

MONDAY MORNING SAFETY MEETING

DATE: Monday, June 05, 2017

TIME: 7:35 AM

The meeting was held at Grayson Rural Electric Cooperative Corporation.

Those attending are on the attached sign-in sheet.

Meeting was opened by Kyle Clevenger.

The invocation was given by Mark Hutchinson.

Brian Poling, Manager of Technical Services, was in charge of meeting. Nancy Madden went over the Emergency response plan on Fire Alarms, in the event of a Bomb Threat, Face to Face/Violent Confrontations, Tornado, and Earthquake. She explained to everyone where all fire extinguishers and exit routes to get out of the building would be located and how to use a fire extinguisher. All first aid kits should be up to date.

Kyle Clevenger reminded everyone to work safe and have a good day.

The meeting was adjourned at 8:05 am.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nancy Lea Madden". The signature is written in a cursive, flowing style.

Nancy Lea Madden

Grayson RECC Safety Meeting Roster

Date 6-5-17

OUTSIDE

Willis Barker	Mechanic
Michael Blevins	Maintenance Leadman
Tony Brewer	4th Year Apprentice Lineman
Steven Burton	First Class Lineman
Steve Bush	Meterman First Class
Richard Easton	Maintenance Leadman
Cheyenne Holbrook	Maintenance Leadman
Mark Hutchinson	Maintenance Leadman
Roger Kitchen	Warehouseman
Donnie Martin	Groundman
Shane McDavid	First Class Lineman
Scott McGuire	Meterman Third Class
Chris Mosier	Maintenance Leadman
Mike Reynolds	Maintenance Leadman
Ryan Rice	First Class Lineman
Bryan Rogers	First Class Lineman
Joe Sargent	Engineering Party Chief
Scott Speaks	Asst. Engineering Party Chief
Justin Staniford	1st Year Apprentice Lineman
Herbie Steagall	Construction Leadman
Jamey Withrow	Construction Leadman

Willis Barker
~~*M Blevins*~~
~~*Tony Brewer*~~
~~*Steven Burton*~~
~~*Steve Bush*~~
~~*Richard Easton*~~
~~*Cheyenne Holbrook*~~
~~*Mark Hutchinson*~~

~~*Donnie Martin*~~
~~*Shane McDavid*~~
~~*Scott McGuire*~~
~~*Chris Mosier*~~
~~*Mike Reynolds*~~
~~*Ryan Rice*~~
~~*Bryan Rogers*~~
~~*Joe Sargent*~~
~~*Scott Speaks*~~
~~*Justin Staniford*~~
~~*Herbie Steagall*~~
~~*Jamey Withrow*~~

INSIDE

Anita Bellew	Member Service Representative
Rebecca Bender	Member Service Representative
Robert Brown	Geographical Information System Technician
Sherry Buckler	Mgr of Accounting & Human Resources
Kim Bush	Mgr of Marketing & Member Services
Bradley Cherry	Mgr of Finance & Accounting
Kyle Clevenger	Manager of Operations
Sherry Conley	Member Service Representative
Carol Fraley	President & CEO
Caitlin Hutchinson	Division Secretary, Accounting & Finance
Julie Lewis	Member Service Secretary
Joan Litteral	Payroll/Bookkeeper
Nancy Madden	Division Assistant of Operations
Mike Martin	Asst. Manager of Operations
Andrea McCleese	Technical Services Supervisor
Brian Poling	Mgr of Technical Services
Tina Preece	Member Service Energy Advisor
Sue Roberts	Customer Representative/Cashier
Peggy Skaggs	Division Assistant Technical Services
Priscilla Sparks	Executive Assistant
Marsha Thacker	Plant Accountant
Peggy Wells	Member Service Representative
Janet Whitt	Member Service Representative

Belea Bender
~~*Sherry Buckler*~~

~~*Kyle Clevenger*~~

~~*Caitlin Hutchinson*~~
~~*Julie Lewis*~~
~~*Joan Litteral*~~
~~*Nancy Madden*~~
~~*Mike Martin*~~
~~*Andrea McCleese*~~
~~*Brian Poling*~~
~~*Tina Preece*~~

D. Communication with Media:

Grayson Rural Electric will communicate through radio stations that provide coverage to the affected area. Information will be hand delivered if phone communications are severed.

LOSS OF COMPANY OWNED COMMUNICATIONS

If power is lost to the company's 2-way radio system, backup generators (purchased for each site) will be utilized. A company employee will be designated to start and re-fuel each of the 5 company tower sights. Refueling will be required approximately every 4 hours.

The responsible person for the initial start-up of the generator will be the maintenance personnel that works the area. They are as follows:

Tower Site	Primary	Alternate	Refueling
Potato Knob	Chris Mosier	Willis Barker	Willis Barker
Morehead	Richard Easton	Herbie Steagall	Willis Barker
Mazie	Cheyenne Holbrook	Shane McDavid	Willis Barker
South Shore	Mike Blevins	Steven Burton	Willis Barker
Oldtown/Laurel	Mark Hutchinson	Jamey Withrow	Willis Barker

EMERGENCY RESPONSE PLAN – OFFICE

Fire Alarm

1. Remain calm.
2. Immediately alert co-workers. Pull the fire alarm if not already activated.
3. Evacuate the building and meet at the top of the circle drive. Take all members/visitors with you. Supervisors should account for all employees in their department.
4. Remain at the assembly until further instructions are received.

Key Pad

In the Event of a Bomb Threat

1. Remain calm.
2. Keep the caller on the lines as long as you can. Note the caller ID number.
3. Get as much information as you can. Ask questions like: When will the bomb explode? Where is the bomb right now? What kind of bomb is it? What does it look like? Why did you place the bomb?
4. Document the date and time of call.
5. Make a note of exact words or phrases that may be helpful.
6. Note any background music or sounds such as motors running, people talking, children playing.
7. Listen for identifiable speech patterns such as accent, lisp, stuttering or slurred speech.
8. CALL 911.
9. EVACUATE THE BUILDING. DO NOT RE-ENTER THE BUILDING.

Face to Face/Violent Confrontations

1. Remain calm. Do not argue with the antagonist. If the person asks for money, give it to them.
2. Note any defining features such as height, hair color, clothing, etc.
3. As soon as they leave the building, LOCK THE DOOR AND CALL 911 OR USE THE SILENT ALARM LOCATED UNDER THE FRONT COUNTER.
4. Write down what you remember about the antagonist.
5. Under no circumstances should you put yourself at risk unnecessarily.

Members Services

Tornado

A "watch" means a tornado is possible in our area. A tornado "warning" means a tornado has been sighted or detected on radar. If a WARNING occurs:

1. Go to the basement or an inside hallway.
2. Stay away from windows.
3. Avoid wide-span roofed areas.
4. Get under a sturdy piece of furniture if possible.
5. Use arms to protect neck and head.

Earthquake

1. Drop, cover and get under sturdy furniture.
2. Seek cover by leaning or kneeling against an interior wall and cover head and neck with arms.
3. Avoid windows, hanging objects, mirrors and tall furniture.

Nancy Madden

From: Nancy Madden
Sent: Wednesday, May 31, 2017 11:11 AM
To: GraysonRECC Employees
Subject: FIRE EXTINGUISHERS
Attachments: Fire Extinguishers (3).doc

You need to know where the fire extinguishers are in our building especially the ones that are closest to you. Attached is a list of all locations.

Thanks,

Nancy Lea Madden

Division Assistant of Operations
Grayson Rural Electric
606-474-5136 Ext 2128
DID 606-474-2121
Fax: 606-475-2211

Fire Extinguishers 12-1-16

Building

Third Floor

1. top of stairs 10lb 60BC

Upstairs

2. hallway by front steps 10lb 60BC
3. hallway by copier 10lb 60BC
4. hallway by back stairs 10lb 60BC

Downstairs

5. kitchen 5lb 40 BC
6. by water fountain 10 lb
7. customer service room 20lb
8. vault next to mail trays 10lb
9. Cashier's room (front counter)
10. vault next to meeting room 20 lb
11. across from office at back door

Basement

12. bottom of stairs 10lb
13. middle near Bradley's supplies 10lb ABC
14. back room next to back door (breaker room) 10lb ABC
15. next to door for new stairway 10lb ABC
16. elevator control room 5lb

Over the Hill

17. warehouse 10lb
18. Roger's office 10lb
19. back room of meter shop 10lb
20. outside at the corner of the meter shop 20lb
21. dog house 10lb
22. garage on wall next to Willis's office 10lb
23. garage on far wall next to garage doors 20lb
24. inside parking garage 20lb
25. inside far wall on parking garage 20lb ABC
26. blue tractor 5lb 3A40BC
27. ditch witch 5lb
28. outside parking garage 10lb 60BC
29. outside far end of parking garage 10lb 60BC
30. tow motor (fork lift) 5 lb
31. Kubota Side-by-Side 2.5 lb

A-ordinary combustibles

B-petroleum

C-electrical



safetyandhealthmagazine.com/articles/properly-using-a-fire-extinguisher-in-the-workplace-2

Properly using a fire extinguisher in the workplace

February 1, 2010

According to OSHA, the most common emergency small businesses must plan for is a fire. Fire extinguishers can be invaluable tools to help fight smaller fires in the workplace or to protect evacuation routes in the event of a larger one.

OSHA requires employers to thoroughly train workers not only how to use an extinguisher properly, but also how to accurately assess a situation and determine when evacuation is the safest course of action. OSHA requires employees to be trained in fire extinguisher use on an annual basis, at a minimum.

A simple fire extinguisher training technique to use with employees is the PASS method:

- Pull the pin on the extinguisher.
- Aim the hose nozzle low toward the base of the fire.
- Squeeze the handle to release the extinguishing agent.
- Sweep the nozzle from side to side at the base of the flames until extinguished.

Knowing how to operate the extinguisher is not the end of training. Employee responders to a fire also should be trained to adhere to the following protocol:

- If appropriate, sound the fire alarm or call the fire department immediately.
- Before approaching the fire, determine an evacuation route safe of flames, excessive heat and smoke. Do not allow this evacuation route to become blocked.
- Use the PASS technique for discharging an extinguisher and back away from the area if the fire flares up again.

- If the extinguisher is empty and the fire is not out, evacuate immediately.
- If the fire grows beyond what can be safely handled, evacuate immediately.

Fire extinguishers are meant to handle only small fires. If a fire becomes too large or the environment becomes too dangerous, employees should know when and how to evacuate the area. If any of the following conditions are present, workers should follow evacuation procedures immediately and should not attempt to fight the fire with an extinguisher:

The fire is too large. The fire involves flammable solvents, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or covers more than 60 square feet in area.

The air is unsafe to breathe. Levels of smoke make the fire impossible to fight without some form of respiratory protection.

The environment is too hot or smoky. Radiated heat is easily felt, making it hard to approach a fire within adequate range of using the extinguisher (about 10-15 feet). It is necessary to crawl on the floor to avoid heat or smoke. Visibility is poor.

Evacuation paths are impaired. The fire is not contained and heat, smoke or flames block potential evacuation routes.