

Gearheart Communications, Inc.

New Employee Safety Orientation Guide

Welcome to Gearheart Communications, Inc.! Our goal is to help you be as safe as possible while you are here. This guide is designed to help you understand our company safety programs and safety expectations. During this orientation session and beyond, please feel free to ask for help when you are not sure what to do.

This guide will give you information about the following topics:

- Think Safe – Work Safe principle
- Fire emergencies
- Medical emergencies
- Evacuations
- Means of egress (exits)
- Personal protective equipment (PPE) requirements
- Hazard communication and working safely with chemicals
- Machine safeguarding
- Control of hazardous energy – Lockout/Tagout
- Maintaining safe walking and working surfaces
- Material handling equipment
- Powered industrial truck operations (forklifts)
- Ergonomics

Please carefully read the information so you are familiar with our safety processes. Our goal is to have a workplace that is free from recognized hazards and we need your help in maintaining a safe workplace.

Safety Contacts

(HR MANAGER 606-479-6355)

(SAFETY MANAGER 606-479-6510 OR CELL 606-791-0081)

(SUPERVISOR/DISPATCH 606-479-6232)

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire guide to meet specific situations. If legal advice or other expert assistance is required, the services of a competent professional should be sought. Provided by QBE Farmers Union Insurance

First: Spin Up Your Safety Awareness

Quick Guide

- Getting to work: Mentally prepare yourself for work.
- Getting to work: Stretch your muscles prior to engaging in physical work
- Machine operations: Is everything working correctly?
- Personal protective equipment (PPE): Do you have what you need?
- Surroundings: Is my area free from recognized hazards?

Getting to Your Work Area: As you arrive at your work area, take a moment to prepare yourself to work safely. Our motto here is, THINK SAFE, WORK SAFE.

Tools and Equipment Operations: Look at the tools and equipment you will be operating and look for some specific safety features. Are they working properly? Pre-trip inspections for tools, truck and equipment to be performed before work begins for all Outside Plant Employees.

Personal Protective Equipment (PPE): Does your job require some type of PPE? Outside Plant Employees are required to wear safety vests, goggles, and hard hats while on the job. Inspect each type before you put it on to make sure it will provide the right protection throughout the job.

Surrounding Work Area: Ask yourself what you have to do to be safe on the job right now and throughout the day. Think about the jobs you will do and what you have to do to do those jobs safely.

Emergency Actions & Procedures

Quick Guide

- Emergency contact: **(Immediate Supervisor)**
- Medical help is available through **(Contact HR)** **A first aid kit is available in every facility and on-board each company vehicle. Call 911 if emergency.**

Fire Emergency: Any employee who discovers a fire is to immediately leave the fire area and sound the alarm. This can be done by pulling a wall-mounted fire alarm. After the alarm has been sounded, notify your supervisor immediately so proper action can be taken. **DO NOT ATTEMPT TO EXTINGUISH THE FIRE.** Emergency Personnel who are trained in fire response and authorized by the facility will respond. Your job is to get out of the immediate fire area. See facility Emergency Action Plan located on the Safety Bulletin Board in each facility.

Minor Medical Emergency: All injuries and illnesses must be reported to your supervisor immediately. Small, insignificant injuries, left untreated, can result in more serious or debilitating conditions. When first aid is needed, employees should report the injury to their supervisor and seek medical attention, as needed. Your supervisor should contact HR at this time.

Serious Medical Emergency: Potentially life-threatening injuries or illnesses will be handled by calling for emergency medical services. Chest pains, difficulty breathing, unconsciousness, allergic reactions, or severe bleeding are some examples of potentially life-threatening injuries or illnesses.

Any employee who becomes aware of someone experiencing a potentially life-threatening injury or illness must immediately call 911 for help. Contact the state police if involved in a vehicular accident where injury and property damage has occurred. **See Accident Reporting Policy.**

Blood or Body Fluid Spills: If there is any type of blood or body fluid spill, do not come in contact with the fluid or make any attempts to clean up those spills. Blood or body fluids may contain pathogenic microorganisms that can cause serious disease. Gearheart Communications, Inc. has supplied all facilities and outside plant vehicles with first aid kits that contain gloves if you come in contact with Blood or body fluids.

Weather Emergency: The biggest threat is the potential for a severe thunderstorm or tornado. When a tornado warning is issued, employees will go the designated tornado shelter areas in the basement areas. Each work area has a designated tornado shelter area that will be located in the Emergency Action Plan located on the Safety Bulletin Board in each facility. If you are working in the Outside Plant area during a Weather Emergency, your supervisor will contact you with the procedures to follow.

Quick Guide

Do not attempt to drive through water that has crossed a roadway. The following are important points to remember when driving in flood conditions:

1. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
2. A foot of water will float many vehicles
3. Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.
4. Do not attempt to drive through a flooded road. The depth of water is not always obvious. The road bed may be washed out under the water, and you could be stranded or trapped.
5. Do not drive around a barricade. Barricades are there for your protection. Turn around and go the other way.
6. Do not try to take short cuts. They may be blocked. Stick to designated evacuation routes.
7. Be especially cautious driving at night when it is harder to recognize flood dangers.

In case of a tornado the following steps are recommended by FEMA:

Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.

Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Emergency Eye Wash Stations: If you work in an area where exposure to corrosive materials is possible, you should be aware of where the eye wash station is located and how to use it. Prevention is the best guard against exposure to corrosive materials and it is important to wear the proper personal protective equipment and to follow safe work procedures anytime you are working with a corrosive material.

Evacuation Guides

Quick Guide

- Evacuation: Go out through closest exit and go to your designated meeting point.

When an emergency requires us to evacuate the facility, the alarm system will sound. Employees will take immediate action to leave the building and will quickly move to the designated meeting location outside the building. Again, each work area has their own meeting location and your supervisor will tell you where it is. Once outside, it is very important to check in with your supervisor so she or he knows that everyone is out of the building and safe.

Personal Protective Equipment

Quick Guide:

- Safety Vests, glasses, and hard hats are required for Outside Plant Employees.

Chemical Protection Gloves: Gloves used for chemical protection are not good for general tasks. Gloves must be selected based on the chemical hazard because not all chemical gloves guard against all types of chemicals.

General work gloves, such as leather gloves, are good for protection against cuts, slivers and blisters, but do not protect against chemicals or electrical shock. Leather gloves are good when handling pallets but not effective with oily parts.

Cut-resistant gloves used by machine operators are designed to improve the operator's grip when holding oily metal parts and to protect hands against metal burrs or other cut hazards. They won't provide protection against corrosive chemicals.

Safety glasses. The glasses themselves should be adjusted so they fit properly around your ears and on your nose. If they continue to slide down your face, they need adjustment.

Foot Protection: Outside Plant Employees can order boots through the company and pay the company back through payroll deductions.

Hazard Communication/Chemical Safety

Quick Guide

- Know the chemicals you are working with before you work with them.
- Know where to access MSDS (material safety data sheets) information.

Chemical Inventory: We maintain an inventory of all the materials that have physical or health hazards. This helps to ensure we have all the necessary MSDS. We need your help in keeping the inventory current. Anytime a new material is brought into the facility, we need to make sure it is included in the chemical inventory if it has a physical or health hazard.

Material Safety Data Sheets (MSDS): MSDS are the most important pieces of information we have concerning the chemicals in use in our company. These are the documents the chemical manufacturer prepares to inform the end-users (you and me) about any hazards associated with a product. There are eight sections on a MSDS that provide information such as product identification, scientific information about ingredients, any hazards associated with the product, incompatibilities, potential reactions, handling and storage and what to do if the product spills.

Labeling Requirements: It is critically important that every container be labeled so it properly identifies the material inside. Labels must identify the product and any related hazards, such as it being corrosive, flammable or an irritant. Other information identifying PPE is useful to the end-user. Anyone who takes material from the supply container and puts it into a secondary container must make sure the container is labeled.

Machine Safeguarding Basics

Bucket Truck

Chain saws

Quick Guide

- No machine can be operated without proper machine safeguards.
- Safeguards can be barrier guards, two-hand trip devices, light curtains, etc.

What should be guarded: Any machine part, function or process that may cause injury must be guarded. A good rule of thumb to follow when determining if something should be guarded is: “If it moves and you can touch it – then guard it.”

Machine Operations: All machine operators should be familiar with the machine they are using, the machine safeguarding methods, emergency stop buttons and switches, and how to safely perform routine maintenance functions. such as clearing jams or making other incidental adjustments.

Prior to starting work, machine operators should inspect the machine to make sure all machine safeguards are attached and functioning properly. Machines should not be used if the machine safeguards are not in place or not functioning.

Machine operators must also consider their own personal effects when operating machinery. Long flowing hair can get caught in machine operations. Loose-fitting shirts might possibly become entangled in machine functions, and jewelry - such as bracelets and rings - can catch

on machine parts or stock and lead to serious injuries.

Lockout/Tagout Overview

Quick Guide

- Only authorized employees can lock out equipment for service or maintenance.
- If you have not been authorized by Gearheart Communications, Inc., you are not authorized to lock equipment out for service or maintenance work.

Purpose of Lockout/Tagout: To prevent the unexpected start-up or activation of a machine or equipment during service and/or maintenance operations that might cause injury. In short – lockout/tagout “kills” all the energy going into a machine before we do any work on that machine. The purpose is to make sure no one is hurt during service or maintenance work.

When Lockout Is Used: During all service or maintenance where the employee must remove or bypass machine safeguards and have body parts exposed to the point of operation or another danger zone. Lockout/tagout guards against the **unexpected** energization or start-up of the equipment during all service activities. Service and maintenance activities include installing, adjusting, setting up, inspecting, modifying or servicing machines or equipment in addition to lubricating, cleaning or unjamming, and making adjustments or tool changes.

Electrical Safe Work Zones: When service or maintenance work is being performed on live electrical systems, the electrician will establish a work zone around the work. This work zone will be identifiable with safety cones. People should not enter into the work zone nor should they distract the people working inside the work zone.

Steps to Initiate Lockout/Tagout: When authorized employees need to lockout equipment, they will follow the steps below, in the order they appear, to systematically de-energize a machine or piece of equipment before doing any service or maintenance work.

1. Notify employees in the immediate area that service/maintenance work will be performed on a particular machine or equipment.
2. Identify all energy control points and necessary equipment for lockout. Refer to the machine specific procedures.
3. Conduct an orderly shutdown of equipment.
4. Deactivate energy control device(s) from energy source(s).
5. Lockout all the energy control devices with a padlock.
6. Dissipate or restrain stored energy through blocking, bleeding and grounding.
7. Verify isolation from energy by attempting to start/operate machine. This is a very important step and should not be overlooked.
8. Return all energy controls and/or buttons to neutral/off position.

Once these steps are completed, the machine is de-energized and the authorized employee can perform the assigned service or maintenance work.

Safe Walking & Working Areas

Quick Guide

- Slips, trips and falls account for many workplace accidents.
- Keep cords and hoses organized in your area.
- Don't stack pallets or push carts on end; always keep them flat on the floor.
- Always use caution addressing spills of any kind
- Aisles and passageways are shared by people.

Overview of Walking-Working Hazards: Slips, trips and falls account for many workplace accidents. This is why it is important that we pay close attention to the areas where we walk and where we work to make sure we eliminate the potential for slips, trips or falls. Here is a brief list of some of the more common types of concerns seen more frequently in working areas:

- Cords lying in aisles or other walking areas
- Water or lubricants on the floor
- Material (pallets, boxes, etc.) stored in a walking area
 - Material stored on stairs
 - Poor lighting in walking or working areas

Material Storage in Working Areas: Pallets should not be stored on end because they are not stable in that position. They can easily tip over and create hazards. Four-wheeled carts should also be kept on all four wheels instead of tipped on end. Again, they can tip over and create hazards. Another consideration is boxes, and where and how they are stored. Obviously, boxes are combustible and should not be stored near hot surfaces. It is also important not to store boxes in front of electrical panels.

Aisles and Passageways: Aisles and passageways at this facility and parking lot are used by people and motorized vehicles. This can create some hazards if one isn't always looking out for the other all the time. When you are walking anywhere in the facility, always be mindful of where you are walking and what traffic is in the area. If you are operating a powered industrial truck, slow down at intersections and sound the horn if you approach blind areas. If powered industrial trucks are parked in your area, watch your step so you don't trip over forks that are on the ground.

Also keep in mind that while entering or exiting the parking lot, be mindful of other vehicles and continue in a safe speed of less than 10 mile an hour.

Keeping Your Area Free From Hazards: Some of the biggest problems found in walking or working areas center on poor housekeeping issues. As you look at your work area, keep the following issues in mind:

- Sweep floors and work areas so dust and debris don't create hazards.
- Clean up spilled materials immediately.
- Don't let trash overflow in work areas.
- Don't store material in aisles or passageways.
- Pedestrians watch for truck traffic and operators watch for people.
- Stairs should never have material stored on them.

Material Handling & Storage

Quick Guide

- Cranes and hoists are used by authorized employees only.
- Manual lifts: Make sure your muscles are warmed up.
- Manual lifts: Don't lift and twist at the same time.

Proper Manual Lifting Techniques: Anytime you are manually lifting anything, there are a few simple rules to follow so you can make a safe lift.

- Make sure you can properly handle the load; if the load is too heavy, too big or too awkward – get help.
- Always lift with your legs and keep your back straight; never lift with your back.
- Avoid twisting and turning your waist while lifting an object. Instead, hold the material in front of you close to your chest and move your feet instead of twisting your back.

Using Material Handling Equipment: Various types of material handling equipment have been installed to help reduce the possibility of injuries associated with manual lifting. Operators need to be proficient with the function of each type of device and understand the uses and limitations of the equipment. When a hoist or lift assist has been incorporated into a job, employees need to use that equipment because it is there to help the employee. If there are questions about the functionality of any material handling equipment, the employee should get help from their supervisor.

Stacking & Storing: Never overload a shelf or racking system beyond its rated capacity. Stack material so it is always on a firm base and not leaning in such a way that the stack becomes unstable. When storing material in areas protected by sprinklers, there must be at least 18" of clear space between the top of the stored material and the bottom of the sprinkler head. This is true in warehouse areas, manufacturing areas and office areas.

Storage Areas: Space is always at a premium in any manufacturing location. We take steps to make sure we use our space efficiently and safely. Many storage locations are striped off to show where material should be placed. Don't stack materials in aisles or passageways because they will become a trip hazard. Store pallets and carts flat and not on end. **Important:** Nothing can ever be stored in front of exit doors.

Hoisting Chains & Ropes: Hoisting chains and ropes must always be free of kinks or twists and must never be wrapped around a load. Loads should be attached to the load hook by slings, fixtures and other devices that have the capacity to support the load on the hook. Construction Crews for the most part. Operators must be thoroughly be familiar with manual lifting. .

Inspections & Maintenance: All hoists must be visually inspected before use. If there are any signs of damage, the equipment cannot be used until fully evaluated by a qualified person. Detailed inspections and maintenance will be performed by qualified individuals.

Powered Industrial Trucks

Quick Guide

- Only Gearheart Communications, Inc. authorized employees can use powered industrial trucks.
- Powered industrial trucks must travel no faster than a person can walk.
- Sound the horn at blind corners.
- Stop at all stop signs.

There are a variety of powered industrial trucks in use at this facility. Forklifts fall into this category. Whenever people and vehicles share the same working space, safe work methods cannot be overstated enough.

Qualifications: The **first rule** of safety for powered industrial trucks is that **no one** can use **any** powered industrial truck until they have been **trained and authorized** by the company to use a particular vehicle. Powered industrial truck training provided to employees will be vehicle-specific and location-specific training. This means that for every type of powered industrial truck the employee may use, the employee will receive specific training on each specific vehicle needed to perform job responsibilities.

Prior Training & Experience: Employees with prior knowledge and experience in powered industrial truck operations will be tested on the specific vehicle(s) they will use to verify they have the necessary knowledge and skill. If they are competent in vehicle operations, they will be certified by the company as a qualified operator. Prior training or experience does not automatically authorize an employee as an operator; employees must be certified by the company as a qualified operator.

General Rules: There are some very simple rules governing the use of powered industrial trucks that all employees must follow:

- Only qualified and authorized employees can operate a powered industrial truck.
- The traveling speed throughout the facility is a **walking speed**.
- There will never be any riders on any powered industrial truck.
- Horseplay will never be tolerated.
- All vehicles must be inspected before the start of each shift.
- All accidents (property damage only or otherwise) must be reported immediately.
- Pedestrians always have the right of way.
- All installed safety equipment (such as seat belts) on powered industrial trucks must be used whenever the vehicle is operated.

Ergonomics

Office Ergonomics

If you sit behind a desk for hours at a time, you're not doomed to a career of neck and back pain or sore wrists and fingers. Proper office ergonomics — including correct chair height, adequate equipment spacing and good desk posture — can help you and your joints stay comfortable at work.

Chair: Choose a chair that supports your spinal curves. Adjust the height of your chair so that

your feet rest flat on the floor or on a footrest and your thighs are parallel to the floor. Adjust armrests so your arms gently rest on them with your shoulders relaxed.

Key objects: Keep key objects — such as your telephone, stapler or printed materials — close to your body to minimize reaching. Stand up to reach anything that can't be comfortably reached while sitting.

Keyboard and mouse: Place your mouse within easy reach and on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows. Use keyboard shortcuts to reduce extended mouse use. If possible, adjust the sensitivity of the mouse so you can use a light touch to operate it. Alternate the hand you use to operate the mouse by moving the mouse to the other side of your keyboard.

Telephone: If you frequently talk on the phone and type or write at the same time, place your phone on speaker or use a headset rather than cradling the phone between your head and neck.

Footrest: If your chair is too high for you to rest your feet flat on the floor — or the height of your desk requires you to raise the height of your chair — use a footrest. If a footrest is not available, try using a small stool or a stack of sturdy books instead.

Desk: Under the desk, make sure there's clearance for your knees, thighs and feet. If the desk is too low and can't be adjusted, place sturdy boards or blocks under the desk legs. If the desk is too high and can't be adjusted, raise your chair. Use a footrest to support your feet as needed. If your desk has a hard edge, pad the edge or use a wrist rest. Don't store items under your desk.

Monitor: Place the monitor directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level. The monitor should be directly behind your keyboard.

References: <http://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>