Safety & Quality
Job 1 & 2

Broadband Telecom’s
SAFETY PHILOSOPHY, POLICIES AND PROCEDURES PROMOTING A SAFETY CONSCIOUS WORK ENVIRONMENT
Broadband Telecom Service recognizes that our people drive the business. As the most critical resource, employees & contractors will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by Broadband Telecom Service’s employees & contractors will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Broadband Telecom Service is firmly committed to the safety of our employees & contractors. We will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees & contractors.

We value our employees & contractors not only as employees but also as human beings critical to the success of their family, the local community and Broadband Telecom Service.

Employees & contractors are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Broadband Telecom Services, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Broadband Telecom Services, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Broadband Telecom Services, Inc. in higher regard with customers, and increases productivity. This is why Broadband Telecom Services, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees & contractors. Consequently, management of Broadband Telecom Services, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees & contractors are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees & contractors where safety and health are concerned.

6. Management and supervisors of Broadband Telecom Services, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees & contractors and persons affected or associated in any way by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Broadband Telecom Services, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.
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The primary responsibility of the employees & contractors and contractors of Broadband Telecom Services, Inc. is to perform his or her duties in a safe manner, in order to prevent injury to themselves and others.

As a condition of employment, employees & contractors MUST become familiar with, observe, and obey Broadband Telecom Services, Inc.’s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees & contractors MUST learn the approved safe practices and procedures that apply to their work. Every employee and contractor is expected to comply with the Safety Manual, as well as OSHA Health and Safety Standards.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.
1. **Conduct:** horseplay, ‘practical jokes,’ etc. are forbidden. Employees & contractors are required to work in an injury free manner displaying accepted levels of behavior. Conduct which places the employee or others at risk, or which threatens or intimidates others is forbidden.

2. **Drugs and Alcohol** – use and/or possession of illegal drugs or alcohol on company property or on company time is forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

3. **Housekeeping:** The following areas must remain clear of obstructions:
   - Aisles/exits
   - Fire extinguishers and emergency equipment
   - All electrical breakers, controls, and switches

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

4. **Injury Reporting:** All work related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers’ Compensation benefits. After all medical appointments, resulting from a work related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

5. **Personal Protective Equipment:** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
   - a) Safety Glasses – must be worn at all times in designated areas in this facility.
   - b) Hard Hats – must be worn at all times in designated areas.
   - c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
6. **Equipment Operation:** You must specifically be trained and authorized by your supervisor to operate the following:

- Company vehicles,
- Forklifts,
- Machine and power tools,
- Paint sprayers.

When operating machines: do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.

Never reach into an operating machine or moving machine part.

7. **Ladders:**

- Inspect all ladders prior to each use;
- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at one time;
- Never stand on the top two steps of a stepladder;
- Always maintain 3 point contact when working on ladders;
- Never reach beyond arm length when working off of a ladder; and
- Never use metal ladders when working on or around electrical equipment

8. **Cranes/Hoists/Lifting Devices:**

a) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.

b) Never walk under a load suspended from a hoist or crane.

c) Keep all personnel clear of the ‘fall zone’ of the crane/hoist.

d) Know the weight of material being lifted. Never overload a crane/hoist.
9. **Lockout/Tagout** – prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, “Keep your hands off.”

10. **Hazard Communication:**

    a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
        - **FIRE** (red background color) will the material burn?
        - **HEALTH** (blue background) is the material dangerous to my body?
        - **REACTIVITY** (yellow background) is the material dangerously unstable?

        After each hazard (Fire, Health, Reactivity) a number from 1-4 will be assigned. The numbers reflects the degree (or amount) of hazard:
        - **0** Minimal
        - **1** Slight
        - **2** Moderate
        - **3** Serious
        - **4** Severe

b) A Material Safety Data Sheet (MSDS) must be secured for all chemicals purchased or brought on site. You have a right to access MSDSs – ask your supervisor.

c) Follow all label and MSDS instructions – including amount instructions.

d) Do not mix chemicals unless authorized to do so.

e) Keep all chemicals in closed containers.
Safety Rules for Broadband Telecom

f) Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.

g) Wear required Personal Protective Equipment and minimize contact with the chemical.

h) Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.

11. **Confined Space Entry** – only trained and authorized employees & contractors are permitted to enter confined spaces. If you believe that your job requires confined space entry contact your supervisor prior to undertaking the work. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards).

12. **Emergencies:**

   a) In the event of any serious injury or fire call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.

   b) Upon discovering a fire, alert others in immediate danger and initiate facility wide fire alarm.

   c) When the evacuation signal is given, all employees & contractors should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.

   d) Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.

   e) To use a fire extinguisher, remember PASS:
      - P = Pull (the safety pin)
      - A = Aim (at the base of the fire)
      - S = Squeeze (the lever)
      - S = Sweep (side to side)
If you use a fire extinguisher, remember:

- Stay low.
- Keep yourself between the fire and an exit
- Do not turn your back on a fire
- Immediately report the use to your supervisor

d) Do not touch blood or any other bodily fluid during or following an incident.
If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid notify your supervisor immediately.

13. **Company Vehicles and Driver Safety:**

a) Only employees & contractors authorized by Broadband Telecom Services, Inc. are permitted to operate Broadband Telecom Services, Inc. vehicles.

b) No ‘side trips’ or personal use of company vehicles are permitted.

c) Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.

d) All local and state traffic regulations and signs must be followed.

e) No unauthorized riders (hitchhikers, etc.) are allowed.

f) All moving violations resulting in points being assigned to your license must be reported to your supervisor.

g) Driving while under the influence of alcohol or other drugs is forbidden.

- Employees & contractors driving their personal vehicles on company business must follow c through g above.

14. **Electrical Safety:**

a) Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.

b) Report all electrical problems and suspected problems to your supervisor.
c) All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.

d) Inspect all plugs, cords, and portable equipment prior to use.

e) Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.

f) Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.

g) Any personal electrical devices must be approved by Broadband Telecom Services, Inc. prior to use.

15. **Lifting:**

   a) If you need help moving material, ask for it.

   b) When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.

   c) When you turn holding an object, move your feet, do not twist.

16. **Staying Safe** - Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility discuss it. If you are ever unsure of how to operate a piece of equipment or complete an assignment ask for help. Asking for help when you are unsure reduces the chance of being injured.

These rules have been established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

When working at a customer location, employees & contractors are required to follow the above rules as well as all customer rules and procedures and work in a manner, which reflects positively on the company. Before operating any equipment at a customer location permission must be secured from the customer contact.
Operations Managers, Jeff Hartsell and Gary McDonell, are designated as Broadband Telecom Services, Inc.’s Safety Coordinators. The Safety Coordinators are responsible for implementation and compliance with the Safety and Health Policy of Broadband Telecom Services, Inc. and is accountable for results as measured by criteria such as incident rates.

Other responsibilities include:

1. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.

2. Make regular shop, warehouse, office and ground job site tours, and safety inspections to determine if safe work practices are being observed; and to ensure that unsafe conditions do not exist.

3. Actively participate and follow the safety and health programs.

4. Plan, coordinate, perform, or delegate all safety training and testing given to supervisors, employees and contractors. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.

5. Review disciplinary actions with the employees.

6. Personally perform safety inspections, and review safety inspection reports and unsafe conditions reported by supervisors, employees & contractors or others. Make or obtain corrections as required to maintain a safe workplace and ensure compliance.

7. Conduct regular safety meetings with employees & contractors to promote safety awareness and compliance with the Safety and Health Policies.

8. Ensure safety awareness among workers through regular meetings.

9. Ensure compliance with safe work practices and Broadband Telecom Services, Inc.’s safety rules. Take appropriate disciplinary action to ensure compliance. This includes safe working procedures in flange and fitting machine shop operations saw shop operations, the warehouse, yard, and office operations.

10. Investigate accidents and assist with completion of accident report forms when required.

11. Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.
12. Ensure that specific programs (i.e. hazard communication, protection from bloodborne pathogens, hearing conservation, forklift safety/operator certification) are implemented and complied with consistently.

**General Emergency Guidelines:**

- Stay calm and think through your actions.
- Know the emergency numbers:
  - Fire/Police/Ambulance 911
  - Your Immediate Supervisor
- Do not hesitate to call/alert others if you believe that an emergency is occurring — you will not “get in trouble.”
- Know where emergency equipment is located

**Fire:**

1. **Evacuation**

- Employees & contractors will be notified of a fire alarm by the fire alarm system.
- Upon becoming aware of a fire alarm, employees & contractors should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or wait for friends. All doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated.
- Any employee having a mobility, visual, hearing, or other condition which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building personnel should report to a designated area for headcount. Office personnel should gather and be accounted for by their immediate supervisor.
- If any employee is missing an immediate report should be made to the supervisor or manager who will in turn report to the first available fire department officer.
- Employees & contractors should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the manager or supervisor at the scene.
2. EMPLOYEE DISCOVERING A FIRE:
   - Alert other persons in the immediate hazard area.
   - Activate a fire alarm and call 911.
   - If you have been trained, you can decide to use a fire extinguisher following these instructions:
     - P=Pull the safety pin
     - A=Aim the nozzle at the base of the fire
     - S=Squeeze the operating lever
     - S=Sweep side to side covering the base of the fire
   *When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.
   *Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened evacuate.
   - Have someone notify the manager or supervisor where the emergency is located. He/she will relay this information to the fire department.

3. MEDICAL EMERGENCY: (chest pains, loss of consciousness, fall from a height, etc.)
   - Upon discovering a medical emergency, Call 911.
   - Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
   - Send two persons to the building entrance to await the fire department.
   - Employees & contractors in the vicinity of the emergency not involved should leave the area.
   - Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

4. WORKPLACE VIOLENCE:
   - Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to Human Resources.
   - If any person is observed exhibiting threatening behavior or making threatening statements the person discovering the situation should warn others in the area and immediately notify Human Resources.
   - Depending upon the level of concern the local police department (911) can be called immediately.
   - Never attempt to confront any person exhibiting threatening behavior.

*If you have reason to believe that events in your personal life could result in acts of violence occurring at work you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.
FIRE DEPARTMENT: ________________________________
TELEPHONE: ______________________

POLICE DEPARTMENT: ________________________________
TELEPHONE: ______________________

EMERGENCY MEDICAL SERVICES (AMBULANCE): ____________
TELEPHONE: ______________________

HOSPITAL: ________________________________________________
TELEPHONE: ______________________

DOCTOR: ____________________ ADDRESS:____________________
TELEPHONE: ______________________
1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated exterior smoking areas.

2. No candles or open flames are allowed within the facility.

3. Hot work: contractors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc.) must contact [insert name] for approval prior to the start of the work.

4. Only space heaters provided by the company are approved for use within the facility. Employees & contractors using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the work day, etc.).

5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact Human Resources for guidance.

6. Electrical safety:
   - Extension cords are not allowed with the exception of independently fused multi-tap cords for computers.
   - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
   - Turn electrical appliances off with the switch, not by pulling out the plug.
   - Turn all appliances off before leaving for the day.
   - Radios/tape/CD players and PDAs are the only personal electrical devices allowed to be used in offices/cubes. These devices must be in good repair. Broadband Telecom Services, Inc. reserves the right to instruct you to remove personal electrical devices at any time.
   - Never run cords under rugs or other floor coverings.
   - Any electrical problems should be reported immediately to [insert name].

7. The following areas must remain clear and unobstructed at all times:
   - Exit doors,
   - Aisles,
   - Electrical panels, and
   - Fire extinguishers.
PROCEDURES

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.

- You must complete and sign an Injury Report (*You will get this form from your supervisor.*)

  - Injury Report Form includes:
    - *Who, What, Where, When, Why and How*

- Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the safety policy, may result in immediate termination, in accordance with company policy.

- When medical treatment is sought, the injured employee/contractor must advise their supervisor that they are seeking treatment.

- Employees who are unable to work and whose absences Broadband Telecom Services, Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.

- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave program. For this purpose you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Transitional Duty Evaluation and Medical Certification form.

- Employees who are not eligible for leave under the Family Medical Leave Act (FMLA) must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations.

- Employees must provide a Transitional Duty Evaluation form indicating they are capable of returning to full-duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
Office Safety & Security

Office Safety:

1. Never leave file drawers open or open multiple file drawers at once.
2. Do not stack heavy or bulky objects on top of cabinets.
3. Do not store frequently used objects above shoulder height or below knee height.
4. Never reach into office machines without turning them off and unplugging them if possible.
5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
7. Never use defective or broken equipment. Report these problems to your supervisor.

Security:

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or person to your supervisor / manager. And immediately report any theft to supervisor / manager.
3. When parking, remove all valuables from sight and lock car doors.
4. Do not enter an elevator car if you are concerned about other riders, wait for the next car.
5. Keep all valuables (money, purses, jewelry, etc.) out of site when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure lap top computers, PDAs, and other small electronic devices before leaving your office or cube for extended periods of time (lunch, going home, etc.).
7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
   • Be sure doors close and lock after you.
   • Turn on lights as you move through the building.
   • Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
   • Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
   • As you leave be sure to turn off all equipment and lights that had you used.

8. Weapons including firearms, knives (blade longer than two inches), bow/arrow, pepper spray (mace, tear gas), and clubs are not allowed on Broadband Telecom Services, Inc. property.
Sexual Harassment Policy

Broadband Telecom Services, Inc. does not tolerate harassment of our job applicants, employees, contractors, clients, guests, vendors, customers, or persons doing business with Broadband Telecom Services, Inc. Any form of harassment related to an employee’s race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Broadband Telecom Services, Inc. guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
Sexual Harassment Policy

- The taking of or the refusal to take any personnel action based on an employee’s submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees & contractors in connection with their work by nonemployees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a nonemployee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any nonemployee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Broadband Telecom Services, Inc.’s obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.
Protocol for Serious Injury

Any work-related accident resulting in serious injury or the death of an employee presents significant, emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees & contractors and minimize the impact from regulators such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your entire facility is as prepared as possible).

2. Fatalities and incidents resulting in three or more employees & contractors receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.

3. Have a representative of your company contact the employee’s next of kin to inform her/him of the circumstances. If possible this contact should be made in person. Offer to provide transportation and/or other support. (For example, providing a Broadband Telecom Services, Inc. representative at the hospital will convey the company’s concern).

4. Get all witnesses names. If some witnesses are not employees & contractors, be sure to get full addresses and phone numbers.

5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a “tourist attraction”.

6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company take immediate steps to assure that there will be no reoccurrence of the accident.

7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Broadband Telecom Services, Inc.'s procedure for bloodborne pathogens in cleaning any bodily fluid spills.

9. Consider meeting with employees & contractors in small groups to discuss, in general terms:
   ✓ The serious accident that occurred.
   ✓ That all the necessary steps were taken to care for the person involved.
   ✓ That an accident investigation is being performed.
   ✓ That all employees & contractors will be kept informed.
   ✓ The availability of the Employee Assistance Program (EAP) (if applicable).
   ✓ The encouragement and request that employees & contractors work safely.

10. Request your supervisors be alert for employees & contractors who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions do not discuss fault, discipline, opinions, etc.

11. If your company has a physician on contract, have him/her follow the case.
Effective Date: September 1, 2006

To: All drivers of Broadband Telecom Services, Inc.

• This policy applies to:
  – Vehicles owned, leased, or rented to Broadband Telecom Services
  – Personally owned vehicles driven by employees & contractors on behalf of Broadband Telecom Services, Inc.

The following policy has been established to encourage safe operation of vehicles, and clarify insurance issues relating to drivers and Broadband Telecom Services, Inc.

• All drivers must have a valid driver’s license.
• Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carriers guidelines of an, ‘unacceptable driver’, your employment may be terminated.
• Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Broadband Telecom Services, Inc. business:

• Your Personal Auto Liability insurance is the primary payer. Broadband Telecom Services, Inc.’s insurance is in excess of your coverage.
• You should carry at least $300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to Broadband Telecom Services, Inc. each year, by either a copy of your policy’s Declaration page or a Certificate of Insurance.
• Broadband Telecom Services, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
• Report your mileage for expense reimbursement.

In the event of an accident:

• Take necessary steps to protect the lives of yourself and others.
• Comply with police instructions.
• Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
• Report the accident to Broadband Telecom Services, Inc. as soon as possible.

By signing this document you are agreeing that you have read and understood the above and will comply with this policy.

________________________________   _____________________
Employee / Contractor’s Signature    Date
To: All drivers of Broadband Telecom Services, Inc.

This policy applies to:

- Vehicles owned, leased, or rented to Broadband Telecom Services
- Personally owned vehicles driven by employees & contractors on behalf of Broadband Telecom Services, Inc.

The following policy has been established to encourage safe operation of vehicles, and clarify insurance issues relating to drivers and Broadband Telecom Services, Inc.

- All drivers must have a valid driver’s license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carriers guidelines of an, ‘unacceptable driver’, your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Broadband Telecom Services, Inc. business:

- Your Personal Auto Liability insurance is the primary payer. Broadband Telecom Services, Inc.’s insurance is in excess of your coverage.
- You should carry at least $300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to Broadband Telecom Services, Inc. each year, by either a copy of your policy’s Declaration page or a Certificate of Insurance.
- Broadband Telecom Services, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Broadband Telecom Services, Inc. as soon as possible.

By signing this document you are agreeing that you have read and understood the above and will comply with this policy.

________________________________   _____________________
Employee / Contractor’s Signature    Date
Broadband Telecom Services, Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees & contractors.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Broadband Telecom Services, Inc.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Broadband Telecom Services, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Broadband Telecom Services, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Broadband Telecom Services, Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Broadband Telecom Services, Inc. in higher regard with customers, and increases productivity. This is why Broadband Telecom Services, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for Employees & contractors. Consequently, management of Broadband Telecom Services, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees & contractors are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees & contractors where safety and health are concerned.
6. Management and supervisors of Broadband Telecom Services, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor...

7. Broadband Telecom Services, Inc.’s safety and health performance, working environment, and conditions to ensure that program objectives are achieved.

8. Our safety program applies to all employees & contractors and persons affected or associated in any way by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Broadband Telecom Services, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

*By signing this document, I confirm the receipt of Broadband Telecom Services, Inc.’s employee safety handbook. I have read and understood all policies, programs, and actions as described and agree to comply with these set policies.*

__________________________  ______________________
Employee/ Contractor’s Signature  Date
**Employee / Contractor Acknowledgement Form**

**Broadband Telecom Services, Inc. is firmly committed to your safety.** We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees & contractors.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Broadband Telecom Services, Inc.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Broadband Telecom Services, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Broadband Telecom Services, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Broadband Telecom Services, Inc. subscribes to these principles:

9. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

10. Safety and Health controls are a major part of our work every day.

11. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Broadband Telecom Services, Inc. in higher regard with customers, and increases productivity. This is why Broadband Telecom Services, Inc. will comply with all safety and health regulations which apply to the course and scope of operations.

12. Management is responsible for providing the safest possible workplace for Employees & contractors. Consequently, management of Broadband Telecom Services, Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

13. Employees & contractors are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees & contractors where safety and health are concerned.
14. Management and supervisors of Broadband Telecom Services, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor

15. Broadband Telecom Services, Inc.’s safety and health performance, working environment, and conditions to ensure that program objectives are achieved.

16. Our safety program applies to all employees & contractors and persons affected or associated in any way by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Broadband Telecom Services, Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Broadband Telecom Services, Inc.’s employee safety handbook. I have read and understood all policies, programs, and actions as described and agree to comply with these set policies.

_________________________________________    ________________
Employee/ Contractor’s Signature                  Date
## Broadband Telecom Services
### Injury Report Form

**Supervisor / Manager:** __________________________

<table>
<thead>
<tr>
<th>Name of Employee/Contractor:</th>
<th>Date of Injury:</th>
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<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>Contact Information (Phone #):</th>
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<tr>
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</tbody>
</table>

**What happened?**

**Who was involved?**

**Where did the injury happen?**

**How did the injury happen?**

**In your opinion why did the injury happen?**

**Do you need medical attention?**