

WELLS RURAL ELECTRIC COMPANY

Adopted: March 1976

Reviewed: February 1, 2006

Revised: July 14, 2015

POLICY NO. 7-4

SAFETY AND LOSS CONTROL POLICY

I. OBJECTIVE

To provide the maximum in safety and practices for the employees of the company to keep them adequately trained and informed concerning safe working practices, tools, and equipment.

To ensure any employee who is injured on-the-job receives appropriate medical treatment and that all accidents are reviewed to determine cause and identify steps needed to prevent reoccurrences.

II. POLICY

The board of directors recognizing the importance of safe working conditions for the employees of the company has authorized and directed the chief executive officer to establish such rules and procedures and to maintain such tools and equipment as necessary to fully implement and enforce safe working practices. These practices will comply with Chapter 618 of the Nevada Revised Statutes (Occupational Safety and Health) and Federal OSHA statutes and regulations.

III. SAFETY

A. Safety Manual

The manual that is adopted by the company will be titled "Wells Rural Electric Company Safety Manual" and will become effective upon approval by Wells Rural Electric board of directors. The safety manual will be available to all employees electronically.

B. Safety Meetings

Monthly safety meetings shall be held for all employees in the Outside Facilities Unit; quarterly safety meetings will be held for employees in the Clerical Unit and for Management-Supervisor-Professional-Technical employees.

C. First Aid Training

First aid training will be offered on an annual basis to all company employees. First aid training is required for all employees in the Outside Facilities Unit.

D. Safety Committee

1. Committee Membership

The Safety Committee will comprise of six (6) employees and one (1) facilitator. Every twelve (12) months, two (2) new Safety Committee members will be appointed to serve a three (3) year term. The committee members will be appointed by managers of the following groups.

Electrician Services: One Employee

Finance and Administration: One Employee

Corporate Services: One Employee

Operations: Three Employees

Loss Control & Risk Management employee (s)

The Operations Manager will annually appoint a facilitator for the Safety Committee.

2. Officer and Facilitator Selection and Duties

The Safety committee will elect (1). A chairman to serve for a twelve (12) month period; (2). A vice-chairman to serve for a twelve (12) month period, at which point he/she will advance to chairman for a twelve (12) month period; and, (3). A secretary for the twelve (12) month period, at which point he/she will advance to vice-chairman for a twelve (12) month period. The chairman will preside over the meetings and provide, prior to adjournment, the next meeting's agenda. The vice-chairman will take the place of an absent chairman. The secretary will take minutes of each meeting. Minutes will be reviewed, and, if necessary, corrected at monthly board meetings.

The facilitator will assist the chairman by helping direct the meeting in a positive way and giving advice on topics for discussion.

The facilitator at the first meeting of the new committee members will provide training for the Safety Committee. The training will consist of the role of the committee; how to have successful meetings using problem-solving techniques; and how to investigate an accident, hazard or near miss.

3. Meeting Dates

The Safety Committee shall meet at least once a month after the safety meeting. If the Committee cannot meet after the safety meeting, then, it shall meet at the first possible time prior to the next safety meeting.

4. Committee Duties

The Safety Committee will review Accident Investigation Procedures annually and take recommended changes to the Operations Manager for approval. Accident Investigation Procedures will be made available to all employees electronically.

The Safety Committee will review any accidents, hazards and near misses from the previous month. All investigations should be done by the Accident Investigation Committee and the Safety Committee shall comment on any changes in procedures or tools to prevent any reoccurrences. The Safety Committee shall review new regulations and make recommendations for changes in the Safety Manual. The committee members will promote safety by communicating meeting results to all employees and encourage suggestions for new safety procedures.

IV. ACCIDENT INVESTIGATION AND REPORTING

If the accident involves personal injury or major damage to property it will be investigated by a WREC Accident Investigation Committee which shall consist of two (2) members from management and two (2) union members. The investigation will follow the Company's Accident Investigation Procedures.

It shall be the responsibility of the Operations Manager to appoint members of the Accident Investigation Committee.

Upon completion of the investigation, the Operations Manager will ensure a full report from the Accident Investigation Committee is made available to the board of directors.

1. Mayday

In the event that the accident is of such severity that immediate medical attention is required for an injured person. Mayday procedures will be followed. These procedures will be made available to all employees electronically.

V. Penalties

Any employee violating the provisions and regulations of this policy will be subject to discipline up to and including termination. The crew foreman may also be subject to the same penalties. The foreman shall be responsible for his crew and for seeing that the safety practices are followed.

VI. RESPONSIBILITY

It shall be the responsibility of the chief executive officer to implement and monitor compliance with this policy.