Introduction to Our SB198 Program

State and federal law as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee’s responsibility at all levels. It is the intent of Hayward Electric to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority

The personal safety and health of each employee of Hayward Electric is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary.

Individual Cooperation Necessary

Hayward Electric maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

Safety Program Goals

The Hayward Electric’s objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.
Safety Rules for All Employees

It is the policy of Hayward Electric that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to their supervisors on the project. If corrective action is not taken immediately, then employees should contact Ron Mitchell, General Manager or Mark Aydelotte.

2. Job Supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.

3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.

4. Suitable clothing and footwear must be worn at all times. Hard hats and eye protection will be worn at work at all times. Other personal protection equipment (i.e. gloves, respirators, welding goggles, etc.) will be worn whenever needed.

5. All employees will participate in a safety meeting conducted by their supervisor once every week.

6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment shall not be allowed on the job.

7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of the other employees are prohibited.

8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
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10. There will be no consumption of liquor or beer on the job, after work on a jobsite or on office premises.

11. Employees should be alert to see that all guards and other protective device are in proper places and adjusted, and shall report deficiencies promptly to the Job Supervisor.

12. Employees shall not handle or tamper with any electrical equipment, machinery, gas or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.

13. All injuries should be reported to the job supervisor so that arrangements can be made for medical or first aid treatment. The injury should immediately be reported to Human Resources and/or the Responsible Safety Officer.

14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.

15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.

16. Work boots are required (in good, safe condition)

**Responsible Safety Officer**

Under SB 198, the written plan must give the identity of the person who is responsible for the safety program. This person must be someone of sufficient authority to implement the program.

**Designated Responsible Safety Officer:**

Mark R. Aydelotte, Vice-President

Telephone: (510) 783-2994 Ext 108

In accordance with Hayward Electric’s Safety and Injury Prevention Program, the Responsible Safety Officer is the designated individual with responsibility and authority to do the following in the name of Hayward Electric:

1. Develop and implement rules of safe practices for each function within the company.

2. Develop and implement safe operating rules for use of electrical and mechanical equipment consistent with manufacturer’s recommendations and specifications.
3. Develop and implement a system to encourage employees to report unsafe conditions immediately.

4. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence.

5. Instruct supervisors in safety responsibilities.

6. Develop and implement a program of employee safety education.

7. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to serious concealed dangers and compliance with the notice requirements of California Corporate Criminal Liability Act, Penal Code 387.

8. Maintain records of training, periodic inspections, corrective actions and investigations as required by law.

Hayward Electric will inform every person of the name of the Responsible Safety Officer and post his or her name and telephone/office number on the bulletin board where all other safety information is routinely maintained.

**Duties**

Overall responsibility and authority for implementing the injury and illness prevention program is vested in the Responsible Safety Officer. Management fully supports the Responsible Safety Officer. As part of the job, the Responsible Safety Officer will supplement this written injury and illness prevention program by: establishing workplace objectives and safety recognition programs; working with all government officials in both accident investigation and safety inspection procedures; maintaining safety and individual training records; encouraging reporting of unsafe conditions and promoting a safe workplace. Some of these responsibilities will be delegated to your immediate supervisor for implementation.

**Company Safety Committee**

The Responsible Safety Officer shall appoint a Company Safety Committee which represents the various working projects of the Company. The following is an organization chart describing the makeup of this committee. Its primary purpose will be to identify safety issues within the Company and to make recommendations to enhance and/or correct these safety issues.
Workers Compensation Insurance Provider

Zenith Insurance is our Workers Compensation insurance provider.

Employee Compliance

The Company considers safety of its employees of paramount importance. And although all employees are at will, and may be terminated at any time, the Company, in its sole discretion may elect a level of discipline for any safety violation up to and including termination. We believe that all of our employees should always strive to conduct themselves in a professional and proper manner and hope that discipline will be a rare occurrence.

Since discipline is normally considered a negative form of enforcement, the Company from time to time may elect to have contests, programs, etc. to promote safety.

However, there are times that discipline becomes necessary. Corporate officers, project managers, members of the safety committee, project superintendents and/or job foreman may all discipline an employee for not following safe work practices, be them written or verbal. Before a written disciplinary item becomes part of an employee’s company record, it must be approved by the General Manager, the Corporate Vice President or the Corporate President and the Corporate Controller. Employees always have a right to challenge any disciplinary item and should submit such challenge in writing to the Corporate Controller.

Disciplinary action can range from a simple verbal explanation of the safety work practice violated and the correct safety practice up to dismissal. The determination of the level of disciplinary action will depend upon the seriousness of the incident, prior
occurrences, prior warnings, etc. as determined by corporate management. Nothing in this paragraph is designed to limit the level of disciplinary action the Company can take or to set forth a fixed series of disciplinary actions that must be followed.

**Agreement to Participate**

In California, every employer is required to provide a safe and healthful workplace. Hayward Electric is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of Hayward Electric. The information in this manual constitutes a written injury and illness prevention program. While Hayward Electric cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious.

Study the guidelines contained in this manual. Discuss the workplace situation with your Job Supervisor. Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation.

By signing the acknowledgment at the end of this handbook, each employee promises to read and implement this injury and illness prevention program. If you don't understand any policy, please ask the responsible safety officer. The signed acknowledgment will be kept on record in your employee file.

**Training**

Employee safety training is another requirement of SB 198.

**Safety and Health Training**

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action.

Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

a) The success of Hayward Electric's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the Company.
b) Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.

c) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.

d) Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of Hayward Electric's injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

**Tailgate Safety Meetings**

Hayward Electric has **weekly** Tailgate Safety Meetings. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets. Each week, the Job Supervisor will review a portion of the company's safe work practices contained in this booklet, and other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting. Employee attendance is mandatory and is compensable unless part of an official state approved training program or pre-employment requirement.

With regard to the criteria for Tailgate Safety Meetings as they relate to the Safety Incentive Program:

- An employee can miss only one (1) Tailgate Safety Meeting per Quarter.

- Employee can miss only four (4) Safety Meetings per Year.

Safety meetings can be made up on a quarterly basis (By the 15th of the month following the end of the quarter). Failure to attend two (2) Safety Meetings in a quarter will be considered a Recordable Injury as it relates to the Safety Incentive Program, and
the employee’s annual time will start over at the beginning of the next quarter. **NOTE:** An employee can go to the home office to make up any outstanding meetings or get them from their foreman.

**Employee Responsibility for Training**

Teaching safety is a two way street. Hayward Electric can preach safety, but only employees can practice safety. Safety education requires employee participation.

Each week, a meeting of all employees will be conducted for the purpose of safety instruction. The employees will discuss the application of the Company's injury and illness prevention program to actual job assignments. They will also read and discuss a section of the manual and review application of general safety rules to specific situations.

Remember, the following general rules apply in all situations:

a) No employee should undertake a job that appears to be unsafe.

b) No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.

c) No employee shall use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.

d) Mechanical safeguards must be kept in place.

e) Employees must report any unsafe conditions to the jobsite supervisor and the Responsible Safety Officer.

f) Any work related injury or illness must be reported to management at once.

g) Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

**Safety Training Incentive**

The Company pays a safety incentive of $.25 per hour (review your last pay change to see if you are in this program) for those individuals who maintain a current CPR/First Aid card and a BATT safety orientation card (office clerical need only maintain a current CPR/First Aid card). Should either of these cards expire then the incentive pay will cease until the expiring card is renewed.
The company will pay for the cost of a BATT safety orientation class for the employee, and a CPR/First Aid class for the employee and their spouse. You are not paid for taking this class.

**Safety Incentive Programs**

In order to promote company safety, Hayward Electric has a Safety Incentive Program. This program is tied to each of the employee’s safety record.

**Quarterly Award**

For each calendar quarter that Hayward Electric does not have a recordable illness or injury, every employee who worked for the entire quarter shall receive a quarterly safety award. This award shall be decided by the Safety Committee.

**Annual Awards**

This program has been in effect as of August 1, 1994. Awards will be calculated from the employee’s date of hire. Awards will be awarded annually and employees may not save and combine credits to obtain a larger valued item. In addition, unused credits do not carry over into the next year. For example, if an employee has earned a $30.00 award but the item chosen only comes to $27.00, the $3.00 will not carry over to the next year. An employee will receive an award of their choice from a catalog to be determined by the safety committee in the dollar amounts as listed below:

- 1st year = $40.00 item (an employee may choose a jacket to be determined by the safety committee as their first year award in lieu of their choice from the catalog).

- Years 2 & 3 = $45.00 (at the end of year 2 - $45.00 credit would be awarded and then at the end of year 3 again another $45.00 credit would be awarded).

- Years 4 & 5 = $50.00 (at the end of year 4 - $50.00 credit would be awarded and then at the end of year 5 again another $50.00 credit would be awarded).

- Years 6 & 7 = $55.00 (at the end of year 6 - $55.00 credit would be awarded and then at the end of year 7 again another $55.00 credit would be awarded).

- Years 8 & 9 = $60.00 (at the end of year 8 - $60.00 credit would be awarded and then at the end of year 9 again another $60.00 credit would be awarded).

- Years 10 & over = $65.00 (at the end of year 10 - $65.00 credit would be
awarded and then at the end of year thereafter again another $65.00 credit would be awarded).

In addition, each employee will receive a sticker identifying the number of years that each employee have had without an injury. Awarding of stickers will be calculated from the employee’s original date of hire.

The Annual safety award will be forfeited if one of the following occurs:

- Employee has a recordable injury.
- Employee is caught three times in a twelve (12) month period in violation of company safety practices.
- Employee does not meet the criteria for attending Tailgate Safety Meetings.

The Human Resource Department tracks this program and employees will be notified when they have completed a safe year and have qualified to select their award.

**Communication**

SB 198 requires employers to communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program.

**Accident Prevention Policy Posting**

A copy of this manual will be kept on the jobsite for reference. A copy of this manual will be posted on the Company Employee Bulletin Board located at the Hayward Main Office. In addition, the following summary will be posted at the Hayward Main Office separately, next to any general Cal/OSHA safety orders applicable to our industry.

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the Company. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work.

Your responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe practice rules.
- Always wear hard hat and safety glasses.
- Know that disciplinary action may result from a violation of the safety rules.
· Report all injuries immediately, no matter how slight the injury may be.
· Caution fellow workers when they perform unsafe acts.
· Don’t take chances.
· Ask questions when there is any doubt concerning safety.
· Don’t tamper with anything you do not understand.
· Report all unsafe conditions or equipment to your supervisor immediately.

**Notice and Manual Posting**

A COPY OF THIS MANUAL WILL BE POSTED AT THE HAYWARD OFFICE.

In addition, the following notice will be posted next to the manual:

This is a copy of our Injury and Illness Prevention Program. You may obtain additional copies of this program for your review by contacting the Responsible Safety Officer. Hayward Electric accepts the responsibilities contained in this manual; the Company expects, however, the support and cooperation of all employees, which is essential to accomplish the goals of the program. Hayward Electric requires all its employees to accept responsibility for their own safety, as well as that of others in the workplace. It is your responsibility to read this manual and to become familiar with the Code of Safe Work Practices and Specific Safety Rules contained in this manual, as well as any posted government Safety Orders.

**Accident Prevention Policy**

A copy of our injury and illness prevention manual will be kept on the jobsite and is posted on the Hayward Office Employee Bulletin Board or you may obtain a copy by contacting Mark Aydelotte at (510) 783-2994 Ext. 108

Each employee has a personal responsibility to prevent accidents. You have a responsibility to yourself, to your family, to your fellow workers and to the Company. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work.

Your responsibilities include the following:

• Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.

• Know and obey safe practice rules and company policies.
Hayward Electric Injury & Illness Prevention Program

- Wear hard hats, safety glasses and boots (in good condition) at all times on every jobsite.
- Abide by Drug/Alcohol Free Workplace Policy.
- Absolutely no horseplay at any time
- Report all injuries immediately, no matter how slight.
- Report injuries requiring first aid to the Responsible Safety Officer or Human Resources, Immediately.
- Caution fellow workers when they perform unsafe acts.
- Don’t take chances.
- Ask questions when there is any doubt concerning safety.
- Don’t tamper with anything you don’t understand.
- Report all unsafe conditions or equipment to your supervisor and/or the Responsible Safety Officer.

Hazard Identification & Abatement

SB 198 requires that your written plan set out your system for identifying workplace hazards and correcting them in a timely fashion.

Safety Audits

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, Hayward Electric hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety.

Based upon the study of past accidents and industry recommendations, a safety training program has been implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents.
In addition to historical information, workplace safety depends on workplace observation. Your supervisor is responsible for inspecting your working area daily (both before and while you are working). **But this does not mean you are no longer responsible for inspecting the workplace also.** Each day, before you begin work, inspect the area for any dangerous conditions. Inform your supervisor of anything significant, so other employees and guests are advised. You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Managers must provide written notice to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employees, under California law, managers are required to report serious concealed dangers to either Cal/OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated.

Merely identifying the problem is not sufficient. The danger must be reported to the appropriate supervisor and the Responsible Safety Officer, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.

**Workplace Inspections**

In addition to the examination of records, workplace safety inspections will occur periodically every Month, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and Hayward Electric code of safe work practices.

**Accident Investigation**

A primary tool used by Hayward Electric to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management and Hayward Electric's insurance risk management advisors, and, if the accident resulted in serious injury, to Company attorneys. If the accident resulted in serious injury, the procedure will be directed by the attorneys to provide the most reliable evidence or description legally permissible.
If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the Company lawyer attend your statement at no cost to you.

A satisfactory accident report will answer the following questions:

1. **What happened?** The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.

2. **Why did the accident occur?** The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.

3. **What should be done?** Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the Responsible Safety Officer and the supervision on the project, as well as top management. Once a solution has been adopted, it is everyone's responsibility to implement it.

4. **What has been done?** A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

**General Safety Rules**

These rules set out basic procedures to minimize workplace hazards.

**General Statement on Safety**

It is the policy of Hayward Electric to provide and maintain a safe work place and safe working conditions. Employees are expected to perform their work in a proper manner and to familiarize themselves with the regulations which pertain to their jobs. Employees will be expected to abide by all regulations and instructions which may be prescribed from time to time.

Please cooperate fully with the Safety Committee. All employees must promptly report unsafe areas, work practices, equipment, and procedures so that appropriate corrective actions may be taken.
Safety Equipment

Proper safety equipment is necessary for your protection. The Company provides the best protective equipment it is possible to obtain.

Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly -- all snaps and straps fastened, cuffs not cut or rolled.

Your supervisor will advise you as to what protective equipment is required for your job.

Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act.

Safety goggles, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace an approved appliance without permission from your supervisor.

Rubber gloves and rubber aprons shall be worn when working with aids, caustics or other corrosive materials.

Specified footwear must be worn.

No jewelry shall be worn around powered equipment.

Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels. Your supervisor will instruct you in the proper use of the appliance.

Work Boot Policy

Proper footwear is imperative on the job for both foot protection and proper foot support. This is especially true in the construction environment in which we work. In order to avoid foot injuries and standardize the type of work boot on the job, Hayward Electric is implementing the following work boot policy.

1. Work boots must consist of a leather upper shoe.

2. Work boots must have a rugged non-slip construction type sole with at least a 1/4 inch heel.
3. Work boots with safety toes are recommended but not required. Note: At times specific customers have steel toe requirements, so in these cases, the customer’s policy will take precedence over our policy.

4. Canvas hiking boots, steel-toed tennis shoes, or regular tennis shoes are not allowed.

5. Each employee should inspect their work boots on a regular basis and replace them as needed.

**Protective Clothing**

Proper safety equipment is necessary for your protection. The Company provides the best protective equipment it is possible to obtain. Use all safeguards, safety appliances, or devices furnished for your protection and carry out all regulations that may concern or affect your safety. Wear your gear properly - all snaps and traps fastened, cuffs not cut or rolled.

Your supervisor will advise you as to what protective equipment is required for your job.

**Jewelry Policy**

A few employees have been coming to work with everything from hoop earrings to eyebrow rings to tongue rings. Besides not presenting a professional image, it doesn’t make sense to wear conductive earrings, rings, watches, necklaces, etc. on your body when it is exposed to electricity. Intentional exposure to live circuits is limited and controlled, and one could argue that jewelry could be removed in these circumstances, but, what about unintentional exposure to live circuits and potential of metal jewelry conducting electricity?

Additionally, jewelry is a “catch” hazard around machinery such as threading machines, benders, and power tools. A person’s jewelry could get caught in machinery causing severe injury or even death. Even when climbing up and down a ladder in a tight space, a person’s earring could inadvertently bump into an obstruction and cause injury.

In order to avoid potential injuries related to the wearing of jewelry, Hayward Electric is implementing the following jewelry policy.

1. Earrings must be kept to a minimum stud type, no more than 1/4 inch in diameter.

2. Necklaces must be kept to a minimum and shall be worn inside the shirt. The maximum length is 18 inches.

3. Rings will be limited to wedding bands only.
4. All other jewelry is not allowed. This includes nose rings, tongue rings, eyebrow rings, or any other kind of metal body piercing.

5. All jewelry must be removed when working on energized equipment.

**Housekeeping**

Good housekeeping not only improves the appearance of the jobsite, it also helps prevent fires, accidents and personal injuries. Clean work benches, machines, lockers and floors also enable you to maintain a high standard of quality in your work.

For your safety, do not leave tools, scrap, or materials piled on the floor where someone may stumble over them, or overhead where there is danger of them falling. When piling material, be careful not to exceed a safe height. Do not pile anything in front of or against fire fighting apparatus, electrical equipment or drinking fountains.

If you are a machine operator, give your machine the best possible care and be alert for signs of wear or faulty operations. Handle tools carefully and store them so that they cannot cause accidents.

**Maintenance**

Maintenance is essential to safe and efficient operations. If you notice a situation that requires maintenance, report it to your supervisor.

**Emergencies**

If a fire breaks out, call the fire department immediately. We will not require employees to help fight any fires. In the event of fire, you should exit the area immediately, in a safe manner. The evacuation poster in your department shows you which exit you should use to evacuate the facility.

**Smoking & Fire Safety**

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them.

You can help prevent fires by observing the smoking rules:

- Smoking is not allowed on the site, except in designated areas.
- Smoking is not permitted in rest rooms.
- If you are not sure about where you may smoke, ask the supervisor.
Hayward Electric Behavior Based Safety (BBS) initiative

Purpose

The Hayward Electric Behavior Based Safety (BBS) initiative is an education and observation process used to improve safety and reduce risk in the workplace. This process uses a proactive approach and is intended to communicate to employees the elements and the procedures of Behavior Based Safety that will assist in reducing at-risk behaviors which in turn reduces injuries in our workplaces.

Scope

The Hayward Electric BBS applies to all staff. Employees are permitted to participate in BBS initiatives already in place at customer locations if required by the customer. Employees are requested to participate in Behavior Based Safety process and follow the process guidelines.

Requirements

Safety awareness principles are the foundation of the Hayward Electric Behavior Based Safety process. The key concepts teach employees to recognize when they may be in one of the following states:

- Rushing
- Frustration
- Fatigue
- Complacency (which can cause or contribute to these critical errors)
- Eyes not on task
- Mind not on task
- Line of fire
- Loss of balance/traction/grip (which in turn increase the risk of injury.)

Pre-task Analysis is a process to evaluate the work environment by performing a Job Safety Analysis (JSA) of each job. The purpose of which is to eliminate or control all hazards that may be encountered to complete the job. This process is included in the Behavior Based Safety process to establish the correct habits and work procedures in order to reduce at-risk behaviors.

The observation process is designed to raise safety awareness and provide a feedback mechanism for management to make changes in design, process or procedure in order to reduce at-risk behaviors. The key to this process is raising awareness of behavior through observation and feedback. The process has three key elements:

Observation and Feedback

The process starts with the observation of workers - fellow employees, other contractor employees and customer employees as they perform their tasks. Observers collect
information about worker performance and provide feedback via the observation card. The emphasis is not on who was observed but rather what behavior was observed. Observations provide direct, measurable information on employee work practices identifying both safe and unsafe behaviors. During the observation the observer records their findings on the BBS Observation Form. Items to be observed include but are not limited to:

- Personal Protective Equipment
- Procedures / Methods
- People
- Work Environment
- Equipment

After the observation is made the observer will review the observation with the observed employee the following:

- Start with positive comments.
- Reinforce safe behaviors observed first.
- Describe and discuss what was unsafe.
- Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions.
- Re-emphasize no consequence to observed employee.

Documenting feedback allows workers to assess what should be repeated and what should change to reduce risks in the workplace.

Data Management

BBS Observation Forms are forwarded to the corporate safety manager for input into the BBS database. Reports are generated and forwarded to management. Hayward Electric will compare measurements and track results by an acceptable method for the individual departments and organization overall so a continual trend analysis and statistical comparison of employee safety behavior can be made over time.

Analysis and Action Planning

Once trend analysis is complete, appropriate action plans are developed by the safety manager to address unsafe behaviors. Action planning will include:

- Evaluating unsafe behaviors from trend analysis and prioritize.
- Developing an action plan for unsafe behaviors based on comments and feedback from observations.
- Designating responsible parties and timeframes within the action plan.
- Defining who is responsible for action planning.
Hayward Electric Injury & Illness Prevention Program

- Ensuring management support.

Action Plan Follow-up

All action plans shall be arranged by a set time period. To ensure effectiveness of the BBS follow-up is necessary to ensure the closure of all actions listed. The follow-up process will include:

- Monthly frequency for review of action by the safety manager, senior management and employees.
- Assign accountability for closeout of action plans within Hayward Electric.
- Document archiving of action plans with completed action items.

Responsibilities

Oversight

The manager/supervisor has these oversight responsibilities:

- Coach observers and develop action plans to ensure continuous improvement.
- Ensure that all employees are trained on the Behavior Based Safety elements.
- Maintain communication with workforce by channeling information in a timely manner (feedback).
- Collect and review process modification change requests from employees.
- After reviewing and giving feedback the BBS/JSA cards should be forwarded to the corporate safety director for data entry.

Each employee plays a specific role in the Behavioral Based Safety process. These roles include observee, observer, supervisor, manager and safety manager.

Person Being Observed

- Be willing to be observed.
- Be open and cooperative.
- Avoid being defensive.
- Participate in problem-solving meetings.
- Be familiar with the Behavior Based Safety process.

Person Performing the Observation

- Learn the Behavior Based Safety process and the benefits of reducing at-risk behaviors.
- Promote the Behavior Based Safety process.
- Make observing proactive.
• Be open to coaching.
• Be courteous and helpful.
• Assist workers by offering suggestions to safely perform a task or help them with a task if necessary.
• Communicate with the workers being observed.
• Give constructive feedback after observations.
• Stress the safe behaviors before the at-risk behaviors.
• Offer and work towards solutions of problems found.
• Record a comment for every recorded “at-risk” to include what and why. Make quality observations, concentrating on quality comments.

Manager

• Actively promote and participate in the behavior safety process by supporting the goals and objectives of the Behavior Based Safety process.
• Ensure that all employees are aware of what is expected of them regarding the BBS process.
• Encourage employees to participate in observations so that incidents/injuries are reduced in the workplace.
• Provide necessary resources to keep process productive.
• Attend safety meetings and offer feedback on areas of improvement.

Supervisor

• Actively promoting and participating in the Behavior Based Safety process by reviewing BBS Observation Forms turned in at least weekly and giving feedback, completing corrective actions needed, etc.
• Refraining from using data from the Behavior Based Safety process in a punitive manner.
• Assisting in problem solving and completing corrective actions in a timely manner.
• Understanding the behavior safety process and the benefits of reducing at-risk behaviors.

Safety Manager

• Support the goals and objectives of the Behavior Based Safety process.
• Encourage, promote, provide technical support and assist in acquiring the resources needed for the Behavior Based Safety process.
• Address the concerns and suggestions of field personnel.
• Collect all observation data cards.
• Enter data into BBS database.
Training

Appropriate staff shall be trained for the BBS and the observation process. The training program shall:

- Include managers and supervisors on a required basis and craft and support employees on a voluntary basis in all work locations.
- General employee awareness as related to how decisions effect behavior and the impact those decisions have on working safely.
- Be conducted using classroom and field settings.

Types of training shall include:

- Management training
- New employee training
- Refresher (annual) training for all participants

Training elements will include:

- Program objectives and incident statistics reviewed
- How to conduct the observation
- How to complete the observation form
- What do the behaviors mean
- Feedback training and role play (mentoring and coaching)
- Employees should be aware they may be requested to be observed at any time
- Documentation of training
Heat Stress

Heat stress can be a serious health hazard for employees working while exposed to the sun and other heat sources. Supervisors and employees should look continuously for symptoms and signs of heat stress-related disorders in employees. The following table describes symptoms and signs of heat stress.

<table>
<thead>
<tr>
<th>Disorder</th>
<th>Symptoms</th>
<th>Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Cramps</td>
<td>Spasms of the muscles</td>
<td>Painful spasms of legs or abdominal muscles caused by body’s loss of salt.</td>
</tr>
<tr>
<td>Heat Exhaustion</td>
<td>Weakness</td>
<td>High pulse rate</td>
</tr>
<tr>
<td></td>
<td>Fatigue</td>
<td>Extreme sweating</td>
</tr>
<tr>
<td></td>
<td>Blurred Vision</td>
<td>Pale face</td>
</tr>
<tr>
<td></td>
<td>Dizziness</td>
<td>Insecure gait</td>
</tr>
<tr>
<td></td>
<td>Headache</td>
<td>Normal to slightly elevated temperature</td>
</tr>
<tr>
<td>Heatstroke (also known as sunstroke)</td>
<td>Chills</td>
<td>Red Face</td>
</tr>
<tr>
<td></td>
<td>Restlessness</td>
<td>Hot dry skin (usual)</td>
</tr>
<tr>
<td></td>
<td>Irritability</td>
<td>Disorientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>High Temperature (≥ 104°F)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Erratic behavior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shivering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Collapse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rapid, weak pulse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rapid, shallow breathing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Convulsions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vomiting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unconsciousness</td>
</tr>
</tbody>
</table>

**NOTE:** Heatstroke is life threatening.
Heat Illness Prevention Program

Purpose

This program contains requirements for practices and procedures to protect employees from the hazards associated with Heat Illness.

Scope

This program applies to all employees and subcontractors working within company controlled worksites.

Definitions

"Heat Wave" More than 48 hours of high heat (90°F or higher) and high humidity (80 percent relative humidity or higher) are expected.

"Heat Index" A number in degrees Fahrenheit that tells how hot it really feels with the heat and humidity. Exposure to full sunshine can increase the heat index by 15°F.

"Heat cramps" Heat cramps are muscular pains and spasm due to heavy exertion. They usually involve the abdominal muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps.

"Heat Exhaustion" Heat Exhaustion is less dangerous than heat stroke. It typically occurs when people exercise heavily or work in a warm, humid place where body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock. With heat exhaustion, sweat does not evaporate as it should, possibly because of high humidity or too many layers of clothing. As a result, the body is not cooled properly. Signals include cool, moist pale, flushed or red skin; heavy sweating; headache; nausea or vomiting; dizziness; and exhaustion. Body temperature will be near normal.

"Heat Stroke" Also known as sunstroke, heat stroke is life-threatening. The victim’s temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that the brain damage and death may result if the body is not cooled quickly. Signals include hot, red and dry skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high sometimes as high as 105°F.

Stages of Heat-Related Illness.

Heat-related illness usually comes in stages. The signal of the first stage is heat cramps in muscles. These cramps can be very painful. If you are caring for a person
who has heat cramps, have him or her stop activity and rest. If the person is fully awake and alert, have him or her drink small amounts of cool water or a commercial sports drink. Gently stretch the cramped muscle and hold the stretch for about 20 seconds, then gently massage the muscle. Repeat these steps if necessary. If the victim has no other signals of heat-related illness, the person may resume activity after the cramps stop.

The signals of the next, more serious stage of a heat-related illness (often called heat exhaustion) include -

- Cool, moist, pale skin (the skin may be red after physical activity).
- Headache.
- Dizziness and weakness or exhaustion.
- Nausea.
- The skin may or may not feel hot.

The signals of late stage or a heat-related illness (often called heat stroke) include –

- Vomiting.
- Decreased alertness level or complete loss of consciousness.
- High body temperature (sometimes as high as 105°F).
- Skin may still be moist or the victim may stop sweating and the skin may be red, hot and dry.
- Rapid, weak pulse.
- Rapid, shallow breathing.

The late stage of a heat-related illness is life threatening. Call 9-1-1 or the local emergency number.

Prevention of Heat Illness Injuries

Prevention of Heat Related Illness Injuries involves three simple steps. They include:

1. Make sure there is a sufficient supply of water available.
2. Employees have access to a cool, shaded area, and;
3. Employees are instructed in the causes, prevention and treatment of Heat Illness Injuries.

Make sure there is a sufficient supply of water available.

At the start of each shift, the job supervisor will make sure that there is company provided water available on the jobsite. As a minimum, there will be one quart of water per employee work hour. Therefore, for an eight hour day each employee should have available eight quarts (two gallons) of water. [The job may start with smaller quantities of water provided the job supervisor has procedures for the replenishment of jobsite water.] In addition to water, an electrolyte solution, such a Gatorade® or similar
beverage that restores potassium and salt may be provided by the company and may be located on the jobsite. Carbonated beverages, such as Coke®, Pepsi® or liquids containing caffeine will not be included as an equivalent to water, will not be provided by the company and will not be included when making the calculation of a sufficient water supply. The jobsite supervisor and/or his designated person will monitor water containers every 30 minutes, and employees are encouraged to report to the supervisor or his designated representative low levels and/or dirty water. When the air temperature exceeds 90°F, ice should be placed in the water if it is reasonably available. Water containers will be placed as close as possible to workers in a shaded location. Each drinking container will be provided with disposable/single use drinking cups (a disposal vessel for used cups will also be located at each drinking container). Employees may use their own drinking container and/or cup, as long as it is only used by that employee.

Have access to a cool, shaded area

Job supervisor, at the start of each shift will assure that employees have adequate shaded locations where they can take rest breaks (minimum of 5 minutes). When possible, the locations should be close to the employee work area (no more than 50-100 yards) and can include office or construction trailer(s), air conditioned buildings, etc. when available. When offices and/or buildings are not available, then umbrellas, canopies or other portable devices can be used which will shield an area from the sun which is large enough for the resting work crew. During the work day, the job supervisor will inspect the shaded area to make sure that cover still provides an adequate shaded area. When possible, the job supervisor will adjust the work schedule to make maximum use of the cooler portions of the day and will try to leave the easier less strenuous tasks for the warmer periods of the day.

Employees are instructed in the causes, prevention and treatment of Heat Illness Injuries

During each working day identified as prone to Heat Illness Injuries the jobsite supervisor will conduct a short tailgate meeting to remind workers about:

- The importance of frequent consumption of water throughout the shift.
- The locations of the water containers and shaded rest area(s).
- The different types of Heat Illness Injuries and their symptoms and associated first aid measures.
- How to contact emergency services (i.e. call 9-1-1, etc.)

Process Safety Management

Introduction

Safety, health, and environmental responsibilities must be managed by line management as they manage their other responsibilities including production, quality, cost, and personnel relations. The same basic management techniques are used to manage safety, health, and environmental requirements as for production and quality
management. These include planning, organizing, leading and controlling assigned responsibilities. Responsibility for protecting people, property, and the environment begins with the ranking facility manager and extends through all levels of the line management organization including employees. Each person in the line organization from the ranking manager to the employees has specific safety, health, and environmental responsibilities that they cannot delegate to others. They must effectively discharge their personal responsibility for protecting people, property, and the environment to achieve a safe and healthful working environment.

One important part of the overall safety and health program involves the prevention of unwanted releases of hazardous chemicals into locations which could expose employees and others to serious hazards as well as the environment and people in the surrounding community.

The major objective of Process Safety Management (PSM) program is to prevent unwanted releases of hazardous chemicals into locations which could expose employees and others to serious hazards including those in the surrounding community. The PSM involves a systematic approach to evaluating the entire process, including the design, technology, operation, maintenance, procedures, emergency plans, training programs, and other pertinent process elements. A proactive identification, evaluation and mitigation or prevention of chemical releases is utilized.

The necessary expertise, experience, judgment, and proactive initiative is provided within the line organization through the owners programs and employees or obtained from outside resources as needed to assure an effective PSM program. There are continuing efforts to strengthen and improve the process safety knowledge and expertise within the line organization.

**Process Safety Management System**

The customer’s facility process safety management system is a part of the facility's safety, health, and environmental program. Hayward Electric Employees participate in process safety management by obeying customer safety rules and regulations as well as those set forth in the Hayward Electric Injury and Illness Prevention Program.

**Process Safety Information**

A compilation of written process safety information is provided for each facility process to enable managers, supervisors, and employees to identify and understand the process hazards. This information includes, but is not limited to:

- hazards of highly hazardous chemicals used and processed,
- process technology, and
- process equipment

**Highly Hazardous Chemicals Information**
Information pertaining to highly hazardous chemicals provided managers, supervisors, and employees includes, but not limited to:

- Toxicity,
- Permissible exposure limits,
- Physical data,
- Reactivity,
- Thermal and chemical stability, and
- Hazardous effects of inadvertent mixing of different materials.

Most of the above information is provided by Material Safety Data Sheets (MSDS).

Process Technology Information

The process technology information provided to enable managers, supervisors, and employees to identify and understand the process hazards includes, but is not limited to:

* Block flow diagrams or process flow diagrams,
* Process chemistry, maximum intended inventory, safe upper and lower limits of temperature, pressure, flows, compositions, and evaluations of consequences of deviations, including those affecting employee safety and health.

Process Equipment Information

Some of the process equipment information available to managers, supervision, and employees include, but is not limited to:

* Materials of construction,
* Piping and instrument diagrams,
* Electrical classification,
* Relief system design and design basis,
* Ventilation system design, design codes and standards employed, material and energy balances for processes built after May 26, 1992, and
* Safety systems (i.e., interlocks, detection or suppression systems).

Documents are maintained showing that the process equipment complies with recognized and generally accepted good engineering practices. Also, documents are provided that show existing equipment designed and constructed in accordance with codes, standards, or practices that are no
longer in general use, is designed, maintained, inspected, tested, and is operating in a safe manner. Where process technology requires a design which departs from applicable codes and standards, documents are provided which show that the design and construction is suitable for the intended purpose.

All Hayward Electric employees are reminded that processes and systems developed by the customer are to be considered trade secret information and therefore confidential.

Operating Procedures

The facility owners have developed operating procedures and implemented them which describe tasks to be performed, dates to be recorded, operating conditions to be maintained, samples to be collected, and safety and health precautions to be taken. Hayward Electric employees are expected to follow these instructions.

Process safety information compiled to assist in conducting process hazards analyses is also used as a resource for assuring the process operating procedures and practices are consistent with the known hazards and operating parameters are accurate.

The operating procedures are reviewed by the engineering staff and operating personnel to ensure they are accurate and provide practical instructions on how to perform jobs safely. Specific instructions and details are included in the operating procedures describing what steps are to be taken or followed, including applicable safety precautions and implications, pressure limits, temperature ranges, flow rates and what to do when the operating limits, ranges and rates are abnormal. Also, the actions needed to correct and/or control upset conditions are included in the procedures.

Work Authorizations

The facility owners have developed work authorizations for work performed in process areas is controlled in a consistent manner. The hazards identified involving the work to be accomplished is communicated to those performing the work and to operating personnel whose work could affect the safety of the process.

A work permit procedure describing the steps the maintenance supervisor, contractor representative or other person needs to follow to obtain the necessary clearance to get the job started. The procedure references and coordinates applicable:

* Lockout/Tagout procedures;
* Line breaking procedures;
* Confined space entry procedures; and
* Hot work authorizations.
Hayward Electric Injury & Illness Prevention Program

Accident Reporting and Investigation

Employees must immediately report all accidents, injuries and near misses. All incident investigations must be initiated within 48 hours from the occurrence.

Employee Training

All employees, involved with highly hazardous chemicals are trained to ensure they fully understand the safety and health hazards of the chemicals and processes they work with to protect themselves, and citizens living near the facility.

The training employees receive in compliance with OSHA's hazard communication standard 29 CFR 1910.1200 helps them become more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding MSDS's. However, additional training is provided concerning operating procedures; safe work practices; emergency procedures including alarms, special assignments, evacuation, and emergency response; safety rules and procedures; routine and non-routine work authorization; and other pertinent process safety information.

The employees to be trained and the subjects to be covered are to have written documentation. Employees are encouraged to actively participate in all training activities and practice their skills and knowledge.