# Table of Contents

I. Mission Statement and Values ..........................................................v

II. Participant Requirements .................................................................v

   Enrollment Requirements ................................................................. v
   Registration ........................................................................................ vi
   Attendances and Tardiness ................................................................. vi
   Academic Requirements ...................................................................... vi
   Performance Requirements ............................................................... vii
   Physical Requirements ....................................................................... vii
   ADA Accommodations ...................................................................... vii
   Grade Release Authorization ............................................................. viii
   Parking ................................................................................................ viii

III. Participant Conduct .......................................................................viii

   Participant Conduct Criteria .............................................................. viii
   General Expectations .......................................................................... viii
   Classroom and Training Field ............................................................ ix
   Academic Dishonesty .......................................................................... ix
   Care and Use of Tools and Equipment ................................................ x
   Uniform Standards ............................................................................. x

IV. Disciplinary Actions ........................................................................xi

   Supervision and Authority .................................................................. xi
   Unsatisfactory Performance .............................................................. xii
   Discipline .......................................................................................... xii
   Dismissal from the Academy ............................................................. xiii
   Appeals for Disciplinary Action ........................................................ xiii

V. Emergency Procedures .....................................................................xiv

   Accident Prevention ........................................................................... xiv
   Initial Emergency Response Actions ................................................ xiv
   Reporting Accidents and Injuries ....................................................... xv
   Incident Management .......................................................................... xv
VI. Acronyms and Definitions .................................................................xv
   Acronyms ........................................................................................................... xv
   Definitions ........................................................................................................... xv
VII. Participant Absentee Request .................................................................xvii
VIII. TEEX Participant Accident Investigation Report .................................xix
IX. Code of Honor Agreement .............................................................................xxv
I. Mission Statement and Values

The TEEX Lineman Academy is committed to developing premier candidates for entering into apprenticeships as electrical lineworkers by providing Participants a comprehensive training experience utilizing the best work methods, equipment, tools, and standards. Participants will be given the opportunity to enter into the job market prepared with the knowledge, skills, and abilities prospective employers in the industry require.

**Safety:** We place safety and the well-being above all by promoting a “safety-minded” approach to the training experience.

**Teamwork:** We encourage collaboration and involvement and expect Participants to participate and take initiative to engage in all activities and to assist others in a constructive manner.

**Adaptability:** We adjust to changing needs and conditions, and seek opportunities to innovate and utilize best practices.

**Respect:** We value the quality of the Participants’ learning experience, the expertise, skills, and ideas of the Instructors, subject matter experts, and stakeholders involved in the Academy.

**Stewardship:** We strive to manage our human, natural, and material resources by using time and resources effectively, and seeking feedback to improve the training experience.

II. Participant Requirements

A. Participants enrolled in the Lineman Academy shall be governed by the following training policies and procedures provided in this document.

B. Participants who do not comply with the requirements will be subject to disciplinary action, up to and including dismissal or expulsion from the Academy.

C. **Enrollment Requirements**—To be eligible for enrollment in the Lineman Academy, Participants must:

   1. complete the official Medical Release form provided during enrollment, showing that they are mentally and physically fit to participate;
   2. provide proof of medical insurance coverage;
   3. provide proof of a valid driver’s license and eligibility to obtain a Class A commercial driver’s license (CDL);
   4. provide a copy of high school diploma or GED certificate;
   5. be at least 18 years of age; and
   6. have no felonies on their record.
D. Registration
1. All Participants must complete a registration form at the beginning of the Academy and sign the attendance roster for each day of class.
2. All Participants must also complete the course evaluation at the end of each session in order to receive credit for completing the Academy.

E. Attendances and Tardiness
1. Attendance is crucial in order to receive credit for each course. Participants are expected to attend 100% of the training in order to receive credit for completing the Academy.
2. If an extenuating circumstance arises for which a Participant is unable to attend 100% of a class, the Participant must complete the Participant Absentee Request form found in Part VII of this document, prior to leaving the classroom and submit it to the Instructor for approval.
3. If the absence occurs during non-class hours, the Participant must contact the Instructor or Academy staff member no later than 7:45 AM the day of missed class. The Participant must complete the Participant Absentee Request form immediately upon return to the classroom and submit it to the Instructor for approval.
4. With an approved absence, and if the absence is short enough, the Instructor has discretion to provide options for makeup work if the hours are equivalent.
5. Tardiness is defined as not being in class or prepared to begin at the scheduled start time or leaving before the class ends. Excessive tardiness, lateness, or absentees on three or more occasions, will be subject to disciplinary action up to and including expulsion from the Academy. Documentation of tardiness/lateness will be tracked on the daily sign-in sheet and by the Academy Coordinator.
6. The Lineman Academy has a no-refund policy. If a Participant cannot continue the Academy for any reason, it is at the discretion of the Training Manager or Program Director to determine if a partial or pro-rated refund of fees paid is warranted.

F. Academic Requirements
1. The module lab activities and field exercises will be used to assess the Participants’ understanding and knowledge obtained during the classroom modules. Discussion of the practical application will also allow the Instructor to assess mastery of the material.
2. Unit exams will be given to measure Participants’ understanding of the material. Participants are required to score a 70% or better on each unit exam in order to receive a certificate of completion of the Academy.
3. Participants will be counseled if they score below a 70% on any unit exam and be given the opportunity at the discretion of the Instructor to retake the exam for a better score.
4. Participants’ overall scores will be tracked on a grading rubric in a Participant Evaluation Packet.
G. Performance Requirements

1. Participants will be expected to demonstrate their skills and abilities in order to complete the performance requirements.

2. Once the Participants have achieved proficiency, they will be assessed on their knowledge, skills, and abilities as they complete the performance objectives in accordance with the standards given during the modules.

H. Physical Requirements—Participants will be expected to be physically capable to climb a wooden pole, lift 80 pounds of weight, and work in an elevated bucket with a weight limit of 300 pounds.

I. ADA Accommodations

1. If a Participant suffers an injury or illness that limits his or her ability to participate in physical aspects of the program, TEEX staff will make every reasonable accommodation to continually engage the Participant in ongoing training. The Participant must submit a release from a doctor stating the Participant may take part in the Academy and what his or her limitations are. Training will commence as long as it does not further the Participant’s injury or illness. If the Participant cannot physically continue, they will be subject to the absence policies detailed in this document.

2. In accordance with Americans with Disabilities Act (ADA), an individual with a disability is defined as “a person who has physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.”

3. All ADA accommodation requests must be communicated and approved by the Training Manager prior to or on the first day of class.

4. Accommodations are provided for those Participants who qualify under the ADA as disabled. Candidates seeking special accommodation requests must submit to the Training Manager formal documentation in the form of a letter from the doctor or a letter from his/her company’s Human Resource Department. The documentation submitted should not be older than two years.

5. All accommodation requests must be approved on or before the first day of class. If the request is approved, candidates will receive one of the following allowable accommodations:
   a) The candidate may be tested in a private testing room so he or she may read the questions out loud to him/herself.
   b) The test questions may be printed in a larger font.
   c) The test may be copied on off-white paper (i.e., cream colored).
   d) The candidate may use highlighters or a highlighter sheet.

6. Any requests for accommodations not listed above must be submitted to the Training Manager 14 days prior to the class start date. The request will be reviewed and the candidate will be notified of the decision.
J. Grade Release Authorization

1. Participant grades will only be released during the academy upon request, if the Participant has signed a grade release authorization, as part of Part VIII Code of Honor Agreement of this document.

2. This authorization grants permission for the Academy to release Participant grades and records only during the academy.

3. There is a grade release exception because of legal requirements with the Veteran’s Administration that allows grades to be released to those agencies without signed release authorization.

K. Parking

1. Personal vehicles shall be parked in designated parking areas.

2. Participants shall not park or relocate their personal vehicle to any other area without receiving permission from TEEX staff.

III. Participant Conduct

A. In matters of conduct not addressed in this document, Participants shall be expected to behave in accordance with societal norms and common decency. Participants will obey all lawful directions given by Instructors and staff. A failure or deliberate refusal to obey such directions shall be deemed insubordination and investigated by the Academy staff. Displaying obvious disrespect for an Instructor or disrupting the learning environment may likewise be deemed as insubordination.

B. Participant Conduct Criteria—Participant conduct is tracked on a grading rubric in the Participant Evaluation Packet. Conduct is 33% of the Participant’s overall grade. Criteria for determining conduct include the following:

1. Abides by safety standards, academy policies, and instructors’ directions.

2. Completes all tasks in a quality manner.

3. Encourages teamwork and assists others.

4. Uses time and resources effectively.

5. Demonstrates motivation and continued improvement.

C. General Expectations

1. No Participant shall engage in language or behavior that may be construed as discriminatory or demeaning to any racial, religious, ethnic, age, gender, or disabled individuals or groups.

2. The use of tobacco or e-cigarettes in any TEEX training facility, including the classroom is prohibited. The use of e-cigarettes or tobacco in any form, shall be done so in designated areas only, and accordance with state law.
3. The possession or viewing of pornographic material in any form is prohibited on TEEX property.

4. Participants who require taking medication or controlled substances as prescribed by a physician, shall advise the Academy staff as to the type of medication, the prescribing physician, and the purpose for taking the medication. All medications must be kept in the prescribed container.

5. On the first day of class, Participants will be expected to read and sign the Code of Honor Agreement in Part IX of this document in order to participate in the Lineman Academy.

D. Classroom and Training Field

1. Participants will be expected to come to class prepared each day supplied with the following items: Notepad, pens, pencils, highlighters, and a scientific calculator.

2. Each Participant will be expected to have a personal laptop in order to participate successfully. A backpack or other bag is recommended to secure and carry supplies.

3. Participants will be provided a syllabus that details class dates, times, and scheduled topics of instruction. The course schedule is subject to change at any time. Participants will be notified of any schedule changes as soon as possible; however, the Participant is responsible for noting the changes and preparing accordingly.

4. Participants are prohibited from bringing food, cell phones, or pagers into the classroom or onto any training field during class time, unless specifically authorized by the Instructor.

5. Participants are prohibited from filming or photographing activities in class or on the training fields at any time, unless specifically authorized by the Instructor.

6. Participants will be on their own for lunch. The Academy will provide a handout for off-campus lunch options in the local area.

E. Academic Dishonesty

1. The following are grounds for expulsion from the Academy.
   a) Copying from or the purchase of an academic test or examination of another Participant, or using unauthorized materials, information, notes, study aids, or devices for an academic exam or activity.
   b) Misrepresenting performance or communicating information in an unauthorized manner to another Participant for an academic exam or activity.
   c) Helping or attempting to help another Participant to commit an act of academic dishonesty.
   d) Changing or destroying grades, scores, or marks on an examination or evaluation in the Instructors’ records.
e) Failure to comply with specific directions from any Academy Instructor during skills qualification assessments.

f) Attempts to influence or bribe any Instructor or staff member of the Academy for the purpose of securing special considerations or treatment.

2. All paperwork and other associated documents located on the Instructor podium or within TEEX training staff offices is considered confidential. If such items are left unattended and located by a Participant, it is the responsibility of the Participant to notify an Instructor.

F. Care and Use of Tools and Equipment

1. Climbing equipment for lineworkers is referred to as personal climbing equipment because it is sized for the individual and provides for his or her safety. Because of these personal safety factors, climbing equipment should only be used by that person. This ensures that the lineworker always knows the condition of their equipment.

2. The Academy will issue each Participant a set of climbing equipment and hand tools.

3. A hard hat and four long-sleeved shirts that the Participants may keep will also be provided.

4. Participants must bring their own pair of climbing boots to use during the Academy.

5. It is the individual’s responsibility to ensure that their issued equipment is maintained in a safe manner by inspecting each piece prior to each use, as well as performing periodic inspections and routine maintenance for the duration of the Lineman Academy.

6. Participants will be expected to return the sets of equipment and hand tools, in good condition, to the Academy prior to graduation.

7. Participants may bring their own climbing equipment and hand tools to use for the duration of the Academy; however, the Instructors reserve the right to determine if the personal climbing equipment is adequate for use.

8. Personal climbing equipment and hand tools must be marked with the Participant’s name and the Academy is not responsible for any loss or theft of personal climbing equipment, hand tools, or classroom supplies.

G. Uniform Standards

1. Unless otherwise directed, Participants will wear the required Lineman Academy uniform at all times while participating in Academy activities.

   a) Academy uniforms will be kept neat, clean, and well maintained.

   b) Participants are responsible for replacing any lost or damaged parts of the uniform.

   c) Outer clothing such as sweaters, coats, or head coverings must be void of any expletives or offensive/disturbing graphics.

   d) Participants will not be allowed to participate in classroom activities unless they are wearing the approved Academy uniform.
2. Participants may wear the Lineman Academy uniform while traveling to and from the Academy and during breaks; however, the uniform may not be worn by a Participant while performing offsite activities or while purchasing and/or consuming alcoholic beverages.

3. If determined that a Participant was wearing a Lineman Academy uniform while consuming or purchasing alcoholic beverages they will be disciplined up to and including dismissal.

4. The uniform will only be worn when it is a vital part of a TEEX-approved event conducted beyond the boundaries of the campus.

5. Hair shall be kept clean, neat, and well groomed during class hours.
   a) While in Academy uniform, the length, height, and or bulk of the hairstyle must not interfere with the proper fit of a hardhat or other personal protective equipment.
   b) Hairstyles must not jeopardize the personal safety of the lineman while performing field tasks.

6. Jewelry must not create a safety hazard in any way. Jewelry of any kind, including hidden piercings, must not be worn during hot-line work or other activities that involve energized circuits.

IV. Disciplinary Actions

A. The Texas A&M University System, TEEX, ITS, and the Lineman Academy strictly enforce state laws and the policies and procedures in this document.

B. Anyone found violating state laws or any of the provisions of this document shall be referred immediately to the Training Manager for disciplinary/corrective actions.

C. Supervision and Authority

1. The Academy Instructor is the first line of supervision for the Participants’ daily activities.

2. The Instructor will have control and authority over all training delivery sessions assigned by Academy staff. All Participants will comply with instructions and/or directions received from the Instructors.

3. Any appeal or question regarding these instructions and/or directions is to be addressed through the line of supervision/authority.

4. The Academy Training Manager serves as the next line of supervision for the Academy. The Training Manager will provide daily guidance to Participants and be responsible for assigning Instructors to teach all training modules.

5. The Program Director is the next line of supervision and the ITS Operations Department Head or Division Director will serve as the final line of supervision within the Division.
6. Should a Participant have a concern of any kind, they should first approach their Instructor and request to speak to the assigned manager for further guidance. Personal concerns may be directed to the Academy Training Manager or Program Director. Only in an emergency should Academy staff be contacted outside of normal working hours.

D. Unsatisfactory Performance
1. In the event that a Participant’s personal conduct (on or offsite), attendance, or academic performance falls below acceptable standards, the appropriate reports shall be submitted to the Academy Training Manager. The report shall outline the nature and scope of the Participant’s substandard performance, attendance, or conduct.

2. The Academy Training Manager shall consider the nature and scope of the substandard performance and determine the appropriate course of action with regard to the best interest of the Participant, Academy, and the ITSI Division, including dismissal of the Participant.

3. The Training Manager may consult with the Participant’s employer or sponsoring agency regarding performance issues involving the Participant.

4. Participants who wish to register a complaint regarding concerns over personal treatment while at the Academy shall do so through the established line of supervision/authority.

E. Discipline
1. A Participant may be subject to any or all of the following disciplinary actions for violating any of the TEEX/ITSI/Academy policies.
   a) Verbal reprimand;
   b) written reprimand that is placed in the Participant’s Academy file. Probation may be imposed on the issuance of the second written reprimand;
   c) removal from the classroom;
   d) placed on disciplinary probation; and/or
   e) dismissal or expulsion from the Academy.

2. An Academy Instructor may reprimand a student either verbally or in writing and/or remove a Participant from the classroom, or dismiss the Participant from the class day, if actions by the Participant are causing a disruption or safety concern, or violating the policy of the Academy.

3. The Training Manager or Program Director may also place a Participant on disciplinary probation.

4. Disciplinary probation, when imposed, shall be for a time period ranging from two weeks to the end of the Academy. The Participant will be informed in writing of the basis, length, and conditions of probation.

5. The Participant will be expected to abide by all conditions imposed by probation.
6. Participants that violate any policies, procedures, instructions, or conditions of probation while on disciplinary probation shall be dismissed from the Academy.

F. Dismissal from the Academy

1. Any of the following will be deemed grounds for expulsion from the Academy, and when warranted, reported to law enforcement for further action.
   a) Causing or attempting to cause injury or inflict pain on another Participant or TEEX staff.
   b) Demonstrating harassing behavior, language, or actions that are severe, persistent, verbally abusive, threatening, or intimidating.
   c) Demonstrating behavior that damages or destroys any property of another Participant, the property of TEEX or TEEX staff.
   d) Removing or stealing (or attempting to steal) any personal property of another Participant, the property of TEEX or TEEX staff.
   e) Using, possessing, being under the influence of, manufacturing, or distributing alcohol, illegal drugs, or illegally obtained controlled substances.
   f) The unlawful use of firearms, ammunition, explosives, weapons, or dangerous chemicals on TEEX premises or at any TEEX-sponsored activity is prohibited.

2. Absences or tardies as stated in this document, and failure to comply with the course pre-enrollment and enrollment requirements, including execution of all forms and documents involved with enrollment may lead to dismissal from the Academy.

3. Dismissal from the Academy due to the above infractions shall occur only after a full disclosure and inquiry into the facts and circumstances of the infraction. In the event of a final decision of dismissal or expulsion by the Training Manager and/or Program Director, the Participant, and/or his or her employer or sponsor will be notified in writing, if applicable.

G. Appeals for Disciplinary Action

1. A Participant wishing to appeal any disciplinary action will use the proper line of supervision/authority as set forth in this document.

2. All appeals will be made in writing to the appropriate level of authority as soon as possible, but no later than 12 hours after the Participant is notified of the disciplinary action.

3. An in-depth Appeals Process Procedure is available, with proper line of supervision/authority up to and including the Human Resources Department of TEEX.

4. Appeals involving reprimands or disciplinary action(s) are heard first by the Training Manager and Program Director.

5. Dismissal from the Academy may be appealed to the ITSI Division in writing through the Program Director. This appeal process will progress through the line of supervision/authority, up to and including TEEX Human Resources Department.
V. Emergency Procedures

A. TEEX and the Lineman Academy strives to provide a safe, first-class training experience for the Participants and staff. The physical safety and health of all participating is our top priority. All emergencies, injuries, and illnesses will be addressed in a timely manner.

B. Instructors are required to explain safety features of the training facilities, including training fields and classrooms. A map of the buildings evacuation routes, shelter locations, fire alarms, hydrants, and extinguishers, first-aid kits, and eye-wash stations are readily available onsite and identified at the beginning of class.

C. Accident Prevention

1. The Lineman Academy Instructors are responsible for the supervision of Participants and shall remain with Participants during class and field activities. Instructors must take steps to ensure the safety of Participants, staff, and other individuals participating, auditing, or observing the class.

2. Participants must maintain a safety mindset at all times and never attempt unsupervised activities or tasks that are not within their training or skill level.

3. The Training Manager and Academy Instructors reserve the right to determine if Participants are participating in unsafe or noncompliant behavior.

4. Linework is a dangerous occupation and skill. Participants bear the responsibility to comply with safety policies and procedures set forth by TEEX, the Lineman Academy, and the Instructors in order to reduce hazards and prevent accidents from occurring.

D. Initial Emergency Response Actions

1. A first-aid kit must be available and maintained onsite, either near the classroom or available in the training fields while training is conducted.

2. In the event of an emergency, Instructors will be expected to follow basic first-aid steps:

   a) Evaluate the situation. If a person is responsive, ask them if they need assistance.

   b) If a person is unconscious or exhibits a change in mental status, call 911 or tell someone to call 911.

   c) Check the person’s airway, breathing, and pulse frequently. If necessary, begin CPR.

   d) If the person is breathing and lying on their back, and you do not think there is a spinal injury, carefully roll the person toward you onto their side. Bend the top leg so both hip and knee are at right angles. Gently tilt their head back to keep the airway open. If breathing or pulse stops at any time, roll the person onto their back and begin CPR.

   e) If you think there is a spinal injury, leave the person where you found them (as long as breathing continues). If the person vomits, roll the entire body at one
time to their side. Support their neck and back to keep the head and body in the same position while you roll.

f) Stay with the person until EMS arrives.

E. Reporting Accidents and Injuries

1. A Participant who has been involved in an accident or received injury as a result of training shall notify Academy staff of the accident or injury immediately so proper reports can be written.

2. The Participant Accident Investigation Report should be completed the same day as the accident. The report will be initiated by the instructor who completes section 1. The form is then sent to the Academy Program Manager and the ITSI Safety Officer. A sample form can be found in this document in section VIII. The actual form should be accessed by the instructor and can be found at the following path: https://teexconnect.org/safety/TEEX Safety Publications/Participant_Accident_Investigation_Report_EHS_5.doc.

3. Injuries suffered by the Participant that are unrelated to Academy training but likely to interfere with the Participant’s performance during subsequent training efforts shall be reported as well.

4. Injuries that interfere with performance will require a physician’s letter indicating the nature of the injury and the level of activity allowed. Information regarding any injury incurred during training, requiring a doctor’s visit, will be forwarded to the training division of the Participant’s sponsoring agency, if applicable.

5. Participants shall immediately notify their sponsor and/or employer of any accident or injury, if applicable.

F. Incident Management—In the event of an injury or emergency, the Lineman Academy staff will be expected to manage the incident until it is resolved or someone more qualified, such as law enforcement and/or emergency services arrive and assume responsibility.

VI. Acronyms and Definitions

A. Acronyms—For the purposes of this document, the following acronyms are defined.

1. EPP—Electric Power Program
2. GPA—Grade Point Average
1. ITSI—Infrastructure Training & Safety Institute
2. TAMU—Texas A&M University
3. TAMUS—The Texas A&M University System

B. Definitions—For the purposes of this document, the following terms are defined.
5. Guest Instructor—A person, usually a qualified professional, invited by the Training Manager to audit or assist with the facilitation of a class at the Lineman Academy. Guest Instructors shall not take on the role as lead Instructor.

6. Hazard—Hazards shall include situations involving threats of harm to Participants, staff, or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services depending on the size and scope of the incident.

7. Incident—An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The Instructor or Training Manager has the authority to determine when an incident has occurred and to implement the procedures within the ITSI Emergency Operations Plan.

8. Instructor—The person conducting or facilitating the training for the Lineman Academy.

9. May—Used in the permissive sense.

10. Must—Used in the imperative sense.


12. Program Director—The person responsible for administering the Electric Power Program.

13. Shall—Used in the imperative sense.

14. Staff—Any person employed by TEEX.

15. Student—A person enrolled in the Lineman Academy.

16. Subject Matter Expert—The person who is an authority for a particular topic.

17. Tardiness—Not being in class or prepared to begin at the scheduled start time or leaving before the class ends.

18. Training Coordinator—The person responsible for analyzing training needs and scheduling Instructors, and ensuring the successful delivery of classes and materials.

19. Training Manager—The person responsible for administering the Lineman Academy training program.

20. Training Staff—The people conducting or involved with the facilitation of training at the Lineman Academy.

21. Weapon—The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stunguns, slingshots, martial arts devices, switchblade knives, and clubs.
VII. Participant Absentee Request

Attendance is crucial in order to receive credit for each course. Participants are expected to attend 100% of the training in order to receive credit for completing the Academy.

If an extenuating circumstance arises for which a Participant is unable to attend 100% of a class, the Participant must complete this Participant Absentee Request form prior to leaving the classroom and submit it to the Instructor for approval.

If the absence occurs during non-class hours, the Participant must contact the Instructor or Academy staff member no later than 7:45 AM the day of missed class. The Participant must complete this Participant Absentee Request form immediately upon return to the classroom and submit it to the Instructor for approval.

With an approved absence, and if the absence is short enough, the Instructor has discretion to provide options for makeup work if the hours are equivalent.

Tardiness is defined as not being in class or prepared to begin at the scheduled start time or leaving before the class ends. Excessive tardiness, lateness, or absentees on three or more occasions, will be subject to disciplinary action up to and including expulsion from the Academy. Documentation of tardiness/lateness will be tracked on the daily sign-in sheet and by the Academy Coordinator.

Instructor: ______________________________ Date of Request: _______________________

This is to inform you that I will be absent from class on the day(s) of ______________________ during the hours of ____________________ for the following reason: _____________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

This is not a request to excuse myself from coursework, but an explanation as to why I was (will be absent or tardy). I understand that I am responsible for completing any coursework missed and for taking the initiative to contact the instructor to arrange a time to complete the missed coursework.

I understand that attendance is crucial and by missing class, I risk the possibility that I may be expelled from the Lineman Academy.

Signed,
____________________________________________, ____________________
Participant Name                                             TEEX ID
## VIII. TEEX Participant Accident Investigation Report

### Section 1. To be completed by Immediate Supervisor. Copy to TEEX EHS Coordinator no later than 24 hours after accident/incident.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Accident Date &amp; Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Activity:</td>
<td></td>
</tr>
<tr>
<td>□ Instructor</td>
<td>□ Facilitator</td>
</tr>
<tr>
<td>Group:</td>
<td></td>
</tr>
<tr>
<td>Incident:</td>
<td></td>
</tr>
<tr>
<td>Incident (check all that apply):</td>
<td></td>
</tr>
<tr>
<td>□ Injury</td>
<td>□ Illness</td>
</tr>
<tr>
<td>Location/Area Occurred:</td>
<td></td>
</tr>
<tr>
<td>Incident Description (if additional space is needed, attach separate page with incident description):</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2. Copy to TEEX Safety Coordinator no later than ten (10) working days after Section 1.

<table>
<thead>
<tr>
<th>Cause #1</th>
<th>Root/Primary Cause</th>
<th>Contributing Cause</th>
<th>Causal Category Number (refer to section 4)</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Responsible for Correction Action:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Corrective Action:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrective Action Completion Date (m/dd/yy):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cause #2</th>
<th>Root/Primary Cause</th>
<th>Contributing Cause</th>
<th>Causal Category Number (refer to section 4)</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Responsible for Correction Action:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Corrective Action:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrective Action Completion Date (m/dd/yy):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cause #3</th>
<th>Root/Primary Cause</th>
<th>Contributing Cause</th>
<th>Causal Category Number (refer to section 4)</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Responsible for Correction Action:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Corrective Action:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrective Action Completion Date (m/dd/yy):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Section 2 (continued)

<table>
<thead>
<tr>
<th>Involved Equipment &amp; Tools Analysis</th>
<th>Procedure Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>If primary/root cause or contributing cause for the incident was due to an equipment or tool problem, please indicate below.</td>
<td>If the primary/root cause or contributing cause for the incident was due to a procedure problem, please indicate the procedure.</td>
</tr>
<tr>
<td>Check Box</td>
<td>Specify Equipment Numbers (when possible)</td>
</tr>
<tr>
<td>Piping, hoses, valves and fittings</td>
<td></td>
</tr>
<tr>
<td>Pumps, compressors</td>
<td></td>
</tr>
<tr>
<td>Company trucks-forklift, tractors, trailers, fleet vehicles, rental vehicles, etc.</td>
<td></td>
</tr>
<tr>
<td>Hoists, cranes, etc.</td>
<td></td>
</tr>
<tr>
<td>Portable equipment, machinery</td>
<td></td>
</tr>
<tr>
<td>Ladders, scaffolds</td>
<td></td>
</tr>
<tr>
<td>Electrical distribution equipment</td>
<td></td>
</tr>
<tr>
<td>Floors, working/walking surfaces, stairs</td>
<td></td>
</tr>
<tr>
<td>Tools—hand (wrenches, knives, etc.)</td>
<td></td>
</tr>
<tr>
<td>Tools—powered (electric, air, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
### Section 3. Submit with Section 2.

<table>
<thead>
<tr>
<th>Lead Accident Investigation</th>
<th>Job Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Name (Print):</td>
<td></td>
</tr>
<tr>
<td>Accident Investigation Team</td>
<td></td>
</tr>
<tr>
<td>Members (Print):</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Action:**

---

**Accident Investigation Team Member Signatures:**

---

**Division Environmental Health and Safety Manager/Coordinator Signature**

---

**Date (mm/dd/yy):**

---

**The cause of the accident has been determined to be:**

- [ ] Unsafe Condition(s)
- [ ] Unsafe Behavior(s)
- [ ] Both

**Division Director Comments or Additional Recommended Actions:**

---

**Division Director Signature:**

---

**Date:**

---
### Causal Category & Corresponding Numbers Table

Refer to this table to obtain Causal Category Numbers.  
**First**, determine “Causal Category(ies)” in left-hand column below.  
**Second**, look under “Cause subcategory(ies) and determine selection(s).  
**Third**, determine “Corresponding Cause Category Index Numbers.”  
**Fourth**, enter “Cause Category Index Numbers” in appropriate box of Section 2 of this form.

<table>
<thead>
<tr>
<th>Cause Category</th>
<th>Cause Subcategory</th>
<th>Corresponding Cause Category Index Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules Known but not used</td>
<td>(A1) Because it was not thought to be required</td>
<td>(A2) Because it was not convenient to use</td>
</tr>
<tr>
<td></td>
<td>(A3) Because the risk was deemed acceptable</td>
<td>(A4) Because of poor judgment</td>
</tr>
<tr>
<td>Training less than adequate</td>
<td>(B1) Because training was not given</td>
<td>(B2) Because task analysis was less than adequate</td>
</tr>
<tr>
<td></td>
<td>(B3) Because task was infrequently performed</td>
<td>(B4) Because training was incomplete</td>
</tr>
<tr>
<td></td>
<td>(B5) Because continuing training was less than adequate</td>
<td></td>
</tr>
<tr>
<td>Lack of attention/ concentration</td>
<td>(C1) Because of preoccupation with another task</td>
<td>(C2) Because of fatigue</td>
</tr>
<tr>
<td></td>
<td>(C3) Because of distraction</td>
<td>(C4) Because of attitude</td>
</tr>
<tr>
<td>Inadequate Communications</td>
<td>(D1) Because standard terminology was not used</td>
<td>(D2) Because of noisy environment</td>
</tr>
<tr>
<td></td>
<td>(D3) Because message was not complete</td>
<td>(D4) Because information was not specific to task</td>
</tr>
<tr>
<td></td>
<td>(D5) Because of time constraints</td>
<td>(D6) Because events happened too fast</td>
</tr>
<tr>
<td></td>
<td>(D7) Because shift relief was incomplete</td>
<td></td>
</tr>
<tr>
<td>Management Programs less than adequate</td>
<td>(E1) Because accountability was not defined</td>
<td>(E2) Because corrective actions were not implemented</td>
</tr>
<tr>
<td></td>
<td>(E3) Because planning was less than adequate</td>
<td>(E4) Because scheduling was less than adequate</td>
</tr>
<tr>
<td></td>
<td>(E5) Because authority was not clearly defined</td>
<td>(E6) Because of a lack of management direction</td>
</tr>
<tr>
<td></td>
<td>(E7) Because of management interference in task</td>
<td>(E8) Because too many concurrent tasks assigned</td>
</tr>
<tr>
<td></td>
<td>(E9) Because of less than adequate resource management</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>(F1)</td>
<td></td>
</tr>
<tr>
<td>Procedures</td>
<td>Procedure was never written</td>
<td>(G1) Because it was not approved</td>
</tr>
<tr>
<td></td>
<td>(G2) Because it was not thought to be required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedure was incorrect</td>
<td>(H1) Because sequence of steps was wrong</td>
</tr>
<tr>
<td></td>
<td>(H2) Because document changes were not clear</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedure was incomplete or less than adequate</td>
<td>(I1) Because the format was confusing</td>
</tr>
<tr>
<td></td>
<td>(I2) Because of more than one action per step</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(I3) Because it did not cover the situation</td>
<td>(I4) Because the instructions were ambiguous</td>
</tr>
<tr>
<td></td>
<td>(I5) Because the document was not legible</td>
<td>(I6) Because document changes were not clear</td>
</tr>
<tr>
<td>Procedure not enforced</td>
<td>(J1) Because accountability not defined</td>
<td>(J2) Because consequences are deemed acceptable</td>
</tr>
<tr>
<td>Other</td>
<td>(K1)</td>
<td></td>
</tr>
<tr>
<td>Design Deficiencies</td>
<td>(L1) Because the labeling was not adequate</td>
<td>(L2) Because of bad lighting</td>
</tr>
<tr>
<td></td>
<td>(L3) Because of noisy environment</td>
<td>(L4) Because the problem was not anticipated</td>
</tr>
<tr>
<td></td>
<td>(L5) Because design review failed to detect errors</td>
<td>(L6) Because the ergonomics were poor</td>
</tr>
<tr>
<td>Manufacturing Deficiency</td>
<td>(M1) Because incorrect standard applied</td>
<td>(M2) Because of material deficiencies</td>
</tr>
<tr>
<td></td>
<td>(M3) Because of lack of proper tools</td>
<td>(M4) Because of inadequate process</td>
</tr>
<tr>
<td>Installation Deficiency</td>
<td>(N1) Because not installed per design</td>
<td>(N2) Because a temporary device was not removed</td>
</tr>
<tr>
<td>Work Environmental</td>
<td>(O1) Because of environmental conditions (i.e., rain, ice, wind, insect bites, etc.)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>(P1)</td>
<td></td>
</tr>
</tbody>
</table>
Incident Description (The entire incident description appears on this page. Only a portion of the description will appear on Page 1 of this form):
<table>
<thead>
<tr>
<th>Cause #1, Recommended Corrective Action:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Case #2, Recommended Corrective Action:</td>
<td></td>
</tr>
<tr>
<td>Cause #3, Recommended Corrective Action:</td>
<td></td>
</tr>
</tbody>
</table>
IX. Code of Honor Agreement

At TEEX, the safety of our students and employees is our top priority. It must be reinforced by safe behaviors and compliance of rules and regulations set forth by TEEX, the Lineman Academy, and the Instructors. By signing this Code of Honor Agreement, you hereby decree that you follow and obey the policies of the TEEX Lineman Academy. Your signature decrees that you will comply with the rules and other guidance of your instructors and the employees of the Electric Power Program while attending the Lineman Academy.

By signing below, you decree that you understand that consequences of unsafe or noncompliant behavior may lead to your immediate dismissal from the Lineman Academy and RELLIS Campus without recourse or refund of fees paid. By signing below, you decree that you understand the consequences and penalties for behavior deemed unsafe or noncompliant.

The Lineman Academy would like to recognize students who demonstrate outstanding academic and performance achievements. Therefore, by signing below, you verify that you understand and agree to the use of your grades to determine merits and awards at the end of the Academy.

Signed by my hand;

_______________________________________________             ______________________
Signature                                      Date
<table>
<thead>
<tr>
<th>CONTACTS</th>
<th>FIRE &amp; RESCUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Infrastructure &amp; Safety</strong></td>
<td><strong>Industrial/Municipal Firefighting</strong></td>
</tr>
<tr>
<td>800.723.3811</td>
<td>Incident Management</td>
</tr>
<tr>
<td><a href="mailto:ITSIL@teex.tamu.edu">ITSIL@teex.tamu.edu</a></td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td></td>
<td>Rescue Training</td>
</tr>
<tr>
<td></td>
<td>Leadership</td>
</tr>
<tr>
<td></td>
<td>Technical Assistance</td>
</tr>
<tr>
<td></td>
<td>Fire Recruit Academy</td>
</tr>
<tr>
<td></td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td><strong>Environmental/Irrigation</strong></td>
<td><strong>Law Enforcement &amp; Security</strong></td>
</tr>
<tr>
<td>Water/Wastewater</td>
<td>Law Enforcement Extension</td>
</tr>
<tr>
<td>Safety and Health</td>
<td>Forensic Science Academy</td>
</tr>
<tr>
<td>Transportation</td>
<td>Basic Police Academy</td>
</tr>
<tr>
<td>Electric Power</td>
<td>Emergency Driving</td>
</tr>
<tr>
<td>Heavy Equipment</td>
<td>Private Security</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Explosives</td>
</tr>
<tr>
<td>Confined Space Operations</td>
<td>Corrections Academy</td>
</tr>
<tr>
<td></td>
<td>Infrastructure Protection</td>
</tr>
<tr>
<td></td>
<td>Accident Reconstruction</td>
</tr>
</tbody>
</table>

| **Law Enforcement & Security** | **Economic & Workforce Development** |
| 800.423.8433                  | **Law Enforcement Extension**     |
| Law@teex.tamu.edu             | Product Development and Testing   |
|                              | Therapeutics Manufacturing        |
|                              | Economic Development              |
|                              | Cybersecurity                     |
|                              | Market Intelligence               |
|                              | Manufacturing Assistance          |
|                              | Training Software Products        |

**Mailing Address**
Texas A&M Engineering Extension Service
P.O. Box 40006
College Station, TX 77842-4006

**Headquarters**
Texas A&M Engineering Extension Service
200 Technology Way
College Station, TX 77845-3424

**Toll-Free** 877.833.9638  **Phone** 979.458.6805  **Fax** 979.458.6822