

## **Exhibit F**

The fire departments are currently only being charged one dollar for lack of reporting per our tariff. Therefore, there is not much incentive to report. The NMWA desires to raise the fine to encourage timely reporting.

The NMWA would like to raise the fine for not reporting to \$50 per month.

The NMWA currently contacts the Fire Districts monthly to get the information of usage.

# Exhibit G

**The NMWA office personnel shall continue to work and gather information and conduct general financial practices in accordance with Government Auditing standards.**

**Currently billings and collections are conducted and collected by the office clerk and office manager. The office manager prepares the daily deposits and takes the deposit to the bank herself.**

**Accounts payable are taken care of by an outside accountant.**

**Checks are written by the office manager and they are signed by the President and the treasurer. Two signatures are required on all checks.**



# Exhibit H

# NORTH MANCHESTER WATER ASSOCIATION

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\_\_\_\_\_

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\_\_\_\_\_

DAY OF MONTH	GALLONS OF Fuel	MILEAGE	BY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

DAY OF MONTH	GALLONS OF Fuel	MILEAGE	BY
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total			

## VEHICLE REPAIR & MAINTENANCE SUMMARY

[illegible]

## Inspection Check list

Defects \_\_\_\_\_ Wear \_\_\_\_\_ Operational Hazards \_\_\_\_\_ Lubrication \_\_\_\_\_ Safety Features \_\_\_\_\_

(After inspection place a check beside the item and list any issues below)

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# **Exhibit I**

# NORTH MANCHESTER WATER ASSOCIATION

7362 North Highway 421

Manchester, KY 40962

Phone: (606) 598-5403

## EMERGENCY RESPONSE INFORMATION

POSITION	NAME	PHONE NUMBER
OFFICE		(606) 598-5403
FIELD	Doug Jarvis	(606) 681-6577
OFFICE	Carla Neeley	(606) 599-5517

LOCAL EMERGENCY NUMBERS		
AMBULANCE		911
FIRE DEPT		911
POLICE DEPT		911
RECUE SQUARD		911
STATE POLICE		911
SHERIFF		911
MAYOR	Garrison	(606) 598-6403
CITY MANAGER	Mike White	(606) 813-8480
WATER PLANT	Roy Gray	(606) 596-0296
EMERGENCY MANG DIR	David Watson	(606) 598-5104
RADIO STATION	WTBK	(606) 598-7588
TV STATION	WYMT (Hazard)	(606) 439-5757
	WKTY (Lexington)	(859) 299-2727

STATE GOVERNMENT EMERGENCY NUMBERS		
*EMERGENCY RESPONSE TEAM		(502) 564-3350
24 HOUR RESPONSE		(502) 564-2380
DIVISION OF EMERGENCY SERVICES		
24 HR RESPONSE		(502) 564-7815
*DIVISION OF WATER		(502) 564-3410
REGIONAL OFFICE	Beth Trent	(606) 330-2080
BOIL WATER ADV-WEEK	REGIONAL OFFICE	(606) 330-2080
BOIL WATER ADV-WEEKENDS	(LOG Incident Number)	(800) 928-2380
CERTIFIED LABORATORY	Appalachian States	(606) 437-5616
FEDERAL GOVERNMENT NUMBERS		
*EPA-HAZARDOUS EMERGENCY		
	BRANCH	(404) 881-3931
	24 HR RESPONSE	(404) 881-4062
*NATIONAL RESPNSE CTR.		(800) 424-8802
*COAST GUARD		(502) 582-5194

\*Agencies concerned with chemical spills.

# ***Company Policy Letter***

## **SAFETY AND HEALTH POLICY FOR NORTH MANCHESTER WATER ASSOCIATION**

The purpose of this policy is to develop a high standard of safety throughout all operations of North Manchester Water Association.

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at North Manchester Water Association to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel.

# Safety Program Outline

## North Manchester Water Association

**Element 1 - Safety Orientation:** Each employee will be given a safety orientation when first hired. The orientation will cover the following items:

### **A description of the accident prevention program:**

- We have basic safety rules that all employees must follow:
  1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor. We will find a safer way to do that job.
  2. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
  3. Never operate a piece of equipment unless you have been trained and are authorized.
  4. Use your personal protective equipment whenever it is required.
  5. Obey all safety warning signs.
  6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
  7. Horseplay, running and fighting are prohibited
  8. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

### **How and when to report injuries, including first aid kits and their locations:**

- If you are injured or become ill on the job, report this to your field supervisor or the office management.
- We require all employees to have first-aid/CPR training.
- We have first aid qualified workers here but we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.
- If first aid trained personnel are involved in a situation involving blood, they should:
  1. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
  2. Remove clothing, etc. with blood on it after rendering help.
  3. Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).

4. Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

- **When coming upon or being involved in an accident or suffering personal injury:**

1. When coming upon an accident:

- A. Give first aid to accident victim in a conscientious manner taking into consideration

Blood borne pathogens by using disposable gloves, a breathing barrier, your training, personal safety and the extent and severity of the injury.

- B. Call or request that ambulance service respond to the scene.

- C. Call or request that law enforcement personnel be called to the scene should conditions warrant.

- D. Call or request that fire department personnel be called to the scene should conditions warrant.

- E. Assist in the control of movement of traffic until law enforcement arrive on the scene.

2. When involved in a vehicle accident:

- A. Respond to personal injury first.

- B. Call for law enforcement.

- C. Move vehicle only if units impedes the flow of traffic prior to law enforcement coming on the scene.

- D. If you have a camera or cell phone, take many pictures from all angles.

- E. Make a rough sketch of the accident scene showing position and direction of vehicles prior to the accident and position and direction of vehicles after the accident.

- F. Take measurements if nothing more than stepping off the distances.

- G. Make note of road conditions (wet, icy, loose gravel, etc.)

- H. Make note of time of day.

- I. Get names and addresses of as many witness as possible.

- J. Give limited information to any investigating accident (preferably no more than what is on your driver's license and vehicle registration card.)

- K. Notify company office of the accident.

- L. If vehicle is not drivable, have unit towed to a nearby storage lot.

3. When company personnel suffer an injury or are involved in accident while on the job:
  - A. Respond to personal injury first by giving oneself or coworker first aid or requesting first aid, or getting professional attention.
  - B. Take pictures of accident scene.
  - C. Take measurement and location of equipment and tools.
  - D. Draw a sketch of the accident.
  - E. Move no equipment until an investigation of the accident can be made.
  - F. Note amount of artificial light if inside a building.
  - G. Notify company office with details to the best of your ability, relative to the circumstances of the accident.

- **First aid kit locations at this jobsite include:**  
Each company truck and office location breakroom.

### **Temperature Extremes**

Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Protection by use of adequate controls, methods or procedures, or use of protective clothing will be provided to employees working in these conditions. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.

Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, North Manchester Water Association has developed a policy to address these issues. All employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses. Each employee will be provided with training and materials that include but are not limited to:

- The chosen method or methods to assess the risk for HRI or cold stress.
- A section covering training elements to provide employees information on what the employer will do when working in extreme weather conditions.
- A section on first aid including how to identify HRI symptoms and cold stress systems. The proper first aid application for an individual that is suffering from HRI or cold weather illness, and procedures for summoning medical aid personnel.
- A section identifying where and how adequate drinking water will be supplied.



## **Fire Emergency**

- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.

### **Use and care of required personal protective equipment (PPE):**

- Some tasks in our company require an employee to wear PPE to protect against injury.
- When conditions warrant, personal protective equipment shall be worn properly without exception:
  1. Safety hats
  2. Goggles or safety glasses
  3. Gloves
  4. Steel toed shoes

### **On-the-job training about what you need to know to perform the job safely:**

- Before you are first assigned a task, *your field supervisor* will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

# **Safety Meetings and Self-Inspections**

- **Element 2 - Employee Safety Meetings**

- At the beginning of each job and at least weekly thereafter.
- Review of any walk-around safety inspections conducted since the last safety meeting.
- Review of any citation to assist in correction of hazards.
- Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
- Document attendance and other subjects discussed.
- Maintain records for one year.

- **Element 3 – Self-inspections**

- At the beginning of each job, and at least weekly thereafter.
- Include one member of management and one employee, elected by the employees, as their authorized representative.
- Document walk-around safety inspection.
- Maintain records until the completion of the job.

## **Safety Disciplinary Policy**

North Manchester Water Association believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (5 days).
3. A third time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

## **General Safe Work Practices**

### **Personal Protective Equipment**

- Suitable clothing must be worn; long pants, at least short-sleeved shirts and adequate foot wear.
- Hard hats, safety glasses or goggles must be used when a potential hazard exists.
- Hearing protection (earplugs or earmuffs) must be used in high noise areas.
- Gloves (as needed).

### **Housekeeping**

- Always store materials in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.
- Good housekeeping is a part of the job.

### **Other general safe work practices**

- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.

# Trenching and Excavating

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
  - a. Depth and/or cut/soils classification
  - b. Possible variation in water content of the material while excavation is open
  - c. Anticipated changes in materials from exposure to air, sun, water, or freezing
  - d. Loading imposed by structures, equipment, or overlaying or stored material
  - e. Vibration from equipment, blasting, traffic, or other sources

## Approximate Angle of Repose

For sloping of sides of excavations

Note:

Clays, silts, loams or

non-homogenous soils

require shoring and bracing

The presence of ground water

requires special treatment

Solid  
rock and  
compact  
shale  
(90°)

Compacted  
angular  
gravels,  
glacial

till

$\frac{1}{2}$ :1  
(63°26')

Recommended  
slope

For

Average

soils

1:1

(45°)

Compacted

sharp

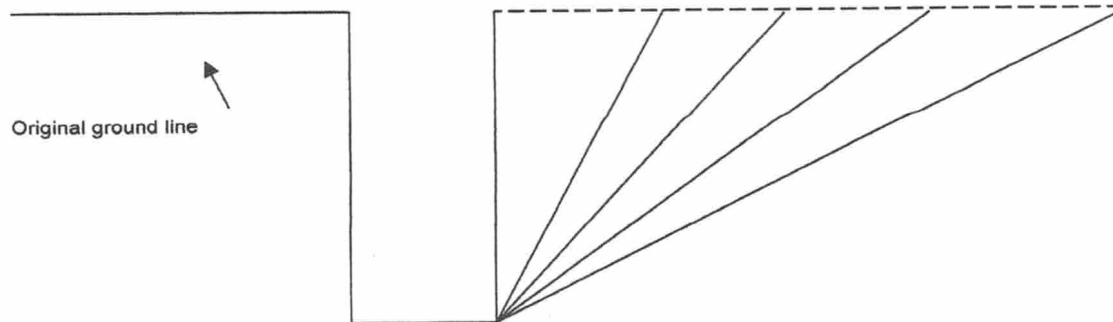
sand

1  $\frac{1}{2}$ :1

(33°41')

Well  
rounded  
loose  
sand

2:1  
(26°34')



2. Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
4. **No person must be permitted** under loads handled by power shovels, derricks, or hoists.
5. **All employees must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

# Employee's Responsibilities

1. To familiarize oneself with the employer's general policy.
2. To adhere to the policy and cooperate to the best of his/her ability.
3. To report all job injuries or illnesses to management the day of their happening.
4. To report all equipment or vehicle accidents or malfunction the day of their happening.
5. To use and/or operate all equipment and vehicles according to manufacturer's recommendations or company directive.
6. To have in one's possession a current valid driver's license when driving a company vehicle.
7. To never drive a company vehicle when under the influence of drugs or alcohol beyond acceptable limits established by the state.
8. To be a defensive driver at all times.
9. To not take undue chances or subject oneself to known hazardous conditions without taking precautionary measures.
10. To use personal protective gear whenever conditions warrant to use said gear for on the use intended.
11. To practice basic good rules of sanitation and housekeeping.
12. To dress in good taste for the particular assignment, but always fully clothed from ankle to neck.
13. To know the location of first aid supplies and firefighting equipment at all times.
14. To know the location of the nearest medical emergency room, doctor, and ambulance.
15. To observe and obey all "NO SMOKING" signs and areas.
16. To not under any conditions become involved in "HORSEPLAY" that could result in injury to oneself or co-worker.
17. To lift properly when required to do so, using legs and keeping the back straight.
18. To not work alone when conditions could result in injury or be injurious to one's health.
19. To be "FIRST AID" trained and prepared to administer first aid in an intelligent and humanitarian manner.
20. No employee shall drive "COMPANY VEHICLE" for personal use.

# New Employee Check List

## General:

1. You realize that we are an Equal Opportunity Employer.
2. Current valid driver's license must be produced and always in your possession when driving company vehicles.
3. Reporting to under the influence of either drugs or alcohol shall be reason for disciplinary action.
4. Insubordination in any form shall be reason for disciplinary action.

## Safety:

1. Each employee shall comply with all safety and health standards, regulations, and orders that are part of the safety policy.
2. All injuries, regardless of severity, shall be reported to management the day of happening.
3. It shall be management's decision as to whether the injured employee requires professional medical attention.
4. Location of first aid kits and other safety gear such as respirators, rubber gloves, etc.
5. Each employee shall cooperate by picking up trash and waste he/she creates.
6. Each employee shall cooperate in keeping paths of travel unobstructed.
7. Horseplay will not be tolerated where such action could cause injury or damage equipment.
8. Use of tools or power tools that is defective must be reported to management.
9. Tools or power equipment that are defective must be reported to management.
10. Cooperation from all employees is expected in maintaining toilet and wash rooms.
11. Garbage and waste resulting from lunch pails/lunch rooms will be disposed of properly.
12. All employees are expected to know the location and operation of fire extinguishers.
13. Once the fire extinguisher has had the seal broken it shall be scheduled for recharging or replaced.
14. Gasoline shall be stored in 5 gallon approved safety cans only.
15. Gasoline shall never be used for washing parts or for any but intended use.
16. Personal protective equipment shall be worn where designated with no exceptions.

17. All equipment shall be operated with utmost care complying with manufacturer's recommendations.

18. No employee shall drive company vehicles for personal use.

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I have had all the above policy statements explained to me and understand the policy completely. This will become part of my employee file.

Date: \_\_\_\_\_

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Employee Signature

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Supervisor's Signature

# Job Orientation Guide

Company: North Manchester Water  
 Trainer: \_\_\_\_\_  
 Date: \_\_\_\_\_

Employee: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_  
 Position: \_\_\_\_\_

This checklist is a guideline for conducting employee safety orientations for employees new to North Manchester Water Association. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of fire fighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_



# JOB SAFETY ANALYSIS WORKSHEET

TITLE OF JOB OPERATION: \_\_\_\_\_ Date: \_\_\_\_\_

Title of person who does job: \_\_\_\_\_

Employee observed: \_\_\_\_\_ Location: \_\_\_\_\_

Analysis made by: \_\_\_\_\_ Analysis approved by: \_\_\_\_\_

Sequence of basic job steps	Potential accidents or hazards	Recommended safe job procedures

Personal protective equipment required for this position:

Other hazards that may develop and will be addressed in our safety meetings:

# SAFETY MEETING

North Manchester Water Association		7362 North Hwy 421 Manchester KY 40962
Date	Time	# of employees
Subject discussed		

Minutes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Comments:

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# Safety Inspection

- ☐ **Trench/excavation:** Any trench four feet or must be sloped, shored or braced
- ☐ **Clothing:** Minimum of short sleeve shirts, long pants, and substantial footwear; no recreational shoes
- ☐ **Hard hats:** readily accessible at all times; worn when overhead hazard exists
- ☐ **Personal protective equipment:** Head, eye, ear, respiratory, and leg protection – high visibility vests when required
- ☐ **First aid/fire extinguishers:** Available and readily accessible

**Other hazards observed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

# Equipment Safety Inspection Checklist

Date: \_\_\_\_\_

Equipment: \_\_\_\_\_

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Seat belts	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Condition of pneumatic hand tools	_____	OK	_____	Needs Repair

## Other Items Checked:

Oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Hydraulic oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Anti-freeze level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Fuel level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
First aid kit	_____	OK	_____	Needs Repair	_____	Add	_____	Change

Repaired by: \_\_\_\_\_

Checked by: \_\_\_\_\_

## REGULAR SAFETY MEETING TOPICS

- |                                       |          |   |                   |
|---------------------------------------|----------|---|-------------------|
| 1. UNSAFE PRACTICES                   | January  | 6 - 7. DISASTERS                                  | June/July         |
| - Excessive speed of vehicles         |          | (Natural or Man-Made)                             |                   |
| - Improper lifting                    |          | - Electrical                                      |                   |
| - Smoking in danger areas             |          | - Equipment                                       |                   |
| - Horseplay                           |          | - Flooding  |                   |
| - Running in aisles or on stairs      |          |   |                   |
| - Handling chlorine cylinders         |          | 8. MISCELLANEOUS                                  | August            |
| - Removing machine or other guards    |          | - Acids and caustics                              |                   |
| - Work on unguarded moving machinery  |          | - New processes, chemicals and solvents           |                   |
|                                       |          | - Dusts, vapors or fumes                          |                   |
|                                       |          | - Ladders and scaffolds                           |                   |
| 2. FIRST AID                          | February | 9. PERSONAL PROTECTIVE EQUIPMENT                  | September         |
| - First aid kits and rooms,           |          | - Goggles or face shields                         |                   |
| - Use of air tank and mask            |          | - Foot protection                                 |                   |
| - Emergency showers                   |          | - Gloves  |                   |
| - All injuries reported               |          | - Respirators or gas masks                        |                   |
|                                       |          | - Protective clothing                             |                   |
| 3. TOOLS                              | March    | 10. FIRE PROTECTION                               | October           |
| - Power tools wiring                  |          | - Extinguishing equipment                         |                   |
| - Hand tools                          |          | - Stand pipes, hoses, sprinkler heads, and valves |                   |
| - Use and storage of tools            |          | - Exits, stairs and signs                         |                   |
|                                       |          | - Storage of flammable material                   |                   |
| 4. HOUSEKEEPING                       | April    | 11-12. VEHICLE                                    | November/December |
| - Tornado awareness                   |          | - Communication                                   |                   |
| - Aisles, stairs and floors           |          | - Winter preparedness                             |                   |
| - Storage and piling of materials     |          | - Storm clothing                                  |                   |
| - Light and ventilation               |          | - Tow chain or cable                              |                   |
| - Disposal of waste                   |          |   |                   |
| - Yards and parking lots              |          |   |                   |
| - Cutting weeds and grass             |          |   |                   |
| 5. MACHINERY                          | May      |   |                   |
| - Point of operation guards           |          |   |                   |
| - Belts, pulleys, gears, shafts, etc. |          |   |                   |
| - Oiling, cleaning &, adjusting       |          |   |                   |
| - Maintenance &: oil leakage          |          |   |                   |

## **Exhibit J**

**It is the NMWAs desire to conduct monthly safety meetings.**

**See attached sample meetings.**

## SAFETY MEETINGS

DATE: - 1 - 16 - 2008

TITLE: Excessive speed of Vehicles

1. Johnathan Alar

2. Honey Heins

3. Mike Baper

4. Nick Roberts

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.



## SAFETY MEETINGS

DATE: 2-26-20

TITLE: Proper Construction Zone / Proper equipment  
and gear.

1. Adam Bishop
2. Johnathan Jones
3. Mike Baker
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

## SAFETY MEETINGS

DATE: 3-11-20

TITLE: First Aid

1. Adam Bishop
2. Johnathan
3. Mike Bates
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

## SAFETY MEETINGS

DATE: 5-12-2020

TITLE: Personal Attire / Safety Vest

1. Khushtala
2. Pastor Thompson
3. Adam Bishop
4. Matt Baker
5. Phil C.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.