

(The HR & Safety Rules - Critical for ISPs)

MODEXIA FIELD OPERATIONS & SAFETY HANDBOOK

1. SAFETY PROTOCOLS (The "Life Saver" Rules)

All Fiber Technicians and Field Engineers must adhere to these non-negotiable rules.

- **Pole Climbing:** Technicians must wear a certified safety harness and helmet (PPE Class 2) whenever ascending above 2 meters.
- **Fiber Handling:** Safety goggles must be worn when splicing fiber to prevent glass shards from entering the eyes.
- **Roadside Work:** High-visibility vests and traffic cones are mandatory when working on street cabinets.

2. SHIFT WORK & ON-CALL

- **NOC Engineers:** Operate on a 3-shift rotation (Morning, Afternoon, Night) to ensure 24/7 network monitoring.
- **Storm Protocol:** During heavy rains or typhoons, all technical leave is cancelled, and staff are placed on "Emergency Standby."

3. EQUIPMENT ASSET MANAGEMENT

- **Vehicle Policy:** Company vans (e.g., Asset VAN-04) are tracked via GPS. They must be parked at the depot overnight.
- **Tool Kits:** Splicing machines are audited weekly. Loss of a splicing machine triggers an immediate salary deduction investigation.