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## **PERSONNEL AND BUSINESS OPERATIONS POLICIES**

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### **1. ATTENDANCE AND PUNCTUALITY:**

It is the Policy of this company to encourage habits of good attendance and punctuality. We recognize there are times when occasional absences become necessary and appropriate. However, patterns of chronic absence or tardiness undermine the company's ability to adequately perform its tasks and will jeopardize an employee's good standing within the company. If an employee's attendance record falls below the attendance level indicated below, the individual's employment may be terminated on the basis of poor attendance. The following guidelines and procedures have been established to define satisfactory employee attendance in relation to this company.

- 1) An employee's attendance record is generally considered satisfactory if it does not drop below an annual rate of 90% of expected attendance. This means that an employee may obtain excused absences up to an average of one day per ten regular workdays over the course of

one year (or approximately 26 work days a year) before the employee's attendance record will be considered unsatisfactory.

- 2) A regular work day is Monday through Friday except the following seven Holidays:
  - New Years Day (January 1<sup>st</sup>)
  - Memorial Day (last Monday of May)
  - Independence Day (July 4<sup>th</sup>)
  - Labor Day (first Monday of September)
  - Thanksgiving Day (fourth Thursday of November)
  - Friday following Thanksgiving Day
  - Christmas (December 25<sup>th</sup>)
- 3) Any Friday or Monday which is observed as one of the holidays listed above shall not be considered as a regular workday.
- 4) Employees who are absent from work for three consecutive days without good cause and without giving adequate notice to the company shall be considered as having quit.
- 5) Giving adequate notice of a planned absence means informing the employee's direct supervisor or calling notice into the 24-hour switchboard operator. Notice of a planned absence or leave of absence should be given several days in advance if possible.
- 6) An employee is considered tardy when the employee is not available or ready to begin his/her shift at his/her designated work location at the pre-arranged starting time. An employee's punctuality record is generally considered satisfactory if it does not drop below an annual rate of 90%. This means an employee may be tardy or late an average of once per ten work periods over the course of one year before the employee's attendance record will be considered unsatisfactory.
- 7) The prescribed starting time of a normal regular workday is 8:00 A.M. The prescribed starting time of other work periods are arranged in advance between the employee and the supervisor. It is the policy of this company to place start times on ¼ hour clock positions.
- 8) Try to arrange your arrival at the time of or before your prescribed work start time. Employees who report for work more than 5 minutes after their prescribed start time and who have not notified their supervisor of their expected tardiness will be considered "late to work" and may lose their work assignments for the balance of the workday. Those employees assigned to projects after having arrived late will be paid only for the time they actually work rounded to the nearest ¼ hour.
- 9) An absence resulting from any of the following causes shall be deemed as an authorized absence under this Policy and not reflected in the employee's attendance record:
  - Sickness or accident resulting in temporary disability of the employee or a member of his immediate family.
  - Death in the employee's immediate family.
  - Marriage of the employee or a member of his immediate family.
  - Birth of a child to the wife of an employee.
  - Personal business which cannot be conducted outside of normal working hours when approved in advance by management.
  - Jury duty or testifying as a witness in a judicial proceeding.
  - Voting in local or national elections.

- Religious observance required by the employee's religion or faith-based organization.
  - Early closing of the Company.
  - Participation in community or charitable projects when approved in advance by management.
- 10) Immediate family means the employee's spouse, brother, sister, parents, children, father-in-law, mother-in-law, and any member of the employee's household.
- 11) Employee's are not permitted to work overtime or beyond the normal working hours assigned to them for the purpose of making up time lost due to tardiness or absence unless such work assignments are both authorized by a supervisor and supported by a bona-fide production need.
- 12) Unexcused absence or tardiness means there was no authorization, and that no reasonable attempt was made to contact the Company for the purpose of arranging for or otherwise reporting absence or tardiness by the employee. Depending on the circumstances, any unexcused absence may be grounds for termination. Generally, however, if unexcused absences do not exceed an annual rate of 1% (one occurrence per one hundred work days), and if reasonable explanations are subsequently provided by the employee, the company may elect to overlook those occurrences.

## **2. RECORDING WORK CLOCK-IN / CLOCK-OUT TIMES:**

The intent of this policy is to document field employee's work efforts and record the periods of time field workers or other employees dedicate to the projects they are working on. Unless otherwise specified or arranged the following guidelines refer to all contracts and job assignments:

- "Clock-in" or "job-site arrival time" is the moment you turn the ignition "off" after parking your car.
- "Clock-out" or "job-site departure" time is the moment you turn your ignition "on" and start your car to leave the job-site.
- Except for nation-wide facilities management accounts, all contracts and work orders should be signed on first day of job before beginning work. (With national facilities accounts –use the signature protocols specified by the respective facilities service company). If a customer asks why he should sign a work order in advance to starting the job, you can explain to them that the contract grants us written authorization to proceed with the work. Its purpose is to document that an order to proceed was, in fact, placed and the customer is permitting us to begin performing services on their behalf. The service order is only an agreement between Gibbs Bros. and the customer describing the terms of service; it is not a bill or invoice and does not create any liability for unqualified charges.
- If you ever sense confusion or misgivings on the part of the buyer to sign the a contract or work order, you may invite them to call our office; or you may call the shop for them in their presence; or you may excuse yourself and call the shop in private. Customer's should never be pressured into signing any document and are always allowed to decline. If they choose to decline signing the contract, you must contact our office and obtain instruction on whether to start the job without a signature or follow other dispatch orders.
- Have the "clock-in" and "clock-out" times on your work report signed by someone on site, preferably a representative of the buyer. A neutral party is also OK if buyer's representative is not available. If premises is vacant, note "no one on site to sign" on your report. If customer declines signature, note that on work report as well.

### **3. WORK REPORTS POLICY:**

The intent of this policy is to maintain a continuous flow of project performance documentation that supports the efficient processing of customer invoices, employee payroll, and business record keeping critical to the successful operation of the Company. Employee work reports serve as time cards, and establish the time periods upon which payroll is based. The following guidelines should be used when preparing work reports:

- Write work reports while the information is still fresh in your mind (-not days or weeks later).
- Submit work reports and other field documentation promptly so that your payroll checks and the customer's invoices can be produced accurately and on time.

Electricians are encouraged to write and submit their work reports on the ***same day the work was performed***. There are several ways to submit your reports:

- Place completed documents in the work reports tray at the shop office.
- Fax the reports to our fax machine at **323-225-5949**.
- Emailing the reports to <[ItWorks@GibbsElectric.com](mailto:ItWorks@GibbsElectric.com)> or the email address of your supervising staff.

#### **Exceptions:**

- If employee job assignments are arranged where workers do not come to the shop daily, submittal of the job reports for those contracts will be arranged in a manner specifically suited to the management of those projects.
- If you are sick you may delay the reports until you are well enough to come in. However, we ask you to contact the shop by phone and report your hours orally to prevent the company's payroll process from being stalled. Remember, when your hours go unreported, we cannot process your paycheck or invoice the customer.
- If you work late or are too exhausted to write your reports at the end of the day, you may write your reports on the following morning. However, if you are scheduled for a morning dispatch, you will need to come in early enough to complete the previous day's reports to prevent unnecessary delay of your next assignment.
- If you are not able to turn-in your reports for reasons other than above, please contact the shop or the job supervisor about the delay and obtain the additional time needed to complete the reports. Gibbs Bros understands some reports (like surveys, test results, and drawings) can be complex and may require extra time to complete.

***Remember: Gibbs Bros. pays electricians for their report writing time. It is part of your employment requirements and critical to the success of our operation to report your labor. If any employee is unable to report his work, you are encouraged to seek assistance. Gibbs Bros. will attempt to investigate circumstances of employee's difficulties and work out a satisfactory resolution. Gibbs Bros encourages and supports efforts of employees who are linguistically challenged to embark upon an ESL course of instruction or other programs to improve your basic language skills.***

### **4. WHAT TO WRITE ON WORK REPORTS:**

1. Fill out title block (buyer's name; job site address; job number; and report date).

2. Write body of report: Include a work description; a complete material list; and a drawing or sketch of the work completed.
  - **WORK DESCRIPTION:**  
Include what your time and the crew's time was spent working on. Include everything you consider as pertinent information: equipment identification; sizes; model numbers; brand names; dimensions; test results; equipment locations; etc. The reporting task may seem laborious, but you must remember the information you record is important for a lot of reasons: customer invoicing; estimate preparation; return site visits; future jobs reference; liability issues; worker performance assessments, etc.
  - **MATERIAL LIST:**  
List all materials used on the job (including customer-furnished items). Include your receipts if purchased in field. (Even small parts should be listed because they help clarify, complete, and/or corroborate the work description.)
  - **DRAWINGS:**  
Provide sketches or free-hand drawings of your work showing plan view of building, a north sign, Street name, and details identifying how the wiring was laid out. A detailed and complete drawing can substantially reduce the amount of writing needed in the work description and/or materials list portion of the report by identifying parts, sizes, quantities, dimensions, and other information.
3. Obtain signature from customer's representative on the arrival/departure line of work report (or indicate reason signature could not be obtained).
4. Fill out status report (using your initials –not check marks).
5. Fill in your time entries and sign the report. Show each worker's name and time entries rounded to nearest  $\frac{1}{4}$  hour. If you took lunch deduct  $\frac{1}{2}$  hour from time entry –required for work periods of 7 hours or more. Show at least (1) one hour deduction if your work period exceeds 12 hours –state required.

**Below is a list of work task types that should be reported on the daily work report forms (story sheets) whenever these tasks are performed during your work periods:**

- Electrical and mechanical installation and repair work
- Troubleshooting, testing, investigation, and data collection activities
- Jobsite inspections, surveys, and layout work
- Contract supervision, management tasks, and work report writing time.
- Drafting, drawings, blueprints, and diagrams
- Load schedules, calculations, and engineering
- Product and systems research or time taken to study equipment manuals
- Processing permits, licenses, bonds, and insurance requirements
- Estimating time and Sales negotiations (although posted, not usually charged)
- Dedicated travel time to and from job sites
- Deliveries and pick-ups of parts, materials, tools, and supplies (aka: procurement time)
- Pulling parts, purchasing materials, and processing vendor equipment orders
- Collection efforts (time spent collecting customers unpaid invoices)

Hours entered on work reports should be rounded to the nearest  $\frac{1}{4}$  hour clock positions for posting purposes. The total hours posted to an employee's payroll check should always equal

the total number of hours the employee entered on his/her work reports for the jobs he/she was assigned to during that same period of time.

To reduce report writing time (especially for large contract work) you may include on your work reports labor which has accumulated from time periods outside the date of the report. However, be careful to identify on your work report all of these dates, the “start” times, the “finish” times, and the total hours worked for all workers on the project.

Before advancing the document for processing, please examine your working documents for completeness, legibility, accuracy and math errors. The labor component of a contract is the most significant factor affecting earnings of a sale. Remember to record ***all*** your work time. If labor is ***forgotten or missed*** on the work reports it will not be included in your paycheck and it will not be included on customer’s invoice. That means customer payments will not be sufficient to cover the costs we incur –leading to substantial losses that affect us all.

## **5. LUNCH BREAKS AND WORK BREAKS:**

All employers are required by California State Labor Code to provide their employees not less than one ½ hour lunch break plus one 15 minute work break for every 8 hours of work performed. State law does not require employers to pay employees for their lunch time or break time. Gibbs Bros. does ***not*** pay lunch time. We ***do***, however, voluntarily pay for one 15 minute break time.

- If you work a shift extending over 6.75 hours, you ***must*** show a ½ hour lunch break deduction on your work report. If you choose to forego your lunch break, you may compensate for the ½ hour deduction by extending the clock-out time on your work report by ½ hour.
- Employees may combine their ½ hour lunch time and 15 minute break time into a ¾ hour lunch break with a ½ hour labor deduction indicated on the report. Additional breaks may be permitted during the work day; however, if additional breaks are taken during the course of the day, they must be deducted from the total hours reported for payment. Also, to compensate for the loss in job productivity, workers must advise their job supervisors of any additional time taken off beyond the ½ hour lunch and ¼ hour break time.
- Employees who work 10 hours or more may take an additional unpaid 15 minute break (extending total break time to one hour (¼ paid and ¾ unpaid). Employees who work 12 or more hours must show at least one unpaid hour (or) two unpaid ½ hour lunch breaks – extending total standard break time to 1-1/2 hours (1/4 hour paid and 1-1/4 hour unpaid).

## **6. CELL PHONE USE:**

The intent of this policy is to identify the difference between permitted and non-permitted use of cell phones. Employees may use Company furnished or employee owned cell phones.

- Unless the nature of the call is urgent, or unless employee is traveling between job sites in a vehicle, the use of cell phones for non-Company related business (either incoming or outgoing personal calls) is not permitted when employees are “on-the-clock”.
- Examples of urgent personal calls include any call intended for communicating announcements relating to the sort of events listed in item “9” under Policy 1 “Attendance and Punctuality”.
- Personal matter cell phone calls (as well as land-line calls) should only be conducted during non-working periods (break times, lunch breaks, travel time, or after clocking out for the day).

- When operating cell phones while driving a motor vehicle (whether for Company business or for personal use), the driver must employ a hands free listen/talk device (such as a Bluetooth™ Head set). Usage of hand-held instruments while driving a motor vehicle constitutes a California moving traffic violation, is against Gibbs Brothers safe driving policy, and is not permitted on public streets and California highways.

## **7. NO SMOKING POLICY:**

The intent of this policy is to protect employee workplace and living environments from un-wanted first-hand and second-hand cigarette smoke, to promote good manners, and to impart a professional impression upon our clientele.

- Smoking is not permitted on customer's premises or in customer's plain view.
- Smoking is not permitted whenever employees are "on-the-clock".
- Smoking is not permitted inside Gibbs Bros. buildings or any customer buildings unless specifically designated as a "smoking area".
- Extinguished cigarettes must be disposed in ordinary trash containers or ashtrays intended for the purpose. Littering parking lots, planters, truck beds, etc. is not allowed.

Gibbs Bros. will investigate circumstances relating to employee violations of no smoking policy with the intent of producing a mutually satisfactory resolution. Isolated incidences may be overlooked. If violations become blatant and/or recurring, employees may face reprimands, recompense, penalties, suspensions, and/or termination. Gibbs Bros supports and encourages efforts of smoking employees to embark upon a program to quit smoking and achieve enhanced personal health.

## **8. SUBSTANCE ABUSE POLICY:**

This facility complies with the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.). The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substances is strictly prohibited at this facility, its branches, and all company sanctioned facilities. Actions will be taken against employees for violations as required by Government Code Section 8355(a).

### **Drug-Free Workplace Awareness Information:**

1. Drug abuse in this workplace is extremely dangerous to life, limb, and property, and is strictly prohibited during the course of employment or ordinary business.
2. It is the policy of Gibbs Bros. Electric to maintain a workplace free of substance abuse including but, not limited to Benzoylecgonine (Cocaine / Crack / Coke / Crystal Meth); Designer drugs, ecstasy, Opiates (Morphine, Codeine, Heroin); Cannabinoids-50 (Marijuana / Pot / Weed); Alcohol; Amphetamines, Methamphetamine, Methamphetamine-Desoxyn (Uppers / Speed); Phencyclidine (PCP / Angel Dust); Barbiturates, (Amytal, Downers, Nembutal, Phenobarbital, Reds, Red birds, Yellowjackets); LCD, and all other controlled substances.
3. Employees of this company are subject to random drug testing as well as testing for reasonable suspicion.
4. Employees in need of assistance, counseling, or rehabilitation in connection with drug addiction or other substance abuse may be referred to local social services or may contact

the personnel department of this company at 1-800-471-1126 for referrals to counseling and rehabilitation and programs.

5. Employees established to be working on Company time while intoxicated or otherwise in violation of Gibbs Bros. substance abuse policy will be subject to employment suspension, termination, and/or other corrective measures.

## **9. TRANSPORTATION AND VEHICLE USE POLICIES**

The objective of this policy is to maintain a fleet of service vehicles dedicated to serving the operational needs of the company. Management and enforcement of fleet operations, policies, and procedures is coordinated through the Fleet Manager and Field Services Department Manager. Fleet manager will be responsible for vehicle maintenance; Service Department Manager will be responsible for vehicle inventory accounting; vehicle driver assignments, vehicle safety program, and management of employee-owned and operated vehicles (listed below):

- Vehicle maintenance and storage
- Vehicle Driver assignments
- Vehicle inventory accounting
- Vehicle safety program
- Employee-owned and operated vehicles

### **VEHICLE MAINTENANCE AND STORAGE**

It is the policy of this Company to operate a fleet maintenance program administered by the Service Fleet manager which provides reasonable assurance that each vehicle is licensed registered and insured for the uses intended. And that each vehicle is regularly inspected and serviced as necessary to secure safe operation while on public roadways. Unless special arrangement are made, it is the policy of this Company to garage its service vehicles on Company grounds.

### **CURRENT VEHICLE DRIVER ASSIGNMENTS:**

<u>Truck No.</u>	<u>Make / Model</u>	<u>VIN (Vehicle Identification No.)</u>	<u>Lic. Plate No.</u>	<u>Assigned Driver</u>
11	'84 TOYT PU	JT4RN55R8E0019920	5B91984	Antonio Chaj
12	'84 TOYT PU	JT4RN55R2E0067204	5W84644	Mario Campos Sr.
14	'84 TOYT PU	JT4RN55R4E0064708	4B50394	George L. Gibbs III
17	'86 TOYT PU	JT4RN55R5G0185556	3W59282	Carlos Solorzano
19	'83 TOYT PU	JT4RN44D6D1153432	7F05282	Guillermo or Pedro Castillo
21	'85 TOYT PU	JT4RN55D6F0074825	6U78199	Jaime A. Tinoco
(own vehicle)				Jesse Arroyo
(own vehicle)				Cesar Aparicio
(own vehicle)				Guillermo Castillo
(own vehicle)				Juan Garcia
(own vehicle)				Robert A. Gibbs

### **VEHICLE INVENTORY ACCOUNTING**

(under development)

### **VEHICLE SAFETY PROGRAM:**

It is the policy of this Company to promote safe driving habits for all employees who operate Company vehicles and to conduct an ongoing educational program which encourages Company drivers to develop good habits of safe driving. The program is coordinated through the Field Services Department Manager.

DMV reports are obtained at random intervals from the California Department of Motor Vehicles to monitor and track the driving performance of each Company driver. To actively encourage drivers to maintain clean DMV driving records the Service Department Manager may elect to institute, from time to time, a safe driver's incentive program which recognizes those drivers who have maintained clean DMV reports. The rules governing such incentive programs, if any, will be included as a part of this Vehicle Safety Program when such program is in operation.

### **COMPANY POLICY REGARDING EMPLOYEE-OWNED AND OPERATED VEHICLES**

1. Employee shall keep the vehicle insurance policy current, (not allow it to lapse) and employee shall furnish a copy of the insurance certificate to Gibbs Bros. Electric Co., Inc. for the vehicle in use.
2. Employees shall be allowed 55 cents/mile expense reimbursement to defray fuel and vehicle maintenance cost. Beyond this cost allowances, Gibbs Bros. Electric shall not be responsible for any other vehicle expense, maintenance or otherwise.
3. Employee will be required to maintain liability insurance coverage for personal vehicle.
4. If magnetic commercial company signs are issued to employees for advertising, employee shall place signs onto vehicle only upon arriving at job site. And employee shall remove sign from truck on departure from job site. The intent is to not have the signs visible to public or attached to vehicles during travel, but visible for notification purposes only while vehicle is at the job site.
5. Employee agrees to having vehicle and driving record (including DMV reports) reviewed for general safety and vehicle operation fitness. Vehicle must be in reasonable operating condition and appearance. Vehicle must have fire extinguisher, first-aid kit, spare tire, and a method of securing ladders, conduit, or bulky items. Employee understands decision by Gibbs Bros. to allow use of his/her own vehicles in the normal course of business ***is discretionary and may be withdrawn at anytime***. No employee is required to use their vehicle.
6. If a loss during work time is sustained, Gibbs Bros. Electric will be liable and responsible for physical injury to employee, for the liability portion of any damage that exceeds the liability limits of the employees personal policy, and for the damage or loss of Gibbs Bros. own tools, supplies, and equipment. Other losses, such as damage to employee's vehicle, tools, or personal property will not be covered.
7. Employee agrees to provide transport of a maximum of one passenger to and from job sites, but shall not be required to allow his/her personal vehicle to be operated of by any passenger or any other person whether employed or not.

### **10. GLOBAL FLEET EMPLOYEE FUEL CARD POLICY**

#### **STEPS FOR USING GLOBAL FLEET FUEL CARD:**

Gibbs Bros. Electric Company, Inc. Personnel and Business Policies 2016®

- Swipe card through card reader.
- Enter six digit ID number: (last two digits of employee number followed by last four digits of social security number).
- Enter seven digits in the mileage field: (your two digit truck number followed by last five digits of odometer reading). If you are fueling a non-company vehicle, enter the full seven digit odometer reading of that vehicle.
- Select fuel grade (use regular unleaded unless otherwise directed).
- Fill tank and turn-in receipt.

Company-issued fuel cards are intended to provide a convenient means for electricians and employee's to obtain gasoline and minor vehicle maintenance supplies. Please remember: **card use is for company trucks or vehicles used for company work.** Employees do

not have automatic permission to use company-issued cards to pay for non-company expenses. This is against the intended purpose of the card, and is only allowed as a special exception on infrequent occasions. As a general policy, personal fuel expenses should be paid by the employees' own personal credit cards, cash, or debit cards.

Conversely, if you (or another employee) need to use your own cash, personal credit card, or debit card for company-used fuel or other company purchases, then remember to bring the receipts in for reimbursement. (You may also arrange for a cash advance or expense account to pay for anticipated company expenses.)

If Gibbs Bros detects unauthorized personal use of a company-issued fuel card, the employee who mis-used the card will have the card terminated. Depending on the severity of misuse, other consequences (including employment termination) may also be imposed upon employee for card use violations.

Each fuel card has a **\$200.00** daily limit for gas purchases and a **\$200.00** daily limit for non-fuel items. When using the cards, follow all steps indicated above and bring in your gas receipts. Following these steps will produce useful fleet operations cost information and allow for better vehicle management. It will also lead to better decisions about vehicle upgrades.

## **11. PARKING POLICY**

Parking space is generally scarce and frequently we do not have ample parking available for the number of vehicles in need of parking spaces. The intent of this policy is to ensure parking spaces on our company lot are used only by vehicles conducting bona-fide company business. The following vehicles are permitted to park in company parking lot spaces:

- Company-owed vehicles and trucks
- Vehicles belonging to company owner's
- Vehicles belonging to employee's while working at company premises or on job sites.
- Vehicles belonging to customers and guests visiting premises and being serviced.
- Vehicles belonging to vendors, suppliers, or companies from whom supplies or services are purchased.
- Inspectors, city officials, government representatives conducting bona-fide business.
- Any emergency vehicle while rendering emergency services.
- Other vehicles by special permission.

Unless special exception or permission is granted, the following vehicles are not permitted to be parked in company parking lot:

- Vehicles not listed above and not being used to transport persons conducting bona-fide company business
- Employee vehicles who are not presently working on the premises or at a company job site.
- Non-company-owned vehicles (or) any vehicle using parking space for storage purposes.
- In-operative (broken-down) vehicles owned by others.

Gibbs Bros will make an attempt to notify the owner's of unauthorized vehicles which are parked in our lot to move their vehicles off the lot. Unauthorized vehicles remaining on lot will be considered abandoned and towed away at the registered owner's expense.

## **12. USE OF LADDER EQUIPMENT**

Ladders are one of the most frequently needed tools in the electrical construction industry. Gibbs Bros. Electric uses two basic types: "A"-frame ladders (also known as "step ladders") and extension ladders. "A"-frame ladders are used when there is enough floor space to expand the "A"-frame all the way open and position all four feet on solid, level, and even ground. "A" frame ladders come standard in heights up to 16 feet and are good for reaching up to about 21 feet above the floor. Although a single person may be sufficient to transport and handle an "A"-frame ladder, workers should always seek help to maneuver any ladder whenever such a need is perceived. **Extra caution** should always be exercised when handling ladders measuring 12 foot or taller.

Extension ladders are used when there is a need to lean the ladder against a wall or pole. Extension ladders come in standard lengths up to 40 feet fully extended. When placing them into position, the base of the ladder should be spaced away from the wall by approximately one foot for every four feet of height. That means, for example, the base of a 24 foot ladder would be set away from the wall it's leaning up against by about six feet. The 1 to 4 ratio is intended to produce an angle of ladder incline that allows for the body position to be vertical when ascending the ladder. You may adjust the angle as field conditions suggest to achieve the climbing angle that's right for you.

Extension ladders need to be secured so they do not slip or slide out of position when climbing them. The bottom feet of extension ladders are usually made of a rubber-like material to obtain good ground traction. But, if the bottom feet of an extension ladder is placed on a slippery floor surface (such as a smooth concrete, waxed, or dusty floor) more than just the ladder traction will be needed to safely keep ladder from slipping away from wall. To secure extension ladders sufficient for climbing, it is common practice to prevent movement by tying off the upper and lower rungs with ropes. For example, you may be able to tie it off to a pole, building member, or parked vehicle. As an alternative, you might be able to wedge the ladder against something that offers good strong support such as your truck. If you cannot find adequate support to tie off ladder, have a second worker hold it securely for you. **Never climb a ladder if it is not properly secured.**

### **Basic Ladder Rules:**

1. Always make certain ladder is secure, stable, and on solid ground before climbing.
2. Always make certain ladder is in good climbing condition, strong, and the right size for the job.
3. If ladder is too heavy or bulky to maneuver alone, always seek help.

4. If you need to use both hands while standing on a ladder, lock you legs between the rungs to establish a firm leg grip before releasing hands from ladder rails.
5. Never climb higher than the third step from the top on a step ladder, or the fourth rung from the top on an extension ladder.
6. Don't use aluminum ladders if there is **any possibility** the power may be turned "on" while working on the ladder.

### **12. USE OF LADDER EQUIPMENT -continued**

7. Except in special circumstances, do not use customer-furnished ladders with out Gibbs Bros. Electric's permission. Additionally, don't allow customer's to use Company-furnished ladders unless pre-arranged through Company. If a customer wishes to be granted permission to use Gibbs Bros. ladder, contact the shop and obtain Company permission. A supervisor at the shop will decide whether to have you climb the ladder on customer's behalf, or to allow the customer to climb the ladder themselves. (Our insurance company places strict limitations on policies relating to lending out ladders and demands the exercise of extraordinary caution in all such cases.)
8. Unless storage accommodations are pre-arranged (as with the case when working on large contract jobs), do not leave ladders on job sites after hours. Secure all ladders on the truck rack and transport them back to the shop every day. When ladders are stored on site by special arrangement, ladders should be kept in a secured area, locked up, and not accessible to the public.
9. When not in use Gibbs Bros. ladders should be padlocked to a chain on the trucks, or to the chain in the main outside ladder storage rack in the shop equipment yard. All ladders should also have Gibbs Bros. identification markings on them. If you notice markings are worn away or missing please notify shop personnel so new labels can be affixed.
10. Some field applications require, special rigging attachments, ladder tie-off hardware, and extra manpower to gain access to hard-to-reach areas. Never proceed with any job where you do not have the necessary ladder equipment and man power; or where you feel, for any reason, that you cannot perform the ladder tasks safely.

### **13. LOCK-OFF PROCEDURES**

#### **(for placing electrical machinery and equipment "out-of-service")**

1. **VERY IMPORTANT:** Before shutting power off, find out how the equipment you are taking out of service is tied-in mechanically to other pieces of machinery. Factory processes may be critically affected by turning off a machine which is mechanically tied-in to other machinery –such as, for example, conveyors, pumps, stackers, loaders, or other assembly line equipment. Therefore, it is important to **understand how the process line operates**. Then, decide how to shut down the equipment in a manner that will not, jam, force, or otherwise damage the process line.
2. Locate fuse box, disconnect switch, or circuit breaker which supplies power to the equipment that you want to shut off. Make positive identification before switching off power. (Correct labeling on the shut-off equipment if it is mislabeled; or advise your supervisor about the labeling). This is important to avoid power loss to other machinery which may need to stay in operation.
3. **Switch the circuit breaker to "off" position.** If disconnect is an EXO (externally operated) safety switch, turn handle to **down** position.

4. If the power disconnect switch is the fusible type, open switch door, pull out the fuses from fuse holders, and remove from switch box. (It is best to use an insulated fuse-pulling tool). While repairs are in progress, store the fuses in a location not accessible to unauthorized plant personnel.
5. If the equipment is going to remain off for an extended period of time, it may be prudent to disconnect power leads from bottom (load) terminals of switch and insulate them with electrical tape.
6. If the equipment has more than one switch in its power line it is good practice to turn power off to the other switch as well. The second switch (local power switch) is frequently required when the feeder disconnect is greater than 50 feet away from and/or not in direct line-of-site of the machinery served.
7. If the equipment is served by a power cord. Unplug the power cord from outlet box and de-energize the power receptacle if possible.
8. After you are satisfied that the power has been disconnected, test for voltage at the output terminals of the power line supplying power to the equipment. Also test a known voltage to confirm the voltage tester is operating normally. Use a voltage tester designed to provide visual readings (such as a digital or analog VOM, multi-tester, or solenoid type voltage tester). If the tests show that voltage is off, go to step nine. If tests show power is still present, **DO NOT WORK** on the equipment. Instead, find out why the equipment is still energized. This is a critical step because the presence of power suggests there is a serious deficiency in the power wiring switching circuit since *turning off the presumed power switch should have interrupted power to the equipment*. Try checking into the following possibilities:
  - You may have turned off a switch that serves a different piece of equipment. Maybe the switch is mislabeled and you inadvertently mistook it for a different switch. If so, correct the label and turn off the correct switch. Then go back to step eight.
  - The switch or circuit breaker may be defective. Switches can fail to open the circuit even though they appear to be in the "off" position. If switch is defective call a qualified electrician to make the appropriate repairs.
  - If switch is defective, you might still be able to shut power off by locating a main switch or secondary disconnect located ahead of the defective unit. A second switch usually exists when the feeder disconnect is greater than 50 feet away from and/or not in direct line-of-site of the machinery served. (Roof top air conditioners are a good example of this.)
  - The equipment may be receiving power from more than one power source. Some machinery receives power for motors from one electrical source and power for controls from a different source. Be sure you have switched off power to **all** power sources serving the equipment.
9. If there is no voltage reading, it is usually safe to assume the power is off. Place a padlock through the hasp or lock hole of the switch handle and **lock the switch in the "off" position**. Also, it is a good idea to tie a tag or sign to the disconnect switch that indicates in bold language that the equipment is out of service and has been turned off while under repair. Examples of sign verbiage:
  - **POWER SWITCH TO REMAIN OFF**
  - **DANGER: DO NOT TURN POWER ON**
  - **THIS EQUIPMENT IS OUT-OF-SERVICE**
  - **WARNING: EQUIPMENT OUT OF SERVICE**

10. As a final check for power, **before placing your hands inside the equipment wiring compartment**, you may try using a small fused jumper wire (approximately #14 gage wire, 2-3 feet long) to short the assumed de-energized wiring inside the equipment to a nearby known earth ground such as the metal equipment chassis. Tap the wire lightly. If there is any live voltage present, you will see a spark and hear a popping sound at the tip of the wire; or the in-line fuse will blow. This will indicate that the equipment is still getting power from somewhere. If no spark or sound, go to step 11. Otherwise, go back to step 8.
11. Complete the repairs on the equipment. When repairs are complete and you are ready to re-energize the power, unlock padlock, remove lock-out tag, and open the switch box. Replace the fuses and/or reconnect the power leads. Remember to tighten terminal lugs to proper torque values. Close switch box and turn handle to "on" position. Re-test voltage at output terminals of power line supplying power to equipment to confirm normal voltage has been restored. Then, as a final check, turn the equipment on and test for normal operation. (If you are not familiar with the operation of the equipment, **seek assistance from a qualified operator for proper testing.**)