SAFETY ABSOLUTES
SAO Requirements

Revised 7/18/2024

AZCORP
a CIANBRO company

A/Z Field SAO Requirements

- A/Z expects ALL Team Members to adopt a Zero Tolerance standard for violations of the following:
  - Fall Hazards from Elevated Heights
  - Safe Electrical Work Practices
  - Confined Space Entry
  - Excavations and/or Trenches
  - Job Hazard Analysis and/or Safe Plan of Action
  - Controlled Access Zone
  - All Operated Equipment & Vehicles
  - Distracted Driving

We expect our supervisors to lead safe and efficient projects and to exercise good judgment in holding their team members accountable for safe behaviors. For all other safety related areas, unsafe behavior or violations, supervisors shall apply their best judgment to determine the appropriate measure of disciplinary action following A/Z's Progressive Discipline Procedure in the Team Member handbook

A/Z Field SAO Requirements

Fall Hazards from Elevated Heights

Team members working where fall hazards exist as outlined in A/Z's and/or host facility's fall protection program, not protected or secured from falling by one of the OSHA and A/Z approved methods (guard rail system, safety nets or 100% tied off). Note: Any deviation from this requirement must have a written Job Hazard Analysis that must be approved by the Director of Safety or designee.

PPE

Fall protection must be always worn and secured when working within 6 feet of a fall hazard (12"x12" opening).

Aerial and scissor lifts require 100% tie-off to the manufacturer's engineered anchor point at all times.

Lifelines/Lanyards

- Fall protection including lifelines, must be installed on an anchor point capable of supporting 5000lbs or more per person.
- Lifeline column straps must be padded on all corners.
- Only one person can be attached to a vertical lifeline at one time. Only one person can be connected to a horizontal lifeline unless the lifeline is designed with more than one bull ring.
- Lifelines must remain in use until adequate guardrails are built and maintained.
- Horizontal lifelines must be installed and maintained to proper tension.
- Self-retracting lifelines must be used, when possible, to limit free fall distances. SRLs are required when the fall distance is less than 18.5 feet.
- TMs must be always tied off to the designated anchor point in aerial and scissor lifts.
- Vertical lifelines should extend from anchorage to ground or a safe landing place above the ground.
- Vertical lifelines need to be independent of what ever you are working off, ex. swing stage scaffold, retractable' s are never to be used with vertical lifelines but rather a 4-foot tether with a rope grab. If the vertical lifeline must break over an edge, then a softener may be used though this is not ideal.

Personal Fall Arrest Systems

- A/Z prohibits use of safety belts for fall protection and positioning work.
- Personal fall arrest systems and components subject to impact shall be taken out of service and retained for inspection. Mark equipment "Do Not Use" and return to tool crib.
- Emergency provisions shall be in place for prompt rescue of TMs in the event of a fall or assure that TMs are able to rescue themselves.

Handrails and Barricades

All barricades / handrails must meet the following requirements:

- Top Rail 42 inches (+/- 3")(No less than 39 inches)
- Mid Rail 21 inches (half of the Top Rail height)
- Toe Board Minimum 4 inches
- Able to withstand 200 pounds lateral force at the top rail, 150 pounds at the mid rail and 50 pounds at the toe board (no more than 8 feet between upright supports if built with 2"x4" lumber)

Safe Work-Practices

Always	inspect your harness and lanyard prior to use
Always	shorten your lanyard to use as a restraint or use a self-retracting lifeline
Always	ensure your harness shoulder, chest and leg straps are properly adjusted
Always	ensure anchor straps are properly installed and padded
Always	protect yourself from a fall hazard or when working over hazardous machines / processes
Always	maintain 100% tied off status when working at height
Always	install the SRL closest to the anchor point, snap hook installed to the harness D-ring
Never	leave the basket of an aerial or scissor lift while connected to the basket anchor point unless addressed specifically in the JHA
Never	reuse fall protection equipment after a fall
Never	tie a knot in a lanyard
Never	tie off to guardrail systems, conduit, or anything unable to support a minimum of 5,000 pounds
Never	attach two snap hooks together

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Safe Electrical Work Practices

Team members not following A/Z and/or host facilities safe electrical work practices (electrical safety in the workplace (NFPA 70E) - lock and/or tag out) program(s).

ALWAYS lockout and tag out equipment when power is not required.
ALWAYS control live electricity and rotating equipment when working within close proximity of the hazard.

Equipment
A personal lock must be used for each individual TM.

Personal and Group Lock
Personal locks are used to protect TMs who are working on equipment.

Group lockout boxes may be used on the jobsite to protect multiple personnel.

Lock Out Procedure
1. Notify the client and/or other personnel working at the site who are affected by the Lockout.
2. Take control of the equipment
3. Wear proper Arc Flash PPE if required
4. Stand to the side, looking away from the disconnect and announce that you are powering down.
5. All personnel assisting with the work apply their personal keyed lock to the disconnect or group box.
6. Verify your meter or AC sensor to a known source (110 VAC outlet). If both probes are used inside the outlet, you must OHM (verify) your leads to ensure the alligator clip was inserted back to the lead correctly.
7. Test the power at each incoming mainline phase:
    a. Clip your ground lead to (verified) ground.
    b. Use one hand to test placing the other behind your back.
    c. Probe each phase to ground.
    d. Verify AGAIN to a known source at the known source (110 VAC outlet) to ensure a correct read took place.
8. Once verified, proceed with task.

Control of Energy
If power is not needed, lockout must be completed. Only energy sources which will be interacted with are required to be isolated.

Returning to Service / Removal of the Lock
1. Notify the client and/or other personnel working at the site who are affected by the Lockout being removed.
2. Only the person who installed the lock can remove it. Note: If a TM has left a lock in place and is not on site, the lock may only be removed by a Supervisor who has personally spoken to the TM to ensure they are clear of the hazard.
3. Wear proper Arc Flash PPE if required
4. Stand to the side, looking away from the disconnect and announce that you are powering on the disconnect.
5. Put disconnect to the on position.
6. Ensure equipment is operating correctly.

Electrical Safe Work Practices (Live Troubleshooting)

Always	use a written JHA to identify electrical hazards and necessary actions prior to troubleshooting.
Always	use insulated tools and properly rated meters.
Always	protect yourself from inadvertent contact by installing permanent or temporary blankets or voltage guarding.
Always	protect yourself from arc flash hazards by wearing appropriate PPE.
Always	ensure that your rubber soles are touching the floor or that a rubber mat is in place.
Never	wear conductive watches, rings, necklaces, earrings, glasses, keys or other jewelry.
Never	use two hands to take voltage readings at the same time.
Never	work in wet areas unless power is removed.
Never	use an AC Sensor as a troubleshooting device.

Ground Fault Circuit Interrupters

Always	Use a GFCI with all portable power tools, extension cords and lights.
Always	plug the GFCI at the voltage source, ensuring protection of the entire line.
Always	test the GFCI before each use.

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Confined Space Entry

Team members and their foreman observed or discovered after the task without a preplanning meeting and/or a permit or working in or entering a confined space. The purpose of the Confined Space Program is to increase the safety of A/Z team members by establishing appropriate procedures for identifying, classifying, and managing confined spaces in A/Z operations. All confined space work requires a permit.

Entry Requirements

- Prior to authorized entry into a permit-required space, the internal atmosphere shall be fully tested, with a calibrated direct reading instrument by an authorized person. The below conditions must exist, in the order given, to determine if they are within safe limits:
  - Oxygen between 19.5% and 23.5%
  - Flammable gases and vapors less than 10% LEL
  - Potential toxic air contaminants (Carbon Monoxide, H2S) half the PEL
- The air in permit required confined spaces must be continuously monitored for oxygen, flammable gases and vapors, and toxic contaminants while anyone is in the space.
- Use continuous forced air and direct ventilation in the immediate areas where team members are present within the space and must continue until team members have left the space.
- The atmosphere within the space shall be continually tested to safeguard against hazardous atmospheres and to assure the effectiveness of the continuous forced air ventilation.
- Assure supply for the ventilation is from a clean source.
- Immediately upon detecting a hazardous atmosphere, all team members shall abandon the space.
- An evaluation of the space shall be executed to ascertain how the hazardous atmosphere evolved.
- Procedures shall be implemented to protect team members from the hazardous atmosphere before any work can begin.
- Each permit-required confined space shall have a sign on or near the entrance(s) that identifies the space as a permit-required confined space. The specific signage will be determined by the Program Administrator based on the identified hazards that exist within the confined space. Signs will be maintained in a legible condition.
- Task responsibilities must be clearly defined, and all participants must have adequate training to fulfill the responsibility of Entrant, Attendant and Supervisor for each entry.

Entry Permits

- A permit-required confined space entry permit process will be used to guide Entry Supervisors, Attendants and Entrants through a systematic evaluation of the permit-required confined space to be entered, and to establish appropriate entry conditions. Before each entry into a permit-required confined space, an A/Z entry permit will be completed by the Entry Supervisor. The Entry Supervisor will then communicate the contents of the permit to all team members involved in the operation and post the permit conspicuously near the work location. A standard entry permit will be used for all entries.
- Permit Scope and Duration. A permit is only valid for one shift.

Evacuation and Rescue

- All individuals entering a permit-required confined space will wear a full-body harness, and the harness will be always attached to an appropriate extraction tool allowing the individuals to be retrieved from the confined space at any time without requiring other individuals to enter the confined space. No individual will enter a confined space where an extraction/retrieval protocol has not been established, or when the extraction equipment is not available and used.
- If it is determined that extraction/retrieval systems will increase the overall risk of entry or the equipment would not contribute to the rescue of the Entrant, then outside rescue services must be arranged prior to entry operations. Members of the rescue service shall be specially trained to perform confined space rescue operations.

Confined Space Entry

Always	verify that the confined space is safe prior to entry.
Always	preplan entry hazards and secure the proper permit authorization prior to entry.
Always	inspect retrieval equipment prior to entry.
Always	maintain communication between the Attendant and the Entrant.
Never	permit a confined space to begin without a proper rescue plan and approval to enter.
Never	disconnect from retrieval equipment while in a confined space.
Never	enter a confined space to perform a rescue.

A/Z Field SAO Requirements

Excavations and/or Trenches

Team members in trenches or excavation exceeding 5'-0" in depth, observed or discovered after the task, without OSHA compliant systems. The purpose of this standard is to outline the minimum requirements for excavating on any A/Z jobsite.

General Requirements

- The A/Z Corp Excavation Permit must be completed before beginning excavation.
- All excavation work must comply with the OSHA requirements contained in 29 CFR 1926, Subpart P.
- Utility companies or owners shall be contacted to supply the location of underground utilities. Do not take chances, verify utility locations.
- When excavations approach the estimated position of underground utilities the exact location must determined by safe means which may include hand digging (personnel shall be protected from cave-ins).
- While the excavation is open, utilities must be protected, supported or removed as necessary to protect team members.
- A competent person must inspect all excavations daily prior to team members working in the excavation.
- Personnel will be informed of basic preventive measures to ensure safety on the job site while trenching and excavating. Personnel will be instructed on the importance of taking preventive measures while working in trenching and excavation environments. Personnel will be familiar with common hazards of the job and the safety regulations that must be followed.
- Inspections must be carried out after any occurrence that may adversely affect the stability of the soil. Examples are rain, blasting, heavy vehicular traffic, etc.

Access & Egress

- Excavations more than 4 feet deep need stairs, ramps, ladders or another form of safe egress/access.
- Team members shall not work in an excavation where water has accumulated.
- A team member must have a means of egress with 25 feet of lateral movement
- If structural ramps are used, they must meet the following criteria:
    - Structural ramps shall be designed by a professional engineer.
    - Ramps or runways constructed of two or more structural members shall have the structural members connected to prevent displacement.
    - Ramps used instead of stairs must have cleats for traction.

Vehicles

- Team members shall not work under or around vehicles being loaded with excavation spoil.
- Warning systems shall be used when vehicle operators do not have a clear view of the edge of an excavation (i.e. barricades, hand or mechanical signals, stop logs, etc.).
- Team members exposed to public vehicular traffic shall wear high-viz vests or clothing.

Protective Systems

- Excavations more than five feet deep must have a protective system to protect team members. Protective systems include: Sloping, Benching, Trench Boxes, Shoring, Professionally Engineered Systems.
- Soil must be classified before excavations begin. Classifications must be carried out by the competent person.
    - If the competent person elects not to classify the soil it must be treated as Class C.

Hazardous Atmospheres

- Where oxygen deficient atmospheres may exist, the atmosphere must be tested in excavations over 4 feet deep.
    - Note: Atmospheres are considered oxygen deficient if the percentage of oxygen concentrations is less than 19.5%.
- Some excavations must be treated as confined spaces. Ventilators, atmospheric monitoring devices, retrieval systems and permits may be necessary.
- Team members entering deep and narrow excavations as defined in 29 CFR 1926.651(g)(2)(ii) will be required to wear a safety retrieval device.

Adjacent Hazards

- Structures such as sidewalks, curbs, pipelines, etc., that are endangered by excavations must be supported. Support systems, underpinning, bracing, or shoring shall be used.
- All walking or driving surfaces must be supported whenever excavations may affect their stability.
- All spoil piles, materials and equipment must be located at least two feet from the edge of the excavation.
- If spoil piles, materials and equipment cannot be placed two feet from the edge of the excavation barricades must be erected to prevent material from falling into the excavation.
- Spoil piles must be scaled to remove loose rocks and soil that may tumble into team members.
- Barricades or the equivalent must be erected as necessary to keep soil in spoil piles in place.
- Operators shall sufficiently slope all spoil piles to prevent loose rocks or soil from tumbling.

Always	evacuate any excavation where water is actively flowing in any amount, including rainfall.
Always	install and maintain walkways if TMs or equipment are required to cross over excavations.
Always	install and maintain OSHA compliant guardrails if excavations are over 6 feet deep.
Always	verify that Digsafe (utility clearance) and GPR is conducted prior to subsurface work.
Always	ensure shoring systems receive a Competent Person inspection daily.
Always	maintain compliance with state requirements (ex. Jackie's Law)
Never	leave wells, pits, shafts, etc. uncovered and unprotected when not being worked on.
Never	enter a trench or excavation where water is present.
Never	enter a trench or excavation unless the space is properly protected with sloping, benching, trench boxes, shoring or professionally engineered systems.

A/Z Field SAO Requirements

Job Hazard Analysis (JHA) and/or Safe Plan of Action (SPA)

Before conducting any physical project work a JHA and SPA must be obtained which: Defines the scope of work, identifies the hazards and assesses risk, establishes control measures to eliminate or mitigate hazards, links the work to other associated work permits or simultaneous operations, is authorized by the responsible person(s), communicates above information to all involved in the work, ensures adequate control over the return to normal operations.

General Requirements

- A/Z establishes procedures to identify existing and potential workplace hazards and assess the risk of associated workers injury and illness. This program identifies potential hazards using Job Hazard Analysis (JHA). The Project Manager with oversight/assistance/review by the A/Z Safety Department shall create a JHA for every job activity. This hazard identification process shall be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.
- A/Z Teammates and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned. The JHA must be completed and discussed with all Team Members prior to job start. This provides a mechanism to involve TMs and contractors in the development of the worker safety and health program goals, objectives, and performance measures and in the identification and control of hazards in the workplace. This shall be documented. The JHA will be periodically reviewed throughout the length of the project.
- TMs should be consulted with and involved in the development of the JHA.
- All personnel shall understand what they are required to do under the JHA.
- The JHA shall be reviewed and updated as needed.
- The JHA shall be reviewed immediately after all incidents and work-related injuries to determine whether changes are needed in the job procedure.
- If an incident results from an employee failing to follow proper job procedures, it shall be discussed in a safety meeting with all site personnel.
- For every JHA revision made, training in the new job procedures, protective work measures, etc., shall be provided to all affected site personnel.
- The JHA shall be available for review at the jobsite.

Entry Requirements

- The JHA should be conducted using a standard JHA form. (Check A/Z Forms Portal for most up to date revision)
- Standard formatting:
  - In column I list each job step in sequential order as it is regularly performed.
  - In column II assign a risk rating for the task.
  - In column III list ALL potential hazards that may be associated with each job step. Identify hazards each hazard, classify and prioritize, and address each hazard based on the risk associated with the task / (Risk analysis matrix outlining severity and probability).
  - In column IV the Project Manager must list the recommended hazard-preventative actions to take and/or safer ways in which the job could be performed to eliminate such hazards. This may include changing the job sequence, utilizing different safety equipment, taking more precautions, or adding procedures that may be needed to reduce the chance of injury.
  - In column V List the Hazard management procedures that will be put in place to ensure recommended actions are implemented.

JHA v. SPA

- The JHA is created for the project which covers hazards and control measures for the overall project tasks.
- The SPA (Safe Plan of Action) is conducted each day for the task to be completed and incorporates site-specific hazards.

Using Job Hazard Analysis

Always	write a SPA for each task, each day
Always	review the JHA prior to performing any task
Always	update the SPA as job tasks and hazards change through the day/task
Always	review the JHA with TMs and other personnel involved with the task
Never	rely on your memory of job instructions alone for risk assessment

A/Z Field SAO Requirements

Controlled Access Zone

Team Members crossing or removing red (danger) tape without permission from an authorized member of the crew performing work within the danger zone. Radiation tape is the same as red (danger) tape. Temporary barricades with tags shall be used where appropriate to warn and protect Team mMembers of existing hazards.

General Requirements

- What is a controlled access zone? OSHA's definition of a controlled access zone is "an area in which certain work may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems, and access to the zone is controlled."
- According to OSHA regulations, fall protection measures must be instituted in the following work areas:
    - Ramps and walkways
    - Areas surrounding holes
    - Unprotected edges and sides
    - Wall openings
    - Excavation sites
    - Areas positioned over dangerous equipment
    - Any areas where falls of six feet or more are possible
- Controlled access zones are primarily used in areas where masonry work or other maintenance must be performed and in which regular fall protection equipment cannot practically and effectively be used. A controlled access zone is most typically used for jobs requiring workers to be on a leading edge. Examples of this might include some types of masonry and bricklaying. In overhand bricklaying, for example, the leading-edge shifts as the job progresses and there is often nowhere to install an anchor point. Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors. Employees working in a controlled access zone must respond quickly to any warnings or promptings by the safety monitor.
- When used to control access to areas where leading edge and other operations are taking place, the controlled access zone shall be defined by a control line or by any other means that restricts access. Signs shall be posted to warn unauthorized employees to stay out of the controlled access zone.
- When control lines are used, they shall be erected not less than 6 feet nor more than 25 feet from the unprotected or leading edge, except when erecting precast concrete members.
- When erecting precast concrete members, the control line shall be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.
- The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- The control line shall be connected on each side to a standard railing or wall, or securely anchored on each end.
- Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:
    - Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.
    - Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the working level/working area and its highest point is not more than 45 inches.
    - Each line shall have a minimum breaking strength of 200 pounds.

OSHA Requirements

- The control lines used to define the controlled access zone must be between 6 feet and 25 feet from the leading edge and must be attached on either end to a wall or guardrail system. If the control line is attached to a guardrail system, this system must comply with the requirements in §1926.502(b)

Safety Monitoring Systems

- The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following requirements:
    - The safety monitor shall be competent to recognize fall hazards;
    - The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;
    - The safety monitor shall be within visual sighting distance of the employee and shall always be in communication with the employee being monitored; and,
- The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.
- No employee, other than an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.
- Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

Always	ensure only trained/authorized employees work in the CAZ.
Always	ensure signage and the demarcated area is clear and visible.
Always	listen to the Safety Monitor.
Always	have a direct path in and out of the CAZ.
Never	make the least experienced Team Member the Safety Monitor.
Never	allow the Safety Monitor perform any additional tasks.
Never	expand the CAZ beyond the limits.

A/Z Field SAO Requirements

All Operated Equipment and Vehicles

Team members knowingly operating equipment with faulty safety systems without the project manager's/superintendent's approval and an alternate Job Hazard Analysis in place. The purpose of this standard is to provide A/Z with guidelines for safely operating mobile equipment vehicles.

General Requirements

- Team members must obtain proper certifications/licenses or be classified as a Novice Operator prior to operating equipment.
- Team members must follow A/Z policies and the manufacturer's operating requirements at all times.
- Team members must never operate equipment within the caution zone (usually defined as 20') of an overhead power line, without a specific activity plan that follows A/Z procedures and has the approval of the appropriate levels of review.
- Operators must make effort to prevent unplanned contact with known (or should have been known) live utilities, whether they are overhead, underground, above ground, or concealed such as (live electrical, chemical, oil and gas, or other forms of distribution lines) without having taken all standard precautions.
- Team members performing critical lifts must complete the A/Z "Pre-lift Checklist" with review and sign off (loads > 75% chart capacity etc.) prior to the lift.

Powered Industrial Trucks (PIT)

- All vehicles must be inspected prior to the first use each day/shift in which the vehicle will be used.
- Defective vehicles must be taken out of service and marked "Do Not Use".
- All safety devices installed by the manufacturer must remain in use and operational. Modifications are not permitted.
- Seatbelt (if equipped) must be always worn during operation of a PIT.
- No part of the operator's body should reach outside of the operator cab/seat of the vehicle. Reaching outside could result in severe injury.
- Spotters must be used where visibility is impacted.
- While not in use, forklifts shall be turned off with the mast lowered completely, set in neutral, and brake on. Forklifts shall never be left running while unattended. Wheels shall be chocked if set on an incline.

Excavators and Loaders

- Team members shall not work under or around vehicles being loaded with excavation spoil.
- Warning systems shall be used when vehicle operators do not have a clear view of the edge of an excavation (i.e. barricades, hand or mechanical signals, stop logs, etc.)

Always	operate vehicles slowly, scanning for fixed objects and personnel.
Always	keep a distance of at least 20' from overhead power lines.
Always	complete a pre-shift inspection and take defective equipment out of service.
Always	operate equipment with care.
Never	attach fall protection to any part of the lift not specified as an anchor point.
Never	use a lift to hoist material or objects.
Never	modify vehicles without approval from Safety and the manufacturer.

Lifts

- Aerial and scissor lifts require 100% tie-off to the manufacturer's engineered anchor point.
- Only authorized and trained persons shall operate any lift.
- Employees shall stand firmly on the floor of the basket and not use other devices for a work position.
- The controls and safety devices of the aerial lift shall be tested and inspected before use each day.
- The operator shall not override hydraulic, mechanical, or electrical safety devices.
- The operator shall be aware of electrical, falling, and ground hazards and monitor the load capacity.
- Most lifts are designed for operation on relatively flat surfaces with minimal slope (< 5%). Do not operate on surfaces thatexceed the manufacturer's maximum rated slope.

Cranes

- Project Teams must receive a Crane Pick Plan from the crane company with A/Z Crane Lift Plan Form attached.
- What's included in a crane plan?
    - A/Z Pick Plan Form is filled out and included in the plan with all the information added and matches the rest of the plan.
    - Crane inspection paperwork is up to date (annual inspections). If pick is in Connecticut than the Crane registration must be included as well.
    - A plan view diagram showing the overhead view of where the crane will be sitting and where it will be picking.
    - List of the rigging that will be used and specs for each.
    - Operators license
    - Lead rigger/Signal persons license

Critical Picks

- A critical lift, which is considered a non-routine lift requiring detailed planning and additional or unusual safety precautions to be addressed separately in writing and MUST have a Critical Lift Review Meeting conducted prior to the lift.
- What makes crane pick a Critical Lift?
    - The crane capacity is between 75%-90% (<90% requires Professional Engineer)
    - Two cranes required for lift
    - Crane needs to "walk" with loads
    - Swing radius less than 15 feet over wires/pipes
    - Pick is carrying personnel
    - A pick weighing over 10,000lbs is being upended

Always	cone, barricade, tape off your swing radius
Always	keep a copy of any operator licenses on site
Always	walk the crane set up area and look for overhead or underground obstructions
Always	wear a seatbelt when operating a vehicle
Never	pick any material over an occupied building
Never	use a mobile device when operating any vehicle
Never	allow a pick to start if there is no approved pick plan

A/Z Field SAO Requirements

Distracted Driving

Team members engaging in any of the following prohibited distracted driving behaviors.

Distracted Driving Actions

- Texting.
- Any use of a cell phone's or smartphone's applications or features unless able to use hands-free.
- Smoking or using tobacco products of all kinds.
- Programming of a phone's applications, features, or any other electronic device is prohibited while driving. Example: GPS, computer, IPOD, MP3 Player, or similar devices. Your normal car controls, climate, radio, etc., are approved to be adjusted while driving.
- Reading and writing while driving is prohibited.
- Eating a meal and/or personal grooming. Personal grooming can be very distracting as you are usually looking at your task, not the road. Eating while driving is prohibited unless it is a snack-like food or non-alcoholic beverage.
- All team members driving for any purpose related to their A/Z employment or utilizing company issued electronic communication equipment to conduct personal business while driving must be hands free and are required to eliminate or mitigate distractions while driving. In addition, the use of personal cell phone or electronics on personal time while driving are not allowed on any A/Z property, worksite, or designated A/Z parking areas unless hands free. Furthermore, A/Z strongly encourages all team members to apply these safe driving practices while at home

Additional Actions to Reduce Distracted Driving

- Conduct your business or personal texts **prior** to starting your drive.
- While traveling, if you need to use other features of your phone other than hands-free talking, safely pull over and stop in a safe parking area.
- Do not call or text team members, family, or friends if you believe they are driving. If unsure, ask if they are driving and have them call you back when they are in a safe location.
- If you are using a smart phone, it is strongly encouraged that the "Do Not Disturb" feature is enabled. If this feature is not available, consider adding an application that prevents the phone from ringing while you are driving. Consider turning your phone off until you reach your destination or a safe intermediate point.
- If you are commuting with someone, offer to assist them with their communication needs or offer to drive.
- Speak up if you see someone driving distracted.

Always	drive without distraction.
Always	respond to texts and emails upon your arrival or park before responding.
Always	utilize defensive driving practices.
Always	maintain a safe following distance from the vehicle in front of you.
Never	respond to test messages or emails without utilizing hands-free devices.
Never	use social media apps, even when stopped at traffic lights or signs
Never	read or write notes, maps, or other documents while the vehicle is in motion
Never	engage with other drivers showing aggression or driving dangerously

A/Z Field SAO Requirements

The following activities are examples related to Safety Absolute violations and are subject to discipline (including separation).
The first offense will result in a seven (7) day unpaid suspension and if a second violation occurs within 12 months of the first, the result will be termination).
This list is to be used as a guide when determining discipline.

Fall Protection
- Failure to maintain 100% tie-off at heights above 6 feet.
- Failure to be tied off while working in an aerial lift.
- Wearing/using damaged and/or defective fall protection devices.

Safe Electrical Work Practices
- Failure to wear proper PPE for arc flash hazards.
- Failure to perform LOTO as required.
- Failure to use properly rated meters and insulated tools.
- Working on a live electrical system (not troubleshooting).

Confined Space Entry
- Unauthorized entry into a confined space.
- Failure to use proper retrieval systems during confined space entry.
- Failure to fulfil the duties as an Attendant.

Excavation/Trenching
- Working in a trench or excavation when water is present.
- Failure to protect edges of sub surface openings with proper storage of spoils, equipment and pedestrian paths.

JHA
- Failure to create/follow a JHA for tasks.

Controlled Access Zone
- Crossing or removing red (danger) tape without permission from an authorized member of the crew performing work within the danger zone.

All Operated Equipment and Vehicles
- Knowingly operating equipment with faulty safety systems.
- Operating equipment without proper certifications/licenses or not classified as a Novice Operator.
- Inappropriately using equipment and/or not following OSHA, A/Z policies and the manufacturer's operating requirements.
- Operating equipment withing the caution zone of an overhead power line, without a specific activity plan that follows A/Z procedures with proper approval.
- Making unplanned contact with a known (or should have been known) live utility, whether they are overhead, underground, above ground or concealed without having taken all standard precautions.
- Performing a critical lift (loads >75% chart capacity) without completing the A/Z "Pre-Lift Checklist" with review and sign off.

Distracted Driving
- Texting
- Any use of a cell phone's applications or features unless able to use hands-free.
- Programming of a phone's applications, features or any other electronic device.
- Reading or writing while driving.
- Eating a meal and/or personal grooming.