



## **Tru-Power UPS Safety Program**

1. First and foremost, customer safety protocols and procedures shall be consulted, discussed, and addressed by all parties concerned in a discussion to be held prior to implementation of service agreement.
2. All field service technicians and anyone who helps on the job, will be issued safety equipment as follows:
  - a. Electrically insulated rubber gloves
  - b. Leather gloves to wear over the rubber gloves
  - c. Safety glasses
  - d. Hard hat
  - e. Safety shoes
  - f. Face shield
  - g. Fire retardant jump suit or lab coats
  - h. Head cover
  - i. Hearing protection
  - j. Fall protection
  - k. Respirators
  - l. Locks and tags
  - m. First aid kit
3. All test equipment used during live testing will be properly fused or otherwise protected.
4. Extension cords will have proper ground wires.
5. Whenever possible, such as during annual maintenance of UPS equipment, all power sources to the equipment will be shut off, ie the UPS will be put into full maintenance bypass.
6. We will observe all OSHA and VOSH standards.
7. All technicians are required to read and understand OSHA publication, "Controlling Electrical Hazards" which is available on our company network.
8. All technicians are required to read and understand OSHA publication, "Controls of Hazardous Energy. Lock out Tag out" available on our company network.
9. Before all jobs, a safety meeting shall be held during which, at a minimum prior safety issues shall be discussed, current safety procedures and emergency action plans will be implemented. (This procedure shall be adhered to even if technician is entering site alone)
10. PPE (personal protective equipment) will be provided and used when the possibility of contact with live circuits over 120 volts ac exists.
11. PPE will be provided and used for working on batteries.
12. All accidents will be reported to the job supervisor, the customer and Tru-Power administration. Any reporting needed by OSHA, VOSH, Workers' Compensation Commission or other relevant agencies, will subsequently be sent and/or called in by Tru-Power.
13. Any subcontractors will be subject to the same safety program as full time employees.
14. A safety meeting for all employees will be conducted once a quarter to discuss our policies, customer policies, incidents, and adherence to protocols and procedures.