

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

BOARD POLICY NO. 508

SUBJECT: SAFETY PRACTICES

I. OBJECTIVE

To provide the maximum in safety and protection for the employees of the Cooperative and to keep them adequately trained and informed on safe working practices, tools, and equipment.

II. POLICY CONTENT

The Board of Directors, recognizing the importance of safe working conditions for the employees of the Cooperative, has authorized and directed the President & CEO to establish such rules and procedures and to maintain such tools and equipment as necessary to fully implement and enforce the following safe working practices:

A. Rubber Gloves and Fall Restraint Equipment from the Ground Up

All employees shall wear rubber gloves FROM THE GROUND UP and lock to lock.

1. Working on any energized structure, regardless of voltage.
2. Stringing wire on, around, over or near any energized structure, regardless of voltage.
3. Setting or removing structures that are under or near an energized line.
4. At all times when in the aerial basket while working on any energized structure, regardless of voltage.
5. Rubber gloves must always be on the person whenever the body belt is being worn.
6. Rubber gloves and sleeves shall be "AIR" tested and visually checked daily prior to wearing.
7. Body belts, safety belts and climbers shall be inspected daily prior to wearing.
8. Gloves are stored in cabinet at warehouse. Sleeves are stored in a bin on their individual trucks. Each affected employee has been issued sleeves for their personal use.
9. It shall be the policy of the Cooperative to have all used rubber gloves and sleeves tested by an outside firm under the following time schedule.
10. Effective April 1, 2011, all employees shall be required to wear OSHA approved fall restraint equipment when climbing. This equipment shall be provided by the Cooperative.
 - a. 20,000 volt rated gloves every 60 days.
 - i. Each employee is charged with the responsibility to exchange their rubber gloves within the above time periods or sooner as required by daily personal tests. Maintenance and Construction Superintendent is responsible for disbursement of gloves and sleeves.
 - ii. No employee shall operate or work from an aerial basket on energized lines unless

wearing 20,000 volt-rated rubber gloves and a hard hat.

- iii. When working within five feet or reaching or falling distance, employees shall also wear 20,000-volt rubber sleeves. These sleeves shall be tested every six months.

B. Grounds Within Sight

Proper grounds shall be installed WITHIN SIGHT ON BOTH SIDES of working area of all workmen BEFORE beginning work on any de-energized line, including all primaries and bare secondaries.

C. Grounding of Work Equipment

All trucks or equipment shall be properly grounded before use in any manner that may result in contact with an energized line. This includes aerial basket trucks.

D. Hard Hats

Hard Hats shall be worn day or night by all employees when working in the open in relation to lines, substations and similar installations; right-of-way clearing; and when performing inside work of such nature as to expose them to the possibility of falling equipment. Hard hats shall be inspected daily by all employees before work begins. Quarterly inspections will be done by the Safety Supervisor and any defective equipment will be removed from service and replaced immediately. Any visitors present at the worksite are required to wear a hard hat.

E. Cover Up

Energized conductors, insulators, and structures will be covered with approved rubber goods when work is to be done near energized lines. When work is to be done near energized lines, all energized and grounded conductors or guy wires within reach of any part of the body shall be covered with approved rubber goods, in accordance with the Cooperative's Safety Manual Section 602, Flexible Protective Equipment.

In applying flexible protective equipment, an employee shall always protect the nearest and lowest wires first, protecting themselves as they progress. The protective equipment shall extend beyond the reach of the employee's anticipated work position or extended reach distance. In removing rubber protective equipment, the reverse order shall be maintained.

All cover up materials are electrically tested and cleaned on a 6-month rotation. Cover up materials should be put on when an employee is within falling and/or reaching distance of energized circuits or apparatus. It should not be removed until employee is entirely out of falling and/or reaching distance if such circuits or apparatus.

F. Poles

Before climbing any pole or structure, an employee shall take every possible precaution to insure that it is safe to climb and work upon. If the strength of any pole is questioned, it shall be thoroughly tested before climbing. If the pole is unsafe to climb, it shall be braced or guyed before being climbed.

G. Hold Cards

Hold cards shall be properly filled out and displayed at each switching device, for such time as work proceeds and the switch is unmanned. At the OCR on the line the hot jumper will be removed and grounded out. In the substation the OCR will be tripped out and the switch will not be opened. At a line OCR a red flag or hold card WILL BE USED if the hot jumper is NOT REMOVED AND GROUNDED OUT.

H. Seat Belts

Seat belts must be worn AT ALL TIMES by occupants operating or riding in Cooperative owned vehicles.

I. Good Housekeeping

1. Truck beds and compartments shall be kept neat and in safe condition.
2. Heavy material items should not be stacked so high that placing or removing such items would create a lifting or handling hazard.
3. Inventory of materials on trucks will be kept to a minimum supply.

J. Vehicle Inspections

Visual inspections shall be made on all Cooperative vehicles by the Mechanic or Assistant Manager of Operations once a month and so noted on their inspection sheets as to their results. Any adjustments found necessary should be brought to the immediate attention of the individual assigned to the vehicle in question and to the foreman and Assistant Manager of Operations.

K. Care and Operation of Motor Vehicles

All Cooperative vehicles must be operated in accordance with state and local regulations; and posted speed limits must be observed at all times.

When trailers, poles, or loads project beyond the rear of the truck bed, red flags shall be placed at the extreme end of the load or object trailed. At night, service trucks with emergency flashing lights on will follow the line truck or trailer load. All cars and trucks must be equipped with first aid kits, fire extinguishers, flags and flares, in accordance with State and Local regulations.

L. Highway Markers with Flags

Highway markers with flags will be used at all times when a Cooperative owned vehicle is parked in a traffic lane or on a shoulder of any highway, road or street. The markers will be used while stringing wire, (service or primary) across any high-way, road or street. In addition to the markers, a guard with a flag will be on the highway, road or street during wire stringing operations, or at any time that traffic is halted or obstructed.

M. Reporting Accidents and Injuries

Any accident resulting in serious injury or death to an employee or the general public shall be immediately reported to the main office by radio, telephone or in person by the employee who has full knowledge of the incident.

All accidents or injuries, regardless of severity, involving employee/employees shall be reported to Management as promptly as possible. It is the responsibility of each employee to report to his/her foreman, or superintendent, who in turn must report to the Management.

Insurance forms will be completed and signed by Management and employee/employees' involved and a written report will be submitted to the President and CEO. A written report from the attending physician or medical facility will also be required.

N. Safety Meetings

Regularly scheduled safety meetings shall be held for outside employees with the President & CEO present and participating when possible.

Job Safety and Training Instructors will be utilized to present programs periodically that will be of interest to outside and inside employees concerning such subjects as First Aid, Attitude and Absenteeism.

O. Safety Manual

The Board of Directors has adopted as safety rules for the Cooperative the APPA Safety Manual for an Electric Utility, fourteenth edition, 2007 copyright 1977. Each employee shall receive a copy and must comply with these rules and any additions or changes thereof.

P. Personal Tools

The following personal tools are provided: Safety strap, climber straps, and gaffs.

Employees are required to use body belts, straps and climbers as required by the ANSI. All personal tools must be inspected daily before use.

Q. Employees working from aerial lifts are required to wear a safety harness and lanyard that complies with OSHA and ANSI standards. Lanyards should be inspected prior to each use. Any defective lanyard should be removed from service immediately and replaced.

III. OPERATION OF AERIAL LIFTS

All personnel of Grayson Rural Electric Cooperative Corporation are cautioned that the aerial lift is only to be used as a means of elevating to a safe working position. It is not to be considered as a guaranteed insulation from high voltage conductors. Each employee must protect himself from electrical contact by other approved devices and observing all rules and regulations required for working safely on energized structures and conductors.

A. ONLY AUTHORIZED PERSONS SHALL OPERATE AN AERIAL LIFT

1. Body belt shall be worn and a lanyard attached to the boom when working from aerial lift.
2. No employee shall operate or work from an aerial basket on energized lines unless wearing 20,000 volt rated rubber gloves, rubber shoulder length sleeves and a hard hat, when working within five feet or reaching or falling distance, employees shall also wear rubber gloves, 20,000 volt rated rubber sleeves and a hard hat. Sleeves and gloves shall be tested in accordance with Cooperative policy.

2. Employees shall stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.
3. Belting off to an adjacent pole, structure or equipment while working from aerial lift shall not be permitted.
4. Climbers shall not be worn while in an aerial lift basket.
5. Only approved tools designed for the purpose shall be used while working from an aerial lift.
6. No rope, wire or any other non-insulated material shall be hanging from the basket to the ground while working from an aerial lift.
7. Boom and basket load limits specified by the manufacturer shall not be exceeded.
8. Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.

B. POSITIONING OR MOVING VEHICLE MOUNTED AERIAL LIFT

1. Aerial lift truck shall be grounded when working near any energized structure or conductor.
2. The brakes shall be set and the outriggers positioned on a solid surface. Wheel chocks shall be installed before using on an incline.
3. Aerial lift truck shall not be moved when the boom is elevated with or without men in the basket.
4. Before moving an aerial lift for travel, the boom shall be inspected to see that it is properly cradled and strapped, outriggers are in a stowed position and ground removed.

C. PERSONNEL REQUIRED FOR OPERATION

1. Only one employee shall be in the basket when the work requires only one. The other employee shall remain on the ground for supervision, flagman or as a safety operator.
2. When two employees are working from the aerial basket, each employee shall take every precaution that no parts of their bodies are in contact while working on energized structures or conductors.
3. Extreme caution shall be used to see that the employees are not standing on any coil of wire or non-insulated materials lying on the bottom of the basket.
4. It is recommended that all aerial lifts be electrically tested, by approved testing laboratory, every year, pursuant to any change that may be made in K.O.S.H.A. or by O.S.H.A.

IV. SAFETY RULES -- UNDERGROUND DISTRIBUTION

When operating the underground system, all applicable rules for overhead construction shall apply. In addition, the following special rules shall be in effect and considered part of the overall Safety Program.

Employees must follow ALL SAFETY RULES, while performing underground construction and maintenance.

A. Rubber Gloves

1. Rubber gloves shall be worn when opening or working on any energized transclosure installation.
2. Rubber gloves shall be worn and approved cover-up materials installed when working on, reaching in, or within falling distance of energized equipment.
3. Rubber gloves shall be worn and hot sticks used when removing and installing elbows, fuses, bypassing operations, and installing or removing grounds.

B. Before Working on De-Energized Equipment or Circuits

1. A visible open break shall be made.
2. A voltage check should be made.
3. Grounds shall be installed:
 - a. When dual feed is possible, grounds shall be installed on both sides of the work area.
 - b. When only one source of feed exists grounds shall be installed on source side or work area.

C. Special Conditions

1. Precautions shall be taken to prevent feedback of primary and secondary conductors. (Be alert for home generators or standby generators).
2. No work shall be done on one phase of a three phase underground circuit while the other two phases are energized.
3. Trucks shall be grounded while being operated near energized equipment.
4. No compartment containing energized equipment shall be left unattended any time unless approved locking devices are in place and fastened.

V. EYE AND FACE PROTECTION

1. Protective safety glasses are required when there is a reasonable probability of injury that can be prevented by the use of the equipment.
2. Safety glasses shall be issued to employees of the Construction, Maintenance, and Service Departments and to other employees as necessary. Visitors to the worksite shall also be required to wear safety glasses which will be provided.
3. Safety glasses shall be worn under the following conditions: drilling, grinding, driving staples or nails, connecting or removing hot line clamps and jumpers, changing fuses or cut outs.
4. Safety glasses shall be worn while working on energized conductors from aerial baskets.
5. Safety glasses shall be worn while operating the air compressor and drill hammer.
6. Safety glasses shall be worn while changing or installing meters on an energized conductors regardless of voltage.
7. Safety glasses shall be worn when making or tightening connections, using hand tools on

energized conductors regardless of voltage.

8. Safety glasses shall be worn when changing fuses, connections or by passing pad mounted transformers.
9. Safety glasses shall be worn on an energized pole while performing any of the above duties while positioned on the pole.
10. Employee must inspect safety glasses daily before work begins.
11. A quarterly inspection of safety glasses will be completed by the Safety Supervisor.
12. Any defective safety glasses will be replaced immediately and removed from service.

VI. EAR PROTECTION

1. All efforts must be made to reduce the noise level in the work area whenever possible.
2. Ear protection must be worn by the operator while using air compressor and drill hammer.
3. Employees shall wear ear protection whenever blasting, using kinnepak explosives and following directions on the Blasting Operation Form.
4. All visitors to the worksite will be required to wear hearing protection when needed.
5. Employee shall inspect their hearing protection daily.
6. A quarterly inspection shall be completed by the Safety Supervisor.
7. Any defective ear protection will be replaced immediately and removed from service.

VII. RESPONSIBILITY

1. The Management and line superintendent, as well as all Foremen, shall be responsible for carrying out said policy to its fullest extent.
2. Tail gate conferences will be conducted prior to starting of each job.
3. Failure to comply with this policy shall be grounds for disciplinary action, upon previous warnings.
4. All employees will receive a copy of this Board Policy.

VIII. SAFETY RULE ENFORCEMENT

- A. Enforcement is not entirely a matter of discipline but one of constant observation and concern on the part of Management and Supervisors. One of the first steps toward rule observance is that all management and supervisory personnel knows the rules and by adhering to them set a good example.

An employee will be disciplined according to the severity of the infraction and every incident will be handled individually. Chronic infractions will be considered willful misconduct.

In many cases education succeeds where discipline fails; however, when an employee has been

adequately trained and he/she violates the rules the following rules will be adhered to:

1. Upon the first violation a reprimand by his foreman or supervisor.
2. Upon the second violation a reprimand by the President & CEO in the presence of the Foreman or Supervisor.
3. Upon the third violation a suspension without pay, the duration depending on the circumstances.
4. Upon the fourth violation, the employee will be removed from the payroll.

The Cooperative reserves the right to drug and alcohol test all employees. The Cooperative has zero tolerance for the use of drugs and alcohol in the work place and will adhere to all state and federal laws and comply with CDL requirements. Failure of a drug test or if an employee is found to be under the influence of drugs or alcohol during work time will be subject to discipline up to and including dismissal.

- IX. It is quite lengthy to duplicate OSHA requirements and the effects on the Cooperative Safety Program. All provisions that pertain to the Cooperative's functions shall be explained to all personnel and become a matter of record by insertion in an OSHA file and considered a part of the Cooperative's Safety Policy.

Roger L. Trent, Chairman

Billy E. (Eddie) Martin, Secretary/Treasurer

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