment is available from your supervisor. Various tasks require different eye protection, eye goggles or glasses. The National Society for the Prevention of Blindness recommends not wearing contact lenses in certain situations; if you wear contact lenses, ask your doctor for instructions.

FIRE PREVENTION AND SAFETY

OSHA citation 1910.35-38, 1910.155-165

1. If a fire or explosion occurs in your presence, activate the building evacuation alarm, if one is available on the site and call the Emergency number (9-1-1). Do not hang up until the operator tells you to. Send someone to meet Fire Department personnel outside the building to direct them to the scene. If you cannot account for everyone, inform the Fire Department.
2. Do not use the elevators. Keep calm; shut off gas, open flames and your equipment before leaving if this does not endanger you. Move any obstructions to one side to allow passage. Close, but do not lock, doors behind you. Proceed at a fast pace; do not run, to the nearest exit. Do not re-enter the building.
3. Be sure to stay between your escape route and the fire; do not let it trap you. If a fire traps you, stay low to the floor. Crawl to an exit and try to breathe through a wet cloth. In high-rise buildings, get below the fire where you will be safer. If you cannot leave your room, hang something out the window. Do not smash windows, but open them slightly at the bottom and top.

4. If your clothing catches fire, stop, drop and roll. If a coat or blanket is within five or six steps, roll in it to help smother the flame.
5. Everyone should be familiar with the location and use of the alarm stations, fire extinguishers and fire hoses. Your knowledge may be called upon to save someone's life or property.
6. Each fire extinguisher has directions for its use on it. Any use, vandalism or corrosion of an extinguisher must be reported to your supervisor.
7. Flammable or combustible mixtures must be stored and transported only by approved methods and in approved containers. Approved grounding and bonding shall be used when transferring flammable liquids to prevent ignition by static discharge. Do not smoke around flammable material or in any other posted area.
8. Each person should be familiar with building evacuation plans, where available.

PROTECTIVE CLOTHING AND EQUIPMENT

OSHA citation 1910.134-137

1. It is the employee's responsibility to obtain, use, maintain and clean protective equipment. It is the supervisor's responsibility to furnish protection as required for the job being performed. It is both the employee's and supervisor's responsibility to keep equipment clean and usable. All equipment and clothing should be checked periodically to insure that all safety features are intact.
2. Avoid loose fitting clothes and gloves. Gloves will be provided and must be carefully selected for each specific job. Shirts with sleeves, no tank tops, and long pants must be worn to avoid unnecessary injuries.
3. Head protection (hard hats) must be worn on jobs, where there is danger of being struck by falling objects or in areas where headroom is limited or obstructed. Hard hats are required on most jobs.
4. Use ear protection when working around noisy equipment. Earplugs will be provided when necessary.

CHAPTER 4

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GENERAL RULES

VEHICLE SAFETY

OSHA citation 1926.601

Supervisors and vehicle operators share the responsibility to insure that vehicles are safe. Supervisors will promptly correct any unsafe conditions.

1. Make sure you understand your equipment. Ask questions if necessary.
2. Obey all traffic and parking regulations.
3. Do not park any vehicle on sidewalks. Do not block fire lanes.
4. Guard against road mishaps by making prior routine checks for such items as distribution and security of your load, steering, tires, brakes, lights, windshield wipers and horn. Regularly clean your windshield, rearview mirror and the lenses of all lamps. Report to your supervisor if your vehicle is thought to be unsafe.
5. Do not carry unauthorized passengers. Riding on the tailgates is strictly prohibited. Don't exceed the seating specifications for the vehicle. When possible, ride only in seats equipped with safety belts. Vehicles used to transport materials must protect the operator from shifting cargos.
6. Have a clear area behind your vehicle before backing up. Where rear vision is not clear, an employee, when available, should assist the driver in the backing operation.
7. Engines must be turned off when the vehicle is not in use or being refueled.
8. Do not ride in the back of pickup trucks.
9. Only properly licensed drivers may drive licensed vehicles. Check to see if your license is current.
10. The driver is responsible for the positioning and security of passengers or items in the back of trucks and vans. Passengers are to be carried only in designated areas of vehicles. See that your items are properly secured and stable. Red warning flags should be attached to material that extends beyond the conveyance, as required by Florida law.
11. When using forklifts, do not lift loads heavier than the rated capacity. Keep the center of gravity of the load as close to the mast as possible.

COLOR CODING AND SIGNS

OSHA citation 1910.120, 1910.145, 1910.1200

1. Color coding is a visual reminder system to warn, inform and guide employees. OSHA assigns specific meanings to certain colors. Colors can be a warning of a particular hazard or give information or directions.
2. Color coding is considered highly desirable. The main intent, however, is not to demand it, but to recognize a standard color code wherever color-coding is used. Be aware of your specific work area and the color-coding system used there.

These colors usually indicate the following:

- a. RED - indicates (1) danger, (2) stop or (3) presence of fire protection equipment.
- b. ORANGE - marks the dangerous parts of machines or energized equipment, which may cut, crush, shock or injure employees. Orange emphasizes these hazards when the guards or enclosures around them are open.
- c. YELLOW - warns of physical hazards and means caution. A striped or checkered pattern of yellow and black may be used to help attract attention.
- d. BLUE - denotes caution and its use is restricted to marking out-of-service equipment, which should not be used.
- e. GREEN - indicates either the location of safety equipment such as first aid materials or conveys safety information.
- f. PURPLE - used for radiation hazards. It may contain a combination of purple and yellow.
- g. BLACK & WHITE - or a combination of the two is used to designate traffic and housekeeping markings. Stripes, checkers or other variations are often used.

Color-coding may or may not be in use on every job site. Where they are being used, please identify as described in this section.

EQUIPMENT CARE AND USE

OSHA citation 1910.211-219

Supervisors and employees share the responsibility that equipment and tools are safe. Supervisors will promptly correct any unsafe items.

1. All tools and equipment are to be kept in a clean and repaired condition. No matter how slight, immediately report to your supervisor anything that needs repair. Inspect all equipment regularly to discover any possible safety defects before and after use.
2. Only appropriately trained employees should operate machinery.
3. Never exceed the manufacturer's recommended RPM on any rotary equipment.
4. Electric tools shall be grounded or double insulated in an approved manner and control switches placed at a convenient point.
5. When using powder-activated or pneumatic driven equipment (e.g., nail guns, RAM SET, etc.) be extremely cautious. Only properly trained employees should use them because they can be extremely dangerous.
6. Use a tool only for the purposes for which it was designed.
7. Keep all tools sharp and properly lubricated.
8. Do not carry a tool by the cord or yank it to disconnect it from the receptacle.
9. When sawing, never reach under or behind the material being cut.
10. Only authorized and properly trained employees are to operate rental equipment. This includes boom and scissor lifts, mini-excavators, forklifts, lulls, trenchers, skid steers (Bobcat), concrete cutting equipment, or any other tool or machine that requires special training,

HOUSEKEEPING

OSHA citation 1910.21-32, 1910.35-40

1. Keep your work area clean and orderly. Report conditions beyond your control to the proper supervisor.
2. Do not obstruct stairways, aisles or passageways. Keep to the right and avoid running on stairways. Keep equipment rooms clear at all times and do not use them as storage areas.
3. Dispose of flammable and combustible scrap materials in approved containers. Discard all greasy or oily rags properly.
4. Keep aisles clear and pay attention to any tripping hazards.

TRASH DISPOSAL

OSHA citation 1910.141

1. Never reach into a wastebasket with your hands. Pick up a basket and pour the trash into the proper receptacle.
2. Do not let garbage accumulate so that the container is too heavy to lift. Use teamwork if loads are too heavy to manage by yourself.
3. Report any improper disposal of hazardous waste to your supervisor.
4. Do not place lamps, asbestos tiles, batteries, fluorescent tubes or liquids into trash receptacles. Report these to your supervisor for proper disposal.

MOVING AND LIFTING

1. Do not attempt to carry a load, which is more than you can carry safely; get help from another person. Do not try to lift heavy items higher than waist level. Lift with your leg and arm muscles rather than your back muscles to guard against sprains. Always have a clear view over the load. If the load interferes with normal walking, get help. The use of lifting belts may be required in some instances, check with your supervisor.
2. Supervisors should see that mechanical equipment, if available, is used when manual lifting is unsafe.
3. Wipe off all greasy, wet, slippery or dirty objects before handling. Keep hands free from oil or grease.
4. If you must carry an object, first check the route for distance, floor condition, turning room and proper lighting.
5. Always lift gradually and smoothly, without jerking or twisting, and keep the load close to your body. Also, set an object down close to your body.
6. When two or more people are handling the same object, one should call the signals. Everyone should know who this is and warn the caller if they are about to relax their grip.

ELEVATORS

1. Never exceed the posted gross weight on an elevator.
2. Do not enter an elevator car during a fire or when a fire alarm is ringing.
3. On freight elevators, be sure to close all gates and straps.

CHEMICAL STORAGE AND HANDLING

OSHA citation 1910.101-120

1. Read the product label and MSDS.
2. Always store chemicals on shelves, but do not store hazardous chemicals above waist level.
3. Dispose of chemicals and solvents properly, following the MSDS procedures.
4. If you are unsure of how to use a product safely, ask your supervisor. If you are unsure how to use a product, follow the directions on the product label and the MSDS and use only as recommended by the manufacturer.
5. Do not substitute chemicals. Many are made only for specific jobs, and you could create an extremely hazardous situation.
6. Do not smell chemicals as a means of identification. A deep breath of some chemical fumes will kill.
7. All hazardous materials should be stored and used in an appropriate area. Clean up all spills immediately.
8. Wash all chemicals from your skin promptly with alkaline base soap (such as Ivory or castile) and water. Do not eat, smoke or use the restroom prior to wash-up.
9. If symptoms of poisoning occur after exposure to any chemical, seek emergency treatment. Get to the hospital immediately and take the chemical label with you.
10. Chemicals may have toxic effects when absorbed through the skin, inhaled or ingested. Use protective equipment and gloves as required or recommended on the label or MSDS.

HIGH PRESSURE CYLINDER STORAGE AND USE

OSHA citation 1910.101-120, 1910.166-171

1. All cylinders must be stored in an upright position or in accordance with manufacturer's instructions and Department of Transportation (D.O.T.) standards, and secured to prevent tipping. Valves are to be closed and safety caps are to be in place.
2. Welding hoses are to be neatly rolled up and put away to avoid a tripping hazard. Before you disconnect a hose, make sure the valve is closed and the

system is depressurized. Never oil the valves on cylinders, as this can cause an explosion.

3. Do not lift cylinders by the cap. For short distance moving, a cylinder may be rolled on its bottom edge, but never dragged.

4. Always check a cylinder's markings to be sure it contains the correct type of material for the job. Know how and when a substance should be used.

5. Do not tamper with any safety devices; report all defects to your supervisor.

6. When checking cylinder gauges, stand off to one side to lessen your risk that an exploding object might hit you.

7. All cylinders must have an up-to-date hydrostatic test in accordance with D.O.T. regulations.

8. Leaking cylinders should be immediately reported to a supervisor.

LADDERS

OSHA citation 1910.25-29

1. A box, chair, carton, shelves or anything handy is not to be used as a ladder. Use only ladders in good repair.

2. Report any defects to your supervisor.

3. Wooden scaffolding planks, walkboards and ladders shall not be painted.

4. Ladders should be stored in a location where they will not be exposed to the elements.

5. Be sure the ladder is long enough to do the job safely.

6. No ladder should be placed in front of a door that opens towards it unless the door is blocked, locked or guarded.

7. When using a stepladder, make sure that it is fully spread and locked. Check for unsafe hinges as well as steps and uprights.

8. Never attempt to use a ladder in a strong wind.

9. Always be sure that ladder feet are level before climbing.

10. Do not climb on a ladder that is occupied by someone else.

11. When climbing or descending, face the ladder and hold onto each rung.

12. No attempt should be made to reach beyond a normal arm's length while standing on the ladder, especially to the side.

13. Ladders should be secured at the bottom to prevent kickout, and secured at the top with non-conductive material if they are tall or unstable.

14. Never use the top three feet of an extension ladder or stand on the top two steps of any stepladder.

SCAFFOLDS

OSHA citation 1910.25-29

1. Scaffolds and any related ropes and lines should be in good repair and equipped with operable safety brakes.

3. Where a scaffold is over ten feet high, guardrails and toe boards must be installed on any open side or end.

4. Scaffolds should not be moved horizontally while in use. Do not work on a scaffold or ladder during a storm or high wind conditions. Inspect scaffolds each time they are re-rigged.

6. Weight on scaffolding must not exceed the manufacturer's rated load. Impose loads on the scaffold gently and without impact. Two or more scaffolds must not be combined into one except for multi-point scaffolding. Tiebacks shall be secured to a structurally sound portion of the building. Make sure that guardrails and midrails are properly secured.

7. Do not install the scaffold in the vicinity of power lines; avoid electrical contact.

9. Periodically check and retighten fasteners.

10. Each worker must wear an approved safety life belt attached to a lifeline. The lifeline shall be attached to a structurally sound part of the building or to securely rigged lines. Never attach the lifeline to the scaffold or its supports.

ELECTRICAL SAFETY

OSHA citation 1910.301-399

1. Electrical vault rooms are not to be used for storage and are to be locked at all times. Only authorized personnel shall work in electrical panels, alter existing wiring or install electrical wiring.
2. For purposes of this manual, any systems operating at voltages above 480 volts shall be considered high voltage systems and shall be serviced only by specially trained employees.
3. Insulated gloves, rubber-soled shoes and/or protective coverings should be used where necessary while repairing or installing electrical circuits.
4. No electrical panel, switch or wiring shall be left open without protection. Workers shall red-tag, close and/or seal these items when not working in the immediate vicinity.
5. Proper clearance shall be maintained to allow access to and operation of all panels and switchgear.
6. Use only low-voltage drop lights (e.g., 12 volts or less) in areas that are wet. Avoid working on electrical circuits or equipment while your clothing or shoes are wet or while your hands or feet are immersed in water. Use GFI-protected circuits in these areas. Only U.L. listed, grounded extension cords shall be used, and under no circumstances shall any extension cord or electrical cord be spliced. Extension cords and electrical appliance wiring should be maintained in good repair.
7. If possible, do not work alone where electrical hazards exist. Try to check in periodically with someone to let them know you are safe.

LIGHT FIXTURES

1. When a lamp is broken off in the socket, replace as soon as possible. Always replace a light with the same watt and type lamp.
2. Maintenance of temporary lighting should be done no less than once a week.
3. When changing lights in stairways, be cautious of opening doors. If possible use another person to block the entrance.
3. Use caution when handling all fluorescent tubes; they contain poisonous mercury and phosphorus. Used fluorescent tubes must be treated as hazardous waste, and cannot be disposed of in trash receptacles.
4. Wear safety glasses or goggles for eye protection.
5. When standing directly below a person working overhead, use goggles.
6. All electrical currents should be shut off when working on light fixtures. Observe lockout and tagout procedures.

7. Make certain your hands are dry when cleaning or changing bulbs.
8. Place old light ballasts in the proper containers for hazardous material disposal.
9. Consult your supervisor for proper disposal of all old ballasts, lamps and batteries. They must be treated as hazardous waste.

TRENCHING, SHORING AND EXCAVATION

OSHA citation 1926.650-652

1. Barricade all open excavations and mark them with caution tape.
2. Excavated material must be shored or retained two feet or more from its edge. Banks more than five feet high shall be shored or laid back to a stable slope. The sides of trenches in unstable or soft material of five feet or more in depth shall be shored to protect employees. If a trench is four feet deep or more, a ladder shall be provided.
3. If a cave-in or slide appears possible, necessary precautions must be taken to safeguard all employees.
4. Check the excavation when a rainstorm or hazard-increasing incident occurs. Increase the amount of protection if necessary.

GLASS, CERAMIC TILE, CONCRETE AND METAL HANDLING

1. Wear protective clothing and gloves while handling glass or sharp metal.
2. Wear protective goggles while chipping or cutting glass, ceramic tile, or concrete.

PAINTING AND PAINT STORAGE

1. Spray painting shall be done in areas with adequate ventilation and fire protection as prescribed by OSHA.
2. Paint should be stored in sealed containers at all times. Wiping rags, strainers, drop cloths and paint-stained clothing must not be stored with paints, thinners, solvents, cleaners, turpentine or combustible materials but in safety waste cans with self-closing lids. Store waste cans as close to the outside of a building as possible.

3. Paint brushes must not be left to soak in cleaning fluid. Clean and suspend them for air-drying. The paintbrush cleaning fluid should be disposed of in an approved manner or returned to the original container.
4. Smoking is prohibited in any part of a painting area.
5. Obtain and be familiar with the contents of the labels and the MSDS for all materials used. Know their relative hazards and safety precautions.
6. Where ventilation is poor, limit exposure to paint mists and solvent vapors.
7. Try to provide auxiliary ventilation. Open windows or doors so that dangerous levels of vapors are not created.
8. Handle all solvents according to product label and MSDS guidelines; even those labeled safety solvents. Avoid skin contact; do not breathe the vapors; guard your eyes and be fire conscious.
9. Paint containing lead shall not be used. Lead paint OSHA standards must be observed when removing lead paint materials.

Welding and Soldering

OSHA citation 1910.251-257

1. Welding requires that goggles, shields, proper clothing and approved gloves be worn while performing the operation.
2. When using torches for cutting or soldering, be sure there is a fire extinguisher on hand and ready for use if the need arises. Work away from combustible materials if possible. Check the area after stopping for the day to make sure no smoldering materials remain.
3. Shut off torches at the tank at noon, at night and any other extended time when not in use.
4. Shield the welding area in such a manner as to prevent the arc of flame from being seen by bystanders.
5. Take great care to assure acetylene and oxygen tanks are securely fastened to prevent their falling over or being knocked down, both on the job and during transportation.
6. It is required by OSHA that all gases be stored separately in well-ventilated areas whenever possible, in a room with fire-resistant walls.
7. Use all possible ventilation when welding or soldering. Wear respirators of proper design when welding toxic material (e.g., galvanized iron) to avoid breathing harmful fumes. Where ventilation is poor, metal fume respirators can

sometimes be used. Local exhaust ventilation is required when welding on or with certain substances.

8. Silver solder containing cadmium must be used with the greatest care. Always use sufficient local exhaust ventilation.

9. Avoid welding in the same work area where flammables or combustibles are present.

10. Lead solder shall not be used under any circumstance.

CONFINED SPACE ENTRY

OSHA citation 1910.146

A confined space is any enclosed area with a limited means of entry or access which might be entered by a worker, and which contains known or potential hazards. Examples are sanitary sewer manholes and underground electrical vaults. In all circumstances the Confined Space Entry regulations as set by OSHA should be adhered to.

Confined spaces may be dangerous to workers because of many different conditions. These may include oxygen deficient atmospheres, spaces which might entrap the worker by their design, flammable/explosive atmospheres, toxic gas atmospheres, confined spaces which might fill with particulate matter or liquids that could surround and capture the worker (engulfment), and confined spaces which might be inadvertently energized by machinery or the flow of a hazardous material.

Confined Space Operating Procedure states;

Managers and supervisory personnel shall:

1. Be responsible for all training and instruction to employees who are required to enter confined spaces.
2. Authorize employees to enter confined space only if they have received proper training.
3. Ensure the health and safety of employees engaged in confined space work.
4. Monitor the worksite to ensure that all rules, precautions and work practices are observed at all times.

Employees shall:

1. Observe all rules and precautions for confined space entry.

2. Enter confined spaces only after authorization, knowledge and approval by a manager or supervisor.

Under no circumstances shall employees:

1. Enter an untested confined space.
2. Enter a confined space known to contain a dangerous atmosphere.
3. Enter a confined space where an engulfment hazard is known to exist.
4. Enter a confined space without authorization.

HAZARD COMMUNICATION AND MSDS

OSHA citation 1910.1200

Employees have the right to know every hazardous material in their workplace. For help in identifying hazardous materials, workers may consult the Material Safety Data Sheet (MSDS).

1. There is an employee right-to-know communication program, which includes Hazard Communication and MSDS information.
2. Management has the responsibility to inform employees whenever a new hazardous material is brought into the workplace.
3. MSDS sheets must be available for employees to review.
4. Workers should become familiar with the nine sections of the MSDS. The sections are:
 - Manufacturer's name and chemical name
 - Hazardous Ingredients
 - Physical Data
 - Fire and Explosion Hazard Data
 - Health Hazard Data
 - Reactivity Data
 - Spill or Leak Procedures
 - Special Protection Information
 - Special Precautions
5. Workers should pay particular attention to:

- Physical Data (e.g., boiling point, flash point)
- Fire and Explosion Hazard Data
- Health Hazard Data
- Reactivity Data (e.g., other materials that could cause a chemical reaction)
- Special Protection Information

LOCKOUT AND TAGOUT

OSHA citation 1910.147

1. Each supervisor will be responsible for lockout-tagout tags when their use is necessary.
- 2 All electric circuits, and mechanical equipment will be locked out of service when any maintenance work or testing is being performed.
3. All partially installed and energized electrical equipment must be properly identified and lockout-tagout tags used, as necessary.

Fastrac Electric Corporation

Hurricane Preparation Plan

- 1- Store all loose material, tools, and equipment in on-site storage container or trailer.**
- 2- Secure storage container and/or trailer as required by insurance and local regulations.**
- 3- Remove all trash and debris generated by Fastrac Electric Corp. from construction site.**
- 4- Have all rental equipment, rented by Fastrac Electric Corp. removed from construction site.**
- 5- Secure or remove anything that might cause personal injury or damage to existing structures from construction site.**