

Construction Site Safety Handbook

DP-06611

Rev 11 - August 2021

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Section 1: Introduction and Purpose

a.) Scope

Daktronics, Inc. is committed to a safe project, free of recognized hazards. To achieve this common goal, it is necessary that accident prevention efforts be clearly defined and maintained throughout the course of construction. 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.

b.) Scope

This program is intended for all parties completing work on the behalf of Daktronics.

c.) Coverage

To ensure the safety and health of our employees, specific responsibilities have been assigned. These responsibilities include are assigned to all parties engaged including, client, management, supervisors and employees. Responsibilities identified as part of this program include the following elements:

Client:

- The body for who, the work is being undertaken
- Ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected. The Client may well ask / appoint another qualified person to help them in their assessment of the Construction Phase Plan.

Principle Designer (PD) and Designer:

- The PD will be in control of the pre-construction phase of the work.
- Designers will work under the scope of the PD.
- Employees in this role will trying to design out risk in all phases of the project (construction, use, maintenance, etc.).
- Depending on the Scope of Work, Daktronics may act in the Role of the Principle Designer.

If you are the PD and or Principle Contractor on a contract you should be engaged formally in writing, otherwise the responsibility remains with the Client.

General Contractor (Principle Contractor)

- The G.C. manages the construction phase of a project.
- Will act as a liaison with the client and principal designer throughout the project, including during the pre-construction phase (once employed)
- The G.C. will maintain overall responsibility and accountability for the construction work and the work of the sub-contractors.
- The Client may well ask / appoint another qualified person to help them in their assessment of the Construction Phase Plan.
- Depending on the Scope of the project, Daktronics may act as the General Contractor.

Contractor(s)

- Contractors will be working for and with the General Contractor
- Contractors, will be expected at a minimum, to meet safety requirements outlined by the General Contractor.
- Depending on the scope and application Contractor safety requirements can be more stringent than the General Contractor.
- Ensure employees understand safety and health requirements and expectations.
- Depending on the Scope of the project, Daktronics may act as the General Contractor.

Sub-Contractor

- Sub-contractors will be working for and with the Contractor.
- Sub-Contractors, will be expected at a minimum, to meet safety requirements outlined by the Contractor.
- Depending on the scope and application Contractor safety requirements can be more stringent than the General Contractor.

Project Manager:

- Have the responsibility of the planning, procurement and execution of a project, in any undertaking that has a defined scope, defined start and a defined finish; regardless of industry.
- Defining and communicating project objectives that are clear, useful and attainable
- Are first point of contact for any issues or discrepancies arising from within the heads of various departments in an organization before the problem escalates to higher authorities, as project representative.
- Ensure safety practices and procedures are effectively maintained and enforced.
- Depending on the Scope of the project, Daktronics will maintain a Project Manager.

Site Installation Supervisor:

- Will communicate and follow procedures / practices set forth by the Project Manager.
- Communicate safe work practices regularly during the installation.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Project Safety Officer or any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.

- Review on a regular basis incident reports, inspection report data, and any other safety related metrics to ensure root causes and considerations for improvement have been implemented.
- Uphold and enforce all known safe work practices.
- Ensure new-hire orientation is given to new employees, or is followed up at the work level
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Depending on the Scope of the project, Daktronics will maintain an on-site Installation Supervisor.

Project Safety Officer

- Depending on the site, the Installation Supervisor may also act as the Project Safety Officer
- The Project Safety Officer is responsible for completing regular inspections of the workplace
- Conduct frequent (daily) work discussions prior to the start of work that include safe work practices
- 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.
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Provide safety meetings on a regular basis and require attendance of all workers

All Employees

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their foreman, supervisor or manager
- Must immediately report all unsafe equipment or tools to their foreman, supervisor or manager. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established
- If injured on the job, or become ill, immediately inform their supervisor, or manager

d.) Product Definitions

There are two important phases of a construction project: before and during the work:

- The Pre-Construction phase: the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase.
- The Construction phase: the start-to-finish stage of the construction or building work.
 - The details of this Construction Site Safety handbook detail the following elements:
 - The health and safety goal for construction work
 - Use and Application of Personal Protective Equipment

- Establishment of Daktronics rules arrangements for controlling significant site risk
- Procedures for removal of materials (including waste) and work equipment
- Access to or egress from the site include:
 - dealing with services - water, electricity and gas, including temporary electrical installations
- Arrangements to ensure cooperation between project team members and
- Development of Emergency Evacuation Procedures
- Use and Application of Fall Protection

e.) 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

f.) 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 evaluations utilizing methodologies identified in Process KB will be conducted. 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 contractor deficiencies will be documented and communicated utilizing procedures identified in this program (Section 18).
- 5.) Service Partner Review - Service partners will be evaluated for safety compliance utilizing methods identified in the established Process KB (DD326789 & DD327146). Service partners who do not meet the safety compliance expectation will not be allowed to work on Daktronics jobs.
- 6.) 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.
- 7.) 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.

g.) Company Commitment

Daktronics, Inc. believes our employees are the most important resource. The focus of our Safety and Health management system is to provide and maintain a safety management system which protects and empowers this resource. To meet this goal, we endeavor to provide jobsites 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.

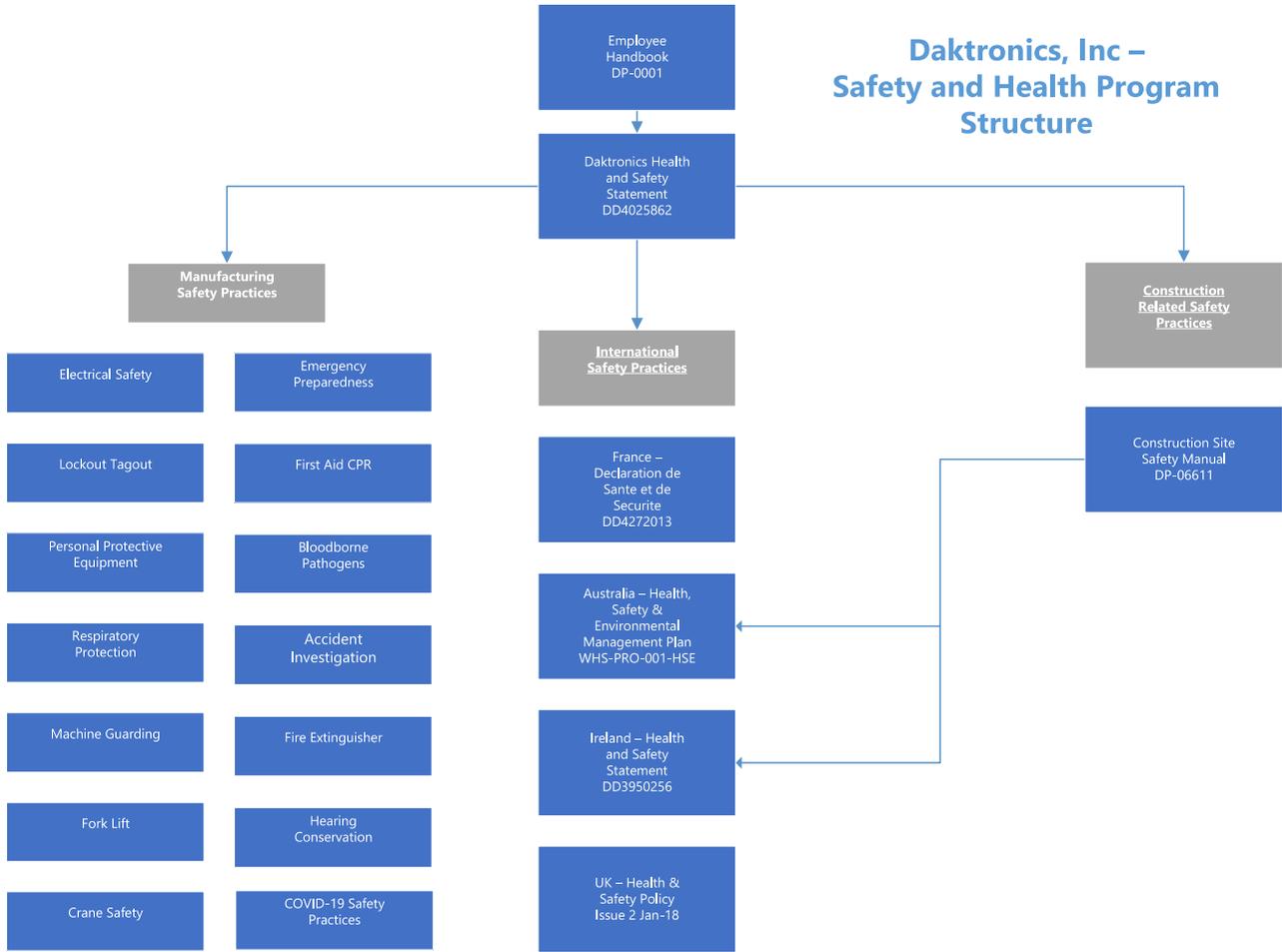
The procedures outlined in this handbook set out the responsibilities of each party and describe how to fulfill those responsibilities. This Construction Site Handbook is designed to cover work to include Installation, maintenance, cleaning, and service activities.

To ensure the on-going effectiveness of our established Safety Management system an on going evaluation which includes effected management is completed.

Daktronics, Inc – Safety and Health Organization Structure



Daktronics, Inc – Safety and Health Program Structure



Section 2: Construction Site Safety Handbook

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 from our employees 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 our employees 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.

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

Project Manager: _____ Date: _____
(Sub-Contractor)

Installation Supervisor: _____ Date: _____
(Daktronics)

Section 3: Subcontractor and Service Partner Responsibilities for Safety and Health Compliance

The following sections of this document outline the responsibilities of subcontractors and service partners when completing work on Daktronics work-sites. Adherence to these requirements is expected from all sub-contractors and is required.

Minimum Requirements

- Complete and submit the [Contractor Safety Information Questionnaire \(Section 21:\)](#), prior to beginning any work.
- Service partners selected for Daktronics will be approved for work following the Service Partners KB Processes DD327146 & DD326789
- Complete and submit a written Project Specific Safety Plan. Which contains, at a minimum, the following:
 - A statement of the Employer's commitment to providing a safe and healthful workplace for all employees;
 - A statement of the Employer's ultimate responsibility for the implementation of the Safety and Health Plan;
 - New hire safety orientation training at the time of the initial hire of each new employee to the Project;
 - As applicable, safety and health training meetings for supervision and employees;
 - Specific assignment of responsibilities for jobsite safety and health inspections;
 - Complete at least weekly Tool Box Safety Meetings;
 - At least weekly inspections for the detection of hazardous conditions or hazardous work performance;
 - Procedures for the investigation and documentation of job-related accidents/incidents to determine possible cause, including a commitment to provide Daktronics with a copy of all accident/incident reports within 24 hours of knowledge of the occurrence;
 - Maintain procedures for recording and reporting of accidents/incidents in accordance with local country requirements (i.e., OSHA or applicable international safety requirements), including the specific designation of the Management person responsible for review of accident/incident reports;
 - Maintain an emergency response plan that sets forth the procedures to be followed upon the occurrence of serious injuries, fatalities, structural failures, or other emergencies, including procedures for the administration of first aid and/or other necessary medical treatment;
 - Develop and implement a policy with procedures for disciplinary action for the enforcement of the Safety Plan requirements;
 - ✓ A reference to all applicable federal, state and local safety and health laws and regulations;
 - ✓ The Plan shall establish safe and healthful work practices for site specific hazards,
 - ✓ i.e. fall protection, respiratory protection, confined spaces, excavations, Lock- Out/Tag-Out, scaffolding, steel erection, ETC.

- ✓ A commitment to assure that the Subcontractor's lower tier subcontractors will be required to comply with all matters pertaining to safety, including the appointment of a Safety Representative for each subcontractor.
- Submit a written Site Specific Hazard Communication Program.
- Submit Safety Data Sheets and an inventory list for ALL hazardous materials that will be or are being used on the Project.
- Submit Certificates of Insurance, as required.
- Submit name of the Project Manager and 24 hour emergency telephone numbers.
- Submit name and qualifications of the Safety Representative assigned to the Project.
- Submit names and qualifications of all designated "Competent and Qualified Persons," assigned to the Project.
- Submit name of the Corporate Safety Manager and telephone number.
- Submit required Permits for job operations to be performed on the Project.
- Submit names of all first aid and CPR trained employees.
- Submit location and number of first aid kits available to employees.
- Submit number and location of fire extinguishers. It is recommended, as a minimum, that a fire extinguisher be provided for each gang box.

Subcontractor & Service Partner Project Management

Ultimate responsibility for each subcontractor's portion of the Project Safety Program rests with the Subcontractor Project Management

- Oversee completion and completeness of the written Project Specific Safety Plan.
- Assure that the Safety Plan is being managed as specified.
- Review results of General Contractor Safety Audits.
- Provide necessary resources at the jobsite level for the implementation and enforcement of the Safety Plan.
- Respond in a timely manner to a *Notice Of Non-Compliance* (Section 16) that has been issued to the Subcontractor for a Contract deficiency.

Subcontractor's & Service Partner Safety Representative

The Safety Representative: From commencement of Subcontractor's Work and at all times while Subcontractor's Work is being performed. Subcontractor shall have on the Job Site a designated, qualified and competent Safety Representative empowered to act on behalf of Subcontractor in all matters pertaining to safety. The Subcontractor Project Management will appoint the Subcontractor's Safety Representative, and will furnish Daktronics a written notice of the appointment prior to commencement of work.. This person will be competent to recognize and abate actual and potential hazards on the jobsite as they pertain to the work, and workers on the jobsite. This person's duties shall consist of the following:

- Conduct safety orientation sessions for employees new to the site, **prior to their beginning work**. Maintain copies of documentation on file and available for Daktronics review.
- Conduct, participate in, or assist field supervisors with weekly tool box safety meetings.

- Maintain copies of documentation on file and available for Daktronics review.
- Attend the weekly Contractor Safety Meeting, conducted by subcontractor's or general contractor's personnel. Instruct and inform supervisors on safety rules and regulations.
- Instruct employees in the proper use and care of personal protective equipment
- Instruct employees concerning special procedures (e.g. confined space entry, trenching/shoring, etc.).
- Conduct required safety and health training.
- Complete Country specific project-specific safety reports.
- Initiate and coordinate all accident investigations. Complete accident investigation reports, and provide copies to Daktronics.
- Make periodic safety inspections (at a minimum, at least weekly) and initiate appropriate corrective action to obtain necessary compliance with all Safety Rules. Maintain copies of documentation on file and available for Daktronics review.
- Maintain copies of training documentation on file and available for Daktronics review.
- Implement site-specific safety policies and procedures. Maintain copies of documentation on file and available for Daktronics review.
- Coordinate transportation of employees with minor injuries to the designated Medical Clinic.
- 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. Keep copies of documentation on file and available for Daktronics review.
- Accompany Daktronics on periodic Safety Audits for the jobsite.
- Remain abreast of developments in the area of safety and be aware of all current
- State and Federal safety regulations applicable to the project.
- Attend all required safety training.
- Maintain all Emergency Telephone numbers. Ensure that they are posted conspicuously on the jobsite and in the trailer when appropriate. Submit copies to Daktronics Installation Supervisor.
- Complete and submit the Daktronics *Subcontractor Accident/Injury Report*

Subcontractor's & Service Partner Jobsite Superintendent

- Coordinate the work so that hazards are recognized and 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.

Subcontractor's & Service Partner Employee Responsibilities

- Report all unsafe conditions to their supervisor.
- Report all injuries to their supervisor promptly.
- Wear a hard hat, with Company name and/or logo, at all times on the jobsite.
- Properly care for and use all personal protective equipment as instructed in required training.

- Use eye and face protection when required, or where there is reasonable possibility of injury.
- Dress Properly. Wear appropriate work clothes, gloves and sturdy work shoes or boots. Tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material shall not be worn. Loose clothing and jewelry that presents a hazard shall not be worn. Sleeveless shirts and tank tops are not permitted. Shorts are not permitted on the job site at any time.
- **Do not** operate any machine unless all guards and safety devices are in place and in proper working condition.
- **Do not** operate machinery if you are not a trained and authorized operator, and if you have not been directed to do so by your immediate 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.
- Watch for overhead loads.
- Look for potential floor openings.
- **Do not** leave materials or scraps in aisles, walkways, roads or other means or points of access/egress.
- Practice good housekeeping at all times.
- Participate and cooperate with the Project's Hazard Communication Program.
- Do not ride material hoists.
- Do not ride on moving equipment or vehicles, except on seats provided by the manufacturer.
- Do not report for work under the influence of intoxicating beverages or illegal drugs.
- Do not engage in horseplay or rough-housing.
- Comply at all times with all commonly recognized and understood safe work practices for the construction industry. All posted safety rules must be followed.
- Understand that violations of any of these rules will be cause for immediate disciplinary action, up to and including termination.

Other Responsibilities

Public Statements or News Releases

No individual will make any comments or statements to the public other than Daktronics designated Personnel. Parties requesting any information shall be informed 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.

Housekeeping

Per Section 16 of "SUBCONTRACTOR AGREEMENT": Cleaning. 16.1 Subcontractor's Duty to Clean Up: Subcontractor, daily, shall clean and remove from the Project and lawfully dispose of any dirt, marks, grease, surplus materials, obstructions, hindrances or debris resulting from Subcontractor Work.

Additional section" 16.2 Daktronics Rights if Subcontractor Does Not Adequately Clean: If Subcontractor fails to perform necessary or required clean up during the course of and at completion of its Work, upon twenty-four (24) hours written notice to Subcontractor, Daktronics may provide such clean up work on "behalf of Subcontractor and charge Subcontractor for the costs incurred, plus ten percent (10%) for overhead and ten percent (10%) for profit."

Perimeter Protection

Perimeter protection railing systems at unprotected sides and edges, floor openings, and elevator shafts will be provided for the safety of all trades working on this project. If any railing system needs to be removed by a Subcontractor while performing scheduled work in specific area, it shall solely be that Subcontractor's responsibility to maintain and replace any and all of the railing systems to their original condition. Subcontractor shall ensure fall protection is maintained at all times while the perimeter railing system is removed. In the event Subcontractor fails to comply with the provisions of this requirement, Subcontractor shall bear all costs, liabilities, and damages, without limitation, arising from its negligence; including at Daktronics sole discretion and without notice, any and all costs of performance of this work by Daktronics.

Cranes and Critical Picks

Employer shall comply with manufacturer's specifications and limitations for crane operations. 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.

Hand signals to crane operator shall be those prescribed by the applicable ANSI standard for type of crane in use. Copy of the signals shall be posted at job site and maintained with the crane and at each landing location. Crane operator shall take signals from one person only, except the emergency stop signal that is taken from anyone.

Employer shall designate a competent person to conduct inspection of crane prior to use each day, and during use, to make sure it is in safety operating condition. Inspection shall be in writing and a copy maintained with crane. Deficiencies shall be repaired or defective parts replaced before continued use.

A thorough, annual inspection of the hoisting machinery shall be made by a competent person, or by a government or private agency 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.

Barricades shall be installed around the accessible areas of crane's swing radius. Fire extinguisher of 5 BC rating or higher shall be available at the operator stations or cabs.

A Critical Lift Permit shall be written and submitted to Daktronics Project Management prior to any lift that meets any 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.

A Lockout/Tagout procedure shall be used. Employees shall be trained in these procedures.

Section 4: Subcontractor & Service Partner Orientation

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.

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.

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 15 Safety Orientation and Training for additional information regards Job Role specific safety and health training.

Section 5: Injury and Illness Prevention Plan

Policy

Daktronics Inc believes that everyone benefits from a safe and healthful work environment. We are committed to maintaining an injury-free and illness free work place, and to comply with applicable laws and regulations governing workplace safety.

To achieve this goal, the company has adopted an Injury and Illness Prevention Plan (IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment.

Responsibility

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program.

Senior Management

Senior management must set policy and provide leadership by participation, example and a demonstrated interest in the program.

Responsibilities include:

- Developing policy
- Allocating adequate resources
- Ensuring responsibility
- Reviewing and evaluating results

IIPP Program Administrator

The program administrator is responsible for ensuring that all provision of the IIPP is implemented.

Responsibilities include:

- Advising senior management on safety and health policy issues
- Maintaining current information on local, state, and federal safety and health regulations
- Planning, organizing and coordinating safety training
- Preparing and distributing company policies and procedures on workplace safety and health issues
- Developing a code of safe practices and health guideline
- Arranging safety and health inspections to follow up to ensure that necessary corrective action is completed
- Making sure that an adequate supply of personal protective equipment is available
- Establishing accident report and investigation procedures, and maintaining injury and illness records(OSHA 300 or applicable International government requirements)
- Review injury and illness trends

- Establish a system for maintaining records of inspections, hazard abatement, and training

Supervisors

Supervisors are responsible for ensuring that employees know and abide by the Company Policy and procedures on safety. They are expected to do everything within their control to assure a safe workplace in their area.

Responsibilities include:

- Keeping abreast of safety and health regulations affecting operations they supervise
- Ensuring that each subordinate is able to and understands how to complete each assigned task safely.
- Conducts on-the-job safety training for those they supervise
- Advising the program administrator of training needs of subordinates
- Making sure equipment and machines are in safe operating conditions
- Ascertaining that subordinates follow work practices and adhere to regulations
- Ensuring that employees under their direction wear required personal protective equipment
- Correcting unsafe and unhealthy conditions within their power
- Investigating accidents to discover cause(s) and identifying corrective action to prevent future occurrences
- Conducting periodic inspections of their work area according to the appropriate inspection checklist(s)

Compliance

Management is responsible for ensuring that Daktronics safety and health policies and procedure are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintain a safe work environment.

As part of an employee's regular performance review, the employee will be evaluated on his/her compliance with safe work practices.

Employees, who make a significant contribution to the maintenance of a safe work place, as determined by the program administrator, will receive written acknowledgment that is maintained in the employee's personal file.

Employees with are unaware of correct safety and heal procedure will be trained or retrained (see Training section.)

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 (see Safety and Health Compliance Process).

Communication

Daktronics recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

1. The new-employee orientation will include review of Daktronics IIPP and a discussion of the policy and procedure that employee is expected to follow (see Employee Communication and Compliance section).
2. The schedule a time at general employee meeting when safety is discussed by all present. Such meeting will be regularly scheduled and announced to all employees so that maximum participation can occur
3. From time to time, Daktronics will post and or distribute written after notifications. Employees should check the DakInfo Intranet site for such posting. Safety related memos and documents are to be read promptly. Questions both the meaning and implementation of this information should be directed to the supervisor.
4. Other methods of communication pertinent health and safety information include email of a safety committee.
5. All employees are encouraged to inform their supervisor, the program administrator or designee of any matter which they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestion. If an employee's so wished, he/she may make notification anonymously by depositing it in the program administrator's mailbox.
6. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
7. All suggestions will be reviewed by the program administrator or designee who will initiate an investigation of each report of a hazard, potential hazard or safety suggestion in accordance with Daktronics procedures for hazard control
8. Any directives issued as a result of the investigation shall be distributed to all employees affected by the hazard.

Work Hazard Evaluation and Abatement

Hazard control is the heart of an effective IIPP program. Daktronics hazard control procedure is: identify hazards that exist or develop in the workplace, describe how to correct those hazards and initiate steps to prevent their recurrence.

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.

Along with each inspections/investigation, the Project Manager/Installation Supervisor will conduct an inspection or investigation of the following occurs:

1. Routinely in each work area, (daily, monthly, weekly) the time and frequency of the inspection will be set by the Project Manager/Installation Supervisor according to the type of work being performed in each worksite. Prior to the periodic inspection the inspector should review workplace injury report which has been filed since the last investigation or inspection. Procedures identified in Field Service audit procedures (DD4277739) and Section 18 of this document provide a listing of potential hazards.

Depending on the scope and identified hazards it may be necessary to complete an additional Risk Assessment (Job Hazard Analysis). All site safety inspection and subsequent reports must be maintained for one year.

2. The introduction of new substance, processes, procedure or equipment presents a new safety/health hazard. Individual responsible for induction of a new chemical product (Project Manager) is responsible for promptly reporting to the Daktronics Environmental Health and Safety for evaluation and review.

Project Managers / Installation Supervisor report should include an evaluation of the potential hazards, training and/or other steps to be taken to provide abatement solutions for any potential hazards.

3. The program administrator becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
4. An occupational injury, occupational illness, or near-miss accident occurs (see Accident Investigation section).
5. From time to time, the program administrator or designee may conduct unannounced inspections.

All investigation and findings shall be fully documented on the Jobsite Safety Specialist. Inspection Checklist and filed as directed in Record Keeping.

Abatement of Hazards

It is Daktronics intention to eliminate all hazards and unsafe work practices immediately. Some corrective actions require more time. Priority will be given to sever and imminent hazards. A Risk Assessment / Job Hazard Analysis can be used to define priority of hazard abatement.

When corrective actions involve multiple step or cannot be completed promptly, and action plan needs to be developed. An action plan should be defined in the Risk Assessment / Job Hazard Analysis.

While corrective action is in progress, necessary precautions are to be taken to protect or remove employees from exposure to the hazard.

Employees shall not enter an imminent danger environment. Correction of the imminent danger hazards shall be completed by properly trained employees and with the necessary safeguards. Prior to completion of work imminent damage hazards must be verified as effectively corrected.

Accident Investigation

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences. Root cause analysis must be completed.

A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

All accident investigation must be completed utilizing the following Daktronics Accident Investigation Forms

Domestic	International
Daktronics Accident Report Packet: DP-6624	Daktronics International Work Comp Procedure DD3019244
Daktronics Motor Vehicle: DD-2956348	Daktronics International Incident Report DD3019236

Injury and Illness

The occurrence of an occupational injury and/or illness precipitates a document called Employer's Report of Injury. This report is completed by the injured employee's supervisor, and a copy of the report is to be sent to the Environmental Health and Safety department within 24 hours of occurrence. Upon receipt, the program administrator:

1. Reports fatalities and serious injuries or illness immediately by phone or FAX to the nearest office of the Division of Occupational Safety and Health (or International agencies as appropriate)
2. Investigates the incident by visiting the site and interviewing the victim or witnesses

Accidents

The majority of accidents do not cause injury or illness, yet result in property damage and/or lost time. Such mishaps usually indicate an unsafe ace, faulty procedure or hidden hazard. All accidents must be investigated utilizing the Daktronics Accident Investigation report.

All root cause analysis and corrective methods must be documents on the Daktronics Investigation form.

Training

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is no limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping , such as keeping stairways and isles clear, work areas neat and orderly, and
- promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:

- Stacking goods in an unstable manner
- Storing materials and good against doors, exits, fire extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Recordkeeping

No operation can be successful without recordkeeping that enable Daktronics to learn from past experiences and make corrections for future operations. In addition, the IIPP regulation requires records be kept of the steps take to establish and maintain Daktronics Injury and Illness Prevention Program.

Injury and Illness Prevention Program Records

The Environmental Health and Safety department will retain the following records for (3) three years:

- Master copy of IIPP, changes updates
- Documents verifying Daktronics has maintained two way communication with employees, such as
 - Memos, letters to employees on safety and health issues
 - New employee safety orientation acknowledgement form
 - Employee suggestion and Daktronics response
- All records including inspections/investigations including date, name of person who performed the inspections/investigation unsafe conditions and work practices identified, corrective action take and date of correction- forms covered in this category include:
 - Jobsite Safety Inspection Checklist
- Records of safety and health training received by employees – containing the employees name, training date, type of training and identification of trainer- examples are:
 - Employee Safety Meeting Attendance
 - Employee Safety Checklist
 - Employee Safety Training Verification.

For Domestic Projects:

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

For International Projects:

All project specific safety and health consideration 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 maintained on the the Learning Management System.

Section 6: Emergency Action Plan(s)

Purpose and Scope

The Emergency Action Plan for the Project is the responsibility of the Daktronics Project Manager. A sample Project Emergency Action Plan is listed on the following page. A site-specific action plan must be developed and properly communicated. Daktronics require that each construction jobsite make provisions for "prompt medical attention in case of serious injury". On most of our Projects, the emergency medical provider will be the local Fire Department due to their response time and close proximity to the site.

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

1. Obtain care for anyone who is injured.
2. Stabilize any hazardous conditions.
3. Minimize damage to property.
4. Notify the appropriate parties.
5. Conduct an extensive accident investigation.

Reporting

Subcontractors and their employees are responsible for reporting ALL emergency issues to Daktronics immediately, and to assist and cooperate in any way possible to alleviate the situation.

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

- Any accident/injury involving a Subcontractor employee.
- All incidents of a serious nature (requiring medical care or damage to property involving any jobsite).
- Any incident with foreseeable result in liability to the subcontractor, Daktronics, or the Owner; or lawsuits involving the same.
- All incidents involving ANY fatality(ies) that are associated with a jobsite in any way.

Any potentially serious injury, fatal, or near miss situations. These situations would include contact with high voltage power lines, a fall from above 6'(1.8 meters) where the employee was caught by his lanyard and harness, collapse or upset of equipment, structural failure of any portion of the building, any incident involving the general public, etc.

Daktronics Lighting Preparedness

Daktronics Lighting Procedure sets a parameter that employees can use as a best practice when thunderstorms and lightning approach your location. We recognize that in the right conditions, 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.

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If lighting is indicated within 5 miles (8.0 Kilometers) of your location, work should be stopped and all employees should proceed to the safe location set up 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 a "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.

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.

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- 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 Contact Numbers:

- a) Project Manager _____
- b) Phone _____
- c) Project Superintendent _____
- d) General Contractor _____
- e) Job Site Safety Coordinator _____
- f) Corporate Safety Manager _____

SITE MAP

Section 7: Electrical Safety Procedures

According to the Bureau of Labor Statistics, for the last decade, electrical injury has been responsible for an average of 320 workplace deaths and over 4,000 injuries involving days away from work annually in the United States.

Precautions for avoiding electrical shocks include, but not limited to the following:

General safety precautions:

Safety to personnel and safe operation of machines and tools should be of uppermost importance in all considerations of using electricity on the jobsite. Electrical problems are among the most commonly cited safety violations by safety organization include OSHA. There are many specific standards that address electrical safety. Refer to the OSHA and or Country specific regulations for specific applications.

Ground Fault Circuit Interrupters: The **GFCI** is a fast acting device that senses a small current leakage to ground. Within 1/40 of a second it shuts off the electricity and “interrupts” the current flow. It provides effective protection against shocks and electrocution. Daktronics requires GCFI or an assured equipment grounding conductor program on all construction sites and projects.

Extension Cords: Extension cords are convenient ways to provide power to portable equipment. However, they are often misused, resulting in injuries. The most important thing to remember is that extension cords are for temporary use only. Inspect extension cords for physical damage before use. Check wattage rating on the tool being used with the extension cord; do not use an extension cord that has a lower rating. Don't use extension cords marked for indoor use outdoors. Don't plug one extension cord into another.

Electrical Fires: On construction sites, an electrical fire that may occur is when portable tools overload a power source. If possible to do safely, immediately disconnect the tool or power cord from the power source; this usually results in the electrical fire being extinguished. A Class C or multi-purpose fire extinguisher may also be used to ensure the fire is out.

ELECTRICAL SAFETY

Do:

- Do inspect all electrical equipment daily prior to use, and tag as needed and report damaged tools to supervisor.
- Do survey the work site for overhead power lines and other electrical hazards when using ladders or working platforms. Maintain the required distance from electrical equipment and conductors. This distance depends on the voltage hazard.
- Do provide adequate overload and short-circuit protection for safe operation. The interrupting capacity of all breakers and fuses must be sufficient to clear the fault current rapidly and without damage to itself.
- Do provide cord protection for flexible cords and cables passing through doorways or other pinch points.
- Do keep a fire extinguisher on work site at ALL times. The standard procedure for fighting electrical fires is to open the circuit and then apply an approved extinguishing agent. A carbon dioxide (CO₂) extinguisher offers the advantage of extinguishing the

fire, cooling the apparatus, leaving no residue, and having no adverse affect on the insulation and metal parts; it may be used on live circuits. CO2 should not be used in confined spaces, unless a breathing apparatus is used. A dry chemical extinguisher may be used; however it will leave a residue.

- Do avoid mixing water and electricity. Keep electrical equipment, hands and feet, and working surface dry.
- Do check all electrical equipment and notify others that are also connected to the power source before resetting GFCI or breakers.
- Do use a GFCI on all construction sites.

Do Not:

- Do not use **Shop Made Cords with Receptacle Boxes**. Among the most common electrical violations is when a multiple receptacle box, designed to be surface mounted, is fitted with a flexible cord and is placed on the floor to provide power to various tools or equipment. These are not permitted and should be taken out of service.
- Do not use a length or size (wire gauge) extension cord that exceeds the max recommended by tool manufacturer.
- Do not splice extension cords with electrical tape. Splices should be approved permanent splices. Hard service flexible cords 12 AWG or larger may be repaired if spliced so that the splice retains the insulation, outer sheath properties, and usage characteristics of the cord being spliced.
- Do not leave extension cords in walk ways or work areas causing a trip hazard.
- Do not use worn frayed or damaged cords
- Do not fasten extension cords with staples, hang from nails, or suspend from wire.
- Do not exit your vehicle if it comes in contact with electricity. Drive away until the electricity is no longer in contact with your vehicle.

Section 8: Heat Illness Prevention

Purpose

Working in hot environments, outdoors or while wearing varying levels of personal protective equipment can pose special hazards regarding sun exposure and heat stress. Daktronics Company employees and subcontractors must protect themselves against heat and sun exposure. This document establishes guidelines and recommendations regarding the prevention of heat stress related injuries and illnesses.

The following designated person or persons (Program Administrator Safety Coordinator/ Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

- 1.
- 2.
- 3.
- 4.
- 5.

Site Specific Procedures to Consider for the Provision of Water (include but are not limited to the following):

	Drinking water containers (5 to 10 gallons each) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.
	Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.
	As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g. every hour, every 30 min), and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent. Additional water containers will be carried, to replace water as needed.
	Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.
	Water containers will be located as close as practicable to the areas where employees are working (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
	Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction

	site, water should be placed in a safely accessible location on every floor where employees are working.
	All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be governmentally approved for potable drinking water systems, as shown on the manufactures label.
	Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature 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.
	Audible devices (such as whistles or air horns) will be used to remind employees to drink water.
	When the temperature equals or exceeds 95°F(35°C), or during a heat wave, pre-sift meetings before the commencement of work to encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary will be conducted. Additionally, the number of water breaks will be increased. Supervisors/foreman will lead by example and workers will be reminded throughout the work shift to drink water.
	Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Site Specific Procedures to Consider for the Provision of Shade (include but are not limited to the following):

	Shade structures will be opened and placed as close as practical to the workers, when the temperature equals or exceeds 80 °F (27°C). When the temperature is below 80 °F (27°C), access to shade will be provided promptly, when requested by an employee. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
	Enough shade structures will be available at the site, to accommodate all of the employees who are on such a break at any point in time. During meal periods, there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)
	Daily, workers will be informed of the location of the shade structures and will be encouraged to take a five minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if he/she is experiencing symptoms of heat illness and in no case will the employee be ordered back to work until signs or symptoms of heat illness have abated. (see also the section on Emergency Response for additional information)
	Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times. All employees on a recovery, rest break or meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.
	In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.
	In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide

	shade upon request.
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Site Specific Procedures for monitoring the weather (include but are not limited to the following):

	The supervisor will be trained and instructed to check in advance the extended weather forecast.
	Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15°F (27°C) if the workers under consideration are in direct sunlight.
	Prior to each workday, the supervisor will monitor the weather This critical weather information will be taken into consideration, 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)

Site Specific Procedures for monitoring High Heat (include but are not limited to the following):

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 °F.

	Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
	Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own.
	Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned, to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness
	Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest break when needed.

Site Specific Procedures for high heat acclimation (include but are not limited to the following):

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

	The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.
	During a heat wave or heat spike, the work day will be cut short (example 12 p.m.), will be rescheduled (example conducted at night or during cooler hours) or if at all possible cease for the day.
	New employees, or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early- morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented
	The supervisor, or the designee will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
	New employees will be assigned a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
	During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
	Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

Site Specific Procedures for responding to site heat related injuries (include but are not limited to the following):

	Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
	Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
	When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). Under no circumstances will the affected employee be left unattended

	During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report their supervisor any signs or symptoms they are experiencing
	When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!
	When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or

Training and Education

To be effective, training must be understood by employees and given in a language the employees understand. All employers must maintain records of the training showing the date of training, who performed the training, who attended training and subject(s) covered.

Supervisors will be trained prior to being assigned to supervise other workers. Training will include written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.

Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

Heat Related Illness

Type of Heat Stress	Symptoms	Treatment
Heat Rash	Red bumpy rash with severe itching	Change into dry clothes and avoid hot environments. Rinse skin with cool water.
Sunburn	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.
Heat Cramps	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.
Fainting	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.

Heat Exhaustion	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.
Heat Stroke	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.

Section 9: First Aid Policy

Daktronics require that each construction jobsite make provisions for "prompt medical attention in case of serious injury". On most of our Projects, the emergency medical provider will be the local Fire Department due to their response time and close proximity to the site.

We recognize, however, that most of the injuries sustained on any given jobsite are not life threatening, and that adequate First Aid care immediately after the injury can help minimize the damage done. Each employer (subcontractor) must comply with the requirements set forth in the Daktronics Master Agreement.

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.

Section 10: Injury Reporting

Purpose –

The section outlines the roles and responsibility for the reporting of job site injuries. These roles and responsibilities apply to both Daktronics and sub-contractor’s employees. Adherence to these requirements and effective communication between both Daktronics and sub-contractors will reduce the possibility of a similar incident occurring.

1.) Sub-Contractor responsibilities

All injuries sustained by subcontractor employees shall be reported to their immediate supervisor and the Subcontractor's Safety Representative immediately. The Safety Representative shall be responsible for arranging for medical attention (if required), conducting an accident investigation, notifying Daktronics, and completing the required documentation.

If the Subcontractor does not have an Accident/Incident Investigation Report that meets the requirements of this section, then they shall be required to use Section 19 of this document when reporting an injury/incident to Daktronics. “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.”

2.) Daktronics employees

If immediate attention is needed it is the expectation that employees contact local emergency services.

All injuries sustained by Daktronics employees shall be reported to their immediate supervisor immediately. The Project Manager or Site Installation Supervisor shall be responsible for arranging for medical attention (if required), conducting an accident investigation, and completing the required documentation. The following Daktronics accident investigation forms will be used for investigations.

Domestic	International
Daktronics Accident Report Packet: DP-6624	Daktronics International Work Comp Procedure DD3019244
Daktronics Motor Vehicle: DD-2956348	Daktronics International Incident Report DD3019236

Section 11: Hazard Communication Program

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 of Hazard Communication Training

Hazard Communication Training/ "Right to Know" training is presented annually to all manufacturing employees. Non-manufacturing are typically not involved in handling hazardous chemicals, but can still view the on-line version of this training on the Daktronics learning portal to give them awareness of chemical safety. New employees hired into manufacturing are introduced to chemical safety with an abbreviated version of "Right to Know" during their orientation training.

If a new chemical or hazardous product is introduced into the workplace, employees shall be trained prior to the handling, application, storage or disposal of the new product. Additional, if an employee is assigned to a new work area and is not familiar with the use of hazardous products, the employee shall be trained prior to being assigned work that requires the use and handling of the product. Training can be through mentoring by an experienced employee, supervisor led or formal classroom.

Record of Training

As required by regulatory entities a record of the Hazard Communication program training is required. Records are maintained on the Learning Center.

Elements of the Daktronics "Right to Know" training

- Manufacturing processes where hazardous materials are used
- Accessing MSDS/SDS website, use and understanding of the Safety Data Sheet
- HMIS Label Warning System
- Proper Labeling of containers
- Exposure terminology
- Recognizing Flammability, Health, Reactivity hazards and PPE requirements of materials used in the employees work area
- Physical hazards in the employees work area
- Emergency procedures

If an employee is reassigned to another work area that has chemical hazards that are unfamiliar to the employee or if new hazardous chemical is introduced into the work area, the supervisor shall conduct training before work using the new product can commence.

Responsibilities

Environmental Health & Safety Manager is responsible for:

- The Environmental Health & Safety Manager is the Program Administrator
- This individual is responsible for reviewing and updating the program annually.
- Issuing and administering this program and making sure the program satisfies the requirements of all applicable federal, and state (i.e., Minnesota) hazard communication requirements.
- Maintaining a copy of the records of training of all employees included in the Hazard Communication Program.
- Ensuring an SDS is obtained and stored in the Safe Tec SDS management system for all chemicals used in the facilities.

The Environmental Coordinator is responsible for:

- Overseeing the New Chemical review process.

Plant Managers are responsible for:

- Providing for initial employee Hazard Communication “Right To Know” training and annual refresher training.
- Providing training to employees whenever a new chemical product is introduced to the factory.
- Ensuring an SDS are available for all chemicals used in the facilities

Supervisors are responsible to:

- Oversee that employees are following established chemical use procedures
- Audit the workplace for chemical hazards (the Environmental Health and Safety department will audit the effectiveness of this process).
- Ensure that all chemical containers are labeled and stored correctly (the Environmental Health and Safety department will audit the effectiveness of this process).

Factory Receiving Personnel are responsible to:

- Ensure that SDS sheets are included with chemical products received, may use the SDS web site to confirm documentation.
- Chemical products are not released from receiving without SDS documentation. The Environmental Health and Safety department will audit the effectiveness of this process.

Factory SHIPPING Personnel are responsible to:

- Include SDS sheets with any hazardous material being shipped.
- Make sure containers are properly labeled.

Employees are responsible:

- Use chemicals safely and in accordance to established guidelines.
- Prior to usage, ensure chemical products are properly labeled
- Dispose of chemicals in accordance to defined procedures
- Be familiar with chemical hazards of the chemicals they are using
- Report all chemical spills

Non-Routine Tasks

Responsibility for Non- Routine Tasks

Supervisors are responsible to notify the appropriate Plant Manager of any non-routine tasks that are being planned where it is necessary to introduce new chemical products into the work place to

accomplish the task. An example of a non-routine task which could possibly be present in Daktronics facilities would be responding to a chemical spill.

The Plant Manager should contact the Environmental Health & Safety Department and Facilities for additional support. Provided support could include conducting additional training to employees on the hazards of the work involved with the non-routine task. Training considerations must include:

- a) *Specific chemical hazards.*
- b) *Protective equipment and safety measures.*
- c) *Precautions to avoid overexposure. Examples: task, hazard, chemicals.*

On-site Sub-Contractors

Contractor Responsibilities:

Subcontractors have the responsibility to inform the Project Manager of any hazardous substance they may bring onto the Job Site while performing work for Daktronics. Subcontractors shall have available upon request, SDS documentation for any hazardous substance they bring on site.

Determining Hazardous Materials

Definition of Hazardous Materials:

The hazard determination of the materials used in the manufacturing plants will be derived from the information furnished by the manufacturer. We will depend on the manufacturers to furnish accurate information through the SDS sheet. Any chemical substance which has the potential to cause acute or chronic health problems to humans will be considered to be hazardous. When a substance is listed as non-hazardous, then the substance is not harmful when used as directed.

Harmful physical agents

The Plant Managers will ensure employees receive awareness training on physical hazards identified in the work area. Employees that in and around physical hazards shall take appropriate precautions and wear recommended personal protective equipment.

- Sound
 - Utilize hearing protection in all required work zone (refer to the Hearing Conservation program)
 - Participation in annual audiograms
- UV Light emitting sources
 - Ensure protective eyewear is utilize when working with UV sources (i.e., welding, laser cutting, etc.).
- Fire and explosion hazards
 - Ensure smoking is prohibited
 - Maintain bonding and grounding of in-process flammable liquids (i.e., paint process, pressure pots, etc.)
 - Use non sparking tools when handling and utilizing flammable liquid
- X-ray Ionized radiation hazard
 - Utilize required safety procedures when working X-machinery.

Labels and other Warnings

Labels

The Plant Managers and manufacturing Supervisors will be responsible to ensure all chemical containers are labeled to include all dispensing containers. Appropriate labeling on primary containers must include:

- Identity/ name of the chemical product (manufactures original container label).
- Hazard warnings- Flammability/ Health/ Reactivity/ appropriate PPE
- Name and address of manufacturer/ responsible party
- GHS Labeling

Furthermore, until the implementation of new labeling requirements secondary containers must include the following information:

- Identity/ name of the chemical product (manufactures original container label).
- Hazard warnings- Flammability/ Health/ Reactivity/ appropriate PPE

To meet secondary container labeling requirement at Daktronics, Inc. all containers will have the chemical name listed along with the HMIS coding system. The HMIS labeling system uses a rectangular-shaped warning symbol and has a four color-coded sections. These four color sections reference the following elements:

- The Blue bar is the Health Hazard rating.
 - The blue health bar has two spaces, one for an asterisk and one for the numeric hazard rating. If present, the asterisk indicates a chronic health hazard, meaning that long-term exposure to the material could cause a health problem such as emphysema or kidney damage.
- The Red bar is the Flammability Hazard.
- The Yellow/Orange bar is the Reactivity Hazard.
- The White bar contains special symbols to indicate properties and categories not explained by the other sections.

A number-based rating system is used within each section, ranging from 0 - least dangerous to 4 - extremely dangerous.

Example Daktronics HMIS Label:

CHEMICAL NAME		PERSONAL PROTECTION INDEX	
	A	G	
	B	H	
	C	I	
	D	J	
	E	K	
	F	X	

Health Hazard - Blue Bar

- | <u>Class</u> | <u>Definition</u> |
|--------------|---|
| 4 | Life threatening, major or permanent damage may result from single or repeated overexposures. |
| 3 | Major injury likely unless prompt action is taken and medical treatment is given. |
| 2 | Temporary or minor injury may occur. |
| 1 | Irritation or minor reversible injury possible. |
| 0 | No significant risk to health |

Flammability Hazard - Red Bar

- | <u>Class</u> | <u>Definition</u> |
|--------------|---|
| 4 | Flammable gases, or very volatile flammable liquids with flash points below 73°F (23°C), and boiling points below 100°F. Materials may ignite spontaneously with air. (Class IA) |
| 3 | Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flashpoints below 73°F(23°C), and boiling points above 100°F(38°C), as well as liquids with flashpoints between 73°F (23°C), and 100°F(38°C). (Classes IB and IC) |
| 2 | Materials that must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flashpoint at or above 100°F(38°C) but below 200°F (93°C) (Classes II and IIIA) |
| 1 | Materials that must be preheated before ignition will occur. Includes liquids, solids and semi solids having a flash point above 200°F(93°C). |
| 0 | Materials that will not burn. |

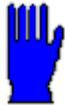
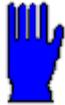
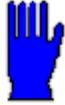
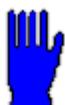
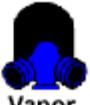
Reactivity Hazard – Yellow Bar

- | <u>Class</u> | <u>Definition</u> |
|--------------|--|
| 4 | Materials that are readily capable of explosive water reaction, detonation or explosive decomposition, polymerization, or self-reaction at normal temperature and pressure. |
| 3 | Materials that may form explosive mixtures with water and are capable of detonation or explosive reaction in the presence of a strong initiating source. Materials may polymerize, decompose, self-react, or undergo other chemical change at normal temperature and pressure with moderate risk of explosion. |
| 2 | Materials that are unstable and may undergo violent chemical changes at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air. |
| 1 | Materials that are normally stable but can become unstable (self-react) at high temperatures and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors. |
| 0 | Materials that are normally stable, even under fire conditions, and will not react with water, polymerize, decompose, condense, or self-react. Non-explosives. |

Personal Protective Equipment – White Bar

HMIS® Letter	Required Equipment
A	 Safety Glasses

DAKTRONICS CONSTRUCTION SITE SAFETY

B	 Safety Glasses	 Gloves			
C	 Safety Glasses	 Gloves	 Protective Apron		
D	 Face Shield	 Gloves	 Protective Apron		
E	 Safety Glasses	 Gloves	 Dust Respirator		
F	 Safety Glasses	 Gloves	 Protective Apron	 Dust Respirator	
G	 Safety Glasses	 Gloves	 Vapor Respirator		
H	 Splash Goggles	 Gloves	 Protective Apron	 Vapor Respirator	
I	 Safety Glasses	 Gloves	 Dust Respirator	 Vapor Respirator	
J	 Splash Goggles	 Gloves	 Protective Apron	 Dust Respirator	 Vapor Respirator
K	 Air Line Mask or Hood	 Gloves	 Full Suit	 Boots	

L through Z	Site-specific label. Ask your supervisor or safety specialist for handling instructions.
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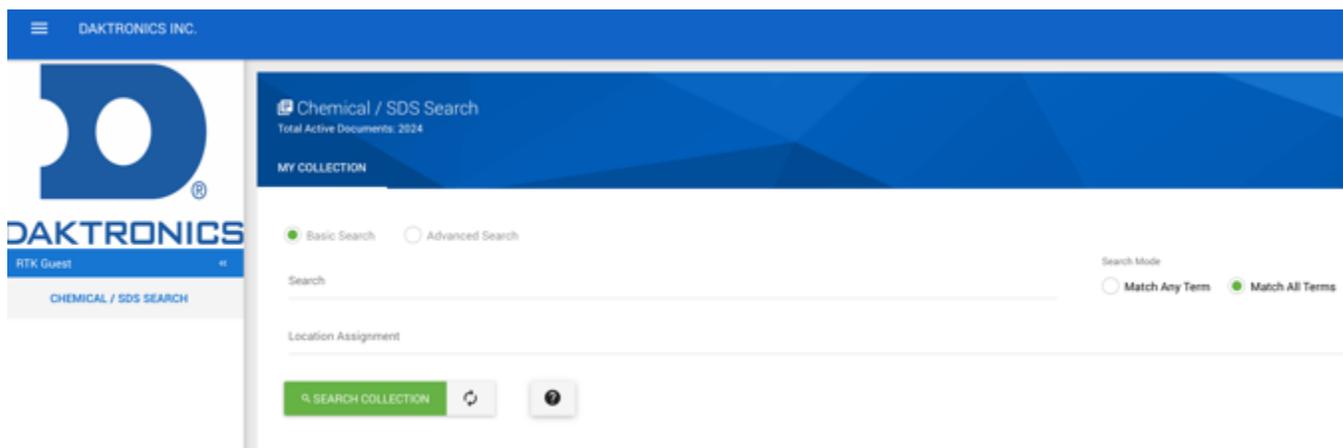
Safety Data Sheets

SDS Management System

Daktronics uses a hosted web site to organize and manage Safety Data sheets. The site is hosted by Safe Tec. Procedures have been established to manage the addition of new chemicals to the data base as well as archive chemicals that have been obsoleted from the manufacturing process. The Daktronics Environmental Health & Safety and Facilities group manages and administrates the on line SDS system.

The SDS web site can be accessed by employees through both the Daktronics and Environmental Health & Safety Share Point Sites (located in the Resources section under the engineering heading). All employees who have access to a Daktronics computer work station have access to the SDS website. Employees who do not have access to a computer workstation may request SDS sheets through their Supervisor or the Environmental Health and Safety department. The Daktronics SDS site can also be accessed by entering the following web link:

[Daktronics Safety Data System](#)



Emergency Procedures

Chemical Exposure

Clean contaminated tools, work surfaces and floors that have chemical residue left on them as a result of the work being done. All chemicals not currently in use must be maintained in a closed containers.

Bond and ground all flammable chemical containers which are used for dispensing or accumulating wastes. A bonding strip shall be affixed to a metal surface of the building, grounding straps can then be attached to the bonding strip and the chemical container. Both the primary and secondary container must be bonded and grounded.

If an employee has a contact exposure to a chemical it is recommended to wash contaminated area for a period of 15 minutes. After the initial contact, the employee must refer to the chemicals SDS to determine if there is any additional cleaning procedures. After SDS review and or final clean-up the

employee must discuss the incident with their Supervisor. Appropriate procedures know where your wash stations are located. Chemical exposures that contaminate the eyes should also be flushed with water for 15 minutes. Employee shall seek medical attention for chemical exposure to the eyes.

For inhalation exposures, where the employee is experiencing acute symptoms of overexposure such as nausea, dizziness or a burning sensation to the lungs it is recommended to seek fresh air immediately.

If an employee seeks medical attention because of an exposure to a chemical, the employer shall make available the SDS sheet to medical personnel. All chemical exposures shall be reported to your Supervisor.

Incidental Spills

Incidental spills are spills of any chemical in a quantity of less than 5 gallons (19L). It is important that employees are familiar with the chemical spilled. Considerations for incidental spills include:

- Is it a hazardous substance?
- What is the main concern for exposure?
- Will PPE be required?
- Is the chemical a flammable?

Steps for mitigating a spill include:

1. Mitigate the spill by righting or orienting the container to minimize the spill.
2. Get help from others to secure the area of the spill
3. Report the spill to your Supervisor
4. Consider evacuating the immediate area of the spill if there is an inhalation hazard concern or a flammability concern.
5. If the chemical is a flammable eliminate all ignition sources
6. Procure spill clean up equipment. Each factory has a spill kit located in their paint department and EA department.
7. Don doff necessary PPE and clean up the spill.
8. Collect spent spill materials and dispose of properly.

Significant Spills

A spill is deemed to be of a more serious nature than an incidental spill if:

- It is a hazardous material and greater than 25 gallons (95 liters)
- The spill may impact waters of the state (surface or ground)
- The spill may endanger human health or safety
- The spill may cause a sheen on surface water
- Surface water, ground water, or soil standards are exceeded
- The spill may threaten aquatic life, wildlife, or plant life
- The spill quantity exceeds the SARA Title III reportable quantity (or appropriate International Requirements for International projects)

In the event a spill meets the criteria described above, contact local emergency services coordinator.

Section 12: Daktronics Fall Arrest Protection Policy

This section includes the following steps in order:

1. An overview of Daktronics fall arrest protection policy and guidelines on fall arrest protection
2. Different fall arrest protection systems used at on-site projects
3. A video covering construction site safety and fall protection
4. Demonstrations covering the use of fall arrest protection equipment
5. A test for employees over fall arrest protection

When Fall Protection is REQUIRED:

To insure the protection of Daktronics employees and subcontractors the following fall protection procedures must be followed:

1. Unprotected sides and edges:

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

2. Leading edges:

- a) Each employee who is constructing a leading edge 6 feet (1.8 m) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan that meets the requirements of paragraph (k) of 1926.502 (or applicable safety requirements).
- b) Each employee on a walking/working surface 6 feet (1.8 m) or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge work, shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system. If a guard rail system is chosen to provide fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

3. Hoist areas:

Each employee in a hoist area shall be protected from falling 6 feet (1.8 m) or more to lower levels by guardrail systems or personal fall arrest systems. If guardrail systems (or chain, gate or guardrail) or portions thereof are removed to facilitate the hoisting operation, (e.g., during landing of materials) and an employee must lean through the access opening or out over the edge of the access opening (to receive or guide materials and equipment, for example) that employee shall be protected from fall hazards by a personal fall arrest system.

4. Holes:

- a. Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 6 feet (1.8 m) above lower levels, by personal fall arrest systems, covers, or guardrail systems erected around such holes.

- b. Each employee on a walking/working surface shall be protected from tripping in or stepping into or through holes (including skylights) by covers.
- c. Each employee on a walking/working surface shall be protected from objects falling through holes (including skylights) by covers.

5. Formwork and reinforcing steel:

Each employee on the face of formwork or reinforcing steel shall be protected from falling 6 feet (1.8 m) or more to lower levels by personal fall arrest systems, safety net systems, or positioning device systems.

6. Ramps, runways and other walkways:

Each employee on ramps, runways, and other walkways shall be protected from falling 6 feet (1.8 m) or more on to lower levels by guardrail systems.

7. Excavations:

- Each employee at the edge of an excavation 6 feet (1.8 m) or more in depth shall be protected from falling by guardrail systems, fences or barricades when the excavations are not readily seen because of plant growth or other visual barrier.
- Each employee at the edge of a well, pit, shaft and similar excavation 6 feet (1.8 m) or more in depth shall be protected from falling by guardrail systems, fences, barricades or covers.

8. Dangerous Equipment:

- a) Each employee less than 6 feet (1.8 m) above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or equipment guards.
- b) Each employee 6 feet (1.8 m) or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

9. Wall Openings:

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 m) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 m) above the walking/working surface, shall be protected from falling by use of a guardrail system, a safety net system, or a personal fall arrest system.

10. Walking/Working Surfaces not otherwise addressed:

Each employee on a walking/working surface 6 feet (1.8 m) or more above lower levels shall be protected from falling by a guardrail system, safety net system, or personal fall arrest system.

11. Protection from Falling Objects:

- a) Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels; or
- b) Erect a canopy structure and keep potential falling objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced; or

- c) 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

Other General Guidelines:

Employees are expected to use fall arrest protection when:

- Working in a Condor Articulating Lift
- Working on floats or other unguarded scaffolds or platforms
- Riding in a skip box (man basket) or using a skip box as a suspended work platform
- Stationary, moving or climbing in any difficult or dangerous position where one slip of a hand or foot would mean a serious fall
- Catenaries (horizontal lifelines) are provided for snapping off while moving
- Performing any task that is 6-feet or higher in Construction settings.
- Use guarded walkways to get to and from work areas. Do not take short cuts through unguarded areas when protection is available.
- Tie off when lifelines are provided in place of guardrails, even when moving from one place to another.
- Tie off or use other fall protection when 6-feet (1.8 meters) or higher in Construction settings.
- Check caution devices, including:
 - Make sure guardrail and mid-rails on all walkways and major access routes to work areas are installed, including girder flanges used as walkways.
 - There should be a single perimeter safety cable around temporary floors, platforms and material storage areas.
 - Safety Cables (or covers clearly marked or fastened down to prevent accidental removal) should be installed at unused floor openings, stairwells, or elevator shafts.

Fall Protection Systems Criteria and Practices

Note: All fall protection systems will comply with the provisions of this section and will be in place BEFORE any employee begins work that necessitates fall protection.

1. 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, provided the guardrail system meets all other criteria of this section.
 - b) Midrails, 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. Midrails, 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 midrails 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) Midrails, 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 midrail 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 midrails 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 midrails.
 - i) Top rails and midrails 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 midrails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (1c) of this section.
2. Personal Fall Arrest Systems: 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. The use of a body belt in a positioning device system is acceptable and is regulated under paragraph 4.

- a) Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
- b) Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
- c) Dee-rings and snaphooks shall have a minimum tensile strength of 5000 lbs (2267 Kg).
- d) Snaphooks shall be sized to be compatible with the member to whom they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking-type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member.
- e) 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.
- f) 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.
- g) Lanyards and vertical lifelines shall have a minimum breaking strength of 5000 lbs (2267 Kg).
- h) Inclusions:
 - i. Each employee shall be attached to a separate lifeline
 - i) Lifelines shall be protected against being cut or abraded.
 - j) 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.
 - k) Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made from synthetic fibers.
 - l) 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.
- m) Personal fall arrest systems, when stopping a fall shall:
 - I. Limit maximum arresting force on an employee to 1800 lbs (816 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.

Note: if the personal fall arrest system meets the criteria and protocols contained in Appendix C of Subpart M, and if the system is being used by an employee having a combined person and tool weight of less than 310 pounds (140 kg), the system will be considered to be in compliance with the provisions of paragraph (o) of this section. If the system is being used by an employee having a combined person and tool weight of 310 pounds (140 kg) or more, then the employer must appropriately modify the criteria and protocols of the appendix to provide proper protection for such heavier weights, or the system will not be deemed to be in compliance with the requirements of paragraph (o) of this section.

- n) 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.
 - o) 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.
 - p) 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.
 - q) Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists except as specified in other subparts of this part.
 - r) 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.
4. Positioning Device Systems: Positioning device systems and their use shall conform to the following provisions:
- a) Positioning devices shall be rigged such that an employee cannot fall more than 2 feet (.9 m).
 - b) Positioning 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.
 - c) Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
 - d) Connectors shall have a corrosion-resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of this system.
 - e) Connecting assemblies shall have a minimum tensile strength of 5000 pounds (2267 Kg).
 - f) Dee-rings and snaphooks shall be proof-tested to a minimum tensile load of 3600 pounds (1632 Kg) without cracking, breaking or taking permanent deformation.
 - g) Snaphooks shall be sized to be compatible with the member to whom they are connected to prevent unintentional disengagement of the snaphook by depression of the snaphook keeper by the connected member, or shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member.
 - h) Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.

5. Warning Line Systems: 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.
6. 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.
- 7. 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.
 - b) 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.
 - c) 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.
 - d) 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.
 - e) Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.

Pre-work Job Site Assessment

Prior to the commencement of a job, the following considerations must be reviewed:

- 1. Make sure you have a guardrail or cover for all open pits, tanks, vats and ditches.
- 2. Use guardrails on all walks, runways, or platforms four feet or more from ground level, except on loading or unloading sides of platforms.
- 3. Make sure you have a guardrail or cover for all floor openings and holes.
- 4. Use personal fall arrest systems whenever you must work on powered platforms.
- 5. Make sure guardrails, toeboards and metallic mesh or similar material is on powered platforms used for exterior building maintenance.
- 6. Use guardrails, gates or mazes at all entrances and exits at floor landings affording access to a man lift.
- 7. When tying off, try to attach your lanyard to a point above you rather than a point below you. If you must tie off below, use a shorter lanyard

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 13: Outside Auditors (including OSHA)

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 you 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 14: Bomb Threat Call Checklist

KEEP NEAR TELEPHONE

Name of person receiving call: _____

Time call was received: _____

Time reported to Daktronics, Inc.: _____

Name of person notified: _____

MAKE AN ATTEMPT TO ASK THE FOLLOWING QUESTIONS IF THE CALLER HAS NOT GIVEN THE INFORMATION. COMPLETE DURING OR IMMEDIATELY AFTER THE BOMB THREAT.

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why was the bomb placed? _____
8. What is your address? _____
9. What is your name? _____

Did you activate Call Trace by calling *57? YES/NO

Were you informed that the call could be traced, when **you** called 1 800 541 -3 3 86? YES/NO Telephone number given by US West _____:

Name of anyone that "listened in" to the threat: _____

Name of the company/person/building threatened by the caller:

Sex of the caller _____ **Age** ___ **Race**. _____ Length of call _____

Caller's voice:

Calm	Laughing	Lisp	Disguised
Angry	Crying	Raspy	Accent
Excited	Normal	Deep	Familiar
Slow	Distinct	Ragged	If so, who did it sound like:
Loud	Slurred	Clearing Throat	
Rapid	Nasal	Deep Breathing	
Soft	Stutter	Cracking Voice	Unknown

Background Sounds:

Street Noises	Motor	Local
Crockery	Office Machines	Long Distance
Voices	Factory Machines	Booth
P A System	Animal Noises	Music
Clear	House Noises	Static
Mobile Phone	Other	

Threat Language:

Well Spoken	Irrational	Taped
Foul	Incoherent	Message Read

Section 15: Safety Orientation, Training and Engagement

15.1 General

All 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.

15.2 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:

Required vs Recommended	Training / Certification	Time Frame for Completion	Validity
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

15.3 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:

Required vs Recommended	Training / Certification	Time Frame for Completion	Validity
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

15.3 International (European) Safety and Health Training Requirements

International employees completing job site specific responsibilities, as outlined below, must complete role-based safety and health training. The outlined training is considered the base level of safety and health training. If a country has a specific training that will supersede the base requirements, that level of training must be reviewed for approval by the safety department. If approved, this level of training will be added as the base safety training requirement for the individual country.

Note, for Australian training requirements, refer to the Australian HSEMP.

Health and Safety Training Requirements Based on Roles					
Training Courses	Project Manager (WC Code 5606)	Installation Supervisor (WC Code 5606)	Field Technician (WC Code 9554)	Trainer (WC Code 9554)	Demo Technician (WC Code 9554)
First Aid/CPR Certification	√	√	√	*	*
Aerial / Scissor Lift/ Elevated Work Platform	X	√	√	X	√
Fall Protection	√	√	√	√	√
OSHA 30 Hour for Construction	√	√	√	*	*
OSHA 10 Hour for Construction	√	√	√	√	√
Supervising for Safety Construction Focus	√	√	√	√	√
Fork Lift / Material Handling	X	X	X	√	√
Safety On- Boarding	√	√	√	√	√
Job Hazard Analysis	√	√	√	√	√
Electrical Safety	√	√	√	√	√
IOSH Managing Safety (UK & Ireland)	√	√	√	*	*
Solas SafePass (Ireland)			√		
CSCS Fall Protection (UK)	*	*	√	*	*
NEBOSH National Certificate in Construction Health and Safety	*	*	*	*	*

Note:

- √ Required
- * Recommended
- X Required for operator and recommended for passenger

Refer to the [Safety Training Swim Lane](#) for specific information on country specific training requirements.

15.4 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
- Road blocks 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.) Tool Box 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 16: Job Hazard Analysis (i.e., Risk Assessments)

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. Ideally, 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

Employee involvement is critical to the success of the JHA/RA. Daktronics, Inc. JHA/RA program should be a team effort. An effective team should include an experience operator for the review process. Employees have a unique understanding of the job, and this knowledge will assist the reviewer in identified hazards. Employee involvement will also help minimize oversights, assure a quality analysis, and get employees to “buy in” to safety and health controls in particular and Daktronics’ Safety Program in general.

To help identify hazards associated with processes conducted JHA/RA should be completed prior to the start of the Project. For a JHA/RA to be effective, management must demonstrate its commitment to safety and health and follow through to correct any uncontrolled hazards identified in the completed JHA/RA.

What is the value of a Job Hazard Analysis?

The completion of a JHA/RA provides value to Daktronics in several ways. The first way is, Installation Supervisors, Project Coordinators, Field Service, can use the findings of JHA/RA to eliminate and prevent hazards associated with their processes. This is likely to result in fewer worker injuries and illnesses; safer, more effective work methods; reduced workers’ compensation costs; and increased worker productivity. The second way the JHA/RA provides benefit to the company is that completed JHA/RA can be a valuable tool for training new employees in the steps required to perform their jobs safely.

Procedures for Completing JHA’s

Nearly every job can be broken down into steps or tasks. The idea is to outline each of these steps with enough information to describe it in action without getting overly detailed. The steps should be listed in order of performance. When completing the JHA/RA the evaluation team should review the basic steps with the employee to be sure nothing was missed. Additionally, when completing the JHA/RA it is important to assure the operator that it’s the job that’s being evaluated, not the employee’s performance. In detecting hazards, a review team (and or reviewer) would ask at each step:

- 1.) **What can go wrong?** – Example; The worker’s hand could come into contact with a rotating object that “catches” it and pulls it into the machine.
- 2.) **What are the consequences?** – Example; The worker could receive a severe injury and lose fingers and hands.
- 3.) **How could it happen?** – Example; The accident could happen as a result of the worker trying to clear a snag during operations or as part of a maintenance activity while the pulley is operating.
- 4.) **What are other contributing factors?** - Example; This hazard occurs very quickly. It does not give the worker much opportunity to recover or prevent it once his hand comes into contact with the pulley.
- 5.) **How likely is it that the hazard will occur?** - Example; This determination requires some judgment. If there have been “near-misses” or actual cases, then the likelihood of a recurrence would be considered high. If the pulley is exposed and easily accessible, that also is a consideration.

The following steps outlines the process for conducting the JHA/RA:

- 1.) First, examine the equipment and the conditions of the area in which the job is performed. Note the following items:
 - Are tools, machines, vehicles and equipment in good repair?
 - Do machines have all guards in place and in operation?
 - Are portable fire extinguishers available, correctly mounted, and clearly marked?
 - Is PPE available, properly maintained and in use as required?
 - Are emergency exits clearly marked?
 - Is lighting adequate?
 - Is the area adequately ventilated?
 - Do noise levels exceed 85 dBA 8 hr TWA?
 - Are any electrical wires exposed or other electrical hazards present?
 - Is anything on the floor that could pose a trip hazard?
 - Are any chemicals in use, and are SDS readily available?
- 2.) Second, list specific job steps and identify possible performance hazards:
 - Describe each step from start to finish in adequate detail.
 - Include job setup procedures.
 - Include condition, use and safety of equipment and machinery.
 - Include inspection and use of PPE.
 - Identify any risk of injury from machine parts or exposures.
 - Detail actual steps followed to identify any movements or physical positions that could create hazards or risk.
 - Note procedures to follow when shutting down equipment.
 - Include storage, organization, and placement of parts, tools, etc.
 - Identify hazards – dust, chemicals, heat, excessive noise – created by the job.
- 3.) Third, identify solutions to the hazards:

- Immediately remedy obvious problems such as missing machine guards or frayed electrical cords.
- Identify equipment or tools that could help reduce hazards.
- Make physical changes necessary to reduce hazards – increase lighting, improve ventilation.
- Find ways to eliminate, combine or rearrange job steps to reduce hazards.
- Describe new job procedures to follow after changes are made.
- Identify hazards that cannot be eliminated and seek ways to change the job procedure.
- Outline required personal protective equipment requirements

Hazard Control Methods

After the completion of the JHA/RA steps must be implemented to control identified hazards. Information obtained from a JHA/RA would not be useful unless hazard control measures are appropriately identified and incorporated into the tasks. Some hazard control measures are more effective than others at mitigating risk. The order of precedence and effectiveness of hazard control is as follows:

1.) **Engineering Controls –**

Note, the most effective way to control a hazard is to eliminate exposure to the hazard.

- Elimination or minimization of the hazard, which means designing the workspace, equipment or process to remove the hazard OR substituting processes, equipment, materials, etc. to reduce the hazard
- Enclosure of the hazard – for instance, closing off noisy equipment, or machines that are intrinsically dangerous
- Isolation of the hazard with interlocks, machine guards, shields, curtains or other means
- Removal or redirection of the hazard such as with local or exhaust ventilation

2.) **Administrative Controls**

Note, this method reduces exposure to the hazard by modifying how the process is completed.

- Written standard operating procedures, work permits, and best (safe) work practices
- Exposure time limitations – for example, work/rest cycles during temperature extremes or job rotation with tasks having ergonomic hazards
- Alarms, signs, signals, barricades, and other warning systems
- Training – Used to define the proper steps associated with the completion of the process

3.) **Personal Protective Equipment (PPE)**

Note, this is the last resort, to be used only when engineering or administrative controls are infeasible or do not completely eliminate the hazard OR while engineering or administrative controls are being developed.

- Safety glasses with side shields, hard hats, gloves and safety shoes
- Protective clothing – smocks, aprons, paint suits, coveralls
- Respirators, dust masks
- Hearing protection
- Personal Fall Arrest Systems

The Safety Department, and Installation Supervisors, Project Coordinators, Field Service can work together to determine the best and safest hazard control measures. Likely if a hazard cannot be eliminated entirely, a combination of all three types of controls may be implemented.

Review of Completed JHA/RA

Periodically reviewing your job hazard analysis ensures that it remains current and continues to help reduce workplace accidents and injuries. Even if the job has not changed, it is possible that during the review process you will identify hazards that were not identified in the initial analysis.

It is particularly important to review your job hazard analysis if an illness or injury occurs on a specific job. Based on the circumstances, you may determine that you need to change the job procedure to prevent similar incidents in the future. If an employee's failure to follow proper job procedures results in a "close call," discuss the situation with all employees who perform the job and remind them of proper procedures. Any time you revise a job hazard analysis, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.

General Hazard Description

For the benefit of the reviewer, the following is a list of common job hazards and a brief description of each:

Chemical (toxic): A chemical that exposes a person by absorption through the skin, inhalation, or through the bloodstream that may cause illness, disease, or death. The amount of chemical exposure is critical in determining the hazardous effects.

Chemical (flammable): A chemical that, when exposed to a heat or ignition source, results in combustion. Typically, the lower a chemical's flash point and/or boiling point, the more flammable the chemical.

Chemical (corrosive): A chemical that, when in contact with the skin, metal, or other material, will damage the materials. Hydrochloric acid and sodium hydroxide are examples.

Electrical (shock/short circuit): Contact with exposed conductors or a device that is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines.

Electrical (fire): Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.

Electrical (static/ESD): The moving or rubbing of wool, nylon or other synthetic fibers or even flowing liquids can cause static electricity. This creates an excess or deficiency of electrons on the surface of material that discharges (sparks) to the ground resulting in the ignition of flammables or damage to electronic components.

Electrical (loss of power): Safety-critical equipment failure as a result of loss of power.

Ergonomics (strain): Damage of tissue due to over exertion (sprains and strains) or repetitive motion.

Ergonomics (design factor): A system design, procedure or equipment that is prone to error. (For example, a switch goes "up" to turn a machine off...)

Fall/Slip/Trip: Conditions that result in falls from height or other walking/working surfaces such as wet or oily floors, poor housekeeping, potholes, ledges, etc.

Fire/Heat: Temperatures that can cause burns to the skin or damage to other organs. Fires require a heat source, fuel, and oxygen.

Mechanical/Vibration: Vibration that can cause damage to nerve endings, or material fatigue that results in a safety-critical failure. (Abraded slings and ropes, weakened hoses or belts)

Mechanical Failure: Self explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.

Mechanical: Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.

Noise: Noise levels (> 85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information.

Radiation (Ionizing): Alpha, Beta, Gamma, neutral particles, and x-rays that cause injury (tissue damage) by ionization of cellular components

Radiation (Non-ionizing): Ultraviolet, visible light, infrared light and microwaves that cause injury to tissue by thermal or photochemical means.

Struck-by: Accelerated mass that strikes the body causing injury or death; i.e., falling objects and projectiles.

Temperature Extremes (Heat/Cold): Temperatures that result in heat stress, exhaustion, or a metabolic slowing, such as hypothermia.

Visibility: Lack of lighting or obstructed vision that results in error or other hazard.

Weather Phenomena (Snow, Rain, Ice): Hazards created by outside weather conditions.

Section 17: Daktronics Subcontractor Incident/Accident Investigation Report

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 _____

Section 18: Notice of Non-Compliance

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 -

- Fall Protection Fire Protection Hart Hats Proper Attire
- Excavation/Shoring Gas Cylinders (M)SDS Sheets Housekeeping
- Ladders Guardrails Electrical Reporting of Incidents
- Scaffolding Use of Eye Protection 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 _____

Section 19: Sub-Contractor Safety Information. (United States)

Purpose – The expectations and purpose of this section is to gather sub-contractor safety information and to request copies of the sub-contractor’s safety training procedures and policies. These items should be shared with the Daktronics Safety Department for review and marinated in the Project Site documentation.

COMPANY NAME: _____
PERSON COMPLETING FORM: COMPANY _____
ADDRESS: _____
SIGNATURE: _____ DATE COMPLETED: _____

1. List your Company's experience modification rate (EMR) for the three most recent years: (PLEASE ATTACH SUPPORTING DOCUMENTATION INCLUDING CARRIER AND **POLICY DATE**)

20__ _____
20__ _____
20__ _____

2. Please use your OSHA 300 logs or country equivalent to complete this section.

Number of injuries and illnesses: (PLEASE ATTACH OSHA 300 LOGS (OR EQUIVALENT) FOR THE LAST 3 YEARS)

20__ 20__ 20__

a. Number of lost workday cases including Restricted days (columns K & L)

b. Number of OSHA recordables (columns Total M (1-5)

c. Number of fatalities (Columns G)

3. Total employee hours worked:

4. Describe to types of work you will perform (e.g., concrete, carpentry, electrical, etc.)

5. Do you have a written safety program?
If yes, does it include the following:

Yes ____ No ____

a. Safety responsibilities for all employees

Yes ____ No ____

b. General safety rules

Yes ____ No ____

c. Disciplinary procedure

Yes ____ No ____

d. Fall protection

Yes ____ No ____

e. Personal protective equipment

Yes ____ No ____

f. Ladder safety

Yes ____ No ____

g. Electrical safety/LOTO

Yes ____ No ____

DAKTRONICS CONSTRUCTION SITE SAFETY

- | | | | | | |
|----|---|-----|-------|----|-------|
| 6. | Do you have a written substance abuse policy? | Yes | _____ | No | _____ |
| | If yes, does it include the following: | Yes | _____ | No | _____ |
| | a. Project mandated testing | Yes | _____ | No | _____ |
| | b. Pre-employment testing | Yes | _____ | No | _____ |
| | c. Testing for cause, safety violation or post accident | Yes | _____ | No | _____ |
| | d. Random testing | Yes | _____ | No | _____ |
| | e. Annual testing | Yes | _____ | No | _____ |
| | f. Disciplinary action: Program for positive test result | Yes | _____ | No | _____ |
| 7. | Do all new employees complete safety orientation prior to performing any work activities? | Yes | _____ | No | _____ |
| 8. | Do you conduct jobsite safety inspections? | Yes | _____ | No | _____ |
| | If yes: | Yes | _____ | No | _____ |
| | a. Are jobsite safety inspections documented? | Yes | _____ | No | _____ |
| | b. If inspections are regularly performed; what areas are inspected? | | | | |
| | a. Fall protection | Yes | _____ | No | _____ |
| | b. Housekeeping | Yes | _____ | No | _____ |
| | c. Fire Protection | Yes | _____ | No | _____ |
| | d. Hand/Power Tools | Yes | _____ | No | _____ |
| | e. Ladders | Yes | _____ | No | _____ |
| | f. Scaffolding | Yes | _____ | No | _____ |
| | g. Hoist/Cranes/Derricks | Yes | _____ | No | _____ |
| | h. Heavy Equipment | Yes | _____ | No | _____ |
| | i. Electrical Equipment | Yes | _____ | No | _____ |
| | j. Motor Vehicles | Yes | _____ | No | _____ |
| | k. Barricades | Yes | _____ | No | _____ |
| | l. Handling and Storage of Materials | Yes | _____ | No | _____ |
| | m. Evacuation and Shoring | Yes | _____ | No | _____ |
| | n. Demolition | Yes | _____ | No | _____ |
| | o. Welding | Yes | _____ | No | _____ |
| | p. Personal Protective Equipment | Yes | _____ | No | _____ |
| | q. GFCI Protection | Yes | _____ | No | _____ |
| | r. Respirator Protection | Yes | _____ | No | _____ |
| | s. Other | Yes | _____ | No | _____ |

9. What training and for whom is safety training required?

	Craftsman	Foreman	Superintendent	Project Manager	Safety Coordinator	Other
a. Weekly Tool Box	_____	_____	_____	_____	_____	_____
b. OSHA 10 Hour	_____	_____	_____	_____	_____	_____
c. Ladder Safety	_____	_____	_____	_____	_____	_____
d. Fall Protection	_____	_____	_____	_____	_____	_____
e. First Aid/CPR	_____	_____	_____	_____	_____	_____
f. Hazard Comm.	_____	_____	_____	_____	_____	_____
g. LOTO	_____	_____	_____	_____	_____	_____
h. Bloodborne Pathogens	_____	_____	_____	_____	_____	_____

- i. Fire Protection _____
 - j. Scaffolding _____
 - k. Aerial Lifts _____
10. Do you conduct documented post accident investigations? Yes _____ No _____
11. Do you have a written policy for reporting and documenting accidents?
- a. Accidents totaled for entire company Yes _____ No _____
 - b. Accidents totaled by project Yes _____ No _____
 - c. Subtotalled by superintendent Yes _____ No _____
 - d. To whom are they reported Yes _____ No _____

Section 20: Aerial Lift Safety

1.0 Overview

This program has been developed to reduce the risk of physical injury or property damage in areas where aerial lifts are in operation. All users must receive training on the use of Aerial Lifts prior to being approved for use.

Aerial lifts are commonly used in construction, inspection, and repair services to lift employees to an elevated work position. Proper operation and use of aerial lifts can make completion of tasks at elevation, safer and more efficient. However, unsafe use, operation and aerial lift work practices can result in serious injury. This program has been developed due to the hazards associated with improper use and the concern for the safety of individuals in and around this type of equipment. In addition, this program outlines general, operating, maintenance, inspection and training requirements governing safe aerial lift.

2.0 Policy

Project Managers must ensure that operators comply with all aspects of this safety program. All Daktronics employees must successfully complete a training program, and receive certification prior to the operation of any aerial lift. Contractors operating aerial lifts on Daktronics projects are expected to meet or exceed the requirements found in this program, and comply with all applicable statues and regulations governing the use of listed in this document.

3.0 Pre-Use Inspection

Prior to the operation of any aerial lift the Pre-Use Inspection Checklist (Aerial Lift [DD3119765](#); Scissor Lift: [DD3119763](#)) must be completed. This applies at the beginning of every work period, and whenever a new equipment operator takes control of the aerial lift.

Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) must be reported for immediate repair. Aerial lifts must not be utilized until identified deficiencies are corrected or the unit is exchanged for one which is acceptable.

4.0 General Safe Work Practices

- Operators shall not wear any loose clothing or any accessory that can catch in moving parts.
- Before machine is started, the operator must walk completely around the machine to ensure everyone and everything is clear of the machine.
- 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 approves a modification.

- Aerial/scissor lift devices with noted, reported deficiencies shall not be operated until repairs are made and equipment is authorized for use.
- Operators must report all accidents, regardless of fault and severity, to their Installation Supervisor and or Project Manager.
- 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.
- Consideration shall be given to the protection of bystanders via barricading, having another employee keep bystanders at a safe distance or by other means.
- 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.

5.0 Safe Operation During Operation

- Employees shall not sit or climb on the guardrails of the aerial lift.
- Planks, ladders or other devices shall not be used on the work platform.
- Aerial lift shall not be placed against another object to steady the elevated platform.
- Aerial lift shall not be used as a crane or other lifting device.
- The brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface.
- Speed of aerial lift devices shall be limited according to the conditions of the ground surface, congestion, visibility, slope, location of personnel and other factors that may cause hazards to other nearby personnel.
- Stunt driving and horseplay shall not be permitted.
- Booms and elevated platform devices shall not be positioned in an attempt to jack the wheels off the ground.
- The area surrounding the elevated platform shall be cleared of personnel and equipment prior to lowering the elevated platform.
- Operators are to call for assistance if the platform or any part of the machine becomes entangled.

6.0 Maintenance

Any aerial lift not in safe operating condition must be removed from service and returned to the rental organization. Damaged and or defective equipment must not be used.

7.0 Responsibilities

Project Manager / Site Supervisor

Maintain written records of all inspections performed by the aerial lift owner, including the date any problems found, the date when fixed, and the name of the person performing the repairs.

Verify that all employees who operate aerial lifts have received proper training and are qualified to use the aerial lifts

Verify employee compliance with the principles and practices outlined within this section of the Aerial Lift Training Program.

Operators

Complete the Daily Pre-Use Inspection Checklist before operating any aerial lift. Any deficiencies must be reported to the rental company. Damaged and or defective aerial lifts must not be used.

Safety Department

Annually review and update the Aerial Lift Safety Program and subsequent training material as necessary.

Provide and conduct initial employee training

Maintain copies of employee training records,

Monitor the effectiveness of program by receipt of copies of inspection checklists.

8.0 Employee Training Requirements

Employees who are authorized to operate aerial lifts must receive training prior to engaging in their duties, and at least every five (5) years thereafter. The training is to ensure that the Aerial Lift Safety Program is understood.

9.0 Program Evaluation

The aerial lift program shall be evaluated on an annual basis utilizing the protocols set forth by Occupational Health and Safety. The Program Coordinator for the Aerial Lift program will be responsible for the completion of this review. Any corrections and or enhancements will be made during this annual review.

Section 21: Scaffold Safety

1.0 Overview

Scaffolding has a variety of applications. It is used in new construction, alteration, routine maintenance, renovation, painting, repairing, and removal activities. Scaffolding offers a safer and more comfortable work arrangement compared to leaning over edges, stretching overhead, and working from ladders. Scaffolding provides employees safe access to work locations, level and stable working platforms, and temporary storage for tools and materials for performing immediate tasks. Scaffolding accidents mainly involve personnel falls and falling materials caused by equipment failure, incorrect operating procedures, and environmental conditions. Additionally, scaffolding overloading is a frequent single cause of major scaffold failure. This safety policy and procedure provides guidelines for the safe use of scaffolds. It includes training provisions and guidelines for scaffold erection and use.

2.0 Policy

Scaffolds shall be erected, moved, dismantled, or altered only under the supervision of a competent person and will have guardrails and toeboards installed. When scaffolding hazards exist that cannot be eliminated, then engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Scaffolds will be implemented. These measures will be implemented to minimize those hazards to ensure the safety of employees.

3.0 Responsibilities

It is the responsibility of each Project Manager / Site Supervisor and employee to ensure implementation of Daktronics safety policy and procedure on Scaffolds. It is also the responsibility of each employee to report immediately any unsafe act or condition to his or her supervisor.

Project Manager / Site Supervisor will not allow any employee who has not received the required training to perform any of the tasks or activities related to scaffold erection and/or dismantling. Project Manager/Site Supervisor will also ensure that employees are provided with PPE as necessary for their job. Supervisors will ensure that a competent person is in charge of scaffold erection according to the manufacturer's specifications.

Competent Person The competent person will oversee the scaffold selection, erection, use, movement, alteration, dismantling, maintenance, and inspection. The competent person will be knowledgeable about proper selection, care, and use of the fall protection equipment. Additionally, the competent person shall assess hazards. Competent persons may be required to provide proof that training has been completed.

Employees Employees shall comply with all applicable guidelines contained in this safety policy and procedure. Employees will report damaged scaffolds, accessories, and missing or lost components. Employees will assist with inspections as requested.

4.0 Safe Scaffold Erection and Use

Safe scaffold erection and use is important in minimizing and controlling the hazards associated with their use. Scaffold work practices and rules should be based on:

- Sound design
- Selecting the right scaffold for the job
- Assigning personnel
- Fall protection
- Guidelines for proper erection
- Guidelines for use
- Guidelines for alteration and dismantling
- Inspections
- Maintenance and storage

Section 22: Substance Abuse Policy

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 ([DD 1497510](#)). **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 23: Firearms / Weapons Violence Policy

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 24: Harassment Policy

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 25: Daktronics Covid-19 Response

1.0 Overview

The world is in unprecedented territory as we unite to prevent the spread of the COVID-19 virus. While the Covid-19 outbreak is complex, our focus remains on the well-being of our employees, our partners, customers and the public. As part of the Daktronics response plan we have established preventive and proactive measures to ensure all parties are protected from exposure to Covid-19. These preventive and proactive measures affect the way Daktronics will complete Installation and Service activities as well as affect how Service Partners and Subcontractors complete work on behalf of Daktronics in place. These plans will meet and or exceed CDC requirements and continue to evolve and adjust as the situation evolves.

Our top priorities as we continue to move forward through the Covid-19 outbreak include:

- 1.) Protecting the well-being of our employees, suppliers, partners, customers and the community at large
- 2.) Continuing to deliver quality products and services to our customers
- 3.) Doing our part to slow the spread of the COVID-19 virus

The following sections of this document outline procedures and practices established by Daktronics. It is the expectation that all covered parties including Service Partners and Subcontractors will follow these established procedures and practices.

These procedures are last updated on August 2021

2.0 Assessing Risk – Risk Prevention Procedures

The COVID-19 Taskforce identified several areas of risk for which we have developed plans to mitigate the risks. These plans consist of elements such as:

- *Identifying and Understanding Symptoms of Covid-19*
- *Implementation of Job Site Wellbeing Policies*
- *Completion of Risk Assessments for Installation, Project Management and Service Activities*
- *Clean up practices for Positive Covid-19 occurrences*
- *Development of Covid-19 training and education practices*
- *Return to work from illness and exposure*
- *Employees re-exposed to Covid-19*

A. Identifying and Understanding Symptoms of COVID-19

As cases of the Coronavirus Disease (COVID-19) increase, we recognize the ongoing uncertainty it is causing. Daktronics' priorities are to keep our people safe and to operate our business. We strongly reinforce Centers for Disease Control (CDC) guidelines for Social Distancing, good hand hygiene, covering coughs and sneezes, and staying home if you are exhibiting signs of illness.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with symptoms or combinations of symptoms such as Cough, Shortness of Breath, Fever beyond 100.4 F may have COVID-19.

As we continue to learn more regarding the symptoms of Covid-19 it is encouraged that all employees, contractors and subcontractors refer to the CDC symptoms page for the most current symptom information. Additional applications such as the Covid-19 Screening Tool Developed by Apple in conjunction with the CDC can help you understanding symptoms of Covid-19 and next steps that should be followed for your safety.

B. Job Site Wellness Policy

a. Daktronics Employees

As a representative of Daktronics, it is our expectation:

- i. If you are sick or if you have symptoms of Covid-19 you will **Stay Home** except to get medical care.
- ii. If you are directed to stay home by a medical professional **Stay Home** and communicate to you Supervisor
- iii. If you are in close contact with a positive or presumed positive individual, contact you supervisor and **Stay Home**. Follow-up with medical health care for instructions.

b. Subcontractor and Service Partner Requirements

It's important for the safety of all individuals that we take reasonable steps within our control to mitigate the effects of the current pandemic for the benefit of your team as well as the other onsite teams. As such, Daktronics is asking for your cooperation and participation with the following elements:

- i. **Notify**. Notify Daktronics immediately if there is an identified or suspected case of COVID 19 within your workforce or any participants on our Project, or any identified or suspected exposure to COVID 19 by anyone within your workforce.
- ii. **Contact Tracing**. In the event of an infected individual, it is important to containment efforts to know where that individual has been and whom they may have been in contact. As such, please keep accurate records of all employees, both hourly and salary, who are on the Project. This applies to any subcontractors of yours as well. Do not send us this information at this time but maintain it so that it can be readily accessible if needed. Section 5 discusses the use and completion of Contract Tracing.
- iii. **Informing the Workforce**. All employees and contractors completing work for Daktronics must be provided a copy of the Daktronics Covid-19 Response Procedures.
- iv. **Impacts**. In order to manage the onsite work and minimize delays, please notify Daktronics as soon as possible if you believe there will be any delay in personnel to site, a reduction in labor capacity, or delays in shipping or availability of materials related to the Project as a result of the COVID-19 pandemic.

c. Pre-Dispatch Safety Process for Service Activities

In preparation for service events Daktronics has established a specific response process. Before any service dispatch will occur, this process must be followed. Refer to DD464860 for specific process steps to follow.

d. On-Site Personnel Control Practices

I. General Overview - Safety on Site

While on site, there are several precautions you can take to minimize your exposure to COVID-19. These general practices include the following:

- i. If you are sick Stay home (Refer to Daktronics Job Site Wellness Policy for specifics).
 - ii. Unless specified by the Customer, site location and or State or Municipality, Daktronics no longer requires **fully vaccinated** individuals to wear face coverings or follow social distancing requirements.
 - Regardless of vaccination status, if a customer or site location still requires the use of face covers or social distancing, it is the expectation that employees will follow these requirements.
 - It is the employee's responsibility to be aware of customer requirements and preferences. Employees should have a face covering with them to account for these situations.
 - If any fully vaccinated employee wishes to wear a mask, that is their discretion and they are encouraged to do so.
 - iii. Employees are expected to follow CDC personnel etiquette practices including:
 - Avoid touching your eyes, nose, and mouth with unwashed hands
 - Avoid shaking hands if you are not vaccinated
 - Sneeze into your elbow or a tissue. Ensure Kleenex is disposed of after use.
 - iv. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, being in a public area, blowing your nose, coughing, sneezing or eating.
 - If soap and water are not available, use an alcohol-based sanitizer that contains 60%-95%alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - v. When possible work remotely as to reduce potential unnecessary exposure
 - vi. Follow CDC cleaning and disinfection requirements frequently touched objects and surfaces.
- *Completion of Site-Specific Risk Assessments for Installation, Project Management and Service Activities*
- i. Daktronics Employee Requirements
 - A. A Risk Assessment is a tool to discovery concerns, what is causing them and then identify controls to mitigate those risk and allow employees to do their work safely. It is each employee's responsibility to identify and escalate concerns for the work they will be performing. The risk assessment is an effective tool to communicate concerns, what is causing them and the controls that will mitigate

those risk when it is consistently performed and reviewed prior to performing the work. By completing the Risk Assessment, you are provided the organization awareness to the level of risk being taken onsite.

- Information on How to Complete a Risk Assessment, Covid-19 Escalation Process and an example Covid-19 Job Site Risk Assessment is found at the following Link and DD4653634.
- B. Site Specific Risk Assessments will be shared with all Daktronics employees, Subcontractors and Visitors to the Job Site. All groups will have the opportunity to ask questions related to the Hazards and Controls identified in the document. All visitors to the site must indicate that they will comply with the Controls and work processes identified on the Risk Assessment.
- ii. Subcontractor Requirements
 - A. All subcontractors completing work on behalf of Daktronics, are expected to complete a risk assessment which identifies Covid-19 related concerns associated with the work being completed.
 - B. Completed risk assessment will be used in conjunction with the Site Specific Covid-19 responses identified by Daktronics personnel.
 - C. Completed Subcontractor and provided Daktronics forms will be integrated into daily toolbox meetings conducted at the Job Site.
 - D. A copy of completed Contractor Risk Assessments will be provided to the Installation Supervisor for review.

D. Clean up practices for positive Covid-19 occurrences

- a. Installation and Service Activities
 - i. Site communication
 - A. Prior to completing work at any site, Daktronics will follow all site specific guidance outlined in the Guidance for Going to a Customer Site: Precautionary Measures for Covid-19.
 - B. If there is a positive Covid-19 response at a job site where Daktronics is located, Daktronics will follow job site instructions which may require leaving the job site. Prior to returning to the site, the General Contractor will be required to provide Daktronics a list of controls implemented to reduce risk and steps taken to disinfect the area.
 - C. If Daktronics is acting as the General Contractor and there is a positive Covid-19 case on site, it will be the responsibility of Daktronics to complete the follow elements:
 - a. A site pre-clean-up assessment will be completed to determine the extent of necessary clean-up.
 - i. The Daktronics Pre-Clean-up Assessment form will be utilized for this review.
 - ii. The Pre-Clean-up assessment will be completed in conjunction with the Daktronics Safety Team.
 - b. The Project Manager and Site Installation Supervisor will identify a local service vendor to complete the clean-up based on the scope identified in the Clean-up Assessment.
 - i. The job site will remain closed until the clean-up is completed.

- c. The Project Manager with the Installation Supervisor will follow-up with Employees, and Subcontractors to communicate the occurrence of Covid-19 at the Site. Communication will include the following:
 - i. Communication will be made by phone with a follow-up letter provided.
 - ii. Last date the positive employee was on site
 - iii. Date of positive notification
 - iv. Location on Site where the employee was working.
 - v. Steps to be taken if close contact occurred
 - vi. Steps taken to remediate the site
 - vii. Summary of control procedures maintained on the site and or implement modification.
- D. DD4659291 provides detailed instructions of what must be completed when a notification from site has been received.
 - i. If Daktronics is acting as the General Contractor notification responsibility will be that of Daktronics.
- E. If a Daktronics personnel has become ill while completing Installation activities, Daktronics will contact the General Contractor for the site to communicate the illness. Daktronics employee will remain off-site and follow CDC and Daktronics personnel requirements before returning to work at the site.

E. Development of Covid-19 training and education practices

- a. Daktronics Employees
 - i. To ensure effective education of employees Daktronics has developed training materials which specific address Covid-19.
 - ii. Daktronics employees will be assigned training materials through the Learning Center.
 - iii. Daktronics employees will be expected to complete all assigned trainings
 - iv. On-going Covid-19 Training will be provided based on identified needs and changing guidance by the CDC.
- b. Subcontractor and Service Partner Requirements
 - i. Subcontractors and Service partners are expected to provide training to their employees which cover CDC requirements for Covid-19.

F. Returning to work from illness or exposure

Employees, Subcontractors and Service Partners are at a minimum are expected to follow guidelines when returning from illness or exposure. No in-person work until medically directed and Daktronics approval received.

Daktronics follows the CDC or [local guidance](#), whichever is more stringent for determining when individuals return to work.

[CDC Options](#) for returning to work

Symptomatic or has Tested Positive:

1. 10 days since symptoms first appeared **AND**
2. 24 hours fever free without the use of fever-reducing medications **AND**
3. Other symptoms are improving

Asymptomatic Exposure situation (reference [DD4773787](#) or the appendices of this Section for a scenario description).

1. If asymptomatic
 - Return to work after 7 days with a **negative test** result from **day 5** or later; medical note required. **OR**
 - Return to work after 10 days with no testing
 - Continue to monitor for symptoms and adhere to all safety precautions (mask, social distance, wash hands, etc)
2. If symptoms arise during quarantine
 - Contact medical provider for guidance, alert Daktronics immediately
 - Standard CDC guidelines (see above)

G. Employee re-exposed to Covid-19

Daktronics follows the [CDC guidance](#) regarding re-exposure situations.

When an employee

- has had a medically confirmed positive COVID-19 test within the previous 3 months **and**
- has recovered **and**
- remains without COVID-19 symptoms **and**
- is again exposed to a person deemed positive or suspected positive (medically quarantined), the employee may continue to work; no need to quarantine.

Under these listed criteria the employee may remain at the work location. The employee should continue to adhere to all safety precautions (wear a mask, maintain social distance, wash hands frequently, etc) and monitor self for symptoms (cough, shortness of breath, fever, loss of taste and/or smell). If symptoms arise, the employee should immediately stay/go home and alert their supervisor.

If the employee has personal questions or concerns, we encourage them to contact their medical provider for guidance.

5.0 Mitigation Plan to Minimize the Risk and Spread of COVID-19

Daktronics has taken action to identify and inform our employees of the COVID-19 risk, to educate on mitigating the spread of the virus, and to implement new processes and procedures that minimize the potential spread of the virus to our employees, customers, or suppliers.

To mitigate risk and to stop the spread to Covid-19 Daktronics has implemented several mitigation practices and procedures that will be followed while completing Project Management, Installation and Service activities.

Mitigation plans consist of elements such as:

- Working from Home Identifying and Understanding Symptoms of Covid-19
- Implementation of Job Site Wellbeing Policies
- Completion of Risk Assessments for Installation, Project Management and Service Activities
- Site Communication of Risk

- Clean up practices for Positive Covid-19 occurrences

It is the expectation that Daktronics personnel, Subcontractors and Service Partners follow the procedures and practices identified in this section of the document.

- A. Work from home – All employees that can work from home successfully are strongly encouraged to work from home. Daktronics adopted temporary policies that permit flexibility to ensure employees have the tools and resources needed to work remotely while maintaining a high level of success.
- B. Service Dispatch Procedures – In preparation for service events Daktronics has established a specific response process. Before any service dispatch will occur, this process must be followed. Refer to DD464860 for specific process steps to follow.
- C. Service and Installation Risk Assessment Process – As discussed in the Assessing the Risk Section of this document a Risk Assessment which identified the job site specific Covid-19 hazards and site-specific controls must be maintained. As part of Risk Mitigation the following elements must be maintained to ensure effective risk control:
 - i. Assessment process - Completed documentation must clearly identify a summary of controls to reduce risk related to the project.
 - ii. Updating to Reflect Site Considerations - Completed risk assessments must be dynamically updated to reflect new site concerns and considerations. New concerns could include:
 - i. Change in site access including entry process and health screening
 - ii. Occurrence of a positive case on the site
 - iii. Installation activities which effective social distancing
 - iv. Implementation of new CDC Guidance
 - v. To ensure the on-going use of controls, visual site audits and evaluations must continue to be completed. During site evaluations, Social Distancing must be maintained to ensure the safety of both parties.
- D. Cloth Face Covering Requirements –
 - i. Daktronics Employees
 - i. Unless specified by the Customer, site location, State or local Municipality, Daktronics no longer requires **fully vaccinated** individuals to wear face coverings or follow social distancing requirements.
 - ii. Regardless of vaccination status, if a customer or site location still requires the use of face covers or social distancing, it is the expectation that employees will follow these requirements.
 - iii. It is the employee's responsibility to be aware of customer requirements and preferences. Employees should have a face covering with them to account for these situations.
 - iv. It is the expectation that non-vaccinated, partially vaccinated or employees with health concerns to continue to wear face coverings if within six feet of others.
 - v. If you are not fully vaccinated or have a health concern, Daktronics will continue to provide coverings.

- vi. Unless specified by the Customer, site location, State or local Municipality, if any Fully Vaccinated employee wishes to wear a mask, that is their discretion and they are encouraged to do so.
- ii. Subcontractor and Service Partner Requirements
 - i. All Subcontractors and Service Partners working on behalf of Daktronics will follow CDC guidance regarding the use of Cloth Face Coverings.
 - ii. Subcontractors and Service Partners will be expected to provide their own Cloth Face Coverings and maintain accordingly.
 - iii. Risk assessments completed for Installation and or Service Activities will identify the use requirements for Cloth Face Coverings. The effectiveness of cloth face mask coverings can vary greatly.
- E. Contact Tracing – Unless specified by the Customer, site location, State or local Municipality formal contact training is currently not required.
- F. Social Distancing – Daktronics is committed to actively caring for the safety, health and wellbeing of everyone completing Installation and Service Activities our project sites, facilities and in our offices. The following protocols are based on current CDC guidelines:
 - i. Based on current CDC requirements If you are fully vaccinated social distancing measures are no longer required. Non-vaccinated, partially vaccinated or employees with health concerns are expected to continue to wear face coverings if within six feet of others and maintain social distancing where possible. Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19). To mitigate risk Daktronics expects the following principles be utilized to maintain Social Distancing:
 - ii. To meet CDC and Daktronics standards social distancing is defined a maintaining at least 6 feet (about 2 arms' length) from other people
 - iii. Daktronics requires all Employees, Subcontractor, and Service Partners, who are completing work for Daktronics to maintain social distancing.
 - iv. To meet social distancing and state and local requirements groups greater than 10 will not be allowed to gather in one area.
 - v. Daktronics requires all tasks and work be reviewed in an effort to maintain social distance between employees. It is Daktronics expectation that 6-foot social distancing guidelines be maintained as a primary method of employee protection.
 - vi. Social distancing is expected to be followed during the completion of Tool Box talks and or any other planning activities.
 - vii. Restrictive and Instructional signage is posted in “bottle neck” areas to maintain mandated worker distancing, where workers must pass in close proximity due to walkway configurations such as stairways.
 - viii. Staggered timing of lunch breaks will be implemented to promote required worker distancing during break times
 - ix. Risk Assessments will be required for Service and Installation activities and will incorporate the use of social distancing as a method to ensure effective protection.
 - If it is determined through the completion of Risk Assessments and or completion of site evaluations that social distancing cannot be maintained for an Installation

and or Service Activities, it is the expectation that the path identified in DD4648640 Covid-19 Escalation Process be utilized.

- This escalation process will identify applicable controls including the use of Engineering, Administrative and Work Practice controls to reduce exposure during the work activities.
 - The identification of and use of additional Personal Protective Equipment will be a component of the Escalation process review.
- x. Ongoing site evaluations will be completed to ensure that social distance is being completed.
- On-site evaluations will be completed by an onsite Installation Supervisor or by an individual elected by the Installation Supervisor.
 - If deficiencies regarding social distancing are identified procedures listed in the Risk Assessment process will be followed.

G. Sanitization – To ensure effective site sanitation Daktronics expects the following Sanitization practices to be followed while on site:

- i. High pedestrian traffic, high-touch areas will be disinfected daily and or after the completion of work activities.
- ii. Washing your hands is an effective practice to mitigate exposure risk to Covid-19. Elements to be maintained to encourage effective hand washing include:
 - The availability of hand washing stations must be a component of the risk assessment process.
 - Following CDC guidance Daktronics request employees, Subcontractors and Service Partners clean their hands often such as arrival at the worksite and prior to departing.
 - It is expected that site be equipped with appropriate hand washing stations.
 - The preferred method to washing your hands is to use soap and water for at least 20 seconds.
- iii. If hand washing stations are not available it is the expectation that employees, Subcontractor and Service Partners be equipped with disinfecting hand sanitizers.
 - Subcontractor and service partners would be responsible for providing their own disinfecting hand sanitizer.
 - Soap and water should be used preferentially if hands are visibly dirty.
- iv. In addition to the prescribed sanitation plans Employee, Subcontractors and Service Partners are required to follow the additional hygiene plans:
 - Daily Cleaning of Equipment and Tools
 - Daily Cleaning of Connex/Onsite storage, Offices Trailers and Trade Changing rooms
 - Shared equipment such as forklift, hoist etc. will be cleaned after each use and or daily.
 - Eliminate touching of forms and permits when possible. Do not share pens / pencils.

- H. Personal etiquette – Personal etiquette practices can be used to minimize the risk of exposure to Covid-19. It is the expectation that all Daktronics personnel, Subcontractors and Service Partners follow personal etiquette practices and procedures identified by the CDC.
- i. Personal Etiquette practices implemented by the Employee, Subcontractor and or Service Partner must be identified on the Risk Assessment completed for the job site.
 - ii. Personal Etiquette practices implemented to Mitigate Risk include:
 - Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. Most often, the spread of germs from person- to-person happens among close contacts (within 6 feet).
 - Avoid touching your face with unwashed hands. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth
 - To encourage social distancing and personal etiquette do not congregate in lunch areas or in groups more than 10 and maintain a minimum 6 feet of social distancing.
 - Do not share tools if possible. Use proper cleaning methods between users if they are shared. Individuals working with equipment at a customer’s site are to sanitize equipment before starting work or between use of another individual.
 - Do not share personal protection equipment (PPE).
 - Ensure used PPE is disposed of properly.
 - Utilize disposable gloves where appropriate; instruct workers to wash hands after removing gloves.
- I. Training and Education – To ensure effective employee protection, proper training and education is fundamental. All Daktronics employees will receive Covid-19 specific training. In addition, the following additional elements must be maintained:
- i. It is the responsibility of the Subcontractor and Service Partner to ensure that all their employees are trained in Covid-19 safety procedures and practices.
 - ii. Job Site specific Covid-19 risk reduction procedures identified in Risk Assessments will be integrated into daily Toolbox meetings.
 - iii. Employees, Subcontractors and Service partners will receive training on contact tracing requirements.
 - iv. Employees, Subcontractors and Service partners will receive training on Job Site Health requirements and Daktronics Illness practices.
 - v. Sanitation requirements and expectations.
 - vi. Covid-19 exposure reporting procedures.
 - vii. Daktronics Cloth Face Cover requirements
 - viii. Job Site Covid-19 Personal Protective Equipment requirements which have been identified on the completed Risk Assessment
 - ix. Social Distancing requirements
 - x. Personal etiquette requirements
- J. Travel - Daktronics has implemented travel restrictions which vary by location. We encouraged employees to minimize travel for only essential activities. Employees are

required to report to supervisors about their travels before returning to any Daktronics facility where screening will determine if the employee may return.

- K. Customer site safety – Employees, Service Partners and Subcontractors for Daktronics are encouraged to provide remote customer support where possible. If an Employee, Service Partner or Subcontractor plans to go to site, Daktronics requires a pre-visit screening to ensure it is a safe place to conduct work and appropriate action has been taken by the site owner to mitigate the risk of spreading COVID-19. During the pre-visit call, talking points and questions that should be asked to the customer include.
- i. Are the facilities available for service?
 - ii. Are there any new COVID-19 concerns and/or anyone experiencing symptoms at the site that have not been reported to Daktronics?

Information determined in during the pre-visit screen must be incorporate into the Risk Assessment with any escalations following procedures identified in DD4648640.

US GUIDANCE FOR COVID19 ILLNESS OR EXPOSURE

Scenario 1

- Employee (regardless of vaccination status) [has symptoms](#), **OR**
 - Medically directed to test **OR**
 - Has tested positive
- *For work site or other requirements contact your HR partner

- Stay/Go home (If traveling for work contact your HR partner)
- [Self-quarantine](#)
- Contact your medical provider for guidance (care and returning to work on campus or from home)
- Inform supervisor ASAP of medical provider's guidance; work from home may be approved

Supervisor initiates Contact Tracing Review, Contacts HR ([Contact Tracing Guidance](#)) Management/HR/Safety will provide guidance when coworkers/customers/vendors will be notified

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Scenario 2

- Employee exposed
- Has tested positive for COVID but is *past 90 days* from initial illness **AND/OR**
 - Is *not fully** vaccinated

- Stay/Go home, no in person work
 - (If traveling for work contact your HR partner)
- Contact medical provider for care and returning to in person work **OR**
- At a minimum follow [CDC](#) guidance (follow [Local](#) guidance if more stringent)

From last day of contact, CDC's return to work options if asymptomatic during quarantine

 - After 7 days with a neg test result from day 5 or later; *medical note required* **OR**
 - After 10 days with no testing
- Work from home may be approved.
- Inform supervisor ASAP of medical guidance and/or if conditions change (e.g. employee develops symptoms)

*Fully vaccinated = minimum of 14 days after last vaccination shot

Scenario 3

- Employee exposed
- Is *fully** vaccinated **OR**
 - Has tested positive for COVID *within the prior 90 days*
 - THEN**
 - If *symptomatic* follow Scenario 1 guidance
 - If *asymptomatic* follow guidance below

- May return to in person work
- Continue to self-monitor
- Wear a mask if desired
- Stop work and alert Supervisor immediately if symptoms arise

What is EXPOSED?

- "Exposed" is meeting one or more of the following criteria as a result of contact with someone presumed positive, tested positive or exhibiting COVID-19 symptoms*
- **Within 6 ft for 15 min within a 24-hour period***
 - Direct physical contact – (hugging, kissing)
 - Shared eating or drinking utensils
 - Contact with respiratory secretions (cough/sneeze)

Section 26: Legal Registry

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 Safety Executive -

c. Ireland

i. Health and Safety Authority

d. Australia – New South Wales

i. NSW Government

Appendix A: Australia Site Safety and Health Program

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

[Daktronics HSEMP Document](#)

