

HAND AND POWER TOOLS

- Before using any tool, insure that you are properly trained in the inspection, use and care. The owners manual will give specific information as to the hazards associated with the tool along with recommended PPE.
- Always wear eye and face protection, especially during operations where particles may fly. Others in the immediate area should also wear eye and face protection.
- Always use the right tool for the job at hand. Do not use tools until you have been properly instructed and authorized to do so.
- Keep tools in good working condition. Damaged, worn, or defective tools can cause injuries and shall not be used. Any tool that is found to be defective should be immediately removed from service and sent to the shop for final disposition.
- Inspect electrical extension cords and other wiring to be certain they are properly insulated and grounded. Any extension cord or tool cord that is found to be damaged should have the male connector removed so that it is not inadvertently used.
- Do not carry, raise or lower power tools by their cord.
- Keep tools in a safe place. Be sure power tools are off and all motion has stopped before setting the tool down. Take special precautions when using power tools on a scaffold.
- Disconnect power tools from the energy source before changing bits or before attempting to adjust the tools. Never leave a running tool unattended.

LADDERS

- Inspect ladders at frequent and regular intervals; if any ladder is in need of repair, tag the ladder "out of service" and return it to the shop for final disposition.
- All portable ladders shall have safety shoes and shall be placed so all ladder feet have secure footing. Provide solid footing on soft ground to prevent the ladders from sinking.
- Stepladders shall be fully open and spreaders locked before using.
- Place extension ladders securely against a solid surface at an angle so that the base of the ladder is approximately 1 foot out for every 4 feet in elevation.
- Secure both the top and the bottom of an extension ladder to prevent displacement, especially when using the ladder to access scaffolding. Areas at the foot and top of the ladder should be kept clear of material and debris.
- Protect ladders used in locations such as doorways and passageways so they will not be bumped or knocked over.
- Do not over-reach when on a ladder.
- Extend the ladder rails at least 3 feet above the top landing. Do not step on the top two ladder rungs.
- Only one person at a time on a ladder. Always face the ladder and hold on with both hands when ascending and/or descending. Do not climb on the back of ladder.
- Hand lines or other similar equipment must raise tools, material, and/or equipment.
- Aluminum or wet wood ladders should not be used near open wiring since they are excellent conductors of electricity.



Jobsite Safety Basics

The following are some of the general safety rules and policies applicable to our Company's operations. All applicable Federal, State and local standards will also apply. This list is considered to be the **minimum level** of safety Meiners Electric will accept from our customer's safety practices, policies and programs. **Remember:** This is a partial listing only, as each job site has its own unique safety exposures and controls. Also, direct

violations of the stated Safety Policy may result in disciplinary action(s) up to and including dismissal.

GENERAL

- Notify your supervisor immediately of any unsafe conditions in your work area(s) and/or any unsafe acts observed.
- All employees are **encouraged and empowered to STOP WORK** where hazards are observed that may pose an immediate threat to life and limb or property damage. Work will resume once the hazard has been properly addressed.
- Immediately report any work-related injuries, near misses or illnesses to your Project Supervisor and/or the Safety Director.
- Report any damaged equipment, either ours or that of our Customer, to your Project Supervisor immediately.
- Horseplay on any company property, facility, and/or job site will not be tolerated and will result in disciplinary action(s) up to and including dismissal.
- No glass containers of any kind should be brought onto the job site(s).
- Anyone on Company properties, facilities, and/or job sites, or anyone operating a Company vehicle and/or their personal vehicle on Company business, and who is impaired by any unauthorized substance(s) will not be tolerated. Please see the Substance Abuse Policy for complete details.

NOTE: Reasonable care has been taken in preparing this document and the information provided herein is believed to be accurate. However, this information is not intended to constitute an "authoritative resource"