

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

CLOSURE OF INVESTIGATION OF)	
MARCH 25, 2019 INCIDENT – THACKER-)	CASE NO.
GRIGSBY TELEPHONE COMPANY,)	2019-00294
INCORPORATED)	

ORDER

The Commission, on its own motion, initiates this proceeding to close the investigation of an incident that occurred on March 25, 2019, near 16461 Highway 15 South, Lost Creek, Kentucky, as the result of which Mark Gibson, an employee of Thacker-Grigsby Telephone Company Incorporated (Thacker-Grigsby), suffered injuries requiring overnight hospitalization. Mr. Gibson was ascending a utility pole to retrieve a fiber optic case at the top of the pole when he lost his footing, fell to the ground, and broke his leg.

Commission Staff (Staff) investigated the incident and found three probable violations of Commission safety regulations. Staff issued Thacker-Grigsby a Demand for Remedial Measures and Penalty Assessment, a copy of which is attached to this Order as an Appendix, to resolve all compliance and enforcement matters pertaining to the March 25, 2019 incident. Thacker-Grigsby paid the proposed penalty and completed all remedial measures required by Staff.

The Commission finds that Thacker-Grigsby has addressed to its satisfaction the probable violations cited by Staff in connection with the March 25, 2019 incident. The

Commission further finds that the Commission's investigation of the incident should be closed.

IT IS THEREFORE ORDERED that:

1. Thacker-Grigsby's payment of Staff's proposed penalty and completion of remedial measures required by Staff is accepted and resolves all alleged violations of KRS 278.042, 807 KAR 5:006, or 807 KAR 5:041, as well as any penalty that could be assessed under KRS 278.990(1), arising out of the March 25, 2019 incident.

2. Thacker-Grigsby's payment of Staff's proposed penalty is not an admission by Thacker-Grigsby that it willfully violated any provision of KRS Chapter 278 or any administrative regulation promulgated pursuant thereto.

3. The Commission's investigation of the March 25, 2019 incident is closed.

4. This case is closed and removed from the Commission's docket.

By the Commission

ENTERED
SEP 03 2019
KENTUCKY PUBLIC
SERVICE COMMISSION

ATTEST:


Executive Director

APPENDIX

APPENDIX TO AN ORDER OF THE KENTUCKY PUBLIC SERVICE
COMMISSION IN CASE NO. 2019-00294 DATED **SEP 03 2019**

FORTY-FOUR PAGES TO FOLLOW



Matthew G. Bevin
Governor

Charles G. Snavelly
Secretary
Energy and Environment Cabinet

Commonwealth of Kentucky
Public Service Commission
211 Sower Blvd.
P.O. Box 615
Frankfort, Kentucky 40602-0615
Telephone: (502) 564-3940
Fax: (502) 564-3460
psc.ky.gov

Michael J. Schmitt
Chairman

Robert Cicero
Vice Chairman

Talina R. Mathews
Commissioner

STAFF INVESTIGATION REPORT

May 2, 2019

Utility: Thacker-Grigsby Communications

Address: 60 Communications Lane, P. O. Box 789, Hindman, Kentucky 41822

Contact Person: Donna Childers

Title: HR Coordinator

Phone: 606-785-2220

Email: d.childers@tgtel.com

Contact Person: Freddie Williams

Title: Outside Plant Manager

Phone: 606-785-2220

Email: f.williams@tgtel.com

Incident Location: 16461 Highway 15 South, Lost Creek, KY 41348

Incident Date: March 25, 2019

Time: 3:30 PM

Date PSC Notified: March 28, 2019

Time: 10:56 AM

Date PSC Investigated: March 29, 2019

Time: 1:30 PM

PSC Investigator: Jeff Moore, Division of Inspection (DOI)

Incident Summary Report: See Attachment A

Date Summary Report Received: April 1, 2019

Person(s) Injured: Mark Gibson

Injury: Broken Right Leg

Fatality: No

Site Visit: Yes, Steve Kingsolver

Personnel at Site Visit: Steve Kingsolver (DOI) and Freddie Williams (Thacker-Grigsby)

Description:

Carl Craft (utility employee) provided the following information of the events leading up to the incident, immediately after the incident, and the discussion Mark had with him at the hospital describing the incident.

Once at the job site the work scheduled was to lower the fiber optic case down, splice it, and return to the top of the pole. When Mark arrived at the job site, it was raining. Carl and Mark talked by phone that the rain should stop in about thirty minutes and Mark should wait for the rain to stop before climbing the pole.

After the rain had stopped mark ascended the pole too approximately 19-feet. At that point, Mark had to adjust his position on the pole because of a guide wire. While stepping around the pole Mark lost his footing and fell to the ground. Mark made it to his vehicle and drove to the hospital. While driving to the hospital Mark made several calls to alert people of his injuries. Carl met Mark at the hospital to help Mark seek treatment. Mark had sustained a break to his right leg.

Discussion:

Upon request, the utility provided documentation of Mr. Gibson's classification and training. In addition, the document noted corrective action taken by the utility ordering new safety straps (fall restriction device) from Cynch LOK and Super Squeeze from Buckingham. See Attachment B

During the review of the incident location, it was determined that Steve Kingsolver (DOI) was working near the incident site on March 29, 2019. Steve was asked to go by the incident site to take pictures, request a utility safety manual, and bring back any other documentation provided by the utility.

PSC photos, utility map of the incident site, and utility safety manual are listed in Attachment C.

During an email exchange with the utility it was determined Mr. Gibson was admitted to the hospital on March 25 and released on March 28, 2019, confirming the incident required inpatient overnight hospitalization, meeting the requirement of a reportable incident pursuant to 807 KAR 5:006, General Rules, Section 27(1)(a).

Findings:

During an email exchange (See Attachment D) with the utility it was determined Mr. Gibson was admitted to the hospital on March 25 and released on March 28, 2019, confirming the incident required inpatient overnight hospitalization, meeting the requirement of a reportable incident pursuant to 807 KAR 5:006, General Rules, Section 27(1)(a).

RELEVANT CODES, STATUTES, REGULATIONS, OR UTILITY SAFETY MANUAL

NESC C2-2017

278.042

Service adequacy and safety standards for electric utilities National Electrical Safety Code

(1) For the purposes of the section, "NESC" means the National Electrical Safety Code as published by the Institute of Electrical and Electronics Engineers, Inc.

(2) Except as otherwise provided by law, the commission shall, in enforcing service adequacy and safety standards for electric utilities, ensure that each electric utility constructs and maintains its plant and facilities in accordance with accepted engineering practices as set forth in the commission's administrative regulations and orders and in the most recent edition of the NESC.

1. NESC C2-2017

As stated in the utility's summary report, Mr. Gibson was not wearing his hard-hat and gloves while climbing the pole, which does not meet the requirements of the NESC, C2-2017.

NESC

Part 4: Work Rules

Section 42: General Rules for Employees

420. General

H. Tools and protective equipment

Employees shall use the personal protective equipment, the protective devices, and the special tools provided for their work. Before stalling work these devices and tools shall be carefully inspected to make sure that they are in good condition.

2. 807 KAR 5:006, General Rules

Based on the information from Thacker-Grigsby, the incident occurred on March 25, 2019. The utility notified the commission of the reportable incident on March 28, 2019.

Pursuant to 807 KAR 5:006, Section 27 (1) (a), the utility did not meet the notification requirement.

Section 27. Reporting of Accidents, Property Damage, or Loss of Service.

(1) Within two (2) hours following discovery each utility, other than a natural gas utility, shall notify the commission by telephone or electronic mail of a utility related accident that results in:

(a) Death or shock or burn requiring medical treatment at a hospital or similar medical facility, or any accident requiring inpatient overnight hospitalization.

3. Thacker-Grigsby Safety Manual

As stated in the utility's summary report Mr. Gibson was not wearing his hard-hat and gloves while climbing the pole. This does not meet the requirements of Section IV, Safe Working Practices, and Head Protection (C) (4) of Thacker-Grigsby's safety manual.

Section IV-Safe Working Practices

C. In order that maximum protection is obtained by company employees through the use of Safety Hats and to comply with the Kentucky Occupational Safety and Health Act, the following compulsory safety rules shall be observed.

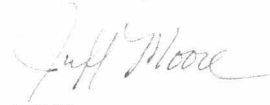
Approved Safety Hats Shall be Worn:

4. By all employees while climbing or working on poles.

Wearing Apparel:

Each employee shall wear shoes, gloves and other clothing suitable for the work performed. Rubber glove protectors shall not be used as work gloves.

Submitted by:



Jeff Moore

Electric Utility Investigator

Kentucky Public Service Commission

ATTACHMENTS:

- A. Incident Summary Report
- B. Employee Classification, Training, and Corrective Action
- C. PSC Photos, Incident Site Map, and Utility Safety Manual
- D. Email Exchange

ATTACHMENT A

Thacker-Grigsby Telephone Company

Accident Summary Report

Employee Completing Report: Freddie Williams, April 1, 2019

Injured Employee: Mark Gibson

Date of Accident: March 25, 2019

Accident Location: Jeff's Body Shop, 16461 HWY 15 South, Lost Creek, KY 41348, in the Watts Community. Pole #D159, 40 Class 3.

Pole GPS Coordinates: LAT 37.412688334074 LON -83.271940950647

Pole Owner: Thacker-Grigsby Telephone Company

Ground Clearance: Approximately 30 Feet

Time of Accident: Approximately 3:30

External Temperature: Approximately 60 Degrees at the time of the accident

Mark Gibson was hired on 10-14-13 as a full time employee through the LKLP H.O.M.E (Hire Our Miners Everyday) Program.

Accident Summary:

The events leading up to the accident are described as follows by employee Carl Craft. Carl was in conversation with Mark prior to the accident, immediately after the accident, and met him at the hospital where Mark described the events.

Prior to arriving at Jeff's Body Shop, Mark called Carl and told him that it was currently raining. Carl looked up the weather on the radar and said it looked like it would clear up in thirty minutes, and instructed Mark to wait until the rain stopped before trying to remove the fiber case. Mark arrived and waited for the rain to quit. Once the rain stopped, he began to complete his job, which was to let a fiber optic case down, splice it, and rehang it, which would be his last job of the day. Mark began climbing the pole. He climbed to about 19 feet on the pole when he encountered a guide wire. Mark attempted to step around the pole to clear the guide wire. In the process of stepping around the pole, Mark lost his footing, and fell to the ground. Mark was able to climb the embankment and make it back to his truck. He then drove himself to the hospital, making several phone calls on the way to alert people to his injuries. Carl was able to meet him at the hospital to help him seek treatment. Mark sustained a break to his right leg.

Additional Information:

At the time of the accident, Mark was wearing FR clothing, but was not wearing his hard hat or gloves.

Photos Attached

RT-D #157
30 - 5

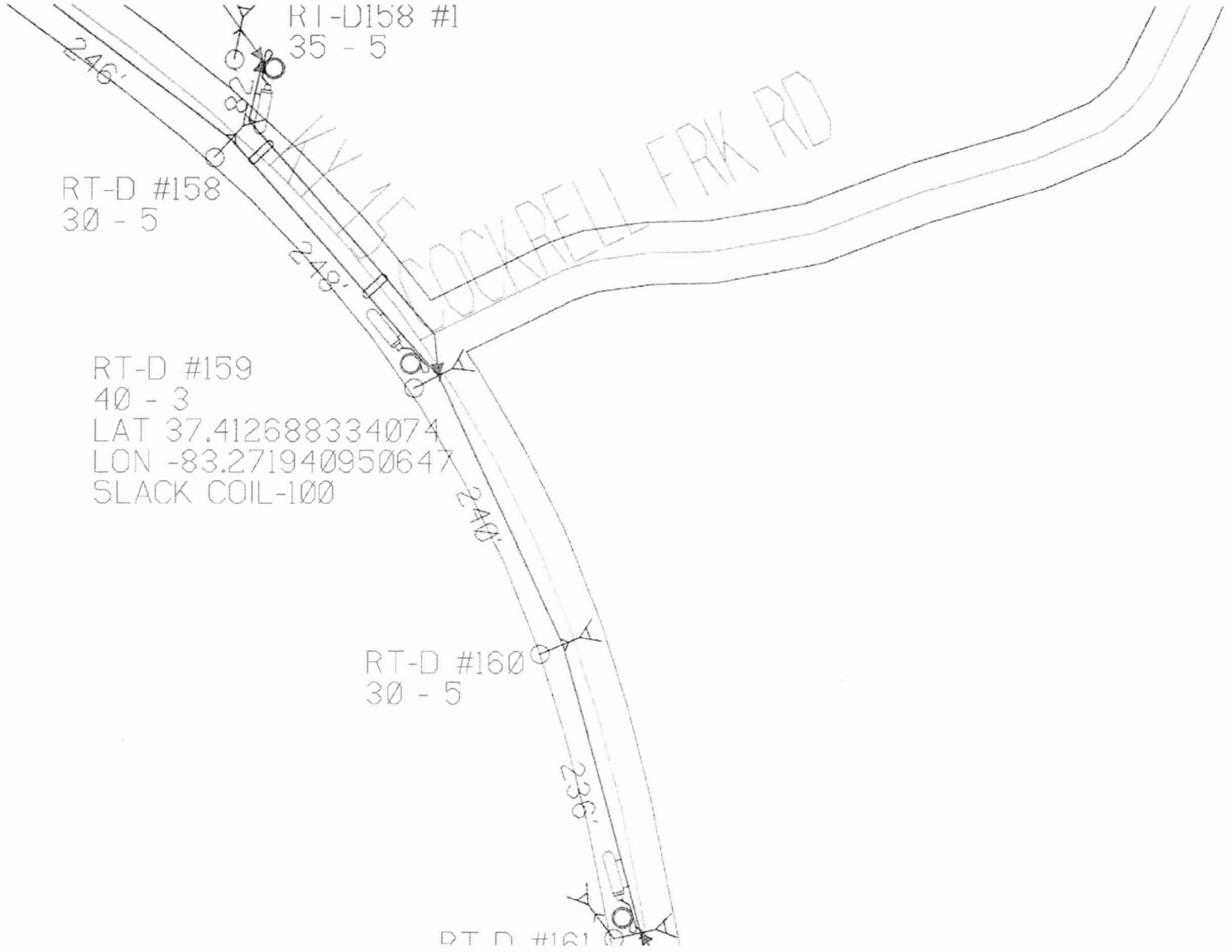
RT-D #158 #1
35 - 5

RT-D #158
30 - 5

RT-D #159
40 - 3
LAT 37.412688334074
LON -83.271940950647
SLACK COIL-100

RT-D #160
30 - 5

RT-D #161







4
5
6
7
8
9
10
11

6

9

11

49

9

WOL

3

3

0

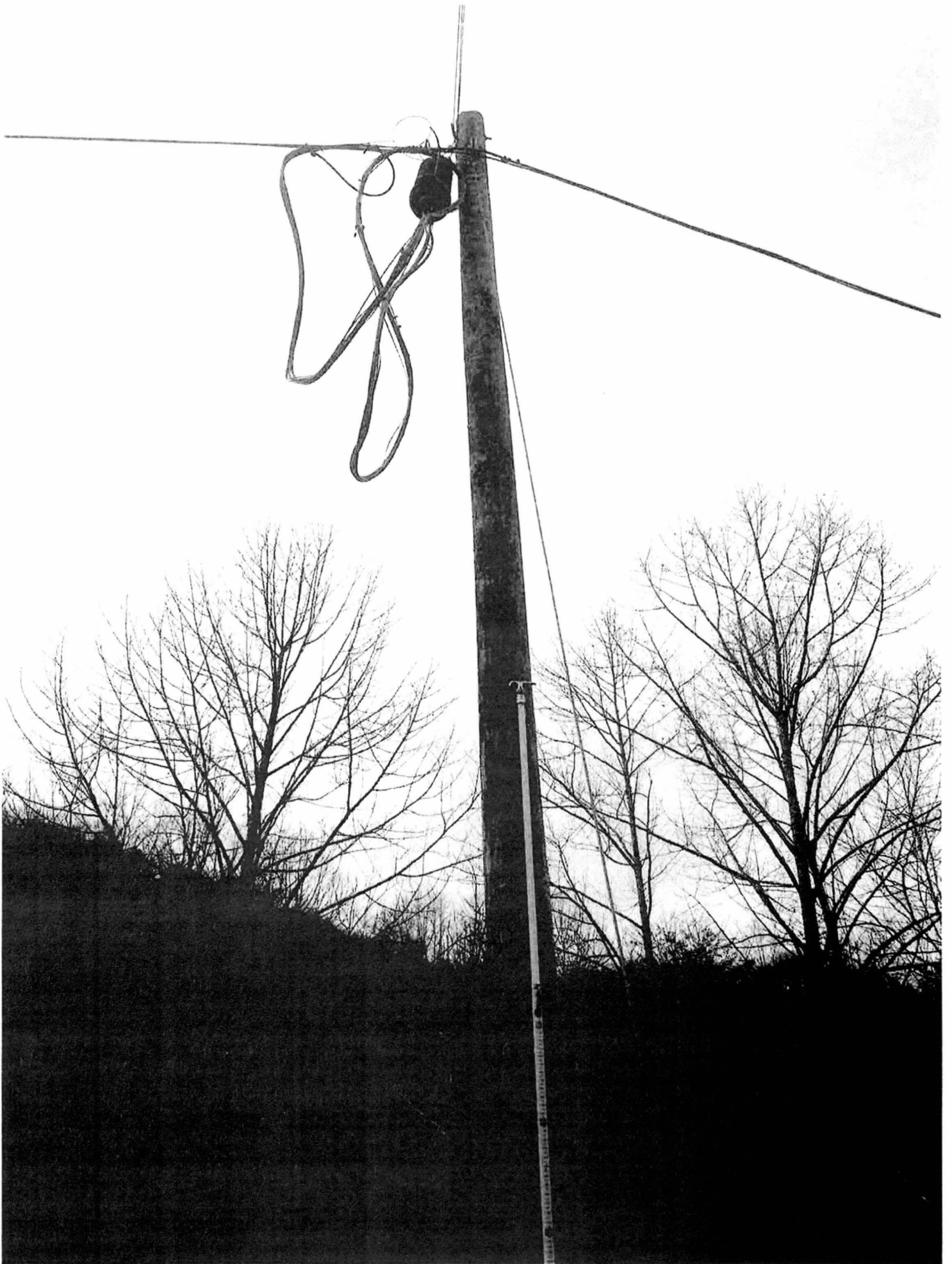
HASTINGS
A WORK FORCE SOLUTION
The Line Tools & Equipment
PO BOX 218 170 COOK ROAD

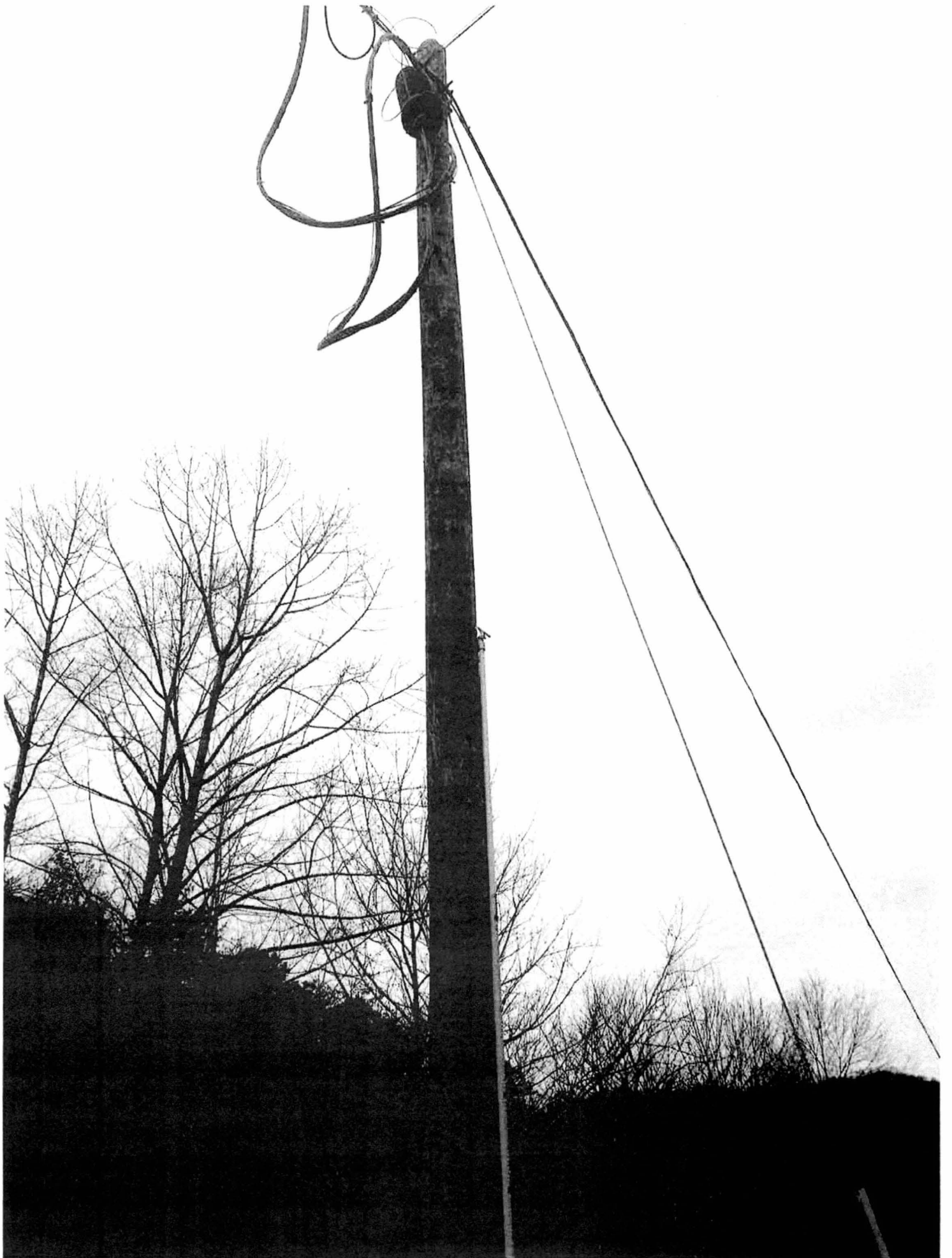
1926.951 (d), AS APPLICABLE
CONSTRUCTED WITH ENGINEERED
MATERIALS THE FINEST MATERIAL AVAILABLE FOR
CONSTRUCTION
SERIAL NUMBER
MANUFACTURING DATE

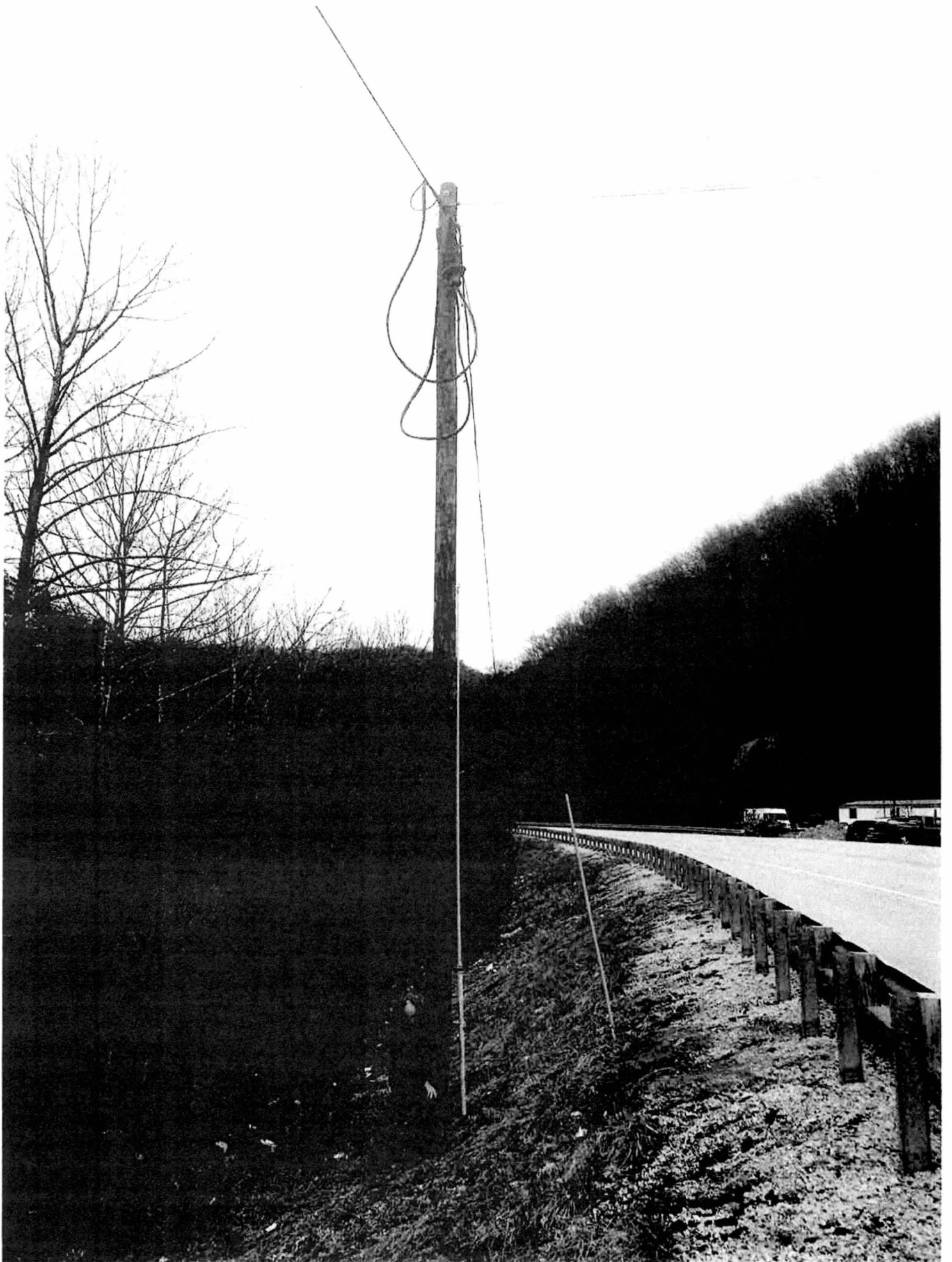
EX-35
07-2015

WARNING

IMPORTANT NOTICE TO USER









D

159

WQ
NFC
M3
3440

159

WQC

AAC

M3

July 10

On Monday March 25, I was to splice the Drop In to Jeff Nobles Body Shop in Breathitt County. This entailed climbing a pole to bring down the case to splice the drop in.

I put my Climaxes on, safety leather strap belt and had my company long sleeve shirt on. I inspected the pole and adjusted my laynard belt. I then proceeded to climb approximately 20-25' up the pole when my right spike kicked out. It then swung me right around the pole causing the left to kick out. This caused me to fall riding the pole down as far as I could. I landed on my feet, where my right leg received the brunt of the force.

I remember landing on my feet but do not remember laying on ground. When I came to myself I unhooked myself and crawled to the guardrail. I tried to flag someone down but

no one stopped. I did not
have cell service, so I pulled
myself up and drove to Hazard
ARR ER.

Once I had cell service
I contacted my supervisor
and he met me at ER
and stayed with me
until my wife came.

Mark A Gibson

ATTACHMENT B

RECEIVED

MARK ANTHONY GIBSON
EMPLOYEE OF THACKER-GRIGSBY TELEPHONE CO., INC.
NOTIFICATION OF INJURY

APR 15 2019

PUBLIC SERVICE
COMMISSION

Mark Gibson's classification is Installer/Repairman.

The required Safety Films that Mark attended concerning pole climbing are the following:

3-28-14 Personal Fall Protection
6-20-14 Safe Pole Climbing
3-10-15 Personal Protective Equipment
12-31-15 Winter Safety
5-6-16 Safe Pole Climbing
12-16-16 Personal Protective Equipment
4-27-18 PPE Importance of Safety Gear
9-21-18 Fall Protection
1-15-19 PPE

Preceding Mark's Accident, the company allowed the employee to choose which safety belt they were going to use. Since the incident, we have eliminated two of the four safety straps. The company has ordered new safety straps wood pole fall restriction device from Cynch LOK and Super Squeeze from Buckingham. The new safety straps are on backorder.

Thacker-Grigsby Telephone Co., Inc. has not been able to confirm that Mark Gibson was admitted to the hospital for inpatient overnight hospitalization the day of the incident prior to 12:00 a.m.

ATTACHMENT C



3/29/2019 2:07:16 PM

3/29/2019 2:08:51 PM



3/29/2019 2:11:42 PM

D
159





3/29/2019 2:12:09 PM



8/29/2019 2:12:16 PM

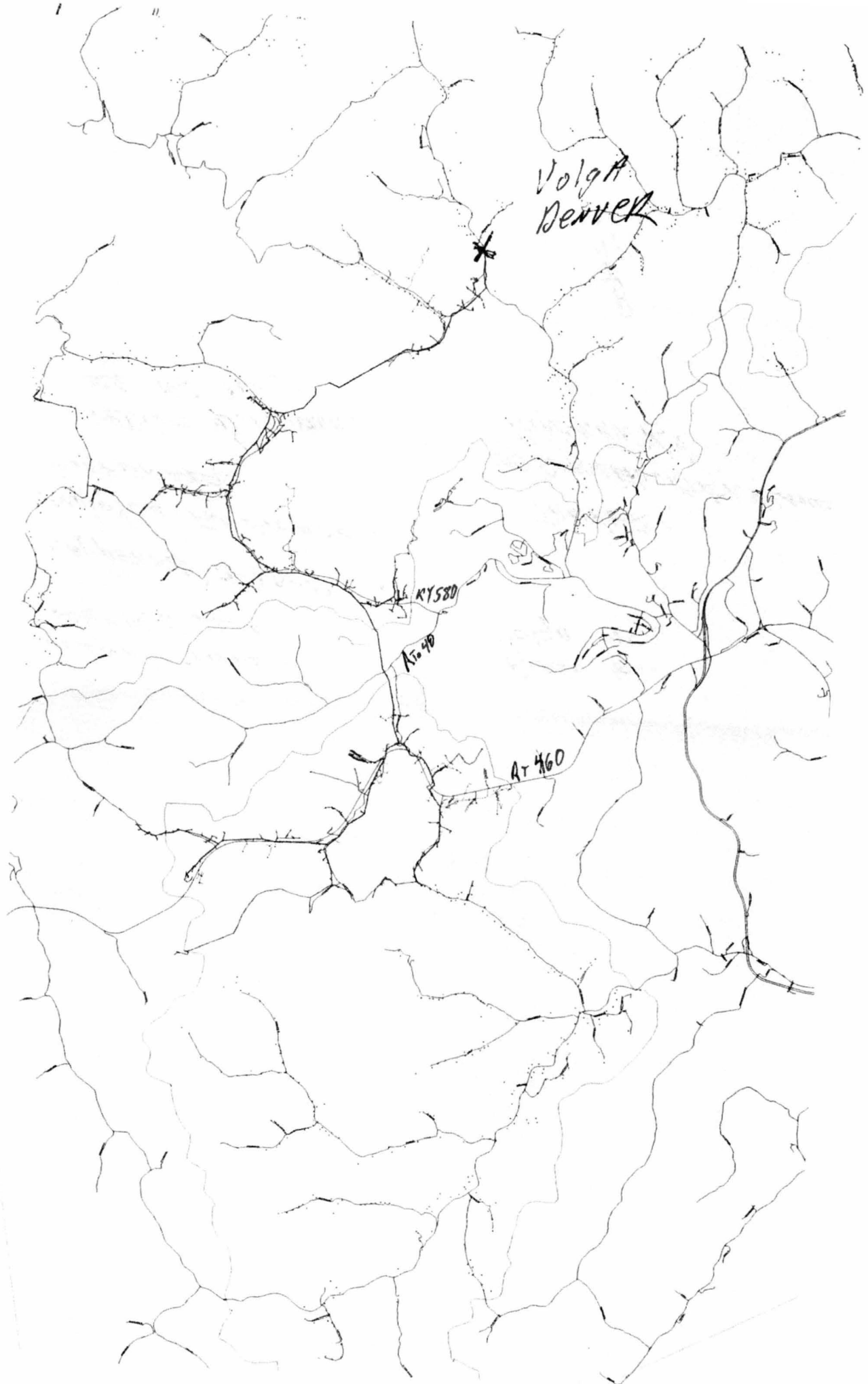


Table of Contents

	PAGE
I. Introduction	1
II. Responsibility for Safety	2
III. General Safety Rules	3
IV. Safety Working Practices	9
V. Proper Procedures	13
VI. Reporting Accidents	15
VII. Use of Motor Vehicles	16
VIII. First Aid	19
IV. Artificial Respiration	30

Section I

INTRODUCTION

FOREWORD

Accidents don't "just happen," they result from definite causes, the majority of which are controllable. The major cause is variously described as: unsafe acts, human failure, chance-taking. For this reason, it is important that safe practices and procedures be established and adopted by all employees. As for accidents resulting from mechanical failure, periodic inspections will hold these to a minimum.

The rules and procedures of this manual is to promote uniform and safe procedures, and to eliminate hazards and unsafe working habits.

The development of safe working techniques requires thorough understanding of the hazards involved and thorough training in practical methods of avoiding or controlling them. Employee training and education are the important responsibilities of supervisors and foremen, as is the enforcement of established procedures. Communication to employees must be completely understandable, and it is not enough to merely "tell" them, once or several times. A foreman must: 1. Tell them. 2. Show them how. 3. Watch them perform. 4. Follow-up and correct any errors.

Rules cannot be established to cover any situation that may possibly arise, thus the rules of this manual should be considered basic minimum requirements. For hazards that are not included here, employees and their supervisors must work together to develop the safest possible solution.

It is our hope that all employees will consistently and voluntarily observe the safe practices outlined in this manual, and that they will actively interested in developing additional safe working methods.

There can be no other way to **effective** accident prevention!

Section II

RESPONSIBILITY FOR SAFETY

Management Responsibility

The employer shall have the same responsibility for safety as for any other part of the operations.

The employer shall appoint only competent men as supervisors, who shall be responsible for the safety of those under their supervision.

The employer shall require his foremen to observe and enforce all safety rules.

The employer shall provide adequate automotive equipment, tools, protective devices, and insist upon their proper use and maintenance.

The employer or representatives designated by him shall fully investigate all serious accidents and take proper remedial steps to prevent repetition of similar accidents, wherever possible.

Supervisor Responsibility

Supervisors shall have the same responsibility for safety as for any other part of operations.

Supervisors are at all times responsible for the execution of the work in a safe manner and for the job performance of all employees under their direction.

Supervisors will be held accountable for all accidents and employee actions, unless investigation shows they were due to conditions beyond the foreman's control.

Supervisors shall instruct all new employees on the reporting of all accidents and the prompt receiving of first aid.

Supervisors shall be responsible for the training and instruction of the new employees and of employees transferred to their supervision.

Supervisors shall fully understand the safety rules of this manual and comply with them. They shall also make certain that these rules are understood by the workmen under their supervision.

Supervisors shall insist on workmen observing these safety rules and shall use disciplinary measures if necessary to obtain compliance.

Supervisors shall be responsible for the proper use of safety devices and equipment by the men under their supervision.

Supervisors shall be responsible for the regular inspection of all tools

and equipment, including worker's personal tools, used on work under their supervision.

Supervisors shall make certain that no work is assigned an individual who is unqualified or incapable of doing the work safely.

Before leaving a job, Supervisors shall see that they are in as safe a condition as possible. They shall arrange adequate warning of any condition which might endanger other workmen and the general public.

Employee's Responsibility:

It is the definite responsibility of each employee to so conduct himself while at work that he assures:

Safety for himself.

Safety for his fellow employees.

Protection for the public.

Protection for company property, and for public and private property.

It is the responsibility of each employee to report to the person in charge all unsafe conditions or acts which he sees on the job.

When an employee is requested to do any work under conditions not believed to be safe, he should not start work without first calling these conditions to the attention of the person in charge.

It is the responsibility of each employee to acquaint himself with the principles of first aid and resuscitation as soon as possible.

It is the responsibility of each employee to attend all safety meetings possible and to take an active part in safety work.

It is the responsibility of each employee to know and understand the safety rules of this manual which apply to the work he is performing.

Section III

GENERAL SAFETY RULES

Safety Manual:

Possession: Each permanent employee shall be provided with a copy of this Safety Manual and keep it as long as he is employed by the system.

Duty to Study: Each employee shall carefully study and observe these rules, especially those applying to his particular duties. These rules shall be strictly enforced and ignorance of them will

not be accepted as an excuse for their violation.

Interpretation: If a difference of opinion arises with respect to the meaning or application of these rules, or the steps necessary to carry them out, the decision of the person directly in charge of the work shall be accepted.

Emergency Rules: It is impossible to include rules to meet all conditions that might arise. Therefore, these rules cover only the minimum requirements. In an emergency not provided for in this manual, the foreman or person in charge shall issue such other rules of instructions as may be necessary, with the understanding that they shall not be contrary to or lower the minimum requirements outlined here.

Safety Meetings:

Attendance: It shall be the duty of all employees, except certain groups occupied with unrelated work, to regularly attend and actively participate in safety meetings. Only emergency duty will be accepted as reason for nonattendance.

Scheduled Regularly: The employer should provide facilities and time for safety meetings on a regularly scheduled basis. Employees will see to it that the time is spent for the purpose intended.

Taking Chances: (Conduct at Work) Before commencing work of any kind, care must be taken to see if any hazard exists. If more than one employee is engaged on the same job, all must understand the procedure to be followed. **Under no circumstance shall safety be sacrificed for speed.**

Exercising Care: (Conduct at Work) The care exercised by others shall not be relied upon for protection. Insofar as possible, each employee shall check conditions for himself and shall not be criticized for so doing.

Each employee shall use reasonable care in the performance of his duties and act in such manner as to assure at all times maximum safety for himself, his fellow employees and the public.

In all cases where employees are called upon to do work which they consider hazardous and not protected with adequate safeguards, they shall bring the matter to the attention of their foreman.

Workmen shall always be careful to place themselves in a safe position to avoid slipping, stumbling, moving or falling into or against machinery or energized equipment.

Unnecessary Conversation: (Conduct at Work) When workmen are working on or near energized lines or equipment, there shall be no more conversation than is absolutely necessary for the proper handling of the work.

Protective Devices: The employer will provide necessary and approved protective devices for use by employees. Each employee shall satisfy himself that all such devices used by him are in safe condition. These devices shall be used by employees as is later outlined by this manual.

Reporting Defects and Dangerous Conditions: It shall be the duty of every employee to promptly report and, when necessary, guard any hazardous condition that may cause injury or property damage or interfere with service, regardless of the department in which such conditions may exist.

Personal Conduct: (Conduct at Work) The use of intoxicating substances by any employee during his working hours, including the lunch hour, is strictly prohibited, and any violation shall be sufficient cause for dismissal.

Any employee reporting for duty under the influence of liquor or other substances, shall be dismissed and any supervisor or other person in charge who permits such employee to go to work shall also be subject to dismissal.

Qualifications for Duty: No employee shall attempt work for which he is not mentally and physically fitted.

Any supervisor or foreman having reasonable grounds to suspect that an employee under his jurisdiction is either mentally or physically unfitted for the work assigned, shall prohibit such employee from working until satisfactory medical or other evidence indicating his fitness is secured.

Obedience to Rules: All deliberate violations of rules must be reported to the immediate supervisor.

Protecting the Public:

A. When an employee needs additional light while working on the premises of a customer, he shall use a battery powered flashlight or lantern or an approved, properly guarded electrical extension light. A flame light shall not be used.

B. The public shall be kept away from locations where work activity presents hazards.

C. Hazards such as manholes, pole holes, trenches or excavations shall be protected, and where exposed to traffic, protected with warning devices that are lighted at night with lanterns, flares or flashers so located as to be visible to traffic and the public.

D. When it is necessary to warn traffic, flagmen or warning devices shall be stationed far enough on each side of the hazard to give vehicles enough time to stop and comply with state and local regulations. When flagmen are used, they shall wear red or orange warning garments of reflectorized material.

E. When it is necessary to leave reels, equipment or other obstructions unattended, the following precautions shall be taken:

1. They shall not be left adjacent to fire plugs or directly in front of entrances to private or public property.
2. They shall be locked, blocked or otherwise secured.
3. They shall be adequately protected by approved warning devices.

F. When chiseling, chipping or welding is done in locations where others are exposed to eye hazards, shields shall be placed around the work or the area shall be roped off or barricaded.

Taking Chances:

A. Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. Where more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed. Under no circumstances shall safety be sacrificed for speed.

B. Employees shall always place themselves in a safe and secure position. The care exercised by others shall not be relied upon for one's own protection.

Good Housekeeping:

It is the duty of all employees to eliminate any falling or tripping hazards observed. An employee shall never pile equipment or tools where they will fall or where someone may fall over them.

Truck beds and compartments shall be kept neat and in safe condition.

Tools which are not being used shall be kept in compartments or convenient racks, or otherwise stored where they will not create a hazard.

Materials shall be piled or stacked so that the weight is equally distributed, and so that the pile is not top heavy. Heavy items shall not be stacked so high that the placing or removing will create a lifting or handling hazard.

Fire Prevention and Protection: (Housekeeping)

Work locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times.

A. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.

B. Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.

C. Flammable liquids such as gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dis-

pensed only in U.L. approved, properly labeled (yellow letters) red safety cans.

E. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.

F. Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.

G. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

H. No clothing shall be allowed to hang on walls, behind doors or in the space back of switchboards. No matches shall be left in clothes placed in lockers. Rubbish and unused clothing shall not be allowed to accumulate in lockers.

I. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other rank vegetation shall not be permitted to grow in or around the neighborhood of pole yards, buildings, oil tanks or other structures.

J. In any building, except one provided for their storage, flammable liquids such as gasoline, benzene, naphtha, lacquer thinner, etc. shall be limited to five gallons, in U.L. approved, properly labeled containers.

K. Does not apply to kerosene and cleaning agents of the "Stoddard" solvent class; however, not more than one gallon of such liquids shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.

L. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers.

M. Strict adherence shall be paid to "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.

Reporting Hazardous Conditions:

A. When an employee observes a hazardous condition that may cause injury or property damage or interfere with services, regardless of the department in which the condition exists, he shall report it promptly to a proper authority and when necessary guard it.

B. An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location and the nature of the trouble. He shall immediately refer this information

to the person having responsibility for such matters.

Guards:

No guard shall be removed from any machine or piece of equipment except to perform required maintenance.

Reporting Hazardous Situations:

Inspections: Should an employee notice some particularly dangerous conditions or situation, he should remove or repair it at once, if possible. If not possible to correct, he should report same to his supervisor promptly.

After proper inspection of tools, protective devices and equipment used, foremen or supervisors may prohibit the use of tools or equipment judged to be unsafe, regardless of ownership.

Defective or broken tools must be promptly reported so that they may be repaired or replaced. The continued use of broken or defective tools is prohibited.

Employees shall watch for projecting nails and other sharp objects and either remove any found or properly dispose of the hazard. When kegs, packing crates or boxes are opened, all projecting nails shall be entirely removed.

A job shall not be considered as entirely completed until all tools and debris have been removed.

When someone other than an employee reports hazardous conditions, the name of the informant, the location of the trouble and any other important information should be secured. If thought necessary, the informant may be requested to guard the condition. Immediate repair of such reported conditions should be made.

Fire Prevention and Control:

Smoking: Smoking or open flames shall not be permitted in areas where dangerous gases might be present; for example, oil rooms, hydrogen areas, acetylene storage, or similar areas. Neither shall smoking be permitted in storerooms, battery areas where quantities of combustible materials are kept. Absence of "No Smoking" signs shall not excuse smoking in dangerous places.

Fire Protection:

A. Fire protection equipment shall be properly located at all times. Except for actual use, employees shall not move or remove such equipment without proper authority.

B. Except for wheeled-type equipment, all fire extinguishers shall be mounted. (Recommended height is 42 inches or less.)

C. Employees shall be familiar with both the location and the operation of all fire protective equipment in the vicinity of their work area.

D. All employees shall know the classes of fire, their burning characteristics and the proper extinguishing agent to be used.

(Class "A" - fire involves ordinary combustibles such as wood and paper. Extinguishing agents include water, soda-acid and multipurpose dry chemical.)

(Class "B" - fires involve oils and flammable liquids. Extinguishing agents include CO₂ and dry chemical.)

(Class "C" - fires involve electrical equipment. Extinguishing agents include CO₂ and dry chemical.)

Fire Prevention:

Combustible materials, such as oil-soaked and paint covered rags, waste, shavings, packing, rubbish, etc., shall not be allowed to accumulate on benches, floors, in yards or lockers.

Suitable metal containers with self-closing lids shall be provided for oily rags, waste or combustible material, and emptied daily.

Packing supplies, such as cartons, excelsior, straw and paper should be disposed of promptly.

Rubbish should be burned in a suitable enclosure or burner to prevent spreading of fire.

No engine or other device or apparatus using gasoline shall be filled while it is running, or hot.

Section IV

SAFE WORKING PRACTICES

Personal Protective Devices:

Eye Protection: (Eyeglasses, even with hardened lenses, are not a substitute for goggles.) Full cover goggles and/or face shields shall be worn when an employee is engaged in or is close to work involving:

A. Drilling or chipping stone, brick, concrete, paint, pipe coatings or metal and the breaking of frozen ground.

B. Power grinding, buffing or wire brushing whether there is a built-in eye shield or not.

C. Dust or flying particles (compressed air used for cleaning purposes must be less than 30 p.s.i. and then effective chip guarding and personal protection must be used).

D. Flame welding, cutting or burning. (Approved colored lenses shall be used.)

E. Hand drilling or sawing of overhead objects.

F. Use of powered tools or sawing of overhead objects.
G. Handling of acids, caustics, chlorines, ammonia or similar liquids or gases except when approved complete head coverings are worn.

H. Flying particles caused by others, if employee is within the range of such particles. (A suitable screen around the work may be used instead.)

Life Jackets, Life Lines and Similar Equipment:

When working where there is a danger of drowning, employees shall wear an approved personal flotation device or be protected by a safety belt and lanyard or by a safety net.

Head Protection:

A. Approved safety head gear shall be worn by all employees when in areas where falling objects, electrical contact, or other hazards may cause a head injury.

B. Safety head gear or head band assembly shall not be defaced or altered in any manner without approval.

C. In order that maximum protection is obtained by company employees through the use of Safety Hats and to comply with the Kentucky Occupational Safety and Health Act, the following compulsory safety rules shall be observed.

Approved Safety Hats Shall be Worn

1. By all employees when in or near construction work of any kind.
2. By all employees while within the boundaries of a substation.
3. By all employees while working on or around electrical equipment.
4. By all employees while climbing or working on poles.
5. By all employees while working in or around pole structures.
6. By all employees while working in or around cranes, derricks, aerial lifts, industrial trucks or other material handling equipment.
7. By all employees while working under or near any type of maintenance or repair work both overhead and underground work.
8. By all employees while engaged in handling explosives and blasting.
9. By all employees while engaged in supervising, inspecting, or observing tree trimming or right of way clearing.
10. By all employees while working in storage areas where material could fall from overhead racks or storage compartments.

Safety Hat Approval

All safety hats must meet the safety requirements for industrial protective helmets.

Use of Safety Devices:

All safety devices and equipment shall be properly used by all employees as required. These devices will be regularly tested and kept in good repair, but this will not relieve the employee of the responsibility of using only those that are clean and in good condition.

Wearing Apparel:

Each employee shall wear shoes, gloves and other clothing suitable for the work performed. Rubber glove protectors shall not be used as work gloves.

General Safe Working Practices:

How to Lift: The right way to lift is the easiest - and safest. Take a firm grip; secure good footing; place the feet a comfortable distance apart; bend the knees; keep the back vertical; keep the shoulders back; and lift with the leg muscles.

Employees shall not attempt to lift loads beyond their capacities.

Secure help when needed.

When two or more men are lifting or pulling together, one man shall give signals for the group.

Cranes, block and tackle, or hoists shall be used for lifting heavy loads.

Use gloves or hand pads when lifting or handling rough or heavy materials.

Employees shall never lift and carry a load so large that it obstructs the vision.

Handling Materials and Equipment:

Employees shall not stand or pass under loads suspended by ropes, chains or cables.

Heavy timbers, steel beams and other heavy objects shall, as far as practical, be lowered to place and not dropped.

Nail points, ends of loops or tie wires, etc., shall not be left exposed when packing and unpacking boxes, crates, kegs, barrels, etc..

Nails shall be removed from loose lumber or the points shall be bent down. All such nails and lumber shall be disposed of in a location where they shall not become a hazard.

Sharp pointed articles shall be so stored as to prevent persons from coming into contact with the sharp edges or points.

When packing or unpacking porcelain, glass-ware and other fragile

objects, it shall be kept in mind that they have sharp edges when broken and necessary precautions taken.

Loads shall not be handled from the street or road side of a vehicle if it can be avoided.

The weight of materials being moved or stored shall be considered so that floors and walls are not overstressed or overloaded.

Material and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate stumbling hazards.

Stair ways, aisles, exits, roadways, walkways and material storage areas shall be reasonably free from obstructions, depressions and debris.

When large transformers and other heavy equipment are lifted, slings of suitable strength should be used. These slings shall be so placed or protected to avoid being cut on sharp edges.

Rope slings of suitable strength may be used for lighter work provided that no cutting action will take place on sharp edges or projections.

Dry rope slings, only, shall be used around energized equipment.

Goggles and Face Shields:

Goggles shall be carefully inspected and kept clean. Cracked or broken lenses shall be replaced before goggles are used.

A sign requiring the use of goggles when grinding shall be posted in a conspicuous place near each grinding wheel.

Suitable goggles or eye shields shall be worn when engaged in or near work involving:

- A. Drilling or chipping stone, brick, concrete, paint, pipe coatings or metal.
- B. Acetylene or electric welding.
- C. Blowing out machines or equipment with compressed air.
- D. Handling materials which are subject to flaking or scaling.
- E. When an excessive amount of dust, dirt or sawdust is blowing about.

Hand Tools (Care and Use of Equipment):

Employees shall use proper tools suitable for the job in progress and only those in good repair.

Each employee shall use and handle tools properly and see that they are returned to their proper place in good condition.

Employees shall avoid awkward positions when using tools to avoid strains and possible injury in case the tool should slip.

Cutting tools shall be kept properly sharpened.

Tools with mushroomed heads must be dressed before being used.

The use of an axe, hatchet or chain saw is prohibited when working on a pole or in a tree.

Proper handles shall be fitted to tools where required, such as files.

The handles of all tools shall be kept tight.

Cracked or broken handles shall be replaced as soon as possible.

Continued use of tools with defective handles will not be permitted.

Screwdrivers with metal shanks which extend all the way through the handle must not be used around energized equipment.

Tools shall be kept on tool boards, tool racks or in tool boxes when not in use. They must not be placed or left on ladders or elevated places where they might fall.

All tools, including the personal tools of employees, must be of good grade, maintained in good condition at all times and subject to inspection by the supervisor at any time.

Section V

PROPER PROCEDURES

Use of Herbicides and Other Chemicals:

A. Before using any herbicide or other chemical, employees shall read the label carefully and follow the directions and precautions listed.

B. Employees shall avoid skin contact or breathing mist of spray

material whenever possible.

C. When working with toxic materials, proper respirator protection must be used.

D. Spray equipment shall be cleansed daily when using oil solutions.

E. Spraying shall not be done when wind exceeds 15 mph unless specifically authorized by supervisor.

F. Brush shall not be sprayed at a distance greater than 15 feet from power spray nozzle.

G. Foliage and basal sprays shall not be used on wild cherry trees in areas where livestock may graze because of the poisonous acid that is generated.

H. Oil and other liquids, spilled on power spray equipment, shall be removed as soon as possible to prevent falls from slippery surfaces.

I. Hose connections on hydraulic sprayers shall be checked before use to prevent blowing.

J. Employees shall not smoke on or around mist spray equipment when oil solutions are being mixed or used.

K. Herbicides and other chemicals shall never be left where they would create a menace to persons or property.

L. Empty containers shall be disposed of in a safe manner. They shall never be thrown into ponds, lakes or streams.

M. Spray wastes shall be buried or otherwise disposed of in a safe manner.

Section VI

REPORTING ACCIDENTS

Vehicle Accidents:

1. Stop at once, determine if anyone was injured, the nature and extent of injury, and give first aid and all reasonable help.

2. Obtain the names and addresses of all witnesses before they leave the scene of the accident.

3. Obtain the name and address of the driver of each vehicle involved, and the names and addresses of all passengers riding with such driver.

4. Secure all available data of each vehicle involved, including make, model, type, year, state and license number.

5. Secure all available data from operator's or driver's license of the driver of each vehicle involved.

6. Note the time and place of the accident.

7. Make, or have prepared, a diagram of the accident location, giving distances, exact positions of the vehicles and their relation to sidewalks, curbs, intersections or other objects.

8. Obtain, if possible, several snapshots of vehicles and area before vehicles are moved.

9. Carefully list damage to each vehicle involved.

10. Secure name and badge number of any police officials who appear.

11. If a parked vehicle is involved in an accident and the owner cannot be located, leave a notice on or in the vehicle giving name and address, and within 24 hours, notify the police, sheriff or Highway Patrol of the accident.

12. Comply with the other reports as required by the state or local ordinance.

13. Avoid discussing the accident and make no admissions of responsibility to anyone except authorized representatives. Necessary data given to a law enforcement officer should be given in private.

Never obligate your employer for damages or medical expense for nonemployees.

14. Report the accident to the main office location along with the above information.

Public Accidents:

All accidents resulting in injury or death to a member of the public, and in which the System may be involved, shall be reported to the main office location at once. These will include any accident involving electricity, regardless of the location of the accident.

In the event of damage to property of some member of the public, such damage shall be reported to main office location at once.

No employee shall make statements concerning liability or indicating that settlement will be made in any accident resulting in injury or property damage to some member of the public.

In all accidents involving loss of time shall be reported to main office location and a record kept of such injuries.

If an injury involves loss of time, permission should be obtained from the attending physician for the injured employee to assume his assigned duties before he is allowed to return to work.

Section VII

MOTOR VEHICLES

Care and Operation (General):

All motor vehicles must be operated in accordance with state and local regulations. Every system should secure a copy of their state highway regulations and require every driver to become thoroughly familiar with them.

Before system employees shall be allowed to drive a car or truck, they must have passed all examinations required by state, city, or county authorities, and must demonstrate to their supervisor competence to drive the vehicle assigned to them.

No unauthorized person shall be allowed to drive system owned vehicles. Unauthorized persons shall not be permitted to ride in or on

them.

A driver should never leave the garage with a defective vehicle. Before leaving, he should test his brakes, horn, front and rear lights.

All vehicles shall be equipped with adequate ash containers for safe disposal of cigarette butts, burned matches, etc.

Avoid locking wheels when applying brakes. Such practice increases the possibility of skidding and is hard on tires.

Safety in driving depends partly on tires. Watch them and keep them properly inflated at all times.

Obey local speed limits and do not speed on highways. Approach all intersections so that in the event another vehicle suddenly comes into the intersection, you will be able to stop.

When it is necessary to park on a grade, be sure that the vehicle is left in a safe position. Cut the front wheels into the curb, or block them.

Good housekeeping must be applied to trucks. All material not used or needed must be returned to the storeroom or kept in an orderly condition on the truck.

Avoid distracting the driver's attention.

Employees must not attempt to get on or off a moving vehicle.

Employees must ride with all parts of the body inside of cars and trucks.

Never wear climbers when driving or traveling in vehicles.

Riding on pole and wire trailers is prohibited.

In coupling trailers, be sure to place coupling pin or safety hitch securely, and place cotter key in pin. Always connect safety chains.

Pike poles must never be transported to or from the job with the points extending beyond the rear of the vehicle.

When a line truck is being backed, the driver should be guided by an assistant.

When a truck is parked on a street or highway, it must be parked off the traveled portion of the road and as far to the right as possible. Although the truck is parked off the pavement, red flags should be placed at the front and rear.

The driver must satisfy himself that all employees are safely on the truck before starting out.

When emerging from or entering alleys or entrances, drivers shall use proper precautions to avoid accidents.

When approaching corners or curves, the driver shall reduce speed. Corners or curves shall not be turned at a speed at which the vehicle cannot be brought to a stop within the range of vision.

Proper signals by hand or indicating device shall be given at least 200 feet before making a turn. Proper signals shall also be given previous to stopping or suddenly decreasing speed.

A vehicle turning into a throughfare to the right shall keep as close as possible to the right-hand curb.

It is the general law to give right-of-way at intersection to vehicles approaching from the right, but one shall not assume that the other driver will comply with this law.

A driver shall be alert for the sudden appearance of children in the thoroughfare.

A vehicle shall be driven with particular caution when passing school grounds, play-grounds, children playing on the sidewalk, and when approaching or overtaking children riding bicycles or on roller skates.

When leaving the curb or other place of parking, the driver shall signal traffic and proceed slowly until he can see that no hazard from traffic exists.

When following another vehicle, drivers shall maintain a sufficient space to avoid accidents. Safe following distance varies with speed, load, and other factors. Drivers shall be on the alert for signals from the preceding vehicle, and for its sudden stopping.

In passing a standing vehicle, crowds, or an object beyond which he cannot see, a driver shall proceed very cautiously and be on the alert for pedestrians or vehicles that may move quickly into his traffic lane.

Drivers shall not attempt to pass another vehicle while it is ascending a hill, unless a long stretch of clear road can be seen ahead. Drivers should reduce speed just before reaching the top of a hill to avoid a possible collision with a vehicle that may be coming from the opposite direction on the wrong side of the road.

Drivers shall not pass vehicles going in the same direction while rounding a curve.

A vehicle going in the same direction shall not be passed at a

road or street intersection.

Drivers shall operate their vehicle at a speed consistent with the conditions surrounding street obstructions, particularly at night when approaching flares or other warning signals. Always give traffic approaching from the other direction the right-of-way if the obstruction is on your side of the road, unless your vehicle comes to the obstruction long before the approaching vehicles.

When approaching railroad or trolley tracks, the driver shall proceed cautiously. Never follow another vehicle so closely across tracks that its stopping might force you to remain on the tracks. Flag heavily loaded trucks and trucks pulling trailers across unprotected crossings.

In wet weather or when thoroughfares are covered with snow or ice, sharp turns and sudden application of brakes shall be avoided. Anti-skid chains shall be used whenever it is apparent that proper traction cannot be maintained without them.

Park vehicles off main road or at its extreme right while making repairs. At night do not stand in front of tail lights.

When trailers, poles, dinkeys, etc. are hauled in the rear of vehicles, or when a load projects beyond the rear of the truck bed, red flags shall be placed at the extreme end of the load or object trailed. At night, red lights shall be used.

Bring all vehicles to a full stop and sound horn before passing through garage doors or crossing a sidewalk.

All vehicles must be equipped with approved first aid kits. Drivers should familiarize themselves with the contents of the kit and know how to give first aid properly.

All cars and trucks must be equipped with lights, flags and flares in accordance with the state and local regulations.

Section VIII

FIRST AID

General Directions for First Aid:

Following are nine general directions for first aid in emergency.

outlined by the American Red Cross . . .

1. Keep the injured person lying down.
2. Examine. Look for serious bleeding, stoppage of breathing and poisoning.
3. Keep injured person warm.
4. Send someone to call a physician or ambulance.
5. Keep calm. Do not be hurried into moving the injured person unless it is absolutely necessary.
6. Never give an unconscious person anything to drink.
7. Keep the crowd away.
8. Make the patient comfortable and keep him cheerful.
9. Don't let the patient see his injury.

Other General Information:

Knowing what not to do in an emergency is just as important as knowing what to do. The original injury can be magnified by the wrong kind of treatment or handling, or by rough and improper transportation. If a victim must be transported, make sure that methods described in a standard first aid text are used. With neck or back injuries, particularly, serious damage can be done by improperly transporting the patient. If possible, it is better to leave him lying where he is until a physician arrives, rather than increase the injury through wrong handling methods.

There is always major danger in minor injuries, if care isn't prompt. Broken skin opens the gates for infection - and the longer the treatment is delayed, the greater the chance for infection to gain a foothold. After two hours, bacteria have begun to multiply in a wound, and there is less preventive value in external cleansing.

Always be on the lookout for signs of shock.

If it is necessary to use a waterproof bandage because the employee is working in a wet area, replace it with a sterile gauze bandage at the end of the shift so that air will be admitted.

Hand injuries are always of special concern, because nerves and tendons are close to the surface. Unless you are sure the wound is very slight, hand injuries call for a physician's attention.

Other injuries requiring prompt medical supervision are:

1. Wounds with jagged or torn edges.
2. Wounds where the edges do not come together.
3. Head and face wounds, unless very slight.

4. Possibility of damage to deep structures - such as a blow on the abdomen, over the kidney area, over tendons.
5. Puncture wounds.
6. Head wounds causing unconsciousness.
7. Suspected fractures.

Infection:

Infection is usually manifested by pain, swelling, redness and heat, within 24 to 36 hours after an injury. Common causes are delayed or improper treatment of minor wounds, or metal and wood splinters that are not removed immediately by antiseptic methods.

The most important preventive step is to report all injuries immediately to the first-aid attendant for skillful treatment. Antiseptic should be applied immediately (a type recommended by your doctor), and a sterile dressing should be applied; the antiseptic, alone is insufficient.

Wounds should never be touched by fingers, handkerchiefs, or any dirty material. Do not apply salve to a wound, as it may aid infection.

Wounds should be bandaged loosely; change dressings when they become soiled, too loose, wet, or uncomfortable.

If swelling or pain develops in or near a wound, the patient should see a doctor at once.

Specific Emergencies: (Abrasions, Cuts, Scratches):

Wash gently but thoroughly with an approved soap and warm water.

Rinse with clean water.

Make sure that no foreign particles cling to the wound or remain embedded in the skin.

Avoid use of tinctures (solutions containing alcohol) as antiseptics. Apply a sterile dressing.

If necessary to keep bandage from sticking, sterile petrolatum or an ointment prescribed by physician may be applied around wound.

If foreign particles are embedded in tissue, send patient to physician.

Acute Illness:

Headache, dizziness, nausea, sore throat, elevated temperature and vomiting may be forerunners of a communicable disease, or they may accompany exposure to certain toxic solvents, carbon

monoxide, etc. Cough, chills, fever, and sore throat may result from exposure to metallic fumes.

If symptoms are severe enough to cause complaint, medical advice should be sought. Protect others from possible exposure by isolation.

Amputation:

In case of partial or complete amputation, make every effort to preserve the severed part. Hold in position with sterile compress and support with a splint.

Control bleeding as quickly as possible . . . by direct pressure with sterile compress, or by tourniquet if pressure fails to control hemorrhage.

Place a sterile dressing about all injured tissue.

Treat for shock.

Get victim to physician immediately.

Severe Burns and Scalds:

Cover area with cold sterile compress. Cold sterile water or normal salt solution may be used. Treat for shock. Send for physician. Do not break blisters or try to clean burn.

Chemical Burns:

Flush at least 15 minutes with large quantities of water (preferably warm), before applying sterile dressing. If the product carries a warning label, follow the manufacturer's instructions.

Electrical Burn:

Treat as a severe burn, unless obviously a superficial flash burn.

Chest and Abdominal Injuries:

Blows to chest and abdomen may injure underlying organs and tissues, even though you may see no external evidence. Keep victim warm and quiet. Do not move him until skilled transportation can be arranged. For severe injury, removal should be supervised by physician.

Cover open wounds with a sterile dressing.

In case of suspected abdominal injury, give nothing by mouth.

Cold Injury:

Chill Blains: Prevention consists of keeping the feet warm and dry, avoiding prolonged standing without exercise. Emergency treatment - treat as burn.

"Trench" Foot: After long exposure to moderately low temperature, feet may become very painful, followed by swelling and numbness. Emergency treatment is directed toward preventing tissue loss. Victim should be kept off feet, transported on stretcher. Area should be covered with large sterile dressing and immobilized. Discourage smoking.

Frostbite: For small areas - nose, ears, facial parts - place warm palm of hand over area, but do not rub.

Fingers - warm directly against skin in armpit.

Feet - immerse in warm (but not hot) water.

Encourage person to gently exercise fingers and toes.

For widespread frostbite, if breathing has stopped, apply artificial respiration. Do not allow victim to walk when revived. Take into a warm room at once. Give warm liquids as soon as he can swallow. Handle exposed part with great care to prevent injury to tissue. Do not rub. Wrap person in warm blankets. If tissue is damaged, cover with sterile dressing; treat as burn.

Convulsions:

Keep patient face up in area where he can't hurt himself. Do not restrain muscular contractions but protect him from injury. Put thick wad of cloth between jaws so he doesn't bite tongue. If convulsions do not stop by themselves, sponge patient's head and neck with cool water. Send for physician. Require patient to rest until completely recovered, or until he can be taken to physician or hospital.

Dermatitis (Skin Rash):

Cause: Causes may be mechanical, physical, or chemical, with latter predominant. Since irritants must come in contact with skin for various periods of time before rash results, preventing such contact is best controlled.

Prevention: Contact with skin irritants can be reduced by:

1. Engineering safeguards over operation involving irritants.
2. Good housekeeping.
3. Use of protective clothing.
4. Educating employees to keep clean and to use protective devices.

Personal cleanliness is the most important single control factor.

Kerosene solvents must never be used to cleanse skin.

Ointments and lotions may aggravate dermatitis, unless such treatment is prescribed for specific conditions. Dermatitis cases should be referred to physician.

Control: Employees should start the day with clean skin, wear clean clothes, wash hands clean with appropriate soap. For oil and grease removal, a skin cleaner of low alkalinity should be provided, and if necessary, one with a nonabrasive scrubber. Hands should be dried well after washing. Hand lotion should be used for chapped skin.

Diabetic Emergencies:

Diabetes complicates the healing of wounds. Injured diabetics should be treated by physician. Foot injuries always require medical care.

If a known diabetic appears confused, has difficulty talking, or shows other symptoms of being disturbed, excessive or insufficient insulin may be the cause, and medical attention will be required. It is recommended that employees with diagnosed diabetes carry identification cards, and inform their foremen that they are diabetic.

Eye Injuries:

Eye-Chemical Burn: Wash out eye AT ONCE by closest means of irrigation. Face can be immersed in bowl of water, gently pulling back eyelids and moving eye back and forth. A stream of water can be directed against eyeball, with head held so waterstream does not contact the other eye. Any method should be used that will dilute the chemical and wash it away from direct contact with eyeball and lids.

Washing process should continue until all possible trace of chemical is gone, with particular attention to areas under lids. This usually requires at least 15 minutes, and often longer.

Where there is possibility of chemical burns, an adequate supply of clean water should always be available. Special eye fountains and showers are available for this purpose, and are strongly recommended.

Eye-Foreign Body: Inspect eyeball carefully under good illumination and with aid of magnifying glass. Inner surface of lower lid may be inspected by pulling lid down; upper lid by inverting it.

If foreign body is freely movable, use cotton-tipped swab moistened in water or normal saline solution to remove it, or wash out eye with normal salt solution.

If foreign body is near pupil, refer case to a physician, because scars

caused by minute scratches can interfere with vision. Or if body is embedded, or there is pigment such as rust spots at injury site, refer to physician immediately.

Eye-Injury to Eyeball: If there is bleeding from eyeball, or suspected puncture, the slightest pressure can cause contents of eyeball to flow out. Do not attempt to examine. Do not instill any medication. Place an eye pad over eye and bandage in place without pressure to injured eye, and take physician at once.

If there is a protruding foreign body, bandage both eyes, but use great caution so that the object is not driven further into eyeball.

If eyelids and tissue around them are lacerated, apply a firm bandage to prevent movement of the lids.

Eye Care - General:

Hands must be scrupulously clean.

Never use an eye cup.

Never use instruments; they are for an ophthalmologist, only.

Never exert pressure on an eyeball.

Never put oil or ointment into an injured eye except on specific order.

Always be concerned about eye injury, even if it appears to be very slight.

WARNING: let no one but a physician, preferably an ophthalmologist, treat an embedded foreign body, rust rings, or other eyeball injuries.

Fainting: (See "Unconsciousness"):

Place victim on back with head lower than body.

Supply cool air.

Aromatic spirits of ammonia may be placed on gauze and held under patient's nose.

Clean mouth and throat of excessive saliva and vomitus.

If a person says he feels like fainting, tell him to bend his body forward until the head is level with his knees; holding this position for a minute or two will often prevent fainting.

Fracture:

Actual or Suspected Fracture: Keep injured part at rest. Keep adjacent joints quiet. Keep victim warm and quiet until transportation is arranged. The injured part should be splinted before he is moved. Except when injury is to a small bone, such

as in the hand or foot, splinting should be done by a physician, if possible, or trained ambulance attendant.

Compound Fracture: If the bone shows through the skin, cover injured part with a sterile dressing. Do not disturb position of injured part. Await expert medical attention.

Head Injury:

Unless injury is very slight, place victim in a lying-down position, with head elevated.

If there is bleeding, treat as indicated by wound.

Apply ice cap or cold compress to head.

Keep patient comfortably warm. Give no stimulants.

If blow was sufficiently severe to cause even momentary unconsciousness, medical care is needed. If patient regains consciousness and later becomes unconscious again, report this to the physician.

Heart Attack:

Common evidences of heart attack are pain and shortness of breath or fainting. The pain is usually in the chest or upper abdomen; it sometimes radiates to the left arm or neck. Fear of death may be great. The pain may be agonizing, but even though it is mild the stricken person needs immediate medical care.

Sudden upper abdominal pain with nausea or vomiting may denote a heart attack.

Call a physician at once.

Keep the victim lying down if possible. Sometimes the pain is so great that he wishes to walk about. Discourage this gently; it is probably best not to be insistent. Provide pillows to raise the shoulders, if breathing is difficult.

Give warm black coffee if the person can tolerate it.

Provide reassurance. Solve the problems of hospitalization and the like without bothering the victim. See that he is undisturbed.

Heat Exhaustion or Heat Shock:

Victim will show signs of shock. Place him in a lying-down position, level with or lower than his body.

Keep the person comfortably warm. Give tea, salt, bouillon, or hot milk.

Heat Cramps:

Same treatment as for heat exhaustion. Best prevented by adequate salt intake.

Heat Stroke:

Heat stroke is characterized by a flushed face. Skin is hot and dry. Place victim in a cool area, reduce body temperature with cool compresses or splash alcohol over inner surface of arms and legs where blood vessels are close to surface.

Apply cold compress on head. Watch for shock and treat as indicated.

Call physician.

Hemorrhage (Excessive Bleeding):

Uncover injury and look for source of bleeding.

For bleeding from injured tissue, use a sterile compress and apply steady, constant pressure at point of bleeding. Continue pressure for at least five minutes, or longer if bleeding is severe.

Releasing pressure too soon will break the clot and increase bleeding.

For severe bleeding, apply pressure at brachial and femoral (arm and leg) pressure points, as directed in the American Red Cross first aid instructions, in addition to a pressure bandage.

Keep the person lying down quietly and treat for shock.

Where large arteries are severed, or in cases of partial or complete severance of a body part, apply a tourniquet.

Tourniquet:

WARNING: The application of a tourniquet may in itself be injurious. Use only when other methods for controlling bleeding have failed, or when large arteries have been severed as in partial or complete severance of a body part.

If the inflated "Cuff" tourniquet is used, adjust it above and close to edge of wound. Leave unbroken skin between tourniquet and wound.

If the inelastic tourniquet is used, apply over appropriate "pressure" point, using some firm object such as a roller bandage to bring pressure directly over the artery feeding the hemorrhage. Do not use a sharp object that can damage tissues.

Make sure the tourniquet is applied tightly enough to stop bleeding.

Once the tourniquet has been applied, leave it until a physician removes it, unless otherwise instructed.

Before victim is transported to hospital, attach a notation giving

site of tourniquet and time of application.

Nosebleed:

Seat patient comfortably, with head supported and reclining backward, if possible. Locate the bleeding side of nose and apply steady pressure for at least five minutes, using thumb to compress the bleeding vessel against the partition dividing nostrils.

Cold compresses may be applied to face and back of neck.

Instruct the person not to blow his nose.

Severe or recurrent nosebleed requires medical attention.

Poison Ivy, Oak, and Sumac:

Plants should be eradicated where possible. Employees should be able to recognize poisonous plants. Protective clothing such as gloves, long sleeves, high shoes, and leggings will help prevent contact. Cleanliness is of great importance. A complete soap and water bath should be taken daily. Effective protective creams are available commercially; they should be rubbed well into the skin of arms, face, and ankles before exposure.

If skin is infected and rash appears, medical care is necessary. For first aid, wet dressings of a weak potassium permanganate may be used. A 5-grain tablet, dissolved in three pints of boiled water, will make a weak solution which is safe and will relieve the severe irritation. After the acute stage has left, mild ointment such as boric acid ointment or plain vaseline may be used. Water and soap should be avoided. Severe cases should be referred to a physician.

Poisonous Snake Bites:

Apply a tourniquet above the wound to keep poison from spreading. With knife tip or razor blade that has been passed through a match flame or sterilized with iodine or alcohol, make a cross-cut one-half inch long and as deep as the holes made by the snake's fangs, at each fang mark. Let the blood run freely from the cut and apply suction for at least half an hour. Try to dislodge any poison that remains by rubbing the wound with a piece of gauze or with fingers. Send for a doctor at once.

For operations in "Snake Country," it is highly advisable to have a regular Snake Bite Kit at hand. Such kits are commercially available, are pocket size, and contain all necessary emergency equipment together with instruction on its use.

Puncture Wounds:

If the wound is slight, encourage bleeding by mild pressure, wash area with soap and water, and apply a sterile dressing.

Puncture wounds that penetrate into underlying tissue require medical attention because this type of wound may result in tetanus or other serious infection.

Shock:

Shock, associated with injuries, is a depressed state of all body functions, due to failure of circulation. It is a serious condition and may result in death.

Shock occurs:

1. If there is loss of blood, as from hemorrhage.
2. If there is loss of plasma, as in severe or excessive burns.
3. If blood vessels fail to maintain their size and elastic tone.

Signs of Shock:

1. Body surface, particularly face, arms, and legs are cold and clammy.
2. Breathing is rapid, shallow; is irregular in severe shock.
3. Pulse is rapid.
4. Sweating usually occurs.
5. There is feeling of weakness, dizziness, and faintness.
6. There may be nausea and vomiting.
7. Eyes appear vacant and lack luster. Pupils are wide and dilated.
8. The person is apathetic and does not respond to stimuli and treatment.

Prevention and First Aid:

1. Control bleeding, if present.
2. Conserve body heat and keep the person warm, but not hot.
3. Place person in lying down position with feet higher than head.
4. Give water, tea, coffee, milk, or broth by mouth, if tolerated. Exceptions: Liquids should not be given if there is nausea, abdominal injury, or if the person will reach the hospital soon and it appears an operation may be necessary.
5. Relieve pain as much as possible.
6. Give artificial respiration if indicated.

Slivers and Splinters:

If sliver is near the surface, remove and treat as a puncture wound.

If skin is deeply punctured by a foreign object, tetanus may result. Such wound should be treated by a physician.

Sprains:

Apply cold compress; elevate injured part.

Unless pain stops and function returns in a short time, send patient to physician. A fracture is always a possibility.

A firm bandage, as described in American Red Cross first aid textbook, preferably a woven "stretch" bandage, is useful in supporting the injured part until it can be examined by a physician.

Strains:

Emergency treatment: Heat and rest usually bring relief. If pain persists, refer person to his physician.

Unconsciousness:

Unconsciousness may be caused by a number of things such as heart failure, stroke, diabetic coma or insulin shock, fainting, epilepsy, excessive drinking, inhalation of toxic gases, head injuries, internal hemorrhage, etc..

If possible, try to determine the cause of unconsciousness and treat accordingly.

Do not move the person more than is necessary.

If breathing has stopped, start artificial respiration.

Treat for shock.

Get medical care at once, if patient does not respond promptly.

Section IX
ARTIFICIAL RESPIRATION

Drowning Victims:

The efforts of a drowning victim often result in his swallowing water. This water, along with food remaining in the stomach, could, if regurgitated, obstruct air passages and interfere with efforts of rescuer.

This must be recognized by rescuer and immediate steps taken to relieve obstruction.

Evaporation of water from victim's skin lowers still further a body temperature that may already be dangerously low. It is imperative to keep victim from becoming chilled.

General Information:

Time your efforts to coincide with victim's first attempt to breathe for himself.

If vomiting occurs, quickly turn victim on side, wipe out mouth, then reposition victim and continue.

Normally, recovery should be rapid, except in electric shock, drug poisoning, or carbon monoxide poisoning, where efforts must often be carried on for long periods.

When victim is revived, he should be kept as quiet as possible until breathing regularly. He should be kept covered and otherwise treated for shock, until under medical care.

Artificial respiration should be continued until victim begins to breathe for himself, or until a physician pronounces him dead, or until you are certain beyond all doubt that he is dead.

A doctor's care is necessary during recovery period, as respiratory and other disturbances may develop.

Asphyxia and Drowning:

In case of asphyxia, (breathing stopped), get victim to fresh air immediately.

In case of drowning, quickly drain water from throat and upper respiratory area. Make sure the tongue has not relaxed backwards, and that there is no obstruction to air passages. Have someone call a physician, ambulance, or rescue squad.

Start artificial respiration at once. Use Mouth-to-Mouth method, or the Nielsen (Back-Pressure Arm-Lift) method if you can't or won't use the Mouth-to-Mouth technique.

During resuscitation, treat for shock. Blankets may be placed underneath the individual by helpers without interfering with artificial respiration.

Continue artificial respiration until assistance is obtained, until victim is breathing spontaneously, until a physician pronounces the person dead, or until rigor mortis sets in. Cases are on record of success after more than three hours of effort!

Mouth - to - Mouth Method:

The mouth-to-mouth (or mouth - to - nose) technique of artificial respiration is the most practical method for emergency ventilation of anyone - adult or child - who has stopped breathing due to electric shock, drowning, carbon monoxide poisoning, or any other cause.

This method, officially adopted by the American Red Cross, has the advantage of providing pressure to inflate the victim's lungs immediately. It also enables the rescuer to judge more accurately on the volume, pressure and timing of his efforts, than do other methods.

When a person is unconscious and not breathing, the base of the tongue tends to press against and block the upper air passageway. The procedures described and illustrated here should create an open air passageway when a rescuer is working alone.

What to Do:

If there is foreign matter visible in mouth, wipe it out quickly with your fingers, or cloth wrapped around fingers.

(1.) Tilt head back so chin is pointing upward (Fig. 1). Pull or push jaw into jutting-out position (Fig. 2 and 3).

These maneuvers should relieve obstruction of airway by moving base of tongue away from back of throat.



(2) Open your mouth wide and place tightly over victim's mouth. At same time, pinch victim's nostrils shut (Fig. 4) or close them with your cheek (Fig. 5) Or close victim's mouth and place your mouth over nose. Blow into victim's mouth or nose. (Air May be blown through victim's teeth, even though they may be clenched.)

(3) Remove your mouth, turn your head to side, listen for return rush air that indicates air exchange. Repeat blowing effort. For an adult, blow vigorously at rate of about 12 breaths per minute. For a child, take relatively shallow breaths appropriate for child's size, at rate of about 20 per minute.

ATTACHMENT D

Moore, Jeffrey C (PSC)

From: Moore, Jeffrey C (PSC)
Sent: Wednesday, April 17, 2019 10:47 AM
To: Donna Childers
Subject: RE: Notification of Injured Employee

Donna,

Based on the information provided in the previous email Mr. Gibson was admitted (requiring inpatient overnight hospitalization) confirming this was a reportable accident, pursuant to 807 KAR 5:006, Section 27. Okay, now that we have all the facts together, I will finish my investigation and report. It appears a couple of violations have occurred as a result of the accident. I will have more details in the report once I complete it. If you have any questions or additional information about the accident give me a call or email.

Jeff

From: Donna Childers <d.childers@tgtel.com>
Sent: Wednesday, April 17, 2019 10:26 AM
To: Moore, Jeffrey C (PSC) <JeffreyC.Moore@ky.gov>
Subject: Re: Notification of Injured Employee

From: Moore, Jeffrey C (PSC)
Sent: Tuesday, April 16, 2019 8:21 AM
To: Donna Childers ; f.williams@tgtel.com
Subject: RE: Notification of Injured Employee

Donna and Freddie,
Before we move forward with the report, let's confirm this was a reportable accident. The preliminary email notifying the PSC of the injury to Mr. Gibson stated he was injured and hospitalized on March 25, 2019.

How did the company determine this was a reportable accident? The guidelines of 807 KAR 5:006, Section 27 Was Mr. Gibson admitted to the hospital? yes
If yes, do you know when Mr. Gibson was released from the hospital? March 28, 2019

Jeff

From: Donna Childers <d.childers@tgtel.com>
Sent: Friday, April 12, 2019 10:59 AM
To: Moore, Jeffrey C (PSC) <JeffreyC.Moore@ky.gov>
Subject: Re: Notification of Injured Employee

Just received from Freddie. I will mail a copy to the PSC too.

From: Moore, Jeffrey C (PSC)
Sent: Thursday, April 11, 2019 7:12 AM

To: Donna Childers
Subject: RE: Notification of Injured Employee

Thank you Donna

Jeff

From: Donna Childers <d.childers@tgtel.com>
Sent: Wednesday, April 10, 2019 3:26 PM
To: Moore, Jeffrey C (PSC) <JeffreyC.Moore@ky.gov>
Subject: Re: Notification of Injured Employee

Good Afternoon,

I am forwarding the e-mail to Freddie Williams. He will be able to help you with this information. My job title is HR Coordinator.

Donna

From: Moore, Jeffrey C (PSC)
Sent: Wednesday, April 10, 2019 11:54 AM
To: d.childers@tgtel.com
Cc: b.grigsby@tgtel.com ; f.williams@tgtel.com
Subject: FW: Notification of Injured Employee

Donna,
I'm filling out my investigation report and needed some more info.
Your title:

Not sure if you are the person I need to request the following info from. If not, could you forward to proper personnel?

Please submit the following information by mail to the commission.

- What is Mr. Gibson's classification?
- Provide the required training records to date for Mr. Gibson.
- Has the utility implemented any type of fall protection plan/procedures?
- Can the utility confirm if Mr. Gibson was admitted to the hospital for inpatient overnight hospitalization the day of the incident?

Jeff

From: Moore, Jeffrey C (PSC)
Sent: Thursday, March 28, 2019 11:42 AM
To: d.childers@tgtel.com
Subject: FW: Notification of Injured Employee

Donna,
I'm with the Division of Inspections at the PSC. Scott Morris has moved to the gas branch.
Has anyone contacted you about the incident?

Jeff

From: PSC - Utility Telecom Notifications <PSCTelecomNotice@ky.gov>
Sent: Thursday, March 28, 2019 10:57 AM
To: EEC PSC Telecom Notifications <EECPSCTelecomNotifications@ky.gov>
Subject: FW: Notification of Injured Employee

From: Donna Childers
Sent: Thursday, March 28, 2019 10:56:13 AM (UTC-05:00) Eastern Time (US & Canada)
To: PSC - Utility Telecom Notifications; b.grigsby@tgtel.com
Subject: Notification of Injured Employee

Good Morning,

In accordance with 807 KAR 5:006, Section 27, Thacker-Grigsby Telephone Company would like to report Mark Anthony Gibson was injured and hospitalized on March 25, 2019.

Donna Childers
Thacker-Grigsby Telephone Co., Inc.
606-785-2220
d.childers@tgtel.com

*Thacker-Grigsby Telephone Company,
60 Communications Lane
P. O. Box 789
Hindman, KY 41822

*Thacker-Grigsby Telephone Company, I
Thacker-Grigsby Telephone Company,
60 Communications Lane
P. O. Box 789
Hindman, KY 41822