

**Company Name:**

**Individual Submitting Form:**

**Date:** April 16, 2012

### **Description of Best Practice**

#### Tree Risk Awareness Training

The Ameren/Contractor Safety Steering Committee's "Tree Risk Awareness" subcommittee has completed its 'Tree Risk Awareness Reference Guide' training program. This training program covers:

- Basic Tree Biology/Anatomy
- Identifying Hazard Trees
- Common Tree Species in Missouri and Illinois
- General Tree Defects, and
- A multiple choice exam that every worker must pass with a 100% score

Tree workers have found this training to be a valuable and great learning experience. The goals of the training were to create awareness of tree risk amongst all field personnel, and zero injuries to trimmers as a result of improper tree risk assessment while trimming or removing trees.

This training program is available from the Ameren/Contractor Safety Steering Committee.

#### **How is it used:**

This training program can be trained in the field to all tree workers via safety meeting sessions.

#### **When is it used:**

All current and new-hires are to receive this training.

#### **What positive results have you seen from this Best Practice:**

A more educated and safety focused tree worker.

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### **Description of Best Practice**

#### Tree Removal Best Practices Training

The Ameren/Contractor Safety Steering Committee's "Tree Removal Best Practices" training program has been completed. This training program covers:

- Job Briefing
- Precision Felling
- Establish Danger Zone
- Tree Lean
- Rope Placement, Characteristics, and Knot Selection
- Chain Saw Safety
- Notch, Hinge, Back-cut
- Escape Routes
- Limbing and Bucking
- Auditing Process
- Training Certification

The goals of this training program are:

- Describe tree removal best practices
- Understand the proper tree removal sequence
- Identify hazards during the job briefing
- Create a fail-safe work plan
- Learn new techniques
- Incorporate Tree Risk Awareness into the removal process
- Execute precision tree felling
- Demonstrate professionalism at every job site

This training program is available from the Ameren/Contractor Safety Steering Committee.

#### **How is it used:**

This training program can be trained in the field to all tree workers via safety meeting sessions.

#### **When is it used:**

All current and new-hires receive this training.

#### **What positive results have you seen from this Best Practice:**

A more educated and safety focused tree worker.

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### **Description of Best Practice**

#### **Stop & Re-Think Video Training**

The Ameren/Contractor Safety Steering Committee's "Vegetation Management Stop and Re-Think" hazard recognition video and training program has been completed.

This training program addresses five high-risk categories (12 scenarios in all):

- Outages and Limb Control
- Struck-Bys
- Job-Site Traffic Control Set-up
- Slips, Trips and Falls
- Hostile Situation

This training program is available from the Ameren/Contractor Safety Steering Committee.

#### **How is it used:**

Video format shown to workers in the field.

#### **When is it used:**

This training is intended for all current tree workers and new-hires.

#### **What positive results have you seen from this Best Practice:**

Greater worker safety awareness.

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### **Description of Best Practice**

#### **Critical Rules To Live By**

The safety of our employees and of the public is top priority. To ensure this, it is vital that every employee complies with company safety rules.

While there are numerous safety rules that each employee must adhere to during their daily work routines, there are a few of these rules that if violated can result in a life-changing event such as death or serious injury to an employee, co-worker, or a member of the public. These rules are known as "Critical Rules to Live By."

#### **Critical Rules to Live By**

- Seat belts shall be worn by all occupants when vehicle is in motion.
- Personal protective equipment (PPE) shall be worn as required.
- When applicable, a "spotter" shall be used when backing a vehicle.
- Cell phones shall not be used when operating a vehicle.
- Fall protection shall be worn during all climbing and aerial lift operations.
- When operating a chain saw, the arborist shall hold the saw firmly with both hands.
- The arborist shall never break Minimum Working Distances with the body, tools, or equipment.
- During a tree removal procedure, the arborist in charge shall possess and use the Tree Removal Checklist.
- A worker shall never approach closer than 10 feet to a co-worker operating a chain saw.
- Chipper operators shall never place any part of the body inside the chipper in-feed chute.

For everyone's safety, an employee shall never violate any of the Critical Rules to Live By. However, if an employee does violate one of these rules, the employee and his or her crew members will be disciplined up to and including discharge from employment.

#### **How is it used:**

The Critical Rules to Live By policy was distributed to all employees via an on-the-job training tailgate.

#### **When is it used:**

24/7/365

#### **What positive results have you seen from this Best Practice:**

Heightened safety awareness among all employees.

**Company Name:**

**Individual Submitting Form:**

**Date:** 4-9-12

### **Description of Best Practice**

New Employee Orientation and Training Policy (Attachment 1)

New Hire Orientation Checklist (Attachment 2)

Keys to Life - Rules to live by (Attachment 3):

**How is it used:**

After a New Hire completes an item on the checklist the approved supervisor signs off on each item.

**When is it used:**

New Hire Orientation Checklist is used the first 3-5 days of employment.

"Keys to Life" were recently developed this year and have been mailed out to all field employees. Moving forward it will likely become part of our application packet and signed off on as a term of employment.

**What positive results have you seen from this Best Practice:**

Better documentation and follow through with New Hire Orientation Process. Clearly defined expectations for safe work practices at a minimum.

# **ABC CONSTRUCTION COMPANY, INC. (Attachment 1)**

## New Employee Orientation and Training Policy

This policy is intended to provide rules and guidelines for all newly hired ABC Construction Company employees for the purpose of preventing unnecessary injury and death. It applies to all ABC Construction Company, Inc. employees.

This policy requires that all newly hired employees are instructed in and complete the ABC company New Employee Orientation Training Guide and Checklist before performing work tasks and/or operating unfamiliar equipment in our field operations (see New Employee Orientation-Training Checklist and New Employee Equipment Training / Overview Checklist). These checklists represent minimum training requirements. Employees shall use good judgment in dealing with conditions not covered and always seek assistance if unfamiliar with a particular job operation or task.

New Employee Orientation will include at the minimum:

- Completion of Application Packet (including all necessary safety documents)
- Review of all Safety Rules (read and understand ABC safety manual)
- Client-specific Training (ie. PowerSafe)
- Job-specific Training
- OSHA-specific Training
- Job-specific Task Overview and Procedures
- Pre-Employment Drug Screen
- Three day Employee Evaluation/Probationary Period
- Equipment Training by Qualified Operator (if necessary)

After all the minimum requirements listed above are completed by each newly hired employee and signed off by a ABC company authorized employee, only then is that employee deemed qualified and trained for full-time employment with ABC Construction Company.

All completed New Employee Orientation-Training Checklists and New Employee Equipment Training/Overview Checklists will be kept in the employee's employment file for record and review purposes.



## **KEYS TO LIFE (Attachment 3)**

### **PERSONAL PROTECTIVE EQUIPMENT**

Rubber gloves and protectors, sleeves, hard hat, safety glasses and F/R clothing shall be worn when working on or near energized equipment or equipment that may become energized.

### **COVERING UP**

Before beginning work on any energized or potentially energized lines or equipment, all conductors, lines and other equipment that may be contacted shall be completely covered with approved hoses, blankets, and/or hoods.

### **GROUNDING LINES**

All work on any lines or equipment presumed de-energized shall be started only after the lines or equipment have been isolated, tested, locked and/or tagged out and grounded.

### **GROUNDING VEHICLES**

When working in close proximity to energized lines or equipment or any that may become energized, mobile equipment shall be grounded, unless otherwise specified.

### **TESTING POLES**

All poles shall be tested before being worked on or if there is to be any alteration of pole loading. If suspect, the pole shall be tested both above and below ground level before work begins.

### **WORK AREA PROTECTION**

Approved roadway warning devices shall be appropriately placed before work is started in any area subject to vehicular traffic.

### **SHORING**

Any excavation where work is to be performed shall be shored or sloped when the depth exceeds 5 feet or if soil conditions are determined to be unstable.

### **MINIMUM APPROACH DISTANCES**

No worker shall violate minimum approach unless following approved live line procedures.

### **SEAT BELTS**

Seat belts shall be worn when operating any vehicle or equipment that is so equipped.

### **FALL PROTECTION**

When exposed to fall hazards greater than 4 feet, appropriate fall protection shall be used.



**Company Name:**

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**Date:** 4-02-12

### **Description of Best Practice**

Once a year, we bring into the region the safety trailer. The trailer seats 37 employees and travels from one cell of crews to another until all cells within the region have been completed. The safety trailer is set up with a projector and a large projection screen to show safety videos, our electrical hazardous awareness program, tree risk awareness and the live wire presentation. We can use the trailer for a multitude of training subjects. We try and change up the training topics from year to year. Basically it is a classroom on wheels. This year we are showing the stop and rethink vegetation video, no injury no accident video which is about recognizing hazards on the job and what to do with those hazards when they are found. The video also discusses the importance of reporting near misses. After all, a near miss reported today is an incident that will not happen tomorrow. After these two videos are shown, we go into the electrical hazardous awareness program. This program consists of discussing the three measurements of electricity, tree felling, hardware identification, conducting job briefs, minimum approach distance and examples of direct and indirect contact with actual aftermath pictures of various booms and workers coming into contact with the conductors. Once the EHAP program is over, another video is shown that tells the story of a lineman who lost focus for a second and received a direct contact from a primary wire. This lineman discusses what went wrong that day and how his life as well as his family's life has changed. This lineman received very severe burns on his body and lost his left hand up to his elbow and lost his left foot up to his knee. The two hour presentation ends with a live wire demonstration. The front of the safety trailer is set up with an actual primary, neutral, transformer and cutout fuse. The instructor then starts the generator which makes the lines become energized to 7200 volts. The instructor discusses back feed through the transformer and also shows the audience the effect that electricity has on items such as a dry clean rope, a wet rope, a green limb and a piece of wire.

**How is it used:**

See comments above.

**When is it used:**

Yearly.

**What positive results have you seen from this Best Practice:**

Increased awareness by employee's in the field.