

**Construction Site Safety Handbook**

DP-06611

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## **Table of Contents**

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Section 1: Introduction and Purpose .....	4
Section 2: Subcontractor Responsibilities .....	10
Section 3: Subcontractor Safety Commitment .....	13
Section 4: Jobsite Safety Orientation.....	14
Section 5: Emergency Action Plan(s).....	15
Section 6: Heat Illness Prevention .....	20
Section 7: Fatigue.....	22
Section 8: Injury and Accident Reporting .....	23
Section 9: Job Hazard Analysis (i.e., Risk Assessments).....	24
Section 10: Electrical Safety Procedures .....	26
Section 11: Daktronics Fall Protection Policy .....	28
Section 12: Mobile Elevated Work Platforms (MEWP's) .....	34
Section 13: Cranes and Hoists .....	37
Section 14: Forklifts .....	39
Section 15: Scaffold Safety.....	40
Section 16: Hazard Communication Program.....	42
Section 17: Outside Auditors (including OSHA).....	44
Section 18: Substance Abuse Policy .....	47
Section 19: Firearms / Weapons Violence Policy .....	49
Section 20: Harassment Policy .....	50
Section 21: Injury and Illness Prevention Plan.....	51
Section 22: Daktronics Covid-19 Response.....	53
Section 23: Daktronics Employee Safety Orientation Plans .....	54
Section 24: Legal Registry .....	57
Appendix A: Daktronics Subcontractor Incident/Accident Investigation Report.....	58
Appendix B: Notice of Non-Compliance .....	59
Appendix C: Australia Site Safety and Health Program .....	60



## Section 1: Introduction and Purpose

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### Daktronics Commitment

Daktronics, Inc. is committed to a safe project, free of recognized hazards. Safety is how we Control the Likelihood and/or Severity of injury and/or property damage from Hazards. The focus of our Safety and Health management system is to provide and maintain a safety management system which protects and empowers our resources.

To achieve this goal, it will require the commitment and engagement of everyone working with and on the project. Every role has influence on safety. This manual covers Daktronics minimum expectations and responsibilities for safety. If the safety requirements are more stringent for the site or country the work is happening in, always follow and practice the requirements that are more stringent.

The information in this Occupational Health and Safety Construction Site Handbook (OHSMS) is designed to meet Occupational Safety Health Administration 1926, and Health and Safety Executive Construction (Design and Management) Regulations 2015 (CDM 15) and covers applications associated with the building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

It is important to note that this program shall not be construed to mean that Daktronics, Inc. has direct control over, or charge of, the acts or omissions of Subcontractors, its Subcontractors, their agents or employees, or any other person performing Subcontractor's work or portions thereof. If you have questions or comments you need to contact the Daktronics, Inc. Project Manager or Site Installation Supervisor.

### Scope

Compliance with this program is required by all parties completing work on behalf of Daktronics.

### Coverage

To achieve safe projects, free of recognized hazards, everyone involved with the project must be committed and engaged in this Safety Program. Throughout this handbook you will find Daktronics expectations of different roles, their responsibilities and how those roles work together to keep the jobsite safe. It is understood that one individual may perform multiple roles. The entities fulfilling the roles of PD, GC, Contractor(s) and Subcontractor(s) will have those roles assigned to them as part of a negotiated and agreed upon Scope of Work(Contract). For example, Daktronics may be hired and fulfill one or more of the roles including PD, GC, Contractor or Subcontractor. Core responsibilities identified as part of this program include the following elements:

#### Client:

The entity for who the project is being completed for. (Also known as Customer or Owner)

- Recognizes their responsibility to safety for the project by either providing themselves or contracting competent qualified person(s) to make sure that safety plans are in place and being practiced to protect everyone on their property through all phases of the project, including ongoing service.
- Demonstrate their commitment to safety by making safety a key part of their value proposition for the goods and services they are procuring.

## Project Principal Designer (PD) and Designer:

The PD is in overall control of everything before work starts on site (pre-construction phase). The Designer works under the scope of the PD.

- This role and these services are secured through a contract with the Client, otherwise responsibility remains with the Client.
- The PD works with all roles for all phases of the project to identify and design risk out of all tasks (construction, use, maintenance, etc.).

## General Contractor (GC)

The GC is responsible to oversee the construction phase of the project. (Also known as the Principal Contractor or Prime Contractor)

- This role and these services are secured through a contract with the Client, otherwise responsibility remains with the Client.
- Will act as a liaison with the Client and PD throughout the project.
- Will maintain overall responsibility and accountability for work onsite.
- Communicate safety requirements to Contractors and Subcontractors.
- Performs audits and communicates concerns, hazards and gaps to responsible entities.

## Contractor(s)

Contractor works for and with the General Contractor

- Incorporate the Contractor's safety requirements with the GC's safety requirements. Use whichever requirement is most stringent.
- Communicate and train Contractor's Employees and Subcontractor's Safety Representatives on the safety and health requirements and expectations for the site
- Ensure employees throughout the site understand safety and health requirements and expectations.
- Performs audits, communicate and address concerns, hazards and gaps to responsible entities.

## Subcontractor

Subcontractors work for and with the Contractor

- Incorporate the Subcontractor's safety requirements with the Contractor's safety requirements. Use whichever requirement is most stringent.
- Communicate and train Subcontractor's Employees and all subcontractors under that subcontractor on the safety and health requirements and expectations for the site.
- Ensure employees throughout the site understand safety and health requirements and expectations.
- Performs audits, communicate and address concerns, hazards and gaps to responsible entities.

## Project Manager:

General Contractor, Contractor(s) and Subcontractor(s) and possibly the client each have a Project Manager that works for them and is responsible for their company's Project Site Safety Program

- Have the responsibility of the planning, procurement, and execution of a project.
- Assure development and implementation of their company's Project Site Safety Program.
- Make safety part of their planning, procurement, and execution of the project. This is exhibited by including safety requirements when developing scopes of work, considering safety records when selecting vendors, actively identifying and correcting safety concerns/hazards throughout the project to keep risk at acceptable levels, and holding all parties responsible for safety.
- Communicate project objectives that include safety being how the work will be done and with clear safety expectations and goals.

- Escalate compliance concerns that need to be addressed to the appropriate parties. Example of a form is the Notice of Non-Compliance in Appendix B. Daktronics will use this form with their subcontractors.
- Main point of contact to handle issues, discrepancies and escalations about safety from their entities supervisors, from subcontractors who are doing work for their company, and from any role/entity above them.
- Address results of Safety Audits and safety escalations in a timely manner.
- Assure their company's safety and that all lower tier contractors and/or subcontractors fulfill safety expectations.

## Site Installation Supervisor:

The Installation Supervisor is hired by Daktronics Project Manager when the project requires on-site supervision of Daktronics scope of work and/or subcontractors

- Communicate, practice and make sure others performing work are following the Project Site Safety Program developed by the Project Manager, which includes this handbook as well as the Client, GC, Contractor and governmental compliance requirements.
- Use Risk Assessments to identify and evaluate concerns and hazards, to quantify the level of risk and to reference when communicating concerns, hazards, risk and controls.
- Reenforce safety daily through regular communications including jobsite safety talks throughout the whole project and recognizing individuals for practicing safety.
- Attend site meetings. Gather and communicate pertinent information to crews.
- Assist as requested to help with audits, investigations, developing and/or implementing controls.
- Review on a regular basis incident reports, inspection report data, and any other safety related metrics to ensure controls have been implemented and are being practiced.
- Uphold and enforce all known safe work practices.
- Ensure all new employees receive Jobsite Safety Orientation (Section 4)
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Be available for and respond to escalations in a timely manner.

## Project Safety Officer/Safety Representative

Each company shall have a qualified and competent safety representative on-site and empowered to act on behalf of the company to address and correct any and all safety matters and actual as well as potential concerns. For Daktronics, unless specifically assigned, the Installation Supervisor will assume this role.

- Conduct frequent (daily) safety briefings to communicate concerns/hazards and controls as well as routine safe work practices, require attendance of all workers.
- Complete regular and routine inspections on site while the work is happening.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner.
- Use Risk Assessments to identify and evaluate concerns and hazards, to quantify the level of risk and to reference when communicating concerns, hazards, risk and controls.
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Attend site safety meetings on a regular basis, share information as needed to others outside of the meeting.

## All Employees

Employees themselves have the most control over what they do. These are foundational behaviors that each employee must practice:

- Complete Jobsite Safety Orientation and any other training required to work on the site and operate equipment on the site. Do not operate equipment if you are not a trained and authorized operator.
- Use and maintain PPE required by the site and/or identified as the control(s) to be used while performing the work. If on Construction sites, hard hat with company logo, hi-vis vest, safety glasses and hard toe shoes are required. Gloves and other protective clothing are required if there is a risk of cuts or lacerations. If you have questions or concerns with how to use PPE or PPE fails inspection before each use, escalate to your foreman, supervisor or manager immediately.
- Follow safe work practices, and if unsure of what is the correct/safe way to perform a task or a job, ask their foreman, supervisor or manager
- Immediately report any concern or hazard to the foreman, supervisor or manager. This includes unsafe equipment, tools, work areas/conditions and/or work practices.
- If you recognize other employees at risk, encourage them correct the concern, if they are unwilling or unable to correct the concern, escalate to your foreman, supervisor or manager immediately.
- Immediately report to your supervisor or manager if you become ill, are injured or involved with an accident(property damage) on the job.

## **Legal Register**

This OHSMS is designed to communicate and set forth Safety requirements to be maintained while Construction activities are completed by Daktronics or companies completing work on Daktronics behalf. Procedures identified in this OHSMS are based on the following occupational safety and health standards:

### United States

- 1.) Occupational Safety and Health Administration - 29 CFR 1926 – Construction Standards
- 2.) Occupational Safety and Health Administration – 29 CFR 1910 – General Industry

### United Kingdom

- 1.) Health Safety Executive - The Construction (Design and Management) Regulations 2015 (“CDM 2015”)

### Ireland

- 1.) Health and Safety Authority – Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No 291 of 2013)

### Australia – New South Wales

- 1.) NSW Government – Code of Practice Construction Work August 2019

### Singapore

- 1.) Workplace Safety and Health Act (Chapter 354A, Section 65) October 2007

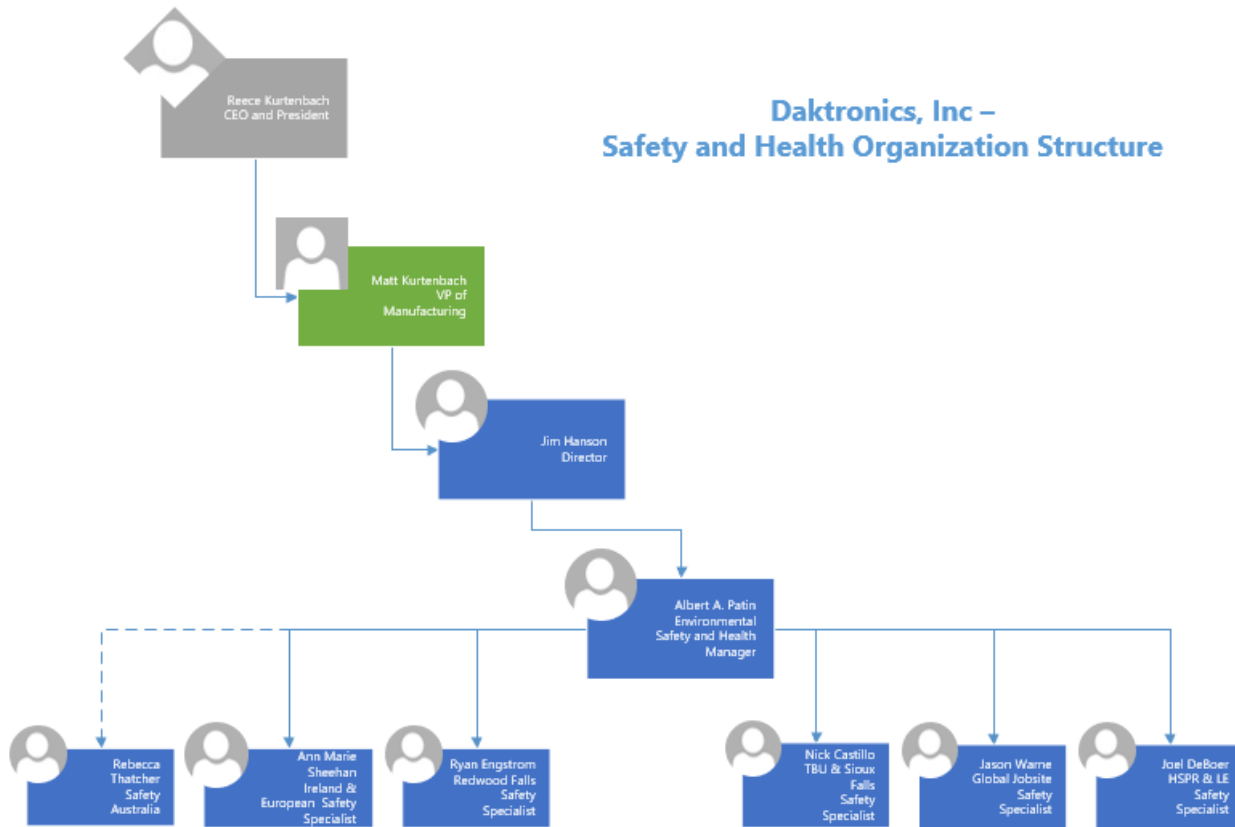
## **On-going evaluation and compliance**

To ensure the on-going effectiveness of the Daktronics Construction Site Handbook and overall safety performance quarterly and annual evaluations will be completed. These evaluations will consist of the following elements:

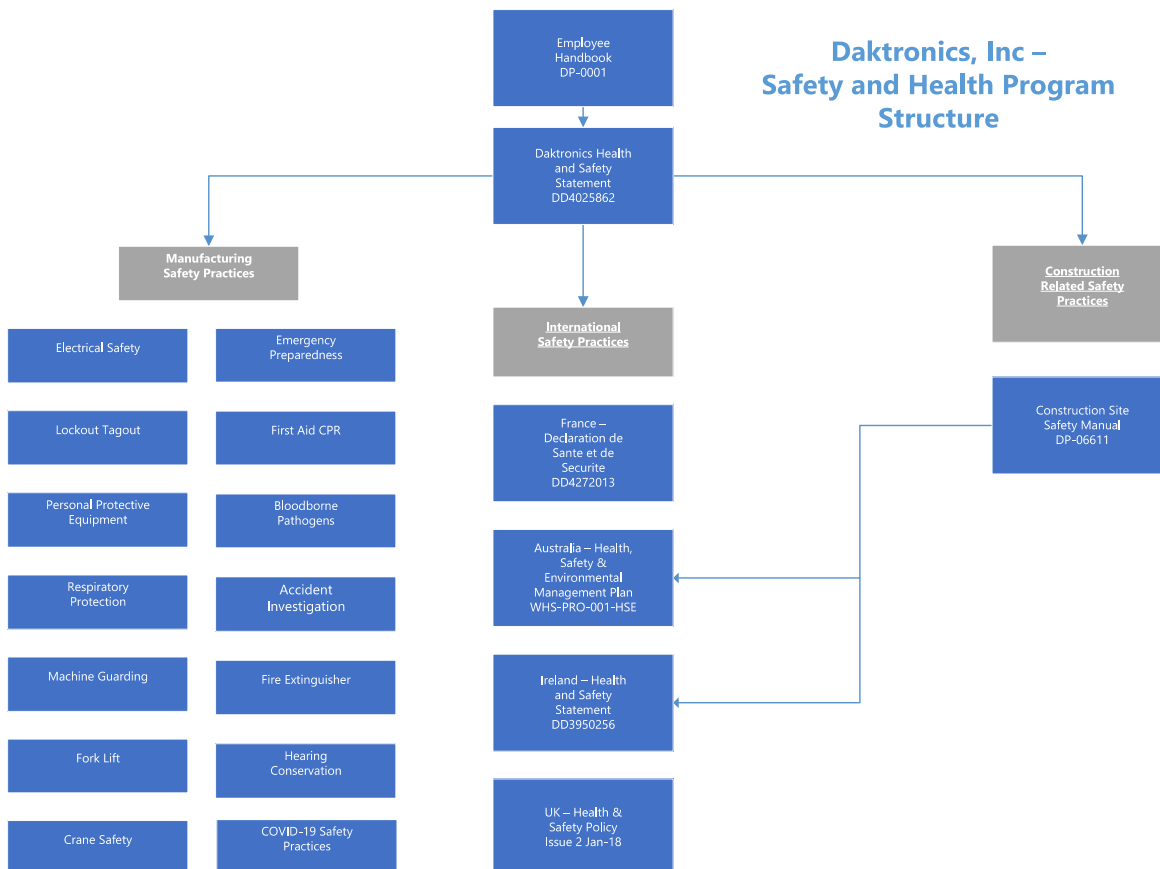
- 1.) Legal Registry - Comparison of documented practices to applicable governmental requirements. Where deficiencies in Daktronics programs are identified policy changes will be implemented.
- 2.) A3 Management Review - On going review of the safety management system utilized developed Construction management A3. This review, which is completed with management quarterly will evaluate the current state of the system and help identify action items. An agenda outlining the discussed elements will be maintained for each completed management review.
- 3.) Site Compliance - Site deficiencies will be escalated following developed process requirements. Site assessment process requirement can be referenced in the following procedure [DD4277397](#).
- 4.) Documentation of Deficiencies - Identified deficiencies will be documented and communicated utilizing procedures identified in Appendix B.
- 5.) Risk Assessments and Method Statements – Are used to identify project safety consideration and will be used to identify method to correct the identified deficiencies. Documentation will be maintained in the project files.
- 6.) Training and Education - On going employee training will be completed following established role-based learning plans. Changes to Legal Registry will be reflected in the learning plan.



## Daktronics, Inc – Safety and Health Organization Structure



## Daktronics, Inc – Safety and Health Program Structure



## Section 2: Subcontractor Responsibilities

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### Scope

Subcontractors (including Service Partners) are required to follow the policies, practices and procedures documented throughout this handbook. This section outlines the core roles and responsibilities for Subcontractors representing Daktronics on Daktronics work-sites. Adherence is required.

### Subcontractor Project Management

Ultimate responsibility for the subcontractors Project Site Safety Program rests with the Subcontractors Project Manager. These responsibilities include, but are not limited to:

- Secure a subcontract agreement with Daktronics.
- Incorporate and implement this handbook in its entirety (the expectations, responsibilities, plans, procedures and deliverables) with the Contractor's safety requirements, all site requirements and governmental requirements to develop the subcontractors Project Safety Program. When needed, implement whichever practice is most stringent.
- When/where required or requested, provide and implement a written Project Specific Safety Plan.
- Provide necessary resources to implement and enforce the Safety Plan, if the Project Manager has not assigned an individual to a role/responsibility, it is understood that responsibility will be fulfilled by the Project Manager.
  - Provide names of the subcontractors competent individuals assigned to specific safety roles/responsibilities. (Example, Project manager, Safety Rep, etc...)
- Provide Emergency Response Plans for the site.
- Assure that Subcontractor's lower tier subcontractors comply with all matters pertaining to safety, including the appointment of a Safety Representative for each subcontractor.
- Perform Safety Plan audit(s) to confirm plan(s) do not have any gaps and are fully implemented
- Engage in Risk Assessments of the site and work to identify concerns/hazards, develop controls and implement controls to reduce risk to acceptable levels.
- Provide equipment to be used as controls to reduce risk to acceptable levels, including, but not limited to barriers, dust control, hot work protection, PPE and all Fall Protection controls.
- Engage in Site Safety Audits to confirm controls are implemented and effective. Address any new concerns/hazards identified and/or existing concerns/hazards that need improved controls
- Review results of General Contractor and Subcontractor Safety Audits, address concerns if needed
- Review escalations and make sure they are addressed and responded to in a timely manner, including from employees, from other trades on-site and any Notice Of Non-Compliance (Appendix B) that have been issued to the Subcontractor.
- Provide a Hazard Communication Program including an "Inventory List" with SDS for each product.

### Subcontractor's Safety Representative

At all times while the subcontractors work is being performed, subcontractor shall have a qualified and competent safety representative on-site and empowered to act on behalf of the Subcontractor to address and correct any and all safety matters and actual as well as potential concerns. This representatives duties shall include the following:

- Implement Project Specific Safety Plan, policies and procedures. Maintain copies of all documentation on file and available for Daktronics review.
- Conduct and maintain training and training records for subcontractor's personnel for Jobsite Safety Orientation per Section 4 of this handbook, proper use/care of PPE, equipment operator certificates and required health and safety training.
- Instruct employees concerning special procedures (e.g. confined space entry, trenching/shoring, etc.).
- Plan and schedule work where existing safe work controls are in place and may need to temporarily be removed. Example would be a railing, exposing a fall hazard. It is the subcontractor's responsibility to implement fall protection controls while the primary mode of protection is not in place. The subcontractor is responsible to make aware and provide controls for all employees from all contractors and subcontractors who may be exposed to the temporary hazard.
- Attend and participate in project meetings conducted by Daktronics, General Contractor and/or subcontractor's personnel to represent and gather safety related agenda items. Share information learned in project meetings with your management, supervisors and employees.
- Conduct, assist and/or participate in tool box safety meetings. Tool box safety meetings shall be conducted at a minimum once per week, daily is recommended. More frequent tool box safety meetings shall be held if there are concerns or new controls need to be shared.
- Conduct and/or participate in Risk Assessments of the site/work to identify concerns/hazards, develop controls, and implement controls to reduce risk to acceptable levels.
- Conduct and/or participate in Site Safety Audits to confirm controls are implemented and effective. Address any new concerns/hazards identified and/or existing concerns/hazards that need improved controls.
- Review results of General Contractor and Subcontractor Safety Audits, address concerns if needed.
- Maintain the Emergency Response Plan, including telephone numbers. Ensure numbers are posted on jobsite announcement boards/walls and in other conspicuous locations on the jobsite.
- Coordinate transportation of employees with minor injuries to the designated Medical Clinic.
- Initiate and coordinate all accident investigations. Complete accident investigation reports, and provide copies to Daktronics per Appendix A§.
- Complete project-specific safety reports where applicable. (Example Country specific reports, General Contractors, etc...)
- Maintain an up-to-date OSHA Form 300 (or applicable international forms where required). Keep historical OSHA Form 300's for the jobsite on file and up to date.
- Remain abreast of developments in the area of safety and be aware of all current State and Federal safety regulations applicable to the project.

## **Subcontractor's Jobsite Superintendent**

Also known as Supervisor, Foreman, Lead, etc..., responsibilities include:

- Coordinate the work so that hazards are recognized, avoided and work is performed in the safest possible manner.
- Ensure that hazardous conditions are abated.
- Attend all required safety training and be familiar with the applicable standards for the jobsite in general and more specifically the work being performed.

## All Subcontractor's Employees

This includes all subcontractor employees working on-site, responsibilities include:

- Complete Jobsite Safety Orientation and any other training required to work on the site and operate equipment on the site. **Do not** operate equipment if you are not a trained and authorized operator.
- Attend and participate in safety talks and trainings.
- Comply at all times with all commonly recognized and understood safe work practices for the construction industry. All posted safety rules must be followed. **Do not** engage in horseplay or rough-housing.
- Wear work clothes appropriate for and that will withstand the work being performed and that will protect the employee. Sleeveless shirts, tank tops and shorts are not permitted on the jobsite at any time. Wear sturdy shoes, hard toed where required. Tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material are not approved to be worn. Loose clothing and jewelry that presents a hazard shall not be worn.
- Use and maintain PPE required by the site, this handbook and in general to minimize risk presented by the work being performed. If on Construction sites, hard hat with company logo, hi-vis vest, safety glasses and hard toe shoes are required. Gloves and other protective clothing are required if there is a risk of cuts or lacerations.
- Recognize and understand Concerns/Hazards of the site/work, understand and use the controls identified to minimize risk. Report all unsafe conditions to their supervisor.
- Keep all tools in safe working condition. Never use defective tools or equipment. **Do not** modify any tool to perform a function for which it was not intended. **Do not** operate any machine unless all guards and safety devices are in place and in proper working condition.
- Recognize when equipment is Locked out, never remove or disable locks. Be trained and authorized. to use Lockout/Tagout when/where needed to disable and protect from potential “stored” energy hazards.
- Practice good housekeeping at all times. **Do not** leave materials or scraps in aisles, walkways, roads or other means or points of access/egress.
- Participate and cooperate with the Project’s Hazard Communication Program.
- Report all injuries and/or accidents to their supervisor promptly.
- Direct outside parties requesting any information to contact Daktronics Project Manager. If questioned by representatives of TV, newspapers, or other media, Country Specific Safety representative (i.e., OSHA, HSE requirements) or insurance investigators, or any other party, no response shall be made, and those representatives shall contact the Daktronics Project Manager.

## Section 3: Subcontractor Safety Commitment

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Daktronics, Inc. endeavors to provide a jobsite free of recognized hazards to our employees and subcontractors. In order to achieve this goal, it is necessary for all parties to work together to address and remedy the occupational hazards that we face every day on every jobsite. This Construction Site Safety Handbook sets out the responsibilities of each party and describe how to fulfill those responsibilities. This Construction Site Handbook is designed to cover work to include Installation, maintenance, cleaning, and service activities.

Meeting ever increasing regulatory requirements is demanding more time and effort than ever before. Like every other facet of business, better management of time and resources is necessary to keep this important issue from getting out of control. We have to devote more attention to the management of accidents and injuries in order to minimize losses, both monetary and personal. It is our goal to provide sufficient education and direction to allow individuals to perform their safety duties with a minimum of effort and confusion.

When each person performs his or her duties pertaining to safety, the end result will be a significant reduction in accidents, greater productivity, lower insurance costs, and an increased competitiveness in our market. No less than our continued success is dependent on these issues.

Because of the necessity of an effective safety program, the following management commitments have been established:

- To devote adequate and reasonable resources to providing safety support to each jobsite.
- To hold accountable each employee for the performance of his or her job duties pertaining to safety as set out in this manual.
- To review overall safety performance and assist in developing plans to remedied problem areas.
- That this company will abide by all applicable Occupational Health and Safety Standards appropriate for all jobsites.
- That this company is committed to safety and will implement this handbook in its entirety as part of our companies Site Safety Program.

Any and all changes to this Subcontractor Safety Handbook must be approved by Daktronics Project Manager and Daktronics Installation Supervisor.

I understand my and my teams responsibilities:

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sub-Contractor)

Installation Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Daktronics)

## Section 4: Jobsite Safety Orientation

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### Purpose

The purpose of Safety Orientation is:

- 1.) To Set Expectations Regarding Safety and Safe Behaviors
- 2.) To Communicate PPE and Clothing Expectations
- 3.) Identify and Communicate Known Concerns/Hazards
- 4.) Share the Controls Identified that will Reduce Risk to Acceptable Levels
- 5.) Establish Responsibility and Provide Training if needed for Responsible Parties to Implement and Use the Controls
- 6.) Make sure Everyone Understands how to Escalate Concerns
- 7.) Make sure Everyone Knows what to Do in Case of Emergencies

### Scope

#### **Daktronics Jobsite Subcontractors**

All Subcontractor employees will be given a concise, well-planned orientation before being allowed to work on a Daktronics Project. This orientation will include general safe work practices as set out in this handbook, and will be presented to each employee and he/she will be required to sign an Attendance Roster to acknowledge understanding of the procedures before he/she begins work on a project. Subcontractor shall maintain the Attendance Rosters and make them available for Daktronics review. The New Hire Safety Orientation, for all subcontractors' employee(s), shall be the sole responsibility of the Subcontractor.

#### **Subcontractors Working on Daktronics Campuses**

When Subcontractors are working on Daktronics campus locations a copy of the Subcontractors Safety Guide ([DD-1687281](#)) will be reviewed and signed. The Job Site Safety Specialist will maintain a signed copy of this document. A signed copy of this document must be maintained in the Project File.

#### **Daktronics Employees**

All Daktronics employees engaged in Construction related activities must take, the Health and Safety Orientation: Daktronics Construction Site focused course. The course can be found on the Daktronics Learning Management System. Please refer to Section 23 Daktronics Employee Safety Orientation Plans for additional information pertaining to Job Role specific safety and health training. Daktronics employees shall understand and comply with the expectations and specifications set forth in this Handbook.

#### **Site Specific Orientation**

General Contractors and/or Customers may provide and require anyone working on their job sites to complete a Safety Orientation that they present. If this is required, all Daktronics Employees and Subcontractors are obligated to schedule accordingly to be able to complete this training before beginning work on-site.

## **Section 5: Emergency Action Plan(s)**

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### **Purpose**

When an emergency arises, it is imperative that employees know what to do. It is equally important that emergency services are able to respond quickly in order to administer medical attention and/or protect property. An Emergency Action Plan is vital to fulfilling these obligations.

The Emergency Action Plan provides critical information to all on the jobsite for how to respond, key contact and location information for emergency services, project escalation contacts, a map of the site for how to evacuate as well as to use to direct emergency services where to go. An example Project Emergency Action Plan can be found at the end of this section.

### **Scope**

For construction sites where Daktronics is the General Contractor, Daktronics Project Manager is responsible to create the plan. Daktronics Project Manager shall work with Daktronics Safety Officer to communicate and provide training to Daktronics employees and subcontractors Safety Representative(s). It is the subcontractor's Safety Representative responsibility to communicate and provide training to their employees and all additional subs under them.

For sites where Daktronics is a subcontractor, if the Contractor or Customer has defined a plan, work with them to implement, communicate and provide training on that plan. If the Contractor or Customer does not have a plan, Daktronics Project Manager shall create, communicate, and provide training.

All employees are to assist in whatever way is necessary during an emergency. The goals in any emergency are as follows:

- 1.) Protect Yourself and anyone around you needing assistance.
- 2.) Understand and follow evacuation procedures for the site.
- 3.) Obtain care for anyone who is injured.
- 4.) Stabilize any hazardous conditions.
- 5.) Minimize damage to property.
- 6.) Notify the appropriate parties.
- 7.) Conduct an extensive accident investigation. Protect Yourself and anyone around you needing assistance.

### **Reporting**

Refer to Section 8 Injury and Accident Reporting for complete processes

Examples of the types of emergencies that must be reported are;

- Any time emergency services are called
- Any situation with a fatality, injury or rescue of employee(s)
- Any incident with foreseeable result in liability or lawsuit to Daktronics, Subcontractor(s), Contractor or the Owner.
- Any time a hazardous chemical substance needs to be cleaned up.

### **First Aid Policy**

Most of the injuries sustained on any given jobsite are not life threatening, and adequate First Aid care immediately after the injury can help minimize the damage done. It is Daktronics recommendation that each subcontractor maintain one employee on each of their Daktronics Job Site with a current First Aid CPR Training. Each subcontractor is required to provide sufficient First Aid provisions (kits) that are easily accessible to their employees when required.

## **Emergency Medical, Fire and Rescue Providers**

For many sites, the emergency medical, fire and rescue provider will be the local Fire Department and/or Ambulance services due to their response time and close proximity to the site. This is not a given for every site and needs to be considered and reviewed. Rescue from heights and falls requires unique equipment and competencies. Plans to rescue employees from height and who are suspended must be included as a control in the risk assessment for the work happening at heights and especially when there is a fall hazard. Refer to Section 11, Daktronics Fall Protection Policy.

## **Natural Disasters and Weather events**

### **Storm Shelter**

Identify and communicate the location(s) onsite where employees will shelter during inclement weather.

### **Daktronics Lightning Preparedness**

Lightning can strike up to 15 miles (24 Kilometers) from the leading edge of a storm. Daktronics recommends that a 5-mile (8.0 Kilometers) perimeter be established at the jobsite. If lightning is indicated within 5 miles (8.0 Kilometers) of your location, work should be stopped and all employees should proceed to the storm shelter identified for your job-site.

### **Earthquake Preparedness and Response**

The primary dangers to workers result from: being struck by structural components or furnishings, inadequately secured stored materials, burns resulting from building fires resulting from gas leaks or electrical shorts, or exposure to chemicals released from stored or process chemicals. Many of the hazards to workers both during and following an earthquake are predictable and may be reduced through hazard identification, planning, and mitigation.

There are many things that can be done to prepare for an earthquake:

- Identify "safe places". A safe place could be under a sturdy table or desk or against an interior wall away from anything that could fall on you. The shorter the distance to move to safety, the less likely that you will be injured. Injury statistics show that people moving as little as ten feet during an earthquake's shaking are most likely to be injured.
- Inform workers of the plan and discuss earthquakes with workers. Everyone in your workplace should know what to do if an earthquake occurs. Discussing earthquakes ahead of time helps reduce fear and anxiety and lets everyone know how to respond.
- Make a plan for workers to follow in the event of an earthquake and be sure that it includes the following precautions:
  - Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, and then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks.
  - Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.



- If you must leave an area after the shaking stops, use the stairs, not an elevator, and look for falling debris. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be able to rule out whether there is a real threat of fire, and the elevators may have been compromised.
- If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights and overhead lines. Crouch down and cover your head. Many injuries occur within ten feet of the entrance to buildings. Bricks, roofing and other materials can fall from buildings, injuring persons nearby. Trees, streetlights and overhead lines may also fall, causing damage or injury.

## **Facility Evacuations**

### **Response to a Fire or Bomb Threat**

Identify and communicate a gathering location a sufficient distance from the facility that is safe for all employees to gather in the event of a fire or bomb threat (example a parking lot). It is the employee with the most senior authority's responsibility to do a head count and confirm everyone has evacuated the building. Communicate with Fire and Rescue if anyone is unaccounted for.

### **Violent Intruder**

Run, Hide, Fight. Do not gather in the evacuation location. Run as far away as you can to be safe. Wait for contact from your supervisor to tell you when it is safe to return to work. If you are unable to Run, Hide in a safe place. If you must Fight, protect yourself with everything you have.

## **Example Project Emergency Action Plan**

In the event of an emergency incident on a Project, the following Emergency Action Plan shall be followed:

1. The supervisor of the injured employee or the area where the emergency occurred shall notify the Daktronics Project Manager with the following information:
  - a) Nature of the injury/incident.
  - b) Exact location of the injury/incident.
  - c) Required assistance needed, if not already called.
2. The Daktronics Project Manager (or designee) will contact appropriate emergency response numbers (Domestic and or International Projects).  
The emergency responders will be notified of the gate or location to respond to. The site map will be used to provide the location information.
3. The injury/incident area will be secured by the nearest Supervisor.
4. Someone will be designated to go to the location where the emergency responders will be arriving and provide them guidance and assistance as required.
5. All gates will be secured, so that no one may leave or gain access without the permission of the PM.
6. The PM is the only designated spokesperson regarding all emergencies. Nobody but the PM can release any information to the general public or the media.
7. The PM is responsible for informing the General Contractor and Daktronics Corporate Safety Manager as soon as possible of the incident.
8. If an incident occurs when the PM is not on site, he should be contacted immediately **via** phone number below. If the PM cannot be contacted, then the Project Superintendent or General Contractor shall be contacted.

### **Emergency Contacts (name, ph#):**

- |                                |       |
|--------------------------------|-------|
| a) Emergency Medical Services  | _____ |
| b) Daktronics Project Manager  | _____ |
| c) Project Superintendent      | _____ |
| d) General Contractor          | _____ |
| e) Job Site Safety Coordinator | _____ |
| f) Corporate Safety Manager    | _____ |

SITE MAP

## Section 6: Heat Illness Prevention

### Purpose

Heat Illness is a safety concern. The purpose of this section is to raise awareness of Heat Illness, share indications to recognize Heat Illness and identify concerns and controls.

### Concerns

Heat Illness (Heat Rash, Sunburn, Heat Cramps, Fainting, Heat Exhaustion, Heat Stroke and/or Dehydration)

### Controls

The minimum controls that Daktronics has identified and expects to be implemented to prevent Heat Illness include:

#### Provide Training

- During Orientation and/or when conditions change and heat becomes a factor, Review symptoms and how to treat them with all workers:

Type of Heat Stress	Symptoms	Treatment
<b>Heat Rash</b>	Red bumpy rash with severe itching	Change into dry clothes and avoid hot environments. Rinse skin with cool water.
<b>Sunburn</b>	Red, painful, or blistering and peeling skin	If the skin blisters, seek medical aid. Use skin lotions (avoid anesthetics) and work in shade if possible.
<b>Heat Cramps</b>	Painful cramps in legs, stomach, or arms. Cramps may be an indication of a more serious condition.	Move to cool area, loosen tight or restrictive clothing. Drink fluid replacement to replenish vital nutrients. If cramps continue, seek medical attention.
<b>Fainting</b>	Sudden loss of consciousness after at least two hours of work; cool moist skin and a weak pulse	Get medical aid immediately. Assess breathing and heart rate. Loosen tight or restrictive clothing. If person regains consciousness, offer sips of cool water.
<b>Heat Exhaustion</b>	Heavy sweating, cool moist skin, weak pulse; person is tired, weak, or confused and complains of thirst; vision may be blurred.	Get medical aid immediately. This condition can progress quickly to heat stroke. Move person to cool shaded area. Remove excess clothing, spray with cool water, and fan to increase cooling. Deliver ongoing care until medical aid is provided.
<b>Heat Stroke</b>	Person may be confused, weak, clumsy, tired, or acting strangely. Skin is flushed, red, and dry; fast pulse; headache or dizziness. Person may lose consciousness.	This is a Medical Emergency. Get medical aid immediately. Time is very important. Remove excess clothing, spray with cool water, and fan to increase cooling. If person loses consciousness, monitor breathing and heart rate. Place person in recovery position. Deliver ongoing care until medical aid is provided.

#### Provide Water:

- Provide a sufficient supply of cool, clean potable drinking water that is readily accessible to the work locations and can easily be self-served and consumed by employees. If water requires cups or containers, provide a sufficient supply of containers for everyone to have their own and be able to replace their own when needed.
- Monitor, maintain and replenish water supplies, cups, etc... as needed
- Maintain sanitary storage containers and coolers used to supply the water and ice

## Monitor Conditions:

- Use the [OSHA-NIOSH Heat Safety Tool App](#) to monitor current conditions and suggested controls, view heat index (feels like temp) forecast for the next 12 hours, lookup Signs and Symptoms and a handy reference for First Aid suggestions based on signs and symptoms.
- Monitor weather forecasts and conditions prior to and during the work to determine, when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks)

## If Heat Index is 80°F (27°C) or higher:

- When the heat index exceeds or is expected to exceed 80°F (27°C), brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
- Shade structures will be opened and placed as close as practical to the workers for use during breaks. Shade needs to be large enough to accommodate all employees taking break at that time. The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on. Note: When the heat index is below 80°F (27°C), access to shade will be provided promptly, when requested by an employee.
- Work with employees to acclimate them to the heat, especially new employees in their first 14 days or workers who have been away from the heat and are no longer acclimated. Be especially vigilant during heat spikes as the whole crew may be at risk.

## If Heat Index is 95°F(35°C) or higher:

- When the heat index equals or exceeds 95°F(35°C) in addition to the items above, In the tailgate meeting, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest breaks when necessary. Review the locations of water, ice and cool down facilities. Encourage workers to monitor each other as well as themselves and look for signs of heat illness.
- Maintain regular observation for alertness and/or signs and symptoms of heat illness of workers on the site. Designate someone to make these observations if the supervisor is not available.
- Maintain frequent communication with employees working by themselves or in smaller groups to assess their well-being. Phone or two-way radio is acceptable.
- Remind employees throughout the work shift to drink plenty of water and take preventative cool-down rest break when needed.
- Review response plans with on-site responders and adjust if needed.
- Consider flexibility to adjust work schedules to avoid high heat conditions.

## Section 7: Fatigue

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### Purpose

Fatigue is a safety concern. The purpose of this section is to raise awareness of fatigue, share indications to recognize fatigue and identify concerns and controls.

### Awareness

These items contribute to fatigue:

- Working extended hours in the same day, consecutive days and/or consecutive weeks
- Performing tasks that are physically and/or mentally demanding for extended periods of time
- Being tired as a result of activities outside of work

Fatigue can reduce an individual's:

- Concentration/Focus
- Decision Making Abilities
- Reaction Time
- Coordination
- Physical Strength

### Indications

Indications that fatigue is or could become a concern:

- During planning, there is a gap between capacity and demand in order to successfully produce the outcomes expected by all stake holders
- While doing the work, anything that comes up that requires additional time/effort/capacity to produce the determined outcomes from the plan
- While doing the work, anyone recognizes that they themselves or others on the job are experiencing fatigue and could harm themselves or others on the job site
- Any Incident, Accident or Near Miss that fatigue may have contributed to
- An employee:
  - Recognizes when the work is going beyond their limits or comfort level
  - Demonstrates poor decision making
  - Demonstrates inability to be alert, concentrate and/or focus
  - Is short tempered and/or easily agitated
  - Cuts corners or skips necessary steps that jeopardize the project and/or outcomes
  - Produces quality issues and/or re-work

### Concerns

Injury, death, property damage and/or missed commitments to customers

### Controls

In addition to the controls provided by supervisors, their departments and employers:

When planning ahead:

- Change the work to eliminate or reduce fatigue
- Adjust timelines/commitments
- Adjust capacity

When reacting to fatigue:

- Be available and engage in escalations
- Prioritize
- Adjust work schedules when possible
- Stay positive
- Secure additional capacity/resources
- Adjust commitments if possible

## Section 8: Injury and Accident Reporting

### Purpose

This section defines the roles, responsibilities and requirements for all Daktronics employees and Daktronics subcontractor employees to report injuries and accidents (property damage, hazardous material incidents, near misses). Adherence is required and will be used to escalate and review concerns/hazards and if controls need to be adjusted to bring risk to acceptable levels (Risk Assessment).

### Subcontractors

All injuries or property damage sustained by subcontractor employees must be reported to their supervisor and the Subcontractor's Safety Representative immediately. The Safety Representative is responsible to arrange for medical attention (if required), securing the site, conducting an accident investigation, notifying Daktronics and other entities as required and completing and submitting the required documentation.

If the Subcontractor does not have an Accident/Incident Investigation Report that meets the requirements of this section, use the report template found in Appendix A.

Unless any law or requirement of the Contract Documents requires earlier notice, Subcontractor shall deliver copies of all accident and injury reports (from itself and from all of its sub-contractors or suppliers) to Daktronics and any other person or entity entitled thereto by applicable law, this Subcontract or the Contract Documents within twenty-four (24) hours of occurrence.

### Daktronics employees

**Refer to Section 5 Emergency Action Plan for this site. If immediate attention is needed it is the expectation that employees contact local emergency services.**

All injuries or property damage sustained by Daktronics employees shall be reported to their supervisor immediately. The Project Manager or Site Installation Supervisor shall be responsible for arranging for medical attention (if required), securing the site, conducting an accident investigation, and completing the required documentation. Refer to and use these Daktronics processes:

<b>Domestic</b>	<b>International</b>
Daktronics Accident Report Packet: <a href="#">DP-06624</a>	Daktronics International Work Comp Procedure <a href="#">DD3019244</a>
Daktronics Motor Vehicle: <a href="#">DD2956348</a>	Daktronics International Incident Report <a href="#">DD3019236</a>

## **Section 9: Job Hazard Analysis (i.e., Risk Assessments)**

Risk Assessment Template: [DD4658902](#)

### **Purpose**

A job hazard analysis also referred to as Risk Assessments(RA) in some regions including the United Kingdom, Ireland and Australia, is a technique that focuses on job tasks as a way to identify hazards before they cause accidents or injuries. It focuses on the relationship between the worker, the task, the tools, and the work environment. After hazards are identified, the Installation Supervisors, Project Coordinators, Field Service, Contractors etc. will work together to eliminate the hazards or reduce them to an acceptable level of risk. The goal of such an effort is to prevent workplace injuries and illnesses, establish safe job procedures, and help ensure that employees are properly trained on how to perform their work safely.

### **Scope**

Risk Assessments are most effective and shall be used during planning and pre-task reviews to identify and control risk. Anytime there is an incident, accident or near miss, use a Risk Assessment to address the hazards that influenced the incident. Risk Assessments shall stored with the project file and available upon request. Project Managers, Supervisors and Crew Leaders are responsible for communicating concerns/hazards and making sure that controls are in place and being used to manage acceptable levels of risk. Employees are responsible to understand and utilize the controls identified as well as communicate any concerns with current assessment, for other task they are or will be completing and for any concerns they identify that other employees are exposed or could be exposed to.

### **Steps to Complete a Risk Assessment**

#### **1. Identify hazards**

Look at what could reasonably be expected to cause harm. Identify common hazards. Review previous accident and near-miss reports. Use checklists when available. This ensures everything is covered during risk assessment and hazard identification which prevents risks from escalating. Hazards and risks are sometimes used interchangeably; however, they actually refer to two different elements of a potential incident. A hazard is something that has the potential of causing harm to people, property, or the environment, while risk is the severity and likelihood of a hazard to actually cause harm or damage under defined circumstances.

#### **2. Evaluate the risks**

To evaluate a hazard's risk, you have to consider how, where, how much and how long individuals are typically exposed to a potential hazard. Assign a risk rating to your hazards with the help of a risk matrix. Using a risk matrix can help measure the level of risk per hazard by considering factors such as the likelihood of occurrence, and severity of potential injuries.

#### **3. Decide on control measure to implement**

When you have determined that the level of risk needs to be reduced, use the Hierarchy of Safety Controls to assist in identifying and selecting the controls to implement.

#### **4. Capture and Communicate**

Use a risk assessment template to document and communicate the concern(s)/hazard(s), level of risk and the controls to bring risk to acceptable levels.

#### **5. Check and Adjust**



Continue improving risk assessments by doing check and adjusts. This leverages learning and allows the risk assessment to be accurate and effective beyond the current task. Risk assessments are an effective way to enable future work on site or to provide service in the future.

## **Hierarchy of Safety Controls**

The hierarchy of safety controls outlines the order of steps to take to minimize or eliminate hazards. Safety is a combination of process, equipment and behaviors. That is why if you can eliminate the hazard all together, it obviously keeps the employee the safest. The order represents what is generally most effective to least effective, in the end what is most important is how effective the controls are at reducing Severity and Likelihood of the concern/hazard.  $Severity * Likelihood = Risk$ . How effective a control is, is determined by if Risk is at an acceptable level. When needed, types of controls can be combined together. The Hierarchy of Safety Controls are:

### **1.) Eliminate**

Physically remove the hazard, example work from the ground instead of at heights if work can be completed on the ground.

### **2.) Substitute**

If you're unable to eliminate the hazard at its source, see if you can substitute it with a safer option. Example, substitute a toxic chemical with a different chemical or process that has reduced/no risk.

### **3.) Engineering Controls**

Engineering Controls work by either removing the hazard, example dust collection, or by incorporating barriers to protect the employee like a guardrail for fall protection or a guard on a tool.

### **4.) Administrative Controls**

Administrative Controls rely on making the employee aware of the hazard and on the employee's behavior to reduce the likelihood of a hazard. Example, using lock out/tag out to ensure no energy source is present. The employee must put the lock on the breaker. Another form of administrative controls is training the employee to recognize a hazard. Another form of administrative controls are signage. Signage is arguable the least effective, example for a fall hazard, because it does nothing other than to warn the employee that there is an edge. It is up to the employee to stay away from the edge. Administrative controls typically need to be combined with PPE, of left alone, they are not as effective.

### **5.) Personal Protective Equipment (PPE)**

PPE is at the bottom of the list, because it does nothing to get rid of the hazard, it focuses on reducing the likelihood and severity of the hazard. PPE requires the employee to demonstrate good behaviors to maintain and use their PPE. That is why Administrative Controls to remind and provide awareness combined with PPE together make them more effective.

- Safety glasses with side shields, hard hats, gloves, hearing protection and safety shoes
- Protective clothing – hi-vis vest, arm guards, long pants, coveralls
- Respirators, dust masks
- Fall Restraint and Fall Arrest Systems

## Section 10: Electrical Safety Procedures

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### Purpose

The section sets Daktronics minimum expectations for Electrical Safety Procedures. Any site or governmental requirements that exceed these must be practiced

### Concerns

Include Electrical Shock, Electrocution, Explosion, Fire and Trips/Falls

### Controls

The minimum controls that Daktronics has identified and expects to be implemented on every site that has electrical concerns include, but are not limited to the following:

#### **Locate all Electrical Hazards including:**

- Overhead power lines (*especially when using cranes, man lifts, scaffolds, ladders, etc...*)
- Underground power lines (*especially when excavating or drilling*)
- Electrical services in walls (*when cutting or drilling into walls*)
- Temporary power distribution
- Energized equipment that may become exposed while performing your tasks

De-energize if possible, Use Lockout-Tagout when required. If it is not possible to de-energize, example power lines, maintain required distances (10ft for up to 50kv, see specific requirements for over 50kv). If components are energized and there is a risk of Arc Flash, Only individuals trained and competent in Arc Flash with the correct PPE should do that work. Escalate any situations where risk cannot be controlled or where individuals are not trained and competent to implement the controls necessary to mitigate risk, example cannot deenergize and not trained in arc flash, untrained in lockout tagout, etc...

#### **De-energize Power and Verify Power is Disconnected:**

Any time you are:

- Working with, connecting or disconnecting bare wires
- Working on field replaceable units or equipment that you or the tools you are using could come in contact with power, example on terminals, wires or other components

When Lockout-Tagout is required only qualified competent individuals trained in lockout-tagout should isolate the devices and confirm the hazardous condition is controlled before the work continues.

#### **Power Cord Connected Equipment and Extension Cords:**

- Inspect power cords and extension cords for physical damage or alterations and remove from service immediately if any damage or alterations are identified
- Plug power cords and extension cords into GFCI protected circuits or use an inline GFCI adapter to plug into the outlet and then plug into that device whenever working outdoors, in wet/damp environments, around water or on metal structures.
- Extension cords are for temporary use only

- Route cords and protect them from damage from sharp edges, equipment traffic and from being a trip hazard
- Do not fasten extension cords with staples, hang from nails, or suspend from wire.
- Do Not connect two or more extension cords together to extend them
- Do Not overload an extension cord, know what the max load is for the equipment you will be powering, consider wire size and length of cord when selecting the cord

## **Electrical Fires:**

- Have a fire extinguisher approved for Class C on site and available
- De-energize the circuit if possible

## Section 11: Daktronics Fall Protection Policy

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### Purpose

The section sets Daktronics minimum expectations for working at heights. Any site or governmental requirements that exceed these must be practiced.

### Policy

Daktronics requires anyone using Fall Protection Equipment to be fully trained and competent, which is further defined as having received training on how to care for, inspect & use fall protection equipment correctly, recognize fall hazards, and use the Hierarchy of Fall Protection to select and implement controls that are effective at reducing risk to acceptable levels. All controls must comply with local, state, country and site requirements including: OSHA 1910, 1926, HSA, HSE, and any other country or region specific requirements work is being completed.

Daktronics requires all Fall Protection Equipment to be inspected by the user each day before use and Annually by a competent inspector. Daktronics employees can coordinate inspections with Daktronics Safety Department. Daktronics Subcontractors are responsible to provide or source their own competent inspection services.

### Scope

#### **When Fall Protection is REQUIRED:**

- In General Industry, anytime the surface your feet are on, has one or more exposed edges and is 4ft (1.2m) or more above a lower level
- During Construction, 4ft (1.2m) increases to 6ft (1.8m) (Installations are typically considered construction sites)
- When working from scaffolding higher than 10 ft (3m)
- On fixed ladders when height of climb is over 24 ft (7.3m)
- At any height when operating or working from a Lift (there may be exceptions for scissor lifts with no tie-off points, read equipment's operation manual)
- At any height when using a portable ladder on a level that has exposed edge(s) or a fall from the ladder could result in the individual going over a protected edge to a level below.

#### **When Protection For Falling Objects is REQUIRED:**

- Anytime work is happening at heights and there is a risk of objects falling to level(s) below the current work surface

### Concerns

Injury or Death from a fall OR Injury or death from falling objects

### Controls

Daktronics requires 100% Fall Protection when working at heights. Additionally, when work is happening at heights, Daktronics expects workers below that work surface to be protected from falling objects

## **Fall Protection:**

Daktronics expects employees to use the Hierarchy of Fall Protection and good behaviors to achieve 100% Fall Protection. The Hierarchy of Fall Protection should be considered and implemented in this order:

### **1. Hazard Elimination:**

Eliminate exposure to the fall hazard by identifying ways the worker can complete the task without working at heights. Examples of this would be to complete work with sections on the ground before lifting and mounting them up on the structure or using a pole with special adapter to reach up to the light fixture and change light bulbs.

### **2. Passive Fall Protection:**

Uses physical barriers like guardrails, gates, hole covers, netting or walls to keep the worker protected from falling.

Guardrail Systems: Guardrail systems and their use shall comply with the following provisions:

- a) Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches (1.1 m) plus or minus 3 inches (8 cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height (1.1 m), provided the guardrail system meets all other criteria of this section.
- b) Mid-rails, screens, and mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches (53 cm) high.
  - i. Mid-rails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.
  - ii. Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.
  - iii. Intermediate members (such as balusters), when used between posts, shall not be more than 19 inches (48 cm) apart.
  - iv. Other structural members (such as additional mid-rails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches (48 cm) wide.
- c) Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890 N) applied within 2 inches (5.1 cm) of the top edge, in any outward or downward direction, at any point along the top edge.
- d) When the 200-pound (890 N) test load specified in (c, above) is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches (1.0 m) above the walking/working level.
- e) Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds (68 Kg) applied in any downward or outward direction at any point along the mid-rail or other member.
- f) Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations and to prevent snagging of clothing.
- g) The ends of all top rails and mid-rails shall not overhang the terminal posts, except where such overhang does not constitute a projection hazard.

- h) Steel banding and plastic banding shall not be used as top rails or mid-rails.
- i) Top rails and mid-rails shall be at least one-quarter inch (0.6 cm) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high visibility material.
- j) When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- k) When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.
- l) When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.
- m) When guardrail systems are used around holes that are used as points of access (such as ladder ways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.
- n) Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.
- o) Manila, plastic or synthetic rope being used for top rails or mid-rails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (1c) of this section.

Hole Covers: Covers for holes in floors, roofs, and other walking/working surfaces shall meet the following requirements:

- a) Covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.
- b) All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.

### **3. Fall Restraint/Work Positioning Systems:**

Uses personal protective equipment (Harness, Restraining/Work Positioning Lanyard and Anchor Point) to allow the worker to work up to the edge and then restrains their movement from being able to go over the edge.

Restraining/Positioning device systems and their use shall conform to the following provisions:

- a) Restraining devices shall be rigged such that an employee can work up to the edge, but not go over.
- b) Positioning devices shall be rigged such that an employee cannot fall more than 2 feet (.9 m).
- c) Devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3000 pounds (1360 KG) whichever is greater.
- d) Connecting assemblies shall have a minimum tensile strength of 5000 pounds (2267 Kg).
- e) D-rings and snaphooks shall be proof-tested to a minimum tensile load of 3600 pounds (1632 Kg) without cracking, breaking or taking permanent deformation.
- f) Snaphooks shall be sized to be compatible with the member to whom they are connected to and dual locking gates to prevent unintentional disengagement of the snaphook.

- g) Restraining/Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.

#### 4. Fall Arrest Systems:

Uses personal protective equipment (Harness, Shock Absorbing Lanyard/SRL/Vertical Cable system and an Anchor Point) to arrest the falling worker, minimize arrest forces on their body and keep the worker from hitting strike hazards. A Rescue Plan needs to be in place anytime Fall Arrest is being used. Without a Rescue Plan the Likelihood and Severity of serious injury or death from suspension trauma if a worker did fall are high.

Personal fall arrest systems and their use shall comply with the provisions set forth below. Body belts are not acceptable as part of a personal fall arrest system.

- a) D-rings and snaphooks shall have a minimum tensile strength of 5000 lbs (2267 Kg).
- b) Snaphooks shall be sized to be compatible with the member to whom they are connected to and dual locking gates to prevent unintentional disengagement of the snaphook.
- c) On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
- d) Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- e) Lanyards and vertical lifelines shall have a minimum breaking strength of 5000 lbs (2267 Kg).
- f) Each employee shall be attached to a separate lifeline
- g) Lifelines shall be protected against being cut or abraded.
- h) Self-retracting lifelines and lanyards which automatically limit freefall distance to 2 feet (.61 m) or less shall be capable of sustaining a minimum tensile load of 3000 lbs (1360.8 Kg) applied to the device with the lifeline or lanyard in the fully extended position.
- i) Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made from synthetic fibers.
- j) Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5000 lbs (2267 Kg). per employee attached, or shall be designed, installed and used as follows:
  - i. As part of a complete personal fall arrest system which maintains a safety factor of at least two; and
  - ii. Under the supervision of a qualified person.
- k) Personal fall arrest systems, when stopping a fall shall:
  - i. Limit maximum arresting force on an employee to 900 lbs (408 Kg) when used with a body harness;
  - ii. Be rigged such that an employee can neither free fall more than 6 feet (1.8 m), nor contact any lower level;
  - iii. Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 m); and
  - iv. Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 m), or the freefall distance of the system, whichever is less.
  - v. Be designed, tested and rated for the combined weight of the person and tools.

- l) Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- m) The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.
- n) Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.
- o) When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

## 5. Administrative Controls/Warning Line Systems:

When the previous 4 types of control measures have been reviewed and are not possible, Administrative Controls/Warning Line Systems are the last option.

Warning line systems will be used only under certain conditions. These conditions include accessing sign structures from unprotected roof structures. At a minimum warning line systems shall comply with the following considerations:

- a) The warning line shall be erected around all sides of the roof work area.
  - i. When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge.
  - ii. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8 m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1 m) from the roof edge which is perpendicular to the direction of mechanical equipment operation.
  - iii. Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
  - iv. When the path to the point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
- b) Warning lines shall consist of ropes, wires, or chains and supporting stanchions and erected as follows:
  - i. The rope, wire, or chain shall be flagged at not more than 6 foot (1.8 m) intervals with high-visibility material;
  - ii. The rope, wire or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (.9 m) from the walking/working surface and its highest point is no more than 39 inches (1.0 m) from the walking/working surface.
  - iii. After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (.8 m) above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof or platform edge;
  - iv. The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN), and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions as prescribed in paragraph (5)(b)(ii) of this section; and



- v. The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
- c) No employee shall be allowed in the area between a roof edge and a warning line unless the employee is performing roof work in that area.
- d) Mechanical equipment of roofs shall be used or stored only in areas where employees are protected by a warning line system, guardrail system, or personal fall arrest system.

## **Protection from Falling Objects:**

To prevent exposure to falling objects the following levels of protection shall be provided:

- a) Toeboards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
  - i. Toeboards shall be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or outward direction at any point along the toeboard.
  - ii. Toeboards shall be a minimum of 3.5 inches (9 cm) in vertical height from their top edge to the level of the walking/working surface. They shall have not more than ¼ inch (0.6 cm) clearance above the walking/working surface. They shall be solid or have openings not more than 1 inch (2.5 cm) in greatest dimension.
  - iii. Where tools, equipment, or materials are piled higher than the top edge of a toeboard, paneling or screening shall be erected from the walking/working surface, or toeboard to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect employees below.
- b) Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.
- c) Tool tethers connected to the tool and an appropriate anchor point to catch and retrieve the tool.
- d) Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects cannot strike anyone below.

## **Fall Rescue**

The following listed documents are intended to provide guidance for the developing of site-specific rescue plans when working at heights. It is our intent that these documents will be completed for each project performed. Depending on the results of the evaluation staffing will be determined

[DD3128171; Daktronics Rescue Plan Checklist](#)

[DD3128162; Daktronics Rescue Action Plan](#)

## **Section 12: Mobile Elevated Work Platforms (MEWP's)**

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### **Purpose**

The section sets Daktronics minimum expectations for using MEWP's. Any site or governmental requirements that exceed these must be practiced

### **Policy**

Daktronics requires anyone operating a lift to be competent, which is further defined as having received lift operator training and is familiar with the equipment they will be operating. Operators shall be able to show their valid operator certificate upon request. Operator is responsible to recognize the concerns, risks and hazards while using lifts and can successfully identify and implement the controls that will keep themselves and all people and property on the job site safe.

It is Daktronics policy that anyone using a lift rented by Daktronics must have one of the following:

- a. Be a Daktronics employee with a current lift operator certificate
  - i. Daktronics employees are required to complete Lift Operator training every 5 years. These training records are kept in Daktronics Learning Center.
- b. Be a Daktronics subcontractor with a subcontract agreement and have a current lift operator certificate
- c. Completed a [DD3629081; Indemnity and Hold Harmless Agreement](#) and have a current lift operator certificate

Operators must report all accidents/incidents, regardless of fault and severity, to their Daktronics Installation Supervisor and/or Daktronics Project Manager.

### **Pre-Use Equipment Inspection**

Operator(s) must complete a thorough lift inspection prior to the operation of any aerial lift. To guide and capture the inspection use Daktronics the Pre-Use Inspection Checklist (Aerial Lift [DD3119765](#); Scissor Lift: [DD3119763](#)). Inspections should be completed each day and by each new operator. Keep lift inspections and make them available upon request.

Modifications and additions that may affect the capacity or safe operation of an aerial/scissor lift are strictly prohibited without the manufacturer's written approval. Capacity, operation, and maintenance instruction markings will be changed as necessary if the manufacturer approved a modification. Lift provider should be able to provide the written approval.

If any safety defects (such as modifications not approved by the manufacturer; hydraulic fluid leaks; bent, broken or distorted parts; tire issues, defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) are found, DO NOT USE the equipment, request that the equipment provider correct the issues. Aerial lifts must not be utilized until identified deficiencies are corrected or the unit is exchanged for one which is acceptable.

### **General Safe Work Practices**

- Survey the area around the lift as well as any area the lift will be operated in. Identify hazards such as sloping, uneven or soft terrain, obstacles, vehicle/construction/pedestrian traffic and power

lines/utility hazards. Put controls in place to mitigate the hazards including barricades, warning lines, making sure people/equipment is clear, positioning lift to avoid hazards and staying away from hazards, example power lines.

- Consideration shall be given to the amount of wind. Follow the manufacturer's instruction regarding operation in windy conditions. As a general rule aerial lifts shall not be operated in winds exceeding 25mph although this can vary depending on the model of equipment
  - At 20mph wind speeds or anticipated gusts, lifts will be lowered to a maximum height of 20 feet.
  - At 25mph wind speeds or anticipated gusts, lifts will be grounded.
  - If at any time, an employee feels unsafe in lifts, they may make decision to ground the lifts.
- Number of Employees will be staffed based on the scope and application of the job. This program does not prohibit having one employee on-site utilizing an aerial lift.

## **Safety During Operation**

- Wear a harness and tie-off while operating lifts, scissor lifts do not require tie off, unless required by the manufacturer or the site
- Never exceed the capacity of the lift, including both the people and their tools
- Do not use lift as a crane or to lift materials
- Keep your feet on the floor of the lift platform anytime you are in the lift basket. Do not use planks, ladders, stand on railings or use any devices to extend your reach from the lift platform
- Do not place any part of the lift against any other object to "steady" the elevated platform
- Operate the equipment according to the manufacturer's instruction manual. Use all safety features and never disable safety features. These include limit sensors, brakes, outriggers, etc... Always make sure outriggers are positioned on pads and/or a solid surface.
- Limit speed according to the conditions and the hazards identified during the survey of the area. Stunt driving and horseplay shall not be permitted.
- Secure the area the lift will be operating in, provide enough space for the lift to operate within and not strike other objects as well as protect the lift from being struck by traffic or other hazards
- Operators are to call for assistance if the platform or any part of the machine becomes entangled
- Park the equipment in a safe and secure location, remove the keys from the ignition and put them in the storage box with the manual, or in a location communicated with Project Manager and Site Supervisor

## **Additional Responsibilities**

### **Project Manager / Site Supervisor**

- Work with lift operators to confirm they are competent to operate the equipment, including proof of operator certification
- Assure steps are taken to make sure operators are in compliance.
- With lift operators to secure equipment that is determined DO NOT USE
- When Daktronics has rented lift, work with equipment providers to resolve any concerns, defects or to request equipment maintenance records

### **Safety Representative**

- Coordinate Lift Operator Certification for Daktronics Employees and manage systems that track certifications

- Work with operators to make sure they are completing Pre-Use Equipment Inspections, escalating concerns, following General Safe Work Practices, practicing Safety During Operation and submitting incident reports if needed
- Monitor Compliance with MEWP policy
- Provide annual program evaluation of the MEWP Safety Program and subsequent training material as necessary

## Section 13: Cranes and Hoists

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### Purpose

Cranes and Hoists refer to equipment used to lift suspended loads of materials into place on construction sites.

### Policy

Daktronics requires anyone operating a Crane or Hoist to be competent, which is further defined as having received operator training and is familiar with the equipment they will be operating. Operators shall be able to show their valid operator certificate upon request. Operator is responsible for the crane, materials being lifted and all employees in the work area while the crane is being used. Operator is responsible to recognize the concerns, risks and hazards while using the crane and can successfully identify and implement the controls that will keep themselves and all people and property on the job site safe.

The Owner of the crane or hoist is responsible for all maintenance and maintenance records. The Operator's Employer is responsible for their actions and omissions and to assure operator has and maintains their operator certificate. Never direct any employee who is not competent and qualified to operate a Crane or Hoist. Daktronics employees are typically not qualified to operate cranes or hoists for construction purposes.

Operators must report all accidents/incidents, regardless of fault and severity, to their Daktronics Installation Supervisor and/or Daktronics Project Manager.

### Inspections

Crane/hoist operator shall inspect equipment prior to use each day to make sure it is in safe operating condition. A copy of the inspection report shall remain with the crane and be available upon request. Crane/Hoist must not be used until identified deficiencies are corrected.

A thorough, annual inspection of the crane shall be made by a qualified entity, recognized by the U.S. Department of Labor (or applicable International requirements). The employer shall maintain a record of the dates and results of the inspections for each hoisting machine and piece of equipment.

### General Safe Work Practices

- Operator shall comply with manufacturer's specifications and limitations for the equipment.
- Instructions and warnings shall be visible to the operator at control station. Rated load capacities, operating speed, hazard warnings shall be conspicuously posted on all equipment.
- Crane operator and spotters must agree upon and use either hand or verbal commands that each entity recognizes, understands and can easily communicate. Crane operator shall take signals from one person, except the emergency stop signal that is taken from anyone. Daktronics recommends hand signals and when in question and when possible recommends the use of the those prescribed by the applicable ANSI standard for type of crane in use.

- Lift plans should be communicated with all employees involved in the lift and if any employee has concerns or questions, the lift should be stopped and concerns and questions must be addressed before the lift proceeds.
- Barricades shall be installed around the accessible areas of crane's swing radius.
- Secure the working area that loads will be suspended over, keep unauthorized individuals out of and from entering the area.
- Fire extinguisher of 5 BC rating or higher shall be available at the operator stations or cabs.
- Competent individual must inspect all rigging equipment that will be used to secure and suspend loads from cranes and hoists.
- Make sure that the load is secure and that its weight will not shift and that any part of the item(s) being picked will not detach and fall while the load is being lifted.

## **Critical Picks**

A Critical Lift Permit shall be written and submitted to Daktronics Project Management prior to any lift that meets any of the following criteria:

- A lift that exceeds 75% of the crane's rated capacity for the crane configuration.
- Any lift utilizing more than one crane.
- Any lift in an inherently hazardous location or under severe weather or emergency conditions.
- Any lift in which the crane working clearances to adjacent equipment or electrical power lines are within plus 10% of minimum clearances specified in applicable ANSI standards.
- Any lift when unconventional rigging, attachments, or methods are employed.
- Any lift where error or equipment failure could cause significant property loss or loss of human life.

## Section 14: Forklifts

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### Purpose

Forklifts includes all classes of powered forklifts used to handle materials.

### Policy

Daktronics requires anyone operating a Forklift to be competent, which is further defined as having received operator training and is familiar with the equipment they will be operating. Operators shall be able to show their valid operator certificate for the class of forklift(s) they are using upon request. Operator is responsible to recognize the concerns, risks and hazards while using forklifts and can successfully identify and implement the controls that will keep themselves and all people and property on the job site safe.

Operators must report all accidents/incidents, regardless of fault and severity, to their Daktronics Installation Supervisor and/or Daktronics Project Manager.

### Inspections

Operator shall inspect equipment prior to use each day to make sure it is in safe operating condition. DO NOT USE the forklift until any deficiencies identified are corrected. Confirm full functionality of each safety feature.

Maintenance records of the equipment should be available upon request.

### General Safe Work Practices

- Operator shall comply with manufacturer's specifications and limitations for the equipment.
- Instructions and warnings shall be visible to the operator at control station. Rated load capacities, operating speed, hazard warnings shall be conspicuously posted on all equipment.
- Maintain and use full functionality of the safety features of the equipment.
- Fire extinguisher of 5 BC rating or higher shall be available at the operator stations or cabs.
- Secure the working area that loads will be suspended over, keep unauthorized individuals out of and from entering the area.
- Never lift employees without approved man baskets.

## Section 15: Scaffold Safety

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### Purpose

Scaffolding provides employees safe access to work at heights when designed, erected, and used correctly. Scaffold structures can be simple, or can be very complex, depending on the surface they are supported on, the height they need to reach and the size of the area they need to provide access to.

### Policy

Scaffolding must be designed, erected and used in compliance with any site, local or country specific requirements. This may include specific training and certification requirements.

A Competent Person(s) shall supervise the design, erection, alteration, moving, training users, the use of, maintenance of, inspection of, reinspection of if altered, damaged or repaired, and dismantling of scaffolding structures. Controls shall be engineered and erected into the scaffolding structures to address concerns. Examples include: toe boards shall be installed to protect tools from falling, railings and location of platforms to work shall provide passive fall protection. Where Fall Restraint/Positioning or Fall Arrest is needed, anchor points shall be provided.

Competent Person(s) shall identify scaffolding hazards that cannot be eliminated in their design. Engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Scaffolds will be implemented to minimize those hazards to ensure the safety of employees. Competent Person(s) shall provide proof of training upon request.

### General Safe Work Practices

- Do not climb the scaffolding. Use a ladder or other engineered methods to get to the working level, tie off ladders to scaffold.
- Do not use scaffolding missing components including: braces, supports, railings, planking and toe kicks
- Do not overload any part of the scaffold structure
- Do not alter the scaffold structure by removing or attaching additional components unless qualified to do so
- Inspect the structure, escalate concerns immediately, do not use if any part of the scaffold is damaged or defective

### Additional Responsibilities

#### **Project Manager / Site Supervisor**

- Work with Competent Person(s) to confirm they are competent to supervise the design, erection, alteration, moving, training users, the use of, maintenance/inspection of and dismantling of scaffolding structures.
- Confirm hazards are being addressed and where possible passive protection is incorporated and used.



- Work with employees to make sure they are trained and comfortable working on the scaffolding. If employees require PPE, making sure employees are trained on proper use of and that they have the required PPE.
- With Competent Person(s) to secure equipment that is determined DO NOT USE
- Work with scaffolding providers to resolve any concerns, defects or to request scaffolding inspection and maintenance records

## **Employees**

- Are responsible to use the controls identified for safe use of and while working on the scaffold structure.
- Do not use damaged scaffolds, report damaged scaffolds, accessories, and missing or lost components.
- Assist with inspections as requested by the Competent Person(s).

## **Section 16: Hazard Communication Program**

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### **Purpose**

The purpose of this plan is to establish a program and procedures for the safe handling, use, storage and disposal of hazardous chemical substances and to ensure that employees are educated on information concerning hazardous chemicals through training, warning systems, container labeling and Safety Data Sheets.

This program supports compliance with Occupational Safety and Health Administration and appropriate Global Harmonized Regulations including those found in 29 CFR 1910.1200, HSE and HSA requirements. This program applies to all affected Daktronics employees and is available to all Daktronics employees upon request.

### **Scope**

This program applies to all normal and emergency work operations, as required by local, state and federal regulations.

### **Hazard Determination**

The company introducing chemicals or other hazardous materials to a site is responsible to review SDS's provided by the chemical's manufacturer, understand and identify any concerns/hazards associated with that product and/or the conditions it will be used. The company utilizing the chemical or hazardous material is responsible to implement all controls necessary to bring risks to acceptable levels.

Asbestos is recognized as a significant hazard, Daktronics products do not contain Asbestos. If Asbestos is present on on-site, do not disturb it. If the Asbestos poses a risk because it could be disturbed by the work being completed, or if there was an incident that has already disturbed it, secure the area and escalate to Daktronics Project Manager and Daktronics Safety.

### **Chemical Inventory List and Safety Data Sheets**

Each company is responsible to maintain a chemical inventory, including an SDS for all potentially hazardous product(s) they introduce or use at site. New chemicals must be added as needed. Each company is responsible to complete audits of potentially hazardous substances on site and make sure that the chemical inventory and all SDSs are accounted for. Any gaps identified must be addressed immediately.

### **Container and Warning Labels**

Containers storing potentially hazardous substances must have a label complying with GHS standards. Temporary or portable containers must be suitable for the substance, where and how the container will be used. Each portable container must have a GHS label regardless of the quantity or length of use. The company introducing the potentially hazardous substance as well as any company using the potentially hazardous substance is responsible to make sure each container is labeled. Each company shall perform audits to confirm compliance and address any gaps. The company introducing the

potentially hazardous substance, as well as the company using the product is liable for any misuse of products or any injuries or property damage caused by products with insufficient labels.

## **Nonroutine Tasks**

A nonroutine task is any task that introduces new hazardous substances that are used to do the work, or that are generated as a result of the work being performed. The company performing the tasks shall provide training to inform employees of the potentially hazardous substances and measures they can take to avoid exposure.

## **Informing Contractors**

Any contractor with employees working on site will be informed of the hazardous chemicals to which the contractor's employees may be exposed while performing their work. The contractor will take appropriate protective measures as set forth by the SDS provided.

In addition, Daktronics will require any contractor who intends to bring any hazardous chemicals to the workplace to provide an SDS for each such chemical. The contractor will further be required to explain (orally or in writing) any precautionary measures necessary to protect employees during normal operation conditions or in foreseeable emergencies. The contractor also will explain the company's system for labeling hazardous chemicals. Daktronics will train, or require the contractor to train, any Daktronics employee who may be exposed to hazardous chemicals used by the contractor as provided in the employee training section.

## **Training**

Subcontractors are responsible to provide training for all of their employees on this program, any current potentially hazardous substances and any potentially hazardous substances that may be introduced to site. Training must include:

- How to read GHS labels
- Health hazards and signs or symptoms of exposure
- Proper work practices for working with a hazardous substance
- PPE selection
- Emergency procedures and first aid for spills and other exposure
- Location of SDSs and the written program
- How to read an SDS
- How to obtain additional information

Daktronics employees will be assigned and have available to them at any time Learning Center courses about Jobsite Hazard Communications which includes the items listed in subcontractor employee training.

All new hazards which could impact employees shall be presented and discussed during Jobsite Safety Talks.

## Section 17: Outside Auditors (including OSHA)

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The following procedures are **recommendations** to be implemented any time an unannounced compliance auditor including OSHA (Federal or State) Compliance Officer(s) (CO) appears at your jobsite to conduct an Inspection. It has always been Daktronics policy to cooperate to the best of our ability with Compliance Officers, and we strongly encourage our Subcontractors to also cooperate.

If a Subcontractor has established a compliance audit procedure of their own, Daktronics shall be given a copy of it; so that we are aware of how the Subcontractor intends to address an Inspection while working on a Daktronics Project.

If you choose to follow the Daktronics Procedure, then implementation of this procedure is the responsibility of the Subcontractor Project Manager or the Subcontractor Safety Representative. If they are not available, then the Superintendent shall assume responsibility.

1. When a Compliance Officer appears at the jobsite direct them immediately to the Daktronics Project Manager and/or Project Safety Officer.
2. The Compliance Officer should hold an Opening Conference, and ALL Subcontractors (including ALL lower tier subcontractors) will be required to be represented. Prior to this Conference, if there is an opportunity, the Subcontractors should contact their Corporate Safety Department or Management.
3. If the Compliance Officer requests employee representation during the inspection process, you should advise the employee(s) who are in your direct employment that you do not object in any way nor discourage them from participating in the inspection, and that you will grant a representative from among the workers, permission to be excused from their normal work activities to participate in the inspection. Reasonableness of craft participation has been interpreted in the courts to mean one (1) or possibly two (2) craft workers. It is the Daktronics policy to:
  - a. Allow private conversations between the inspector and the employee(s) if requested "by either party. Likewise, the Subcontractor has the right to converse privately with Compliance Officer without the presence of the worker.
4. The Daktronics Project Safety Officer and each Subcontractor's Safety Representative (or designees) must accompany the Compliance Officer at all times during the actual inspection and/or while the Compliance Officer are on the jobsite, including any instances where the Compliance Officer is interviewing employees, such as in the opening and closing conference. If agreed to by ALL PARTIES, a single or group of Subcontractor Representatives may be chosen by the Subcontractors to represent the Subcontractors during the walk-around. Note: Subcontractor's Project Manager should also go on walk-around if possible.
5. Make notes on all discussion of "violations" noted by the Compliance Officer for Subcontractor work activities/areas, or work activities/areas that may affect the Subcontractor or their employees.
6. If the Compliance Officer takes still photos or videos, it would be advantageous to take photos or videos from as close to the same location and angle as possible.

7. If the Compliance Officer conducts sampling (i.e. air, noise, bulk, etc.), it would be advantageous to perform the same sampling.
8. After the walk-around portion of the inspection is complete, and prior to the closing conference, you should contact your Corporate Safety Department or Management to discuss attendance and procedures to follow at the closing conference.

## **OPENING AND CLOSING CONFERENCE**

A Safety Representative of each subcontractor represented on the jobsite should be notified when Compliance Officer arrives on the jobsite and be in attendance at the opening and closing conferences. Subcontractors may be liable for citations regardless of whether they are in attendance or not.

Daktronics strongly advises Subcontractors, **DO NOT** waive the right for an opening or closing conference under any circumstance. The information presented, and the opportunity to ask questions is essential information, and must be documented.

Instruct the Compliance Officer to send all correspondence to both your jobsite and your Corporate Office (give complete address). Send complete copies of your notes from the Inspection and photographs taken during the inspection to your Corporate Safety Office; or follow your Company's Policy.

## **LETTER OF CITATION OR LETTER OF NO CITATION**

Upon receipt from the agency of a Letter of Citation or Letter of No Violation, you should immediately call your Corporate Safety Department. This will assure that no legal rights to contest will be lost due to time limitations. You should immediately notify Daktronics Project Manager and/or Project Safety Officer of a Letter of Citation or Letter of No Violation, and provide them with a copy.

**Note:** Results of a Compliance Officer Inspection is a mandatory item of discussion at jobsite Safety Meetings with Subcontractor representatives.

## **Types of Violations that can be Documented**

**Serious** - Could cause serious injury or death if not abated.

**Non-Serious** - Also called "Other than Serious". This type of violation has a direct relationship to safety and health, but is not likely to result in death or serious injury.

**Willful** - A serious violation that the employer should have known about, or could have, with reasonable diligence, known about.

**Repeat** - A repeat of any violation cited in the previous three (3) years. Requires that the conditions be substantially the same. It is not necessary that the subsequent violation be on the original jobsite.

**Failure to Abate** - This is issued when a condition is not abated after being cited by an organization.

**De minimis** - a technical violation that usually carries no penalty, but may be the basis for a repeat or willful citation at a later date. Some states do not use De minimis violations. **Criminal**

## **ALTERNATIVES TO INSPECTIONS**

If the compliance organization (including OSHA) receives a non-formal complaint, or otherwise has knowledge of an alleged hazardous condition on a jobsite that is not considered an imminent danger,

they may contact the jobsite by phone or by letter. They may request information or request documentation of abatement of the alleged violation.

**If a Compliance Organization such as OSHA calls:**

The Subcontractor Safety Representative or Project Manager will speak to the caller, and obtain as much information as possible about the hazard, alleged violation or concern that prompted the call. You should note this information. Before discussing the issue with the Compliance organization representative, verify that the caller is who he or she claims to be. Get a phone number to return the call. Tell the caller that you will research the issue and call back with the information that the caller requested, or with the name of the person who can give them the information.

Immediately notify Daktronics Project Manager and/or Project Safety Officer. Also contact your Corporate Safety Department or Management.

**If Compliance Organization such as OSHA sends a letter:**

Immediately notify Daktronics Project Manager and/or Project Safety Officer. Contact your Corporate Safety Department or Management as soon as it is received.

## Section 18: Substance Abuse Policy

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Being under the influence of alcohol or illegal drugs (as classified under federal, state or local laws, including marijuana) while on the job poses serious health and safety risks to workers and others. Daktronics, Inc. is committed to programs that promote safety onsite and worker health and well-being. In support of this commitment, the Company has established the following substance abuse policy. **If you suspect or know of activities that violate Daktronics alcohol and drug free workplace environment notify your supervisor immediately.** Daktronics domestic employees are also subject to Daktronics Drug Free Workplace Policy for Domestic Employees ([DD1497510](#)). **Failure to comply with this policy may result in disciplinary action, up to and including removal from the jobsite or termination.**

### It is Daktronics policy:

- To prohibit
  - The use, possession, dispensation, manufacture, or sale of illegal drugs on company premises or on company time. Marijuana, even if prescribed by a state medical marijuana law, remains illegal under federal law and its use is prohibited by Daktronics.
  - The unauthorized use, possession, dispensation, manufacture, or sale of alcohol on company premises or on company time.
  - The unlawful use, possession, dispensation, manufacture, or sale of legal drugs on company premises or on company time.
  - The off duty use, possession, dispensation, manufacture, or sale of illegal drugs.
- To test as described in the testing circumstances that follow.

### Testing

- You are required as a condition of work to submit breath, urine and/or blood samples and to authorize release of test results to Daktronics Inc. Drug and Alcohol testing will be conducted as soon as possible (as determined with the aid of Daktronics Workers Compensation) upon one of the below circumstances. Note additional Drug and Alcohol testing maybe required contingent on if drug testing is required as part of Daktronics agreement to conduct business on a particular job site or in a particular state, testing will be performed according to those specific requirements.
  - **Reasonable suspicion:** Reasonable suspicion of use, including, but not limited to:
    - A report by a reliable and credible source of alcohol or drug use.
    - A review of a public record.
    - The odor of alcohol or other prohibited substances.
    - Excessive absenteeism or tardiness or a pattern in absenteeism or tardiness.
    - Significant and prolonged reduction in productivity or performance.
    - Direct observation of alcohol or drug use or the physical symptoms or manifestations of being impaired due to alcohol or drug use, physical and emotional conditions such as slurred speech, unsteady walk, abrupt swings in mood or energy level or excessive irritability and emotional outbursts, or other uncharacteristic behavior.
  - **Post-Accident/Incident:** If you are involved in any work-related accident or incident involving the violation of any safety or security procedures, you may be required to submit to drug and alcohol testing. This applies even if the incident did not result in injury to any person or any property damage.
  - **Periodic/Random Testing:** If your work is a safety or security-sensitive position, you may be subject to drug and alcohol testing periodically.

- All drug and alcohol testing under this policy will be conducted by a state-licensed, independent testing facility. The Company will pay for the full cost of the test. You will be compensated at your regular rate of pay for time spent submitting to a drug and alcohol test required by Daktronics. You will not be allowed to return to work until approved by Daktronics. If you are suspected of working while under the influence, you will be suspended without pay until the Company receives the testing results and any other information that may be required to make an appropriate determination.
- A positive test result will constitute a violation of this policy.
- A refusal to submit to testing will constitute a violation of this policy. In the case of a refusal to submit to testing, it will be assumed that the test result would have been positive. Refusal includes: verbal refusal, refusal to provide written consent, any abusive language to the supervisor or personnel performing the test, or tampering with any sample, container, equipment or documentation of the sampling process.

## **Reporting**

- When an accident or injury occurs, immediately contact your supervisor or site safety representative.
- As a condition of working, you must report in writing any conviction under criminal drug statute for violations occurring on or off company premises while conducting company business. A report of a conviction must be made within five days of the conviction in accordance with the Drug-Free Workplace Act of 1988.
- All records relating to drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file, if applicable.

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law (a "Legal Drug"), to the extent that the use does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability you should inform your supervisor if you believe the medication will impair your job performance, safety or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication. Reasonable accommodations will be considered in accordance with Daktronics Employee Handbook, the ADA and any applicable local law.

## **Workplace Searches and Inspections**

In order to achieve the goals of this policy and maintain a safe, healthy and productive work environment, the Company reserves the right at all times to inspect employees and subcontractors, as well as their surroundings and possessions, for substances or materials in violation of this policy. This right extends to the search or inspection of clothing, desks, lockers, bags, briefcases, containers, packages, boxes, tools and tool boxes, lunch boxes and Company-owned or leased vehicles and any vehicles on company property where prohibited items may be concealed. You should have no expectation of privacy while on Company premises or while conducting Company business off-premises.

## **Reporting drug or alcohol conviction**

As a condition of employment, you must report any conviction under criminal drug statute for violations occurring on or off Company premises while conducting Company business. A report of a conviction must be made within five days of the conviction, as required by the Drug-Free Workplace Act of 1988.



## **Section 19: Firearms / Weapons Violence Policy**

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Daktronics, Inc. prohibits and will not tolerate any form of workplace violence on Company premises, any jobsite, or on Company time, by any employee, supervisor, or any third party including vendors, customers, agents, or subcontractors. For the purposes of this policy, workplace violence includes but is not limited to: making threatening remarks, whether written or verbal; aggressive or hostile acts; assault, battery; bullying; harassing or intimidating behavior; or behavior that creates a reasonable fear of injury.

Daktronics does not allow weapons to be brought on Company premises or any jobsite, including, to the extent permitted by law, parking lots. The definition of “weapons” for the purpose of this policy includes: firearms, knives, explosives, Mace, any item with the potential to inflict harm that has no common purpose, or any other object used for the purpose of threatening or injuring someone or something. This list is illustrative only, and not exhaustive.

Violations of this policy will lead to discipline including up to termination.

If you witness or are subjected to any conduct that you believe violates this policy, inform the Company as soon as possible in as much detail as possible. If you become aware of an imminent violent act or threat of an imminent violent act, immediately contact appropriate law enforcement then contact your supervisor.

In order to achieve the goals of this policy and maintain a safe, healthy and productive work environment, the Company reserves the right at all times to inspect employees and subcontractors, as well as their surroundings and possessions, for substances or materials in violation of this policy. This right extends to the search or inspection of clothing, desks, lockers, bags, briefcases, containers, packages, boxes, tools and tool boxes, lunch boxes and Company-owned or leased vehicles and any vehicles on company property where prohibited items may be concealed. You should have no expectation of privacy while on Company premises or while conducting Company business off-premises.

## Section 20: Harassment Policy

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### **Harassment**

Daktronics, Inc. seeks to provide a workplace that is professional and non-threatening. You are advised that conduct which could be viewed as harassment is not acceptable. It includes but is not limited to: remarks or teasing, inappropriate jokes, offensive language, bullying, offensive pictures or subtle sexual hints or pressures.

Comments and/or content that is harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate, including any comments that would offend a person on the basis of race, religion, color, national origin, citizenship, sex, gender identity, sexual orientation, veteran's status, age or disability must not be sent by email or other forms of electronic communication, viewed on or downloaded from the Internet or other online services, or displayed on or saved in the company computer system. Users encountering or receiving this kind of material must immediately report the incident to their supervisor.

### **Sexual Harassment**

Includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when:

- Submission to the harassment is made either explicitly (clearly stated) or implicitly (implied) a term or condition of employment:
- Submission to or rejection of the harassment is used as the basis for employment decisions affecting an individual; or
- The harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

### **Protected Classes**

Daktronics prohibits harassment in regards to race, religion, color, national origin, citizenship, sex, gender identity, sexual orientation, veteran's status, age, disability or any other prohibited basis of discrimination, as provided under applicable state and federal law. This type of harassment covers the subtleties of harassment, which involve the perceptions of the individual.

### **Reporting**

If you believe you are the victim of harassment, or you know of activities which constitute harassment, report those activities immediately to your supervisor. Your complaint will be promptly and thoroughly investigated and appropriate disciplinary action taken. If you have a complaint of harassment in the workplace, first clearly inform the harasser that his or her behavior is offensive or unwelcome and request that the behavior stop. If you are not comfortable informing the harasser and/or the behavior continues, immediately bring the matter to the attention of your supervisor. If your supervisor is involved in the harassing activity, report the behavior to your manager. No reprisal will be taken against you for claims made in good faith.

Violations of this policy will lead to discipline including up to termination.

## **Section 21: Injury and Illness Prevention Plan**

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### **Policy**

See Section 1: Introduction and Purpose, Daktronics Commitment

### **Responsibility**

Responsibilities are assigned throughout this manual, for core responsibilities, see Section 1: Introduction and Purpose, Coverage

### **Compliance**

Compliance is achieved by:

- Management set the example by practicing safety themselves and consistently communicating expectations and confirming employee's understanding
- Managers and Supervisors enforcing the rules fairly and uniformly
- Employees consistently using safe work practices, for following all directives, policies and procedures, and for assisting to maintain a safe work environment
- Evaluating employee's compliance with safe work practices during their regular performance reviews
- Reenforcing employee behaviors and their contribution to safety. Written acknowledgment is presented to the employee and maintained in the employee's personal file.
- Training or re-training employees who are unaware of correct safety procedures (see Training paragraph below)
- Employees who deliberately fail to follow safe work practice and/or procedures, or who violate Daktronics safety rules or directives, will be subject to disciplinary actions, up to and including termination.

### **Communication**

Everything in this safety program relies on communications between all employees and entities to maintain a living safety environment. Employees are empowered to share concerns/hazards and questions. Leaders are required to provide awareness of hazards and the controls that will keep everyone safe. Communication is how everyone will know when they are doing well, when there are things that need attention and how we will continue to learn in order to improve. Key communication paths include:

1. During employee orientation following Section 4: Jobsite Safety Orientation.
2. Regularly scheduled jobsite toolbox talks and/or team meetings.
3. From time to time, Daktronics will post and or distribute written communications to provide awareness of specific concerns/hazards and the controls to address them.
4. All employees are empowered and encouraged to share concerns/hazards and/or to request training with their supervisor or safety representative. If employees are uncomfortable, they may share anonymously.
5. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
6. Any directives issued as a result of the investigation shall be distributed to all employees affected by the hazard.

### **Work Hazard Evaluation and Abatement**

Assessments of hazards are performed throughout the entire project from conception and design to building and ongoing use and maintenance (reference the list below for common situations that trigger

assessments). Once a concern/hazard has been identified and quantified the next step is to develop, implement, communicate, and train on the concern/hazard and controls to mitigate the hazard. Refer to Section 9: Job Hazard Analysis (i.e., Risk Assessments)

## **Common Triggers for Assessment of Hazards**

Inspections of the workplace are our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Audits of current and new process, procedures, equipment being used and work site/conditions the work is being completed.
2. Anytime hazardous chemicals or materials are introduced into or are part of the work being performed (refer to section 16: Hazard Communication Program).
3. Anytime any employee shares a concern/hazard with their crew lead or supervisor.
4. Report of Injury, Accident, or Illness.
5. Concerns/Hazards shared from the Client, General Contractor, Contractor or Subcontractor.

## **Abatement of Hazards**

Daktronics intention is to address all hazards and unsafe work practices immediately. While the concern/hazard is being understood and controls are being put in place, the concern/hazard must be secured, and employees kept from being exposed to the hazard.

## **Injury and Accident Reporting and Investigation**

Refer to Section 8: Incident and Accident Reporting

## **Training**

All employees doing work on the site must complete Jobsite Safety Orientation. Refer to Section 4: Jobsite Safety Orientation. In addition, Safety Representative(s) will assist with additional training as needed when needed. (example, new or adjusted safe work practices, new risk controls, equipment operation, handling materials or chemicals, etc...)

## **Recordkeeping**

Daktronics Health and Safety and Work Comp departments work together to maintain individual incident/accident reporting as well as company records including OSHA 300 reporting and reports provided to management and supervisor for awareness of how things are going. Managers use this data in part to help prioritize areas to work on improvements. In addition:

### **For Domestic Projects:**

All project specific safety and health considerations should be maintained with the Project File. All mandated Safety and Health training files, such as Fall Protection, OSHA 10, OSHA 30 etc. will be maintained on the Learning Management System.

### **For International Projects:**

All project specific safety and health considerations should be maintained with the Project File. All mandated Safety and Health training files, such as Fall Protection, Yellow Card, Site Specific Induction, White Card, etc. will be maintained on the Learning Management System.

## Section 22: Daktronics Covid-19 Response

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Our focus remains on the well-being of our employees, our partners, customers and the public. Daktronics has established the following preventive and proactive measures intended to be practiced and used as the baseline by all Daktronics Employees, Subcontractors and Service Partners who represent Daktronics to perform Installation and Service Activities. It is each of our responsibility to understand Daktronics requirements as well as those of the client, customer and relevant governing bodies. It is the individual's responsibility to demonstrate practices that meet or exceed the most stringent requirement. Like COVID-19, these plans will evolve and adjust as situations change.

### **Covid Procedures**

The more knowledge we have about COVID-19, the more we know and understand how to mitigate and handle the concerns it presents. These bullet points have been identified as critical to meet our common goals and objectives:

1. *Job Site Wellness Policy*
  - a. Before going to site:
    - i. Understand and be able to perform site requirements and expectations
    - ii. Procure PPE needed to fulfill requirements, understand and know how to properly use PPE (gloves, masks, cleaners, etc...)
  - b. Refer to [DD4773787](#) for the definition of "Exposed" and what actions to take if you:
    - i. Have symptoms of Covid-19 or have tested positive
    - ii. Have been Exposed to someone who has tested positive
    - iii. Are preparing to return to work after having been exposed to or have tested positive to Covid
  - c. Additional instructions for Subcontractor and Service Partners:
    - i. Make Daktronics aware if there is a change in capacity that may impact your current capacity and/or dispatchable resources.
2. *Use Risk Assessments*; Use the Risk Assessment tool in Section 9 of this manual to:
  - a. Identify and understand the Concerns, Risks and Hazards
  - b. Determine the level of risk and if additional controls are needed
  - c. Identify additional controls if needed to bring risk to an acceptable level
  - d. Establish who is responsible to implement the control(s) and confirm they are comfortable implementing the controls
  - e. To make sure that all Concerns, Risks and Hazards are communicated and that everyone knows what the controls are and how to effectively use the controls to stay safe and healthy
3. *How to Respond if a Site is Reporting a Confirmed or Potential Exposure*
  - a. Collect the date of exposure and where on the site it might have occurred
  - b. Get contact information for who to contact at site if there are more questions
  - c. Contact your Project Manager and provide this information, do not share this information with anyone other than your direct supervisor and your Project Manager
  - d. Project Managers refer to DD4659291 for how to handle a report from site.
4. *Clean up practices for positive Covid-19 occurrence*
  - a. Follow site or governing body requirements, escalate questions to Daktronics Site Safety

## **Section 23: Daktronics Employee Safety Orientation Plans**

### **General**

All Daktronics employees will receive general safety on-boarding orientation. This general orientation will serve as the basis for Daktronics employees. This general safety orientation will set the expectation for how Daktronics employees handle safety. It is the expectation that employees will follow these and or any Site specified safety information at all times. Safety Information could include but not limited to PPE, Fall Protection Hazard Communication and Emergency Action Plans.

### **Project Manager Safety Training**

High Complexity and High Consistency Project Managers will travel to project jobsites as required to effectively manage the project from order through to customer acceptance. Employees completing this role will receive the following level of additional Safety Training:

<b>Required vs Recommended</b>	<b>Training / Certification</b>	<b>Time Frame for Completion</b>	<b>Validity</b>
Required	1.) Safety On-Boarding	Day 1	Upon hire
Required	2.) Supervising for Safety Construction Focus	First 45 days	No recertification
Required	3.) Job Hazard Analysis	First 60 days	No recertification
Required	4.) OSHA 30 Hour for Construction	First 6 months	5 years recommended
Required	5.) First Aid/CPR Certification	First 120 days	2 year recertification
Required	6.) Fall Protection "Required"	First 120 days	5 year recertification
Recommended*	7.) Aerial / Scissor Lift*	First 120 days	5 years recertification
Recommended*	8.) Fork Lift / Material Handling*	First 120 days	3 years recertification

\* Required for operator and recommended for passenger

### **Field Service Safety Training**

Field Service employees will travel to jobsites as required to perform maintenance and servicing on displays as well as perform installation of new displays. Employees completing this role will receive the following level of Safety Training:

<b>Required vs Recommended</b>	<b>Training / Certification</b>	<b>Time Frame for Completion</b>	<b>Validity</b>
Required	1.) Safety On-Boarding	Day 1	Upon hire
Required	2.) Supervising for Safety Construction Focus	First 45 days	No recertification
Required	3.) Job Hazard Analysis	First 60 days	No recertification
Required	4.) OSHA 30 Hour for Construction	First 6 months	5 years recommended
Required	5.) First Aid/CPR Certification	First 120 days	2 year recertification
Required	6.) Fall Protection "Required"	First 120 days	5 year recertification
Recommended*	7.) Aerial / Scissor Lift*	First 120 days	5 years recertification
Recommended*	8.) Fork Lift / Material Handling*	First 120 days	3 years recertification

\* Required for operator and recommended for passenger



## **Employee Engagement**

A key element in an effective safety system is the engagement of employees throughout the organization. By engaging employees, you will be able to identify and address many safety elements including:

- Site and project safety concerns
- Need for PPE
- Roadblocks to safety compliance
- Effectiveness of provided safety trainings
- And any additional safety considerations

There are many different opportunities to engage employees. At Daktronics these engagements can occur during:

- 1.) Toolbox Talks
- 2.) Safety Audits
- 3.) Department Meetings
- 4.) 1 on 1's
- 5.) In person training

Daktronics encourages all employees to utilize these opportunities to communicate safety concerns and questions that you may have encountered.



## Section 24: Legal Registry

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Legal Registry additions include the following:

2020 Additions:

1.) Corporate Wide

a. Implementation of COVID-19 Safety Procedures identified in Section 25 of the Construction Safety Policy. Implemented procedures are established to meet the following legal requirements:

a. United States

i. Occupational Safety and Health Administration - 29 CFR 1926 – Construction Standards

ii. Occupational Safety and Health Administration – 29 CFR 1910 – General Industry

b. United Kingdom

i. Health and Safety Executive -

c. Ireland

i. Health and Safety Authority

d. Australia – New South Wales

i. NSW Government

# Appendix A: Daktronics Subcontractor Incident/Accident Investigation Report

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**NOT DAKTRONICS RESPONSIBILITY**

*Note a complete copy of this form must be provide to the On-Site Daktronics Representative. A copy of the completed form must be provided to the Daktronics Safety Department.*

**SUBCONTRACTOR DATA:**

Company Name: \_\_\_\_\_

Subcontractor Employee: \_\_\_\_\_

**INCIDENT/ACCIDENT ACTION:**  No Treatment;  Near Miss;  First Aid;  Clinic;  Emergency Room/Hospital;  Chiropractor

**INCIDENT/ACCIDENT DATA:**

Date: \_\_\_\_\_ Time of Incident/Accident \_\_\_\_\_ am pm Time started work: \_\_\_\_\_

Injury: (Lifting, Fall, Laceration, etc) \_\_\_\_\_ Body Part: \_\_\_\_\_

Object that caused the injury: \_\_\_\_\_

Location where accident occurred: \_\_\_\_\_

Describe what employee was doing at the time of the incident/accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how incident/accident occurred \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnesses:**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

Medical Release Received: Yes - attach to report  
No - medical release needed if treated by health care provider

Hospital: \_\_\_\_\_

Physician: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number \_\_\_\_\_

Next Appointment: \_\_\_\_\_

On-site Daktronics Representative: \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix B: Notice of Non-Compliance**

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**Instructions** – If violations of any of the listed Safety and Health Policies and Procedures are observed a copy of this Notice of Non-Compliance must be completed. A copy of this form must also be provided the Safety Department. If possible correction of deficiencies must be completed at the time of identification.

Sub-Contractor: This notice is being issued to make you aware of a deficiency in your compliance with safety requirements on this jobsite. We urge you to take immediate action(s) to assure that the stated issue(s) are resolved and do not re-occur.

**Job Number** \_\_\_\_\_

Sub Contractor Name and Address \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Delivered By**    Email     Mail     In Person   

**Type of Noncompliance -**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Fall Protection    | <input type="checkbox"/> Fire Protection       | <input type="checkbox"/> Hart Hats     | <input type="checkbox"/> Proper Attire          |
| <input type="checkbox"/> Excavation/Shoring | <input type="checkbox"/> Gas Cylinders         | <input type="checkbox"/> (M)SDS Sheets | <input type="checkbox"/> Housekeeping           |
| <input type="checkbox"/> Ladders            | <input type="checkbox"/> Guardrails            | <input type="checkbox"/> Electrical    | <input type="checkbox"/> Reporting of Incidents |
| <input type="checkbox"/> Scaffolding        | <input type="checkbox"/> Use of Eye Protection | <input type="checkbox"/> Tools         |   |

**Remarks (Outline all facts observed) -**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remediation Due -**

Immediately     24 Hours     48 Hours     72 Hours

**Issued By:** \_\_\_\_\_ **Date of Issue:** \_\_\_\_\_

NOTE: Corrective action must be completed by the Remediation Deadline shown above. Note below the action planned and/or taken and steps implemented to prevent reoccurrence and return form to Daktronics, Inc. jobsite coordinator within 24 hours.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_

## Appendix C: Australia Site Safety and Health Program

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A copy of the Australia Site Safety plan can be referenced at the following link:

[Daktronics HSEMP Document](#)