



4T CONSTRUCTION
POLICY
MANUAL

4T CONSTRUCTION POLICIES MANUAL

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4T CONSTRUCTION POLICIES MANUAL

1. **4T Construction is a power line construction company whose mission is to provide a high quality service at fair and reasonable prices.**

Our goal is to be competitive with other businesses providing similar services, affordable for the company we serve, and profitable for the company we operate.

To accomplish these goals we must all work together, maintaining an old fashioned sense of pride in our work and in 4T Construction. Our mutual success is dependent on the ideals of **Safety, Quality Workmanship, and Courteous Attitude toward our customers.**

We will reward employees who express these attitudes and values in their daily work. We are committed to maintaining the proven methods of safety while constantly improving our safety practices when new methods have proven to be effective. We are also committed to providing a positive proven training program and being fair and honest with our employees.

We believe in **Service** with **Attitude**.

Service

Service means providing a top quality product at a fair and reasonable price. It also means guaranteeing our work and making sure that our customers and their customers have a good experience with the performance of our company.

Attitude

Attitude means that there is no job too easy or too tough. This includes getting in and doing any job safely and in a timely manner. The willingness to go the extra mile when the going gets tough. The attitude that we can get the job done.

2. 4T Construction is an “Equal Opportunity Employer” which means that it is our policy to be:

- a. Fair and equitable in all our relation with out employees and applicants for employment without regard to: Race, Color, Religion, Sex, Age, Marital Status, National Origin, Genetics, or Disability.
- b. Committed to the concept of equal opportunity employment.
- c. Afford all persons equal access to positions limited only by their ability.

3. **Harassment: It is the policy of 4T Construction to maintain a workplace that is free from discriminatory intimidation, coercion, or harassment including sexual harassment of any employee.**

- a. Incidents of discriminatory harassment by employees, managers, employee supervisors, contractors, vendors, or customers will not be tolerated and should be promptly reported as outlined in this policy so that immediate and corrective action may be taken.
- b. John Gulley, or his designee, is the person responsible for receiving and and investigating complaints of harassment.
- c. Any employee, employee supervisor, or manager who is made aware of an alleged incident of harassment must immediately bring the matter to the attention of John, or his designee, who will take action pursuant to this policy. Employees also have the right to file complaints directly with the North Dakota Human Rights Commission.
- d. Employees are expected to conduct themselves in a professional manner at all times. Prohibited Conduct includes:
 - I- Any verbal or physical conduct that belittles nor demeans an individual because of his or her **race, color, religion, sex, age, marital status, national origin, or disability.**
- e. To assists employees and managers in understanding what discriminatory harassment is, 4T Construction has adopted the following Equal Employment Opportunity Commission (EEOC) standards. Harassment is defined as:

- i- Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, marital status, national origin, or disability, or that of his/her relatives, friends, or associates.
 - ii- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
 - iii- Has the purpose or effect of unreasonably interfering with an individual's work performance.
 - iv- Otherwise adversely affects an individuals employment opportunities.

- f. Examples of harassment include slurs, negative stereotyping, hostile acts, and written or graphic material posted or circulated in the work place that denigrates individuals because of race, color, religion, sex, age, marital status, national origin, or disability.

- g. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct based on gender when:
 - i- Submission to the conduct is an explicit or implicit term or condition of employment.
 - ii- Submission to or rejection of the conduct is used as the basis for an employment decision.
 - iii- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.
 - iv- 4T Construction considers the following conduct to represent some of the types of behavior that violate the sexual harassment policy:
 - 1. Physical assaults of a sexual nature, such as:
 - a- Intentional physical contact that is sexual in nature, such as patting, pinching, grabbing, or touching, or brushing against or poking another employee's body.
 - b- Rape, sexual battery, molestation, or attempts to commit these assaults.

2. Unwanted sexual advances, propositions, or other sexual comments such as:
 - a. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality, or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
3. Preferential treatment or promises of preferential treatment to any employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
4. Subjecting, or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
5. Sexual or discriminatory displays or publications anywhere in the work place by employees, such as:
 - a- Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, demeaning, or pornographic, or bringing into the work environment any such material to read, display, or view at work.
 - b- Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, suggestive, demeaning, or pornographic.
 - c- Displaying signs or other materials purporting to segregate an employee by gender in any area of the work place (other than restrooms)

6. Retaliation for sexual harassment complaints such as:

- a- Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation.
- b- Falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above or pressuring other employees to do so.

- h. The above list is not to be construed as all-inclusive of prohibited acts under this policy. Discriminatory harassment is unlawful, hurts other employees, and has no legitimate business purpose. Any employee who engages in such conduct should be and will be made to bear full responsibility.
- i- Supervisors are responsible for maintaining a work place that is free of discriminatory harassment, but employees are responsible for helping to ensure that harassment does not occur by conducting themselves in an appropriate and respectful manner, and by reporting any harassment observed.
- j. If an employee has a complaint of harassment or discrimination:
 - I: The employee should report the incident immediately to John Gulley or his designee.
 - II: Immediate action will be taken to resolve the matter.
 - III: The complaint will be investigated promptly.
 - IV: The matter will be kept as confidential as possible.
 - V: Whether the alleged conduct constitutes discriminatory harassment will be determined on a case-by-case basis, taking into account the nature of the conduct, the totality of the circumstances, and the perspective of persons of the alleged victim's race, religion, gender national origin, age, or disability.
 - VI: 4T Construction forbids retaliation of any kind against anyone who complains about alleged harassment and will take disciplinary action against anyone who attempts to retaliate.

VII: If, after a thorough investigation of the matter, 4T Construction determines that discriminatory harassment has occurred, appropriate disciplinary action will be taken, up to and including dismissal.

VIII: In the event the employee is not satisfied with the results of the action or of the investigation, he/she may request a review of the matter by the North Dakota Human Rights Commission. A complaint to the commission must be filed within one (1) year of the alleged occurrence.

4. Before any employee is hired, they must:

- a. Submit a 4T Construction application.
- b. Submit a sample of their urine for Urine Analysis.
- c. Complete Commercial Drivers License Questionnaire.
- d. Sign a release form that authorizes previous employers to provide 4T Construction with information about DOT Drug and Alcohol testing results.
- e. Driving record must be verified.
- f. All references must be verified.

5. Observation Status

- a. New hires will be placed on a ninety (90) day Observation Status during which time their abilities, aptitude, and attitude for the position will be evaluated.
- b. It is expected that employees will obtain a Class A CDL within the first ninety days of employment.
- c. Upon the successful completion of the ninety day Observation Status, you will be placed in the position you were hired for as a full time employee.
- d. This policy does not create a real or implied contract of employment nor does it guarantee a certain number of hours per week.

6. All employees will be provided with:

- a. A description of their job responsibilities.
- b. A copy of the Policies Manual
- c. A written statement of wages to be paid.
- d. On-the-job training for their position.

7. Right to Work

We are a right to work company which means that your employment can be terminated at any time for any reason without notice. It also means that you have the right to terminate your employment at any time for any reason without notice.

This Policies Manual is not a real or implied contract and can be changed at any time.

8. Authorized Person For Recommendations

John Gulley, or his designee, is the only person authorized to write a letter of recommendation or to give a reference over the phone. If you expect to give 4T Construction as a reference you must provide a written and signed release.

9. Work and Pay Policies

a. Work Week

Starts at 12:01 A.M. Sunday and ends at 12PM Saturday

b. Work Day

i- Begins at appointed meeting time at the agreed meeting site

ii- Ends:

1. When you arrive back at the meeting site

2. If Per Diem is being paid, the work day ends when your supervisor indicates your shift is done.

3. If you have driven your own vehicle to the work site, the work day ends when your foreman indicates that the shift is done.

c. Lunch Breaks

i- Lunch breaks are for 30 minutes mandatory and are unpaid.

ii- They will be approximately in the middle of the day.

iii- You will not always be close to a store, so it is a good idea to bring a lunch

d. Rest Periods

i- There will be two rest periods of approximately 10 minutes.

These are to be taken while enroute from one area to another.

e. Time Sheets

- i- Weekly time sheets will be provided by your supervisor.
- ii- You are responsible to fill out your time sheets accurately.
- iii- You are expected to account for all hours worked for 4T Construction.
- iv- Time sheets are to be turned in to your supervisor at the end of each week.

f. Pay Day

- i- Pay Day is the 5th of the month for the previous months work.
- ii- A partial draw is given on the 20th of the month.
- iii- If the 5th falls on a weekend or federal holiday, payment will be made on the preceding work day.

10. Employee Benefits

a. Health Insurance

- i- You must work for 4T Construction for ninety (90) days before you are eligible for our employer paid health insurance.
- ii- Health insurance forms will be provided when you are hired. You must fill these out and return them to John Gulley.
- iii- You must be employed full time to be eligible.
- iv- 4T Construction will pay for your health insurance but you are responsible for the cost of your family participation.

b. 401 K

- i- Is a way to begin saving for your retirement.
- ii- You must work for 4T for at least ninety (90) days and have earned at least \$5,000 before you are eligible.
- iii- You can put up to \$10,500 into an account
- iv- 4T will match your deduction up to 3% of your annual income. This match is put into your account at the end of the year.
- v- Contact John Gulley after you become eligible if you are interested.

c. Holidays

4T Construction makes every effort to provide time off for major holidays. They are not paid holidays.

d. Vacation Leave

- i- After you have worked for 4T Construction as a full time employee for one year, you will be granted one week of vacation time.
- ii- Your vacation time can be taken any time during the next year.
- iii- You must provide thirty days notice in writing to your supervisor prior to taking your vacation.
- iv- If you do not take your vacation during the next year, you will lose it. You cannot accrue more than one week vacation.
- v- If you have not taken all of your accrued vacation time when you terminate from 4T, you will be paid for the time you have remaining.
- vi- Vacation Leave shall not accrue to any employee on any kind of absence without pay, suspension without pay, or layoff.

e. Sick/ Personal Leave

- i- If you need to take time off due to illness, injury, or other personal needs you are expected to give your supervisor as much notice as possible.
- ii- Sick or personal leave is **not** paid for.

f. Military Leave

i- Military Leave With Pay

1. Employees who are members of the National Guard or reservists in the Armed Forces of the United States who are directed by proper military authority to participate in ordered and authorized field training under the National Defense Act shall receive military leave with pay for a maximum of one week (40 hours) in any one (1) calendar year. Such leave is exclusive of vacation.
2. Normal weekend drills are not covered by this rule.

ii- Military Leave Without Pay

1. Field training beyond one week will not be paid for.
2. An employee with permanent status who leaves his or her position either voluntarily or involuntarily in order to perform active military duty shall be granted military leave without pay.
3. Employees should try to give their supervisors as much notice as possible so workloads can be adjusted.

g. Workman Compensation

- i- All employees are covered under our Workers Compensation Insurance
- ii- If you are injured on the job, it is critical that you inform your supervisor as soon as possible.
- iii- You must inform your supervisor of what the injury is, how it occurred, when, where, and why it happened.
- iv- Your supervisor is required to fill out an accident investigation report on all accidents and near misses.
- v- All accidents will be investigated by the Safety Committee.

h. Bonuses

Bonuses in recognition of your service are given at the sole discretion of management and are not guaranteed.

I. Per Diem for out of area travel or living

- i- Any per diem must be authorized prior to the job start.
- ii- John Gulley is the only person who can authorize per diem.
- iii- The per diem rate is \$50.00 per day

j. Apprenticeship Program provides experience and documentation that leads to Journeyman Lineman certification for qualified individuals.

- i- Employees must meet our qualifications, make application for and have the recommendation of their Foreman to be accepted into the program.
- ii- Educational materials must be paid for out of pocket.
- iii- You will be reimbursed for educational materials after working at 4T Construction for one year at Journeyman level.

11. Employee Expectations and Responsibilities

a. Customer Satisfaction. Understand that for 4T to continue to stay in business we must satisfy our customers and their customers.

- i- This includes providing the highest quality work for a fair price.
- ii- Making sure that the job sites are clean and safe from hazards when we leave for the day.
- iii- This also means being respectful to those we are providing service for.

iv- Informing residents as soon as we enter their property about:

1. Who you are and who you work for.
2. What you are going to do.
3. About how long it will take.
4. If the power will need to be turned off, how long that will take.

v- It means that if we have to open a gate to enter someone's property, we will close it behind us.

vi- If we damage property in any way, we inform the property owner, contact management, assess what needs to be done to make things right and making them right in a timely manner.

b. Behavior Standards while on the job, in company vehicles, being transported to and from job sites or on company property are expected to be professional. We understand that there are people that we deal with that are difficult to get along with but it is 4T's expectation that you demonstrate respect with whomever you are dealing with.

i- Respect is an attitude that we must maintain towards our customers at all times. This includes McKenzie Electric personnel and their customers.

1. If you are having difficulty with a customer, refer them to your foreman.
2. Profanity within earshot of customers is unacceptable.

ii- Foremen

1. You may not always agree with your foreman. It is our expectation that you talk out your concerns with them.
2. If it cannot be resolved with them, get management involved.

iii- Crew Members

1. We are all part of a team that has to work together.
2. If you have problems with a team member, it is expected that both will make efforts to resolve the problems.
3. If those efforts do not work, then get your Foreman involved.
4. If cannot resolve the conflict with your foreman's assistance, request a meeting with management.

c. Attendance and Timeliness:

- i- All employees are expected to be present and on time for scheduled shifts.
- ii- If you develop a pattern of taking time off or being late to work, disciplinary action will be taken up to and including termination.
- iii- If you have been injured in your off time activities, and need extended time off from work, you **may** be granted time off without pay.
 - 1. Time off without pay is at the sole discretion of John Gulley.
 - 2. The length of time granted is at John's discretion.
 - 3. Time will be granted only if you have a good work record.
- iv- If you are incarcerated for any reason:
 - 1. You are to inform your Foreman at the earliest possible time of the following:
 - a. Your situation (ie- in jail, at home but needing to go to court, etc)
 - b. What you are charged with
 - c. If in jail, your expected length of incarceration.
 - 2. If you do not inform your Foreman, 4T Construction will assume you have quit.
 - 3. Your Foreman will inform John Gulley.
 - 4. Your continued employment with 4T Construction will be evaluated based on the following:
 - a. Past performance
 - b. Projected time needed to deal with your legal issues.
 - c. What are the charges against you.
 - d. Are the charges alcohol or drug related.
 - e. If convicted, will the charges affect your Commercial Driver's License.

- d. Job Responsibilities:** The steps, outlined in brief detail below are what are expected for each employee according to the step that they are currently at. This means, or provides, for the safe training of each employee and allows for a safe advance thru 4T Construction's apprenticeship program. If an employee demonstrates through their actions that they are not ready for the level they are currently at, their level may be changed. (demoted)

i- What is expected of the Groundman Position?

1. This is the beginning in which all of us enter in one form or another: some through schooling and some straight to the field. Either way. We must all start somewhere.
2. In this step, you will learn to safely work around equipment and other personnel.
3. You will learn to safely work according to ground conditions and work site conditions
4. There is both underground and overhead work in which to do. This position exposes you to the great variety of functions necessary to safely build power lines. It also exposes you to the physical elements of this industry.

ii- What is expected of 1st step Apprentice?

1. This is the step in which you start learning about safety requirements of our industry, and it is also the beginning mechanics of the electrical distribution system.
2. You will start the learning process of tools, equipment, and hardware for both underground and overhead systems. This means learning the when, why, and how.
3. There is much to learn to safely work in this profession, and this step is designed to introduce you to the many areas in which we work. It also gives you a broad view of areas of construction and allows you to formulate a more informed decision as to which area you prefer to enter.

iii- What is expected of 2nd step apprentice?

1. In this step, you will learn to build overhead and underground electrical systems in compliance with the utility company for whom we are employed with at the present time.
2. This includes understanding construction manuals and being able to build the job accordingly.
3. You will be able to perform qualified safety watch assignments.
4. Maintain Trucks. This includes material that is normal stock, cleanliness, water, regular inspection of first aid kits, fire extinguishers and working tools needed for each truck or assigned to each truck.
5. In this step you will learn basic linebed operations and pole setting skills.
6. You will learn basic climbing skills.

7. You must have a current first aid and CPR card.
8. You will learn pole top and bucket truck rescue skills, and maintain current records within employee records.
9. You will be required to oversee truck site, grounding, traffic control (signs and cones), and if necessary, redirect foot traffic at your work site.
10. It is your responsibility as safety watch to inform the lineman or Foreman of unsafe conditions in the area in which your crew is working.

iv- What is expected of 3rd step Apprentice?

1. By this point, you will have experienced a lot of basic training in various areas of the power line industry.
2. You should have beginner skills in pole climbing, bucket truck operation, and linebed operation. This is the entrance to the energized aspects of our industry.
3. With qualified personnel, you will be ready to enter into energized areas, including hot pole setting, and hot aerial work with journeyman or higher skill level personnel. It will be the crew Foreman's responsibility to assign qualified people to assist in these areas.
4. Your knowledge of framing, transformer bussing, and application.
5. Cold line construction both overhead and underground will be expanded on throughout this step. In short, this is a critical step requiring the learning of live line clearances, safe energized work zones, and habits.

v- What is expected of 4th step Apprentice?

1. This step is a continuation of experience in all aspects of the industry.
2. You will now be required to assist Foreman and lineman in most aspects of energized work, switching, and live line work.
3. All energized work out of a bucket truck or off of an energized pole will be done with the assistance of a journeyman or higher classification.
4. By the end of this step you will have sufficient skills with rope pullers and tensioners.

5. You will be able to pull underground wire efficiently, terminate cables, and prepare underground systems for energizing.
6. You will be efficient with hot pole setting both from operator position or ground position.
7. You will also learn and be proficient with live line transmission poles.
8. This step is monitored for the ability to identify possible hazards and be able to obtain help.
9. At the end of this step, you should have basic rigging skills for both the over head and underground areas of a distribution system.

vi- What is expected of 5th step Apprentice?

1. This step is designed to teach employee leadership skills.
2. In this step you will begin to learn radio communications with the contracting PUD, be able to do line energizing, and safely lead a crew.
3. In this step you will learn to communicate crew needs and get assistance in areas that require higher skill levels.
4. This step will contain both hot 1-phase and light 3-phase work, both energized and de-energized. This must be performed with qualified personnel. You must be assisted in 3-phase junctions by employees of equal or greater skill level, meaning 5th step or greater with Foreman or Superintendent as qualified safety watch.
5. This step requires supervision as it is the beginning of transformation to journeyman.
6. Within this step the components of underground distribution must be obtained and understood.

vii- What is expected of 6th step Apprentice?

1. You must be able to receive instruction from a Foreman, lineman, or supervisor and safely carry out those instructions.
2. Be able to and understand switching in both underground and overhead systems.
3. Have working knowledge of McKenzie Electric dispatching system.

4. You must be able to perform both overhead and underground work safely and efficiently.
5. Must be able to do most 3-phase overhead and underground work safely and efficiently.
6. You must be able to assist journeyman or other hot line apprentices in their duties and instruct employees in safe work-procedures. This includes bucket truck, linebed, backhoe, and all rigging applications.

Viii- What is expected of Journeyman position?

1. You must be able to perform all duties of a Foermen.
2. These include evaluating each job.
3. Prepare material and dig lines.
4. Identify line protection equipment and properly use in accordance with utility company to which system belongs.
5. To properly instruct all crew members and educate in proper safe working habits.
6. You must be able to adequately protect all your crew, and build your job to the satisfaction of both your employer and utility company that you are performing services for.
7. Evaluations are an ongoing process both in the field and through research of records.

ix- What is expected of Foreman position?

1. This position requires all the skills of journeyman with the added responsibility of overseeing that the job is conducted in a safe manner using accepted methods by the Contracting PUD and OSHA sanctioned programs.
2. You will be responsible for the documentation of your work, your tail board meetings, and your work orders in that they are accurate to work performed and prepared for billing.
3. You will see that your job materials are checked in and out correctly according to the needs of the Contracting PUD material handlers.

4. You are responsibility for the safety of your entire crew and the safe operation of that crew. This includes all hot line holds with knowledge of whereabouts and making sure 4T Construction management and Contracting PUD dispatch is informed as to such. This means from start of work day until all men and equipment are in clear.
5. You must have working knowledge of the Contracting PUD's Emergency Response System. If working for a different PUD, then a working knowledge of their system.

12. Safety Policies

a. **First**, we must understand the **safety** of the employees of 4TConstruction and the power company we serve along with their customers as well as the public in general, is our first and foremost concern. We work in aq high risk profession that has the potential of permanently disabling or killing you, your crew members and the public. If you do not take safety seriously, you put yourself, your crew members and the public at great risk. As our future depends upon our actions now, we will help each other obtain these goals as a solid foothold on our safety program. The following policies are not simply suggestions, but are mandatory for employment with 4T Construction. Voluntary violations of the following rules and information will be met with immediate action. Anyone found in voluntary violation or crew involvement will receive disciplinary action including unpaid time off from work. First offense will carry a one day loss of work without pay; a second offense will carry one week unpaid time off; a third time will be permanent dismissal from 4T Construction. All employees must sign 4T Construction safety guideline sheet that verifies you have read all of out safety guidelines.

b. Prevention thru Education

1. Nothing replaces carefully supervised in-field training coupled with education derived from outside information and training.
2. *Can we swing to far with a safety program?* Yes and No
 - i- No, there is no such thing as being too safe. If we are using the guide lines established for our profession, paying attention to our overall work scope and communicating well from supervisor throughout all personnel, we cannot be too safe.

- ii- Yes, if we start trying things that are outside these parameters without research and qualification, then we can endanger ourselves or someone outside our company.
- 3. We will use and follow OSHA's safety handbook as well as the Contracting PUD's best practices.
 - a. We will conduct ourselves in a manner which meets or exceeds these safety procedures.
 - b. We will adequately document our meetings in written form.
 - c. This is going to require a restructure of our present procedures. This will be accomplished by defining classification and job descriptions for each. These steps will be evaluated thru monitoring each employee in the field and establishing a documentation system that will verify their skills and proficiency as they progress thru the steps.
 - d. Each employee will satisfy their supervisor and general superintendents expectations before moving to the next classification.
 - e. Book knowledge is only part of our evaluation system. Again, I must specify that field conduct and knowledge is the defining evaluation.
- c. **A Safety Committee** represented by the various aspects of our company will meet monthly to address any safety concerns.
 - i- Any concerns that you have about safety need to be directed to one of the members of this committee.
 - ii- Any accidents that result in injury or property damage or any near misses must be reported on a Supervisor Accident Investigation and Report Form.
 - iii- All accidents and near misses will be investigated by the Safety Committee.
- d. **Safety begins with an attitude of Team Work**
 - i- It does not matter what position we have on the team or how long we have been on the team, all must be safety conscious.

e. **Working in energized work zones**

i- Energized Work Zone – personnel, equipment, or any conductive material that are within 60” of lines energized at operating voltages of 34.5 kV or less for distribution circuits. No employee less than 3rd step shall be within the energized work zone unless accompanied by a qualified person of journeyman classification or greater and under a safety watch. This includes lines energized or de-energized if within 60” rule. If clipping in de-energized wire, installing transformers, building risers, or work of this nature where contact possibility has been minimized thru application of protective barriers, then 3rd step apprentices may work with qualified safety watch. To address pole setting, the same rules apply. In order to obtain proper barriers as a 3rd step apprentice, hard board may be applied with shotgun while maintaining proper clearances. Rubber gloves and sleeves must be worn to obtain 60” live line protection. No stick work may be performed without a journeyman except for the application of approved cover in the form of hard board, installation of hot taps, or closing of doors with qualified safety watch.

ii- Specific rules pertaining to an approach to lines energized above 4160 V are as follows: No approach closer than 60” until both rubber gloves and sleeves are worn; once proper barriers are in place, no approach closer than 2' 7” for voltages above 4160V to 34.5kV; 3' 6” for 69kV. These clearances conform to OSHA Regulations.

iii- No employee shall work alone in an energized area over 4160V, except to apply hard board, install hot tap, or close switches with safety watch present. This means that two linemen or one lineman and one 3rd step apprentice with qualified safety watch will perform energized work. If line is de-energized and grounded, and proper cover installed adequate to obtain 60” rules, then two apprentices of 3rd step or greater may perform de-energized work with qualified safety watch. This clarifies clipping rules along with close proximity applications such as transformers, risers, or other de-energized work. In the underground department there will be no switching or parking of energized cable without protective equipment in place.

iii con't- There must be qualified personnel in proximity and aware of work being performed inside hot underground devices after barriers are applied. All conductors are to be considered energized until proven de-energized and grounded. If de-energized conductors are within 60” of energized conductors they will be considered energized and worked as energized.

iv- Protective barriers adequate for voltages being worked on will be used on all conductors within 60” of personnel regardless of qualifications. (Example: an 8' crossarm from center is 48” to end- this is inside the 60” rule. Most phases on inside position of a fiberglass spreader arm are only an additional 12” which is still inside the 60” rule, not even considering width of employee or space between 2 employees working out of the same bucket). Adequate cover is essential to maintaining 60”! Within underground devices, the secondaries are to be considered live with protective barriers installed.

v- Insulation and Isolation are our most effective methods of assuring a safe work environment. We must do everything possible to accomplish this part of our work. Often times this can be accomplished with cover, removal of grounds, or finding a way to de-energize the work area. Un-insulated guy wires, pole grounds, and interior grounding devices are just a few examples of our dangers. Insulation and isolation serve two purposes: first, they help protect employees doing work: second, they help protect our safety personnel as well as the public. Pole grounds must be cut 8' above ground level, and grounding inside underground devices must be covered.

f. Protective Equipment We have covered a lot of energized subjects, but let us not forget the basic safety issues. We must wear protective equipment to protect ourselves against everyday dangers. Hardhats, gloves, glasses, and proper footwear are all essential to our safety. Truck grounds, housekeeping yard and job site cleanliness all play a part in everyone's safety! When we keep safety first, We will accomplish these goals.

g. Interaction With Power Company Dispatching

i- General Rules

- 1. All work on energized circuits must be done within power company dispatch guidelines.** Hot line holds, clearances, energizing, or de-energizing of conductors over 600 volts must be done with dispatcher coordination.
- 2. Outages must be coordinated a minimum of 48 hours in advance unless customer notification can be accomplished infield and to the satisfaction of the dispatcher on duty.**

ii- Clearances

1. Clearances will be required before working on de-energized parts of the primary or transmission system that can be energized at high voltages.
2. Clearance will be required on new lines or equipment at the that they have the capability of being energized.
3. All clearances must be coordinated and issued by the appropriate operator, dispatcher, or to the person in charge of the work.
4. Clearances will be released only by the person to whom they are given or by his or her supervisor in unusual cases.
5. Clearances will not be released by one worker to another except through the appropriate operator or dispatcher.
6. Clearances will be issued after all designated switches have been opened and an air-gap has been established (i.e. airbreaks, disconnects, jumpers, rolled-down power circuit breaker, etc), rendered inoperable, locked, tagged, and a visual inspection by a qualified worker has been made.
7. When more than one independent crew requires the same line, equipment, or generator to be de-energized, each crew must have the de-energized circuit, equipment, or generator cleared and tagged individually, unless working under the direct supervision of a single foreman or supervisor who has the circuit, equipment, or generator cleared and tagged for him or herself.
8. To establish a clearance, the appropriate operator, dispatcher. Or generation specialist will:
 - a. Coordinate and give instructions to de-energize the line or piece of equipment.

- b. State his or her name, the time, and to whom the clearance is given.
 - c. Log all switching, names, and times as instructions are completed.
9. To establish a clearance, the requesting worker will:
- a. State his or her name and the line or apparatus needing needing clearance.
 - b. Repeat all instructions given by the appropriate operator, dispatcher, or generation specialist.
 - c. Begin work only after testing or grounding or the approved hot line methods are used.
10. When de-energized lines or equipment are to be worked on in Oregon, a visible open is required. (rule 437-003-220)
11. Exceptions to rule 203.9:
- a. The line or equipment must be de-energized, clearly identified, and isolated from all voltage sources.
 - b. All switches and disconnects through which electric energy may be supplied to the line or equipment to be worked must be de-energized.
 - c. All switches and disconnects must be clearly tagged.
 - d. When the design permits, all switches or disconnects must be rendered inoperable.

iii- Hot-Line Hold

- 1. Hot-line hold for electrical equipment is assurance that if the equipment goes de-energized, it will not be re-energized until workers are clear. The phrase “hot-line hold” always pertains to energized equipment.
- 2. Hot-line hold cannot be given or taken on the load side of line reclosers, except where the recloser is equipped with a non-reclosing mechanism.
- 3. All hot-line holds must be taken and released through the System dispatch center, and hot-line hold tags must be installed at the point of supervisory or manual control. (while the hot-line hold is in effect).
- 4. Hot-line hold will not be issued for work beyond reclosers that do not have the hot-line hold feature.

iv- Transmittal Of Orders

1. All verbal orders or requests regarding switching must be repeated by the person receiving them.
2. Relaying of switching should be avoided whenever possible.
3. If relaying is required, the dispatcher must make sure the orders are clearly understood by the person doing the switching.

v- Tagging

1. All tags will be designed so that the person applying the tag can write the name of the crew or person receiving the clearance, the name of the person applying the tag, the date, and the time on the tag. The tag must be a type which the writing will not erase because of conditions.
2. The tag attachment must withstand 50 pounds of force before breaking.

vi- Phone Switching

1. When multiple switching is required or multiple personnel are working, all switching must be done over the radio, not by cell phone.
2. If field workers are in a radio dead zone, they broadcast on the radio and use landlines to contact the dispatcher.
3. The dispatcher will broadcast starting and ending clearances on the radio so others will know switching is taking place.

h. Substations

i- General Rules

1. Observe clearance rules in Dispatching and Clearance section.
2. Only qualified persons or trainees under the direction of qualified persons are permitted to work on equipment in stations and substations. (This does not prevent the operation of switches, controls, etc., by employees when ordered to do so by persons responsible for operating the station). Any work with unusual or abnormal conditions should be performed by substation personnel.
3. All substation must be able to identify the proper use of all circuits switches, piping, valves, appliances, etc., within their jurisdictions or which they may be called upon to operate and must identify such before operating.

4. Obtain permission to work on equipment from the appropriate dispatcher, power plant operator, or substation area leader.
5. Notify the appropriate transmission or distribution dispatcher or power plant operator when entering or leaving substations or switching stations.
6. Upon entering an attended substation, each visiting employee must report to the employee in charge to receive information on special system conditions affecting safety.

ii- Safe Working Conditions

1. Before starting work, examine nameplates to find which facilities adjacent to the work area are energized at what voltages.
2. **Energized Lines (50 volts to 600 volts)**
 - a. Use rubber gloves when working on or near voltages 50 volts to 600 volts unless the line is de-energized and verified open by a qualified employee.
 - b. Install grounds if possible.
3. **Energized Lines (600 volts and Above)**
 - a. Use table R-6 requirements as the guidelines for working clearances.
 - b. If it is necessary to reduce table R-6 requirements, the minimum working distance and minimum hot-stick distances from the single energized part involved in the work area may not be reduced to less than the distance from the phase to the nearest grounded surface.
 - c. **Exception:** Qualified employees protected from accidental contact by one of the suitable barriers, barricades, or protective devices, may encroach the R-6 table requirements.
 - d. If it is necessary to reduce the working distance to less than the distance from the phase to the nearest grounded surface, then de-energize and ground the equipment according to proper procedures.
 - e. Exercise extreme caution in handling of bus bars, tower steel, and equipment in the vicinity of energized facilities.

iii- Grounding

1. Do not start work on or near high voltage conductors or devices that are supposed to be de-energized until they have been tested, grounded, short circuited with one or more grounding sets or the use of an approved hot stick method.
2. When workers must work on or near both sides of an open de-energized, high-voltage conductor or apparatus, the conductor, apparatus must be grounded and short-circuited on both sides of the open point before work is started.
3. Any time a de-energized line or apparatus must be worked without grounds attached, it must be worked as if energized, while observing the proper hot-line methods.

iv- Connection and Removal of Grounds

1. When a ground is to be connected to a line or to equipment, attach the grounded end connection first, and then the other ends by means of an approved hot-line tool.
2. When a ground is to be removed, remove the grounding device from the line or equipment using an approved hot-line tool before removing the ground-end connection.
3. Grounding conductors for personal protection must be at least 1/0 copper or 3/0 aluminum. The grounding clamps must be Company approved and have, as a minimum, the ampacity of the grounding conductors. (200A)

v- Telephone and Control Circuits

1. Before work is started, ground all open wire telephone control circuits or open de-energized conductors exposed to high-voltage induction or possible physical contact with high-voltage lines.
2. **Exception:** When telephone or control circuits must be kept in operation, use approved hot-line tools and other protective equipment in accordance with the highest voltage circuits to which such telephone or control circuits are exposed.
3. A single conductor installed adjacent to a power line and used for carrier coupling may be found in some locations. Treat this conductor in the same manner as an open wire telephone line. Mark all coupling devices.

vi- Equipment Testing (Exceptions)

There are specific equipment tests where the grounds must be removed.

In those cases the person in charge of the work must:

1. Comply with all the requirements of a clearance.
2. Apply grounds.
3. Remove only those grounds necessary for testing.
4. Use every precaution to ensure the safety of workers while testing is being accomplished.
5. Reapply grounds before working on the equipment.

vii- Equipment

Booster Transformers

1. All bucking and boosting transformers which have an energized case:
 - a. Must be painted with a 1-foot wide horizontal red band before being connected, and
 - b. Must be fused on the primary side.
2. Do not open the primary circuit of a boosting or bucking transformer while the load voltage circuit is connected to the high-voltage lines. A dangerously high high voltage may be induced in the high-voltage circuit of the booster.

viii- Capacitors

1. Before working on power capacitor units, wait at least 5 minutes after disconnecting from power. Then ground and short-circuit the bank before starting work. Do not depend on the internal resistor to discharge capacitors.
2. Take care when shorting and grounding a capacitor bank to make portions of the bank have not been isolated by blown fuses or separating conductors. If there are isolated units, they must be individually shorted and grounded.

ix- Current Transformers

Short circuit the secondary of energized current transformers before opening the secondary current circuit. In addition, use voltage limiters or a secondary cluster.

x- Surge Arrestors

Consider all parts of an arrestor to be energized when the isolator is in the blown position.

xi- Power Transformers

When working on de-energized power transformer load-tap changers, workers should be aware of internal and external voltage supplies to the load-tap changer.

xii- Regulators

1. Before closing the by-pass switches of any substations regulator, place the regulator in the neutral position and disable the control circuit. Inspect the by-pass equipment or switches for defects before taking the regulator out of service.
2. Consider load, voltage, turn ratio, MVA and impedance when paralleling transformers. Before paralleling transformers that have load tap changers or separate regulators, disable the automatic control circuit.

xiii- Work on Apparatus

xiv- Avoid Accidental Operations

Tag, block, disable or set all switches or other controls in position to ensure against accidental operation.

xv- Fuses

Handle all fuses on energized circuits of over 350 volts with proper protective equipment.

xvi- Doors, Barriers or Protective Devices

Unless you are a qualified employee, do not disturb doors, barriers or protective devices on live electrical equipment.

xvii- Working on Apparatus in Confined Spaces

Refer to “Confined or Enclosed Spaces” in underground section.

xviii- Fences and Gates

1. Temporary Fences
 - a. Any time a portion of a permanent fence is removed and the area is to be left unattended, install a temporary fence to prevent entry into the substation.
2. Removing or Expanding Fences
 - a. Any time a fence is added to, or the area is expanded, move the station grounding grid to the new fence line before constructing the fence.
 - b. If a fence or any portion of a fence is to be removed, it must be removed before any part of the grounding grid.

xix- Entrances

Keep entrances to all unattended substation facilities closed and locked.

xx- Structures

When working on a substation structure, use all appropriate safety equipment- ladders, hard hats, safety belts, harnesses.

xxi- Access, Lifting, and Support Equipment

Inspect all ropes, chain blocks, slings, jacks, step ladders, scaffolds, access ladders, and hoisting and support equipment before their use as well as during their use.

I. Overhead Power Systems

i- Employee Duties

1. Inspect all support structures such as wires, poles, fixtures, anchor rods and ladders before going up them.
2. When any pole is stripped (all parts removed), test for shell rot, i.e. visually check, sound test,. Support the pole if needed, before beginning work.
3. Before the strain is increased on any guyed pole, the anchor rod must be examined and replaced if needed.

ii- Hot Line Tools

1. Maintain hot-line tools in excellent condition. Maintenance of sticks in a must in order to keep them from absorbing moisture.
2. Store hot-line tools either by special means to keep them apart, or in protective bags.
3. Daily inspect each hot-line tool individually and wipe clean before use. Perform dielectric tests on hot line tools every two years. OSHA rule 1910.269
4. If there is any doubt about the serviceability of any hot-line tool, remove it from service.
5. Use hot-line tools only as they were designed to be used. Field modification of approved hot sticks shall not be made. Approved hot stick modifications will be done only by properly trained workers or sent to factory.
6. Two qualified linemen or one lineman and an apprentice must work on a pole (from the pole or bucket) when hot-line tools are used on energized lines. Emergencies, fusing transformers, operating line disconnects, connecting or disconnecting equipment risers,

6. con't- hot line jumpers, and installing and removing grounds exempt the two person requirement.
7. Use a breaker stick of appropriate length on ropes and web hoists when used on voltages above 5kv.
8. Avoid regular hot-line tool or rubber glove work in wet weather or in heavy or gusty wind.
9. While working on structures with multiple circuits, cover the circuits below with protective equipment or spread with approved hot-line tools.
10. Do not attempt work that is beyond the capability of the equipment or tools on hand.
11. Perform hot-line work in accordance with company practices and training. Any deviation from standard practices is the sole responsibility of the person in charge of the work.

iii- Rubber Goods

1. Rubber gloves must be used only with approved leather protectors.
2. Do not use rubber gloves and sleeves that have not been tested within 90 days of intended use.
3. Test all other rubber goods even if unused every six months.
4. Return all damaged rubber gloves or any rubber items in question to laboratory for testing.
5. All rubber goods must be well protected. Do not store in areas where other tools could scratch or puncture them. Keep them dry and free from oil and petroleum products. Store rubber goods out of sunlight.
6. Before using any rubber protective equipment, visually inspect it to assure it is clean and free from tears, scratches and punctures. Air test rubber gloves before each use.
7. Use low-voltage gloves for voltages of 600 volts or less only. Inspect gloves and use them with leather protectors.
8. Wear high-voltage sleeves with rubber gloves when the upper arms or shoulders may come in contact with electricity over 50 volts.
9. Wear rubber gloves and high-voltage sleeves when electrical contact with upper body could result from slips or falls.

iv- Equipotential Zone Bonding and Grounding

1. Do not start any work on or near high-voltage conductors or devices (when such conductors or devices are supposed to be de-energized) until they have been tested, grounded, and short circuited with one or more grounding sets, using the approved hot-stick method.
2. Install and remove protective grounds on phases with the proper hot-line tool.
3. When removing grounds, remove the grounding device from the line or equipment first, using approved hot-line tools.
4. Grounding conductors for personal protection must be at least 1/0 copper or 3/0 aluminum. The grounding clamps must be company approved and have a minimum ampacity of 200 amps.
5. When it is necessary for workers to touch either side of an open de-energized high-voltage conductor, they must close the open with a jumper or work it hot with high-voltage gloves and sleeves.
6. Any time a de-energized line or apparatus must be worked without grounds attached, it must be worked as if energized, while observing the proper hot-line methods.

v- Working Distances

1. Do not situate any employee or conducting object closer than the Table R-6 distances to an ungrounded or energized conductor or apparatus.
2. The minimum working distances and the minimum hot-stick distances stated in Table R-6 must not be violated, except as stated in barrier guidelines in company policy.
3. **Exceptions to Table R-6 Rules**
 - a. An employee may reduce the distances listed in the R-6 table if:
 - i- The employee is insulated or guarded from the energized part (gloves with sleeves rated for the voltage involved are considered to insulate the employee from the energized part). Gloves and sleeves must be rated Class 2, 20,000-volts or:
 - ii- The energized part is insulated or guarded from employee and any other conductive object as during live-line bare-hand work.

vi- Work Around Energized Circuits

1. No pole may be set in or removed from an energized line above 600 volts with less than a 10 foot isolation gap in pole ground. Pole covering or phase covering is required
2. The person in charge of work must determine the number of people required for work on or near line conductors of 600-volts or greater.
3. When an employee is sent out alone on work, the hazards of which are unknown, the employee must determine, after observing the conditions, if additional people are required to safely complete the work.

vii- Energized Lines 50 to 600 Volts

1. Use proper protective equipment when working on lines or equipment energized 50 volts to 600 volts.
2. Use rubber gloves when working on or near voltages 50 volts to 600 volts unless the line is de-energized and verified open by a qualified employee. Install grounds if possible.
3. Employees should not remove or install socket-type meters on voltages of 250-volts and above unless the meter socket is verified de-energized by a qualified employee.

viii- Energized Lines 600 Volts to 13.2 Kilovolts

1. Work on lines or equipment normally energized at 600 volts to 13.2 kilovolts may be performed by one of the following methods:
 - a. With rubber gloves and sleeves, or:
 - b. With approved hot sticks, or:
 - c. When lines or equipment are de-energized and grounded.
2. Use rubber gloves or hot-sticks when installing or removing protective equipment on conductors or equipment energized at 5000 volts or less.
3. Install protective equipment and devices with hot sticks when used on conductors or equipment energized in excess of 5000 volts.
4. Work on energized conductors and equipment over 5000 volts with rubber gloves and sleeves, shall be done from an insulated platform or bucket truck, except when installing or removing protective rubber from work pole.
5. Workers within reach of each other must not work on different phases of the same circuit, or on different circuits, or on one energized phase and a ground at the same time.

6. When working on ungrounded conductors using rubber gloves and sleeves, employees must use portable protective insulation and position themselves to prevent accidental contact with other uncovered conductors, grounds, conductive parts of structures, and apparatus. Maintain the proper clearance in Table R-6.
7. When working on ungrounded conductors, install temporary jumpers with approved hot sticks before making permanent jumpers using the rubber glove method. (Connections to open devices and circuits that are totally visible may be made with rubber gloves and sleeves.
8. Wear rubber gloves and sleeves when pulling in or removing conductors or setting poles in the hot working area of energized lines.
9. Wear rubber gloves and sleeves at all times when portable insulation is being installed or removed by hand.

Ix Energized Lines Above 13.2 Kilovolts

1. Perform work on voltage above 13.2 kilovolts only as follows:

- a. With approved hot-stick tools and approved conductor and insulator covers rated for the voltage involved, or:
- b. When lines, conductors and apparatus are de-energized and grounded.

2. Testing of Equipment or Lines

- a. Comply with all requirements of a clearance.
- b. Apply grounds.
- c. Remove grounds.
- d. Use every precaution to ensure the safety of workers during testing.
- e. Reapply grounds after tests.

3. Line Transformers

Always be aware of backfeed from other sources.

a. Installation

- i- Connect secondary and neutral transformer ground first.
- ii- After the transformer is energized, verify the correct secondary voltage before energizing for service.
- iii- Wear rubber gloves or isolate test equipment before checking voltage.

b. Disconnecting

- i- De-energize and isolate the primary of the overhead transformer before disconnecting secondary bussing.
- ii- Remove secondary, secondary neutral, and transformer ground.

c. Paralleling Transformers

- i- Connect secondary neutral and transformer ground first.
- ii- Energize primary side.
- iii- Perform voltage and phase checks.
- iv- Ensure proper voltage and phasing
- v- Connect secondary output last.

4. Capacitors

- a. Before working on power capacitor units, wait at least 5 minutes after disconnecting from power. Then ground and short circuit the bank before starting work. Do not depend on the internal resistor to discharge capacitors.
- b. Take care when shorting and grounding a capacitor bank to make sure portions of the bank have not been isolated by blown fuses or separating conductors. If there are isolated units, they must be individually shorted and grounded.

5. Current Transformers (CT)

- a. The secondary of energized current transformers must be short circuited before opening the secondary side of the CT.
- b. Use voltage limiters if possible.

6. Lightning Arrestors (Surge)

All parts of an arrestor are considered energized when the isolator is in the blown position

7. Regulators

- a. An energized regulator must be in the neutral position and control circuit must be on “**manual**” (never automatic) or be turned off before by-pass switching is performed.
- b. Regulators may be placed in and removed from service only by qualified personnel.

8. Wire Stringing

- a. When stringing conduction near energized lines or equipment of 50 volts or above, reel attendants must:

- i- Wear rubber gloves and be insulated from the earth or ground, or:
 - ii- Work from the reel platform or truck.
 - b. Do not mount or dismount reel platform, truck, or trailer while conductors are in motion.
 - c. Ground take-out or take-in wire (reels, trucks, or reel trailers)
 - d. Use traveling grounds on the conductor being installed or removed near energized circuits or equipment. Connect traveling ground to an effective ground source.

9. Tool and Protective Equipment Inspection

a. Hand Lines

- i- Inspect hand lines periodically.
- ii- Hand lines must not be less than 3/8 inch in diameter and must be strong enough to lower a worker.
- iii- Use only approved hand line shieves with hand lines.
- iv- Make “Becky's” out of the hand line rope, or larger.

b. Lineman's Tools

- i- Inspect all lineman's tools and replace when necessary.

10. Pole-top, Air-break Switches

- a. Ensure the operating handle is connected to a multi-grounded neutral and/or is grounded to an approved ground as specified in the Distribution Design Construction Manual, and the Station Design and Construction Manual.
- b. Where protective high-voltage rubber gloves when opening or closing pole-top switches which are outside of substation enclosures. Wear sleeves when conditions require them.
- c. Observe the position of all blades when opening or closing the pole top switch and report them to the dispatcher.

j. Excavations and Trenching and Underground Distribution

- i- Do not enter a trench or excavation deeper than 5 feet, without shoring, unless the banks are reposed (sloped) as specified.
 - 1. Solid rock, shale or cemented sand and gravels, 90 Degrees
 - 2. Compacted angular gravels, 63 Degrees or 5:1 slope ratio.
 - 3. Average Soils, 45 Degrees or 1:1 slope ratio
 - 4. Compacted sharp sand, 33 Degrees or 1.5:1 slope ratio
 - 5. Well rounded loose sand, 26 Degrees or 2:1 slope ratio

- ii- Shore up or repose the sides of trenches less than 5 feet deep if conditions indicate hazardous ground movement.
- iii- Shore or brace to prevent slides or cave-ins when the excavations or trenches are made in locations adjacent to back-filled excavations.
- iv- Shore and brace to prevent slides or cave-ins where excavations are subject to vibrations from railroad or highway traffic or machinery operation.
- v- Any time an employee is in a trench or excavation more than 4 feet deep, an access ladder must be in place no further than 25 feet away. The ladder must extend above the ground line at least three feet.
- vi- In excavations where employees will enter, pile excavated material at least two feet back from the edge of the trench. If it is impossible to pile dirt two feet back from the edge, use effective barriers around the edge of the digging.
- vii- If the trench has groundwater or runoff, or if shoring is required, refer to special OSHA requirements in 29 CFR 1926.650 thru 1926.652

k. Confined or Enclosed Spaces

i- Air Quality: Test the atmosphere in any underground manhole, vault, or tank for oxygen deficiency and combustible gases.

ii- Recommended Procedure for Testing

1. Test before you open the lid or door by probing with Lower Explosive Limit (LEL) and Oxygen testers near or through the entry.
2. Remove or open the entry and test from top to bottom, and all corners and spaces (pipes, ducts, etc) that can be reached.
3. If tests find any risks, ventilate and test again. Continue to test at frequent intervals until the space is clear to enter.
4. After entering, continue to test and ventilate.

iii- Ventilation Procedures

1. Use approved ventilating equipment.
2. Place and mount ventilating fans so that only clean air will be circulated.
3. Place ventilation hose outlet as close as possible to the equipment floor.
4. Ventilate manhole or vault at least 5 minutes before entering.
5. Use ventilation equipment or ventilate manhole or vault continuously while workers are in the hole.

iv- Entry

1. Use a ladder to enter or leave manholes.
2. Riding on transformers or other equipment when they are being raised or lowered into manhole is prohibited
3. Use extreme caution when entering a 504 or smaller vault. Perform a thorough check of all connections and cables to ensure worker safety.

v- Housekeeping

1. Keep flammable rags and solvents in closed containers.
2. Pick up trash during work and after the job is completed.

vi- Special Caution

1. Keep tools and other items away from the edge of the hole.
2. When covers of manholes or vaults are removed, immediately protect the opening with a barrier, temporary cover, or other suitable guard.
3. While work is being performed in manholes, an employee must be available in the immediate vicinity to render emergency assistance. The employee may enter the manhole for short periods to provide routine assistance.

4. Exception

This does not preclude a qualified employee, working alone, from entering a manhole for a brief period of time where energized cables or equipment are in service for the purpose of inspection, housekeeping, or similar work if such work can be performed safely and **Testing and Ventilation has been accomplished.**

5. Wear chemical gloves, face shields, and aprons when using cleaning solvents.

1. Low Voltage (50- 600 volts)

- i- Use personal protective equipment and tools when working on lines or equipment energized 50 volts to 600 volts.
- ii- Use rubber gloves when working on or near voltages of 50 volts to 600 volts unless line is de-energized and verified open by a qualified employee. Install grounds if possible.

m. 600 Volts and Above

- i- Do not work on underground power cables or devices normally energized above 600 volts unless they are properly tested and grounded on all possible sources and as close as possible to work location.
- ii- If grounding or spiking is impractical because cable and equipment are installed without ground accessibility, work on the cables is permitted only after two qualified workers agree that conductors are isolated from any power source. Place clearance tags where required.
- iii- Wear protective rubber gloves when opening or closing any energized device or enclosures. Wear sleeves when conditions require their use.
- iv- Considered all uncovered high voltage bushings and terminators to be energized until covered or grounded.
- v- Do not operate load break terminators within a walk-in vault until terminators have been de-energized.
- vi- When working on energized, high voltage, underground circuits, perform all connections and disconnections with approved hot sticks.
 - 1. Do not use rubber gloves to loosen, connect, or disconnect energized load break terminators.
 - 2. When a load break terminator cannot be disconnected by use of an approved hot stick:
 - a. Disconnect power from load break terminator and desired cable section with the nearest available disconnecting device.
 - b. After proper clearance and grounding procedures have been performed, remove a stuck load break terminator by any means.
 - c. Make sure load break terminators are fully connected or disconnected. A partially disconnected load break terminator may form an arc, causing an explosive failure while energized.

n. Metallic Sheath Cables

When working on buried cables in vaults or manholes, the metallic sheath must be maintained by bonding across the opening, grounding the sheath, or by other means. The sheath or shield may be sectionalized provided each section is effectively grounded.

i- Grounding

- 1. Install and remove de-energized, high voltage underground Residential Distribution circuit grounds with approved hot sticks.
- 2. Treat underground series street light circuits as live, unless they are de-energized and grounded.

3. Anytime a de-energized line or apparatus must be worked on without grounds attached, it must be worked as if energized, while observing the proper hot line methods.
- ii- Spiking**
1. Before cutting into URD cable or opening a splice, identify spike and ground the cable. Spike a fault or open on both sides.
 2. Tests
 - a. Comply with all clearance and grounding requirements before performing tests. Perform the tests after grounds are removed.
 - b. After testing is completed, and before workers can work on the cables, reinstall the grounds.
- o. Identification and Protection**
- i- When more than one cable exists at work site, protect cables not being worked on, as needed.
 - ii- Perform electrical tests on all identified cables unless identity is obvious by reason of distinctive appearance, such as telephone cable, etc.
- p. Enclosure Security**
- i- Safeguard open or unlocked enclosures containing energized devices.
 1. Barricade, isolate, cover with suitable protective insulation, or directly attend to the energized circuits or devices to prevent accidental contact.
 2. At all other times close, secure, and lock the enclosure.
 - ii- Use multiple securing devices when available. Only one securing device is necessary during maintenance operations while the site is temporarily unattended.
- q. Aerial Equipment**
- i- Safety Equipment**
1. Aerial safety equipment must be provided and used with approved loops, straps, or other means for workers to attach their safety equipment.
 2. When working from aerial manlift equipment, workers must be secured to the equipment with a Class III harness and shock absorber lanyards.

3. Attach safety shock absorber lanyards to the boom of the aerial lift.
4. Inspect and test safety equipment daily using the manufacturer's recommendations.
5. Use flashing warning lights and required warning signs on vehicles with aerial equipment.
6. Do not modify or remove any safety equipment or devices without prior written approval.

ii- Moving of Aerial Equipment

1. Riding in the basket or bucket is limited to short distances, as in structure to structure moves. (Extreme caution should be exercised to avoid low hanging lines or other objects).
2. Lower booms to the cradle position before moving equipment.

iii- Outriggers

1. On bucket trucks and lifting trucks equipped with outriggers, extend and set the outriggers before elevating the boom.
2. Use outrigger pads when earth or terrain is uneven or unstable.
3. Ensure that workers are clear before lowering outriggers.
4. Inspect and operate outriggers daily before use.

iv- Grounding of Aerial Equipment

1. When working near energized lines or equipment, ground aerial equipment if possible, or barricade and work as if energized.
 - a. Ground aerial lift equipment to an effective ground (multi-grounded distribution neutral, station or substation ground grid, multi-ground transmission shield wire, or a pole ground which is attached to a multi-ground distribution neutral of #4 ACSR or smaller in ampacity). If effective grounding is not possible, barricade the equipment.
 - b. Barricade aerial equipment with a minimum of 6 cones and encircle equipment with a continuous warning tape if grounding to an approved grounding system is not obtainable.
2. In any situation, no person should be allowed to touch a vehicle in any way that could cause current flow through that person if the vehicle should become energized.
3. The person in charge of the work, after discussing the potential hazards with the crew, will decide if it is necessary to bond the equipment into the equipotential zone.

Note: Equipotential grounding creates a possible hazardous situation for workers on the ground due to step and touch

3. con't: potentials. Keep contact with grounded or bonded equipment to a minimum.

v- Operation of Aerial Equipment

1. A qualified worker must observe from the ground while an aerial device is being used to perform work on voltages of 600 volts or greater.

Note: A qualified employee may perform switching using the hot stick method without an observer on the ground.

2. Only a qualified worker is permitted to operate aerial equipment near high-voltage lines.
3. All employees on the crew must be proficient with the override boom controls.
4. Each employee required to work with bucket trucks must be trained to perform bucket rescue.

vi- Working from a Bucket

1. Stand firmly on the floor of the bucket. Do not stand on the edge of the bucket.
2. Do not use a ladder or similar devices in a bucket to extend a person's reach.
3. Do not belt off to a structure while working from a bucket.
4. Employees may climb out of a bucket if all safety rules are followed and fall-restraint harness devices are used.

vii- Controls

1. Do not operate aerial equipment around energized lines from the ground except when wearing rubber gloves and standing on approved insulating mats.
2. Stand on metal platform, when provided, at the controls.
3. Do not step down from the platform when boom and equipment are near energized lines or equipment.
4. Operators of line trucks may not leave their positions at the controls while a load is suspended.

r. Motor Vehicle Operation

All drivers must drive safely and courteously when operating Company vehicles or privately-owned vehicles used for Company business.

i- Regulations

1. All federal, state, and local regulations governing the use of vehicles on streets, roads, and highways, must be observed by each company driver.

2. Employees driving company vehicles must carry the valid operators license required by state and federal regulations.
3. Employees must operate company vehicles safely at all times. Drivers must be courteous towards other drivers and pedestrians.
4. Only authorized persons may ride in company vehicles.
5. Drivers transporting hazardous materials must comply with local, state, and federal regulations.

ii- Backing

1. Use extreme care when backing vehicles.
2. When backing a vehicle, a designated employee should signal the driver.

iii- Seat Belts

All drivers and passengers must wear seat belts in company or privately-owned vehicle used for or during company business.

iv- Vehicle Equipment

1. Company vehicles must have all items required by local, state and federal laws.
2. Auxiliary equipment mounted on the vehicle must not interfere with the safe operation of the vehicle.
3. **Do not** operate company equipment with faulty brakes, steering gear or safety equipment.
4. **Do not** modify or remove any installed safety equipment.
5. Install safety barriers to protect people when carrying tools or loose items (transformers, unbalanced equipment, crossarms, etc.) in the cargo or bed areas of equipment.
6. Use proper towing methods and towing equipment when towing vehicles. Vehicle brakes must be adequate for towing.

v- Trailers

1. Trailer must meet federal and state requirements for their intended use.
2. Test safety devices such as lights, brakes, and safety chains.

vi- Runaway Vehicle Prevention

Use the following precautions to prevent runaway vehicles:

1. While vehicles or trailers are parked on inclines or uneven terrain, place chocks firmly on the downward incline side of the tires. Chocks are required on vehicles weighing 10,000 GVW or more.

2. Use parking brakes on all light duty trucks. Rocks or logs may be used to chock wheels in vehicles are parked on incline.

vii- Jump Starting Vehicles

1. Do not stand between vehicles.
2. First, attach the red-clamped cable to the positive terminal of the discharged battery.
3. Second, attach the other end of the red-clamped cable to the positive terminal of the charged battery.
4. Third, attach the black-clamped cable to the negative terminal of the charged battery.
5. Fourth, attach the other end of the black-clamped cable to the engine or frame of the disabled vehicle, away from the discharged battery. Discharged batteries can explode when attached to charged batteries.
6. After starting vehicle, remove cables in reverse order.

viii- Driving Distractions

Cell phones, radios and work orders can distract vehicle operators. Operators should pull off to the side of the road in a clear area to:

- a. Use cell phones or radios, or
- b. To read or review work orders, addresses, maps, and other materials .

- s.** Will there be **future expansion** in our safety program? Yes. As we move forward, we must expand this important part in our company policies. Proper headway must be gained to protect ourselves, the utilities we work for, and the public in which we ultimately serve. Our very survival depends upon our everyday workmanship qualities!

To address our internal problems which include horseplay, rumoring, fudging on time sheets, fuel card or credit card abuses, the same disciplinary actions will be followed. We are ONE company and should act accordingly. We cannot provide a safe work environment without every employee striving for the same goals.

13. Violence in the workplace is highly detrimental and disruptive to our our business. It hurts morale and is destructive to the teamwork that is necessary for Safety. Violence can be instigated by customers, former employees or from fellow crew members. Though we are not responsible for other people's actions, we are responsible for our own. The following are guidelines for dealing with potentially violent people or situations.

a. From Customers

- i- It is always a possibility as we interact with customers out in the field.
- ii- If a customer is upset about something, it is important to listen to what they are angry about.
- iii- **Do not** discount what they are saying.
- iv- **Do not** act defensive.
- v- **Do not** argue.
- vi- Refer them to your foreman.
- vii- If you are on their property- leave.
- viii- Remove yourself from the situation if it begins to escalate.
- ix- If they become physically violent, do what is necessary to protect your health and well-being.
- x- Contact your foreman
- xi- Contact the authorities

b. From Former Employees

- i- If a former employee is upset about something, it is important to listen to what they are angry about.
- ii- **Do Not** discount what they are saying.
- iii- **Do Not** act defensive.
- iv- **Do Not** argue.
- v- Refer them to your foreman.
- vi- If they become violent, do what is necessary to protect your health and well-being.
- vii- Contact your foreman.
- viii- Contact the authorities.

c. Between Each Other

- i- It is expected that conflicts between each other will happen.
- ii- It is also expected that you behave like professionals and talk through those conflicts.
- iii- If talking directly to each other does not resolve the problem then request the involvement of your Foreman.
- iv- If violence occurs, both parties will be put on administrative leave without pay until an investigation is completed and a decision is made about how to resolve the conflict.
- v- Administration takes the safety of all personnel seriously and will take disciplinary action up to and including discharge if it is determined that you cannot or will not control your anger.
- vi- Violence between each other affects everyone and destroys the team work that is necessary for our overall safety.

14. Drug and Alcohol Safety Standards

- a. We are a drug and alcohol free work place.** This means that being on the job while under the influence is strictly prohibited and can be cause for discharge for misconduct.
- b.** All employees of 4T Construction must sign a **memorandum of understanding** that they will abide 4T Construction's drug and alcohol policy as a condition of employment. This memorandum of understanding shall be placed in the employee's personnel file.
- c. Two Types of Monitoring Exist** at 4T Construction.
 - i- Because all of our employees are expected to have or obtain a Commercial Driver's License and because we cross state lines, 4T Construction must have drug and alcohol testing procedures as outlined by the Department of Transportation.
 - ii- In addition, because we work in a high risk industry, any level of drugs or alcohol in your system can be dangerous to yourself, your crew and the larger community. You will find listed below our general drug and alcohol testing guidelines.
- d. A Urine Analysis will be given:**
 - i- As a condition of employment.
 - ii- Conducted randomly by DOT standards
 - iii- Upon return to duty after an extended absence.
 - iv- As a follow up for a past positive urine analysis.
 - v- If a serious accident occurs or a series of minor accidents occurs.

- e. A Urine Analysis may be requested or the employee may be asked to take the day off without pay if:**
- i- There's reasonable suspicion of drug or alcohol use.
 - ii- Alcohol is smelled on your breath.
 - 1. If you are sent home without pay, your Foreman will document their suspicions and the actions taken. If it happens a second time a urine analysis will be required.
- f. If any substances are detected and the Urine Analysis is verified, you will be placed on administrative leave without pay until a decision is made about your employment.**
- g. Any employee or prospective employee who tests positive:**
- i- Will be informed in writing of the results of the test including what substances were involved.
 - ii- Will be given an opportunity to discuss and explain the positive results with a medical review officer or other qualified person.
 - iii- May request that the same sample be retested by a certified and mutually agreed upon laboratory.
 - 1. A request for retest must be done within seven (7) working days of the first confirmed positive test notification and must be paid for by the employee or prospective employee requesting the test.
 - 2. If the retest results in a negative test outcome, 4T Construction will reimburse the employee for the cost of the retest, compensate the employee for his time if suspended without pay, or if terminated solely because of the positive test. The employee shall be re-instated with back pay.
 - iv- An employee who has a positive urine analysis may be given the option to be reinstated as an employee if the employee:
 - 1. Gets a substance abuse evaluation by an approved evaluator with the results provided to 4T Construction.
 - 2. Completes all recommendations through an approved rehabilitation, treatment, or counseling program.
 - 3. Provides a clean urine analysis.
 - 4. Signs an agreement that states that any future positive urine analysis will result in immediate termination.
- h. Any employee will be placed on administrative leave without pay or terminated who:**
- i- refuses to take a requested urine analysis.
 - ii- Alters or attempts to alter a test sample.
 - iii- Submits a urine sample that is not his or her own.

- I. All information, interviews, reports, statements, memoranda or test results written or otherwise received through a substance abuse testing program shall be kept **confidential** and intended to be used only for:
 - i- 4T Construction's internal business use.
 - ii- In a proceeding related to any action taken by or against 4T Construction concerning substance use by the employee,
 - iii- As required to be disclosed by the United States Department of Transportation or regulation or other federal law.
 - iv- As required by service of legal process.

- j. **Any drinking or drug use on company time, on company property, while operating company equipment, or while being transported by company personnel is prohibited and is cause for immediate dismissal.**

- k. Though it is your **right to drink** on your own time it is your responsibility to:
 - i- Show up to work when scheduled
 - ii- Be on time
 - iii- Have no alcohol or drugs in your system.
 - iv- Be clear headed enough to work safely.
 - v- Maintain your Commercial Drivers License.

15. Disciplinary Actions

- a. 4T Construction's policy is to utilize the principals of **progressive discipline** to correct an employee who has not observed some standard of performance or conduct. It is important to understand the philosophy of progressive discipline does not apply to so-called major offenses. It applies only to the lesser offenses which, however, make up the bulk of disciplinary situations.
- b. John Gulley or his designee is the only individual authorized to **suspend** an employee without pay or to **terminate** an employee.
- c. North Dakota is an **“at will”** employment state and 4T Construction is an **“at will”** company, which means any employee may be terminated immediately for any reason.
- d. The decision to take any form of disciplinary action will be **supported by facts** that are verifiable and by actions, which are appropriate for the offense and consistent with previous actions for similar offenses.

- i- Facts may be verifiable by keeping a log or file to document good and poor performance. This documentation can be used in either the performance evaluation process or in the disciplinary process only if it was discussed with the employee at the time of documentation.
- ii- All material in the file or log is available to the employee for review. Employees may challenge any information contained in the file or log and have it removed if proven inaccurate.
- Iii- Once the facts have been investigated and verified and it becomes necessary to institute disciplinary action, the following examples of penalties may be used depending upon all factors covered. No precise formula or fixed pattern of penalties can be given as representing proper corrective discipline. The following disciplinary actions are listed in suggestive order of severity.
 1. Oral warning which is to be documented by your supervisor.
 - a. Documentation should include:
 - i- What the problem is
 - ii- What needs to change
 - iv- Date and time the problems were discussed with you.
 2. Written reprimands will be given by John Gulley.
 - a. Documentation will include:
 - i- Date and time
 - ii- The specific reasons for the written reprimand.
 - Iii- The policy or rule that has been violated, if applicable.
 - iv- What is expected to change.
 - v- Time frame to review if change has happened.
 - vi- What will happen if there is no change.
 3. Demotion with a reduction in pay
 - a. Documentation will include:
 - i- What position you are demoted to
 - ii- What you are expected to do to regain your position.
 - Iii- What your pay will be with demotion.
 4. Suspension without pay
 - a. Documentation will include:
 - i- The length of the suspension.
 - ii- What is expected when you return to work.

5. Dismissal

- iv- Such an array of penalties does not imply that 4T Construction must exhaust all penalties in sequential order (1 thru 5) for repeated infractions, though we will normally have an oral warning then a written reprimand before going to suspension or dismissal.
- v- In deciding what type of disciplinary action to take, the following factors will be considered:
 1. What rule was violated or what misconduct is involved.
 2. The employee's prior conduct record, good and bad.
 3. The employee's length of service.
 4. The period of time that has elapsed since the employee's last disciplinary action.
 5. Did the employee's infraction have a negative impact or create an unprofessional image of 4T Construction.
 6. Mitigating or aggravating circumstances, while they do not excuse the employee's action completely, they could lessen the severity of the disciplinary action taken.
 7. All written reprimands will be prepared by John Gulley.
 8. Copies of all documentation of verbal reprimands, written reprimands and disciplinary letters will be placed in the employee's file and in the office file.

16. Equipment Usage

- a- Before using any company equipment for the first time, it is mandatory that your Foreman verify your ability to operate the equipment.
- b- You are responsible to assure all equipment that you use is in safe working condition.
- c- All vehicle oil and radiator fluid levels must be checked prior to operating any 4T Construction vehicle.
- d- All vehicles must be inspected to insure safe operation before leaving the yard each day. You must note in the DOT log that you have inspected the vehicle.
- e- If you become aware that any equipment is not operating correctly, sounds different than it has in the past, is smoking, or in any raises concerns about its operation:
 - i- You are to stop using the equipment.
 - ii- Inform your Foreman of the problem.
 - iii- Attempt to repair the problem if you have the ability to do so.

- iv- If you cannot repair the equipment, fill out a Request For Repair Form.
- v- Turn in the form to your Foreman.
- vi- Your Foreman is required to turn all Request For Repair Forms in to appropriate persons.
- f. All DOT logbooks must be kept current.
 - i- The driver of the vehicle is responsible to log daily.
 - ii- The supervisor is responsible to check and submit all log books for his crew weekly.
- g. Any use of company equipment during off time without John Gulley's prior authorization is prohibited and may result in termination.
- h. Any use of company equipment while under the influence is a serious violation of company policy and grounds for immediate termination.

17. Department of transportation Commercial Drivers License Regulations

4T Construction expects all employees who do not have a CDL to obtain one within the first ninety days of employment. You cannot operate any of our vehicles until you have this license.

- a. You must fill out 4T Construction Commercial Driver License Questionnaire
- b. You must review the Department of Transportation brochure “What Employees Need To Know About DOT Drug & Alcohol Testing”
- c. If you currently have a CDL or have had one in the past, you must fill out a release of information form that allows 4T Construction to contact former employees concerning your alcohol and drug use record.
- d. To obtain a CDL, if you have never had one, you must:
 - i- Have a current non-commercial driver's license in the state that you reside.
 - ii- Be physically qualified to operate a commercial vehicle.
 - iii- Obtain a physician's certificate of fitness.
- e. You must carry your Commercial Driver's License and your Physician's Certification with you when driving 4T Construction's vehicles.
- f. You must provide a copy of your Commercial Drivers License, your Physician's Certification and a copy of your auto insurance to 4T Construction Management.

- g.** All employees who have a CDL are subject to Urine Analysis in the following situations:
 - i- Pre-employment
 - ii- Reasonable suspicion/ cause
 - iii- Random
 - iv- Return-to-duty
 - v- Follow-up
 - vi- Post-accident
- h.** Prior to driving any of our vehicles, we must receive a negative result on your pre-employment urine analysis.

18. Department of Transportation (DOT) Alcohol & Drug Testing Program

- a.** Conduct that is prohibited by DOT regulations includes the following:
As a safety sensitive employee.....
 - i- You must not use or possess alcohol or any illicit drug while assigned to perform safety-sensitive functions or actually performing safety-sensitive functions.
 - ii- You must not report for service, or remain on duty if you:
 - 1. Are under the influence or impaired by alcohol.
 - 2. Have a blood alcohol concentration .04 or greater.
 - 3. Have a blood alcohol concentration of .02 to .039, you are not permitted to continue working until your next regularly scheduled duty period.
 - 4. Have used any illicit drug.
 - iii- You must not use alcohol within four hours of reporting for service or after receiving notice to report.
 - iv- You must not report for duty or remain on duty when using any controlled substance unless used pursuant to the instructions of an authorized medical practitioner.
 - v- You must not refuse to submit to any test for alcohol or controlled substances.
 - vi- You must not refuse to submit to any test by adulterating or substituting your specimen.

- b.** DOT tests for the following drugs:
 - i- Marijuana metabolites/ THC
 - ii- Cocaine metabolite
 - iii- Amphetamines (including methamphetamine)
 - iv- Opiates (including codeine, heroin, morphine)
 - v- Phencyclidine (PCP)
- c.** Prescription medications and over-the-counter (OTC). Prescription medicine and OTC drugs may be allowed. However you must meet the following minimum standards:
 - i- The medicine is prescribed to you by a licensed physician, such as your personal doctor.
 - ii- The treating/ prescribing physician has made a good faith judgment that the use of the substance at the prescribed or authorized dosage level is consistent with the safe performance of your duties.
 - iii- To assist your doctor in prescribing the best possible treatment you must provide your physician with a detailed description of your job.
 - iv- The substance is used at the dosage specified or authorized.
 - v- If you are being treated by more than one physician, you must show that at least one of the treating doctors has been informed of all prescribed and authorized medications and has determined that the use of the medications is consistent with the safe performance of your duties.
 - vi- Taking the prescription medication and performing your safety-sensitive functions is not prohibited by agency drug & alcohol regulations. However, other DOT agency regulations may have prohibitive provisions, such as medical certification.
 - vii- You must inform 4T Construction management that you have been prescribed a medication.
 - viii- You must provide a written statement from your Physician that indicates that the prescribed dosage level along with the medication you may be taking is consistent with the safe performance of your duties.
 - ix- If you are taking over-the-counter it is expected that you will consult your pharmacist concerning the safety of it's use while performing your duties.

- d.** Safety sensitive employees are subject to drug or alcohol testing in the following situations:
- i- Pre-Employment
 1. As a new hire, you are required to submit to a drug test.
 2. Only after 4T Construction receives a negative drug test result may you begin performing safety-sensitive functions.
 3. This also applies if you are a current employee transferring from a non-safety-sensitive function into a safety-sensitive position.
 - ii- Reasonable Suspicion/ Cause
 1. You are required to submit to any test (whether drug, alcohol, or both) that a Foreman requests based on reasonable suspicion.
 2. Reasonable suspicion means that one or more trained Foremen reasonable believes or suspects that you are under the influence of drugs or alcohol.
 3. They cannot require testing based on a hunch or guess alone: their suspicion must be based on observations concerning your appearance, behavior, speech and smell that are usually associated with drug or alcohol use.
 - iii- Random
 1. You are subject to unannounced random drug & alcohol testing.
 2. Alcohol testing is administered just prior to , during, or just after performing safety-sensitive functions.
 3. No manager, supervisor, official or agent may select you for testing just because they want to.
 4. 4T Construction uses a truly random selection process. Each employee has an equal chance to be selected and tested.
 5. Just prior to testing, you will be notified of your selection and provided enough time to stop performing your safety sensitive function and report to the testing location.
 6. Failure to show for a test or interfering with the testing process can be considered a refusal.

iv- Post-accident

1. If while performing safety sensitive functions you are involved in:
 - a. An accident resulting in the loss of life.
 - b. A non-fatal accident resulting in the driver receiving a citation under state or local law for a moving violation.
2. You will then have to take a drug test and an alcohol test.
3. Post-accident tests must be performed as soon as possible.
 - a. Controlled Substances must be performed within 32 hours following the accident.
 - b. Alcohol tests must be performed within 8 hours of the accident.
 - c. Drug or alcohol tests administered by law enforcement qualify as the needed tests.
4. You are required to remain available for this testing and are not permitted to refuse testing.
Remember: Safety-sensitive employees are obliged by law to submit to and cooperate in drug & alcohol testing mandated by DOT regulations.

v- Return To Duty

1. If you have violated the prohibited drug and alcohol rules, you are required to take a drug and/ or alcohol test before returning to safety-sensitive functions for 4T Construction.
2. You are subject to unannounced follow-up testing at least 6 times in the first 12 months following your return to active safety-sensitive service.

vi- Follow-up

1. The amount of follow-up testing you receive is determined by a Substance Abuse Professional (SAP) and may continue for up to 5 years.
2. This means the SAP will determine how many times you will be tested (at least 6 times in the first year), for how long, and for what substance (i.e. drugs, alcohol, or both).
3. 4T Construction will ensure that follow-up testing is conducted and completed.
4. 4T Construction requires that all follow-up tests are collected under direct observation.

5. Follow-up testing is in addition to all other DOT required testing.
- e. The drug testing process always consists of three components:
- i- The Collection
During the collection process, a urine specimen collector will:
 1. Verify your identity using a current valid photo ID, such as driver's license, passport, employer issued picture ID etc.
 2. Create a secure collection site by:
 - a. Restricting access to the site to only those being tested.
 - b. Securing all water sources and placing blue dye in all standing water.
 - c. Removing or securing all cleaning products/ fluids at the collection site.
 3. Afford you privacy to provide a urine sample.
 - a. Exceptions to the rule generally surround issues of attempted adulteration or substitution of a specimen or any situation where general questions of validity arise, like an unusual temperature.
 - b. The other exception is during follow-up testing.
 4. Ask you to remove any unnecessary garments and empty your pockets. (you may retain your wallet)
 5. Instruct you to wash and dry your hands.
 6. Select to have you select a sealed collection kit and open it in your presence.
 7. Request you to provide a specimen (a minimum of 45ml) of your urine into a collection container.
 8. Check the temperature and color of the urine.
 9. In your presence, pour the urine into two separate bottles (A or primary and B or split), seal them with tamper-evident tape, and then ask you to sign the seals after they have been placed on the bottles. **Remember:** Neither you nor the collector should let the specimen out of your sight until it has been poured into two separate bottles and sealed.
 10. Ask you to provide your name, date of birth, and daytime and evening phone numbers on the Medical Review Officer Copy (Copy #2) of the Federal Drug Testing Custody and Control Form. (CCF)

- 11.** This is so the Medical Review Officer (MRO) can contact you directly if there is a question about your test.
- 12.** Complete necessary documentation on the Laboratory Copy (Copy #1) of the CCF to demonstrate the chain of custody (i.e. handling) of the specimen.
- 13.** Give you the Employee Copy (Copy #5) of the CCF and may suggest you list any prescription and over-the-counter medications you may be taking on the back of your copy of the CCF. (this may swerve as a reminder for you in the event the MRO calls you to discuss your test results).
- 14.** Package and ship both sealed bottles and completed CCF to a U.S. Health and Human Services (HHS) certified testing laboratory as quickly as possible.
- 15.** If you are unable to provide 45ml of urine on the first attempt, the time will be noted and you will be:
 - a. Required to remain in the testing area under the supervision of the collection site personnel, their supervisor, or a representative from 4T Construction.
 - b. Leaving the testing area without authorization may be considered a refusal to test.
 - c. Urged to drink up to 40 oz. of fluid, distributed reasonably over a period of up to three hours.
 - d. Asked to provide a new specimen (into a new collection container).
 - e. If you do not provide a sufficient specimen within three hours, you must obtain a medical evaluation within five days to determine if there is an acceptable medical reason for not being able to provide a specimen.
 - f. The physical exam is schedules after the designated employer representative consults with the medical review officer. The physician chosen to complete the evaluation must have expertise in the medical issues raised and be acceptable to the Medical Review Officer.
 - g. If it is determined that there is no legitimate physiological or pre-existing psychological reason for not providing a urine specimen, it will be considered a refusal to test.

h. All DOT drug tests are completed using the Federal Drug Testing Custody and Control Form. Those words appear at the top of each form.

ii- Testing at the laboratory

At the laboratory the staff will:

1. Determine if flaws exist. If they do, the specimen is rejected for testing.
2. Open only the A bottle and conduct a screening test. Specimens that screen positive will be analyzed again using a completely different testing methodology to confirm the initial result.
3. If the specimen tests negative in either test, the result will be reported as a negative.
4. Only if the specimen tests positive under both methods will the specimens be reported to the medical review officer as a positive test.
5. Report the findings of the analysis of the A bottle to the medical review officer.
6. Store the A and B bottles for any reported positive, adulterated or substituted result for at least 12 months.
7. The lab may conduct specimen validity tests (SVT) to determine if the specimen was adulterated or substituted. Tests found to be adulterated or substituted are also reported to the MRO and may be considered a refusal to test.

iii- Review by the Medical Review Officer (MRO)

Upon receipt of the test results from the laboratory, the MRO will:

1. Review paperwork for accuracy.
2. Report a negative result to the Designated Employer Representative. (DER)
3. If the result is positive:
 - a. Conduct an interview with you to determine if there is a legitimate medical reason for the result.
 - b. If legitimate medical reason is established, the MRO will report the result to the DER as negative.
 - c. If not, the MRO will report the result to the DER as positive.
4. If the result is an adulterated or substituted test:

- a. Conduct an interview with you to determine if there is a legitimate medical reason for the result.
 - b. If a legitimate medical reason is established, the MRO will report the result to the DER as cancelled.
 - c. If not, the MRO will report the result to the DER as a refusal.
 - 5. Report a non-negative test result to the DER if:
 - a. You refuse to discuss the results with the MRO.
 - b. You did not provide the MRO with acceptable medical documentation to explain the non-negative test result.
 - 6. Inform you that you have 72 hours from the time of the verified result to request to have your B “split” bottle sent to another certified lab for analysis for the same substance or condition that was found in the A “primary” bottle.
- f. Alcohol test administration
 - i- The DOT performs alcohol testing in a manner to ensure the validity of the testing as well as provide confidentiality of the employee's testing information.
 - ii- At the start of the test, a Screening Test Technician (STT) or a Breath Alcohol Technician (BAT), using only a DOT device will:
 - 1. Establish private testing area to prevent unauthorized people from hearing or seeing your test results.
 - 2. Require you to sign Step #2 of the Alcohol Testing Form (ATF)
 - 3. Perform a screening test and show you the test result. If the screening test result is an alcohol concentration of less than 0.02,
 - a. no further testing is authorized.
 - b. There is no DOT action to be taken
 - c. The technician will document the result on the ATF.
 - d. Provide you a copy and
 - e. Provide your employer a copy
 - 4. If the screening test result is 0.02 or greater, you will be required to take a confirmation tes, which can only be administered by a BAT using an Evaluated Breath Testing (EBT) device.

- a. The BAT will:
 - i- Wait at least 15 minutes but not more than 30 minutes, before conducting the confirmation test.
 - ii- During that time you are not allowed to eat, drink, smoke, belch, put anything in your mouth or leave the testing area. **Remember:** Leaving the testing area without authorization may be considered a refusal to test.
 - iii- Perform an “air blank” (which must read 0.00) on the EBT device to ensure that there is no residual alcohol in the EBT or in the air around it.
 - iv- Perform a confirmation test using a new mouthpiece.
 - v- Display the test result to you on the EBT and on the printout from the EBT.
 - vi- Document the confirmation test result on the ATF.
 - Vii- Provide you a copy and...
 - viii- Provide your employer a copy.
 - ix- Report any result of 0.02 or higher immediately to your employer.
5. If after several attempts you are unable to provide an adequate amount of breath,
 - a. The testing will be stopped.
 - b. You will be instructed to take a medical evaluation to determine if there is an acceptable medical reason for not providing a sample.
 - c. If it is determined that there is no legitimate physiological or psychological reason, the test will be treated as a refusal to test.
6. Confirmation test results are the final outcome of the test.
7. Result action:
 - a. Less than 0.02: No action required under 49 CFR Part 40
 - b. 0.02 – 0.39: FMCSA requires that you not resume safety sensitive functions for 24 hours. (382.505)

- c. 0.04 or greater: Immediate removal from safety-sensitive functions. You may not resume safety-sensitive functions until you successfully complete the return-to-duty process.
- g. If you believe you were unfairly selected for testing:
 - i- If you are instructed to submit to a DOT drug or alcohol test and you don't agree with the reason or rationale for the test, take the test anyway.
 - ii- Don't interfere with the testing process or refuse the test.
 - iii- After the test express your concerns to John Gulley or his designee.
 - iv- You can also express your concerns to the appropriate DOT agency drug and alcohol program office.
 - v- Whomever you decide to contact, you need to contact them as soon as possible after the test.
- h. DOT regulations prohibit you from refusing a test. The following are some examples of conduct that the regulations define as refusing a test, (see 49 CFR Part 40 Subpart I and Subpart N):
 - i- Failure to appear for any test after being directed to do so by your employer.
 - ii- Failure to remain at the testing site until the testing process is completed.
 - iii- Failure to provide a urine or breath sample for any test required by federal regulations.
 - iv- Failure to permit the observation or monitoring of you providing a urine sample (Please note tests conducted under direct observation or monitoring occur in limited situations. The majority of specimens are provided in private).
 - v- Failure to provide a sufficient urine or breath sample when directed, and it has been determined, through a required medical evaluation, that there was not adequate medical explanation for the failure.
 - vi- Failure to take a second when directed to do so.
 - vii- Failure to cooperate with any part of the testing process.
 - viii- Failure to undergo a medical evaluation as part of "shy bladder" or "Shy Lung" procedures.
 - ix- Failure to sign Step #2 of the ATF.
 - x- Providing a specimen that is verified as adulterated or substituted.

- I. If you test positive, refuse a test, or violate an agency specific drug & alcohol rule:
 - i- Your Foreman or administrator will immediately remove you from DOT regulated safety-sensitive functions.
 - ii- You will not be permitted to return to performing DOT regulated safety sensitive duties until you have:
 - 1. Undergone an evaluation by a Substance Abuse Professional. (SAP)
 - 2. Successfully completed any education, counseling or treatment prescribed by the SAP prior to returning to service.
 - 3. Provided a negative test result for drugs and a breath test less than 0.02 of alcohol. (Return To Duty Testing)
 - 4. Upon return to a safety-sensitive job, you will be subject to unannounced testing for drugs and/or alcohol no less than 6 times during the first 12 months of active service with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP).

- j. Substance Abuse Professionals (SAP)
 - i- They play a critical role in the workplace testing program by professionally evaluating employees who have violated DOT drug and alcohol rules.
 - ii- SAP's recommended appropriate education, treatment, follow-up tests, and aftercare.
 - iii- They are the gate-keepers to the re-entry program by determining when a safety-sensitive employee can be returned to duty.
 - iv- SAP's are required to have a certain background and credentials which include clinical experience in diagnosis and treatment of substance abuse disorders.
 - v- They must also complete qualification training and fulfill obligations for continuing education courses.
 - vi- While SAP's do make recommendations to 4T Construction about an employee's readiness to perform safety-sensitive duties,
 - 1. SAP's are neither an advocate for the employee or 4T Construction.

2. Make return-to-duty recommendations according to their professional and ethical standards as well as DOT regulations.

Remember: Even if an SAP believes you are ready to return to work, 4T Construction is under no obligation to return you to work. Under DOT regulations, hiring and reinstatement decisions are left to the employer.

vii- There are several resources to finding an SAP.

1. 4T Construction will provide you with a list of SAP's names, addresses and phone numbers that are available to you.
2. Also, several organizations, that offer SAP training maintain lists of SAP's.
3. Don't forget to search the internet or check your local yellow pages for any SAP listings.

k. Job status if you violate drug & alcohol regulations

i- Under Federal regulations, the main requirement for employers is to immediately remove employees from performing DOT safety-sensitive jobs.

ii- 4T Construction may choose to:

1. Place you on administrative leave without pay, until you complete the return-to-duty process.
2. Terminate employment

iii- 4T Construction's decision about your job status will be based on:

1. Past performance
2. Past violations
3. Level of cooperation
4. Was there an accident involved
5. Level of responsibility

l. Confidentiality

i- Your test results are confidential

1. 4T Construction or service agent (e.g. testing laboratory, MRO or SAP) are not permitted to disclose your test results to outside parties without your written consent.

2. But your test information may be released (without your consent) in certain situations, such as: legal proceedings, grievances, or administrative proceedings brought by you or on your behalf, which resulted from a positive test or a refusal to test. When the information is released, 4T Construction will inform you in writing of any information they released.
- m. The results of your DOT drug and alcohol testing will be provided to new employers if that employer is a DOT regulated agency.
 - i- Your new employer is required to have you sign a release of information authorizing 4T Construction to provide records of your drug & alcohol testing history to your new employer.
 - ii- 4T Construction is required by law to provide records of your drug & alcohol testing history to your new employer.
 - iii- This is to ensure that you have completed their return-to-duty process and are being tested according to your follow-up testing plan.
 - n. You are expected to notify your foreman if you suspect alcohol or drug use by another employee.
 - i- The safety of your crew and the general public depends on everyone being vigilant.
 - ii- If you report your suspicion of substance use, it is the responsibility of your Foreman to watch for signs of intoxication and respond based on his own observations.
 - o. Education and Training Programs
 - i- Topics may include the effects of drug & alcohol use.
 - ii- Company testing policies
 - iii- DOT testing regulations and the consequences of a positive test
 - iv- Foremen receive additional training in the identification and documentation of signs and symptoms of employees' drug and/or alcohol use that trigger reasonable suspicion of drug or alcohol use.

