Construction Employee
SAFETY MANUAL

Provided by: The Insurance Market

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The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought. © 2017-2018 Zywave, Inc. All rights reserved.

recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with customers and increases productivity. This is why we will comply with all safety and health regulations that apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.

6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, and also work environment and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

President

Risk Manager

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The primary responsibility of the employees of is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey 's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction ***NOT*** to begin the task until they discusses the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay and practical jokes are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

 provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

Off-Site Safety

a. Employees of are required to follow all safety and security procedures during off-site visits.

b. If your contact person does not advise you regarding safety hazards, consider the following:

- Emergency exit location(s)
- Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs)
- When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment will be in the possession of the employee and not provided by the client.
- Wear shoes that support your feet and are slip resistant.
- Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

The Company is committed to providing safety and health related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

Periodic Inspections

It is the policy of our Company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

1. Any work-related injury or suspected injury must be reported to your supervisor, Job Site Foreman and to Human Resources. A **[insert form name]** form must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action.
2. Human Resources will issue a **[insert form name]** for the injured employee to take to the treating medical practitioner. The employee must return this form to Human Resources by the next business day.
3. After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.
4. provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. will not accept a general note stating that you are only to be off work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
- Fire/Police/Ambulance 911
- Internal Emergency Number **[Insert Number if Applicable]**
- Human Resources **[Insert Number or extension]**
- Page **[Insert number and instructions if applicable]**
- Operator "0"
- Know where the exits are located
- In the event of any emergency, do not take elevators; use the stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
- First aid supplies and emergency equipment are located **[insert location]** for use by those who are authorized and properly trained

Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call **[insert name]** to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

  -P=Pull the safety pin
  -A=Aim the nozzle at the base of the fire
  -S=Squeeze the operating lever
  -S=Sweep side to side covering the base of the fire

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency

Severe Weather

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately page the following announcement: [insert announcement]. (This announcement will be repeated three times).
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

DOCTOR: _____ ADDRESS: _____

TELEPHONE: _____

JOB SITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE SUPERINTENDENT: _____

Cell/Home TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

Cell/Home TELEPHONE: _____

The Company does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should do the following:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your Manager, the Human Resources Manager, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given 's obligation to investigate and act upon reports of such harassment.

Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources.

If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.

Depending upon the level of concern, the police department (911) should be called immediately.

Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Employees and former employees, who are, have been or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the Company upon request.

To: All drivers of
Effective:

— This policy applies to:

- Vehicles owned, leased, or rented to .
- Personally owned vehicles driven by employees on behalf of .

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and .

— All drivers must have a valid driver's license.

— Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.

— Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for business:

— Your Personal Auto Liability insurance is the primary payer. 's insurance is in excess of your coverage.

— You should carry at least $**[insert amount]** per occurrence liability coverage. Evidence of insurance coverage is to be provided to each year, by a copy of your policy's Declaration page or a Certificate of Insurance.

— is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.

— Report your mileage for expense reimbursement.

In the event of an accident:

— Take necessary steps to protect the lives of yourself and others.

— Comply with police instructions.

— Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.

— Report the accident to as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

_____ _____

Employee's signature Date

The following chart serves as a guideline for evaluating an employee's Motor Vehicle Record (MVR). An employee with an MVR grade of "poor" may not be insurable by our insurance carrier. If driving is a required part of their position at , the inability to be insured could jeopardize their employment. Note that any "major" violation is a "poor" score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	**Major Violations**
All moving violations not listed as a major violation.	▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

Hazard Communication

1. All employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.

2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At , the SDS collection is located at **[insert location]**. Employees are free to utilize the SDS as needed.

3. General rules for handling chemicals in an office environment are the following:

    - Read all label warnings and instructions.
    - Follow instructions for quantity. More is not better.
    - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
    - Always wash your hands after handling chemicals.
    - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
    - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.

4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

Health Hazard	**Flame**	**Exclamation Mark**	**Gas Cylinder**	**Corrosion**	**Exploding Bomb**
• Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity	• Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides	• Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer	• Gases under pressure	• Skin corrosion/burns • Eye damage • Corrosive to metals	• Explosives • Self-reactives • Organic peroxides
			Flame Over Circle	**Environment***	**Skull & Crossbones**
			• Oxidizers	• Aquatic toxicity **under EPA jurisdiction*	• Acute toxicity (fatal or toxic)

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.

2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.

3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.

4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

Personal Protective equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean:

a. Safety Glasses: Must be worn at all times in designated areas in this facility.

b. Hard Hats: Must be worn at all times in designated areas.

c. Gloves: Work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.

d. Welding: Appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.

e. Respirators: Only employees trained and authorized to use respirators are allowed to do so.

f. Hearing Protection: Required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss.

Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (e.g., electrical, hydraulic, chemical, mechanical) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER—DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, “Keep your hands off.”

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.

2. If required to work on powered equipment (e.g., hydraulic, electrical, air), you must have your personal padlock with your name on it and personal key on your person at all times.

3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.

4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.

5. Replace all guards before removing personal padlocks from the control.

6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.

7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

Confined Space

Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmospheric, or entrapment hazards.

Respiratory Protection

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained 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 manufactures recommendations after each use.

6. Store respiratory equipment in a clean and sanitary location.

Respirable Crystalline Silica

Employees must follow ’s written exposure plan for respirable crystalline silica at all times to ensure they are not exposed to levels above the permissible exposure limit (PEL) of 50 micograms per cubic meter of air (50 µg/m3). Employees who are required to wear a respirator for 30 or more days per year will be offered medical examinations at least once every three years.

Walking-working Surfaces

Employees who work in areas with unprotected sides or at least 4 feet above a lower level must follow ’s policy on walking-working surfaces. This includes following all training on personal fall arrest systems before use, notifying management of any unsafe or hazardous conditions, reporting injuries, and properly using both fixed and portable ladders.

Beryllium

Employees must follow ’s written exposure plan for beryllium at all times to ensure they are not exposed to levels above the PEL of 0.2 micrograms per cubic meter of air (0.2 µg/m3) or the short-term exposure limit (STEL) of 2.0 µg/m3. This includes following all training on beryllium hazards, using PPE to minimize exposure, notifying management of malfunctioning engineering and work practice controls. Employees who are exposed to beryllium above OSHA’s for more than 30 days per year, exhibit signs of a beryllium-related disease or are exposed to beryllium during an emergency will be offered medical exams. Employees may also be eligible for medical removal if identified with a beryllium-related disease.

Crane Operator Certification

Employees who are assigned crane activities must be evaluated by to ensure that they demonstrate the skills, knowledge and ability to recognize and avert risks for the type of crane to be used.

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
3. Contractors performing hot work must contact **[insert name]** for approval.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (e.g., lunch, end of the workday).
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed in office areas.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
    - Exit doors,
    - Aisles,
    - Electrical panels, and
    - Fire extinguishers.

Lifting

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.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads 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 place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic 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.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
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.

9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
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.

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

Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm do not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off or onto any heavy equipment.
6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
8. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.
9. Do not use a bucket or other attachments for a staging or temporary platform for workers.
10. Do not operate a backhoe over or across underground utilities that are marked by paint, flagged or staked.
11. Set swing brake of a backhoe bucket arm when moving the vehicle to and from the digging site.
12. Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

Crane Safety

1. Do not use load hooks that are cracked, bent or broken.
2. Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
3. Passengers are not permitted to ride inside the operator's cab of a truck crane.
4. Keep crane windows clean. Do not use a crane if its windows are broken.
5. Do not exceed the rated load capacity as specified by the manufacturer.
6. Do not operate a crane on soft ground without using cribbing and mats.
7. Fully extend outriggers before attempting a lift.
8. Stay outside the barricades of the posted swing radius.
9. Do not perform any crane refits or modifications without the manufacturer's approval.
10. Do not leave the crane unattended with a hoisted load.
11. Do not hoist loads over people.
12. Do not drive on the road shoulders.
13. Wear a high visibility vest when working as a signalman.
14. Only follow the signals of the person designated to give you signals when operating a crane.

15. Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

Sling Safety

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Do not shorten slings by using makeshift devices such as knots or bolts.
3. Do not use a kinked chain.
4. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
5. Wear work gloves when handling rough, sharp-edged or abrasive chains, cables, ropes or slings.
6. Do not alter or remove the safety latch on hooks. Do not use a hook that is missing a safety latch or has a bent latch.
7. Do not place your hands between the sling and its load when the sling is being tightened around the load.
8. Lift the load from the center of hooks, not from the point.

Labor Personnel Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
2. Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
3. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
4. Do not work outdoors during lightning storms.
5. Drink plenty of clear liquids during your breaks.
6. Take breaks in shaded areas.

Scaffold Safety

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.

11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

12. Do not climb the cross braces for access to the scaffold. Use the ladder.

13. Do not jump from, to, or between scaffolding.

14. Do not slide down cables, ropes or guys used for bracing.

15. Keep both feet on the decking. Do not sit or climb on the guardrails.

16. Do not lean out from the scaffold. Do not rock the scaffold.

17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.

18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.

19. Do not move a mobile scaffold if anyone is on the scaffold.

20. Chock the wheels of the rolling scaffold, using the wheel blocks and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

Electrical – Hot Line Safety

1. Clean all protective line equipment after each use, prior to storage.

2. Wear rubber gloves or use hot sticks when removing tree branches, limbs or similar objects from contact with high voltage lines, panels or equipment.

3. Do not wear rubber protective gloves while climbing or descending a pole.

4. Wear 100% cotton or flame resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels or when climbing poles.

5. Wear body belts with straps or lanyards when working at an elevated position (e.g., poles, towers).

6. Visually inspect body belts and straps before use for defects, wear and damage.

7. When working with lines of 600 volts or more:

    - Wear rubber gloves or use hot sticks when placing protective equipment around energized voltage conductors.

    - Do not work on a line that is removed from service until the line is cleared, tagged, tested, and grounded.

    - Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.

8. Treat bare wire communication conductors on power poles and structures as energized lines (with voltages in excess of 600 volts) unless the conductors are protected by insulating materials.

9. Do not remove any ground until all employees are clear of the temporary grounded lines or equipment.

10. After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and grounding it.

11. Do not contact the terminals, jumpers or line wires connected directly to capacitors until the capacitors have been short-circuited and/or grounded.

12. Visually inspect and wipe down all hot line tools each day before use.

13. Do not wear rubber gloves with protectors while using hot line tools.

14. Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.

2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears or other visible signs of damage.

3. Each time you use your gloves, wash them before removing, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves also.

4. Do not use chemicals from unlabeled containers or unmarked cylinders.

5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

7. Do not smoke while handling chemicals labeled "Flammable."

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.

2. Replace guards before starting the machine, after making adjustments or repairs.

3. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing it.

4. Do not wear loose clothing, jewelry or ties in the machine shop.

5. Read and obey safety warnings posted on or near any machinery.

6. Long hair must be contained under a hat or hair net, regardless of gender.

Power Saws

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.

2. Turn the saw power switch "Off" before making measurements, adjustments or repairs.

3. Keep your hands away from the exposed blade.

4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.

5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

6. Do not alter the anti-kickback device or blade guard.

Abrasive Cut-Off Saws and Chop Saws

1. Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.

2. Allow the saw to return to its stored position before removing the cut material from the table.
3. Lay the material squarely and solidly down before sawing it.
4. Use a clamp to secure cylindrical materials to the saw "table" before cutting.
5. Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

Drill Press

1. Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
2. Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
3. Remove the chuck key before turning on the power.
4. Clamp small pieces of stock that are to be drilled in the drill vise or to the workbench.
5. Do not wear rings, wristwatches or gloves when working with the drill press.
6. Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
7. Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
8. When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a “ring test.” Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it “Out of Service."
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the workbench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Portable Grinders

1. Do not use a portable hand held grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the “On” position.
2. Do not use a portable grinder if the grinding wheel guard is missing.
3. Do not clamp a portable grinder in a vice to use it as a bench grinder.

Pneumatic & Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Electrical Powered Tools

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, vacuum cleaners, floor polishers, mowers, knives and grinders.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as grinders near containers labeled "Flammable."
11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
12. Do not use extension cords or other three pronged power cords that have a missing prong.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
15. Do not drive over, drag, step on or place objects on a cord.
16. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
17. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
18. 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

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.

4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
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.

Forklift Safety

1. Only employer-authorized personnel may operate forklifts.
2. Do not exceed the forklift lift capacity (refer to the lift capacity plate on the forklift).
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 in route. 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.
9. Approach railroad tracks at a 45-degree angle.
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 the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a 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 an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use, "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

Electrical Arc Welding

1. Obey all signs posted in the welding area.
2. Use the welding screen to shield other employees from flying slag and intense light.
3. Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.
4. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
5. Do not change electrodes with bare hands; use dry welder's gloves.
6. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

Compressed Gas Cylinders – Storage & Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

Hand Truck Safety

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 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.

Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
3. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. "Blow Out" hoses before attaching the torch.
8. Ignite torches with friction lighters only. Do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work-shift.
11. Do not wear contact lenses when welding.
12. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
13. Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirts, long pants, boots, and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding place the floor fan behind you to keep welding fumes away from your face.
16. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

Spray Painting

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.

3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.

4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled “Flammable " or in an explosive atmosphere such as paint spray booths or rooms.

5. Perform all spray-painting operations in the spray booth or room.

6. Do not point the spray gun toward any part of your body or at anyone else.

7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

Heat-related Illnesses

1. Wear loose, light colored clothing and a hat.

2. Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.

3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.

4. Watch for the following signs and symptoms of heat-related illnesses:

    a. Heat Cramps: Severe muscle spasms in the back, stomach, arms, and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.

    b. Heat Exhaustion: Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.

    c. Heat Stroke: High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.

5. Treat heat illness as soon as possible by doing the following:

    d. Heat Cramps: Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.

    e. Heat Exhaustion: Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.

    f. Heat Stroke: Call 911 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.

2. Watch for the following signs of cold-related illnesses:

    a. Uncontrollable shivering

    b. Slurred speech

    c. Clumsy movements

    d. Fatigue

    e. Confused behavior

3. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.

    f. Inner layer: Synthetic weave to keep perspiration away from the body.

    g. Middle layer: Wool or synthetic fabric to absorb sweat and retain body heat.

    h. Outer layer: Material designed to break the wind and allow for ventilation.

4. Wear a hat to avoid losing almost 40 percent of your body heat.

5. Place heat packets in gloves, vests, boots and hats to add heat to the body.

6. Watch out for the effects of cold temperatures on common body functions such as the following:

    i. Reduced dexterity and hand usage

    j. Cold tool handles reducing your grip force

    k. The skin's reduced ability to feel pain in cold temperatures

    l. Reduced muscle power and time to exhaustion

is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, and . You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with customers, and increases productivity. This is why will comply with all safety and health regulations which apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.

6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of 's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

_____ _____

Employee signature Date