

EMPLOYEE RELATIONS POLICY NO. 503

1. SUBJECT: SAFETY AND LOSS PROGRAM
2. OBJECTIVE: To define the basic guidelines for the safety of employees and the general public and authorize the General Manager to establish procedures which implement and enforce safe working practices. These procedures and practices will comply with both state and federal OSHA rules. The Beartooth Electric Cooperative, Inc. (BEC) has adopted the MECA safety manual.
3. POLICY:
 - 3.1. Public Safety Program:
 - 3.1.1. Reporting of hazards and potential hazards is important to BEC. Employees will be trained to identify, report and respond to unsafe utility and work hazards. Hazards and potential hazards will be regularly discussed at safety meetings. Reasonably prompt action will be taken by employees to correct or isolate any recognized potential hazard.
 - 3.1.2. BEC will regularly prepare and publish electric safety information in BEC publications.
 - 3.1.3. Safety demonstrations will be presented periodically to local schools and community groups.
 - 3.1.4. Safe working conditions for employees, as well as the general public, will be considered by the BEC engineering group when planning new installations. Facilities will be designed in compliance with the National Electric Safety Code.
 - 3.1.5. During construction and maintenance operations, work will be performed to reasonably ensure the safety of employees and the public.
 - 3.2. Safety and Job Training:
 - 3.2.1. Employees will be trained concerning safe working practices, as well as proper use of tools and equipment.
 - 3.2.2. Safety meetings will be held monthly in which safe working practices, conditions and the use and care of safety equipment will be discussed. A set of minutes will be kept of each safety meeting accompanied by an attendance listing. These reports will be reviewed by the Board at regularly scheduled board meetings.

3.2.3. On-the-job training will give employees the opportunity to develop appropriate skills to perform work safely, recognize hazardous situations and take corrective actions to avoid injury or accidents.

3.2.4. Supervisors will devote time to train employees.

3.2.5. Special training, including but not limited to, first aid, CPR and pole-top rescue will be provided as needed.

3.2.6. The company will maintain a safety manual for all employees. A copy of the safety manual will be made available to every employee. It will be the responsibility of each employee to read and understand the safety manual and to comply with safety and health standards as well as all rules which are applicable to his or her own responsibilities, conduct and well-being.

3.3. Safety and Loss Program:

The General Manager will appoint a safety coordinator to oversee the BEC safety program. The safety coordinator will inform the General Manager of matters concerning the safety and loss program. The duties include the following:

3.3.1. Develop policies and work procedures to promote safe work procedures and training to avoid hazardous conditions.

3.3.2. Prepare and submit timely and accurate applications as required for NRECA safety accreditation.

3.3.3. Review and investigate first-aid accidents and near-miss accidents. Examine the findings of the investigation team in any serious accident cases and make recommendations for future prevention.

3.3.4. Review letters of complaint to BEC concerning accidents or hazards.

3.3.5. Plan safety training and meetings to promote employee and public safety.

3.3.6. Keep the MECA safety manual updated.

3.4. Accident reporting and investigation:

3.4.1. All accidents or injuries must be reported to the immediate supervisor with completed accident forms within twenty-four (24) hours of the accident. This includes accidents resulting in damage to vehicles or other property and injuries to employees or others resulting in a medical examination or lost work time.

3.4.2. The safety coordinator will appoint an accident investigation team in cases of accidents involving personal injury or death of employees and/or damage or

destruction of property of BEC or of the public. This team will promptly investigate the accident.

3.4.3. BEC shall file proper accident reports with the Montana and/or Wyoming Workers Compensation Division and the Wyoming Public Service Commission as required by their rules and regulations.

4. RESPONSIBILITY:

It will be the responsibility of the General Manager to ensure compliance with this policy.

Adopted: 10/28/2014
Revised: 04/18/2017
Reference: LV Policy 503; BEC Policy VI-E-1
Review Date: April 2019

Attest: /s/David Peterson
 Board President

Attest: /s/James R. Webb
 General Manager