

REX MOORE
ELECTRICAL CONTRACTORS
& ENGINEERS

SAFETY & HEALTH GUIDE

OFFICE

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REX MOORE ELECTRICAL CONTRACTORS & ENGINEERS' INJURY AND ILLNESS PREVENTION PROGRAM

This injury and illness prevention program has been designed to help prevent the existence of hazardous conditions that might occur on any of our projects and to provide our employees with the safest possible working conditions.

Our injury and illness prevention program includes the contents of this guide in addition to the company's safety training programs, inspection procedures, incentive programs and disciplinary action procedures.

In the event an unsafe condition is observed on any of our projects, it is imperative that we be informed immediately so that corrective measures may be made. If the circumstances causing the unsafe condition are not addressed within this safety policy, common sense and prudence must be used to avoid the hazard until it can be corrected.

All employees acting in a supervisory capacity are directly responsible for the safe working conditions of each project at which they are working.

Our non-supervisory employees must also be aware of their working conditions and make every effort to ensure that they and their fellow employees are working safely and in a safe and healthy environment. If unsafe conditions exist or are created, our employees must take those steps necessary to ensure that they are not exposed to the unsafe condition.

This Safety & Health Guide must be maintained at each job site in addition to other requirements as outlined in the Rex Moore Electrical Contractors & Engineers' "Foreman Job Description". Jobsite safety is a team effort and it takes everyone's commitment to get involved. This commitment will help to ensure that our projects and employees are kept safe and healthy. Safe and accident free projects are our ultimate goal.

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Rex Moore Electrical Contractors & Engineers, Inc.

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Executive Vice President
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INTRODUCTION

The persons responsible for the writing, editing, and implementation of the Rex Moore Electrical Contractors & Engineers' Injury and Illness Prevention Program are the President and Safety/Training Director. Any questions, problems, concerns, or training needs should be directed to one or both of these individuals. The persons responsible for carrying out and maintaining this program are all of you! Without employee participation the program cannot be effective.

It is the policy of the company to provide and maintain, to the extent feasible, a safe workplace and safe working conditions. Employees are expected to perform their work in a proper manner and familiarize themselves with the regulations which pertain to their jobs. Employees will be expected to abide by all such regulations and instructions which may be prescribed from time to time. By doing so, accidents and their resulting cost to employees and the company will be avoided.

While this manual covers the company safety program for the Office, each employee who is exposed to any field operations shall become familiar with the company Safety & Health Guide for the Field and Warehouse.

You are our most important asset. We want to conduct all operations in a safe manner. Your cooperation and participation is necessary for the protection of yourself and others. It is important that you follow safety rules, that you use the safeguards and safety equipment provided, and that you make safety part of your job. The company is covered by the California Occupational Safety and Health Act and must comply with its requirements in addition to state and local law. Employees are expected to cooperate fully in maintaining such compliance.

CODE OF SAFE PRACTICES

1. Report all unsafe conditions, practices, or procedures to your supervisor or the Safety/Training Director.
2. Report all accidents, injuries and illnesses to your supervisor or the Safety/Training Director.
3. In the event of a fire, sound the alarm.
4. Upon hearing alarm, stop work and proceed to the nearest exit. Gather outside the building at the assigned meeting place so we can take attendance and ensure that everyone is out of the building.
5. Fire extinguishers shall be kept clear at all times.
6. Means of egress shall be kept unblocked, well lighted and unlocked during working hours.
7. Employees shall not store excessive or unnecessary combustibles (paper) in work areas.

8. Aisles and hallways shall be kept clear at all times.
9. Workplaces shall be kept free of debris, floor storage and electrical cords.
10. Employees must exercise caution in moving about the office.
11. File cabinet drawers shall be opened one at a time and closed when work is finished.
12. Exercise caution in closing file drawers to avoid pinching the employee's or other employee's extremities.
13. When carrying loads, be careful not to overexert or strain yourself. If the load is too heavy GET HELP.
14. A handcart shall be used for heavy loads.
15. Whenever operating a company vehicle seat belts and shoulder harnesses shall be worn at all times.
16. Employees shall not exceed the speed limit safe for conditions.
17. Employees shall practice defensive driving.
18. Employees shall park in legal spaces and not obstruct traffic.
19. Vehicle should be locked when unattended to avoid criminal misconduct.
20. Vehicle should be parked in well-lighted areas and/or near entrances to avoid criminal misconduct.
21. The consumption of alcoholic beverages during working hours is strictly prohibited.
22. The use, distribution, sale, possession or manufacturing of illegal drugs or controlled substances by any employee is strictly prohibited.

SAFE WORK PLACE INSPECTIONS

At or within a period not to exceed 3 months, the Safety/Training Director will conduct a "Safe Work Place Inspection" or other person assigned to this task. The purpose of this inspection will be to ensure that the work environment is free of safety and/or health hazards that may have accumulated between inspections. You are urged to keep a look out for hazards or potential hazards on a daily basis and report any unsafe condition, practice, procedure, etc. to the Safety/Training Director immediately.

CORRECTION OF HAZARDS

Whenever any hazard becomes apparent, it is imperative that it be corrected immediately, before someone becomes a victim to the hazard. If it is not possible for you to correct the unsafe or unhealthy condition, or if correction of such a hazard would put you or other employees in danger, report it to your immediate supervisor, the Safety/Training Director, or the President and alert any employee who may be exposed to the hazard.

EMPLOYEE TRAINING

The company will provide periodic training sessions on safety issues, concerns, problems, etc., and whenever a new hazard is introduced to the workplace. If you feel that there is a need for training in any specific area or on a particular topic, please make a suggestion to the Safety/Training Director as soon as possible. Your suggestion will then be designed into an immediate training session and presented to all applicable employees. Remember that the objective of safety training is to continually maintain a safe working environment for all employees, GET INVOLVED.

SAFETY COMMUNICATION

It is of the utmost importance that we be informed of any safety problem, hazard, dangerous work practice, etc. The company has a complaint/grievance procedure and the President has an "Open Door Policy". Appendix A of this Injury and Illness Prevention Program contains a "Employee Safety Grievance/Alert Notification Form". This form is provided as a means for you to communicate with us regarding safety issues.

DOCUMENTATION

Cal/OSHA laws require many forms of documentation of training, inspections, and action taken to correct hazards or unsafe conditions. Your participation is required for the successful compliance of these laws. This documentation is also very useful to the company's safety program. This documentation can be analyzed to determine where training is needed, what

procedures or policies need to be added or changed, and anything else that could be done to prevent accidents or exposures from occurring or re-occurring.

All training sessions will be documented by standard form showing the date of training, topic(s) covered, instructor's name and title, and the signatures of all employees in attendance.

Inspections will be documented on standard form showing date of inspection, a checklist of all items or areas inspected, any corrective action needed, any corrective action taken, and who conducted the inspection. These inspection forms are useful in identifying problem areas so that they may be corrected in a timely manner. Please review the following form and if you have any items to be added contact the Safety/Training Director.

SAFE WORK PLACE INSPECTION CHECKLIST

- Fire alarm system is operating properly
- All fire extinguishers are charged and in operating condition
- Fire extinguishers are readily accessible
- All exit paths are free of obstructions and remain unlocked during business hours
- No excessive combustibles are stored in any area
- Aisles and hallways are kept clear and free of obstructions
- All work areas are kept free of debris, floor storage and electrical cords
- File cabinet drawers are kept closed when not in use
- File cabinet drawers are opened one at a time
- Handcarts are available for heavy loads
- MSDS sheets are available for review by each employee
- First aid kits are complete and fully stocked
- Materials and supplies stored on shelves are secure

Additional items inspected: _____

Corrective action taken: _____

ACCIDENT INVESTIGATIONS

Any accident, injury, exposure, etc. that results in an employee being injured or suffering adverse health effects must be investigated thoroughly. The true cause of the incident is the objective of the investigation and the prevention of re-occurrence is the goal. It is not enough to simply say "they shouldn't have done it that way" or "they shouldn't have gone in there". The true cause of an accident is often not the obvious and the time and effort must be taken to uncover this true cause. Incidents involving employee safety and health cost everyone a great deal. There is often pain and financial loss to the employee as well as financial loss to the company. The prevention of incidents is the ultimate cure.

EMERGENCY EVACUATION AND FIRE PLAN

Emergencies

In the event of a life-threatening emergency, all employees will be required to evacuate the facility. Examples of such emergencies include fires, earthquakes, chemical releases, and threats of violence.

Notification of Emergency

Employees will be notified of an emergency situation that requires evacuation by voice, loudspeaker system, and/or alarm.

Emergency Response

Any employee can call 911 to call in Emergency Response personnel. If in doubt, contact any supervisor, who will make the decision.

Where Do I Go?

Emergency Evacuation maps are posted throughout each office which show the quickest exit from the building. These maps also show where to meet. Once you arrive in the designated meeting place, you must stay there and not return to the building or leave until you are told that it is safe to do so.

When to Stay Inside!

There are a few emergencies where it is safer to stay inside. Examples of such emergencies include tornadoes, floods, civil disturbances, and external chemical releases (i.e. spilled tanker truck on the road). In such instances, you will be advised specifically to stay inside.

Roll Call

Each department head will bring a list of employees from which roll call will be taken. Emergency Response personnel will be informed if an employee is missing and believed to still be in the building. This is why it is so important not to leave the designated meeting place. Emergency Response personnel will risk their lives to save people believed to still be in the building...do not put their lives unnecessarily at risk by leaving the premises.

Can I Help?

As you leave the building, please check workstations close to your own to ensure that no one is still there. Offer assistance to others having difficulty evacuating the building. RMEC&E employees have not been designated responsible for performing rescue or rendering medical assistance. However, providing medical assistance due to an emergency is considered a "Good Samaritan Act".

Medical Attention

Accidents are to be reported immediately to your supervisor or any other supervisor if yours is not available. In the event of an evacuation, Emergency Response personnel should be on site to render medical assistance. Should the injury require further medical attention, please go to the medical clinic assigned for your area, or have someone take you if necessary. In case of serious injury, and Emergency Response personnel are not on site, please dial 911 for emergency treatment.

EMPLOYEE DISCIPLINE PROGRAM

Any employee who violates the safety policies of this company, the laws enforced by OSHA, Cal/OSHA, or any other state or local authority is subject to disciplinary action which may include discharge from employment. The company discipline program is as follows:

For **non-serious** incidents in which a company employee is involved:

1. First occasion: Oral or written reprimand
2. Second occasion: Time off without pay, the length of time depending upon the severity of the situation and the nature and severity of any previous reprimands.
3. Third occasion: Probable termination

For **serious incidents** in which an employee is involved:

1. First occasion: Written reprimand, time off without pay, the length of time depending upon the severity of the situation.
2. Second occasion: Probable termination

The difference between non-serious and serious incidents depends upon the consequences or possible consequences of the incident(s). The company reserves the sole right to determine whether a particular incident is serious or non-serious, and has the sole discretion to terminate the employment relationship at any reason under the "at-will" employment policy (see Guide to Company Rules and Policy).

HAZARD COMMUNICATION PROGRAM

Company Policy

To protect the health and safety of our employees, we have developed this Hazard Communication Program:

1. As a company, we intend to provide information about hazardous chemical substances used in your work environment through a comprehensive hazard communication program.
2. This written program applies to all operations, which MAY expose employees to hazardous chemicals as a result of normal work conditions, or as the result of a reasonably foreseeable emergency.
3. This written program is available, upon request, to employees and the Chief of the Division of Occupational Safety & Health.

Identification of Hazardous Chemicals Used in the Workplace

1. "Hazardous chemicals" are materials or mixtures which pose physical or health hazards.
2. "Exposure" is any situation arising from work conditions where an employee **MAY** ingest, inhale, absorb, or otherwise come in contact with a hazardous chemical.
3. A master list of all the hazardous chemicals used by the company as well as a complete set of Material Safety Data Sheets is maintained at the office by the Safety & Training Director.

Labels

1. When hazardous chemicals are received, the person receiving them shall examine the containers to determine if the labels provide the following information;
 - a. The identity of the hazardous chemicals they contain
 - b. Appropriate warnings of the physical and health hazards associated with those chemicals.
2. When hazardous chemicals are transferred into portable containers, these containers shall be labeled with the following information;
 - a. The identity of the hazardous chemical they contain
 - b. Appropriate warnings of the physical and health hazards associated with those chemicals.

Portable containers may be labeled with an extra copy of the manufacturer's label or with a printed label which includes (a) and (b) above.

EXCEPTION: When an employee transfers a hazardous chemical into a portable container for his/her own immediate use, the portable container need not be labeled.

3. Each employee shall ensure that the labels on containers of hazardous chemicals are not removed or defaced, unless the containers are immediately re-labeled with the following information:
 - a. The identity of the hazardous chemical they contain
 - b. Appropriate warnings of the physical and health hazards associated with those chemicals
4. Containers without complete labels or with defaced labels will not be used in the workplace.

Material Safety Data Sheets

1. Material Safety Data Sheets (MSDS) are documents, which supply information about a particular hazardous chemical or mixture. Manufacturers are required to provide and MSDS when the hazardous chemical is sold to distributors or end users.
2. The Safety Director, with the assistance of the Purchasing Department, will be responsible for obtaining the master sets of MSDS's and other information on all hazardous chemicals used.
3. A complete set of MSDS sheets is maintained on the main bulletin board in the Warehouse.
4. An MSDS shall be made available, upon request, to any employee, to the employee's physician, or to a representative of Cal/OSHA, OSHA, or NIOSH.

APPENDIX A

EMPLOYEE SAFETY GRIEVANCE/ALERT NOTIFICATION

EMPLOYEE SAFETY GRIEVANCE/ALERT NOTIFICATION
Report of Unsafe Condition

NAME (optional): _____ DATE: _____

JOB NAME: _____ JOB #: _____

Please list below, the specific unsafe condition(s) and their exact location(s):

<u>Unsafe or Hazardous Condition</u>	<u>Location on Job Site</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Any hazardous condition likely to cause death or serious harm to the safety and/or health of any employee must be corrected and reported to your supervisor immediately!!

Please list below, the corrective action(s) that you feel are needed to eliminate the hazard(s):

Please mail completed form to: Rex Moore Electrical Contractors & Engineers
P.O. Box 980010
West Sacramento, CA 95798-0010
Attn: Human Resources Director

Or drop it off at: 3601 Parkway Place
West Sacramento, CA

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