

Mora-San Miguel Electric Cooperative, Inc.

Hazard Recognition and Reporting Policy

Board Policy No. 223

PURPOSE: This policy is designed to comply with regulatory entities in the safety and training of employees as to provide a safer workplace, as well as, a safer more reliable electrical system to the public. This policy provides a means of reporting, tracking and documenting corrected hazards.

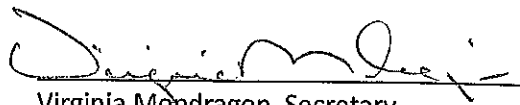
Employees Responsibility: All MSMEC employees are required to report hazards when notified by others or observed while on duty or off duty. Hazards reported while on duty shall be reported to Operations. High priority hazards observed while off duty shall be reported to dispatch or the MSMEC employee on call. Low priority hazard observed while off duty shall be reported to Operations the next work day. Hazards reported are to be recorded on proper forms "trouble tickets" upon reporting or the next work day.

Policy Description: This policy aids in the recognition, reporting, correcting and documenting of hazards and promotes the continual training of MSMEC employees.

Compliance Requirements: All MSMEC employees are required to be trained at least annually in hazard recognition and shall become proficient in reporting electrical hazards in the field.

Non Compliance: MSMEC Employees trained in hazard recognition are required to comply with Board Policy No. 223. Failure or resistance to comply shall result in coaching sessions, verbal warnings, including suspensions.

Presented to Board: November 22, 2019
Final Approval: December 30, 2019
Effective: December 30, 2019


Virginia Mondragon, Secretary