



Safety Manual

*Creating a **NuWave**
of Excellence and Opportunity*

April 2021 Edition

Provided in Coordination with:



NUWAVE ELECTRIC, LLC recognizes that our people drive the business. Nothing we do here is as important as each of us being able to go home safely at the end of every workday. If you see something that is unsafe, make it safe. If you can't make it safe, then report it to your supervisor, to management, or me.

In the end, every accident is preventable. And every accident that is avoided saves injury, inconvenience and regret on the part of everyone involved. I hope you have fun working at NUWAVE ELECTRIC, LLC, but horseplay, practical jokes or other activity that endangers the safety of anyone, or that distracts from other employees' ability to concentrate on doing their jobs safely will not be tolerated.

Make sure that before you start any task, that you feel like you have the training, equipment and confidence to perform it safely. If you don't, then STOP, and explain the situation to your direct supervisor.

The safety guidelines in this manual apply no matter where you are performing your work, whether at our facility or on a jobsite. Willful disregard of safety procedures or instruction from supervisor will be grounds for discipline including possibility of dismissal.

Thank you for your commitment to this business, and for helping to make NUWAVE ELECTRIC, LLC a success.

I am committed to your safety, period.
Sincerely,

Jerold Hammon
(801) 821-9130

NuWave Core Values:

- **Integrity** - *Protecting Our Culture*
- **Safety** - *An Individual Responsibility*
- **Teaching Excellence** - *Empowering Our Team*
- **Grateful** - *Choosing the Pursuit of Happiness*
- **Initiative** - *Displaying Ownership*
- **Humility** - *Collective Success*
- **Financial Responsibility** - *Stable Growth*
- **Family Values** - *Loyalty to our Team*

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RESPONSIBILITIES

Senior Managers / Managers

- Ensure that safety is adequately budgeted for the department.
- Communicate safe work practices regularly within the department.
- Attend departmental and company-wide safety meetings.
- Recognize outstanding safety performance by any/all personnel.
- Assist all personnel with safety process as needed or as requested.
- Uphold and enforce all known safe work practices.

Supervisors

- Ensure new-hire orientation is given to new employees, AND is followed up on the jobsite.
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct or designate a qualified person to conduct, daily documented inspections of the workplace.
- Conduct daily work discussions prior to the start of work that include safe work practices.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or monetary or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner.
- Investigate all incidents and take immediate corrective action to prevent recurrence.
- Provide documented safety meetings on a weekly basis and require attendance of all workers.

All Employees

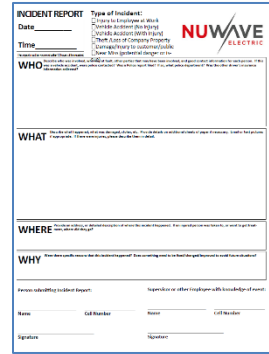
- Are to follow safe work practices; if unsure of correct/safe way to perform a task or a job, they are to ask their supervisor or manager.
- Must immediately report all unsafe equipment or tools to their supervisor or manager. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established.
- If injured on the job, or become ill, immediately inform their supervisor or manager.

INJURY AND INCIDENT REPORTING

• All incidents involving or risking people's safety or NuWave property must be reported to your supervisor immediately. Ensure that an Incident Report is completed within 12 hours.

• **You must give your supervisor any paperwork received at any medical appointments, from the scene of an accident or incident, and update your supervisor to discuss your progress.**

• NuWave Electric provides Transitional Return to Work (RTW) jobs for injured workers. Employees are required to RTW when medically cleared to do so.



The image shows a form titled "INCIDENT REPORT" with the NuWave Electric logo in the top right corner. The form is divided into several sections: "Date", "Time", "WHO" (with checkboxes for Employee, Contractor, Visitor, etc.), "WHAT" (with checkboxes for types of incidents like slip/trip, fall, etc.), "WHERE", and "WHY". At the bottom, there are fields for "Name" and "Cell Number" for both the reporting employee and the supervisor, along with "Signature" lines.

UTILIZATION OF MEDICAL PROVIDERS

All employees will obtain initial treatment of work-related injuries & illnesses from the nearest designated provider below; **for life or limb threatening emergencies, seek nearest hospital ER facility.**

UTAH LOCATIONS: (Open M-F, 9a – 5p)

- **Salt Lake City Area – Work Care Clinic**
2390 S. Redwood Rd. SLC, UT 84119 – (801) 975-1600
- **Draper Area – Work Care Clinic**
12422 S. 400 E. Draper, UT 84020 – (801) 748-1600
- **Orem Area – Work Care Clinic**
601 N. 1200 W. Orem, UT 84057 – (801) 224-4211
- **Layton Area – Work Care Clinic**
2102 N. 1700 W. #103 Layton, UT 84041 – (801) 773-3400
- **Vernal Area – Work Point Occupational Medicine**
151 W. 200 N. Vernal, UT 84078 – (435) 781-3053
- **Roosevelt Area – Uintah Basin Medical Center**
250 W. 300 N. Roosevelt, UT 84066 – (435) 722-4691
- **St. George Area – Work Med Clinic**
385 N. 3050 E. St. George, UT 84790 – (435) 251-2630
- **Cedar City Area – Work Med Clinic**
962 S. Sage Dr. Cedar City, UT 84720 – (435) 865-3460
- **Park City Area – Family Health & Urgent Care**
1665 Bonanza Dr. Park City, UT 84068 (435) 649-7640

AUTO ACCIDENT REPORTING

What should you do if you're in a car accident? When it happens, injuries may be severe and emotions high. Below are important things to do at the scene of the accident and soon afterward:

- Stay at the Scene! ***Never*** leave the accident scene until appropriate.
- When conditions or regulations permit, move onto shoulder or side of roadway to prevent further damage and hazards.
- Call the Police, or ask someone to do it for you (if you are unable).
- Check on all drivers & passengers; make sure everyone involved in the accident is okay. Get medical help for anyone who needs it
- Keep calm, be courteous and DON'T ARGUE. Make no statement concerning the accident to anyone ***except*** a police officer. Get the officer's name, department & badge #.
- Do not accept responsibility or apologize for anything.
- Obtain names, phone #'s, addresses, DL #'s, license plate numbers, & basic insurance information from all drivers involved.
- Get names & addresses of all persons injured regardless of injury.
- Get names & phone #'s of witnesses.
- Do not administer first-aid, unless you are qualified to do so.
- Report accident as soon as possible to your supervisor.
- ***Before leaving*** the accident scene, make sure you have all the facts.
- Take Pictures of the accident scene, license plates, and of any damage to all vehicles as soon as possible after the accident.
- The employee's supervisor will dispatch the employee to the pre-determined drug testing center to perform a drug screening. Failure to comply to a drug screening may result in termination.
- If the accident was declared to be "At Fault," the employee may be placed on an unpaid leave of absence. Upon confirmation of a clean drug-screen result, the employee "At Fault", may return-to-work. If the employee involved in the accident was "Not At Fault," he or she may return to work after complying with a drug screening.

Note: *In accordance with the Employee Handbook, a failed drug test, and/or involvement in an "At Fault" incident may result in termination.*

If in doubt of who to contact, reach out to Jerold at: (435) 635-2007 or jerold@nuwaveelectric.us.

FAILURE TO FOLLOW THESE STEPS IN DETAIL MAY LEAD TO PROBATION OR TERMINATION REGARDLESS OF FAULT

DRIVING AND VEHICLE USE POLICY

Principles of Safe Driving should be obeyed while operating any company, personal, or hired vehicle for company purposes.

- All drivers must have the appropriate valid driver's license for the vehicle they are operating.
- NuWave Electric, LLC reserves the right to check Motor Vehicle Records periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.
- Employees are responsible to obey all traffic laws, and to be courteous and cautious drivers.
- Always fasten your seat-belt
- Maintenance: It is the driver's responsibility to report any unsafe vehicle conditions to supervisor and ensure vehicle is safe to operate.

DISTRACTED DRIVING POLICY

Driver distraction is not just talking on a cell phone when driving. Driver distraction is any form of inattention which impairs the driver's ability to safely operate the vehicle. Distractions can include:

- Talking or texting on a cell phone
- Conversation with passengers
- Eating and reading
- Manipulating controls
- Navigation and hand held computers or devices
- Route Problems – looking for route and/or traffic signs
- Unfamiliar situations such as staring at an automobile crash

Driving while impaired or distracted (even off-duty) can result in traffic violations which may affect your ability to be insured while driving a company vehicle.

All NuWave employees should make safe driving their number one priority when behind the wheel. If at any time you feel like you are not able to pay appropriate attention to driving, you are required to pull to the side of the road, rather than continue to drive distracted.

Enforcement

Violations of this policy will be considered a serious matter and may be subject to disciplinary action including termination.

TRUCK BACKING BASICS

- Have a spotter
- If spotter not available, walk around area where you plan to park and survey the scene carefully:
 - Estimate top-clearances, then check again half-way into space.
 - Back from left side (“Seeing Side”) if possible.
 - Use mirrors regularly.
- Go slowly: Creep into space.
 - If it's not going right, pull forward look again, then try again.
 - If trouble persists, ask another person to assist. If at all possible, this should be a NuWave employee.

(NuWave is liable for damage, regardless of who assisted you.)

PERIODIC INSPECTIONS

It is our policy that workplaces are subject to periodic safety & health inspections to ensure implementation & execution of our policies & procedures for employees, contractors, & vendors. All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

HOUSEKEEPING

You are responsible to keep your work area clean and safe. Taking the following precautions can help prevent slips & trips:

- Clean-up several times throughout the day
- Don't be in a hurry
- Disposing of trash and waste in approved containers
- Wiping up any drips/spills immediately
- Putting equipment & tools away as you are finished with them
- Maintain proper lighting

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

DRUGS AND ALCOHOL

Whether substance abuse occurs at home or at work, employees who abuse alcohol & drugs (*including illegal drugs, prescription drugs, and over-the-counter drugs*) can create significant issues for NuWave Electric & other employees. NuWave Electric is committed to protecting the safety, health, and well-being of its employees and all who come into contact with its workplace(s), property, and use its services. Therefore:

1. NuWave Electric strictly prohibits the illicit use, possession, sale, conveyance, or distribution of illegal drugs, intoxicants, or controlled substances in any amount or manner. Employees are subject to random drug tests or if under suspicion.
2. Additionally, NuWave Electric strictly prohibits the abuse of alcohol or prescription drugs. It is the employee's responsibility to follow safety guidelines of their prescribed medications.
3. Any violation of this policy will result in adverse employment & even legal ramifications

GENERAL EMERGENCY GUIDELINES

- Stay calm and think through your actions
- Contact 911 or other appropriate assistance.
- Know where the exits are located
- In the event of any emergency, do not take elevators; use the stairs
- Call or alert others if you believe that an emergency is occurring
- Know where First aid supplies and emergency equipment are located. Do not use unless you are authorized and properly trained.

MEDICAL EMERGENCY

- Upon discovering a medical emergency, call 911.
- Notify supervisor & report the nature & location of the medical emergency
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car or door. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

EMPLOYEE HARASSMENT

NUWAVE ELECTRIC, LLC will NOT tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and shall subject the employee to disciplinary action, up to & including immediate discharge.

Examples of conduct prohibited by this policy might include:

- Unwelcome sexual flirtation, advances or propositions;
- Degrading verbal comments related to age, race, gender, color, religion, national origin, disability or sexual orientation;
- Sharing or displaying sexually suggestive pictures or objects, or other offensive material;

These behaviors are considered unsafe and should be reported to supervisors and/or management.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

NuWave Electric provides Hard Hats, Glasses, High Visibility vests and Gloves. Be sure to Inspect them prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean:

- **Hard Hats & High Visibility Vests** MUST be worn at all times, unless otherwise instructed by a project manager.
- **Safety Glasses & Work Gloves** should be on your person at **ALL times** when you are on duty, so that they are readily available to be used when appropriate.
- Synthetic gloves must be worn when handling chemicals.
- Welding: Appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
- Respirators: Only employees trained and authorized to use respirators are allowed to do so.
- Hearing Protection: Required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

CONFINED SPACE / VAULTS / MANHOLES

Confined spaces - such as manholes, crawl spaces, and tanks - are not designed for continuous occupancy & are difficult to exit in an emergency. People working in confined spaces face life-threatening hazards including toxic substances, electrocutions, explosions, and asphyxiation.

Confined spaces are generally defined as:

- Areas not meant for human occupancy
- Have limited means of entry/exit
- Have electrical, chemical, thermal, atmospheric, or entrapment hazards.

***Use "Buddy System" to notify another person **before** entering Confined Spaces*

FIRE PREVENTION

- Smoking is only allowed in designated exterior smoking areas.
- No candles or open flames are allowed within the office facility.
- Do not perform "hot" work without prior approval.

ELECTRICAL SAFETY

NEVER assume a circuit is dead or de-energized. Similar to gun safety basics: ALWAYS assume it's loaded.

- Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
- Turn electrical appliances off with the switch, not by pulling out the plug.
- Turn all appliances and equipment off before leaving for the day.
- Never run cords under rugs or other floor coverings.
- Any electrical problems should be reported immediately.

Inspect Your Environment

Accidental grounding is one of the most common preventable incidents occurring when working with electricity. One way to avoid this is by always checking equipment and tools for these conditions:

- Broken or cracked insulation
- Loose connections
- Defective cords and plugs
- Frayed cable wiring
- Loose or broken switches

If any of these conditions exist, cut the supply of electricity to the item and fix or address the problem before proceeding. Above all, do not proceed until the hazardous situation is fixed!

Additional Safety Rules

- Turn off all power to the device and/or unplug it before working on electric or electronic circuits.
- Never work on electrical equipment in a wet area.
- Remove all metal jewelry including watches and rings before working with electrical circuits.
- Maintain equipment and tools regularly.
- Always check the electrical ratings of equipment and components and stay within the recommended ratings. Never overload circuits.

**When using a tool to handle energized conductors, check to make sure it is designed to withstand the voltage and stresses to which it has been exposed.

HOT WORK POLICY

Before equipment and/or circuits can be worked on hot the guidelines outlined below must be followed. Like Electrical Safety, NEVER assume a circuit is dead or de-energized. Similar to gun safety basics: ALWAYS assume it's loaded.

- Whenever possible equipment/ circuits will be de-energized before work is performed.
- Work required to be shut down after hours will be billed at time and a half
- Where equipment/circuits are required to be worked on live, a written plan must be submitted to and approved by the project manager and safety team
- Plan will include proper arc flash protection equipment for the situation
- There must be at least 1 journeyman, and one other electrician present.

ELECTRICAL POWERED TOOLS

- Do not use power equipment/tools you have not been trained on.
- Do not carry equipment or tools by the cord.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark inducing tools such as grinders near containers labeled "Flammable."
- Watch for dull cutting edges of blades and bits.
- Use safety belts when performing elevated work.
- Be aware to use secure, balanced operator positions m at all times.

POWDER ACTUATED TOOLS

- Employees must be trained before operating powder actuated tools.
- **DO NOT** leave tool loaded
 - Load tool just prior to intended firing time.
- **DO NOT** point the tool at anyone
 - Treat it with the same respect given to any other gun.
- **DO NOT** use tool without proper PPE
- Use PATs only as intended on only on materials intended.
- Spent or unspent charges must NEVER be left on floor.
- Flying nails, fragments, concrete chips, etc., are a danger on the other side of material you're shooting. Make sure that area is clear.

LOCKOUT/TAGOUT POLICIES AND PROCEDURES

- Whenever equipment/circuits being worked on could be energized, equipment/circuits will be locked out.
- Simple Lockout/Tagout
- The onsite Foreman is always the responsible party and will be informed and be the person with the keys
- A locked panel should be considered locked out and not opened without Foreman or other authorized persons knowledge
- Breakers and or panels to be locked out for extended periods should be tagged out with proper information
- Group lockout or Tagout
- When servicing or maintenance of equipment or distribution equipment is involved that effects multiple subpanels, or that extends to more than one shift, requires group lockout tagout
- Job Foreman is responsible to coordinate with all other party's involved
- Shut down needs to be scheduled with all party's involved
- Proper shut down and startup procedures should be followed
- Each involved employee and other responsible parties should affix a personal lockout device to the group lockout device
- Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout devices between off-going and incoming employees

LIFTING SAFETY

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or seek “Team-Lift”.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
 - Position your feet 6 to 12 inches apart.
 - Face the load.
 - Bend at the knees, not at the back.
 - Keep your back straight.
 - Get a firm grip on the object using your hands/fingers.
 - Use handles when they are present.
 - Hold the object as close to your body as possible.
 - Keep the weight of the load in your legs while you stand.
 - Perform lifting movements smoothly and gradually.
 - If you must change direction while lifting or carrying a load, pivot feet and turn your entire body. Do not twist at the waist.
 - Set down objects the same way you picked them up.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- To prevent unnecessary touches, bending and injury, do not place heavy objects on floor if there is an elevated place to store them.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

LADDERS & STEPLADDERS

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
- When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- When using a straight or extension ladder, maintain a $\frac{1}{4}$ Angle Ratio
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking (cones) or roping off the area.
- Allow only one person on the ladder at a time.
- Face toward the ladder when climbing up or down it.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- Do not move a rolling ladder while someone is on it.
- Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- **NEVER** 'walk' a ladder (rock the ladder back and forth while on it, trying to reposition the ladder)
- Do not carry items in your hands while climbing up or down a ladder.

HEAVY EQUIPMENT OPERATION

- No passengers are permitted on heavy equipment.
- Turn off the engine before leaving heavy equipment unattended.
- Do not jump from or onto any heavy equipment.
- Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.
- Do not use a bucket or other attachments for a staging or temporary platform for workers.
- Do not operate a backhoe over or across underground utilities that are marked by paint, flagged or staked.
- Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.
- Same Distracted Driving principles apply

HAND TOOL SAFETY

- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses.
- Tag worn, damaged or defective tools "Out of Service" & do not use.
- Do not use tool if handle surface has splinters, cracks or splits.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not throw tools from one location to another or from one employee to another.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

WORKING AROUND OTHER CONTRACTORS/RISKS

When working around other contractors, the risk inherent in their profession can cross over into ours. Please be mindful of your surroundings. This includes, but is not limited to:

- Cranes, Lifts, Backhoes, etc.
- Suspended loads: Keep a safe distance from proximal area.

TRENCHING & EXCAVATION SAFETY

Trench Safety Measures

Trenches 5 feet deep or greater require a protective system (*Benching, Sloping, Shoring, or Shielding*) unless the excavation is made entirely in stable rock. If less than 5 feet deep, a competent person may determine that a protective system is not required.

Access & Egress

Safe access and egress is required to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet or deeper. These devices must be located within 25 feet of all workers.

General Trenching and Excavation Rules

- Keep heavy equipment away from trench edges.
- Identify other sources that might affect trench stability.
- Keep excavated soil (*spoils*) and other materials at least 2 feet from trench edges.
- Know where underground utilities are located before digging.
- Test for atmospheric hazards such as low oxygen, hazardous fumes and toxic gases when > 4 feet deep.
- Inspect trenches at the start of each shift.
- Inspect trenches following a rainstorm or other water intrusion. • Do not work under suspended or raised loads and materials.
- Inspect trenches after any occurrence that could have changed conditions in the trench.
- Ensure that personnel wear high visibility or other suitable clothing when exposed to vehicular traffic.

Acceptance of Safety Manual

By signing this document, I confirm the receipt of NUWAVE ELECTRIC'S Employee Safety Handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Print Name

Employee's Signature

Date

Driving Policy

By signing this document, you are agreeing that you have read & understand the Driving & Vehicle Use (*pp. 8-9*) policy & will comply accordingly.

Print Name

Employee's Signature

Date