SAFETY

PROGRAM
# TABLE OF CONTENTS

SECTION I ...................................................................................................................... 2
  MANAGEMENT COMMITMENT AND INVOLVEMENT .............................................. 2
    POLICY STATEMENT .............................................................................................. 2

SECTION II .................................................................................................................... 3
  SAFETY COMMITTEE ............................................................................................... 3
    Safety Committee Organization ............................................................................. 3
    Responsibilities ..................................................................................................... 3
    Meetings ............................................................................................................... 3
  SAFETY COMMITTEE MINUTES .............................................................................. 4

SECTION III .................................................................................................................. 5
  SAFETY AND HEALTH TRAINING ......................................................................... 5
    Safety and Health Orientation .............................................................................. 5
    Job-Specific Training ............................................................................................ 5
    Periodic Retraining of Employees ........................................................................ 5

SECTION IV ................................................................................................................... 6
  FIRST AID PROCEDURES ....................................................................................... 6
    Minor First Aid Treatment .................................................................................... 6
    Non-Emergency Medical Treatment .................................................................... 6
    Emergency Medical Treatment .......................................................................... 6
    First Aid Training ............................................................................................... 6
  FIRST AID INSTRUCTIONS .................................................................................... 7
    Wounds: ................................................................................................................. 7
    Broken Bones: ..................................................................................................... 7
    Burns: ................................................................................................................... 7
    Eye Injury: .......................................................................................................... 7
    Neck & Spine Injury: ............................................................................................ 7
    Heat Exhaustion: ................................................................................................. 7

SECTION V ..................................................................................................................... 8
  ACCIDENT INVESTIGATION .................................................................................. 8
    Accident Investigation Procedures ....................................................................... 8
  ACCIDENT INVESTIGATION REPORT .................................................................... 9
    INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT ... 10

SECTION VI .................................................................................................................. 11
  RECORDKEEPING PROCEDURES ....................................................................... 11
    Recordkeeping Procedures ................................................................................ 11

SECTION VII .................................................................................................................. 12
  SAFETY RULES, POLICIES, AND PROCEDURES .................................................. 12
    WRITTEN HAZARD COMMUNICATION PROGRAM ......................................... 24
    LIST OF HAZARDOUS CHEMICALS FORM ...................................................... 27
Section I.

MANAGEMENT COMMITMENT AND INVOLVEMENT

POLICY STATEMENT

This company is committed to providing all employees with a safe and healthful workplace. It is the policy of this company that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our company. We will give top priority to and provide the financial resources for the correction of unsafe conditions.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: ________________________________
Title: ____________________________ Telephone: ________________

Management will be involved with employees in establishing and maintaining an effective safety program. Our safety and health program activities include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express our company’s commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this company. Compliance with the safety rules will be required of all employees as a condition of employment.
Section II.

SAFETY COMMITTEE

Safety Committee Organization
A safety committee has been established as a tool to recommend improvements to our company’s workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards.

Responsibilities
The safety committee will be responsible communicating procedures for evaluating the effectiveness of measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings
Safety committee meetings are held as necessary.

Management will post the minutes of each meeting (see page) in a conspicuous place and the minutes will be available to all employees.
SAFETY COMMITTEE MINUTES

Date of Committee Meeting: ______________________  Time: __________
Minutes Prepared By: ______________________  Location: __________

Members in Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous Action Items:
________________________________________________________________________
________________________________________________________________________

Review of Accidents Since Previous Meeting:
________________________________________________________________________
________________________________________________________________________

Recommendations for Prevention:
________________________________________________________________________
________________________________________________________________________

Recommendations from Anonymous Employees:
________________________________________________________________________
________________________________________________________________________

Suggestions From Employees:
________________________________________________________________________
________________________________________________________________________

Recommended Updates To Safety Program:
________________________________________________________________________
________________________________________________________________________

Recommendations from Accident Investigation Reports:
________________________________________________________________________
________________________________________________________________________

Safety Training Recommendations:
________________________________________________________________________
________________________________________________________________________

Comments:
________________________________________________________________________
________________________________________________________________________
Section III.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation
Workplace safety and health orientation begins on the first day of initial employment or job transfer. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees
All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.
Section IV.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator: ________________  Poison Control: ________________
First Aid: ________________  Fire Department: ________________
Ambulance ________________  Police: ________________
Medical Clinic: ____________________________
Clinic Address: ____________________________

Minor First Aid Treatment
First aid kits are stored _____________________________. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment
For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the medical facility.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment
If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training
Each employee will receive training and instructions from his or her supervisor on our first aid procedures.
FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:
   Minor: Cuts, lacerations, abrasions, or punctures
   • Wash the wound using soap and water; rinse it well.
   • Cover the wound using clean dressing.

   Major: Large, deep and bleeding
   • Stop the bleeding by pressing directly on the wound, using a bandage or clothe.
   • Keep pressure on the wound until medical help arrives.

BROKEN BONES:
   • Do not move the victim unless it is absolutely necessary.
   • If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:
   • Thermal (Heat)
     • Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
     • Blot dries the area and cover it using sterile gauze or a clean cloth.
   • Chemical
     • Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:
   Small particles
   • Do not rub your eyes.
   • Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.
   Large or stuck particles
   • If a particle is stuck in the eye, do not attempt to remove it.
   • Cover both eyes with bandage.
   Chemical
   • Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:
   • If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:
   • Loosen the victim's tight clothing.
   • Give the victim "sips" of cool water.
   • Make the victim lie down in a cooler place with the feet raised.
Section V.

ACCIDENT INVESTIGATION

**Accident Investigation Procedures**

The supervisor at the location where the accident occurred will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.

- Review the equipment, operations, and processes to gain an understanding of the accident situation.

- Identify and interview each witness and any other person who might provide clues to the accident's causes.

- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.

- Complete the accident investigation report.

- Provide recommendations for corrective actions.

- Indicate the need for additional or remedial safety training.

**Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.**
ACCIDENT INVESTIGATION REPORT

REPORT #______________

COMPANY: ____________________________________________________
ADDRESS: ____________________________________________________

1. Name of injured: ____________________________ S.S. #: ______________
2. Sex: [ ] M [ ] F Age: _______ Date of accident: _________________
3. Time of accident: _______ a.m. _______ p.m. Day of accident: _______
4. Employee's job title: __________________________________________
5. Length of experience on job: _______(years) _______(months)
6. Address of location where the accident occurred: __________________
7. Nature of injury, Injury type, and Part of the body affected: ____________
8. Describe the accident and how it occurred: ______________________________
9. Cause of the accident: _____________________________________________
10. Was personal protective equipment required? [ ] yes [ ] no Was it provided? [ ] yes [ ] no Was it being used? [ ] yes [ ] no If "no", explain: ____________________________________________
    Was it being used as trained by supervisor or designated trainer? [ ] yes [ ] no If "no", explain. ____________________________________________
11. Witness(es):
    __________________________________________
12. Safety training provided to the injured? [ ] yes [ ] no If "no", explain: _________________
13. Interim corrective actions taken to prevent recurrence: __________________
14. Permanent corrective action recommended to prevent recurrence: ________________
15. Date of report ________________
    Prepared by: __________________________________________
    Supervisor (Signature) _______________________________________ Date: ____________
16. Status and follow-up action taken by safety coordinator: __________________
    __________________________________________
    Safety Coordinator (Signature) __________________________ Date: ____________

- 9 -
INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury:  Describe the injury, e.g., strain, sprain, cut, burn, fracture. Injury Type: First aid - injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time - injured missed more than one day of work; No Injury - no injury, near-miss type of incident. Part of the Body: Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,
   a. Unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
   b. Unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14): Self-explanatory

(Item 15): Self-explanatory

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.
Section VI.

RECORD KEEPING PROCEDURES

Record keeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate and include:

- Log & Summary of Occupational Injuries and Illnesses
- Accident Investigation Reports
- Workers' Compensation Notice of Injury Reports
Section VII.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained in Section VII have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

TO ALL PERSONNEL: Section VII Rules

1. All personnel shall follow the rules outlined in this Safety and Health Procedures Manual.

GENERAL SAFETY RULES

ALL OF OUR SAFETY RULES MUST BE OBEYED. FAILURE TO DO SO WILL RESULT IN STRICT DISCIPLINARY ACTION BEING TAKEN.

1. Keep your mind on your work at all times. No horseplay on the job. Injury or termination or both can be the result.
2. Personal safety equipment must be worn as prescribed for each job, such as: safety glasses for eye protection, hard hats at all times within the confines of the construction area where there is a potential for falling materials or tools, gloves when handling materials, and safety shoes are necessary for protection against foot injuries.
3. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
4. If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
5. Watch where you are walking. Don’t run.
6. The use of illegal drugs or alcohol or being under the influence of the same on the project shall be cause for termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
7. Do not distract the attention of fellow workers. Do not engage in any act which would endanger another employee.
8. Sanitation facilities have been or will be provided for your use. Defacing or damaging these facilities is forbidden.
9. A good job is a clean job, and a clean job is the start of a safe job. Keep your working area free from rubbish and debris.
10. Do not use a compressor to blow dust or dirt from your clothes, hair or hands.
11. Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
12. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first-aid equipment until an ambulance arrives.
13. Know where firefighting equipment is located and be trained on how to use it.
14. Lift correctly—with legs, not the back. If the load is too heavy GET HELP. Stay fit. Do stretching exercises. Approximately twenty percent of all construction related injuries result from lifting materials.
15. Nobody but the operator shall be allowed to ride on equipment unless proper seating is provided.
16. Do not use power tools and equipment until you have been properly instructed in the safe work methods and are authorized to use them.
17. Be sure that all guards are in place. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
18. Do not enter an area which has been barricaded.
19. If you must work around power shovels, trucks, and dozers, make sure operators can always see you. Barricades are required for cranes.
20. Never oil, lubricate, or fuel equipment while it is running or in motion.
21. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
22. Barricade danger areas. Guard rails or perimeter cables may be required.
23. Trenches over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that have not been properly shored or sloped. Excavated or other material shall not be stored nearer than two feet from the edge of the excavation. Excavations less than 5 feet may also require cave in protection in some instances.
24. Use the “four and one” rule when using a ladder. One foot of base for every four feet of height.
25. Portable ladders in use shall be equipped with safety feet unless ladder is tied, blocked or otherwise secured. Step ladders shall not be used as a straight ladder.
26. Ladders must extend three feet above landing on roof for proper use.
27. Defective ladders must be properly tagged and removed from service.
28. Keep ladder bases free of debris, hoses, wires, materials, etc.
29. Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
30. Use only extension cords of the three-prong type. Use ground fault circuit interrupters at all times and when using tools in wet atmosphere or with any temporary power supply. Check the electrical grounding systems daily.
31. The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.
32. Never throw anything “overboard”. Someone passing below may be seriously injured.
33. Open fires are prohibited.

All Employees

Ergonomics and Video Display Terminals
1. Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.
2. Use a chair that is padded, is stable, mobile, swivels and allows operator movement. Adjust your seat height so your knees are about the same level as your hips.
3. Sit straight up in your chair and use a footrest that has an adjustable height and is large enough to allow operator movement.
4. Adjust your computer screen and keyboard so that they are directly in front of you. Use a table large enough to hold keyboard, the display screen and all necessary documents.
5. Place the keyboard low enough so that the operator is not required to reach up or out to the keys.
6. Keep wrists and hands in a straight position while keystroking by keeping forearms parallel to the floor and elbows at your sides.

Housekeeping
1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, by using a broom and a dustpan.
3. Mop up water around drinking fountains and drink dispensing machines immediately.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
6. Straighten or remove rugs and mats that do not lie flat on the floor.
7. Remove protruding nails or bend them down into the lumber by using a claw hammer.
8. Return tools to their storage places after using them.
9. Do not use gasoline for cleaning purposes.
10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Ladders and Step Ladders
1. Read and follow the manufacturer's instruction label affixed to the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on rooftops nor within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or blocking off the area with cones or ropes so pedestrian traffic can be diverted away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or step stool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.
18. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
19. Do not use a ladder as a horizontal platform.
20. Use the ladder or step stool to retrieve or store items that are located above your head.

OFFICE SAFETY
General Rules
1. Do not jump from ladders or step stools.
2. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
3. Do not throw matches, cigarettes or other smoking materials into trash baskets.
4. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
5. Do not kick objects out of your pathway; pick them up or push them out of the way.

Doors
1. Keep doors in hallways fully open or fully closed.
2. Use the handle when closing doors.

Files
1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Put heavy files in the bottom drawers of file cabinets.
3. Use the handle when closing drawers and files.

Sharp Objects
1. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Paper Cutter/Shredder
1. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
2. Keep the paper cutter handle in the closed or locked position when it is not being used.
3. Do not use paper cutting devices if the finger guard is missing.
4. Do not place your fingers in or near the feed of a paper shredder.

Staplers
1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
3. Use a staple remover, not your fingers, to removing staples.

Electrical
1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.
3. Do not use extension or power cords that have the ground prong removed or broken off.
4. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

Fans
1. Do not use fans that have excessive vibration or missing guards.
2. Do not place floor type fans in walkways, aisles or doorways.

Stairs
1. Use the handrails when ascending or descending stairs or ramps.
2. Do not store or leave items on stairways.
3. Do not run on stairs or take more than one step at a time.

Lifting Procedures
1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

**ELECTRIC POWER TOOLS**

**General Rules**

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, knives, grinders, and presses.
3. Do not carry plugged-in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable".
10. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
11. Do not use extension cords or three pronged power cords that have a missing prong.
12. Do not remove the ground prong from electrical cords.
13. Do not use an adapter such as a "cheater plug" that eliminates the ground.
14. Do not plug multiple electrical cords into a single outlet.
15. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
16. Do not drive over, drag, step on or place objects on a cord.
17. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
18. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
19. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
HAND TOOL SAFETY

General Rules
1. Do not continue to work if your safety glasses become fogged. Stop work and clean the
glasses until the lenses are clear and defogged.
2. Carry all sharp tools in sheath or holsters.
3. Tag worn, damaged or defective tools "Out of Service" and do not use them.
4. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
5. Do not use impact tools such as hammers, chisels, punches or steel stakes that have
   mushroomed heads.
6. When handing a tool to another person, direct sharp points and cutting edges away from
   yourself and the other person.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your hand or
   clothing when climbing.

Heavy Equipment
1. Wear your hard hat, hearing protection, and safety goggles while operating heavy equipment.
2. All operators must wear the seat belt when operating scrapers, loaders, dozers, tractors, and
   graders.
3. No passengers are permitted on heavy equipment.
4. Keep the windows and windshield of heavy equipment clean.
5. Do not use any heavy equipment if its horn or backup alarm does not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn the engine off before leaving heavy equipment unattended.
8. Do not jump from or onto any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by
   cranes or loaders.
10. When you have finished using a bulldozer or a loader, land the blade on the ground, set the
    brakes, turn the power off, and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

Vehicle/Driving Safety
1. Only employer authorized personnel may operate any company vehicle.
2. Do not operate a vehicle if you are ill or fatigued.
3. Do not operate a vehicle if you are taking medication whose container label indicates that the
   medication may cause drowsiness or other side effects.
4. Shut all doors and fasten seat belt before moving the vehicle.
5. Obey all traffic patterns and signs at all times.
6. Do not drive on the road shoulder.
7. Use side and rearview mirrors before making lane changes, turns and sudden stops.
8. Turn the vehicle off before fueling.
9. Do not smoke while fueling a vehicle.
10. Wash hands with soap and water if you spill gasoline on your hands.

Storeroom and Stockroom
1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear your safety glasses when cutting strapping bands, uncrating materials, and driving nails.
3. Stand to the side of the strapping band when cutting it. Use extreme care when removing bands from pipe on round stock loads. Chock or block loads before removing band to prevent a load shift.
4. Do not use pallets or skids that are cracked or split or have other visible damage.
5. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
6. Do not run on stairs or take more than one step of a staircase at a time.
7. Do not jump from elevated places such as truck beds, platforms or ladders.
8. Do not lift slippery or wet objects; use a hand truck.
9. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
10. Do not handle or load any containers of chemicals if the containers have cracks or leaks.

Knives and Sharp Instruments
1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Keep knives sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are named.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers or pry bars.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the floor.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Follow this procedure for picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off, using both hands, and hold the bag away from your body.
11. When opening cartons, use safety box cutters.

Personal Protective Equipment
1. Do not drill holes in or paint your hard hat.
2. Do not wear hard hats that are dented or cracked.
3. Wear your safety glasses, goggles, or the face shield while operating grinders, drill presses, saws, or other similar machines.
4. Wear the face shield over your goggles or safety glasses during open furnace, hot dipping, metal plating, or gas cutting operations.
5. Wear the chemical goggles when using, applying, or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".
6. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
7. Wear a welding helmet or welding goggles during welding operations.
8. Wear dielectric gloves when working on energized electric circuits.
9. Wear your ear plugs or ear muffs in areas posted "Hearing Protection Required".

Respiratory Protection
1. Do not perform operations requiring respirators, unless you have been approved, fitted and trained for the use of respirators in the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to the manufactures recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

Hazardous Materials
1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Use personal protective clothing or equipment such as goggles, face shield, neoprene gloves, rubber boots, shoe covers and rubber aprons, when using chemicals labeled "Flammable", "Corrosive", "Caustic", or "Poisonous".
3. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.
4. Before using the chemical exhaust hood, flip the fan motor switch to the "On" position.
5. Do not use chemicals from unlabeled containers or unmarked cylinders.
6. Do not perform "hot work", such as welding, metal grinding, or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
7. Do not drag containers labeled "Flammable."
8. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive", "Caustic" or "Poison".

Hearing Protection
1. Wear hearing protectors in work areas posted "Hearing Protection Required".
2. Inspect the hearing protectors for cleanliness before and after each use.
3. Store hearing protectors in a clean and sanitary location.

Warehouse Operation Employees

Hand Truck Operations
1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up stairs or ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.
FORKLIFT SAFETY RULES

General Rules

1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability. If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are enroute. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on the attached aerial lift platform.
24. Drive loaded forklifts forward up ramps.
25. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
26. Drive loaded forklifts in reverse when driving down a ramp.
27. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
28. Do not attempt to turn around on a ramp.
29. Do not use "Reverse" to brake.
30. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

Pre-Use Inspection

Do not use forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks exists along the blade or at the heels.
4. Hydraulic fluid levels are below manufacturer's recommend levels.
5. Hydraulic line and fitting have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split or have missing tire material.
9. Air filled tires are not filled to the operating pressure indicated on the tire.
10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

Starting the Forklift
• Apply the foot brake and shift gears to neutral before turning the key.

Picking Up a Load
1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot, then slowly and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down
1. "Square up" and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another
1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the load is no longer supported by the forks.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

Loading Docks
1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the wheels have been chocked, and the dock lock has been engaged.
3. Use wheel chocks to prevent railroad cars from moving during unloading or loading.
4. Attach the bridge or dock plate before driving the forklift into the truck or railroad car.
5. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
6. Drive straight across the bridge plates when entering or exiting the trailer.
7. Use dock lights or headlights when working in a dark trailer.
Gasoline/Diesel Fueled Forklifts
1. Never use anything with an open flame (such as lighters or lanterns) to check the fuel level in the tank.
2. Do not fuel forklifts while the engine is running.
3. Do not operate a forklift with a leak in the fuel system.
4. Use care when filling fuel tanks to avoid overfilling and spilling fuel.
5. Replace fuel tank cap before restarting engine.
6. Use only approved safety cans when storing or transporting fuel.

Propane Fueled Forklifts
1. Do not refuel forklifts with permanently mounted propane containers inside the building.
2. Do not park forklifts in areas of excessive heat or sources of ignition such as heaters, furnaces, or welding areas.
3. Check tanks to ensure there are no sharp dents or gouges that could weaken the vessel.
4. Do not throw, drag, drop, or roll the propane cylinder.
5. Check fuel lines for damage, such as cuts, dry rot, chafing, or exposure to manifold heat.
6. Wear protective gloves, such as leather or cotton, when changing propane tanks.
7. After installing a full cylinder, check fittings for leaks with a soap solution. Do not check cylinder for leaks with an open flame or with bare hands.
8. Make sure locating pin is intact and that it properly secures the tank to the forklift.
9. Close the propane tank service valve if the tank is kept on the forklift overnight.
10. Inspect quick-disconnect coupling for any signs of visible damage, deterioration, dirt, or debris, and for damaged or missing flexible seals.
11. Inspect threads to ensure they are not flattened or gouged.
12. Open the fuel control valve fully, then turn it toward the closed position 1/4 to 1/2 turn before starting the forklift.
13. Store propane tanks in a location where they will not be exposed to high temperature rise, physical damage or tampering.
14. Do not smoke when handling or changing propane fuel tanks.

Battery Operated Forklifts
1. Do not lay tools or metal parts on top of a battery.
2. Turn battery chargers off prior to connecting the cables to the battery posts.
3. Position the fork truck so that the battery is aligned with the rollers or the hoist used for moving the battery, and engage the fork truck brake before removing the battery and placing it onto the charging rack.
4. Set the brakes on the lift truck prior to connecting the charging cables to the battery on the lift truck.
5. Return charging cables to their designated location as soon as battery charging is complete.
6. Do not smoke in the battery charging areas.
7. Manually flip the fan motor to the "On" position before operating the battery charger.

Pallet Jacks
1. Only employer authorized personnel may operate the pallet jack.
2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not ride on pallet jacks.
4. Start and stop the pallet jack gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.
6. If your view is obstructed, ask a spotter to assist in guiding the load.
7. Stop the pallet jack if anyone gets in your way.
8. Never place your feet under the pallet jack.

**Warehouse Safety**
1. When stocking shelves by hand, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
2. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
3. Remove or bend nails and staples from crates before unpacking the crates.
4. When cutting shrink wrap with a blade, always cut away from you and your co-workers.
5. Do not try to kick objects out of pathways. Push or carry them out of the way.
6. Do not let items overhang from shelves into walkways.
7. Move slowly when approaching blind corners.
8. Place heavier loads on the lower or middle shelves.
9. Remove one object at a time from shelves.
10. Place items on shelves so that they lie flat and do not wobble.
WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL

The following hazard communication program has been established for ___________. This program will be available for review by all employees.

I. HAZARD DETERMINATION

________________________ will be relying on Material Safety Data Sheets from suppliers to meet determination requirements.

II. LABELING

A. The __________________ will be responsible for seeing that all containers coming in are properly labeled.

B. All labels shall be checked for:
   1. Identity
   2. Hazard
   3. Name and address of responsible party

C. Each __________________ shall be responsible for seeing that all portable containers used in their work areas are labeled with identity and hazard warning.

III. MATERIAL SAFETY DATA SHEETS (MSDS)

A. The __________________ will be responsible for compiling the master MSDS file. It will be kept _________________.

B. Copies of MSDSs for all hazardous chemicals to which employees may be exposed will be kept in a file at _____________.

C. MSDSs will be available for review to all employees during each work shift. Copies will be available upon request to _________________.

D. The __________________ will be provided with the required MIOSHA Right-To-Know posters and postings notifying employees of new or revised MSDSs within five (5) days of receipt of new or revised MSDSs.

IV. EMPLOYEE INFORMATION TRAINING

A. The __________________ shall coordinate and maintain records of training conducted for _____________________.

B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety class. In that class, each employee will be given information on:

   1. Chemicals and their hazards in the workplace.
2. How to lessen or prevent exposure to these chemicals.

3. What the company has done to lessen or prevent workers' exposure to these chemicals.

4. Procedures to follow if they are exposed.

5. How to read and interpret labels and MSDSs.

6. Where to locate MSDSs and from whom they may obtain copies.

C. The employee will be informed that:

1. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.

2. As an alternative to requesting an MSDS from the employer the employee may obtain a copy from the Department of Public Health.

D. Attendance will be taken at training sessions. These records will be kept by ____________________.

E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety class.

V. HAZARDOUS NON-ROUTINE TASKS (Delete entire section if not applicable)

A. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.

This information will include:

1. Specific chemical hazards.

2. Protection/safety measures the employee is required to take to lessen risks.

3. Measures the company has taken to lessen the hazards, including ventilation, respirators, the presence of another employee, and emergency procedures.

B. It is the policy of ____________________ that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.
VI. INFORMING CONTRACTORS

A. It is the responsibility of the _________________ to provide any other contractors with employees exposed to our chemicals with the following information:

1. Hazardous chemicals with which they may come in contact.

2. Measures the employees should take to lessen the risks.

3. Where to get MSDSs for all hazardous chemicals.

B. It is the responsibility of the _________________ to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

VII. PIPE AND PIPING SYSTEMS

A. Information on the hazardous contents of pipe and piping shall be readily available.
LIST OF HAZARDOUS CHEMICALS

This is a list of the chemicals used by ________________________________

MATERIAL (Name on label and MSDS)  Page _____ of _____