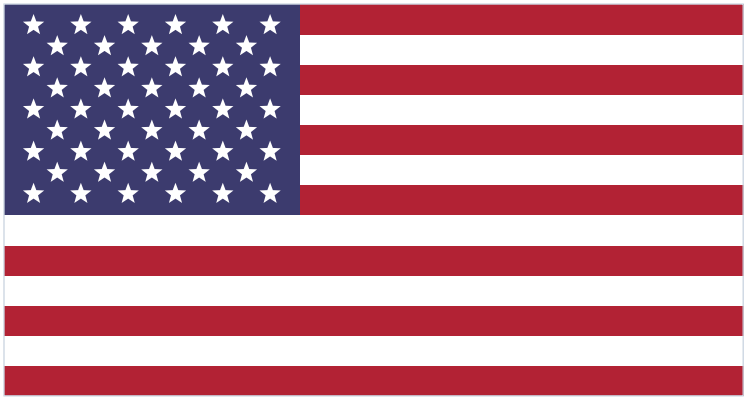

J&J LINE SERVICES

OVERHEAD & UNDERGROUND

TELECOMMUNICATIONS SAFETY MANUAL

Standard Practice · Field Operations · Utility Construction

Utility Construction · Veteran Owned · Isaiah 54:17

Rev 1.0 | May 2026 | Auburn, AL

EMERGENCY: 911 | OSHA: 1-800-321-OSHA | 811 CALL BEFORE YOU DIG

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01
COMPANY SAFETY POLICY & PURPOSE

The Foundation of Every Job

J&J Line Services is committed to providing a safe and healthful work environment for every employee, subcontractor, and member of the public who may be affected by our operations. Safety is not a priority that can be traded off against production — it is a core value woven into every task we perform.

This manual establishes the minimum safety standards and practices applicable to all overhead and underground telecommunications construction activities performed by J&J Line Services personnel. Compliance with this manual is mandatory for all field employees.

1.1 Purpose

The purpose of this Safety Manual is to:

- Establish clear safety policies and procedures for all field operations.
- Ensure compliance with applicable federal and state regulations including OSHA 29 CFR 1910 and 1926, the National Electrical Safety Code (NESC), and applicable state utility commission standards.
- Minimize risk of injury, illness, property damage, and environmental harm.
- Promote a culture of personal accountability and proactive hazard identification.

1.2 Scope

This manual applies to all J&J Line Services employees engaged in overhead aerial construction, underground utility construction, fiber optic installation, splicing, and associated telecommunications field work.

1.3 Management Commitment

Company leadership fully supports the goals of this safety program and is responsible for providing the resources, training, and equipment necessary to ensure the safety of all personnel. No production deadline or customer demand shall override a legitimate safety concern.

■ WARNING: Failure to follow the safety practices outlined in this manual may result in disciplinary action up to and including termination.

02
EMPLOYEE RIGHTS & RESPONSIBILITIES

Know Your Rights. Own Your Safety.

2.1 Employee Rights

All J&J Line Services employees have the right to:

- Work in an environment free from recognized hazards.
- Refuse work they reasonably believe poses an imminent danger to themselves or others.
- Request safety training, equipment, or clarification on procedures without fear of retaliation.
- Report unsafe conditions or near-misses without reprisal.
- Access the company's written safety programs and OSHA 300 logs upon request.

2.2 Employee Responsibilities

Every employee is expected to:

- Follow all safety rules, procedures, and instructions provided by supervisors.
- Wear required PPE at all times in designated work areas.
- Inspect tools and equipment before each use; remove and tag out any defective equipment.
- Report all injuries, illnesses, near-misses, and unsafe conditions to their supervisor immediately.
- Participate in tailboard/safety briefings at the start of every job.
- Maintain situational awareness and stop work if an uncontrolled hazard is identified.

2.3 Foreman / Crew Leader Responsibilities

- Conduct and document a tailboard briefing before each job begins.
- Ensure all crew members are trained and qualified for the assigned tasks.
- Verify that all required permits, utility locates, and traffic control are in place before work begins.
- Enforce PPE compliance and all safety rules without exception.
- Immediately stop work and notify management if an unsafe condition cannot be corrected in the field.

■ *NOTE: STOP WORK AUTHORITY: Any employee may and should stop work if they believe a task presents an imminent danger. This authority is absolute and non-punishable.*

03
OVERHEAD (AERIAL) WORK SAFETY
Pole Climbing · Bucket Trucks · Aerial Strand

3.1 General Aerial Work Requirements

- All employees working at heights above 4 feet must be protected from falls by a personal fall arrest system (PFAS), safety belt (positioning), or other approved fall protection.
- A tailboard briefing identifying specific aerial hazards must be conducted before each aerial job.
- Never work on or near energized lines without express authorization and proper rubber insulating PPE.

3.2 Pole Inspection

Before climbing any utility pole, the following inspection steps are required:

- Visually inspect the pole base for rot, cracks, woodpecker damage, and ground-line deterioration.
- Probe the base of the pole with a sharp instrument; soft or hollow wood indicates decay — do not climb.
- Inspect pole for excessive lean (>2% of height or greater than approved limits).
- Check for foreign objects, nests, sharp wire ends, and existing hardware that may interfere with climbing.
- Inspect any existing attachments for structural integrity before adding load.

■ WARNING: Never climb a pole without conducting a full base and visual inspection. Decayed poles can fail without warning.

3.3 Climbing Safety

- Use only approved climbers (gaffs/hooks) that are properly fitted, inspected, and sharp.
- Maintain three points of contact at all times while ascending or descending.
- Attach positioning lanyard (body belt and strap) before performing any work at height.
- Never work above another climber on the same pole without both parties' awareness.
- Use a handline or equipment bag for raising and lowering tools — never carry tools in your hands while climbing.

3.4 Aerial Lift / Bucket Truck Operations

- Only trained and authorized personnel may operate aerial lifts (bucket trucks).
- Inspect the unit per the manufacturer's checklist before each use. Do not operate defective equipment.
- Set outriggers fully before raising the boom; ensure level ground or use cribbing.
- Workers in the bucket must wear a full-body harness secured to the boom anchor point at all times.
- Never exceed the rated capacity of the bucket. Do not use the bucket as a crane unless specifically rated for such.
- Maintain minimum OSHA/NESC approach distances from energized conductors at all times.

3.5 Minimum Approach Distances — Energized Lines

Voltage (Phase-to-Phase)	Unqualified Person Min. Approach	Qualified Person Min. Approach
< 300 V	Avoid contact	Avoid contact
300 V – 750 V	3 ft 6 in	Qualified only
750 V – 15 kV	Restrict / De-energize	2 ft 1 in

15 kV – 36 kV	Restrict / De-energize	2 ft 4 in
36 kV – 46 kV	Restrict / De-energize	2 ft 7 in
46 kV – 72.5 kV	Restrict / De-energize	3 ft 1 in

■ **WARNING: Telecommunications workers are not qualified electrical workers unless specifically trained and authorized. Maintain clearances at all times. If in doubt, contact the utility owner before proceeding.**

3.6 Strand, Lashing & Aerial Cable Work

- Inspect all strand, hooks, and attachment hardware before beginning aerial work.
- Never exceed the rated loading capacity of the strand, pole hardware, or attachment points.
- Use flagging, rope, or buddy system to prevent cable reels from rolling unexpectedly.
- Maintain required vertical clearances over roads, railways, and other utilities per NESC standards.
- Wear leather gloves and safety glasses when handling strand — sharp ends and flying debris are a constant hazard.

04
UNDERGROUND WORK SAFETY
Excavation · Boring · Conduit · Confined Space

4.1 Call 811 — Mandatory Utility Locate

A valid 811 utility locate ticket MUST be obtained before any underground excavation or boring begins. This is a legal requirement in all 50 states and is non-negotiable.

- Contact 811 a minimum of 3 business days (or as required by state law) before digging.
- Retain the ticket number on site for the duration of the job.
- Verify that all utilities have been marked before excavation begins.
- Hand-dig within 18 inches of any marked utility.
- If marks are unclear or absent, contact the locating company again before proceeding.

■ WARNING: Striking an underground utility can cause electrocution, gas explosions, flooding, or communication outages. Never assume an area is clear without a valid locate ticket.

4.2 Excavation & Trenching Safety

- Excavations 5 feet or deeper require a protective system: sloping, shoring, or a trench box (shield).
- Conduct a daily inspection of excavation walls before entering. Additional inspections are required after rain or any change in conditions.
- Keep spoil piles at least 2 feet from the edge of the excavation.
- Provide a safe means of egress (ladder or ramp) for any excavation 4 feet or deeper, located within 25 feet of workers.
- Never enter an unprotected excavation 5 feet or more in depth.
- Barricade and mark all open excavations with warning tape, cones, or barriers.

4.3 Directional Boring (HDD) Safety

- Verify all underground utilities are marked and bore path is clear before starting.
- Maintain continuous communication between drill operator and locator during bore.
- Wear cut-resistant gloves when handling drill rod; never grab a rotating drill string.
- Keep all personnel out of the bore path and away from drill rod connections during operation.
- Inspect drill rods, housing, and connections for wear before each use.
- Have a spill kit available when using drilling fluid (bentonite); contain and clean up any inadvertent returns.

4.4 Confined Space Entry

Manholes, vaults, underground pull boxes, and similar structures may qualify as permit-required confined spaces (PRCS).

- Test the atmosphere before entering any underground structure: oxygen, flammable gases, and toxic gases (H■S, CO).
- Oxygen must be 19.5% – 23.5%; do not enter outside this range without supplied-air respirator.
- If flammable/explosive atmosphere is detected: ventilate, retest, and do not enter until safe.
- Always assign an attendant to remain outside the space during entry.
- Have a rescue plan and equipment in place before entry begins.

- Never use open-flame tools or spark-producing equipment near confined space openings.

■ *NOTE: Never ventilate a confined space with oxygen — use clean air only. Pure oxygen creates an extreme fire and explosion hazard.*

05
PERSONAL PROTECTIVE EQUIPMENT

Minimum PPE Standards — All Field Operations

The following PPE is required for all J&J Line Services field personnel. PPE must be inspected before each use. Damaged or expired PPE must be removed from service immediately and replaced.

PPE Item	Required For	Standard / Class
Hard Hat	All field work	ANSI Z89.1, Class E
Safety Glasses / Goggles	All field work	ANSI Z87.1
Hi-Vis Safety Vest	All roadway / traffic areas	ANSI/ISEA 107 Class 2 or 3
Safety-Toe Boots	All field work	ASTM F2413, EH rated
Gloves – Leather	Strand, cable, tool use	Cut Level A4 minimum
Gloves – Rubber Insulating	Near energized conductors	ASTM D120, Class 00 minimum
Fall Protection Harness	Work above 4 ft	ANSI Z359.1 full-body harness
Face Shield	Grinding, splicing, saw use	ANSI Z87.1
Hearing Protection	Power tools, generators	NRR 25+ as required
Respirator / Dust Mask	Dust, solvent, confined space	NIOSH N95 or higher as req'd
Knee Pads	Ground-level splicing	As needed

■ WARNING: PPE is the LAST line of defense — engineering controls and work planning come first. Wearing PPE does not eliminate a hazard.

5.1 Inspection & Replacement

- Hard hats: Replace after any impact, if cracked, or per manufacturer's expiration date.
- Rubber insulating gloves: Electrically test every 6 months or after any suspected overexposure.
- Fall protection harness: Remove from service after any fall arrest event — do not re-use.
- Safety glasses: Replace if lenses are scratched, cracked, or coating is degraded.

06
TRAFFIC CONTROL & ROADWAY SAFETY

MUTCD Compliant — Work Zone Protection

6.1 General Requirements

Any work performed within or adjacent to a public roadway requires an approved Traffic Control Plan (TCP) in accordance with the MUTCD (Manual on Uniform Traffic Control Devices) and applicable state DOT requirements.

- Obtain all required permits and approvals before lane closures or roadway work begins.
- Deploy all required signs, cones, barricades, and flaggers before work begins — not after.
- All personnel in roadway areas must wear ANSI Class 2 or Class 3 hi-vis garments at all times.
- Maintain a clear, unobstructed path for emergency vehicles at all times.

6.2 Work Zone Setup Sequence

- 1. Advance warning signs placed at required distances from work zone.
- 2. Transition tapers (merge) established with cones per MUTCD spacing.
- 3. Buffer space and work zone clearly delineated.
- 4. Termination area established with END ROAD WORK sign.
- 5. Flaggers positioned and in contact (two-way radio required for blind curves).

6.3 Flagger Requirements

- Flaggers must be trained and hold a current flagger certification.
- Use a STOP/SLOW paddle — never use hands alone.
- Wear Class 3 hi-vis vest, hard hat, and safety glasses.
- Maintain eye contact with drivers; never turn your back on traffic.
- Position yourself off the roadway when not actively flagging.

■ WARNING: Being struck by a vehicle is one of the leading causes of fatality in utility construction. Traffic control is not optional — it is life safety.

07
VEHICLE & EQUIPMENT SAFETY
Pre-Use Inspection · Operation · Maintenance

7.1 Pre-Use Vehicle Inspection

All company vehicles and equipment must be inspected at the start of each work day using the approved pre-trip inspection checklist. Defects must be reported and corrected before the vehicle is placed in service.

- Check tires, fluid levels, lights, mirrors, wipers, horn, and brakes.
- Inspect coupling devices (trailer hitches, pintle hooks) for wear and security.
- Test all aerial lift controls, outriggers, and emergency lowering functions.
- Verify fire extinguisher is present, charged, and accessible.
- Check first aid kit and emergency equipment.

7.2 Safe Driving Requirements

- No mobile phone use while driving — use hands-free only when legally permitted.
- Seat belts are mandatory for all occupants at all times.
- Obey all posted speed limits and traffic laws.
- Never drive while fatigued. Report fatigue to your supervisor.
- Conduct a 360-degree walk-around before moving any vehicle.
- Use a spotter when backing in congested areas or when visibility is limited.

7.3 Equipment & Tool Safety

- Use only tools and equipment you are trained and authorized to operate.
- Inspect hand tools and power tools before each use; remove defective tools from service.
- Guard all rotating and cutting parts; never remove guards during operation.
- Secure all tools and equipment during transport — unsecured loads are a hazard to others on the road.
- Store fuel, solvents, and flammable materials in approved containers away from ignition sources.

08
ELECTRICAL SAFETY & LOCKOUT/TAGOUT

Energy Control · LOTO · Grounding

Electrical hazards are present throughout telecommunications construction — from power supply equipment to joint-use poles with energized utility conductors. All employees must understand and respect electrical hazards regardless of their primary trade.

8.1 General Electrical Safety Rules

- Treat all conductors as energized unless verified de-energized and grounded by the owning utility.
- Maintain OSHA/NESC minimum approach distances from energized conductors (see Section 3.5).
- Never work in rain or wet conditions near energized equipment without appropriate insulating PPE.
- Use only double-insulated or properly grounded electric tools.
- Inspect extension cords before use; remove any cord with damaged insulation, exposed wire, or a missing ground pin.

8.2 Lockout / Tagout (LOTO) Procedures

LOTO procedures apply whenever work is performed on equipment that could be accidentally energized or released, causing injury:

- Notify affected personnel before beginning LOTO.
- Identify all energy sources (electrical, mechanical, pneumatic, hydraulic, gravity).
- Shut down equipment using normal stopping procedures.
- Isolate all energy sources using approved disconnects, valves, or blocks.
- Apply personal lock(s) and tag(s) — each worker applies their own lock.
- Release or restrain stored energy (bleed pressure, lower suspended loads, block gravity energy).
- Verify zero energy state before beginning work.
- Re-energize only after all locks are removed and all personnel are clear.

■ **WARNING: Only the person who applied a lockout lock may remove it. Never remove another worker's lock.**

09
HAZARD COMMUNICATION (HazCom / GHS)

Right to Know · SDS · Chemical Safety

J&J Line Services is committed to ensuring all employees are informed about chemical hazards they may encounter on the job. This program complies with OSHA 29 CFR 1910.1200 (HazCom Standard).

9.1 Safety Data Sheets (SDS)

- An SDS must be available for every hazardous chemical used on the job site.
- Employees have the right to review SDS for any chemical they work with.
- SDS binders are maintained in company vehicles and at the main office.

9.2 Container Labeling

- All chemical containers must be labeled with the product name, hazard warnings, and supplier information.
- Never remove or deface chemical labels.
- Secondary containers must be labeled if the contents will not be used immediately by the person transferring the chemical.

9.3 Common Chemicals in Telecom Construction

- Cable lubricant / pulling compound — skin/eye irritant; use gloves and glasses.
- Isopropyl alcohol (fiber cleaning) — flammable; no open flames.
- Dielectric grease — generally low hazard; avoid eye contact.
- Epoxy/adhesives (splice enclosures) — follow SDS; use in ventilated area.
- Diesel fuel — flammable, toxic; use proper containers and spill prevention.
- Drilling fluid (bentonite) — low toxicity; manage spills to prevent environmental impact.

10
EMERGENCY ACTION PLAN
Prepare · Respond · Recover

10.1 Emergency Contact Numbers

Emergency	Number
Emergency / 911	911
OSHA Hotline	1-800-321-OSHA (6742)
Poison Control	1-800-222-1222
811 Dig Safe	811
Company Safety Contact	Contact your Foreman / Supervisor

10.2 Injury / Medical Emergency Response

- Call 911 immediately for life-threatening injuries.
- Provide first aid within your level of training while help is summoned.
- Do not move an injured person unless they are in immediate danger.
- Notify the foreman and company management immediately.
- Secure the scene and preserve evidence for incident investigation.
- Complete an incident report form within 24 hours.

10.3 Utility Strike Emergency

- GAS LINE STRIKE: Evacuate immediately — do not use phones, lighters, or any spark source. Call 911 and the utility from a safe distance.
- POWER LINE STRIKE: Do not touch equipment — assume it is energized. Warn bystanders. Call 911 and the utility company.
- WATER/SEWER STRIKE: Stop work, contain spill if safe, call utility and supervisor.
- FIBER/TELECOM STRIKE: Stop work, document, and notify supervisor and utility owner.

10.4 Fire Emergency

- Evacuate the area. Alert all crew members.
- Call 911 immediately.
- Use a portable fire extinguisher only if the fire is small, confined, and you have a clear exit.
- Meet at the designated assembly point. Account for all personnel.

11
INCIDENT REPORTING & INVESTIGATION

Report It. Learn From It. Prevent the Next One.

All workplace injuries, illnesses, near-misses, property damage, and vehicle accidents must be reported to a supervisor immediately — regardless of severity.

11.1 What to Report

- Work-related injuries or illnesses, including first-aid-only cases.
- Near-misses — events that could have resulted in injury but did not.
- Property damage to company, customer, or third-party property.
- Vehicle accidents, regardless of fault or severity.
- Environmental spills or releases.

11.2 Reporting Timeline

- Immediately: Notify foreman / supervisor of any injury or emergency.
- Within 24 hours: Complete and submit a written Incident Report Form.
- Within 8 hours (OSHA requirement): Report any work-related fatality to OSHA.
- Within 24 hours (OSHA requirement): Report any in-patient hospitalization, amputation, or eye loss to OSHA.

11.3 Incident Investigation

J&J Line Services conducts a root cause investigation for all recordable incidents, near-misses, and significant property damage events. The goal of investigation is correction and prevention — not blame.

- Preserve the scene until the investigation is complete.
- Interview all witnesses as soon as possible.
- Document equipment conditions, weather, lighting, and task details.
- Identify contributing factors and root causes.
- Develop and implement corrective actions before resuming the same task.

■ *NOTE: Retaliation against any employee for reporting an injury or unsafe condition is strictly prohibited and will result in immediate disciplinary action.*

12
DRUG & ALCOHOL POLICY

Zero Tolerance — Safety Sensitive Operations

J&J Line Services maintains a drug-free workplace in compliance with applicable federal and state laws. The use, possession, distribution, or sale of alcohol or controlled substances on company property, in company vehicles, or during work hours is strictly prohibited.

12.1 Prohibited Conduct

- Reporting to work under the influence of alcohol or any controlled substance.
- Consuming alcohol or controlled substances during work hours or on company premises.
- Possessing, distributing, or selling controlled substances in the workplace.
- Refusal to submit to required drug or alcohol testing.

12.2 Testing Requirements

- Pre-employment: Required for all new hires prior to beginning work.
- Post-accident: Required following any work-related accident or near-miss.
- Reasonable suspicion: Required when a supervisor has documented observations of impairment.
- Random: Conducted on a random unannounced basis for safety-sensitive positions.

12.3 Prescription Medications

Employees taking prescription medications that may impair their ability to safely perform their duties must notify their supervisor before starting work. Medical information will be kept confidential. Job accommodation or temporary assignment will be explored.

■ WARNING: Violation of the drug & alcohol policy will result in immediate removal from the worksite and may result in termination. There are no exceptions for safety-sensitive positions.

EMPLOYEE ACKNOWLEDGMENT & SIGN-OFF

Manual Receipt & Compliance Acknowledgment

I, the undersigned, acknowledge that I have received, read, and understand the J&J Line Services Overhead & Underground Telecommunications Safety Manual. I agree to comply with all safety policies, procedures, and rules contained herein as a condition of my employment. I understand that failure to comply may result in disciplinary action up to and including termination. I further acknowledge that I have had the opportunity to ask questions and that all questions have been answered to my satisfaction.

Employee Information

Employee Full Name (Print): _____ **Signature:** _____ **Date:** _____

Job Title / Classification: _____ **Employee ID / Badge #:** _____ **Hire Date:** _____

Supervisor Acknowledgment

Supervisor Name (Print): _____ **Supervisor Signature:** _____ **Date:** _____

Original: Company Safety File · Copy: Employee · J&J Line Services · Rev 1.0 | May 2026