

Florida Floors Southwest, Inc.

Safety Program Manual/ Injury & Illness Prevention Program

795 Commerce Drive, Suite 4 Venice Florida 34292

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POLICY STATEMENT ON SAFETY

The management of this company is very interested in working with you to provide a safe place in which to work. The prevention of accidents and injuries to our employees is the prime objective.

All company personnel are expected to take an active and constant interest in the prevention of accidents. We call upon all employees to use good common sense and in all their actions, take a second to think of the consequences to your fellow employees. We cannot overemphasize that all employees must do their part to minimize accidents.

Please show your support by demonstrating the following:

1. OBSERVING COMPANY SAFETY RULES.
2. KEEPING WORK AREAS FREE OF UNSAFE CONDITIONS.
3. AVOIDING AND ELIMINATING UNSAFE ACTS.
4. PROMPTLY REPORTING UNSAFE ACTS AND CONDITIONS.
5. REPORTING ALL ACCIDENTS IMMEDIATELY.

Accidents cause suffering and pain. We value each of you as individuals and hope you will cooperate with us in this important endeavor.

Any constructive criticism or suggestions toward improving safety on any of our jobs will be given prompt and careful consideration.

Sincerely,
Thomas Rich
Florida Floors Southwest, Inc.
941-485-2515

DUTIES AND RESPONSIBILITIES

A successful Safety and Injury and Illness Prevention Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the company, delegates the following safety duties to all management personnel. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

The Safety Program Administrator must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Company management will support and maintain an ongoing Safety and Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Providing financial support for the Safety / Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the safety manual, IIPP, and other required safety programs.
4. Maintaining a company commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Code of Safe Practices and ensure safe work procedures.
2. Verifying corrective action has been taken regarding safety hazards and accident investigations.
3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
4. Act as a leader in company safety policy and setting a good example by following all safety rules.
5. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.
6. Train all new and existing employees in proper safety procedures and the hazards of the job.
7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.
8. Hold weekly safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.

10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.
11. Correct unsafe acts and conditions that could cause accidents.
12. Communicate with all employees about safety and accident prevention activities.
13. Correct the cause of any accident as soon as possible.
14. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.
15. Maintain good housekeeping conditions at all times.
16. Investigate all injuries and accidents to determine their cause and potential corrective action.
17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Safety Program Administrator acts as a safety resource for the company and is responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.
2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.
3. Review all accident reports to determine cause and preventability.
4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.
6. Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.
2. Read and abide by all requirements of the Safety Manual.
3. Know and follow the Code of Safe Practices and all company safety policies and rules.
4. Wear all required personal protective equipment.
5. Report all accidents and injuries, no matter how minor, to your supervisor immediately.

6. Do not operate any equipment you have not been trained and authorized to use.
7. Report any safety hazards or defective equipment immediately to your supervisor.
8. Do not remove, tamper with or defeat any guard, safety device or interlock.
9. Never use any equipment with inoperative or missing guards, safety devices or interlocks.
10. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
11. Never engage in horseplay or fighting.
12. Participate in, and actively support, the company safety program.

COMPLIANCE AND ENFORCEMENT

The compliance of all employees with our Safety Manual / IIPP is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action
- Optional safety incentive programs

Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by company safety policies.

Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with the company's system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Oral warning. Document it, including date and facts on the "Safety Contact Report" form. Add any pertinent witness statements. Restate the policy and correct practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension.
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Managers and supervisors should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union or contract employees are entitled to the grievance process specified by their contract.

Note: You must be consistent in the enforcement of all safety rules.

SAFETY COMMITTEE

Purpose

The purpose of the safety committee is to promote workplace safety and health by increasing the communication, education, and involvement of company personnel. The Safety Program Administrator holds permanent membership in the safety committee in order to ensure that responsibility is delegated appropriately.

Membership

The safety committee membership shall be represented by the safety program administrator, supervisory and non-supervisory employees, with non-supervisory employees being the majority. The employees on the committee will be volunteers and will serve on the committee for a two-year term (except for the safety program administrator).

Meetings

There will be one committee meeting every quarter. The dates will be determined by the members' schedules. All committee meetings and training will be conducted during working hours. All committee members will be compensated at their normal rate of pay during the meetings, committee specific training, and any other committee related duties.

Emergency Meetings

The committee may conduct an emergency meeting if the majority of the members feel that such a meeting is necessary. If an emergency meeting is called outside regular working hours, the non-salaried employees will be compensated at their overtime rate.

Recordkeeping

Complete and accurate records of the functions and proceedings of the safety committee will be maintained by the Corporate Office with copies distributed to each worksite.

Meetings will be recorded and minutes will be prepared following each committee meeting. Copies of the minutes will be kept at each worksite. These documents will be made available for inspection upon request by any employee.

Communication

All original written communications between the company and the committee, or true copies thereof, will be maintained at each jobsite and made readily available for inspection by government agencies.

The company shall issue a timely written response to all written questions and recommendations from the safety committee.

COMMUNICATION

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to the company. The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Program Manager, including memos, postings, payroll stuffers, and newsletters.
5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the program manager or safety committee members.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The company will not discriminate against any employee for raising safety issues or concerns.

The company also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the main office.

CODE OF SAFE PRACTICES

ALL EMPLOYEES

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.
2. Keep floors clear of items such as paper clips, pencils, tacks, or staples.
3. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.
4. Mop up water around drinking fountains, drink dispensing machines, and ice machines.
5. Do not store or leave items on stairways.
6. Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Return tools to their storage places after use.
9. Do not use gasoline for cleaning purposes.
10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
11. Obey all posted safety and danger signs.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", and "Caustic" or "Poisonous".
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
5. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
6. Wear chemical goggles and a face shield when using, applying, or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen 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 with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. 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.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. 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.
17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or

tailgate of the truck bed.

18. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders and Step Ladders

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 footpads, or other visible damage.
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 or within 50 feet of electrical power lines.
5. Do not place a ladder 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.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down.
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.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Ask a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

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.

Storeroom/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 their containers are cracked or leaking.

Driving Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.

Driver Safety Rules

1. The use of a vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
2. No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
3. All drivers and passengers operating or riding in vehicles must wear seat belts, even if air bags are available.
4. No unauthorized personnel (e.g. Hitchhikers) are allowed to ride in vehicles.
5. Headlights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
6. All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

Defensive Driving Rules

1. Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
2. Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
3. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
4. Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
5. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
6. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
7. When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
8. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
9. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
10. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of

you if you are rear-ended.

11. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
12. Check behind your vehicle. Operators of large vehicles should walk around their vehicle before backing and/or have someone guide you.
13. Back to the driver's side. Do not back around a corner or into an area of no visibility.

What To Do In Case of An Accident

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries, obtain all pertinent information, and report it accurately.

1. Call for medical aid if necessary.
 2. Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
 3. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
 4. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 5. Obtain pertinent information including: license number of other drivers, insurance company names and policy numbers of other vehicles, make, year, model of other vehicles, date and time of accident, overall road and weather conditions.
 6. Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
 7. Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DO NOT argue with anyone.
 8. Provide the other party with your name, address, phone number, drivers' license number, and insurance information.
 9. Immediately report the accident to your supervisor. Provide a copy of the accident record and/or your written description of the accident.
 10. Cooperate fully with any follow-up from claims personnel.
5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

INSTALLERS

Hand Tools

1. Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.
2. Keep the blades of all cutting tools sharp.
3. Carry all sharp tools in sheaths or holsters.
4. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. Do not chop at heights above your head when working with a hand axe.
9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
10. Do not perform "make-shift" repairs to tools.
11. Do not use "cheaters" on load binders or "boomers."
12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

Chisels

1. Keep the cutting edge of the chisel sharp.
2. Do not use chisels with damaged striking ferrules.
3. Hold a chisel with a tool holder if possible.
4. Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel.

Clamps

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

Files/Rasps

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.
2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

Hammers

1. Use a claw hammer for pulling nails and driving nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy, or wet.
6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.
7. Use only a sledge-type hammer on a striking face wrench.

Knives/Sharp instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Store knives in knife blocks or in sheaths after use.
3. Do not use knives with dull blades.
4. Do not use honing steels that do not have disc guards.
5. Do not attempt to catch a falling knife.
6. Use knives for the operation for which they are named.
7. Do not use knives with broken or loose handles.
8. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
9. Do not pick up knives by their blades.
10. Carry knives with their tips pointed towards the floor.

Pliers

1. Do not attempt to force pliers by using a hammer on them.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with insulated handles for electrical work.
4. Do not use pliers that are cracked, broken, or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Saws

1. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw, or bow saw, if the blade is not taut.
2. Do not use a saw that has dull saw blades.
3. Keep hands and fingers away from the saw blade while using the saw.

4. Do not carry a saw by the blade.
5. When using a handsaw, hold the work piece firmly against the worktable.
6. Do not use woodworking equipment such as circular saws, radial saws, or jointers if they do not have guards on the saw blade.
7. Keep control of saws by decreasing downward pressure at the end of the stroke.
8. When operating scroll saws, stop the machine before removing scrap pieces from the table.
9. Clamp work when using a hole saw.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Use a screwdriver that has an insulated handle for electrical work.
8. Do not use a screwdriver if your hands are wet, oily, or greasy.
9. Do not use a screwdriver to test the charge of a battery.
10. When using a spiral ratchet screwdriver, push down firmly and slowly.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver, or pry bar.
6. Use the locking clip on the snips after use.

Vises

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse, or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.

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, slicers, knives, grinders, irons, 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" or in an explosive atmosphere such as a paint spray booth.
10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

11. Do not connect multiple electrical tools into a single outlet.
12. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.
15. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
16. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
17. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
18. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced, or damaged power cord.
19. Do not operate a power hand tool or portable appliance if the ground pin from the three-pronged power plug is missing or has been removed.

Power Saws

1. Wear safety goggles, protective gloves, a dust mask, and hearing protection when operating a power saw.
2. Do not wear loose clothing or jewelry.
3. Clean any residue from the blade or cutting head before making a new cut with the power saw.
4. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
5. Keep your hands away from the exposed blade.
6. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
7. Do not alter the anti-kickback device or blade guard.
8. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
9. When using the power saw, do not reach across the cutting operation.
10. Cut away from your body and below your shoulder level when you are using a power saw.
11. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use tools that have handles with burrs or cracks.
3. Do not use compressors if their belt guards are missing. Replace belt guards before use.
4. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
5. Disconnect the tool from the airline before making any adjustments or repairs to the tool.
6. Engage positive locks on hoses and attachments before use.
7. Shut off pressure valve and disconnect airline when not in use.
8. Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

Powder Actuated Tools

1. Only employer-authorized personnel, with a valid certification card may operate powder-actuated tools.
2. Wear safety glasses, goggles, or face shields when operating powder actuated tools.
3. Wear earplugs or earmuffs when making fastenings.
4. Do not permit bystanders in the area when using a powder-actuated tool.
5. Do not load tool until ready to make a fastening.
6. Keep tool pointed in a safe direction (away from personnel).
7. Post a sign alerting co-workers that a powder actuated tool is being used.
8. After use, lock powder actuated tools and powder loads in a container and store in a safe place such as a locker or the trunk of a car.

Personal Protective Equipment

1. Wear earplugs or earmuffs in 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.
4. Wear safety glasses or face shields in areas posted "Eyewear Protection Required."
5. Wear safety glasses, goggles, or face shield when using chippers, grinders, lathes, sanders, or when working with concrete.
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 hard hats or approved head protection in areas posted "Hard Hat Protection Required."
8. Do not paint or drill holes in hard hats.
9. Do not wear hard hats that are dented or cracked.
10. Wear rubber gloves when handling finishing chemicals such as acids.

Carpet Laying

1. Carry knives in a leather pouch.
2. Keep sealing iron in the sealing iron tray when iron is energized.
3. When using power stretchers on long pulls, make sure the power head handle is locked down. Do not sit on handle or attempt to hold the handle down with your hand.
4. Do not leave knives and tools lying on the floor.
5. Wear kneepads.

Resilient Floor Coverings

1. Before you begin installation of the floor coverings, ventilate the area by opening windows, doors, or by using an exhaust fan.
2. Read labels and safety recommendations on all materials used in installation, i.e. adhesives, solvents, seam sealers, polishers, patching compounds, and cleaners.
3. Never leave propane torches that are being used for heating unattended.
4. Keep all flammable materials away from flame or spark.
5. Flush your skin or eyes with water if they are exposed to hazardous material.
6. Use heat resistant gloves when using heating tools.
7. Wear kneepads.
8. Keep the work area well lighted and uncluttered.

NOTE: When work involves the removal of a resilient floor covering structure that contains or is assumed to contain asbestos, always check with supervisor before proceeding.

Sanding Equipment

1. Always leave the floor sanding machine(s) unplugged until ready for use.
2. Unplug the belt sander when changing the sander belt.
3. Always use approved dust mask when sanding.

Stairways, Floors, and Openings

1. Do not work on open-sided floors, elevated walkways, or elevated platforms if there are no guardrails in place.
2. Stand clear of floor openings if guardrails or covers are removed or displaced.

HEAT ILLNESS AND PREVENTION

All managers and supervisors will implement and maintain the Heat Illness Program in their respective work areas. High heat procedures are to be followed when the temperature exceeds 95 degrees Fahrenheit. High heat procedures shall include, but are not limited to:

- Effective communication by voice, observation or electronic means,
- Will observe employees for alertness and signs/symptoms of heat illness often,
- Reminding employees to drink water throughout the shift,
- Closely supervise new employees for their first 14 days of employment,
- The provisions of this procedure.

Provision of Water

Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift.

Access to Shade

Employees must have access to shade. At or below 85 degrees Fahrenheit the employee shall have timely access to shade upon request. For temperatures at or above 85 degrees Fahrenheit, one or more areas with shade shall be provided at all times while employees are present. There should be enough shade for at least 25% of employees on the shift at any one time to use.

Employees suffering from heat illness or those who believe a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. See definition of "Shade".

Written Procedures

The heat prevention program/procedures shall be in writing and shall be made available to employees.

Each work site shall develop site specific procedures which shall include the minimum:

- Make available at least 2 quarts of water per employee at the start of the shift. The supervisors or designated persons will monitor water containers every 30 minutes. Employees are encouraged to report to the supervisor/designated person water that is dirty or an inadequate water supply.
- Supervisors will provide frequent reminders to employees to drink frequently.
- Workers will be reminded every morning of the importance of frequent consumption of water throughout the shift during hot weather.
- Place water containers as close as possible to the workers.
- Water levels should not fall below the point that will provide adequate water for all employees during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees or provisions will be made to supply employees their own cups.

- Supervisors will set-up an adequate number of umbrellas, canopies or other portable devices at the start of the shift and will relocate them to be closer to the crew, as needed.
- Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.

Working hours will be modified to work during the cooler hours of the day, when possible.

More water and rest breaks will be provided when a modified or shorter work-shift is not possible.

Supervisors will continuously monitor all employees and stay alert to the presence of heat related symptoms.

Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called.

They will check that all means of communication are functional at the work-site prior to each shift.

Every morning, workers will be reminded about the address and directions to their work-site so as to inform medical responders.

All newly hired workers will be assigned a buddy or experienced coworker to ensure they receive proper training and are following the company procedures in regards to heat illness prevention.

HAZARD IDENTIFICATION AND ASSESSMENT

To assist in the identification and correction of hazards, the company has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

Loss Analysis

Periodic loss analyses will be conducted by the safety program administrator. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Superintendents and foremen shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Program Administrator.

Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and State OSH Consultants.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, Program Administrator or other designated individual.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Supervisor.
- Periodically by the Safety Program Administrator.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the company hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- The name and title of person who performed the inspection.
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.

- Signature of the person who performed the inspection.

One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of two (2) years.

HAZARD PREVENTION, CORRECTION, AND CONTROL

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first.

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity - The potential for serious injury, illness or fatality
- Likelihood of exposure - The probability of the employee coming into contact with the hazard
- Frequency of exposure - How often employees come into contact with the hazard
- Number of employees exposed
- Possible corrective actions - What can be done to minimize or eliminate the hazard
- Time necessary to correct - The time necessary to minimize or eliminate the hazard

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment: Includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report
- Safety Meeting Report
- Memo or letter
- Safety inspection form

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

HAZARD COMMUNICATION PROGRAM

Introduction

It is company policy that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations. This Hazard Communication Program will be monitored by the Safety Program Administrator who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

Our program consists of the following elements:

1. Hazardous material inventory.
2. Collection and maintenance of Material Safety Data Sheets.
3. Container labeling.
4. Employee training.

The following items are not required to be included in the program and are therefore omitted:

- Foods, drugs, cosmetics or tobacco.
- Untreated wood products.
- Hazardous waste.
- Consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

Hazardous Material Inventory

The Safety Program Administrator maintains a list of all hazardous materials used in our operations. This list contains the name of the product, the type of product (solvent, adhesive etc.) and the name and address of the manufacturer.

Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which our employees may be exposed will be kept in a binder at the main office. These MSDS are available to all employees, at all times, upon request. Copies of the most commonly used products will also be kept by the Supervisor at the work site.

The Safety Program Administrator will be responsible for reviewing incoming MSDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

The Safety Program Administrator will also review all incoming MSDS for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. Federal or State (if applicable) OSHA will be notified if a complete MSDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the shop or field until a MSDS has been received. The purchasing department will make it an ongoing part of their function to obtain MSDS for all new materials when they are first ordered.

Container Labeling

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

All chemicals in cans, bags, drums, pails, etc., will be checked by the receiving department to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be held until a new label has been installed. New labels will be obtained from the manufacturer.

The label must contain:

- The chemical name of the contents.
- The appropriate hazard warnings.
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

Employee Information and Training

All employees will be provided information and training on the following items through the company safety training program and prior to starting work with hazardous substances:

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information regarding the use of hazardous substances in their specific work areas.
3. The location and availability of the written hazard communication program. The program will be available from the Supervisor and Safety Program Administrator.
4. The physical and health hazards of the hazardous substances in use.
5. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
6. The controls, work practices and personal protective equipment available for protection against possible exposure.
7. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
8. How to read labels and material safety data sheets to obtain the appropriate hazard information.

Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards.
- Protective/safety measures which must be utilized.
- The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Outside Contractors and Vendors

To ensure that outside contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's

employees, it will be the responsibility of the Supervisor to provide outside contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the work site.
- The precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors and vendors the name of any hazardous substances the contractor's employees may be using at a work site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

Employee Rights Under The Hazard Communication Standard

At any time, an employee has the right to:

- Access the MSDS folder, and the Hazard Communication Program.
- Receive a copy of any environmental sampling data collected in the workplace.
- See their employment medical records upon request.

FIRST AID AND MEDICAL EMERGENCY PROCEDURES

The company will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Safety Program Administrator will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be provided. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A company authorized physician or medical clinic, and at least one alternate if available.
2. Hospitals.
3. Ambulance services.
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. For severe accidents call 911 and request the Paramedics.
2. Employees must report all work related injuries to their Supervisor immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.
3. The Supervisor, employee, and first aid person, should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a company "Accident Report" in case complications arise later.
5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the main office. Contact must also be made with the nearest Federal or State (if applicable) OSHA office.

ACCIDENT / EXPOSURE INVESTIGATION

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

Procedures for Investigation of Accidents

Immediately upon being notified of an accident the Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;
2. Provide for needed first aid or call 911 emergency for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
4. Report the accident to the main office. Accidents will be reported by the office to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.

5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours must be reported to Federal or State (if applicable) OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation must also include an action plan. How can such accidents be prevented in the future?
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

Questions to Ask

When investigating accidents, open-ended questions such as who?, what?, when?, where?, why?, and how? will provide more information than closed-ended questions such as "Were you wearing gloves?"

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?

- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is:

"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"

Once the Accident Investigation is Completed

- Take or recommend corrective action
- Document corrective action
- Management and the Safety Program Administrator will review the results of all investigations
- Consider safety program modifications

Information obtained through accident investigations can be used to update and improve our current program.

TRAINING AND INSTRUCTION

Every new employee will be given instruction by their Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, Supervisors, and employees will be trained at least twice per year on various accident prevention topics.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Federal or State (if applicable) OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the Code of Safe Practices and required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the company is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Ergonomics
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Contents of safety program

Documentation of Training

All training will be documented on one of the following three forms.

New Employee Safety Orientation
Employee Safety Contact Form
Safety Meeting Report

The following training method should be used. Actual demonstrations of the proper way to perform a task are very helpful in most cases.

- Tell them how to do the job safely
- Show them how to do the job safely
- Have them tell you how to do the job safely
- Have them show you how to do the job safely

Follow up to ensure they are still performing the job safely

FIRE PREVENTION AND EMERGENCY ACTION PLAN

The company has developed the following emergency plan to cover those designated actions that must be taken to ensure employee safety from fire and during other emergencies. Any questions about this plan should be directed to The Safety Program Administrator.

Facility Emergency Evacuation and Fire Prevention

The Safety Program Administrator is responsible for ensuring the following:

1. That all required emergency exits are clearly identified in the office, shop, and warehouse and that all required fire fighting and emergency equipment is available and in good condition.

The following items will be maintained:

- First aid kit
 - Drinking water
 - Flashlight
 - Portable battery powered radio and batteries
 - Fire extinguishers
 - Wrench to shut off the main gas valve
 - Pry bars, axes, saws, tools or similar devices for employee rescue
2. Creating a facility map designating all emergency evacuation routes and the locations of all fire fighting equipment and emergency supplies and equipment. These maps will be posted in at least two locations in the facility.
 3. Training all exposed employees on the procedures to be followed in the event of fire, earthquake or other emergency including how to properly notify other affected employees.
 4. Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.
 5. Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.

During an Emergency

In the event of an emergency such as earthquake or fire, all employees are expected to evacuate the premises immediately. The Safety Program Manager or Safety Committee members may assign some employees the task of shutting off the gas or electricity, if needed. At no time will any employee be expected to jeopardize their own safety to do this.

Employees will be notified of emergencies through one of the following:

- Fire alarm
- Intercom
- Emergency horn
- Direct voice communication

After the emergency evacuation has been completed, a head count will be taken to ensure everyone is out of the building.

If necessary, the Safety Program Administrator or Safety Committee members may assign some employees to rescue trapped employees.

Fire Prevention in Shops and Warehouses

The following procedures will be used to prevent fires in shops and warehouses.

1. All accumulated combustible trash and debris will be removed as soon as practical.
2. Flammable liquids will only be stored and dispensed from UL approved safety containers designed for that purpose.
3. All rags soaked with flammable or combustible liquids will be properly stored in closed metal containers.
4. Appropriate precautions will be taken to prevent fires when torch cutting, welding or soldering.
5. Compressed gas cylinders containing flammable or explosive gasses will be properly stored in the upright position with their caps on and protected from heat or puncture. Fuel gas and oxygen shall be separated at least 20 feet when stored.
6. Smoking or open lights are prohibited within 50 feet of flammable liquid or gas storage and dispensing areas.
7. Flammable solvents will not be used for cleaning purposes.
8. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the floor area, or fraction thereof. Where the floor area is less than 3,000 square feet, at least one extinguisher shall be provided.
9. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
10. At least one fire extinguisher, rated not less than 2A, shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway at each floor level.
11. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the job site. This requirement does not apply to the integral fuel tanks of motor vehicles.
12. Portable fire extinguishers shall be inspected monthly, or at more frequent intervals by the employer, and serviced at least annually by a person licensed or registered by the State Fire Marshal. NOTE: Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent operation.
13. Suitable fire control devices, such as portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored.
14. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for flammable liquid storage.
15. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.

SCAFFOLDS

General Requirements

When work cannot be performed safely from the ground, or from solid construction, scaffolds must be supplied and erected according to the applicable standards for the employees involved. In the case that ladders are used, the work must conform to ladder safety standards.

Scaffolds must be erected by a qualified individual (someone who can certify that the scaffolding is safe to use).

Scaffolds must be set on footings or anchored to material that is sound, rigid, and able to support the maximum intended load without settling or shifting. Never use unstable objects such as loose boards, barrels, or boxes to support scaffolds or planks.

Only use scaffolds (and components) that are capable supporting (without failure) at least four times the maximum intended load. All scaffold components must comply with OSHA requirements 29 CFR 1910.28 and 29 CFR 1926.451.

If using wood scaffold planks, they must be cross-supported every 8 feet. Cleat, wire or nail scaffold deck boards into place.

You must completely floor all working levels of scaffolds except where space is required for openings for internal ladders.

Maintenance of scaffolds and other components described in this program is required to keep them in safe condition. Never alter or move (horizontally) a scaffold that is occupied.

Immediately repair any damaged or weakened scaffold. Never use a damaged or weakened scaffold until repairs have been completed.

Never load a scaffold in excess of the working load that it is intended for.

Always use properly sized bolts in the construction of scaffolds, and use sufficient number at each connection to create the designed strength of the scaffold.

Always overlap platforms (minimum of 12 inches) and secure them from any movement.

Always provide an access ladder or equivalent safe access.

Always extend scaffold planks over their end supports by not less than 6 inches and not more than 18 inches.

Ensure that poles, legs, and uprights of scaffolds are plumb, and are rigidly braced and secured to prevent swaying and shifting.

Always apply a tag line to materials being hoisted onto a scaffold.

Always provide overhead protection workers on a scaffold if they are exposed to overhead hazards.

If a scaffold or platform is erected over 6 feet off the ground, always install toe boards and guardrails. Where workers are required to work or pass under the scaffold, always install a screen between the toe board and the guardrail (along the entire opening), consisting of No. 18 gauge wire one-half inch mesh or the equivalent.

Never perform work on a scaffold during storms or high winds.

Never perform work on a scaffold that is covered with snow or ice, unless all the snow and ice is removed and planking is

sanded to prevent slipping.

Do not accumulate tools, material, and debris on a scaffold such that it presents a hazard.

Inspections

Scaffolding must be inspected by a qualified individual as per the manufacturer's recommendations. The qualified individual must also conduct inspections prior to each use and periodically throughout each shift.

- A qualified individual inspects the scaffold after it is erected, prior to the start of the work day, and at the beginning of a shift change to ensure the scaffold is safe prior to and during use. At a minimum, the following shall be inspected:
 - Ensure there is no settling in the ground or surface footing.
 - Check for any signs of damage, missing pins, bolts and any locks and/or safety keepers on all main supports and cross braces.
 - Check for damage, proper placement and any possible movement of all walking surfaces and/or planks.
 - Check that all walkways and planks are secure to prevent movement.
- The inspection will ensure that the scaffold is stable, and movement is prevented.
- If a defect or damage to the scaffold is discovered during the inspection, the scaffold must be tagged out by the qualified individual. Use of the scaffold will be prohibited until the necessary repairs are made.

Mandatory Signs and Tags

Signs and tags must be visible at all times when performing work, and must be promptly removed or covered when the hazard are abated. Tags shall also be used when defective equipment or unsafe conditions are found.

The qualified individual will tag out any defective or unsafe equipment or conditions (e.g., improper footings) shall using a weather resistant tag that is secured to the scaffolding structure on all four sides.

Only use danger signs where an immediate hazard exists. To alert other workers of possible danger from falling objects, post danger signs in the immediate area of the scaffold.

Caution - To mark off a larger area around scaffolding and warn other workers to use caution, use signs and/or barricade tape.

Modifications

A qualified person must perform all modifications and repairs. This qualified person must be able to certify that the scaffolding is safe to use to ensure that non-qualified personnel do not create additional hazards.

Only employees who are trained and certified shall perform modifications or repairs. Unqualified employees who fail to comply may receive disciplinary action and or termination.

RECORDKEEPING

The program administrator will ensure the maintenance of all Safety Program records, for the listed periods, including:

- | | |
|--|----------------------|
| 1. New Employee Safety Orientation forms | length of employment |
| 2. Code of Safe Practices Receipt | length of employment |
| 3. Disciplinary actions for safety | 1 year |
| 4. Safety inspections | 2 years |
| 5. Safety meeting reports | 2 years |
| 6. Safety Contact Reports | 2 years |
| 7. Accident investigations | 5 years |
| 8. Federal or State OSHA log of injuries | 5 years |
| 9. Inventory of Hazardous Materials (if any) | forever |
| 10. Employee exposure or medical records | forever |

Records are available for review at the main office.

APPENDIXES

1. HAZARD ASSESSMENT AND CORRECTION RECORD
2. ACCIDENT / EXPOSURE INVESTIGATION FORM
3. WORKER TRAINING AND INSTRUCTION RECORD
4. EMPLOYEE SAFETY CONTACT REPORT
5. NEW EMPLOYEE SAFETY ORIENTATION
6. CODE OF SAFE WORK PRACTICES RECEIPT
7. COMPANY VEHICLE POLICY RECEIPT
8. SAFETY COMMITTEE MEETING MINUTES
9. SAFETY MEETING MINUTES
10. VEHICLE INSPECTION CHECKLIST
11. FACILITY INSPECTION CHECKLISTS

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

ACCIDENT / EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:
Location:
Accident Description:
Workers Involved:
Preventive Action Recommendations:
Corrective Actions Taken:

EMPLOYEE SAFETY CONTACT REPORT

Work site: _____

Manager / Supervisor: _____

Employee name _____

Date _____

Job title _____

Safety concern:

Corrective action:

Signed: _____
Employee

Signed: _____
Manager / Supervisor

NEW EMPLOYEE SAFETY ORIENTATION

The Supervisor will verbally cover the following items with each new employee on the first day of their employment.

Employee Name: _____

Start Date: _____

Job Title / Position: _____

Instruction has been received in the following areas.

- 1. Code of Safe Practices.*
- 2. Hazard Communication (chemicals) Employee Training Handbook.*
- 3. Driving Safety Rules.*
- 4. Safety rule enforcement procedures.
- 5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY.
- 6. Proper method of reporting safety hazards.
- 7. Emergency procedures and First Aid.
- 8. Proper work clothing & required personal protective equipment.
- 9. List all special equipment, such as lifts, employee is trained and authorized to use.
- 10. Emergency Exits and Fire Extinguishers.

* Give a copy of these items to the employee.

I agree to abide by all company safety policies and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action and possible termination.

Signed _____ Date _____
Employee

Signed _____ Date _____
Supervisor

Supervisor

CODE OF SAFE PRACTICES RECEIPT

This is to certify that I have received a copy of the Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the company.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the company.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Print Name

Sign Name

Date

Copy: Employee
File

SAFETY COMMITTEE MEETING MINUTES

Date of Committee Meeting: _____ *Location:* _____

Minutes prepared by: _____ *Date:* _____

Review of Safety Inspection and Plan of Correction:

Previous Business: _____

New Business: _____

Review of Accidents: _____

Plan of Correction: _____

Employee Suggestions: _____

Recommended Safety Training: _____

Additional Comments: _____

Safety Committee Meeting Attendance:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

9. _____

11. _____

13. _____

15. _____

17. _____

19. _____

10. _____

12. _____

14. _____

16. _____

18. _____

20. _____

SAFETY MEETING MINUTES

Company: _____ Department: _____

Presenter: _____ Date: _____

Safety Topic Discussed:

Additional items addressed other than topic:

Suggestions and Comments:

Safety Meeting Attendance:

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |

FACILITY INSPECTION CHECKLIST

Department/Division: _____

Date Of Inspection: _____

Location: _____

Inspector: _____

Criteria	Check One		Comments
	Yes	No	
<ul style="list-style-type: none"> • Are work areas properly illuminated? • Is the ventilation system appropriated for the work performed? • Are restrooms and washrooms kept clean and sanitary? • Is potable water provided for drinking and washing? • Are outlets for water not suitable for drinking clearly identified? • Where heat stress is a problem, do all fixed work areas have air conditioning? • Is the work area clean and orderly? • Are floors kept clean and dry or have you taken appropriate measures to make floors slip resistant? • Are floors free from protruding nails, splinters, holes, etc.? • Are permanent aisles and passageways clearly marked? • Are aisles and passageways kept clear? • Are pits and floor openings covered or guarded? • Is combustible trash removed from the worksite daily? • Are spilled materials or liquids cleaned up immediately? • Is there safe clearance in aisles where motorized or mechanical handling equipment travel? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>FLOOR AND WALL OPENINGS, STAIRS AND STAIRWAYS</p> <ul style="list-style-type: none"> • Are floor openings guarded by covers or guardrails on all sides? • Do skylights have screens or fixed railings that would prevent someone on the roof from falling through? • Are open pits and trap doors guarded? • Are grates or similar type covers over floor openings such as floor drains, designed so that foot traffic or rolling equipment are not affected by grate spacing? • Are open-sided floors, platforms and runways having a drop of more than 4 feet guarded by a standard railing or toe board? • Are standard stair rails or handrails on all stairways having four or more risers? • Are all stairways at least 22 inches wide? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<ul style="list-style-type: none"> • Do stairs have at least a 6-½ foot overhead clearance? 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Are step risers on stairs uniform from top to bottom? 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Are steps on stairs and stairways designed or provided with a slip-resistant surface? 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads? 	<input type="checkbox"/>	<input type="checkbox"/>	

GENERAL WORK ENVIRONMENT

Criteria	Check One		Comments
	Yes	No	
<ul style="list-style-type: none"> Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction? 	<input type="checkbox"/>	<input type="checkbox"/>	
ELEVATED SURFACES			
<ul style="list-style-type: none"> Is the vertical distance between stairway landings limited to 12 feet or less? Are stairways adequately illuminated? Are signs posted showing the elevated surface load capacity? Do elevated work areas have a permanent means of access and egress? Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading? 	<input type="checkbox"/>	<input type="checkbox"/>	
EXITS AND EXIT DOORS			
<ul style="list-style-type: none"> Are all exits marked with an exit sign and illuminated by a reliable light source? Are exit routes clearly marked? Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked "NOT AN EXIT" or "STOREROOM" etc.? Are all exits kept free of obstructions? Are there sufficient exits to permit prompt escape in case of emergency? Do exit doors open in the direction of exit travel? Are doors that swing in both directions provided with viewing panels in each door? Are exits and exit routes equipped with emergency lighting? 	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL REMARKS:			

Additional information regarding this safety program manual can be obtained through the safety program administrator or safety committee.

