

Engel Electric  
1514 West Fourth Street

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## Safety And Health

# General Information - Responsibilities

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**SAFETY IS THE RESPONSIBILITY OF EVERYONE!** Engel Electric , your Project Managers, Foremen, Fellow Employees and You, yourself, have a responsibility in making your place of employment a safe place to work. Protect yourself and others from accidents and needless health hazards by following proper safety rules and common sense safety practices at all times ... on AND OFF the job.



### Federal And State Laws

1. The Federal and State Governments have laws that require safe working conditions and work practices. One of the major laws is the Federal Occupational Safety and Health Act (OSHA) as passed by the United States Congress in 1970.
2. States can develop and operate their own occupational safety and health programs under State plans approved and monitored by Federal OSHA. These plans must have provisions as effective as those of Federal OSHA to include the protection of employee rights.
3. The OSH Act requires that employers and employees comply with the applicable safety regulations. Federal regulations for the construction industry are contained in the Department of Labor "OSHA Safety And Health Standards". (29 CFR 1926, and in some cases, 29 CFR 1910)



Under the OSH Act, employers have the general duty to furnish their employees a work place free of recognized hazards that cause or could cause physical harm or death.

**Employers must:**

- display in a permanent place, the official OSHA (Form 2203) Poster which describes the rights and responsibilities under OSHA law.
- upon request, make available the OSHA Safety and Health Standards appropriate to the work place.
- establish a safety training program to instruct employees in the recognition and avoidance of unsafe conditions and ensure they are competently supervised in the practices and procedures of doing their work correctly.
- ensure that proper tools and materials are available and used by the employees.
- investigate all accidents to determine the cause and take steps to avoid recurrence.
- maintain records of all work related injuries and illnesses and have these records available to review upon proper request.
- provide a fully equipped, *physician approved* First Aid Kit at each job site and permanent work location.
- make sure that appropriate Emergency Phone Numbers: Doctor, Hospital, Ambulance/Rescue Service, are posted at each job site and permanent location.
- insist that employees observe and comply with all safety and health rules prescribed in OSHA Standards and as established in the Engel Electric Safety Program.



Refer to 29 CFR 1910 and 1926 for the full version of employer responsibilities.

## **Employee Responsibility**

### **Employees are required:**

- to comply with all Occupational Safety and Health Standards, all rules, regulations and orders issued by the employer.
- to read the OSHA posters at the job site.
- while employed at Engel Electric , to follow all employer safety and health rules and regulations and wear or use prescribed Personal Protective Equipment while working.
- to report hazardous conditions to the Supervisor, Foreman or person in charge. It is appropriate to refuse to perform such work that will obviously result in undue hazard to self or others.
- to report any job-related injury or illness to the Supervisor, Foreman or person in charge and seek prompt appropriate treatment.
- to stay away from the workplace while under the influence of alcohol, narcotics or other controlled substances. If under a physician's care or taking prescribed drugs, it is the employee's responsibility to be aware of the drug's side-effects and inform the employer. It is the employer's AND employee's responsibility to keep individuals off the job site whose ability to function may be impaired.
- to follow work procedures as trained; and if transferred to a new job, to make sure necessary training is received in order to perform the job in a safe manner.
- to help prevent accidents and injuries before they occur.
- to stay alert at all times.
- to watch for situations that may cause or lead to accidents or injuries to self and others.
- to refrain from taking unnecessary risks. Use common sense. Practice safety at all times.
- to remember that safe work practices are based on common sense and always make good sense.
- to understand and comply with the safety policies established by Engel Electric .

§1926.13(c) The term "subcontractor" under section 107 is considered to mean a person who agrees to perform any part of the labor or material requirements of a contract for construction, alteration or repair.

§1926.16(d) Where joint responsibility exists, both the prime contractor and his subcontractor or subcontractors, regardless of tier, shall be considered subject to the enforcement provisions of the act.

### **STATUTORY REQUIREMENTS**

Each SUBCONTRACTOR **must** be aware of and comply with OSHA, Federal, State and Local safety regulations. OSHA requires that bulletins and required posters be placed in a conspicuous location for the information of all personnel on the job. SUBCONTRACTORS have agreed to comply with all OSHA, Federal, State and Local building statutes, ordinances and requirements, and also have agreed to hold Engel Electric , harmless of all claims, damages (including legal fees), and/or penalties incurred as a result of the SUBCONTRACTOR'S failure to comply with such regulations.

SUBCONTRACTOR(s) of Engel Electric , and their personnel are subject to the safety rules of Engel Electric while working on Engel Electric projects, and shall be responsible to the limit of OSHA, Federal, State and Local safety laws for their acts of omission and commission.

SUBCONTRACTOR(s) of Engel Electric , will be responsible to make themselves completely familiar with Engel Electric safety policies.

### **VIOLATION PROCEDURE**

If SUBCONTRACTOR is observed by Engel Electric , to be in violation of OSHA, Federal, State or Local safety regulations, SUBCONTRACTOR will be instructed to correct them. If no action is taken, a violation notice will be issued and submitted to the office of the SUBCONTRACTOR for appropriate action. Failure to take timely corrective action in response to a violation may result in sanctions, including back charges and delayed payment. If no action is taken, the SUBCONTRACTOR'S insurance carrier will be notified. Repeated violations will jeopardize future work opportunities with Engel Electric

### **MEDICAL FACILITIES**

It is the responsibility of the SUBCONTRACTOR to establish his own medical facilities.

### **ACCIDENT REPORTING**

ALL accidents are to be reported immediately to Engel Electric . In addition, an accident report is to be prepared and a copy provided to Engel Electric

### **INSPECTION**

SUBCONTRACTOR is required to conduct regular safety inspections. In addition, SUBCONTRACTOR is subject to safety inspections done by Engel Electric . SUBCONTRACTORS are required to check the areas where their men are working and correct

any unsatisfactory conditions. If this is not done within a reasonable period of time, Engel Electric's Violation Procedure will apply.

### **TRAINING**

SUBCONTRACTORS are required to conduct weekly safety meetings. These are short training sessions held to inform the personnel of any job hazards and for the instruction of safe practices for avoiding accidents. SUBCONTRACTORS are required to document these meetings in a brief report to Engel Electric. Each employee in attendance should sign this report.

### **AGREEMENT**

SUBCONTRACTORS will sign an agreement stating that they will comply with the safety rules and policies of Engel Electric.



Engel Electric  
1514 West Fourth Street Sterling, IL 61081  
**STATEMENT OF PROFESSIONAL INTENT**  
**Supervisor/Foreman/Project Manager Acknowledgment**

I certify that I have read and understand this Safety Manual. Further, I state that is my intention to comply with all regulations; OSHA, Federal, State, Local and Corporate, written or implied.

I understand that these are basic requirements and that I may also be required to follow additional specific requirements connected with a particular job.

JOB NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SUPERVISOR/FOREMAN/PROJECT MANAGER \_\_\_\_\_

*SIGNED*

Project Manager or Company Official

PRINT NAME \_\_\_\_\_

PROJECT MANAGER/OFFICIAL \_\_\_\_\_

*SIGNED*

DATE \_\_\_\_\_

Engel Electric  
1514 West Fourth Street Sterling, IL 61081  
**STATEMENT OF PROFESSIONAL INTENT**  
**Employee Acknowledgment**

I certify that I have read and understand this Safety Manual. Further, I state that is my intention to comply with all regulations; OSHA, Federal, State, Local and Corporate, written or implied.

I understand that these are basic requirements and that I may also be required to follow additional specific requirements connected with a particular job.

PRINT NAME \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

*SIGNED*

DATE \_\_\_\_\_

Supervisor or Company Official

PRINT NAME \_\_\_\_\_

SUPERVISOR/FOREMAN \_\_\_\_\_

*SIGNED*

DATE \_\_\_\_\_



Engel Electric  
1514 West Fourth Street Sterling, IL 61081  
**STATEMENT OF PROFESSIONAL INTENT**  
**Subcontractor's Acknowledgment**

I certify, acting as representative of the company named below, that I have read and understand this Safety Manual, and agree that the company named below will comply with the safety rules of Engel Electric. Further, I state that is our intention to comply with all regulations; OSHA, Federal, State, Local and Corporate, written or implied.

I understand that these are basic requirements and that the company named below may also be required to follow additional specific requirements connected with a particular job.

*Please Print*

JOB NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

SUBCONTRACTOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

SUBCONTRACTOR'S OFFICIAL REPRESENTATIVE \_\_\_\_\_

OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

*SIGNATURE*

Engel Electric Official

*Please Print*

OFFICIAL'S NAME \_\_\_\_\_

OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

*SIGNATURE*

**Engel Electric**  
**1514 West Fourth Street Sterling, IL 61081**  
**EMPLOYEE WARNING NOTICE - Part Two**

*Please Print*

NAME \_\_\_\_\_ POSITION OR # \_\_\_\_\_ LOCAL \_\_\_\_\_  
 VIOLATION DATE \_\_\_\_\_ 1ST NOTICE \_\_\_\_\_ 2ND NOTICE \_\_\_\_\_  
 WARNING DATE \_\_\_\_\_ TIME \_\_\_\_\_ PLACE \_\_\_\_\_  
 WARNED BY (NAME & POSITION) \_\_\_\_\_

X	VIOLATION	EXPLANATION
	<i>Reference may be made to Part One of this notice.</i>	
	DISHONESTY:	
	ON-THE-JOB PROBLEMS:	
	STANDARD VIOLATED (list)	
	ATTENDANCE PROBLEM:	
	JOB PERFORMANCE:	
	OTHER:	

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I HAVE READ THIS NOTICE AND UNDERSTAND IT.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
*SIGNATURE OF EMPLOYEE*

WARNED BY \_\_\_\_\_ DATE \_\_\_\_\_  
*SIGNATURE OF SUPERVISOR FOREMAN OFFICIAL*

## EMPLOYEE WARNING NOTICE - Part One

Engel Electric has set up this disciplinary plan as part of the company's overall safety and accident prevention program. The supervisor is responsible for watching over the performance and actions of the crew members and for correcting unsafe behavior and violation of safety regulations or company safety rules.

Supervisors have authority to issue employees a warning notice for unsatisfactory performance. An Employee Warning Notice will be issued when a worker does not respond to a verbal warning of violation or unsafe behavior or when repeat violations or actions occur.

When issuing an Employee Warning Notice, the issuing supervisor should explain the circumstances to the employee and give the employee a copy of the notice. Be sure that the Employee Warning Notice is filled out completely and provides detailed information on the reasons the notice was issued. Attach all supporting information and data to the notice copy that goes to payroll, personnel, or the Project Superintendent or Manager.

To be fair and equitable, an employee adversely affected by a disciplinary action may take the following steps:

- Discuss the action with the issuing supervisor.
- Along with an authorized employee representative, discuss this action with the Project Superintendent or Manager. Employees will have the opportunity to present any relevant evidence in their behalf. The Project Superintendent or Manager may affirm or modify any disciplinary action.

*The following situations may be considered in preparation of a disciplinary notice:*

- **Dishonesty**
  - Theft
  - Falsification of reports or employment records
  - Willful damage to company property or equipment
- **On-The-Job problems**
  - Intoxication or Drug policy violations
  - Fighting
  - Horseplay
  - Failure to report accidents
  - Abusive or threatening language
  - Conduct
  - Disobedience
  - Sleeping on the job
  - Possession of a weapon or firearm
  - Violation of safety standards - ***SUPERVISOR: List Standard(s) Violated***
  - Violation of company policy
- **Attendance Problem**
  - Unexcused absence
  - Chronic lateness
  - Repeated absenteeism
  - Leaving work without permission
  - Other
- **Job performance**
  - Carelessness
  - Neglect
  - Poor quality
  - Insubordination
  - Failure to correct

# Engel Electric

## **SAFETY STANDARD VIOLATION NOTICE**

*REPORT ONLY ONE VIOLATION AND VIOLATOR PER FORM*

***Please Print***

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

ATTENTION: \_\_\_\_\_

REFERENCE: NAME \_\_\_\_\_

POSITION or EMP. # \_\_\_\_\_ LOCAL \_\_\_\_\_

Gentlemen:

Pursuant to OSHA Multi-Employee Citation Policy, OSHA Instruction CPL 2.45B (June 15, 1992) Field Operation Manual, Chapter V, Section F.2, you are hereby notified that we observe the following potential safety hazard:

STANDARD VIOLATED \_\_\_\_\_ EXPLANATION \_\_\_\_\_

VIOLATION DATE \_\_\_\_\_ 1ST NOTICE \_\_\_\_\_ 2ND NOTICE \_\_\_\_\_

WARNING DATE \_\_\_\_\_ TIME \_\_\_\_\_ PLACE \_\_\_\_\_

WARNED BY (NAME & POSITION) \_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_

Gentlemen:

In view of the nature of this hazard, you are advised as follows:

1. Engel Electric did not create the hazard.
2. Engel Electric does not have the responsibility, authority, and/or the ability to correct the hazard.
3. Engel Electric has made a reasonable effort to persuade you to have the hazard corrected.
4. Engel Electric has instructed and where necessary, trained employees to avoid or minimize the hazard and where feasible, has taken alternative means of protecting employees from the hazard short of walking off the job. (Except when special circumstances require such extreme action.)

We thank you for your cooperation in correcting these conditions.

Sincerely,  
Engel Electric

**I HAVE READ THIS NOTICE AND UNDERSTAND IT.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

*SIGNATURE OF RECIPIENT*

WARNED BY \_\_\_\_\_ DATE \_\_\_\_\_

*SIGNATURE OF SUPERVISOR FOREMAN OFFICIAL*

