



## Meiners Electric, Company Safety Manual

PAGE: 1 of 3

LAST REVISION:

December 9<sup>th</sup>, 2009

REVIEWED BY:

L. Kirk Berglund, Safety Director

FORM REF No:

SP-RESP

SUBJ:

**Safety Responsibilities of Employees**

## SAFETY RESPONSIBILITIES OF EMPLOYEES

It is the desire of Meiners Electric to protect employee's health and to protect them while working for our organization. Safety is the functional responsibility of each employee. Each level of our organization is accountable for a safe performance.

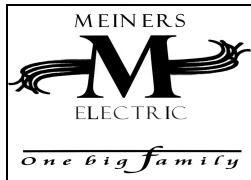
Duties and responsibilities of all personnel under this firm's safety program are as follow:

### 1. Owner

- Responsible for the overall effectiveness of the Safety & Health program.
- Responsible for regulatory compliance.
- Provide leadership, managerial and financial support.
- Identify company safety goals & objectives.
- Assign safety responsibilities to specific individuals.
- Evaluate performance and hold personnel accountable.

### 2. Safety Director

- Provides advice needed for proper administration of the safety program to all employees
- Provides guidance to identify and remove physical hazards from construction sites.
- Recommends and administers approved changes to the accident prevention program.
- Maintains an adequate accident report system, personally investigating serious accidents and taking corrective action to eliminate accident causes.
- Conducts personal inspections to observe unsafe conditions or work practices.
- Cooperates with project management personnel in the safety training of employees.
- Insures there is full compliance with applicable Federal, State and Local regulations.
- Recommends programs and activities that will develop and maintain incentives, and motivate employees in safety.
- Recommends disciplinary procedures for repeated violators of safety rules.



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### 3. Project Manager

- Is familiar with safety regulations related to his area of responsibility
- Directed and coordinates safety activities within area of responsibility.
- Requires all employees under his supervision to utilize the proper individual protective equipment and job safety devices.
- Assures that safety equipment is available and that storage locations are clearly designated.
- Conducts safety inspections of work area, directs corrective action for unsafe conditions noted and informs Safety Manager of inspection results.
- Assures that Job Foreman are aware of, and comply with requirements for safe practices and conditions to be maintained on job sites.
- Reviews all accidents with Job Foreman. Submits complete report to Safety Manager and assures that corrective action is taken immediately to alleviate the cause.
- Requires all subcontractors and subcontractor personnel to comply with applicable safety regulations.
- Provides information and recommendations (“feedback”) to Safety Manager concerning safety matters.

### 4. Office Manager/Clerk

- Maintains all records of accidents that have taken place during company operations on forms designated by OSHA, insurance company and/or authorized agencies.
- Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintains permanent record for company files.
- Prepares all notices required by OSHA, State and other appropriate agencies for posting at each construction project location in accordance with designated time regulations. (Example: OSHA Annual Summary of Injuries and Illnesses).

### 5. Job Foreman

- Is familiar with, and enforces, safety regulations applicable to company operations within area of responsibility.
- Corrects and coordinates safety activities within his area of responsibility. Including, motivation of employees for safe work practices.



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- Assures that persons under his supervision use safety devices and proper individual protective equipment.
- Instructs all persons within area of responsibility in job safety, health requirements and insist on compliance.
- Assures that injuries are treated and reported properly
- Investigates all accidents, obtains all pertinent data, files a complete report with the Project Manager and initiates corrective action.
- Assures that no unsafe conditions exist in area of responsibility and reports to the Project Manger on any corrective actions needed which are beyond his control.

### 6. All Employees

- Be familiar with and comply with proper safety and health practices.
- Use the required safety devices and proper personal protective safety equipment.
- Notify supervisor immediately of unsafe conditions and acts.
- Report all accidents to supervisor immediately

### 7. Subcontractors

- The provisions of these safety responsibilities apply to lower-tier subcontractors and their employee's working on projects for this company.