

Employee Responsibilities

As an Electric City employee, I will:

1. Observe all company safety and health policies and procedures and apply the principles of accident prevention to my work activities.
2. Attend safety training sessions.
3. Provide a positive and sincere safety image to my co-workers, especially new employees.
4. Immediately report a job-related injury, illness, "near miss", incident or property damage accident to my supervisor. If circumstances warrant, provide a written incident report.
5. Promptly report hazardous conditions and unsafe acts to my supervisor.
6. Comply with informational and warning signs, barricades and tags.
7. Keep walkways and work areas clear of slip and trip hazards.
8. As soon as possible, remove refuse from the work area.
9. Follow good housekeeping practices. Clean work area daily.
10. Store materials and supplies in a safe manner. Tie down or support steel piles to prevent falling, rolling or shifting.
11. Not use compressed air or oxygen to clean dust or other material from myself, another worker or a work zone.
12. Use only approved solvent for cleaning purposes.
13. Remove or clinch nails in used lumber.
14. Know the location of fire/safety exits and evacuation procedures.
15. Keep all emergency equipment, such as: fire extinguishers, fire alarms, fire hoses and exit doors, clear of obstacles.
16. Know the location and proper operational procedure for fire suppression equipment.
17. Know the location of first-aid and other emergency equipment.
18. Not report to work while under the influence of or affected by the consumption of an alcoholic beverage or a drug nor consume them during work time or while on company premises.
(Refer to the company's Substance Abuse Policy)
19. Remain in my work area, unless I am instructed otherwise.
20. Refrain from fighting, horseplay or distracting fellow workers.
21. While conducting company business, not possess or use a firearm or another weapon.

22. Know the correct use of hand and power tools. Use the correct tool for the job.
23. Use tools and equipment that are in safe condition. Never use tools with split, broken or loose handles or mushroomed or burred heads. Keep cutting tools sharp. Carry tools in a tool belt or other appropriate holder or container.
24. Use only those tools and equipment which I have been trained and authorized to operate. Observe safe operating procedures.
25. Perform only those tasks that I am trained and qualified to perform. If unsure, I will discuss the task with my supervisor.
26. Secure tools, equipment and materials during the performance of work activities from scaffolding, an aerial lift or another elevated work platform.
27. Use a properly grounded or double insulated power tool or equipment.
28. Use a properly insulated and grounded electrical extension cord.
29. Insure that electrical circuits are equipped with a Ground Fault Circuit Interrupter (GFCI).
30. Follow proper lifting procedures, get help with heavy or bulky items. Whenever possible, use mechanical lifting equipment.
31. Prior to performing refueling activities, turn-off a vehicle or equipment engine.
32. Ride as a passenger in a vehicle or on equipment, only when a suitable passenger seat is provided. When personnel restraints are available, a vehicle or equipment occupant(s) must utilize that equipment.
33. Prior to equipment operation, insure that all guards and other protective devices are in place.
34. Not wear frayed, torn or loose clothing, jewelry or long unrestrained hair near moving machinery or other sources of entanglement or when working near electrical equipment.
35. Wear clothing which is appropriate for the weather and my task. The minimum clothing requirement is: full length trousers and a full-bodied shirt, with four (4) inch sleeves.
36. Wear a hardhat, when exposed to a falling, flying, penetration, impact or electrical hazard.
37. Use eye and/or face protection when exposed to flying objects, dust, harmful rays, a chemical, flying particles, when operating pneumatic or powder actuated tools or when exposed to another eye and/or face hazard.
38. Wear appropriate footwear. Sport shoes, sandals and similar lightly constructed footwear are prohibited.
39. Use gloves, an apron or other protective device when handling rough materials, a chemical or another dangerous object.

- 40. Use a respirator when a dangerous level of dust, mist or toxic substance is present.
- 41. When exposed to a hazardous noise level, utilize hearing protective devices.
- 42. Properly protect and maintain personal protective equipment.
- 43. Not allow my use of a tobacco product to interfere with my work performance. If I use a tobacco product, I will use it at appropriate times and in an approved location.
- 44. Actively support and participate in the company's safety program.
 - * Participate in safety meetings.
 - * Make sincere safety suggestions.
 - * Participate in a work-related injury/accident investigation.