

Employee Safety Handbook

A GUIDE FOR YOUR PERSONAL SAFETY

Injury Prevention

Injury Reporting

Reporting Safety Hazards or Concerns

General Health & Safety Rules

Code of Safe Practices

Safety Contact Information

COMMITMENT TO SAFETY

We are committed to helping clients develop, implement and sustain a safe and healthy work environment for all employees, management personnel, contractors and visitors. We strive to provide safe and healthy working conditions and educate employees to use safe work practices at all times. Compliance with federal and state safety regulations is considered the minimum standard for safety and health.

Emphasizing the integration of health and safety measures into all job tasks with our clients ("worksite employer" or "employer") so that accident prevention, health, and quality job performance become part of each client's management system.

This Handbook is a guide for your personal safety and will address the following topics:

- Employee Responsibility for Safety
- Management Responsibility for Safety
- Injury Prevention
- Injury Reporting
- Reporting Safety Hazards and Concerns
- General Health and Safety Rules
- Code of Safe Practices
- Safety Contact Information

EMPLOYEE RESPONSIBILITY

All employees are expected to obey all safety rules, follow established safe work practices and exercise caution in all of their work activities. You have a responsibility to be aware of your surroundings and working conditions at all times to help ensure your safety and the safety of those around you.

Additionally, it is your responsibility to:

- Report **all injuries, unsafe acts, and unsafe conditions** to your Supervisor as soon as practically possible.
- In the event of an **emergency**, contact the local responding agencies by **dialing the numbers 911** on the nearest telephone or mobile phone and provide as much information as possible to assist in their response.
- Properly use, maintain, and store Personal Protective Equipment (PPE) issued to you to perform your job safely.
- Obey all warning signs, instructions, and work rules.
- Refrain from operating any equipment or machinery without authorization and training.
- Know your job duties and apply safe working practices while engaged in those duties.
- Know that the use of controlled substances (e.g., alcoholic beverages, cocaine, marijuana, methamphetamines, amphetamines, opiates), and those substances that can impair your ability to operate equipment and work safely is prohibited. Contact your employer if you have any questions or need additional information regarding our drug- and alcohol-free workplace policy.

MANAGEMENT RESPONSIBILITY

Your worksite employer is responsible for providing a safe workplace. To achieve this, your management team will establish and implement a Code of Safe Practices and Injury Prevention Program specific to your operations.

These programs will establish training, inspection, reporting, and disciplinary rules and requirements to help ensure the workplace is safe for all employees.

Additionally, your employer is responsible for:

- Documenting all recordable injuries and posting annual results using the OSHA 300 log and 300 A Summary.
- Reporting all serious injuries to the Occupational Safety and Health Administration (OSHA) or the agency with local jurisdictional responsibility for safety.
- Providing appropriate PPE and training on the proper use and maintenance of all PPE whenever exposures or other work rules require their use.
- Providing medical treatment for all work-related injuries.
- Providing a means of communicating emergencies in the workplace (e.g., telephones, mobile phones, radios, public address systems, etc.).
- Conducting frequent and regular inspections of the work place, materials, and equipment by trained persons to help ensure a safe working environment.

INJURY PREVENTION

To help your employer sustain a safe and healthful workplace for all employees, a system of inspections and reporting has been developed to identify and provide a means for corrective action whenever conditions warrant.

As part of this plan, your employer will provide you a Code of Safe Practices in addition to the safety requirements outlined in this handbook. You will also be expected to report all injuries (see **Injury Reporting**) to your employer and provide your employer with as much information as possible regarding any injury to help prevent future incidents from occurring. Your employer will take Disciplinary Action in accordance with this handbook and their company policies whenever necessary (see **Disciplinary Action Policy**).

In addition to injury reporting, we expect all employees to report hazardous conditions or unsafe acts made by any employee, contractor, or visitor in the workplace. Details for reporting hazardous conditions or unsafe acts are outlined below.

INJURY REPORTING

All injuries must be reported to your Supervisor immediately regardless of how insignificant they may seem at the time of the injury. Your employer will assist you in receiving prompt medical attention for your injury, if necessary.

The Workers' Compensation System is designed to provide medical benefits for work-related illness and injuries. The state program protects the employees' rights for medical treatment, replacement of lost wages and return to work benefits. With few exceptions, this program covers injuries occurring in the course of employment.

Contact information (including telephone numbers and addresses) for reporting injuries is included under the **Safety Contact** section of this handbook.

After reporting an injury, you will be required to complete injury reports provided by your worksite employer and to assist and cooperate in the injury investigation process.

If your injury requires medical treatment, follow the instructions of your employer. Instructions regarding any medical treatment will be included with the forms for reporting your injury.

All employees involved in an accident, illness, or injury will be required to undergo a post-incident drug and alcohol screen.

REPORTING SAFETY HAZARDS OR CONCERNS

If you believe at any time that it is unsafe to continue working under any circumstances, stop what you are doing and report the condition to your Supervisor and/or nearest company official.

Inform your employer whenever you:

- Identify a hazardous condition in the workplace;
- Observe an unsafe act made by a fellow employee, contractor, or visitor to the workplace;
- Have any health and safety-related concern.

Reporting of hazardous conditions or unsafe acts made by a fellow employee, contractor, or visitor in the workplace may be done anonymously or confidentially (see **Safety Contact** section of this handbook).

No employee will be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to your management team or to a government agency.

Your employer will investigate all reports of safety concerns or hazardous conditions in the work place and take corrective action whenever it is appropriate to do so.

All employees are encouraged to participate in the process by making suggestions or recommendations to eliminate any hazardous conditions.

DISCIPLINARY ACTION POLICY

In order to sustain a safe and healthful workplace for all employees, your employer will take disciplinary action for all willful violations of work-related safety rules.

Disciplinary action will also be taken for any employee act that endangers the safety of an employee (including the offender themselves), contractor, or visitor.

Your employer may issue a written citation, suspend, or terminate an employee for willfully violating safety rules or endangering others if warranted. More specific disciplinary action policies may be developed by your employer. Review your *Employee Handbook* or company *Injury Prevention Program* for more details.

TRAINING

As you begin your employment, we want to emphasize that we are concerned about your health and safety. We also want to emphasize that injury prevention is the responsibility of everyone (Client/Worksite Employer, and the employee) and that you should become thoroughly knowledgeable with and observe all safe work practices indicated in this handbook.

You will receive specific safety training from your worksite employer based on your industry and job duties, as well as on any new hazards in the workplace. Do not attempt to perform your assignment without obtaining job-specific training from your employer.

Prior to beginning your employment, you must demonstrate an understanding of our **Code of Safe Practices** and **Program Specific Requirements** by successfully answering all questions contained within the **Safety Quiz found inside this document**.

GENERAL HEALTH & SAFETY RULES



ASBESTOS

No employee shall handle or disturb asbestos-containing materials (ACM).

Asbestos may be contained in a variety of different building materials, including but not limited to: *Adhesives, mastics, ceiling areas/attics, ducting, flooring, floor tiles, insulation, and piping.*

If you are unsure about whether the materials you are working with contain asbestos, stop what you are doing and notify your Supervisor. **Do not** handle the questionable material(s) until you have been authorized to do so!

.....Quiz Question 2



BLOODBORNE PATHOGENS/BIOLOGICAL HAZARDS

In the course of your work duties you may have non-routine or routine exposure to bloodborne pathogens or other biological hazards. Exposure to bloodborne pathogens can transmit diseases and cause serious illness (e.g., Hepatitis, HIV/AIDS, etc.)

Examples of materials you may encounter that may cause exposure to these hazards include: *Needles, medical dressings, bodily fluids, contaminated equipment, and contaminated clothing/PPE.*

- First aid team members, housekeeping personnel, and medical professionals are examples of occupations that may have routine exposure to bloodborne pathogens.
- All employees at some point may have non-routine exposure to bloodborne pathogens through incidental contact (e.g., helping a person who is bleeding).

To prevent exposure to bloodborne pathogens your employer will provide you with specific training on their requirements. This may include an Exposure Control Plan and will require more specific training.

Do not handle potential biological hazards or provide any medical assistance unless you have received more specific training and written authorization from your employer. If you think you may have come into contact with blood or other biological hazards, notify your Supervisor immediately and they will arrange for you to receive any necessary treatment.....Quiz Question 3



CONFINED SPACES

A confined space is a space that is large enough for an individual to enter, has restricted means of entry or exit, has unfavorable ventilation, or a hazardous atmosphere and is not designed for continuous human occupancy.

Examples include: *sewers, manholes, silos, tanks, pits, tunnels, trenches, and vaults.*

Never enter a confined space or break the plane of entry to any confined space with your body unless you have received Confined Space training and written authorization for confined space work from your employer.

.....Quiz Question 4



ELECTRICAL HAZARDS

Electricity is a hazardous form of energy that can result in burns, electric shock, electrocution, fires, and explosions.

- **Do not** use portable electrical equipment or tools that cannot be grounded or that are not double-insulated.
- Be careful to avoid any power lines and especially watch for and avoid **overhead** power lines.
- When using metal ladders or other towering devices (e.g., cranes, poles, etc.) take care to ensure that the equipment will not come into contact with electrical equipment, fixtures, or wires before starting your work. If you are unsure, check with your Supervisor before proceeding.
- **Do not** use equipment with exposed wiring, frayed cords, or deteriorated insulation. Report any equipment found with these problems to your Supervisor as soon as possible.
- Stay away from and avoid electrical equipment that is being repaired and/or locked and tagged out of service (see **Control of Hazardous Energy – Lockout/Tagout** section of this document).
- **Do not** block access to electrical equipment. Always keep at least three (3) feet of clearance on all sides of electrical equipment.

You must be a *Qualified Electrician* and have authorization from your employer before working on or with electrical equipment, including any of the following:

- Panel boxes
- Circuit breakers
- Transformers
- Electrical switches or receptacles
- Power lines, electrical wiring
- Electrically powered equipment (for repairs)

Do not work on electrical equipment until your employer has provided you with additional training and written authorization to do so!

.....Quiz Question 5



ENVIRONMENTAL HAZARDS

Exposure to certain types of elements can pose certain special hazards depending upon the environment, the type of exposure, and an employee's sensitivity to the hazard.

Some common environmental hazards you need to be aware of are:

Heat Injuries – Working in hot environments can cause dehydration, heat exhaustion, heat stroke and even death in extreme cases. Heat injuries are preventable. Take care to stay fully hydrated throughout the day whether working indoors or outdoors.

Signs of heat injury include: nausea, headaches, weakness, exhaustion, vomiting, and loss of consciousness.

Report any of these symptoms to your Supervisor immediately, or if you observe other employees with these symptoms. If you are working alone, seek medical attention right away.....**Quiz Question 6**

Dusts/Fumes – Asbestos, lead, silica, wood, welding emissions and other types of dusts and fumes can be inhaled into the lungs and cause injuries and illness if the proper respiratory protection is not used. These dusts can be found in multiple places including manufacturing facilities, construction sites, and mining operations.

Depending upon your expected level of exposure, your employer may require the use of a respiratory protection device (e.g., dust respirator, filtering face piece, air supplied respirator, etc.). Avoid dust exposure when possible and notify your Supervisor if you have any exposure to dust that you have not been specifically trained on. Your Supervisor will take action to investigate the dust exposure and takes steps to control exposure if necessary.

.....**Quiz Question 7**

Harmful plants and animals – There are a many different types of plants and animals that can be harmful to people. Spiders, snakes, bees, ants, dogs, poison oak, and poison ivy are examples of plants and animals that can cause injury to employees working both indoors and outdoors. Stings, bites, and general contact with certain plants and animals can cause severe allergic reactions, infections, and other medical conditions.

Do your best to avoid coming into contact with harmful plants and animals. If you are bitten, stung, or otherwise injured by a plant or animal, report it to your Supervisor immediately so that you can be given medical treatment as soon as possible**Quiz Question 8**

Radiation – Radiation is a hazardous form of energy and can cause serious injury and illness without adequate protection. There are many different sources of natural and man-made sources of radiation including: x-rays, certain rocks and minerals containing radioactive elements (e.g., - plutonium, uranium), nuclear reactors, cell phone towers, microwaves, televisions, certain medicines, and some naturally occurring gases (e.g., radon).

If you work in a medical facility, construction, or manufacturing environment that uses radioactive materials, you will be required to receive special training before working with these materials. **Do not** intentionally expose yourself to any source of radiation. If you feel you may be working in an environment that has radiation exposure and you haven't received specific training, stop your work activity and notify your Supervisor immediately.

.....**Quiz Question 9**



ERGONOMICS/PROPER LIFTING

Ergonomics is a science that generally deals with helping to find the best fit between people and their work. To help ensure that your job requirements don't exceed your physical capabilities, it is important that you take an active role in:

Condition Your Body – Eating right, getting adequate sleep, and routine exercise will help you keep your body fit and reduce your chances of being injured while working. Stretching and warming up before you begin your work activities can help keep your muscles flexible and strong.

Listening to Your Body – Pain is a warning signal. Do not continue with your work task if you begin to feel sharp pains anywhere. Inform your supervisor immediately as soon as you begin experiencing any physical pain.

Evaluate Your Working Conditions — Your employer will routinely evaluate and monitor your working conditions to ensure that you are not doing work that exceeds your physical capabilities. You can help in this process by communicating any concerns you might have about your working conditions to your Supervisor.

Some things you should look for include:

- Are you lifting too much?
- Do you have to stretch to reach the items you are working with?
- Are you doing something manually that can be better performed using a tool/device?
- Are you sitting or standing in awkward positions for an extended period of time?

Proper Lifting – Improper lifting techniques can cause pain and injuries. Learning the right way to lift can help you to avoid these problems.

- Plan ahead before lifting. Ensure that you are capable of lifting the object safely. If you are unsure, ask for assistance or use a lifting device (e.g., crane, hoist, forklift). Make sure you have a clear area/path for movement.
- Lift close to your body. The closer the load is to your spine the less force it exerts on your back.
- Keep your feet shoulder-width apart to provide a solid base.
- Tighten your stomach muscles.
- Lift with your legs. Never bend at the back to pick something up.
- **Do not** twist or bend while lifting.
- **Do not** lift more than 40 pounds without assistance from a co-worker or an approved lifting device. Your employer will notify you if they have a more restrictive / lower lifting threshold.

.....**Quiz Question 10**



FALL PROTECTION

- Always use handrails when using stairs.
- Use extra caution when walking on surfaces with: ice, snow, rock, oil, or other unstable materials.
- Keep all stairways, aisles, and walk ways clean and clear of materials.
- Use shoes that are comfortable, stable, and compatible with your work environment. ANSI/ASTM certified slip-resistant shoes are the best for preventing slips and falls. Your employer may require that you use shoes that meet these standards.
- You may be required to wear fall protection devices (e.g., anchorage, harnesses, lanyards, etc.) to protect you from falls.
- Before using any fall protection devices you must receive additional training from your employer. Your employer will review the requirements of their Fall Protection Plan with you prior to using fall protection devices.
- **Do not** work on surfaces above six (6) feet without wearing fall protection.....**Quiz Question 11**



FIRE PREVENTION

Common causes of fires in the workplace include – electricity, chemical reactions, friction, sparks, and welding by-products.

To help prevent fires:

- Identify and learn the *Emergency Evacuation Plan* and evacuation routes for your work areas.
- Familiarize yourself with the location of fire protection equipment (e.g., extinguishers) in your work areas. **Do not use** fire protection equipment unless you have been given additional training on how to properly use the equipment.
- Keep at least three (3) feet of clearance on all sides of fire protection equipment. The equipment should be fully accessible at all times.
- In the event of a fire, evacuate the area immediately and activate the fire alarm if it is safe to do so.
- Smoking is prohibited in all work areas.
- Keep flammable liquids stored in closed containers with flame arrestors and spring-activated lids.
- If you or your clothing catches fire – smother the flames by rolling around on the ground. Do not run away from your location as this will cause the flames to spread.....**Quiz Question 12**



FIRST AID/MEDICAL EMERGENCIES

In the event of an emergency, **dial 911** to summon the local responding agencies.

If you are unable to summon the authorities for any reason (e.g., remote locations, downed telephone lines or power lines), use your best judgment. If you feel it is necessary to get the employee to the hospital (i.e., a life or death situation), proceed to take the employee to the nearest aid location if possible.

Do not attempt to render first aid unless you have current first aid/CPR certification from a certifying agency (e.g. American Red Cross). Doing so may cause more serious injury to the affected person(s).

Universal precautions must be implemented when providing first aid to protect against infectious diseases (see **Bloodborne Pathogens/Biological Hazards**).....**Quiz Question 13**



HOUSEKEEPING

Good housekeeping is essential to maintaining a safe workplace.

To help prevent injuries and maintain a clean and safe work environment:

- Keep tools, equipment, and chemicals in their proper storage locations when not in use.
- Keep walking/working surfaces clear and free of debris at all times.
- Maintain three (3) feet of clearance around all fire protection and electrical equipment.
- Clean up spills immediately or report them to someone authorized to clean up spills.
- Keep food and beverages out of the work area.
- Always wash your hands before eating.
- **Do not** block or obstruct exit doors or routes.
- **Do not** obstruct access to fixed ladders, stairways, electrical, rescue, firefighting or other emergency equipment.....**Quiz Question 14**



HAZARD COMMUNICATION/HAZARDOUS CHEMICALS

The OSHA Hazard Communication Standard and similar state-specific standards require employers to provide employees with information concerning the hazards associated with the chemicals used and/or stored in their workplace.

This standard requires:

- a written hazard communication program;
- labels on hazardous materials containers;
- an inventory of all hazardous chemicals used at your work location/job site;
- posting area warning signs regarding the hazardous chemicals in use at your work location/job site;
- availability of Safety Data Sheets (SDS's); and
- chemical safety training and information sessions when new chemicals are introduced into the workplace.

Carcinogens – A chemical is considered to be carcinogenic if it has been evaluated by the International Agency for Research on Cancer (IARC) and found to be a carcinogen or potential carcinogen, or if it is listed as a carcinogen or potential carcinogen in the *Annual Report on Carcinogens* published by the National Toxicology Program (NTP), or if it is regulated by OSHA [or California, Proposition 65] as a carcinogen.

Chemical Inventory – A current inventory of all hazardous chemicals present in the workplace must be maintained by the employer. The inventory should be kept with the SDS file.

Hazardous Chemicals – Hazardous chemicals are those with one or more of the following hazardous properties: combustible, flammable, explosive, reactive, pressurized (compressed gases), toxic, carcinogenic, corrosive, irritant, or sensitizer.

Information and Training – All employees who work in areas where there are hazardous chemicals must receive chemical safety training. This training must be documented and provided at the time of initial employment and before a new hazard is introduced in the workplace.

Hazardous chemical safety training must include the following essential information:

- Proper labelling of chemicals in accordance with the Global Harmonization Standard (GHS).
- Interpreting information on labels and SDS's;
- Location of hazardous materials in the workplace;
- Location and availability of SDS's;
- Acute and chronic effects of chemicals;
- Safe handling procedures;
- Personal protective equipment;
- Methods used to detect leaks and releases;
- Emergency procedures and how to obtain First Aid;
- Spill clean-up and waste disposal.

Labels and Other Forms of Warning – Chemical manufacturers, importers, or distributors are required to ensure that each container for hazardous chemicals is labeled with the identity of the hazardous chemical(s), appropriate hazardous warnings, and the name and address of the chemical manufacturer, importer or other responsible party. Labels: Chemical manufacturers and importers are required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided. All pipes containing hazardous chemicals must be labeled.

Safety Data Sheets (SDS's) – Chemical manufacturers are required to provide a Safety Data Sheet (SDS) for their chemical(s). The SDS contains detailed information about physical and chemical properties of the chemical, the physical and health hazards, safe handling precautions, spill clean-up procedures, emergency and first aid procedures.

To prevent injuries and accidents related to hazardous chemicals:

- Review and learn about all of the SDS's for chemicals in your work area.
- SDS's are available to you upon request at any time.
- **Be aware of hazardous chemicals in your work area and always read and understand the labels and warnings before using or handling the chemicals.**
- If you are unsure about anything when reviewing the SDS, contact your Supervisor or designated company representative and they will provide you with answers to any questions you may have about the chemical or chemicals you are working with.....**Quiz Question 15**



HAZARDOUS ENERGY (CONTROL OF) – LOCKOUT/TAGOUT

The control of Hazardous Energy is required before servicing, repair, maintenance, inspection or exposure to equipment or areas where a hazard may be presented by uncontrolled energy (*electricity, air pressure, gravity, etc.*), including the flow of solids, liquids or gasses into confined spaces or environments.

All employees who will be working on equipment where the unexpected energizing, start-up or release of hazardous energy could cause injury are required to follow a Lockout/Tagout (LOTO) procedure that meets OSHA and/or other state-specific standards.

Lockout is the process of blocking the flow of energy from a power source to a machine or piece of equipment and keeping it blocked out. Lockout is accomplished by installing a lockout device at the power source or energy supply so that equipment cannot be operated and liquid gasses or solids cannot be allowed to flow. A lockout device is a lock, block, or chain that secures a switch, valve, or lever in the off position.

Tagout is accomplished by placing a tag on the power source. The tag acts as a warning not to operate or restore energy. Tags must clearly state: DO NOT OPERATE, and must be applied by hand.

Do not work on or use any equipment that is being serviced, repaired, or maintained until your employer has provided you with additional training and written authorization to do so!.....**Quiz Question 16**



MACHINE GUARDING

To help protect you from injury while operating machinery and equipment, various forms or guards, signage, and other types or combinations of controls may be used. As a rule, any machine part, function, or process which may cause injury must be safeguarded. Where the operation of the machine may injure the operator or other workers, the hazard must be controlled or eliminated.

Some examples of mechanical hazards typically found in machines include: *flywheels, pulleys, couplings, chains, cranks, and gears.*

Do not work on or use any equipment or machinery until your employer has provided you with additional training and written authorization to do so!.....**Quiz Question 17**



MACHINERY & EQUIPMENT

Prior to operating any machinery or equipment you must be trained on the proper use, operation, and care of your equipment. Your employer will provide you with specific training on the machinery and equipment you will use in your job functions.

When using machinery and equipment:

- Use required Personal Protective Equipment (safety glasses, safety goggles and face shields, etc.) when operating or working near hand or power tools.
- Hand and power tools shall be maintained in safe operating condition.
- Power operated tools and equipment guards shall be inspected before each use and shall not be removed or tampered with.
- The handles of tools shall not be cracked or splintered and shall be secured tightly to the tool.
- All employees using abrasive wheels shall be protected by eye protection equipment and the eye shield should be maintained and permanently attached to the floor or bench grinder.
- All saws shall be equipped with guards above and below the base plate or shoe. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.

.....**Quiz Question 18**



MOTORIZED & POWERED INDUSTRIAL VEHICLES/EQUIPMENT

In the course of your work you may be required to operate and use motorized or powered industrial vehicles or equipment. The operation of such equipment requires specialized training and in some cases licenses or certifications.

Examples of equipment that require licenses and highly specialized training include: cranes, hoists, forklifts and aerial devices/elevating work platforms (*e.g., booms, scissor-lifts, man-lifts, window washing systems*).

While working in or around motorized vehicles and powered industrial equipment:

- No motorized and powered industrial vehicles may be operated without the proper licenses/certifications.
- Only the operator is allowed to ride in a motorized or powered industrial vehicle. Passengers/riders are not allowed on any equipment unless it was specifically designed to carry passengers who can use **safety belts**.
- **Safety belts** must be used at all times when operating/riding in motorized or powered industrial vehicles.
- All motorized and powered industrial vehicles must be turned off prior to exiting the vehicle.
- Use ladders, handrails, and doors to exit vehicles and equipment. Never jump off motorized or powered industrial vehicles.
- **Do not** operate motorized equipment or powered industrial vehicles until you have received training from a qualified individual. You will receive a certification or license after completion, which will signify your ability to operate such equipment.....**Quiz Question 19**



OFFICE SAFETY

To help prevent injuries in the office:

- Running in offices is not permitted.
- Immediately clean up spilled liquids.
- **Do not** attempt to carry stacks of materials which are high enough to obstruct vision.
- **Do not** stand on a chair, stools or other unstable surface to reach for an object. Use a ladder.
- **Do not** sit on the edges of desks, tables, boxes, or low filing cabinets.
- To prevent slip and falls, select shoes for comfort and safety that are compatible with your work environment.
- Horseplay (throwing debris, running, etc.) is strictly prohibited.
- Wear shoes at all times while at work.....**Quiz Question 20**



PERSONAL PROTECTIVE EQUIPMENT

The following is a list of the most common types of Personal Protective Equipment (PPE) used by employers. When PPE is required as part of your regular job duties, it is your responsibility to wear the equipment at all times, keep the equipment clean, and to maintain and store the equipment properly.

Your Supervisor/Company Representative will provide you with the required PPE (safety shoes are not provided in all cases) and instruct you on the proper use, care, and maintenance of the equipment.

Eye and Face Protection – shall be used when exposed to hazards such as flying particles, molten metal, dust, chemicals, gasses, steam, vapors, objects, biological hazards, potentially injurious glare, light or heat radiation, or other potentially harmful exposures which may cause injury to the eye or face.

Fall Protection – (safety harness, lifelines and lanyards). As required to protect employees from falling while working at various heights (36 inches to six (6) feet or more) depending upon the type of work (e.g., General Industry, Construction, Roofing, etc.) not already protected by standard guardrails or safety nets or as required when working in confined spaces.

Foot Protection (safety shoes) – is required to protect employees working in areas where there is a danger of foot injuries due to falling or rolling objects, exposure to piercing the sole or where protection is needed against electrical or chemical hazards.

Hand Protection – as required by established standards to protect employees from physical, biological, chemical, radiation, or electrical hazards.

Head Protection – is required to protect employee’s head where there is a danger of head injury from impact and falling or flying objects. Class A hard hats are required for construction and general industry where there is no exposure to electrical shock or burns. Class B hard hats are required when additional protection is required to protect the head against high voltage electricity.

Hearing Protection – shall be used as required to protect employees from noise when engineering controls cannot reduce noise to acceptable levels.

Respiratory Protective Equipment – must be used as part of a comprehensive respirator program when required to protect employees from airborne contaminants which, when measured, are above the Permissible Exposure Level (P.E.L.) in OSHA Standards. Contact your Supervisor for the hazard assessment training and required personal protective equipment.

.....**Quiz Question 21**



PORTABLE LADDERS AND SCAFFOLDS

Ladders

- All ladders must be inspected frequently and rechecked for soundness and proper working condition prior to daily use.
- Ladders which have developed defects shall be withdrawn from service for destruction and disposal. All defective ladders shall be tagged or marked as “Dangerous Do Not Use” until they are disposed of.
- Check for overhead power lines or obstructions before erecting a ladder.
- **Do not** use ladders on or near power lines or other electrical devices.
- Straight and extension ladders must be tied off and secured at the base and top against the upright structure against which they lean.
- Use a ladder with safety feet which are suitable and positioned firmly on the floor, ground or concrete, which provides a stable flat level surface.
- Work facing the ladder with both feet on the rungs.
- Only one person is permitted on a ladder at a time unless ladder design specifies otherwise.
- Ladders shall be maintained free of oil, grease and other slippery hazards.
- Ladders shall not be loaded beyond the manufacturers maximum rated capacity.
- Raise and lower tools or equipment by a hand line and canvas tool bag.
- **Do not** reach out more than an arms length from a ladder. If necessary descend the ladder and move the ladder to a better location.
- Step ladders must be fully opened and set level.
- Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached and the movable parts shall operate freely without binding or undue play.....**Quiz Question 22**

Scaffolds

- Do not attempt to erect or modify any scaffolding unless you have been trained, received certification, and been authorized by your employer to do so.
- Any defective or damaged scaffolding equipment shall be labeled “*Dangerous—Out of Service—Do Not Use*”. **Do not** attempt to use any scaffolding equipment that has been labeled as such.....**Quiz Question 23**



TRENCHING AND EXCAVATION

Trenching and excavation work creates hazards that are extremely dangerous. Examples of excavations include, but are not limited to the following operations: *drilling, digging and trenching*.

Evaluation of trenching and excavation sites must be completed by a *competent person* who knows and is trained to identify soil types, proper protective systems and hazardous conditions.

You are not authorized to enter or work in and around a trenching and/or excavation site until you have had specialized training, received certification of completion of training, and been authorized by your employer to complete such work.

When excavations are deeper than five (5) feet, the sides shall be provided with a protective system (shored, braced or sloped sufficiently) to protect against hazardous ground movement. Protective systems are required for excavations less than five (5) feet in depth whenever examination of the ground by a *competent person* indicates a potential cave-in hazard.

When working around trenching and excavation sites:

- All excavations into which a person could fall or trip shall be guarded.
- While work is being performed in or near the opening, the guards surrounding the area shall be maintained. Barricades at least 3 to 5 feet high and spaced no further than ten (10) feet apart shall be provided. Construction tape indicating "*Caution, Do Not Enter*" shall be stretched securely between the barricades.....**Quiz Question 24**

CODE OF SAFE PRACTICES

I. GENERAL SAFETY RULES

A. CONTROLLED SUBSTANCES

1. THE USE OF CONTROLLED SUBSTANCES (E.G., **ALCOHOLIC BEVERAGES, COCAINE, MARIJUANA, METHAMPHETAMINES, AMPHETAMINES, OPIATES, ETC.**) OR ANY SUBSTANCES THAT IMPAIR YOUR ABILITY TO OPERATE EQUIPMENT AND WORK SAFELY IS PROHIBITED. CHECK WITH YOUR EMPLOYER REPRESENTATIVE FOR MORE SPECIFIC INFORMATION IF NECESSARY.

B. HORSEPLAY/SCUFFLING

1. HORSEPLAY, SCUFFLING, AND OTHER ACTS WHICH TEND TO HAVE AN ADVERSE INFLUENCE ON THE SAFETY OR WELL-BEING OF OTHER EMPLOYEES IS PROHIBITED.

C. IMPAIRMENT

1. IF YOU REPORT TO WORK IN AN IMPAIRED CONDITION NOTIFY YOUR SUPERVISOR BEFORE STARTING WORK. YOU MAY BE CONSIDERED TO BE IMPAIRED IF YOU ARE: PHYSICALLY EXHAUSTED/TIRED, ILL/SICK, OR UNDER THE INFLUENCE OF MEDICATION OR OTHER CONTROLLED SUBSTANCES. SHOULD YOU BE UNSURE OR HAVE DOUBTS AS TO YOUR CONDITION, NOTIFY YOUR SUPERVISOR BEFORE STARTING ANY WORK ACTIVITIES.

D. PERSONAL ITEMS

1. SMOKING IN ANY WORK LOCATION IS PROHIBITED, EXCEPT THOSE AREAS PROPERLY IDENTIFIED AS SMOKING AREAS.
2. WEARING LOOSE OR BAGGY CLOTHING, JEWELRY, OR LONG UNPROTECTED HAIR IS NOT PERMITTED WHILE WORKING WITH MACHINERY OR POWER TOOLS.

II. LIFTING

A. GENERAL

1. WHEN LIFTING HEAVY OBJECTS USE THE LARGE MUSCLES OF THE LEG INSTEAD OF THE SMALLER MUSCLES OF THE BACK.
2. AT NO TIME SHALL OBJECTS WEIGHING MORE THAN 40 POUNDS BE LIFTED BY ANY INDIVIDUAL. IF LIFTING OBJECTS MORE THAN 40 POUNDS IS REQUIRED, USE AN APPROVED LIFTING DEVICE OR SEEK THE HELP OF A CO-WORKER. YOUR EMPLOYER MAY HAVE A MORE RESTRICTIVE / LOWER LIFTING THRESHOLD REQUIREMENT. YOU WILL BE INFORMED IF YOUR COMPANY'S LIFTING RESTRICTIONS ARE LESS THAN THE 40 POUND CEILING INDICATED ABOVE.

III. USE OF TOOLS AND EQUIPMENT

A. OPERATION OF POWERED INDUSTRIAL VEHICLES/MOTORIZED VEHICLES

1. POWERED INDUSTRIAL VEHICLES (E.G., FORKLIFTS, CRANES, ETC.) AND MOTORIZED VEHICLES (E.G., COMPANY WORK TRUCKS) MAY NOT BE OPERATED AT SPEEDS ABOVE 5 MILES PER HOUR UNLESS SIGNS INDICATING A SPEED LIMIT ARE POSTED. THIS APPLIES TO ALL JOB SITES AND WORK LOCATIONS.
2. NO POWERED INDUSTRIAL VEHICLES MAY BE OPERATED WITHOUT THE PROPER LICENSES/CERTIFICATIONS.
3. ONLY THE OPERATOR IS ALLOWED TO RIDE IN A POWERED INDUSTRIAL VEHICLE. PASSENGERS/RIDERS ARE NOT ALLOWED ON ANY EQUIPMENT UNLESS IT WAS SPECIFICALLY DESIGNED TO CARRY PASSENGERS WHO CAN USE SAFETY BELTS.
4. SAFETY BELTS MUST BE USED AT ALL TIMES WHEN OPERATING/RIDING IN POWERED INDUSTRIAL AND MOTORIZED VEHICLES.
5. ALL MOTORIZED VEHICLES MUST BE TURNED OFF PRIOR TO EXITING THE VEHICLE.
6. DRIVERS/OPERATORS MUST COMPLY WITH RULES OF THE ROAD (E.G., STATE-SPECIFIC MOTOR VEHICLE CODES, JOB SITE RULES, ETC.) AT ALL TIMES.

B. TOOLS

1. USE TOOLS AND EQUIPMENT AS THEY WERE DESIGNED TO BE USED.
2. ALL TOOLS AND EQUIPMENT SHALL BE MAINTAINED IN GOOD CONDITION.
3. DAMAGED TOOLS SHALL BE REMOVED FROM SERVICE IMMEDIATELY AND LABELED "DEFECTIVE." ALL DAMAGED TOOLS MUST BE REPAIRED OR DESTROYED AND DISPOSED OF AS SOON AS POSSIBLE.
4. MACHINE GUARDS SHALL BE USED AT ALL TIMES AND NOT TAMPERED WITH. ALL SAFETY GUARDS MUST

CODE OF SAFE PRACTICES (CONTINUED)

- BE IN PLACE BEFORE OPERATING ANY MACHINE. GUARDS MAY BE REMOVED ONLY FOR MACHINE REPAIRS.
5. WHEN TOOLS REQUIRE REPAIRS, ONLY AUTHORIZED EMPLOYEES SHALL PERFORM THE REPAIRS

IV. PERSONAL PROTECTIVE EQUIPMENT

A. USE

1. AT MINIMUM, ANSI/ASTM APPROVED HARD HATS, SAFETY GLASSES, SAFETY VESTS, GLOVES AND STEEL-TOED BOOTS ARE REQUIRED AT ALL FIELD LOCATIONS, UNLESS YOUR WORKSITE EMPLOYER PROVIDES YOU WITH A WRITTEN JOB DESCRIPTION INDICATING THEIR REQUIRED PPE SPECIFIC TO YOUR JOB DUTIES.
2. AT MINIMUM, ANSI/ASTM APPROVED SAFETY GLASSES AND STEEL-TOED BOOTS ARE REQUIRED AT ALL OFFICE/WAREHOUSE LOCATIONS, UNLESS YOUR WORKSITE EMPLOYER PROVIDES YOU WITH A WRITTEN JOB DESCRIPTION INDICATING THEIR REQUIRED PPE SPECIFIC TO YOUR JOB DUTIES.
3. IF ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT IS DEEMED REQUIRED (E.G., HEARING PROTECTION, RESPIRATORY PROTECTION), THE EQUIPMENT MUST BE WORN AT ALL TIMES WHILE IN DESIGNATED WORK AREAS.
4. ALL PERSONAL PROTECTIVE EQUIPMENT MUST BE MAINTAINED IN GOOD CONDITION AND IN ACCORDANCE WITH THE MANUFACTURER'S REQUIREMENTS.

V. WORK/JOB SITE LOCATIONS

A. GENERAL

1. ALL WORK AREAS SHALL BE MAINTAINED IN A CLEAN AND ORDERLY MANNER.
2. STAIRWAYS, AISLES, EXIT DOORS, AND ELECTRICAL EQUIPMENT LOCATIONS SHALL BE KEPT CLEAR OF ITEMS.
3. ALL SPILLS OF NON-HAZARDOUS MATERIALS SHALL BE CLEANED UP IMMEDIATELY.
4. ALL SPILLS OF HAZARDOUS MATERIALS SHALL BE CLEANED BY AUTHORIZED INDIVIDUALS ONLY. LARGE SPILLS (55 GALLONS OR MORE OR A SPILL LIKELY TO CAUSE DAMAGE TO PROPERTY OR INJURY TO PERSONS) OF HAZARDOUS MATERIALS SHALL BE REPORTED TO THE LOCAL AUTHORITIES BY DIALING 911. CONTACT YOUR SUPERVISOR AND/OR NEAREST COMPANY OFFICIAL AFTER CONTACTING THE LOCAL AUTHORITIES.
5. LIQUIDS IDENTIFIED AS BEING FLAMMABLE SHALL BE STORED IN CLOSED SAFETY CONTAINERS.

VI. EMERGENCIES

A. FIRES

1. LARGE FIRES ON THE LOCATION PREMISES MUST BE REPORTED BY DIALING 911 TO SUMMON THE LOCAL FIRE DEPARTMENT. NOTIFY YOUR SUPERVISOR AS SOON AS POSSIBLE AFTER DIALING 911.
2. **DO NOT** ATTEMPT TO PUT OUT A FIRE UNLESS THE FIRE IS SMALL ENOUGH TO BE DOUSED WITH A FIRE EXTINGUISHER.
3. **DO NOT** ATTEMPT TO PUT OUT A FIRE UNLESS YOU HAVE BEEN TRAINED TO USE A FIRE EXTINGUISHER.
4. FIND THE FIRE ALARM (IF AVAILABLE) AND ACTIVATE.
5. EVACUATE THE PREMISES AS SOON AS POSSIBLE AND REPORT TO YOUR DESIGNATED REPORTING LOCATION.

B. EMERGENCY EVACUATIONS

1. IN THE EVENT OF AN EMERGENCY (E.G., EARTHQUAKE, FIRE, TERRORIST ATTACK, ETC.) EVACUATE TO YOUR DESIGNATED REPORTING LOCATION.
2. IF YOU ARE AT A FIELD LOCATION, EVACUATE TO THE NEAREST SAFE LOCATION AND REPORT BACK TO YOUR SUPERVISOR OR HOME OFFICE IF POSSIBLE.

C. INJURED EMPLOYEES/LIFE OR DEATH SITUATIONS

1. IF AN EMPLOYEE IS SERIOUSLY INJURED, DIAL 911 TO SUMMON THE LOCAL RESPONDING AGENCIES.
2. IF YOU ARE UNABLE TO SUMMON THE AUTHORITIES FOR ANY REASON (E.G., REMOTE LOCATION, DOWNED TELEPHONE LINES/POWER LINES, ETC.) USE YOUR BEST JUDGMENT. IF YOU FEEL IT IS NECESSARY TO GET THE EMPLOYEE TO THE HOSPITAL (I.E., A LIFE OR DEATH SITUATION) TAKE THE EMPLOYEE TO THE NEAREST MEDICAL FACILITY.

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SAFETY CONTACT INFORMATION

Contact Information – (affix address label, business card, or stamp branch address here)

Worksite Employer Information – (affix address label, business card, or stamp employer address here)

Client Employer Name:
Address:

Supervisor: Telephone
Number:

REPORTING SAFETY HAZARDS

All employees are required to report any safety hazards they may observe or encounter in the course of their work activities. Report safety hazards as soon as possible!

All safety hazards should be reported to your worksite employer. The contact information is noted above.

SAFETY SUGGESTIONS

To help us maintain a safe working environment, we encourage you to report all safety hazards or any suggestions for improving your work place. **You may use the form below to report a safety hazard or suggestion or simply contact your employer representative noted above.**

DETACH THE FORM BELOW AND FILE WITH YOUR EMPLOYER

Your Name (Optional): _____ Date: _____

Employer Name: _____

Job Site Address: _____

Description of the Matter: _____

May we contact you?: _____

Your contact information: _____

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NEW EMPLOYEE SAFETY QUIZ

This form and safety quiz must be completed by all new employees. Prior to starting your work duties, you must demonstrate that you understand our Safety Rules and Procedures by answering all of the following questions correctly.

Employment Start Date: _____ Job Title: _____ Social Security Number: _____

EMPLOYEE NAME (PLEASE PRINT)

FIRST: _____ MIDDLE: _____ LAST: _____

SAFETY QUIZ INSTRUCTIONS

Indicate by marking a check in the box whether the following statements are **True** or **False**.

	TRUE	FALSE	SCORE
1. All employees are required to report injuries or unsafe acts as soon as possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. If you suspect you might have found <i>asbestos containing materials</i> at your worksite you are required to stop working with the materials until you are authorized by your Supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Exposure to blood can cause serious diseases if not treated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. A sewer is an example of a confined space . You are prohibited from entering confined spaces without additional training and your supervisor's authorization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. You may work on an electrical transformer without being a Qualified Electrician.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Symptoms of heat illness can include: nausea, weakness, and vomiting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Dusts and fumes generated from industrial processes can cause disease and illness.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. At work, you come into contact with poison oak which causes a rash. You do not have to report this to your Supervisor because it was caused by a plant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Your employer asks you to use an x-ray machine. You may use the x-ray machine even though you have not completed any additional training on radiation safety.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. It is acceptable to twist and bend so long as you are lifting less than 40 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. You are working on a ladder 10 feet above the ground. You are not required to use any fall protection devices while working on the ladder.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. In order to use a fire extinguisher at work, you must complete additional training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. An employee slips and falls hitting their head. You are not sure if the employee is seriously injured. Company policy requires that you get help by dialing 911.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Exit doors and fire extinguishers require three (3) feet of clearance at all times.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

DETACH AND SUBMIT COPIES TO YOUR WORKSITE EMPLOYER – PAGE 1 OF 2

- 15. Safety Data Sheets provide detailed information about **hazardous chemicals**. TRUE FALSE SCORE
- 16. A saw has a label indicating that it is being repaired. You may use this saw at any time. TRUE FALSE SCORE
- 17. It is your first day of work and your employer asks you to use a band saw. You may use this saw without having completed any additional training. TRUE FALSE SCORE
- 18. You may remove the **machine guarding** on your tools if the tool is difficult to use. TRUE FALSE SCORE
- 19. Operating a forklift requires a license. TRUE FALSE SCORE
- 20. You may stand on your **office chair** to access files. TRUE FALSE SCORE
- 21. You are responsible for maintaining your **Personal Protective Equipment** in good order. TRUE FALSE SCORE
- 22. **Ladders** with missing rungs may be used if only the bottom rung is missing. TRUE FALSE SCORE
- 23. Erecting **scaffolding** requires more specific training. TRUE FALSE SCORE
- 24. It is acceptable to enter a **trench** without more specific training so long as your Supervisor is on site with you. TRUE FALSE SCORE
- 25. The **Code of Safe Practices** for your employer outlines specific work rules and safety requirements that must be adhered to by all employees. TRUE FALSE SCORE

TOTAL CORRECT ANSWERS: _____

Employee's Signature

Date

EMPLOYEE RESPONSIBILITY AND ACKNOWLEDGMENT

I understand that it is my responsibility to comply with and observe all company safety and health rules and apply the principles of accident prevention in my day-to-day duties as outlined in this Employee Safety Handbook and the Code of Safe Practices contained within this document.

I agree to cooperate fully with my employer's safety programs and initiatives, follow all safety rules, and to report any unsafe work conditions to my employer and injuries to my employer immediately upon discovery.

I have been shown the location of the following (✓ all that apply):

- Fire Extinguishers
- First Aid Kits
- Safety Data Sheets
- Emergency Exits
- Restrooms
- Designated Break/Lunch Areas

I have been issued the following (✓ all that apply):

- Safety Glasses
- Face Shield
- Respirators/Dust Masks
- Aprons/Chaps
- Shoes
- Fall Protection Equipment
- Hearing Protection
- Gloves/Hand Protection
- Hard Hat/Head Protection

I have read the Employee Safety Handbook and completed the following:

- Safety Quiz
- Other: _____
- Other: _____
- Other: _____

Employee Section

Employee's Name (Print)

Employee's Signature

Date

Employee's Social Security Number

Employment Start Date

Manager/Supervisor/Trainer Section

Manager/Trainer Name (Print)

Manager/Trainer Signature

Date
