

Subject:	Safety and Job Training		
Policy No.:	E-1		
Original Issue Date:	Review Requirement:	Date of Last Review:	Date Last Revised:
October 27, 1977	3 years	June 13, 2024	June 13, 2024
Previous Revisions:	02/25/1994, 05/27/1998, 12/27/2000, 01/01/2003, 09/12/2013, 05/09/2019, 05/13/2021		

I. OBJECTIVE

To provide for the protection of human life from injury and death and in the conservation of property belonging to the Cooperative and others from accidental damage or destruction; to adopt the guiding principles to help direct MPE actions toward continually improving safety performance.

II. POLICY

- A. It is hereby established that the Board of Directors will receive a safety and job training report from the General Manager, Manager of Operations, Manager of Human Resources, or Safety Director monthly and that the minutes of the Board of Directors meeting will reflect that this report was made. This report shall include, but not be limited to, the accidents and near misses reported during the period following the last report, the loss prevention activities engaged in by the Cooperative, job training progress, and the activities of the Safety Committee.
- B. The Cooperative shall employ a Safety Director to initiate and administer a safety program with the following minimum requirements:
 - 1. The Safety Director shall cause safety meetings to be held regularly for employees of the Cooperative; schedule safety activities for the general public; and job training for employees as appropriate.
 - 2. The Safety Director will work with the Safety Committee to assist them with duties that involve all facets of the Cooperative’s activities, including systems and design, construction, operations, office services and management. The Safety Director will make monthly reports of activities taken and employee meetings held for review by the General Manager, Manager of Operations, and Manager of Human Resources. The Safety Director’s duties generally will be as follows:
 - a. To review and investigate all accidents involving personal injury or death to employees or members of the public, and damage or destruction of property of the Cooperative or of the public.
 - b. To review power failures, outages, and occurrences which compromise the safety of employees and the public.

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- c. To review letters of complaint to the Cooperative concerning accidents and safety hazards.
- d. To propose to the General Manager, Manager of Operations, and Manager of Human Resources policy recommendations, procedures, and corrective measures in regard to safety on all commonly encountered hazards.
- e. To provide a written summary of all safety related items of interest for the Cooperative's General Manager, Manager of Operations , Manager of Human Resources, and Board of Directors.
- f. To coordinate the Cooperative's safety program and to be directly responsible to the Manager of Human Resources.
- g. To administer the Cooperative's safety program so as to help ensure implementation and compliance with the National Rural Electric Cooperative Association's Safety Achievement Program.
- h. To monitor member relations safety programs so as to help ensure their effectiveness insofar as the Cooperative is concerned.
- i. To help ensure compliance by the Cooperative with safety standards defined by the Occupational Safety and Health Act, and all other applicable state and nationally recognized safety requirements.
- j. To develop a safety information program so that members of the Cooperative and others are notified, as appropriate, of pertinent system hazards and of preventive measures that should or will be taken.
- k. To establish procedures to help ensure participation, as appropriate, by the Cooperative's employees in nationally recognized programs which further employee involvement in safety efforts and programs.

C. Mountain Parks Electric, Inc. has adopted the American Public Power Association Safety Manual for safety rules.

III. RESPONSIBILITY

The Manager of Human Resources shall be responsible for the administration and compliance of this policy along with the following:

- A. The Board of Directors shall require a monthly safety and job training report from the General Manager, Manager of Operations, Manager of Human Resources, or Safety Director.
- B. The General Manager, Manager of Operations, Manager of Human Resources, or Safety Director shall make all reports as required by the Policy and other entities

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having jurisdiction, and cause to be carried out an effective and well-rounded safety and job-training program in accordance with this Policy.

- C. The Safety Committee shall meet, record minutes, and report as required by this Policy.
- D. The Safety Committee shall coordinate with the Safety Director the safety programs of the Cooperative.
- E. The Safety Committee, along with the Safety Director, shall develop and maintain an annual safety improvement plan.
- F. The Safety Committee shall work with the Safety Director to provide ongoing employee training, as needed, to help improve organizational safety awareness and competencies.
- G. The General Manager, Manager of Operations, Manager of Human Resources, or Safety Director shall provide an annual update of cooperative safety performance measures per the national program guidelines.
- H. All employees will participate in the formal 3-year cycle safety program assessment, including an on-site observation process.

The General Manager shall be responsible for providing the resources for compliance of this policy.

Liz McIntyre
Liz McIntyre (Jun 18, 2024 10:34 MDT)

Jun 18, 2024

President







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Final Audit Report

2024-06-18

Created:	2024-06-18
By:	Jodi King (jking@mpei.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAb1WQ-fxMcCqRA6fk38-q4faRomUwjhSq

"E-1 Safety and Job Training_06.13.2024" History

-  Document created by Jodi King (jking@mpei.com)
2024-06-18 - 3:27:21 PM GMT
-  Document emailed to lmcintyre@mpei.com for signature
2024-06-18 - 3:28:03 PM GMT
-  Email viewed by lmcintyre@mpei.com
2024-06-18 - 4:33:46 PM GMT
-  Signer lmcintyre@mpei.com entered name at signing as Liz McIntyre
2024-06-18 - 4:34:23 PM GMT
-  Document e-signed by Liz McIntyre (lmcintyre@mpei.com)
Signature Date: 2024-06-18 - 4:34:25 PM GMT - Time Source: server
-  Agreement completed.
2024-06-18 - 4:34:25 PM GMT