

Tower Lighting of Texas
&
Nava Comm.

BASIC SAFETY POLICY,
GUIDELINES & GENERAL
SAFETY RULES

I. POLICY

“Tower Lighting of Texas / NavaComm policy is to provide a safe place of employment for its employees and to abide by accident prevention regulations established by Federal, State and Local governments and this company. We are sincerely interested in the safety and welfare of our employees and accident prevention is essential to maintaining a safe and efficient work environment.”

- A. Any employee who has caused an accident involving property damage or injuries as a result of gross negligence, carelessness or horseplay will be suspended and/or terminated.
- B. Any employee who is discovered to be in possession of or under the influence of alcohol or narcotics (drugs) will be **IMMEDIATELY** suspended and/or terminated.
- C. Any authorized violation of or deviation from safety rules and regulations may be considered just cause for, and result in, disciplinary action as follows:
 - 1. Counseling (written warning)
 - 2. Three day suspension without pay
 - 3. Suspension subject to termination

II. MEDICAL NEEDS

An injured employee will be provided immediate medical attention at a location that can accommodate the injured employee. All injured employees will be subject to immediate drug testing. Refusal to test or tampering with the test will constitute the same action as a positive test. If drug testing proves positive, Worker Compensation and unemployment benefits may be forfeited. Treatment of work related injuries might be received from any company approved medical facility or hospital. Likewise, any medical facility may be utilized for drug screenings associated with pre-employment, random testing and tests done during treatment of a work-related injury.

III. EMPLOYEE SAFETY GUIDELINES

The following is meant to be a guide to employees and is not meant to be all-inclusive.

A. REPORTING

- 1. Any accident or injury, no matter how minor, must be reported to a Supervisor.
- 2. Hazardous conditions or unsafe job practices should be called to the attention of a Supervisor.
- 3. Notify a Supervisor immediately if protective equipment or devices are missing or are not working properly.

B. WORK HABITS

- 1. Know and follow all safety procedures that apply to your job.
- 2. Keep work area(s) as neat and clean as possible.
- 3. Put materials, parts, tools, etc., in a place or way that they can be reached without exposure to danger.

4. Do not “short-cut” normal working procedures.
- C. WORK ATTITUDE.
1. Do not let emotions influence or control work habits.
 2. When assigned to an unfamiliar job or task, learn and use the proper procedures and safe practices that apply to that particular job or task.
 3. Always consider what effect any action will have on the safety or well being of fellow employees.
- D. CLOTHING and HAIR
1. Always wear proper or prescribed clothing for the job or task.
 2. Never wear loose clothing when operating a machine where there is a possibility that such clothing could become caught in a moving part.
 3. Tower Lighting of Texas policy must always be followed regarding clothing and hair.
- E. SAFETY
1. Safety is more than a word or a slogan; it is a way of life.
 2. Accidents don’t “just happen”.
 3. Follow all safety rules and regulations of Tower Lighting of Texas
 4. Every accident and/or injury must be reported.
 5. Think and practice SAFETY at all times.
 6. Your well being is important to all concerned.
- F. PROTECTIVE EQUIPMENT/DEVICES
1. Always wear or use the protective equipment or devices that are required for the job.
 2. Before starting an unfamiliar job or task, check to see if use of protective equipment or devices is required.
 3. Never remove protective equipment or devices from area or machines except during authorized maintenance or repair.

IV. EMPLOYEE SAFETY GUIDELINES (cont.)

G. STORAGE of FLAMMABLE or DANGEROUS ITEMS

1. Keep flammable or dangerous articles, materials or substances in their required storage place or container until they are actually needed for use on the job.
2. As soon as there is no further or immediate need for items that are flammable or dangerous, return them to their proper storage place or container.
3. Containers of product must be legibly marked as to contents.

H. HANDLING of FLAMMABLE or DANGEROUS ITEMS

1. Use extreme care, and required protective equipment or devices, at all times when handling and/or working with flammable or dangerous items.
2. Be certain that fire extinguishers and/or fire hoses are readily available nearby before handling or working with volatile materials.
3. Never smoke or ignite an open flame in a flammable or dangerous item area.
4. Know the location of fire alarm(s) and know the proper procedure for sounding an alarm in the event of a fire.
5. It is extremely important the Hazard Communication Policy (HAZCOM or HCP) is followed when handling these products.

IV. GENERAL SAFETY RULES

- A. In case of sickness or injury, no matter how slight, report at once to your Supervisor for First Aid. Under no condition should a worker treat their own or another worker's injuries unless licensed or certified to do so.
- B. PPE (Personal Protective Equipment) is to be worn at all times. If you are provided with PPE, you are required to use it and use it correctly.
- C. Employees must remain in their own departments, workstations or areas unless called elsewhere on business or in the regular course of their employment.
- D. Guards shall never be removed except when necessary to make adjustments or repairs, and they should be replaced immediately upon completion of work requiring their removal. Lock out/Tag out must be observed during repairs. If a guard is not in proper condition, report this at once to your Supervisor.
- E. Employees must use only the tools and equipment provided by the company unless an immediate Supervisor or Foreman gives specific permission.
- F. RUNNING in the work area is NOT PERMITTED.
- G. Horseplay, throwing objects, scuffling and practical jokes are extremely dangerous and will not be tolerated.

V. GENERAL SAFETY RULES (cont.)

- H. Never distract the attention of another worker, as you might cause an injury.
- I. The consumption, use or possession of alcoholic beverages or illegal drugs will not be tolerated on the job.
- J. Suitable attire is to be worn on all jobsites. Your Supervisor will answer questions concerning suitable attire.
- K. Never stand or walk under a crane, hoist load or bucket.
- L. Use compressed air only on the job, which it is intended. Do not clean your clothes with it; do not play with it; never blow compressed air against yourself or anyone else as it can enter the body and cause serious injury (air embolism).
- M. Learn to lift the RIGHT WAY to avoid strains and injury. Keep the load close to your body, bend your knees, keep your body straight and then push upward with your legs. This is the easiest and safest way.
- N. Never use your hands to remove chips from machines. Always use the proper tool.
- O. Never use defective tools. Exchange or see that defective tools are replaced or repaired. Use the proper tool for the job.
- P. Never attempt a task or operate a machine unless you are properly trained and assigned by your Supervisor.
- Q. Keep your work area clean. Put all trash in proper containers, areas or dumpsters.
- R. Learn the locations of fire exits and fire extinguishers at your job sites.
- S. Never block aisles, exits, fire-fighting equipment; alarm boxes, electric or power panels, valves, etc.
- T. Slippery floors cause falls. Keep the floor clean and free of tripping hazards. Clean up spills, even if you are not responsible for them and report them to your Supervisor.
- U. Don't tamper with electrical circuits, switches or fuses. Malfunctioning electrical tools, bad extension cords, plugs, etc. must be reported to your Supervisor immediately.
- V. Observe and obey all warning signs.

These rules are for your protection!