

MORA SAN MIGUEL ELECTRIC COOPERATIVE, INC.
EQUIPMENT USE AND PARKING PROCEDURES
POLICY NO. 412

SUBJECT: MSMEC Equipment (Vehicles, Pickups, Bucket Trucks, Digger Trucks, Trailers, 4x4's and Trenchers) is provided to qualified operators to aid in providing service and maintenance throughout MSMEC's service territory.

USE: All MSMEC employees who are assigned to operate MSMEC equipment shall be properly trained and licensed to operate said equipment and shall be insurable by the Company's Insurance carrier. Equipment shall be operated in accordance with manufactures standards, MSMEC rules, regulations and all applicable laws governing operating such equipment shall be adhered to at all times while operating, parking and storing said equipment. MSMEC's vehicles are equipped with GPS tracking devices.

IDENTIFICATION: MSMEC equipment shall be identified with Company logos and unit numbers so as to identify as MSMEC's. Vehicles shall be identified by the unit number assigned. Only company issued decals shall be placed on MSMEC's equipment.

CLEANLINESS: MSMEC equipment shall be washed and detailed occasionally when weather conditions permit or shortly after use in conditions where mud and grime build up on the undercarriage and body. Detail means vacuuming/sweeping interior/cabs, clearing cab, boxes, and compartments of discarded items and trash. Cab area shall remain clean and clear of debris at all times to insure safe operation of said equipment. Storing personal items in cabs to conduct personal business in company equipment on company time is prohibited.

TOOLS AND MATERIALS STORAGE: Tools and materials mounted on or placed on equipment shall be stored and secured in an appropriate location on the equipment. Tools requiring covering or shielding from the elements shall be covered with the manufactures issued covers/shields or guards. Loose unsecured materials or tools are prohibited from being placed in the operator's cab while in operation.

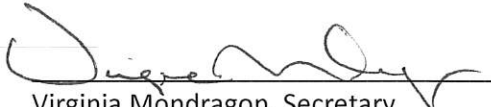
SAFETY: MSMEC equipment shall have mounted an appropriate sized Fire Extinguisher and an approved First Aid Kit. These items shall be secured on the equipment in a location that is accessible and marked accordingly. Equipment (Pickups, Bucket Trucks, Digger Trucks and Trailers) shall also be equipped with chock blocks/cones for use while equipment is parked, anchored or stored. Chock Blocks and cones shall be stored on equipment in a designated location. Bucket Trucks and diggers shall be equipped with Out-Rigger Pad and stored in a designated location on the unit. Chock Blocks shall be properly placed when equipment is parked, anchored or stored. Chock Blocks are to be properly place when parking, anchoring or storing Bucket Trucks, Diggers and Trailers. Cones shall be placed at the rear of pickups/driver's

side when units are parked during the course of business day or night. Out Rigger pads shall be used when utilizing landing gears at work sites. Replacement of worn or lost Chock Blocks, Cones and Out-Riggers shall occur when necessary. Working Foremen are responsible for requesting replacements from Operations

MAINTENANCE: MSMEC equipment shall be maintained as per manufactures recommendations. Operations Managers shall arrange for regular maintenance of all equipment used in the Mora and Pecos areas. Records of maintenance, and repairs shall be retained in the Operations Managers office. Records for maintenance and repairs to each piece of equipment/unit shall be retained in a unit file.

Damage Reports: MSMEC equipment that is damaged during the use or transporting shall be reported immediately to Operations Manager. A MSMEC Incident Report shall be filled out and submitted to Human Resource so that it may be scheduled for review by the MSMEC Safety Committee.

Presented to Board: November 30, 2020
Final Approval: December 29, 2020
Effective: December 29, 2020



Virginia Mondragon, Secretary