

## SAFETY RULES

### FOREWORD

These Rules have been drawn up by the Joint Committee for Safety. They contain the basic rules for all outside construction, installation, maintenance and removal work when performed for Telephone Utilities and any other communications work including CATV work, railroad communication, signal systems, cathodic protection and interconnect. Inquiries, criticism and suggestions for supplemental Rules are invited and should be addressed to the Joint Safety Committee, American Line Builders Chapter and Local Unions No. 17 and 876, P. O. Box 487, Vandalia, OH 45377.

These Safety Rules shall be observed and failure to do so shall be cause for disciplinary action.

The prevention of accidents to himself, to fellow workers and to the public is a responsibility which every employee must accept as soon as he or she enters into the employment of any company.

These Rules have been made in the interest of the safety of all telephone workers and the public. By cooperating in the enforcement of and obedience to these Rules, employees and the public will be better protected and the operation of all companies made safe.

Each workman shall be provided with a copy of "Safety Rules". He shall carefully study and observe these Rules, especially those applying to his particular duties. These Rules shall be strictly enforced and ignorance thereof will not be accepted as an excuse for their violation.

Suggestions for changes in the Rules to promote safety are invited from all telephone employees.

When working on the properties of the various customers who require all work to be performed according to their safety regulations, those regulations shall supercede these Rules except when these Rules are more strict. A copy of any specific rules of the customer to be enforced will be furnished the workman. If the safety rules of the individual Employer are more stringent than the above requirement, then they shall be in effect.

Any employee willfully violating any safety rule shall be subject to disciplinary action up to and including discharge.

### ARTICLE XX

#### REPORTING INJURIES

Section 20.01 Any injury, no matter how slight, which occurs on the job site shall be reported to the immediate supervisor.

Section 20.02 The Employer will notify the Local Union by sending a copy of the accident report of all lost time injuries. The Employer will notify the Local Union by telephone as soon as possible whenever a fatal accident or other serious injury occurs.

#### REPORTING HAZARDS

Section 20.03 Each employee shall report to his immediate supervisor any dangerous or defective equipment and any hazardous situation, and the supervisor shall

immediately investigate the report. If the investigation reveals a hazardous or dangerous condition, he shall take the necessary corrective action.

#### INTOXICATING BEVERAGES

Section 20.04 The use of intoxicating beverages or dangerous drugs by any employee while on duty on the Employer's premises or in charge of Employer's property is strictly prohibited. Any employee reporting for duty under the influence of liquor or dangerous drugs and any supervisor who knowingly permits an employee to go to work while under the influence of either will be subject tot disciplinary action.

#### ARTICLE XXI

##### SAFETY MEETINGS

Section 21.01 In order to promote and encourage safety, one hour per month will be devoted to conducting safety meetings. These meetings may be held during the reporting time period.

Section 21.02 As a part of the regular safety meeting, each crew shall practice some accepted form of artificial respiration at least once each sixty days.

Section 21.03 The Employer shall have available safety topics for discussion at such meetings.

#### ARTICLE XXII

##### USE AND INSPECTION OF TOOLS

Section 22.01 All employees shall keep their tools, belts, spurs and straps in good condition. All personal tools and equipment shall be of standard acceptable design produced by a reliable manufacturer.

Section 22.02 Body belts shall have no exposed metal parts next to the body.

Section 22.03 Lineman's belts shall be used for no other purpose than that for which they are intended.

Section 22.04 Body and safety belts should be inspected periodically by the supervisor for condition of leather, leather near the holes, rivets, stitches, buckles, D rings and snaps.

Section 22.05 The use of pads is recommended on climbers.

Section 22.06 The gaffs of climbers shall be properly maintained. When climber gaffs and less than 1 1/8" in length, they shall be replaced. (The diameter of a half dollar is an acceptable gaff gauge.)

Section 22.07 When climbers are not in use, they should be stored in the proper place on the truck.

Section 22.08 Climbers shall not be worn when linemen are riding in trucks, are piking poles or while working on the ground.

Section 22.09 Defective or condemned tools and equipment shall not be carried on the truck or left on the job site.

## ARTICLE XXIII

### EXPLOSIVES

Section 23.01 Explosives shall not be used without the explicit authorization of the supervisor.

Section 23.02 Explosives and detonators should be kept apart until the last possible moment. Whenever feasible, they should be transported in separate vehicles or by carried by separate employees. If both must be transported in the same vehicle or carried by the men, they should be placed in separate containers. The vehicle should be provided with separate wood insulated compartments with doors (or lids) opening in opposite (or different) directions. When two or more trucks are used, or are drive to the working site, the truck conveying men shall not carry explosives.

Section 23.03 A truck containing explosives shall be left parked after first stopping the motor, securely setting the brakes, leaving it in gear and, unless on level ground, blocking the wheels.

Section 23.04 A truck containing explosives shall never be taken into a garage or repair shop or parked in a congested area.

Section 23.05 When transporting explosives, the truck should come to a full stop before crossing any railroad track and should not attempt to cross the track until it is known that the way is clear and that no train or engine is approaching.

Section 23.06 Only authorized persons are permitted to ride on trucks transporting explosives. Authorized persons include any person on the payroll of the Employer.

Section 23.07 The handling and use of explosives shall be conducted as prescribed by the safety rules of the Institute of Explosive Makers and Part 27, Michigan Department of Labor Construction Safety Standards.

Section 23.08 A detonating fuse (e.g., Prima Cord or similar material) must be used when firing two or more bore holes simultaneously. A single shot hole may be fired directly by a cap.

Section 23.09 Electric blasting caps must not be carried in or on a vehicle having a mobile phone or a two-way radio.

## ARTICLE XXIV

### POLES

Section 24.01 Before climbing a pole, particularly an old pole, a thorough inspection of the physical condition of the pole must be made to determine if it's safe to climb.

Section 24.02 Before working on a pole which is in poor condition, it must be adequately guyed. (Pike poles may be used to support the pole while it is being guyed.) When pike poles are used, cant hooks shall be used to prevent the pole from turning.

Section 24.03 When an old pole is being replaced by a new pole, linemen should always work from the new pole, if possible. The pole tops and bottoms should be lashed together, if possible, before stripping the old pole or transferring wires. The top lashing should be at a point as near the top of the old pole as conditions permit.

Section 24.04 In setting poles in or near energized lines, rubber protective clothing and equipment shall be used by the workmen.

Section 24.05 When descending from a pole, a lineman shall always use his climbers. He shall not "drop", "jump", or "coast".

#### ARTICLE XXV

##### LADDERS

Section 25.01 When a ladder is to be used, the workman shall make certain it is sufficiently strong for the purpose intended.

Section 25.02 Never place or leave ladders standing in such a way that they might fall.

Section 25.03 Always face a ladder when climbing or descending.

Section 25.04 Don't attempt to carry tools or material up or down a ladder, if it interferes with the free use of both hands.

Section 25.05 Whenever setting up ladders, proper precaution shall be taken to secure the ladder and protect the public.

Section 25.06 When working on a ladder, workmen shall, whenever possible, tie the top and/or bottom of the ladder to a substantial object to prevent falling.

Section 25.07 Metal ladders are prohibited for use on/or near energized electrical work.

Section 25.08 Ladders shall not be painted.

Section 25.09 Ladders shall be equipped with safety shoes, metal spikes or spurs. Hook ladders shall have safety chains on each hook of ladder.

#### ARTICLE XXVI

##### AERIAL BASKET AND LADDER EQUIPMENT

Section 26.01 The aerial basket is a piece of equipment which, when properly used, can eliminate or minimize many hazards that we have to cope with in our daily work. Like any other piece of equipment, however, it also has its inherent hazards. These hazards must be recognized and safety practices followed in order to accomplish our main goal -- the prevention of accidents while using aerial basket equipment.

Section 26.02 The operating and maintenance instruction manuals issued by the manufacturers shall be followed whenever using aerial basket and ladder equipment.

Section 26.03 Load limits of the boom and basket shall not be exceeded.

Section 26.04 A warm up period and visual inspection of the hydraulic system is required prior to use of equipment.

Section 26.05 Drivers of trucks with mounted aerial equipment shall provide necessary traveling clearance by being constantly alert to the fact that the vehicle has exposed equipment above the elevation of the truck cab.

Section 26.06 The truck shall not be moved unless the boom is lowered and the basket or ladder is cradled.

Section 26.07 Riding in the basket or on the ladder while the truck is traveling between locations shall not be permitted. Men may ride in the basket only for short moves at the work location if the basket is returned to the cradle position prior to each move.

Section 27.08 Available footing for the truck wheels and outriggers shall be examined carefully to be assured of a stable setup. Hand brakes, chocks and/or cribbing when needed should also be used to insure stability. The truck should set approximately level when viewed from the rear.

Section 26.09 Before lowering stabilizers, outriggers or hydraulic jacks, the operator shall be certain there is no one in a position where he will be injured.

Section 26.10 When boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic, pedestrians and personal property.

Section 26.11 All ropes or hand lines shall be coiled within the basket while it is being elevated.

Section 26.12 The operator shall always face in the direction in which the basket is moving and he shall see that the path of the boom or basket is clear when it is being moved.

Section 26.13 While the basket is in operation, a qualified employee shall be present to operate the ground boom controls if the need arises.

Section 26.14 Employees shall not stand or sit on top or edge of the basket. Employee's feet shall be on the floor of the basket the entire time that he is in it.

Section 26.15 Employees shall not belt to an adjacent pole or structure. Employees shall always belt to the basket or ladder. Belting to the basket equipment shall be done before it is moved.

Section 26.16 An employee shall not enter or leave the basket by walking the boom.

Section 26.17 Employees shall not transfer between the basket and a pole. On dual basket trucks, employees shall not transfer between baskets.

Section 26.18 Climbers shall not be worn by employees in the basket.

Section 26.19 When two men are in the basket or baskets, one of them shall be designated to operate the controls. One employee shall give all signals, which shall be thoroughly understood by all persons concerned.

Section 26.20 Baskets should be located under or to the side of conductors or equipment being worked. Raising the basket directly above energized primary conductors or equipment should be kept at a minimum.

Section 26.21 Only approved attachments shall be allowed on baskets.

Section 26.22 The operator shall be certain that hoses or lines attached to tools cannot become entangled with the levers that operate the boom.

Section 26.23 Air operated tools shall be disconnected from air supply when not in use.

Section 26.24 When employees are working from the basket, extreme care shall be taken to avoid contacting energized equipment.

## ARTICLE XXVII

### MANHOLES, VAULTS AND OTHER WORKING AREAS

Section 27.01 Warning devices, barriers, barricades or guard rails shall be placed to adequately protect the public and employees before manhole covers or gratings are removed or work operations are begun. They shall not be removed until the manhole covers or gratings are replaced.

Section 27.02 Workmen shall not work in manholes without another person on the surface to watch traffic and to be available to assist in case of accident.

Section 27.03 Trucks, tool carts and other equipment shall be so placed as to prevent the least impediment or hazard to traffic, consistent with a safety working area for the employees. If possible, trucks or equipment shall be placed between the working area and approaching traffic.

Section 27.04 Where soil or any other conditions are such that there is any danger of a cave-in, the sidewalls of the excavations shall be adequately shored and/or sloped in accordance with Part 9, Michigan Department of Labor Construction Safety Standards. In addition, a set of hand digging tools shall be available at all times above ground.

Section 27.05 All dirt removed from trenches and other excavations shall be piled at least 24 inches from the edge of the excavating, preferable on the side next to traffic.

Section 27.06 When excavating in the proximity of overhead poles, caution shall be taken to guy or otherwise stabilize the pole or poles, if there is any possibility of a pole or poles shifting into the excavation.

## ARTICLE XXVIII

### VEHICLES

Section 28.01 No operator of an employer's vehicle while on duty, shall consume or be under the influence of any drugs or alcoholic beverage.

Section 28.02 Employees shall familiarize themselves with and obey the motor vehicle laws of the city, county and state. They will be held PERSONALLY RESPONSIBLE for all traffic law violations.

Section 28.03 No employee shall move or operate any employer's vehicle unless it is his specific duty to do so.

Section 28.04 Before driving an employer's vehicle, the driver shall make a test of brakes, steering gear, lights and horn. Any defective condition shall be reported to the supervisor in charge, in order that the necessary repairs can be made. The employer shall make every effort to keep all equipment in good repair.

Section 28.05 Operators of Employer's vehicles should be courteous under all circumstances. Insistence upon the right of way, road hogging or refusing to allow room for another vehicle to pass are actions of discourtesy and reflect discredit upon both the employer and the operator. Under no circumstances should the operator argue with pedestrians or operators of other vehicles. Such actions offset all efforts to retain the good will of the public.

Section 28.06 No motor vehicle owned by the employer shall be driven in a careless or reckless manner so as to endanger life, limb, property or cause damage to the vehicle.

Section 28.07 The privilege of operating employer-owned vehicles may be withdrawn if the operator continues to abuse such privilege by careless or unlawful practices.

Section 28.08 No employees are permitted to pick up hitch-hikers while driving an employer's vehicle.

Section 28.09 Workmen shall be seated within the body wells of a moving vehicle. Riding with feet hanging over the rear or side of an open vehicle and boarding or dismounting from a moving vehicle are prohibited..

Section 28.10 When winches on truck or tractors are being used to raise poles, material, pull in wires, pull slack or any other operation, the operator shall not leave the controls without first stopping the machinery.

Section 28.11 Prearranged signals shall be used in all cases. Truck operators shall not use the winch without a signal man in plain view and without a fully understood signal.

Section 28.12 Foremen shall insure that "men working" signs are placed at a proper distance at the front and rear of the vehicle or work areas located along any roadway or whenever necessary.

## ARTICLE XXIX

### PRECAUTIONS

Section 29.01 When workmen are working overhead, groundmen working directly beneath them as helpers shall not do any other work that exposes them to the danger of falling objects, due to their attention being drawn away from the work going on overhead.

Section 29.02 Tools and material must not be thrown from the ground to a workman aloft. Workmen must never drop tools and material from aloft to the ground. When not in use, tools and material shall be kept in their proper places.

Section 29.03 Every employee assigned to work must remember that while on duty he is engaged in work which is perfectly safety when all precautions are taken, but which becomes dangerous through carelessness, chance-taking and "horse-play". "Horse-play" shall never be allowed.

Section 29.04 Employees shall wear suitable clothing, gloves and footwear for their work. Ragged sleeves, loose ties and other parts of clothing that can be caught in machinery shall not be worn.

Section 29.05 Employees are cautioned against the dangerous practice of wearing finger rings, watch chains, metal bracelets and necklaces or other jewelry while at work.

Section 29.06 Good housekeeping in the workshop, whether it be a garage, storeroom, line truck, plant or yard, is essential to safe and efficient work. Where materials are not carefully arranged or there is accumulated rubbish, stumbling and falling accidents are bound to occur. Properly arranged tools help prevent loss.

Section 29.07 When workmen are working at night, adequate lighting shall be provided to permit them to do their work with the least practical degree of danger.

Section 29.08 When jobs present unusual hazards not covered by these rules or the rules of the employer, the foreman and workmen shall discuss the problem and arrive at a method which in their judgment will provide the greatest degree of safety. The foreman's decision shall prevail in such cases.

Section 29.09 Employees shall be furnished and required to wear approved, protective equipment such as hats and, where required, eye safety protection. Hard hats with approved dielectric properties shall be worn at all times. Employers shall furnish helmet liners (head warmers) for hard hats for employee's use in cold weather and sweatbands for summer use. Hard hats shall not be painted or modified from their original issue condition. When wiping lead joints, eye safety protection shall be worn.

Section 29.10 When it is necessary for workmen to ride spans, the only chairs to be used are those of an accepted design made by a reputable manufacturer.

Section 29.11 A body belt with safety belt, safety rope or lanyard shall be worn by an employee working at an elevated location, such as a pole, tower, or other structure. Their use is not required while climbing or changing work locations.

Section 29.12 No employee shall be required to place or remove a two man aerial platform without assistance.

#### ARTICLE XXX

##### FIRST AID

Section 30.01 First Aid is the immediate temporary treatment given in case of injury or sudden illness, until the services of a physician are secured.

Section 30.02 The duty of the "first aider" ends where the physician's begins, and there should be no clash of interest between the physician and the first aider.

Section 30.03 All first aid treatment should be in accordance with instructions set forth in the Red Cross First Aid Manual.

Section 30.04 First Aid Kits, in a weather proof container with individually sealed packages for each item, with first aid instructions or Red Cross First Aid Manuals shall be furnished on all trucks and such kits will be kept adequately stocked.

Section 30.05 Some accepted forms of artificial respiration are, mouth to mouth, arm lift-back pressure, Schaeffer prone pressure and pole top, etc.

Section 30.06 There shall be an employee on each crew or job site who is available for the treatment of injured employees who has a valid certificate in First Aid Training from the U. S. Bureau of Mines, the American Red Cross or equivalent. Training that can be verified by documentary evidence.

Section 30.07 Telephone numbers of Medical Centers, Hospitals or Ambulances shall be posted on all truck dashboards and job sites in a conspicuous place.