

# **KRAUSE ELECTRICAL SAFETY AND HEALTH MANUAL (SHM-3)**

April 3, 2006

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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## **SAFETY POLICY STATEMENT**

Safety & Environmental Health  
Policy:

It is the policy of Krause Electric, to prevent injuries to its employees, to protect its property from damage and to prevent any hazardous material releases or damage to the environment due to Krause Electric operational activities.

Krause Electric Value for Safety,  
Health & the Environment:

Integral to the Krause Electric mission is the need to provide each person with a sense of responsibility for ensuring safety within the work place and a stewardship for our environment.

In Support of the Policy and  
Value:

It is company policy, to make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries.

Management accepts the responsibility to prevent accidents and injuries through the careful identification and elimination of causes and the promotion of safety and environmental consciousness among employees and independent contractors.

All supervisory personnel understand and accept accountability for preventing personal injuries to people they supervise and prevent environmental damage from projects they control.

All employees accept the responsibility: to work safely and to extend this concern for personal safety to fellow employees; to protect the environment and; to adopt the philosophy that each accident has a cause and that all injuries can be prevented on and off the job.

Equipment and processes in new and existing facilities will be properly operated, designed and maintained to assure compliance with all safety, health and environmental requirements.

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## **APPENDICES**

### **Appendix A - General Criteria and Requirements**

- Accident Prevention Signs, Signals, Marking and Barricades
- Electrical Equipment
- Exits and Walkways
- Fire Prevention and Protection
- First Aid and Medical Attention
- Flammable/Explosion Hazards
- General Material Storage Requirements
- Hand Tools
- Housekeeping
- Office Safety
- Overhead Hazards
- Personal Protective Equipment
- Manual Lifting and Handling
- Mobile Equipment Operation

### **Appendix B - Safety Programs and Plans**

- B.1 Energy Control Program
- B.2 Hazard Communication Program
- B.3 Medical Surveillance Program
- B.4 Confined Space Program
- B.6 Accident Investigation Plan
- B.7 Emergency Action & Fire Prevention Plan
- B.8 Hearing Conservation Program
- B.10 Asbestos Awareness Program
- B.12 Bloodborne Pathogen Exposure Control
- B.13 Electrical Safety
- B.14 Mobile Work Platforms
- B.15 Hoisting and Rigging
- B.17 Portable Ladder Safety
- B.18 Fall Protection
- B.19 Scaffolding

### **Appendix C - Safety Procedures**

- C.01 Lock-out/Tag-out Procedure
- C.02 Confined Space Entry Procedure
- C.03 Hot Work Permit Procedures
- C.04 Lifting and Handling Procedure
- C.05 Aerial Platform Work Procedure
- C.06 Elevated Level Work Procedure
- C.07 Excavation Work Procedure

C.09 Asbestos Work Procedure  
C.10 PPE Hazard Assessment Guideline  
C.11 Task Hazard Analysis  
C.12 Motor Vehicle Operations  
C.13 Heat Stress Procedure

**Appendix D - Training Subject Requirements**

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## SECTION 1 - INJURY AND ILLNESS PREVENTION PROGRAM

### Introduction

Every employer should have a written Injury and Illness Prevention Program. While no program can guarantee an accident free work place, following the safety program set forth in this manual will significantly reduce the risk of danger to you and your co-workers. This program is specifically designed to:

- Provide minimum safety criteria required for conduct of Krause Electric operations.
- Specify the responsibilities and authorities of Krause Electric personnel implementing the provisions of this program.
- Outline the process(s) to be used for performing operations outside the scope of this manual or for performing operations not in conformance with the requirements/criteria of this manual.
- Outline a process to develop a site specific procedure supplement through the use of hazard analysis and template procedures.
- Provide technical procedures to be used as a template for Krause Electric site operations whenever a customer provided procedure is not available or is inadequate.

Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Krause Electric to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

### Safety Program Goals

The objective of the Krause Electric Safety and Health Program is to reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

### How to Use This Manual

This manual should be used as a management tool to provide a basis for what safety criteria needs to be addressed during a Krause Electric site operation. In addition this manual

provides the minimum safety requirements expected to be followed by each Krause Electric employee.

The manual is divided into five sections and a series of four appendices. Each section identifies the standards and criteria for that specific program element. General safety criteria for all sites and operations are shown in Appendix A. Recommended program plans and documents for subjects such as Hazard Communication and Respiratory Protection are contained in Appendix B. Specific safety implementation procedures for lock-out/tag-out, confined space entry, etc. are in Appendix C. And training required subjects and associated references are listed in Appendix D.

The selection of those applicable “template” procedures and programs for implementing the manual’s criteria and guidance are the responsibility of the Krause Electric Site Environmental Safety & Health Manager, Site Safety Representative (SSR) or the Project Manager on smaller or shorter term projects where no SSR is specifically designated. Where specific types of safety criteria are not provided for in this manual, the SSR should consult with the Corporate Environmental Safety and Health Manager (ES&H Manager) to determine what is the most effective means to perform the work safely. Where the template procedures are not followed, a written assessment as to the suitability of alternative measures should be recorded.

The manual will be reviewed annually for compatibility with federal safety codes and regulations, as well as Krause Electric policies and programs. Results of the review with resulting changes should be distributed to all manual holders within thirty days following the approval of the review.

## **Changes**

Changes from the manual’s criteria or from the “template” programs, plans or procedures provided must be discussed with and approved by the Corporate ES&H Manager.

- The authority to deviate from this manual during the Corporate ES&H Manager’s absence or in order to accomplish site work objectives remains the province of the Project Manager in concert with the SSR.
- The authority to make deviations does not extend to changes, which would violate federal, state or local government safety regulations.

Requests for changes to this manual should be forwarded to the Corporate ES&H Manager either by company e-mail or a written memo. Interim changes to the manual or the safety program requirements can be made provided the Board of Directors of the company approves such changes.

The manual will be revised, if approved by the Corporate ES&H Manager and the Board of Directors, by the end of the next month following the request for change. Copies of the revised sections will be distributed to all manual holders within one month following any approved changes.

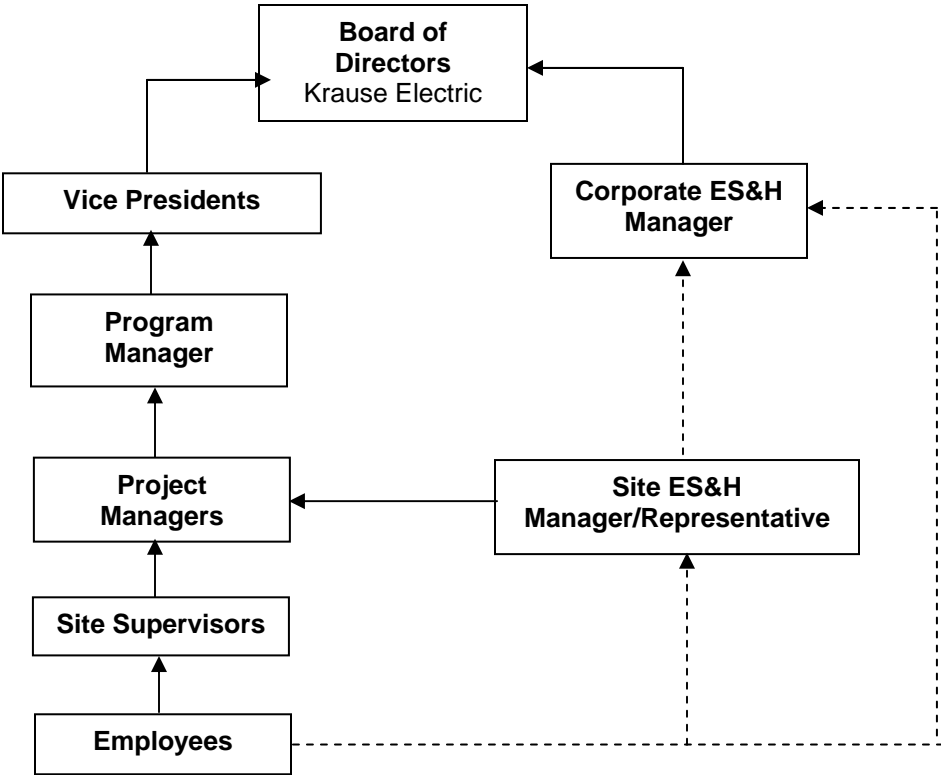
The Corporate ES&H Manager will forward all change denials to the requester by written memo within the same time period. Reasons for the denial will be included.

## SECTION 2 - RESPONSIBILITIES AND AUTHORITIES

### Organization

The Krause Electric's Safety Program's organizational structure is complementary to the normal administrative reporting and management structure. Figure 2-1 below illustrates the safety organizational structure.

Figure 2-1 Krause Electric Safety Program Organization





## Functions and Responsibilities

### Board of Directors

The company's Board of Directors has the ultimate responsibility for the success of the Krause Electric Safety Program. The Board of Directors responsibilities for the safety program are as follows:

- Approving the safety manual and criteria contained within.
- Providing management support to the Corporate ES&H Manager and Site ES&H Managers in the conduct of their safety duties.
- Ensuring that sufficient resources are provided to Krause Electric Project Managers and Supervisors for the purpose of implementing a quality safety program.

### Corporate Environmental Safety and Health Manager

The individual responsible for oversight of the Krause Electric's Safety Program is the Corporate ES&H Manager. The Corporate ES&H Manager reports directly to the company Board of Directors on matters related to safety and the environment. The Corporate ES&H Manager has the responsibility and authority to do the following in the name of Krause Electric:

- Develop and implement rules of safe practices for each function within the company.
- Develop and implement safe operating rules for use of electrical and mechanical equipment consistent with the manufacturer's recommendations and specifications.
- Develop and implement a system to encourage employees to report unsafe conditions immediately.
- Develop and implement an accident investigation system to be utilized by Project Supervisors at Krause Electric site operations.
- Ensure that all Supervisors are provided instructions in the Krause Electric safety process and the application of the principles and criteria established in this manual.
- Conduct scheduled and unscheduled inspections to identify and assess the safety performance of Krause Electric site operations.
- Provide oversight of Administrative Department's maintenance of OSHA 200 log and OSHA 300 log.

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- Review and approve OSHA 200 log and OSHA 300 log.

## Project Managers

Each project or work site has a designated Project Manager responsible for conduct of operations. Part of those responsibilities includes ensuring the Krause Electric Safety Program meets or exceeds the criteria and guidelines specified in this manual. The Project Manager, has the following responsibilities:

- Designating the Site Safety Representative (as necessary).
- Ensuring accidents and process errors are investigated and corrective actions implemented.
- Ensuring resources and management support are provided to line supervisors and employees for complete implementation of safety program requirements.
- Ensuring all work related injuries and illnesses are reported to the Corporate ES&H Manager within twenty-four hours after initial employee notification.
- Ensuring a hazard analysis of project operations and tasks is performed and that administrative, engineering and training controls are implemented specific for reducing the risk of the identified hazards.
- Set a positive safety example for employees and adopt a practical safety philosophy that employees will respect.
- Instruct employees concerning the hazards of their jobs, and communicate applicable safety rules and regulations.
- Ensure employees, subcontractors and visitors comply with safe practices and procedures.
- Ensure that employees, subcontractors, and visitors have and use required personal protective equipment and that the equipment is properly maintained.
- Ensure weekly safety workplace meetings are held with all personnel to increase safety awareness in employees.
- Ensure that injured personnel are provided medical treatment and that injuries are reported and investigated.
- Seek the assistance of the designated Site Safety Representative or the Krause

Electric Corporate ES&H Manager when resolving questions concerning safety practices, policies, procedures, and maintenance of personal protective equipment.

- Ensure that a safe working environment is maintained by performing periodic surveillance to identify and correct potential problems or deficiencies.
- Reviewing all site-specific changes to this manual's procedures or criteria.

### **Site Safety Representatives**

The Krause Electric ES&H Manager is responsible for assisting Krause Electric management, supervision and engineering in ensuring the safety of employees, subcontractors, and visitors. Due to the different geographic work locations, it is impractical for the Corporate ES&H Manager to physically ensure all of the requirements of this manual are continually being complied with. Therefore, the Project Manager may designate an individual to act as the Site Safety Representative. In exercising this responsibility, the Site Safety Representative will:

- Review state, and local safety codes and regulations as they apply to each Krause Electric work location and as identified by the Task Hazard Analysis, which is normally conducted by engineering.
- Ensure procurement of Krause Electric supplied safety related products and services are in compliance with applicable safety standards.
- Implement applicable procedures from this manual.
- Review specific areas, equipment, or procedures upon request or when deemed necessary by Krause Electric management or engineering and recommend corrective action as required.
- Notify the Corporate ES&H Manager and the Project Manager of any administrative, protective equipment or engineering control changes proposed for a site operation, that when implemented will deviate from the requirements specified in this manual. The Site Safety Representative will then be responsible for documenting why the change was necessary and equivalency of the proposed alternatives.

### **Human Resources Department**

- Maintain final records of individual safety training, and employee medical and exposure records.
- Assist managers and supervisors in the development of job descriptions that adequately describe the medical surveillance and safety training needed to perform that job.

## Employees

Each employee shall:

- Follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job.
- Report work-related injuries, no matter how slight, to direct supervision or their manager.
- Obey posted safety signs and labels.
- Operate equipment only after having been trained in its use and authorized by management to operate the equipment.
- Wear task, job or site designated personal protective equipment such as safety glasses, face shields, gloves, respirators, etc.
- Report all unsafe conditions or practices to their supervisor or the supervisor's manager.
- Implement "good housekeeping" practices at all times; clean up all debris and eliminate any dangers in the work area.
- Participate in all required safety meetings and training sessions.
- Perform work without the influence of drugs, alcohol or other performance impairment substances.
- Report the required use of prescription drugs to your supervisor if they may impair your ability to perform work or your alertness.
- Refrain from horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees.
- Don't handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless directed to by their supervisor.

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## SECTION 3 - HAZARD ANALYSIS

### Step 1 - Hazard Identification and Categorization

A job hazard analysis will be performed by the Project Manager or Site Safety Representative prior to work being initiated at a project site. The hazard analysis will consist of identification of specific tasks and the associated potential work hazards for performing the tasks. Appendix C procedures provide guidance and checklists to help in performing this hazard assessment. The types of hazards to be identified include but are not limited to:

- Exposure to hazardous chemical, biological or physical agents such as ionizing radiation or noise
- Material handling or ergonomic hazards resulting from large weight or repetitive stress loading
- Electrical hazards
- Fire or explosion hazards
- Oxygen deficient environmental hazards
- Fall Hazards

### Step 2 - Risk Assessment

After identifying and categorizing the types of hazards, determine the relative risk the hazards represent as follows:

1. Hazard risk is low as no fatalities, injuries or illnesses will result if general safety practices outlined in Appendix A are followed.
2. Hazard risk is low but special precautions such as engineering, administrative or protective equipment controls are needed to supplement general safety practices outlined in Appendix A, or specific regulatory required programs must be implemented as outlined in Appendix B.
3. Hazard risk is high and special work plans and procedures are needed to avoid injuries or illnesses. Specific procedures are contained in Appendix C to these types of high risk operations.

### Step 3 - Determine Protective Measures

After identifying the hazard and assigning a relative risk to the hazard, then determine which one or combination of the following protective or monitoring measures will be employed using C.11, Task Hazard Analysis:

Training	Engineering Controls
Procedures	Personal Protective Equipment
Medical Surveillance	Personnel Monitoring & Surveillance
Hazard Monitoring (chemical, radiological, explosive)	

### Step 4 - Implementation

Determine the medical surveillance requirements (see Appendix B.3 for further guidance) and contract with an occupational health physician to perform the examination and surveillance. Job descriptions of each worker category should be supplied to the physician to enable the medical examiner to determine if a worker is medically capable of performing the work.

Identify the training (see Appendix D for guidance on type of training required), and then by category of worker, assign training requirements.

Selection and acquisition of PPE should be performed in accordance with General Criteria specified in Appendix A "Personal Protective Equipment" and Appendix C "PPE-Hazard Assessment and Selection Guideline."

Any use of engineering controls should be complemented by implementation of a written procedure, which includes the following:

- Performance requirements for engineering control system
- Operating instructions for engineering control system
- Surveillance steps and frequency for engineering control system

Appendix C procedures must be used for moderate or high hazard risk work. If facility specific procedures are to be utilized in lieu of this manual's procedures then both the Project Supervisor and the Site Safety Representative must review, approve and forward the procedure(s) to the Corporate Environmental Safety and Health manager as noted in Section (1) "How to Use This Manual." The ES&H Manager's approval is not

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required to implement the facility specific procedures however, the ES&H Manager's review will serve as a quality control measure for safety program changes.

Procedures for the following activities or hazards are contained in the Appendices:

Lock-out/Tag-out	Asbestos Work Procedure
Confined Space Entry	PPE Hazard Assessment Guideline
Hot Work Permit	Job/Task Hazard Assessment Methodology
Lifting and Handling	Motor Vehicle Operations
Aerial Platform Work	Heat Stress Procedure
Elevated Level Work	
Excavation Work	

In addition to procedures for specific hazards or hazardous tasks, regulatory requirements exist for program documents related to elements within a safety program. For example, if exposure to hazardous chemicals is occurring then a *Hazard Communication Plan* is required. Krause Electric programs and plans to meet these regulatory requirements are contained in Appendix B. The use of or changing of these plans is the same as that for the procedures. The following plans are available;

Energy Control	Accident Investigation
Hazard Communication	Emergency Action & Fire Prevention
Medical Surveillance	Hearing Conservation
Confined Space Program	Lead Exposure Control
	Asbestos Awareness

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## SECTION 4 - TRAINING

### Training Requirement Determination

There are several sources of information from which to make a determination as to the employees training requirements. The following sources should be used to determine an employee's training requirements:

- The training identified during the hazard analysis outlined in Section 3.
- Training requirements as shown in Appendix D, a summary matrix<sup>1</sup> of OSHA, EPA, DOT and Krause Electric required training by task or hazard.
- Training requirements as listed in the job description for that employee's category.

Training of new employees will minimally consist of the following:

- Site specific safety orientation including fire safety and emergency evacuation
- Review of the Krause Electric's Safety and Health Program Manual including appendix familiarization.

### Training Methods

For common training areas such as the Krause Electric Safety Program, Confined Space, Lock-out/Tag-out, and Use of Fire extinguishers, lesson plans for the training have been developed and are available for use by Site Supervisors and Project Managers. A listing of currently available training lesson plans and materials can be obtained from the designated Corporate Training Manager. Substitution of alternate training modules, lesson plans, or training systems is allowable provided the initial training objectives specified in a Krause Electric Lesson Plan can be met by this alternative training.

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This appendix is a summary of the most likely training requirements for a Krause Electric site operation. For a more complete listing of training requirements use **OSHA publication 2254 (1994), *Training Requirements in OSHA Standards and Training Guidelines***.



## Training Documentation and Records

At a minimum, a signature sheet for every employee being trained must be completed and include the employees' name, signature, the last four digits of their social security number, and date of training, as well as the instructor's name, training location and lesson title. Records of employee training will be maintained by the Project Manager until completion of the project. Upon project completion or employee termination the original safety training records should be forwarded to the Human Resources Manager. The training records should consist of not only the signature sheets but also any lesson plans or notes and tests taken by the employee. If an employee is being transferred from one site to another, the employee should be provided with a copy of his training records for use at the new work location; the originals should be sent to the Human Resources Manager.

## Training Frequency

Each **Project Manager** should have a training plan that identifies the training to be provided to each employee by employee category and the frequency that the training will be conducted. The following represents the minimal retraining requirements:

- For office or clerical workers, refresher training on site specifics and the Krause Electric program should be conducted every three years.
- For employees actively engaged in hazardous tasks, their initial training should be refreshed in accordance with the site training plan.

Additionally, Krause Electric is a strong proponent of conducting weekly tailgate safety meetings at project locations or fixed base processing operations. Attachment 1 is an example of a form used to document such meetings and is provided for that purpose.

Documentation and records should be the same as for initial training.

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## SECTION 5 - PROGRAM REVIEW AND EFFECTIVENESS EVALUATION

### Periodic Surveillance Requirements

To ensure that program policies and requirements are continuously adhered to, the Site Safety Representative or Project Supervisor will ensure periodic surveillance and assessments are conducted. The following frequencies are recommended with the associated review elements and results should be documented and retained in the project's records.

Surveillance Frequency	Review Elements
Weekly	Tour of at least one site operation to review worker behaviors, PPE usage, operational procedures and engineering controls.
Monthly	<p>Safety assessment of an area or operation where high hazard activities are being performed; (e.g., include confined space entry, lock-out/tag-out of energized sources, trench excavation, elevated work, etc.)</p> <p>Evaluation of training effectiveness; includes classroom surveillance and then field observation of worker application of training.</p>
Quarterly	<p>Compilation and review with work supervisors of all accidents, incidents, and other process operation failures to determine if common failure modes are cause; identify corrective actions for same. This review should include incidents or accidents occurring at other Krause Electric operations<sup>2</sup>.</p> <p>Attendance at one worker safety tailgate safety training session to obtain worker input on safety concerns.</p>

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<sup>2</sup> The CES&H Mgr. will work with the Site Safety Representative to provide incident information from other Krause Electric sites.

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Annually	<p>Complete assessment of facility operations, training and equipment to ensure compliance with Krause Electric Safety Program requirements or site regulations if used in lieu of Krause Electric requirements.</p> <p>Review of completeness and effectiveness of corrective actions implemented from incidents occurring within the previous five years.</p> <p>Note: This assessment can be performed by an external assessor.</p>
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### Accident Investigation & Analysis

In the event of process failure leading to an accident or incident, the following steps should be implemented to evaluate the causes and corrective actions:

1. In most cases the Project Supervisor will identify a lead investigator (or team if extent and seriousness of incident warrant) to perform evaluation.
2. Implement an "Accident Investigation Plan." Appendix B.6 contains a sample Accident Investigation Procedure/Plan for use where a site specific plan has not been developed.
3. Ensure the investigation and evaluation report provides the following:
  - Information for determining injury rates, trends or problem areas, comparison to other accidents and data for workers' compensation requirements;
  - The basic causal factors that contributed directly or indirectly to the accident;
  - Any identified deficiencies in the management system;
  - Corrective action alternatives for the accident; and
  - Corrective action alternatives for the management system.

**In all cases notification to the Corporate ES&H Manager and Board of Directors should be provided within 24 hours of the initial incident/accident discovery.**

## **SECTION 6 - PROGRAM GOALS AND MEASUREMENT**

### **Annual Goal Setting**

As part of the annual business plan, management will establish corporate safety goals to include the following:

- Safety process/equipment improvements.
- Training program improvements.
- Process failure reduction goal and associated efforts.
- Recordable injury/illness rate goal.
- Lost workday goal.

Each long term contract site will establish similar goals for their specific site and provide a written report to the Corporate ES&H Manager.

### **Annual Safety Report**

The Corporate ES&H Manager will publish an annual safety report that will include the following:

- Goals met during the previous fiscal year; and those goals not met with respective reasons.
- The economic impact of safety improvements and process failures.
- Injury and illness statistics for both the corporation as a whole as well as each specific site. These statistics should include a trend analysis for the previous five fiscal years.
- A compilation of incident/accident causes as well as corrective actions related to management deficiencies.
- A summary of annual assessment findings for each site.
- Recommendations for overall corporate and site improvements.

## DISCIPLINARY POLICY

Krause Electric wants its employees to work in a positive, productive atmosphere. However, employees who violate safety rules must be disciplined in order to protect their own safety and the safety of their co-workers. Depending on the severity and frequency of a safety violation, an employee may be:

- Immediately discharges;
- Suspended; or
- Given a written warning

The following disciplinary guidelines classify violations according to their seriousness (Groups A, B and C), and certain penalties are suggested for each group. Unsafe conduct by an employee may violate several provisions of the different groups. This list is intended to suggest examples of inappropriate behavior. It is not a comprehensive list of all safety violations for which an employee may be disciplined or discharged.

The following disciplinary policies do not in any way bind Krause Electric to follow a particular course of conduct. Krause Electric in its sole discretion may change these policies at any time. In addition, nothing in the policies changes the at-will nature of employment with Krause Electric. An employee may still be terminated with or without cause, with or without notice, at the option of either Krause Electric or the employee, except as otherwise provided by law.

### **Group A**

1. Deliberate violation of any security or safety rules
2. Being intoxicated or under the influence of any controlled substances at work.
3. Deliberate or reckless misconduct that endangers the life or safety of others.
4. Possession of alcohol or illegal drugs on Company premises.
5. Deliberate destruction of or damage to Company property.
6. Deliberate falsification of any documents related to safety matters
7. Fighting or deliberately harmful contact with co-workers.

### **Group B**

1. Negligence that damages Company Property
2. Negligence that endangers the safety of others.
3. Unintentional safety violations that endanger the safety or health of others.
4. Failure to report conditions that one believes to be unsafe.
5. Smoking or eating in unauthorized areas.
6. Speeding or unsafe operation of a forklift or any other company vehicle
7. Driving a forklift or any other machinery without required approval.
8. Failure to properly record safety information for which one is responsible.
9. Improper refusal to obey a supervisor's instructions.
10. Any belligerent or antagonistic conduct toward co-workers, supervisors, or customers.

**Group C**

1. Violation of personal protective equipment (PPE) policy that does not result in injury to oneself or others.
2. Poor grooming or a lack of cleanliness.
3. Poor housekeeping.
4. Failure to participate in group safety meetings.
5. Failure to properly and immediately report any accident or injury.
6. Failure to properly or immediately report any accident involving Company equipment.
7. Failure to perform inspections of tools or machinery.
8. Failure to report machine or tool deficiencies.
9. Failure to learn Company safety rules and regulations.

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## DISCIPLINARY PENALTIES

The following list provides a general guide for disciplinary actions for the above violations.

	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence</b>
Group A	Immediate discharge		
Group B	Warning or suspension	Discharge	
Group C	Warning	Warning or suspension	Discharge

## WRITTEN WARNINGS

Written warnings may help employees know where they stand and improve their performance. Krause attempts to issue written warnings that include the reasons for the supervisor's dissatisfaction. Warning will include a statement of the actions you need to take or results that need to be achieved to avoid further problems. However, the written warnings do not legally obligate or bind the employer or alter the at-will nature of the employee's employment with Krause Electric. An employee who has received a warning may still be terminated with or without cause, and with or without notice, at any time.

Any employee who receives a written warning must immediately acknowledge receipt by signing the warning. An employee who disagrees with the written warning may discuss his or her reasons for doing so with the supervisor. It is generally best to inform the supervisor of any error at the time the warning is issued. It is generally best to inform the supervisor of any error at the time the warning is issued. In fact, there is a place on the form for the employee to do so.

Any employee who believes that a supervisor has not responded fairly to the employee's comments may contact ownership of Krause Electric.

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DISCIPLINARY NOTICE TO EMPLOYEE

**Krause Electric**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

First Notice  Second Notice

\_\_\_\_\_  
Days Suspended (if applicable)

\_\_\_\_\_  
Department

We believe that an employee wants to know if he or she is violating Krause Electric, policy or failing to follow rules. This disciplinary notice is to provide you notice of violation of policy. However, Krause Electric is not obligated to provide any warning or to retain an employee once a warning has been given. All employees are employed at will. "At-will" employment means that an employee can be terminated with or without cause, with or without notice, at any time, at the option of either Krause Electric or the employee.

Your conduct is not in keeping with Krause Electric's practices, standards, and policies for the following reasons:

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**DISCIPLINARY NOTICE TO EMPLOYEE  
– Continued-**

Suggestions for improvement:

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Employee comments:

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Copy received by:

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Employee signature

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supervisor's signature

Date