S.A.F.E.

STOP AND FOCUS EVERYDAY

FEDERATED RURAL ELECTRIC INSURANCE EXCHANGE

HOW TO USE THE S.A.F.E. JOB-PLANNING APP

NRECA
America's Electric Cooperatives

FEDERATED RURAL ELECTRIC
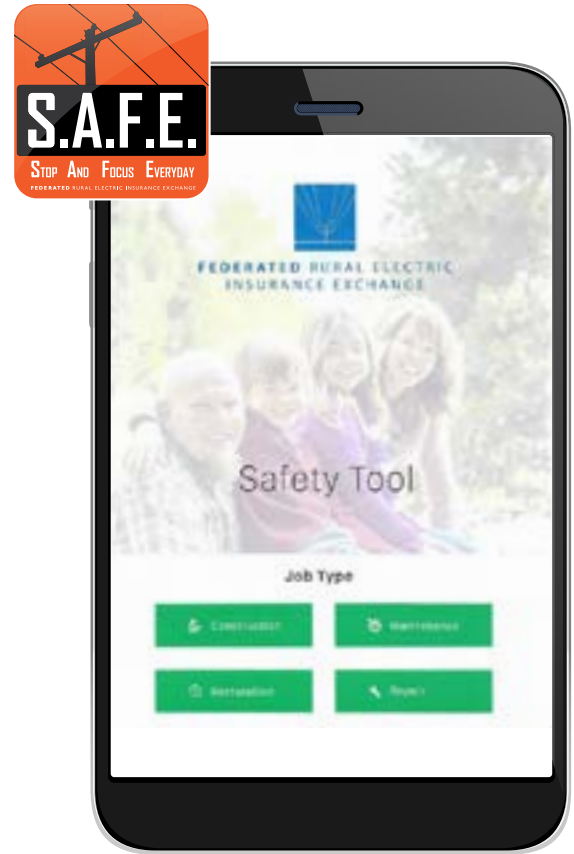INSURANCE EXCHANGE

INTRODUCTION

Federated Rural Electric Insurance Exchange's S.A.F.E. (Stop And Focus Everyday) job-planning app elevates line personnel's attention and focus on the vital Life-Saving Rules (LSRs) when working within Minimum Approach Distance (MAD). Using this app will help build and reinforce safe habits.

The S.A.F.E. app should be used on *all* work, especially small routine jobs where many of our worst injuries occur. It will help us slow down and activate the "slow brain" in an effort to eliminate shortcuts and missed steps, and conduct more effective job planning. The S.A.F.E. app is free for all electric cooperatives to download regardless of whether your co-op is insured with Federated.

THE S.A.F.E. APP PROVIDES:

- Key steps that encourage crew leaders to stop, focus and review crucial risk factors that could lead to employee contacts.

- Efficient job planning processes for energized work, outage restoration and daily tasks.

- Complete job briefing documents.

- Automatic data submission with an exact time and date stamp.

- Storage of job briefing reports on Federated's website, accessible in real time by date, time, submitting employee, job type or job number.

STEPS TO CONSIDER when implementing the S.A.F.E. app with field personnel:

- Management and supervisory personnel should download and be familiar with the S.A.F.E. app before communicating to field personnel.

- Consider a test pilot of the S.A.F.E. app with one or two crews to address questions or issues that may arise prior to full implementation.

- When you are familiar with the S.A.F.E. app, walk through the app functionality step-by-step with all field personnel.

- Follow up in the field and in safety meetings to see if use of the app is effective and if issues need to be addressed.

- Periodically review job briefing reports for quality and provide feedback. Look for opportunities to provide positive feedback and examples of great performance.

HOW TO SET UP
and download the S.A.F.E. app:

- To download the app, search "Federated S.A.F.E." in the Apple Store or Google® Play Store (Android).

- Use your existing login credentials for **Federated's website** to log into the S.A.F.E. app once downloaded. If you do not have Federated login credentials, select "Menu" and then "Feedback" to request credentials.

INSTRUCTIONS TO SET UP EMPLOYEES
who will be completing job briefings with the S.A.F.E. app:

- Employees entering job briefings using the S.A.F.E. app must be designated by the co-op and provided access by Federated. Contact safetyinfo@federatedrural.com for more information.

- Federated will provide usernames and passwords for each designated employee, which will be forwarded to the co-op.

SETTING UP job briefing report distribution for your co-op:

Completed job briefing reports will be furnished via email to co-op-appointed personnel. Approved personnel who wish to receive the reports must be set up as app administrators for their coop. Co-ops may have more than one app administrator.

To establish an app administrator(s) for your co-op, contact safetyinfo@federatedrural.com with the full names and email addresses of personnel for whom you wish to receive the reports.

Please note: App administrators will receive all the completed job briefings for your co-op.

If you have multiple districts, and/or wish to have only certain completed reports sent to specific individuals, we recommend designating this responsibility to the app administrator. That person can distribute the completed reports to the appropriate personnel on a regular basis.

INFORMATION COLLECTION AND TRANSFER:

Job briefing data is stored on **Federated's website** and is accessible to any co-op employees you appoint. Reports are available in real time and can be searched by date, time, submitting employee and job number.

The reports offer immediate access to jobs in progress, a key tool for coaching by front-line supervisors.

For questions and information regarding the use or implementation of the S.A.F.E. app, please contact:

Safety and Loss Prevention Department
Federated Rural Electric Insurance Exchange
safetyinfo@federatedrural.com
800-356-8360