

**Welcome
(Your Company)**

Safety Manual

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Safety Manual

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PREFACE

The management of (Your Company) has developed the following Safety Program to meet both the spirit and the provisions of the OSHA Hazard Communications Standard.

The primary goal of Hazard Communications Standard is to prevent illnesses and accidents associated with the use of hazardous chemicals in the workplace. The Hazard Communications Standard seeks to accomplish this goal by providing workers, who might be exposed to hazardous chemicals, information that will help them work with hazardous chemicals more safely

Safety Policy Statement

Safety is a major concern here at (Your Company). Our company policy is to provide a clean, safe and healthy environment for all employees. Every reasonable precaution has been taken to provide a safe place to work. Injury prevention, however, is largely an individual responsibility and all employees are expected to do their part to work safely.

We pride ourselves in safety. Our company's goal is to eliminate work-related injuries. But if you are injured, we expect you to immediately report to your supervisor. Likewise, if you observe an unsafe work condition, report it immediately so that it can be corrected in a timely manner.

In the pages, which follow, we have outlined some of the obvious policies, rules and procedures, which will contribute to your safety, and that of your coworkers. As with any list, it may not contain every rule for safe conduct. Obviously, common sense is important but if you will follow these rules and procedures, you will be making a contribution to maintaining high safety standards at our company.

This is not meant to be the final word on safety. If you have any suggestions that will contribute to safety, please make us aware and we will incorporate them into our Safety Program.

Remember that our Safety Program is only as good as you make it. Take the time to think, act and work safely- for yourself, your family, and your coworkers at (Your Company).

METHODS OF TRAINING & INFORMATION SHARING

Methods for training and information sharing are described in detail throughout this manual.

These methods include, but are not limited to:

- Container labels and product data
- Material Safety Data Sheet
- List of hazardous products in work areas
- Formal training in the safe and proper use of products for employees and supervisors

In addition, all employees shall have access to:

- The critical for hazard evaluation of products
- This safety manual
- The Federal Regulations which serve as the basis for this manual, 29 CFR 1910.1200
- Material Safety Data Sheet and procedural data appropriate to their areas of operations
- The list of hazardous products for their work areas
- Initial and on- going training programs and training materials
- Training at the time they are assigned to work with a potentially hazardous product

One of the objectives of this program is to create a visible connection between labels, Material Safety Data Sheets, the List of Hazardous Products, training, and work practices. Accordingly, this Safety Manual touches much of the activity within this company.

Specific elements of the regulations, our performance activities, and assigned responsibilities within the program are described or referenced within the pages that follow. On a continuing basis, new information will be added, and sections will be revised as the need arises.

INTRODUCTION

In keeping with the provisions of the OSHA Hazard Communications Standard, Generic Maintenance conducts a comprehensive Safety Program. It is our intention to meet the full spirit of the federal regulations as well as the state Right-to-Know statute to insure that our employees are informed about hazards associated with products and potential exposures in the workplace.

Our Safety Program is an ongoing process. It is not fixed or static. As new information about products used in our workplace becomes available, that information will be shared with our employees.

For our Safety Program, we perform a series of activities to:

- Evaluate or describe the potential hazard of all products in the work area
- Obtain Information about any potentially hazardous products we purchase
- Evaluate operational hazards in those departments utilizing products and procedures
- Share hazard information with our employees
- Share hazard information with local authorities

Within this company, information about potential hazards associated with products, along with any information on how to prevent exposures, is presented in several ways.

These methods include:

- Product container labels
- Material Safety Data Sheet
- List of hazardous products
- Supplier supplied in-house training and support programs

This booklet gives employees access to:

- Our evaluation of potentially hazardous products in our workplace
- The list of products
- Material Safety Data Sheets
- A copy of the OSHA Hazardous Communications Standard, the federal regulation which establishes this program
- A copy of the state Right-To-Know statute
- Guidelines for our responsibilities as an employer

One of the objectives of our program is to strengthen the links connecting labels, Material Safety Data Sheets, List of Potentially Hazardous Products, in-house training programs, work practices and departmental operations for our employees. Like all contract-cleaning services, we are a multi-departmental facility. We recognize our departments and share that data with employees. With the help of the supplier's field support personnel, we have addressed the hazards associated with products present in the building Services Division and Pressure Washing Division. Consequently, this Safety Program, along with our state Right-To-Know statute, is an integral part of many activities within the aforementioned departments.

The overall program is directed and coordinated by our Operations manager.

HAZARD EVALUATION OF PRODUCTS

As a Contract Cleaning Service we will utilize products in several departments.

For the most part, these products contain common organic solvents and detergents. Our products are used primarily for the purpose of providing cleaning service for our customers and restoring the appearance of their facilities.

Of the products in our workplace, none have been tested as a whole determined its hazard. Instead, we rely on the hazard information supplied to us by our area distributors, who, in turn, rely in their suppliers. Consequently, our chief sources of chemical hazard information on these products are the Material Safety Data Sheet.

Some of the products used by contactors are the same cleaning supplies used by the general public for general household cleaning purposes. If these products were used by the contractor's employees in the same manner as normal consumers use and did not result in duration or frequency of exposure greater that that experienced by consumers, these products would be exempt from the coverage of the Hazard Communication standard. In most instances, however, duration and frequency of use will far exceed that experienced during normal household use. The exemption, therefore, would not apply.

IN-HOUSE OPERATIONS

Safety training as it pertains to the application of products is provided by our various suppliers in this company. As new employees are hired, repeat training sessions will be provided, upon our request, by our area distributors and their technical staff. This firm carefully reviews data received from its supplier for accuracy, employee safety, for the special provisions of the state Right-to-Know statute, and for environmental matters.

Operations are under constant review for improvement via engineering or training.

LIST OF HAZARDOUS PRODUCTS

This list is updated by our area distributors upon the delivery of a different product. This information and copies of the corresponding Material Safety Data Sheet are available to our employees at all times.

If you have any questions regarding a Material safety Data Sheet, do not hesitate to check with our Operations Manager.

MATERIAL SAFETY DATA SHEETS

There is a Material Safety Data Sheet for each item on our list of Hazardous Products. These Material Safety Data Sheet are filed according to the name on the list.

Our collections of Material Safety Data Sheets are kept up to date by our area distributors. New Material Safety Data Sheets are entered into the system in a timely fashion and are available to all employees at all times. (Your Company) expects all Material Safety Data Sheets supplied to us to contain:

- The identity of the chemical and its hazardous ingredients
- Its physical and chemical characteristics
- The physical and health hazards presents by the chemical
- Its primary route of entry into the body (e.g. skin, inhalation, ingestion)
- Specific exposure limits set for the chemical by OSHA or recommended by designated organization
- Whether the chemical has been identified as a potential carcinogen by designated organization
- Safety precautions and control measures
- Emergency and first aid procedures
- The name, address, and phone number of the manufacturer or other responsible party who can provide additional information about the chemicals.
- The data the Material Safety Data Sheet was prepared

ADMINISTRATIVE RESPONSIBILITY AND ACTIVITIES

The coordinator for the Hazard Communications Program at (Your Company) is our Operations Manager. He/she ensures that all provisions of the Federal Hazard Communications Standard is addressed and that our Safety Program is kept up to date.

The Hazard Communications Program is an extension of our ongoing safety and health activities and our state Right-to-Know Program. The OSHA Hazard Communications Programs extend these activities (if applicable) with the addition of this written program.

Program Task Performance

In addition to the responsibilities outlined above, the Hazard Communications Program Coordinator ensures that task concerning the List of Hazardous Materials, Labeling, Material Safety Data Sheets, and employee training is carried out. In performing these tasks as they pertain to Products and Support Programs, he/she will be assisted by his/her area distributors and his/her technical staff.

The task, as they pertain to products are performed as follows:

List of Hazardous Materials-

- The list is maintained in our business office as part of our overall purchasing, inventory, and product control system.
- Access to the List is available at all times
- The List, as it pertains to products, is kept up to date by our area distributors as part of his/her normal business practice.

Labels

Our operation depends on labels

We routinely check:

- Incoming materials for proper identity and hazard warnings,
- Legibility on labels on incoming containers
- That container labels are not removed or defaced unless the container is immediately marked with identity of the hazardous chemical and hazard warning.

Material Safety Data Sheets-

- The information contained in the Material Safety Data Sheets reflects the evidence on the MSDS from their upstream suppliers. This information is utilized by (Your Company) in connection with its area distributors in formulating the training programs outlined herein.
- MSDS are reviewed by the Program Coordinator to ensure they meet the criteria of the state Right-to-Know statutes.
- MSDS, the previous MSDS is replaced with the new one and as outlined herein.
- If a MSDS does not arrive with the shipment, we call or write the area distributor as soon as possible or mail a request letter by certified mail.
- Sets of MSDS for products in the workplace are accessible to employees and appropriate state and local agencies as outlined herein.
- MSDS are readily available, upon request, to designated representatives of employees, to appropriate health professionals and to OSHA officials, as provided by 29CFR 1910.1200.

**Code
Of
Safe
Practices**

EMPLOYEE TRAINING AND INFORMATION

Employees of (Your Company) are trained under the provisions of the OSHA Hazard Communications Standard and state Right-to-Know statutes by Operations Department. He/she is assisted with the presentation of data and application training as it pertains to products by the area distributors and his technical staff. From time to time some training is provided by supervisory personnel. Environmental responsibilities are an essential feature of our training program.

Training Topics include:

- Background information about the federal Hazard Communication standard and the state Right-to-Know statutes
- The locations and availability of our written Hazard Communications Program, the list of Hazardous Materials, and Material Safety Data Sheets

Additionally, employees are trained on:

- Detection of hazardous chemicals in the work area
- The physical and health hazards of chemical in the work area
- Protective measures that an employee can take against potential chemical hazards
- The details of the hazard Communication Program, including an explanation of the labeling systems and the MSDS, and how employees can obtain and use the appropriate information.

CODE OF SAFE PRACTICES

General Safety Rules

- All persons shall follow this Code of Safe Practice and render every possible aid to safe operations.
- Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
- Immediately report any unsafe condition, accident, injuries, or illness to your foreman or superintendent.
- If you are unsure of the safe methods to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
- No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substance, impaired by fatigue or an illness, shall be prohibited from working.
- Never work while under the influence of an illegal or intoxicating substance, fatigue, or illness.
- Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
- Horseplay, scuffling, fighting and other acts, which tend to have an adverse influence on the safety or well being of the employees, are prohibited.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- Keep your work area clean, free of debris, electrical cords and other hazards.
- Immediately clean up spilled liquids.
- Always notify all other individuals in your area who might be endangered by the work you are doing.
- Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
- You are responsible for ensuring all safety guards are operable and in place, if they are not, STOP working and tell your supervisor.
- Never bring firearms, weapons, illegal drugs or alcoholic beverages on company or customer property, or the job site.
- A red tag system identifies equipment that is NOT to be operated, energized or used.

- Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment electric panels or traffic lanes.
- Do not leave tools, materials, or other objects on the floor, which might cause others to trip and fall.
- Do not run on the job site or in the shop or office area.
- Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
- Employees shall not enter manholes, underground vaults, chambers, tanks, silos or others similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- Employees shall ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to their supervisor.
- Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- Gasoline or other flammable liquids shall not be used for cleaning purposes.
- Any damage to scaffold, ladders, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

Fall Protection

- Fall protection, such as standard railings or a safety harness and lanyard, shall be used at all times, when working 7 feet or more above the level below.
- Floor and wall openings, unfinished balconies, elevator shafts and similar areas must be railed, covered or barricade to prevent falls.
- Never remove fall protection rails, covers, or barricades without permission from your supervisor and special precautions. Always replace these items when finished with your task.
- All safety harnesses shall be the full body types with a shock-absorbing lanyard attached to a substantial anchorage capable of supporting twice the maximum load. Lanyards shall be attached at the wearer's upper back. Body belts are not to be worn as fall protection.
- Read and obey all manufacturer instructions relating to your fall arrest system (safety harness and lanyard).
- Inspect all components of your harness and lanyard prior to each use and after a fall. Defective equipment is not to be used. Lanyards must be destroyed after a fall and never reused.
- Safety harness and lanyards should limit free fall distance to less than 4 feet and prevent contact with any level or objects below you.
- Never use any part of a fall arrest system, such as a harness or lanyard, to hoist materials or for any other purpose.
- Safety harnesses and shock absorbing lanyards are required to be worn at all times while in boom lifts.

Electrical Safety

- Only trained, qualified, and authorized employees are allowed to make electrical repairs or work on electrical equipment or installations.
- All electrical equipment and systems shall be treated as energized until tested or commencement of any work. If the equipment or installation must be energized for test or other purposes, special precautions will be taken to protect against the hazard of electric shock.
- All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.

- Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.
- Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits. Cotton clothing is much less likely to ignite from arc blast. Employees working on live-circuits shall be provided Nomex or equivalent fire resistant clothing.
- Suitable eye protection must be worn at all time while working on electrical equipment.
- Always exercise caution when energizing electrical equipment or installations. Take steps to protect yourself and other employees from arc blast and exploding equipment in the event of a fault.
- All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.
- Metal jewelry should not be worn around energized circuits.
- Extensions and temporary power cords must be heavy duty and grounded. Frayed or defective cords shall not be used.
- Electrical installations must be protected from accidental contact by enclosures or tight fitting covers.
- GFCI's shall not be overloaded with equipment o extension cords.
- Metal measuring tapes, fish tapes, rope or other metal devises are prohibited where they may contact energized parts of equipment or circuits.

Company Vehicles

- Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive your company vehicle.
- Company vehicles are to be used for company business only. Personal, off duty and family uses are prohibited, without prior approval.
- Drive defensively and obey all traffic and highways laws.
- Always wear your seat belt, whether you are the driver or passenger.
- Report all accidents as soon as possible to your supervisor and obtain a police report.
- Keys must be removed from all unattended vehicles and the vehicles must be locked, unless parking inside the facility.
- Do not jump from the cab or bed of company vehicles. Always use the stairs or a ladder.
- Inspect your vehicle and report any defects or operating problems to your supervisor so those repairs can be made.
- No smoking while refueling.
- If your driver's license is revoked or expired, immediately notify your supervisor and do not drive.

Ladder Safety

- Inspect the ladder before using it. If it is broken, throw it away. Never repair a broken ladder, get a new one. Keep portable stairways, ladders and step stools in good condition and use them only in a safe manner.
- Use the proper ladder for the job. Do not use “A” frame ladders as straight ladders. Make sure the ladder is tall enough to reach the work area. Do not use metal ladders for electrical work.
- Do not place ladders in passageways, doorways, or any location where they might be hit or jarred, unless protected by barricades or guards.
- Ladders should only be placed on a hard level surface. Clean or sweep the area where the ladder feet will be and make sure the rubber feet are in good shape.
- Ladder rungs and steps must be kept free of grease, oil, mud, or other slippery substances.
- Arrange your work so you are able to face the ladder and use both hands while climbing. Do not carry tools or equipment while climbing a ladder. Climb the ladder, and then hoist the tools or equipment with a line or a hoisting device.
- Avoid temporary ladders. Always use a commercially made, construction grade ladder of the proper length for the work being performed.
- Secure portable ladders in place and at a pitch so the leveling indicator is in alignment or the distance from the wall to the base of the ladder is at least 1’ for every 4’ of height.
- Straight ladders shall be tied off the top of the ladder to prevent slipping.
- Be aware of objects below you, move or cover sharp objects in case you fall. Cap or bend all rebar.
- Do not stand or work from the 2nd rung from the top or above. Also do not reach too far from the ladder. Keep your belt buckle between the side rails.
- Extension ladders shall extend at least 36” above the level being accessed.
- On all ladders, do not step on cross bracing that is not intended to be used for climbing.

Hand and Power Tools

- Proper eye protection must be worn when using hand and power tools.
- Know your hand and power tool applications and limitations. Always use the proper tools for the job.
- Inspect cords and tools prior to use. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.

- Power tools must be grounded or double insulated. All power tools are to be plugged into a grounded GFCI outlet.
- Do not use power tools in damp, wet, or explosive atmospheres.
- Do not lift, lower or carry portable electric tools by the power cord.
- Keep all safety guards in place and in proper working order.
- Use clamps or vises to secure work pieces.
- Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly.
- Return all tools and other equipment to their proper place after use
- Unplug all power tools before changing bits and/or grinding disk.
- Never leave chuck keys in the tool during operation.
- Do not use a screwdriver as a chisel.
- Before using sledges, axes, or hammers be sure the handles are securely fastened with a wedge made of sound material.
- Do not use a handle extension on any wrench.
- Files should be equipped with handles and should not be used as a punch or pry.

Hazardous Materials and Chemicals

- Read all warning labels and Material Safety Data Sheets (MSDS) before using any chemicals. MSDS contain personal protective equipment and safety information and are available from your supervisor.
- Hazardous materials shall be handled in according with the MSDS and label. If protective equipment is required, use it.
- Eye protection must be worn when working with hazardous materials or chemicals.
- Mixing of chemicals is prohibited at all times unless required by the label. Before you mix, review all MSDS.
- Always wash your hands thoroughly after handling chemicals and before eating or smoking, even if you were wearing protective gloves.
- Never use solvent for hand cleaning. Use the non-toxic hand cleaners provided.
- Store all hazardous materials properly in suitable containers that are properly labeled.
- Use chemicals only in well ventilated areas.
- When using secondary containers, ensure that they are labeled as to their contents and hazards.

- Do not disturb any asbestos. STOP work and tell your supervisor. If you are not sure STOP.
- Do not cut or weld stainless steel or galvanized metal without these items create toxic fumes.
- Work with lead, asbestos, cadmium and other toxic compounds required special precautions. Do not attempt to perform this work without special equipment and training.

Fire Prevention and Housekeeping

- Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
- Firefighting equipment is to be inspected on a regular basis. All discharged, damage or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
- Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
- Never use gasoline or flammable solvents for cleaning purposes.
- Smoking is prohibited within 20 feet of where flammable substances are present.
- In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
- Keep your work areas free of debris. Remove useless materials from the work area as fast as required to help reduce tripping hazards.
- Maintain awareness of potential hazards when walking about the job site.
- Keep tools, materials and equipment out of walkways and stairways at all times.
- Sharp wires or protruding nails must be kept bent.
- Place tools and equipment so they will not slide off the roof.
- Tie material down at day's end so the wind will not blow it off the roof.

NEW EMPLOYEE SAFETY ORIENTATION

The following items will be verbally covered with each new employee by the supervisor on the first day.

Employee name _____ Start Date _____

Job Site _____ Position _____

Instruction has been received in the following areas:

- Code of Safe Practices
 - Hazard Communication (chemicals) Employee Training Handbook
 - Driving Safety Rules
 - Safety rule enforcement procedures
 - Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY
 - Proper methods of reporting safety hazards
 - Emergency procedures and First Aid
 - Proper work clothing and required personal protective equipment
 - List all special equipment, such as lift, employee is trained and authorized to use
-

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.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Safety Program Overview

EMPLOYEE SAFETY CONTACT REPORT

Job Site: _____ Supervisor: _____

Employee Name: _____ Date _____

Job Title: _____

Safety Concerns:

Corrective Action:

Employee Signature _____

Supervisor Signature _____

SAFETY PROGRAM OVERVIEW

Safety Management Responsibility

(Your Company) is committed to maintaining an effective Injury & Illness Prevention Safety Program.

While safety has been a longstanding part of our company operations, our formal safety program was revised and fully implemented. All major elements of our Safety Program are documented to ensure maintenance of an effective quality program. It is updated as needed for refinements and improvement. As a minimum, the Safety Program is renewed annually.

Primary responsibility for the implementation, management and administration of the Safety Program is vested in owner.

Policy administration and technical oversight is delegated to the supervisors.

Hazard Identification Process

Facility and process reviews are excellent management tools for keeping informed on overall work conditions. Our systems for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work priorities is as follows:

- Safety Program Audits are conducted annually in August by our insurance carrier to ensure consistent and effective program maintenance.
- Location safety audits (self-inspection) are conducted monthly by supervisors. A standard checklist is used to facilitate these inspections.
- Employees are encouraged to bring hazardous conditions to the attention of their supervisor or top management through the use of a safety suggestion box. These suggestions are reviewed and responded to by our Safety Committee.
- Facility inspections are reported to and evaluated by the Safety and Health Committee. Serious hazards are reported and acted upon immediately; minor conditions are addressed through our standards facility maintenance process. Results of findings and corrective actions are shared with employees at safety meetings through bulletin boards or at safety talks.

Employee Safety Training

It is in our Company's best interest to make every reasonable effort and available means to keep our personnel trained and informed in safe work practices. Safety training is provided initially as part of the employee's orientation process and subsequently by the employee's supervisor.

Key elements of our safety-training program include:

- Review of the company's safety policy during initial orientation
- Review of the company's safety rules and safe work practices with the employee by their supervisor prior to the commencement of work.
- Supervisory and management training as part of the safety and Health Committee meetings and/or through special sessions and seminars.
- Documentation of formal safety and training as part of our Company's Employee Training program.

Safety Communications

Safety communications are critical to providing employees with instructional updates about our company it also provides an avenue by which employees can provide feedback and input, which is useful in developing new safety programs.

Our systems for communicating with employees on Occupational Health and Safety matter include:

- Periodic memos or other correspondence to employees from the company president and/or Safety coordinator
- Safety Suggestion Box which allows employees to offer anonymous comments and suggestions related to health or safety matters without the fear of reprisals
- Safety materials are posted on the bulletin boards and/or in the janitor's closet
- Periodic safety meetings are conducted by supervisors providing employees with ongoing opportunities for discussing safety issues.
- Formal safety reviews are conducted monthly, as part of our Safety and Health Committee Meetings
- The company's Injury & Illness Prevention Safety Program addressed regulated safety issues and promotes employees involvement and input.
- Safety incentives are maintained to encourage positive behavior of employees

Safety Program Conformance

Proactive management includes supervisory leadership and control to change unproductive activities. Conformance with Safety policies, rules, and regulations is a necessary component of our Safety Program, which is monitored by all supervisors.

Our systems for ensuring that all employees comply with safe and healthful work practices include the following activities:

- Employee safety responsibilities are communicated during the initial orientation by use of our Company Safety Training Process
- Safety rules and regulations are reviewed by supervisors and part of the documented Employee Safety Training Process
- Safety and Health Committee members review all safety matters pertaining to policy, administration or program development
- Documented verbal warnings and reprimands are issued and carried out by supervisors
- Supervisors understand and enforce safety rules as a part of their job, and handle these no differently than any other work rule enforcement. This process may involve coaching, counseling, verbal or written reprimands and discipline in the form of suspension and/or termination.

Safety and Health Committee

Safety Committees are the cores or most effective and viable Safety Programs. These are crucial to providing policy oversight, reviewing program effectiveness and initiating program changes or corrections. Our Company's Safety and Health Committee serves as the leadership group for evaluating and addressing all safety and health matters.

In confirming to OSHA requirements, the Safety and Health Committee carries out various safety management duties, including, but not limited to: Scheduling and conducting periodic worksite inspections. Results of such inspections are submitted to the Safety Committee members and discussed through resolution by the Chairperson reviewing causes of incidents resulting in injury, illness, or adverse exposure. Investigating any alleged hazardous conditions brought to the attention of any Safety Committee member by Supervisors or employees. Evaluating suggestions for achieving improvements in safety or health matters. Sponsoring special safety campaigns and other informational program activities.

SAFETY POLICY AND RESPONSIBILITIES

Safety Policy

It is the policy of (Your Company) to provide a Safety and Health Program that reduces injuries and illnesses to an absolute minimum. Our goal is to strive for safety and excellence by eliminating work related accident.

Supervisory Leadership

Our company is committed to maintaining a safe and healthful work environment. It can only be successful when each supervisor fully understanding.

- The Supervisor's role in ongoing development, implementation and maintenance of our Company's Safety and health program.
- The hazard control process: how to recognize hazards, assess the effects on employees, initiate processes for controlling exposures and implement methods for evaluating the effectiveness of hazard control measures.
- Leadership management which focuses on setting good examples and providing instructions.

Supervisory Responsibilities

The following are minimum safety responsibilities for all management and supervisory personnel. Each executive staff member, managing supervisor and work group leader will be executed to:

- Enforce Safety Regulations, Rules, and Safe Work Practice.
- Participating in safety and Health Committee meetings when invited to do so.
- Providing positive and productive suggestions and feedback to the Safety and Health Committee.
- Schedule and conduct safety briefings with employees on a monthly basis.
- Conduct scheduled and unscheduled inspections of department/work areas.
- Correct or initiate corrective actions for any unsafe conditions identified in a timely manner.
- Solicit employee suggestions for improving workplace safety.
- Follow Company policy in disciplining those who break safety rules, treating violators with fairness, yet firmness.

- Commend employees who are safety conscious. Provide employee's recognition for positive contributions- let them know how the company appreciates their active participation.
- Set the tone for safety by personal example and a demonstrated commitment to performing duties in the safest way.

Employee Safety Responsibilities

Although the law places primary responsibility for health and safety on the employer, employee responsibilities are also necessary to ensure safety.

Each employee will be responsible for the following minimum activities:

- Obeying all safety and health standards, rules and regulations and safe work practices.
- Not removing, displacing, damaging, destroying, tampering, or tearing off any safety devices safeguards notices or warnings.
- Not interfering with the use of any safety equipment or safeguards by others.
- Using safety equipment or safety devices provided for employee protection as appropriate.
- Practicing good housekeeping by keeping workplaces clean and orderly.
- Reporting any unsafe conditions to supervisors.
- Reporting all accidents promptly to supervisor, regardless of extent of injury or damage.
- Taking part in safety activities, including inspections, training sessions, accident investigations or other related actions as appropriate.

Specific Company Safety Rules and Safe Work Practices are detailed in the work following section. Failure to adhere to any of the safety Rules and Safe Work Practices may result in disciplinary action, including suspension and/or termination.

SAFETY AND SAFE WORK PRACTICES

General Safety Rules

It is the duty of each worker to obey all Company Safety Rules and to use all required safety equipment. Listed below are the minimum safety rules that each worker must follow:

- Report all injuries to management immediately, no matter how minor.
- Learn the Hazards of your job by discussing them in detail with your supervisor.
- Where job conditions change, so do hazards, therefore, each worker could learn to anticipate new hazards and plan their avoidance.
- Report all hazards to the attention of your supervisor.
- Develop a daily routine of checking your job area, equipment and machinery for any potential hazards or deficiencies.
- Check equipment daily and report defective tools and equipment, machinery and/or dangerous work conditions to your supervisor.
- Wear all personal protective devices, i.e. glasses, belts, shoes, and proper clothing, as required by your position or the job task.
- Avoid the use of equipment or machinery that is defective.
- Become familiar with the performance limitations of your tools and/or machines.
- Maintain a clean and orderly workplace.
- Provide suggestions concerning safety to your Supervisor/Manager.
- Keep all emergency equipment such as fire extinguishers and exit doors clear of obstacles.
- Know the location of fire and safety exits.

Personal Safety

- Each employee is expected to be responsible for his/her own safety and at the same time to exercise care to avoid injury to his/her fellow workers and others.
- Be prepared to perform your job. Do not come to work fatigued or hung over.
- Always walk do not run in work areas.
- Horseplay, practical jokes or sports activities are forbidden at any time.
- Lift correctly and safely, with your legs and not your back. Ask for help whenever in doubt.
- Observe all warnings, caution and danger signs as well as safety and health notices.
- Smoking is restricted to designated areas only.
- Learn the locations of first aid kits and suppression equipment in your work area.

SAFETY AND HEALTH TRAINING

Safety Training Policy

It is the policy of (Your Company) to ensure that adequate employee training is provided to enhance employee safety and meet regulatory training requirements.

Training Program Requirements

Good business practices and OSHA requirements dictate that our company have a Safety Training Program. Employees Safety Training is required at the initial orientation, when employees receive a change in job task requiring new orientation, when employees are exposed to new substances, processes, procedures or equipment and whenever our company receives notification of a new or previously unrecognized hazard.

Safety training benefits our company because it brings new ideas into the workplace or reestablishes existing ideas in safe work practices. It also allows supervisors to review the other elements of our safety program with employees and ensure that they are put into action on a daily basis.

Supervisors' Responsibility for Training Employees

Each supervisor is expected to train employees under their direction in the proper and safe way to perform their jobs. From time to time supervisors will receive supervisory training sponsored by our company or other qualified sources. General safety orientation will be provided as part of the personnel orientation process.

Each supervisor will ensure that every employee has read the Company Safety Program that applies to his/her job and agrees in writing to abide by all rules. Supervisors are to take time to go over the written safety rules with every employee. A standard checklist form is provided to facilitate this activity. All training activities undertaken shall be documented either by use of Employee Training Checklist or a similar form.

General Safety Orientation

The success of a well-developed Safety program depends upon the effectiveness of the training effort. Basic safety orientation allows us to communicate the attitude of management, the general and specific safety rules and regulations and the ways and means of developing good, productive and safe habits. Basic employee orientation should commence on the employee's first day of work and continue through the entire period of employment.

It shall be the co-responsibility of management to provide the new employee training. Such training shall also include:

- Orientation and issuance of the Company Safety Rules and Safe Work Practices.
- Introduction of the employee to his/her work, fellow employees, working conditions and work procedures.
- Discussion about the Company's Safety policies and program as these relate to the employee's work setting.
- Review emergency procedures for reporting accidents, gaining medical treatment and evacuating premises.
- Document training by use of form- Employee Training Checklist Form

Specific Information for each Employee

Each employee needs to know and understand the following:

- No employee is expected to understand a job until he/she has received instructions on how to do it properly and has been authorized to perform the job.
- No employee should undertake a job that appears to be unsafe.
- Mechanical safeguards provided must be kept in place unless being repaired by authorized personnel.
- Each employee is expected to report any unsafe conditions encountered during work to their supervisor.
- Any injury or illness suffered by an employee, even a slight one, must be reported to his/her supervisor at once.

In addition, our safety rules are a condition of employment, must be understood by each employee, and are to be explained clearly by the supervisor and will be applied consistently and uniformly to all employees.

EMPLOYEE SAFETY TRAINING CHECKLIST FORM

Employee Name _____ Supervisor _____

Employee Job Title _____ Date Started Work _____

Training Dates: Start _____ Start _____ Start _____
 End _____ End _____ End _____

Trained by: _____

Facility and Procedures

	Employee	Supervisor
Company Orientation (Handbook)	_____	_____
Company Policy Statement	_____	_____
Safety Policy Enforcement Procedures	_____	_____
Employee Rights/Responsibilities	_____	_____
Report Accidents to Supervisor	_____	_____
Report Unsafe Conditions to Supervisor	_____	_____
Proper Lifting techniques	_____	_____
Tour Work Area, Point Out Hazards	_____	_____
Other		

 Employee's Signature

 Supervisor's Signature

SAFETY AND HEALTH COMMITTEE

Organization

The Safety and Health Committee shall be a viable functioning group that includes the participation of key executive, supervisory, and staff members. Permanent members of the committee include the Chairperson, Management Representative and Labor Representative.

Members are selected annually or as vacancies occur.

Safety Council Goals and Objectives

The Safety and Health Committee shall be the key organizational group which addresses all administrative and policy matters related to employee health and safety. The goal of the committee is to implement an effective Safety Program which eliminates accidents. Functional objectives of the Safety and Health Committee are to:

- Identify and eliminate physical hazards
- Reduce unsafe work or behavior through safety training and awareness
- Investigate and study injuries with emphasis on preventing reoccurrence
- Assist in developing programs for gaining voluntary employee compliance with safety regulations, rules, policies and procedures.

Schedule of Meetings

The Safety and Health Committee shall meet monthly or more frequently at the call of the Chairperson. Additional meetings may be scheduled by any of the members, should such be deemed necessary to address imminent danger issues, special accident investigations, regulatory matters or other business requiring prompt attention by management.

Agenda/Documentation

Documentation of Safety Committee meeting shall be maintained by the Chairperson. A set agenda format shall be used to assist in the documentation process. Follow up actions shall be recorded, using the Safety Action Schedule Form. These documents shall be maintained on file at the administrative offices and be available to any committee member or employee. Training activities undertaken, as part of the Safety Committee meeting will be documented, using the Training Activities Form.

SAFETY AND HEALTH COMMITTEE

MEETING AGENDA

- I. Call to order/ sign in
- II. Old Business
 - Minutes of previous meeting
 - Corrections and additions
 - Committee report (if any)
- III. Report of Safety Activities
 - Review of scheduled/ unscheduled inspections
 - Supervisor safety meetings conducted with employees
 - Safety training activities conducted since last meeting
 - Accident reviews
 - Calendar of safety events
- IV. New Business
- V. Adjournment

SAFETY COMMITTEE NOTES

Date of Meeting _____ Recorded by _____

Attendees

Review of New Safety Activities

Inspection/corrective actions:

Safety meetings conducted:

Accidents since last meeting:

Safety Training:

Accident Summaries:

Notes:

SAFETY COMMITTEE ACTION PLAN

	Priority Rank	Assigned Personnel	Target Date	Comp. Date
Major action steps to be taken:				
1. _____ _____	_____	_____	_____	_____
2. _____ _____	_____	_____	_____	_____
3. _____ _____	_____	_____	_____	_____
4. _____ _____	_____	_____	_____	_____
5. _____ _____	_____	_____	_____	_____
6. _____ _____	_____	_____	_____	_____
7. _____ _____	_____	_____	_____	_____

SAFETY AUDIT/INSPECTION POLICY

It s the policy of (Your Company) to conduct self-audits and inspections to identify and correct unsafe conditions of practices, which may result in injuries or property loss.

Self Inspections Process

Surveys are utilized as a means of identifying potentially unsafe conditions, facilities, operations and actions. Proper use of this management tools keeps management informed on overall conditions. The survey not only reveals what is wrong but also more importantly suggest corrective actions to be taken to bring conditions up to a desired standard of safety. The results of surveys or the reporting of unsafe conditions and unsafe acts on the part of an employee are of valuable assistance if:

- Management is receptive and appreciative
- Suggestions are thoroughly investigated and reviewed
- Employees are commended for their efforts
- Positive corrective actions are taken to eliminate the potential accident cause.

Corrections or Recommendations

- All unsafe conditions and unsafe acts should be listed clearly and concisely using standard forms. Recommendations should be developed to correct adverse conditions or acts.
- All recommendations are reviewed by, management and forwarded to the Safety and Health Committee for review.
- Positive steps are taken to correct the sub standard conditions or acts, as these items are identified by supervisors and employees.
- Major defects or conditions requiring corrective measures must immediately be forwarded to the chairmen of the Safety and Health Committee.

Types and frequency of Surveys

- Periodic Locations Safety Audits- These are to be conducted quarterly by department Heads or designees. Best results are obtained by conducting these surveys a day or two prior to the formal safety committee meetings. Due consideration should be given to the convenience of the activity requiring special survey include:

- Special Surveys- These types of survey are used when there is a change in operations, equipment and worksite. Other examples of activities requiring special surveys include:
 - Installation of special equipment
 - New operations or work procedures are established
 - Work is relocated or revised
 - New construction or remodeling is in progress
 - Any special or unusual problem
- Continuous Vigilance- This survey is conducted by all employees at all times. All conscientious and safe minded employees from management to janitor should be encouraged to be observant and report unsafe conditions and acts.

GENERAL/ADMINISTRATIVE SAFETY FORM

Survey Date _____ Completed By _____

	YES	NO
Are any tripping hazards present?	_____	_____
Are fire doors clear and in open positions?	_____	_____
Do door latches operate easily?	_____	_____
Are all wall hangings safely mounted to the wall?	_____	_____
Are all furniture items free of splinters or sharp edges?	_____	_____
Are all electrical cords, plugged and switches in good repair?	_____	_____
Are all sharp items such as scissors, etc. stored safely?	_____	_____
Is lighting adequate for the task & in good conditions?	_____	_____
Are wastebaskets and debris disposed of regularly?	_____	_____
Are bookcases, desk, tables, etc. free of clutter?	_____	_____
Are scatter rugs prohibited?	_____	_____
Are spills wiped up promptly?	_____	_____
Are extension cords used safely?	_____	_____
Are fire extinguishers available for ready use?	_____	_____

EMERGENCY MEDICAL SERVICES

(Your 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 people to render first aid. Each crew will have at least one individual trained in rendering first aid. Management will maintain a list of trained individuals and take steps to provide training for those that desire it.

First aid Kits

Every vehicle shall have access to at least one first aid kit in a 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 placed. 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. The following minimum first aid supplies shall be kept:

- Adhesive dressing
- Adhesive tape rolls, 1-inch wide
- Eye dressing packet
- 2-inch gauze bandage roll or compress
- Sterile gauze pads, 2-inch squares
- Sterile gauze pads, 4-inch squares
- Triangular bandages
- Appropriate record forms
- First aid textbook, manual or equivalent- will be readily available, but not necessarily within the first aid kit

Drugs, antiseptics, eye irritation solutions, inhalants, medicines, or proprietary preparations shall not be included in first aid kits unless specifically approved in writing, by an employer authorized physician.

First Aid

The designated first aid person 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 systems for contacting hospitals or other emergency medical facilities, physicians, ambulances and fire services, shall also be provided. The telephone number of the following emergency services in the area shall be posted in each vehicle and at the office or otherwise made available to the employees where no job site telephone exists:

- Physician- Center for occupational Med 000-000-0000
- Ambulance Service- 911
- Fire Protection Services- 911

Prior to the commencement of work at any site, the supervisor 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 tailgate 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.

- For severe accidents call 911 and request the paramedics.
- **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.
- 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.

- If medical attention is not desired or the employee refuses treatment, you must still fill out a (Your Company) Accidental Report on case complications arise later.
- In all cases, if the employees cannot transport themselves for any reason, transportation should be provided.
- 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 nearest OSHA office.

FIRE PREVENTION AND EMERGENCY ACTION PLAN

(Your Company) has developed the following emergency plan to cover those designated actions that must be taken to ensure employees safety from fire during other emergencies. Any questions about this plan should be directed to your supervisor or owner.

Office, Shop & Warehouse Emergency Evacuation and Fire Prevention

Management is responsible for ensuring the following:

- 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 kits
 - Drinking Water
 - Flashlight
 - Portable battery powered radio and batteries
 - Fire Extinguishers
 - Wrench to shut off the main gas valves
 - Pry Bars, axes, saws, tools, or similar devises for employee rescue
- Creating a facility map designating all emergency evacuation routes and the locations of all firefighting equipment and emergency supplies and equipment.
- 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.
- Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.
- 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 an earthquake or fire, all employees are expected to evacuate the premises immediately. Management may assign some employees the task of shutting off 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, management may assign some employees to rescue trapped employees.

Fire Prevention at construction Sites

The following procedures will be used to prevent fires on construction sites:

- All accumulated trash and debris will be removed as soon as practical.
- Flammable liquids will only be stored and dispensed from UL approved safety containers designed for that purpose.
- All rags soaked with flammable or combustible liquids will be promptly stored in closed metal containers.
- Appropriate precautions will be taken to prevent fires when torch cutting, welding or soldering.
- Smoking or open lights are prohibited within 50feet of flammable liquid or gas storage and dispensing areas.
- Flammable solvents will not be used for cleaning purposes.
- 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.
- Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.

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.

- 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 Marshall. NOTE: Inspection is a “quick check” that an extinguisher is available and will operate. It is intended to give reasonable assurance that the fire extinguisher is fully charged and will 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.
- Suitable fire control devices, such as portable fire extinguishers, having a rating of no less than 20B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for flammable liquid storage.
- At least one portable fire extinguisher, having a rating of not less than 20B units, shall be located not less than 25 Feet, nor more than 75 feet, from any flammable liquid storage area located outside.

OFFICE SAFETY

It is the policy of (Your Company) to provide and maintain certain standards of safety, sanitation, and health in accordance with Federal, State and City laws and regulations. (Your Company) also provides and maintains modern safety devices and equipment for all employees engaged in work, when such devices are deemed necessary.

Has been given the responsibility and authority for full implementation of this program.

All persons in a supervisory capacity have the responsibility to provide the necessary training in safe operation of all equipment in each area, and in the safe conduct of each employees work.

This program and pertinent additions to it will be included in new employee orientation by the Personnel Department and by the employee's department supervisor.

A safe office is one, which is free of tripping hazards, tipping file cabinets and rolling step stools. It is an office with adequate aisles and lighting and an emergency evacuation plan known to all employees.

Safe working methods and procedures are normal operating methods, which do not present a hazard to other workers, and maintain the safe work conditions provided within the office. File drawers are not left open, paper clips and rubber bands are picked up when dropped and good housekeeping in all areas maintained.

Maintaining a car for business use in a safe condition is an obligation of the employee for his/her own safety, as well as for protection of the company from liability to the public.

Safe driving is a work procedure, which must be practiced by all employees, whether use of the car for company business in continual or only occasional.

A safe work environment, with continual emphasis on safety will breed a safety consciousness in all employees, which will carry over to off-the-job activities, as an employee's welfare on and off the job is of concern to (Your Company).

Our employees, therefore, are required to observe the following safety rules in the interest of providing a safe, healthful place to work. Failure to observe these rules and support this program will be a consideration in annual performance review.

Office accidents can and do happen. To prevent that, (Your Company) has developed the following rules for our office staff. If at any time, you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify management.

- Report all accidents and injuries, no matter how minor, to your supervisor immediately.
- Correct or report any safety hazards that you observe.
- Clean up any spilled materials that may present a slipping hazard.
- Do not stretch and cords across aisles that may present a tripping hazard.
- No one is allowed to climb on shelves or stand on chairs; you must use a step stool or ladder.
- Keep all legs of the chair on the floor. Do not tilt chairs to far back.
- No one shall be in possession of or under the influence of, alcohol or controlled substances while on the premises.
- No horseplay will be tolerated.
- When not in actual physical use, all desk and file drawers shall be kept closed so as to avoid limiting safe use of aisles. Not more than one file drawer in one file cabinet shall be opened at one time. Opening additional drawers over-balance the files, causing all of the drawers to roll out on the employee. Employees shall not stand on or in an open file drawer as a means of reaching higher objects.
- Do not store flammable or combustible materials near heaters or other heat sources.
- If you are unsure how to do any task safely, ask your supervisor.
- Do not operate any equipment you are not trained and authorized to use.
- Always follow safe lifting procedures when lifting any objects and get help for heavy loads:
 - Bend your knees, not your back
 - Keep the load close to your body
 - Keep your back straight
 - Lift with your legs
 - Do not lift and twist
- Each employee shall at all times observe safe working methods and procedures and assist in acquainting new employees with our concerns for safety, as established by (Your Company).
- Office equipment shall be arranged to provide safe working conditions.

- Unskilled persons shall not be permitted to operate or tamper with office machines.
- Un-jamming and servicing photocopy machines present electrical hazards and exposures to hot surfaces. Only specifically trained employees shall open or service the copy machines.
- Office machines and their cords shall be guarded as needed and required by law or regulation. Telephone cords and electrical cords to typewriters or other equipment shall be maintained in such a manner as will present no tripping hazards. Frayed or badly worn cords shall be replaced. Cords should not be allowed to come in contact with heat producing equipment, such as portable heaters.
- Machines shall never be cleaned or adjusted while in operation.
- Equipment or machines in need of repair are to be removed from service immediately and not returned to use until properly repaired.
- Installation, repair, or maintenance of any office equipment shall be done only by qualified persons.
- Hand paper cutters shall have the blade in down position at all times when not in use.
- Filing cabinets and bookcases shall be firmly based or attached to wall fittings to prevent tipping.
- Ladders or step stools of adequate design to support the employee's weight and the material to be obtained shall be provided and readily available as a means of reaching high files and upper locker and/or storeroom shelves.
- All hazards, such as sharp file cabinet edges, or any other conditions likely to do bodily harm, damage clothing, or constitute a fire hazard shall be reported to the Administrative Manager. THIS SHALL BE DONE IN WRITING.

Periodic Safety Inspections shall be made (at least annually) to insure safe conditions and compliance with existing with existing Safety and Health Laws. Accident and work related illness must be promptly reported to the Personnel Department. All cases will be investigated to determine cause and prevent recurrence.

The Safety Program may be supplemented by periodic bulletins and additions, which will become part of the Program and compliance, will be required.

YOUR SUGGESTIONS ARE NEEDED. Your familiarity with work conditions, whether they are related to your work procedures, provide more insight into everyday conditions that may result in accidents than any inspection can ever provide. It is in your interest to point out situations or conditions that may prove unsafe. An investigation will be made of the conditions or suggestions submitted to Administration IN WRITING.

Ergonomics

ERGONOMICS

Studies have shown over the years that poorly designated and arranged work area, awkward work postures and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (RMI's). As with cancer, heart disease, and many other ailments, there are risk factors that increase an individual's likelihood of developing RMI's. If the risk factors are reduced, so are the chances of being injured. While some of the risk factors, such as family history, cannot be controlled in the employment setting, many can. Including:

- The force used to perform a task
- Posture while performing the task
- The number of repetitions performed in a given time period
- Mechanical stresses such as hard surfaces

(Your Company) has developed the following program designed to minimize RMI's. The program includes worksite evaluation, control of exposures that have caused RMI's and training of employees.

Worksite Evacuation and Exposure Reduction

Each job, process, or operation of identical work activity that has resulted in at least two (2) RMI's or a representative number of such jobs, process, or operations shall be evaluated for exposure that has caused RMI's. (Your Company) may request assistance from outside consultants for this purpose.

Any exposure that has caused RMI's shall, in a timely manner, be corrected or if not capable of being corrected have the exposures minimized to the extent feasible. We shall consider engineering controls, such as workstation redesign, adjustable fixtures or tool redesign, and administrative controls, such as job rotation, work pacing or work breaks.

Training

Affected employees shall be provided training that includes an explanation of:

- (Your Companies) Safety Program
- The exposures which have been associated with RMI's
- The symptoms and consequences of injuries caused by repetitive motion
- The importance of reporting symptoms and injuries to their supervisor
- Methods used to minimize RMI's

CORRECT LIFTING AND BACK PROBLEMS

To properly consider lifting, it is necessary to divide the discussion into body function and correct lifting procedures.

Correct Body Functions

Many injuries thought to be caused by lifting some objects are not lifting injuries at all; actually, some types of abnormal body function were present prior to the lifting procedure. It's the old story of an accident looking for a place to happen. This is usually the case when an individual's back "slips out" as he/she does on a daily basis without any problems. Suddenly, in one particular instance, injury develops. Why?

In the last several years, a much greater understanding has developed regarding why these paradoxical injuries happen with minimal or limited stress. Doctors-through research in applied kinesiology- can now determine why the body becomes susceptible to injury from ordinary lifting. Applied kinesiology studies motion of the body and uses muscles to evaluate different energy patterns. Through this study it has been found that muscular balance is sometimes lost, thus causing structural instability. For example, the muscles of the lower back are very important when a person bends at the waist to lift an object. Your doctor can test these muscles to determine if they have adequate integrity for normal lifting. Even more important is the usually strong muscles which for some reason become weak during the lifting activity. This obviously causes poor stability of the lower back at its various joints, and leaves the back vulnerable to injury. A vertebra can be misplaced, or fibers and ligaments can be torn.

You can, possibly, see muscular imbalance in yourself or in people you observe. If an individual has muscular imbalance for a long time, there are usually significant postural deviations. He/she may have a swayback, one hip higher than the other, knock-knees, flat feet, a protruding abdomen, shoulders rolled forward, or any of many other postural deviations.

Some of the muscles in the lower back- which are very important for stabilization as you bend forward at the waist- can actually weaken as a result of a problem in the neck. Applied kinesiology research has shown that when an area of the upper back is not functioning normally, these lower back muscles can be weak- though not necessarily all the time. For example, your muscles may be basically strong; however, a certain type of tilt, turn, or bend of your neck can cause additional nerve involvement affecting the muscle in your lower back

and they become weak during the lifting procedure. This is especially true when an individual is lifting an object and tilts his head back to look up, or turns their head to talk to someone behind him.

Another factor learned from applies kinesiology research is that certain body muscles become weak with specific health problems? In other words, there is an association between organs and muscles within the body. If an organ or system is under considerable stress because of a particular health problem, a muscle which is very important in lifting can be generally weak.

The factors predisposing a lifting injury should, obviously, be corrected before the injury occurs. This can be accomplished by having your doctor correct any postural deviations. You should also consult him/her if you feel any weakness and have difficulty in lifting from different positions.

Preventative maintenance for your body is much more important than preventive maintenance for your automobile. You can always replace the bearings in your automobile, but you cannot get a new back.

Correct Lifting Principles

This portion of the discussion on lifting injuries is one with which industrial workers are very familiar. Insurance companies, industrial commissions, and plant safety managers are constantly teaching correct lifting procedures in their safety programs. A review of some of the basic principles is of value here.

The most common lifting injury from improper procedures occurs because the body is not used to its best advantage. The object to be lifted should be kept near the vertical axis of the body. This is best done-when lifting something from the floor-by bending at the knees, keeping the spine vertical. In accomplishing this lifting procedure, it is important that an individual not spread his/her knees wide and place the object to be lifted between them. This position, although good for the spine, makes the individual vulnerable to a hernia because of poor support to the lower abdominal cavity. When lifting heavy objects from a table, scoot the object close to the edge of the table so that it can be lifted close to the vertical axis of the body. The object of keeping items close to the vertical axis of the body is leverage. When an item is held away from the body, leverage is magnified. This is also true when the body is bent from the hips while the knees are kept straight.

If an item is close to your maximum capacity for lifting or carrying, get help or use lifting or carrying tools. A back is often injured when, within a few feet, there is a bar for leverage, a hoist, a dolly or a plank for sliding the material. Also, the lifted amount can be reduced by dividing the material –out it in two boxes instead of one.

Lifting should be accomplished while the muscles are in their middle range of motion. When muscles are almost fully contracted, the ability to lift is limited. When the muscles are stretched to their full length they are much more vulnerable to injury, especially if there is a sudden, unexpected jar. When carrying and lifting, the muscles should be in a partially contracted position.

Rules for Lifting

There are a few simple rules to remember when lifting any object, which will keep the possibility of strained muscles, pulled tendons, or stretched ligaments to a minimum. Of course the possibility always exists of pulling a muscle-even when using the proper lifting technique- if the object is too heavy. The incidence of pulling or straining muscles increase proportionately to the incorrect technique used.

Some simple rules for lifting are as follows:

- Always keep the object you are lifting near the vertical axis of your body
- Keep the object as near the center of your body's gravity as possible
- Use the greatest possible number of muscles to lift the object
- Always use the large muscles of your body for lifting, such as the leg, arm, and shoulder muscles
- Always lift in a vertical direction
- When lifting anything from a table always bring it as close to the edge as possible before lifting
- Never have your muscles extended when lifting
- Have your muscles partially flexed (contracted) when lifting an object
- Never try to lift a heavy object by yourself when two of you can lift it easily
- Never lift an object when you can slide it along the floor or on the table more easily
- Never carry a heavy object any great distance when you can use a wheelbarrow, wagon, or a dolly
- Avoid twisting your body when carrying an object; instead, turn your whole body, using your feet.

Fleet
&
Driving
Safety

FLEET AND DRIVING SAFETY

Motor vehicle accidents are the third leading cause of fatalities in the construction industry. (Your Company) has established the following guidelines and procedures for our drivers and vehicles to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers, their passengers, and the public is of the highest priority. Clear communication of and strict adherence to, the program's guidelines and procedures are essential.

Our policy goal is to maintain a high level of safety awareness and foster responsible driving behavior. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

Our program consists of the following elements:

- Driver selection
- Driver training
- Vehicle use policy
- Vehicle inspection & preventive maintenance
- Accident investigating

Driver Selection

Only company authorized and assigned employees are allowed to drive company vehicles at any time. Prior to being authorized and assigned, (Your Company) will check the following items.

Drivers must have:

- A valid un-restricted drivers license
- A current MVR driving record with no more than 2 points and no serious or major violations

(Your Company) will also check driving records of all employees authorized to drive on company business on an annual basis. Employees that do not meet these requirements are not authorized or allowed to drive company vehicles or drive their own vehicle on company business.

Driver Training

All employees driving on company business will be given a copy of the Driving Safety Rules and Company Vehicle Use Policy and required to read and sign for them. Safe driving will also be periodically covered at company safety meetings.

Company Vehicle Use Policy

(Your Company) has established the following policies pertaining to company vehicles:

- Personal and off duty uses of (Your Company) vehicles is prohibited, without prior authorization
- Only authorized employees may drive (Your Company) vehicles. No other family members may drive company vehicles
- Non-employees passengers are not permitted in (Your Company) vehicles at any time, unless they are business related
- Seat belts must be worn in (Your Company) vehicles at all times
- No employee is permitted to drive (Your Company) vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications
- All accidents involving (Your Company) vehicles must be reported to the office immediately
- Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.

Vehicle Inspection & Preventive Maintenance

All (Your Company) vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately. Management will periodically spot check company vehicles to determine their conditions.

Vehicles inspection will include, but not be limited to:

- Lights
- Turn signals
- Emergency flashers

- Tires
- Horn
- Brakes
- Fluids
- Windshield condition and wiper condition
- Mirrors

All vehicles will also be maintained in accordance with the manufacturers' recommendations. It is the responsibility of the individual assigned to the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive it!

Accident Investigation

All accidents in (Your Company) vehicles will be investigated by the supervisor and/or Owner. Where possible, witness's statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will be used to help determine preventability. If there was anything our driver could have done to avoid the collision, then the accident was preventable.

If an accident was not preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition. When judging accident was preventability, here are some general questions to consider.

- Does the investigation indicate that the driver considers the right of others, or is there evidence of poor driving habits, which need to be changed?
- Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," "I thought" are signs indicating there probably was lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
- Was the driver under any physical stresses, which could have been contributory? Did the accident happen near the end of a long day or a long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver visually faulty? Was the driver feeling ill?
- Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right the brakes, faulty windshield wipers, and similar items are excuses and a driver using them is trying to evade responsibility.

- Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict.
However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
- Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
- Could the driver have done anything to avoid the accident?
- Did the driver obey all traffic signals?
- Was the driver's vehicle under control?

Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle. Regardless of stop signs, stop lights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

- Did the driver approach the intersection at a speed safe for conditions?
- Was the driver prepared to stop before intersection?
- At a blind corner, did the driver pull out slowly, ready to apply the brakes?
- Did the driver look both ways before proceeding through the intersection?

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or another vehicle can be forced into them. Defensive driver continuously checks for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane. A driver should make sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may not be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane. Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways. Drivers are expected to be able to gauge distance properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

- Did the driver look to front and rear before approaching and overtaking traffic immediately before starting to pull away from the curb?
- Did the driver signal before pulling away from the curb?
- Did the driver look back rather than depend only upon rear-view mirrors?
- Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his/her vehicle?

Head-on Collisions

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non-preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazards of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous is most common reason why these types of accidents are preventable.

Questions to consider:

- Was the driver operating at a safe speed considering weather and road conditions?
- During inclement weather, was the driver keeping at least twice the safe following distance used for dry pavement?
- Were all actions gradual?
- Was the driver anticipating ice on the bridge, in gutter, rut, and near the curb?
- Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, rut, etc.?

If a driver goes off the road or strikes another vehicle because of skidding, the accident is preventable.

Pedestrian Accident

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

- Did the driver go through congested areas expecting that pedestrians would step in front of the vehicle?
- Was the driver prepared to stop?
- Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
- Did the driver keep as much clearance between his/her vehicle and parked vehicle, as safety permitted?
- Did the driver wait for the green light or stop for the caution light?
- Was the driver aware of children and prepared to stop if one ran into the street?
- Did the driver give all pedestrians the right-of-way?
- Did the driver stop for a school bus, which was stopped, and properly signaling that passengers were loading or unloading?

Backing Accidents

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object is normally preventable. The fact that someone was directing the driver in backing does not release the driver of the responsibility to back up safely.

Questions to consider:

- Was it necessary to drive into the narrow street, dread-end alley, or a driveway from which he/she backed?
- If the driver could not see where he/she was backing; did the driver try to get someone to guide him/her?
- Did the driver look all around the vehicle before backing up? Did the driver back immediately after looking?
- Did the driver use a horn while backing up? Were the back-up lights working?
- Did the driver look to the rear without relying totally on the rear-view mirror?
- If the distance was long did the driver stop, get out, and look around occasionally?
- Did the driver back slowly?
- Did the driver judge clearance accurately?

Parking Accidents

Doors on our driver's parked vehicles that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any door on that side is opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered a preventable accident. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should there for, be prepared to stop, move closer to the centerline or changing lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non-preventative. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

- Was the vehicle parked on the proper side of the road?
- Was it necessary to park there or was there a safe, only slightly less convenient place nearby?
- Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
- When required, did the driver warn traffic by emergency warning device?
- Did the driver park parallel to the curb?
- Was it necessary to park so close to an alley or directly across from a driveway?

Collisions with Obstructions

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearance.

DRIVING SAFETY RULES

Motor vehicle accidents continue to be the leading cause of workplace deaths in the nation. Fortunately, auto accidents are often preventable. By driving defensively and using good judgment, you can significantly reduce your chances of being hurt or killed in a motor vehicle. The following defensive driving tips are designed to help you avoid accidents and injuries from your fleet operation.

These rules are mandatory for all employees driving (Your Company) vehicles:

- Personal and off duty uses of (Your Company) vehicles is prohibited, without prior authorization.
- Only authorized employees may drive (Your Company) vehicles. No other family members may drive company vehicles.
- Non-employee passengers are not permitted in (Your Company) vehicles at any times unless they are business related.
- Seat belts must be worn in (Your Company) vehicles at all times.
- No employee is permitted to drive (Your Company) vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications. Failure to comply could result in immediate termination.
- All accidents involving (Your Company) vehicles must be reported to the office/ management immediately.
- Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.
- The single biggest thing that you can do to save your life is wearing your seat belt. Hundreds of studies over the years have proven, without a doubt, that seat belts save lives. This is true even in crashes involving fire and water submersions. Properly worn seat belts actually absorb crash forces which, otherwise, would be transferred to your body. If the seat belts in your vehicle are inoperative or defective, have them repaired or replace immediately. You should wear the lap belt low across your hips and have the shoulder strap directly across your chest. You also need to keep the belt tight. There should not be more than an inch between your body and the belt at any point.
- Get the big picture while driving. Keep your eyes aimed high and try to anticipate hazards and other mistakes. You should be looking well ahead of where you are. You should also always leave yourself an out in case the other driver does the unexpected.
- Maintain a safe following distance at all times. Approximately 1/3 of all auto accidents are rear end collision.

You should be at least two seconds behind the vehicle in front of you to allow yourself sufficient time to stop. Do not tailgate. Following distances should be increased for larger vehicles if in slippery or rainy conditions.

- Avoid passing on two lanes roads. Head on collisions are the most common cause of fatalities. You should also turn on your headlights while driving on two lane roads. This helps oncoming traffic see and avoid you. Never pass another vehicle on blind turns or hills.
- You must be sober and alert at all times while driving. The use of drugs or alcohol while driving, or prior to driving, significantly increases your chances of having an accident. It should be at least eight hours from the time you take a drink until operating a vehicle. You should also avoid the use of prescriptions or over the counter medicines that can make you drowsy.
- Inspect the vehicle for mechanical defects before each trip. Test your brakes as soon as you start out to insure they are properly operating. Worn tires can make your vehicle difficult to control or stop.
- Avoid dialing the phone, reading maps other distracting activities while driving. These actions take your eyes off the road and often cause you to swerve. Pull over into a safe parking area before making a call.
- Never drive faster than roads conditions warrant. Slow down when road conditions are poor (rain, fog, night) and never exceed posted speed limits.
- Always signal when changing lanes or turning.
- Use caution when passing any stopped vehicle, especially near intersections or crosswalks.
- Aggressive driving has become a significant problem in the past few years. **Just don't do it.** Avoid tailgating, rapid lane changes, speeding, and hand gestures to bad drivers. You never know, they may be armed. If you are being tailgated change lanes and let them pass. It's really not worth getting killed over.
- Intersection collisions are also a significant problem. These are often caused by someone running the red light. You should always be under control when approaching an intersection and be prepared to stop if the light changes.
- Slow down and look for trains at all railroad crossings. Even with modern signals and gates, hundreds of cars are hit by trains each year at grade crossings.
- Use your low beams while driving in fog and slow down. If you can't see, pull over into a safe parking area and wait for better visibility. Do not stop in the traffic lanes. You will almost certainly be hit by another vehicle if you do.

- Always walk behind the vehicle before backing. This will insure that there are no people or object behind you that you cannot see from the driver's seat. You should also make sure that all loads are properly secured to prevent them from moving. Numerous accidents are caused by objects that have fallen off company vehicles.
- Always signal well in advance when changing lanes or turning, and make sure to check your blind spot for other vehicles. Also, avoid driving in someone else's blind spot. If they can't see you, they don't know your there.
- Yield the right-of-way until you are sure that the other driver is going to stop for you. Just because you have the legal right-of-way doesn't mean you should always take it. Always yield the right-of-way to emergency vehicles.

Defensive Drivers:

- Expect the unexpected
- Anticipate bad driving by others
- Look ahead for hazards
- Always leave themselves an out
- Always drive under control
- Obey the rules of the road

DRIVING SAFETY RULES
COMPANY VEHICLE POLICY RECEIPT

This is to certify that I have received a copy of the (Your Company) driving Safety Rules and Company Vehicle Policy. I have read these instructions, understand them, and will comply with them while driving company vehicles.

I understand that failure to abide by these rules will result in disciplinary action and possible suspension of my driving privileges.

I also understand that I am to report any accidents or any appreciable damage to the office immediately.

Print Name

Sign Name

Date

Copy: Employee File

Pressure Washing

PRESSURE WASHING

IMPORTANT SAFETY WARNINGS

Safety Checklist

Pre-Inspection

- Make sure operation manuals are with equipment at all times.
- Make sure all warning labels are legible.

Check Pressure Washer

- Inspect proper operating pressure units
- Determine that all safety guards are in place
- Inspect level of engine oil
- Inspect inlet filters and screens for fouling.
- Pump crankcases: oil level and conditions, if applicable gear box
- Check battery level and cable conditions
- Check drive belts for tension and condition
- Check for leaks and fatigue of hose, fittings, and heat exchanger. Look for leaks and ensure that the heater goes on/off with the operation of the trigger gun.
- Check engine oil
- Inspect proper operating pressure of unit

Check Vehicle

- Oil level of engine
- Transmission fluid level
- Radiator water level
- Tire pressure including trailer tires
- Truck and trailer lights
- Trailer hitch
- Trailer safety chains
- Brakes on truck and trailer
- Warning devices, i.e. reverse beeper
- All tie down or ropes secure for travel

Check Personal Tools and Safety Equipment

- Tool box
- Gloves
- Safety glasses
- Hearing protection
- Rain gear

Fueling Procedures

- Stop motor and allow to cool for no less than 5 minutes prior to refueling.
- Do not smoke while refueling within 50 feet of vehicle.
- Do not fuel equipment near an open flame or spark.

Heat Exchanger Precautions

- Make sure the work area is properly ventilated due to the possibility of carbon monoxide asphyxiation.
- Do not operate in an explosive or flammable environment.
- Lime build-up in the coils and/or a malfunctioning burner can cause a highly powerful steam explosion. Do not attempt to operate until the burner can be repaired.
- On some machines a low chemical level can cause air to be drawn into the unit creating a pressure loss and the burner to fire continuously. This is a very dangerous situation and the machines should be shut off immediately to avoid a steam explosion. This can also happen when the pressure washer is low on water or has run out of water.

Detergent Cleaning Precautions

- DO NOT use solvents or highly corrosive detergents or acid type cleaners with pressure washer. Use only mild detergents.
- KNOW YOUR DETERGENTS. Be prepared to tell a physician exactly what you are using in the event of an emergency. Read all detergent labels and follow all appropriate instruction regarding preparation, use, safety and transportation. Keep ALL detergents out of reach of children.
- DO NOT use pressure washer to dispense hazardous detergents.
- DO NOT alter the detergent injection feature in any manner not prescribed in this manual. Use only genuine M-T-M replacement parts for necessary repairs.
- Avoid working on hot surfaces or in direct sunlight to minimize the chances of the detergent drying, which may result in damaging painted surface. Be certain to rinse a small section at a time.

Miscellaneous Safety Precautions

- Follow all handling, operations, maintenance and safety instructions listed in this manual and the Engine Operators manual that accompanies the unit, and provide such information to anyone who will be operating the unit.
- When connecting the water inlet to the water supply mains, local regulations of your water company must be observed. In some areas the unit must not be connected directly to the public drinking water supply. This is to ensure that there is no feedback of detergents into the water supply. (Direct connection is permitted if a back flow preventer is installed)
- DO NOT allow any part of your body or the high-pressure hose to make contact with heat exchanger or muffler. Avoid dragging the hose over an abrasive surface such as cement. This causes wear and eventually rupturing. High-pressure hoses should be inspected daily for signs of wear. If evidence of failure exists, promptly replace all suspect hoses to prevent the possibility of injury from the high-pressure spray.
- DO NOT operate the unit if you see any fuel oil, pump oil or water leaks from the machine. DO NOT resume operation until the unit has been inspected and repaired by a qualified service person.
- NEVER run the unit with the governor disconnected or operate at excessive speeds.
- NEVER allow children or adolescents to operate the unit. Close supervision is necessary when operating the unit near children.
- Spray from the pressure nozzle is very dangerous and should be treated with respect.
- All precautions should be taken to avoid water from being injected beneath the skin. Such a wound can obtain bacteria and should be monitored for several days.
- A trigger gun should never be tied open in any manner that would not require the operator to physically squeeze the trigger to engage pressure washer.
- Never remove the safety guards for, or during the normal operation of the unit.
- Loose or frayed clothing, finger rings, neck chains, or other sources of entanglement shall be worn near moving machinery.
- Do not spray water on the wash unit.
- When there is a sudden or slow termination of water flowing through the wand, the machine should be shut off immediately before the possibility of further damage occurs.
- Work at a safe pace.
- Obtain a solid footing before engaging the power washer. Be aware that some surfaces can become very slippery when wet.
- Make an effort to avoid stepping in grease or oil.

- Never operate machinery or attempt to work while under the influence of intoxicating beverages or drugs.
- No one shall work, be permitted, or required to work with impaired ability or alertness that may cause accidents or injury.
- All accidents, injuries, or potentially unsafe conditions should be reported to the immediate supervisor.
- All safety equipment must be work while working in areas where they are required.
- Know the location of first aid kits and fire extinguishers.
- Do not place yourself in an area where you may be trapped by a moving piece or equipment.
- Keep work areas clean and organized.
- Do not operate or handle or temper with any tools, equipment, or machinery that is not within your scope of duties, unless qualified and instructed to do so by a supervisor.
- Heavy objects should be lifted with legs, not the back. Seek assistance when necessary.
- Never engage in horseplay.
- Due to hazards of the public, some work areas should be marked off or sealed off to authorized personnel during cleaning via signs, barriers, etc. never assume that the public will exercise common sense regarding personal safety or property damage.
- Never work on or around vehicles that are running.
- Lift gates may be encountered on jobs. Find a company employee that will demonstrate how to operate the gate.
- DO NOT leave pressurized unit unattended. Shut off the unit and release trapped pressure before leaving.
- DO NOT move the unit by pulling on the hose.

Adjustment Precautions

- NEVER alter or modify the equipment, be sure any accessory items and systems components being used will withstand the pressure developed. Use ONLY genuine Mi-T-M parts for repair of the pressure washer. Failure to do so can cause hazardous operating conditions and will void warranty.
- NEVER make adjustments to the machinery while it is connected to the engine without first removing the ignition cable from the spark plug. Turning over the machinery with it, causing serious injury to the operator.
- Know how to stop the pressure washer and bleed pressure quickly. Be thoroughly familiar with controls.
- Follow the maintenance instructions specified in the pressure washer manual.

Fire & Ventilation Precautions

- The unit was designated for outdoor use only. NEVER operate this unit in an enclosed area. ALWAYS make certain there is adequate air (oxygen) for combustion as well as ventilation to prevent the presence of poisonous carbon monoxide gases. Beware of poorly ventilated areas or exhaust fans, which can cause inadequate combustion or engine overheating.
- DO NOT operate unit without all covers in place.
- DO NOT SMOKE while filling engine or burner fuel and NEVER fill the engine fuel tank while unit is running or hot. Allow engine to cool two minutes before fueling.
- NEVER fill burner tank while unit is running or hot. Always refuel slowly using NO.1 or NO.2 fuel oil/diesel or kerosene. NEVER USE GASOLINE. Avoid the possibility of spilled fuel causing fire.
- DO NOT leave the unit unattended after shutdown until it is completely cooled down as described in the “SHUTDOWN” procedures listed on page 16 of the manual.
- DO NOT store the unit near an open flame or any equipment such as a stove, furnace, water heater, etc., which utilize a pilot light or devices which can create a spark.
- A “spark arrester” must be added to the muffler of the engine if it is to be used on any forest covered, brush covered, or grass covered unimproved land. The arrester must be maintained in effective working order by the operator. This is required by (Your State) law. Section 4442 of the Public Resources Code. Other states may have similar laws. Federal laws apply on federal lands.

Spray Precautions

DANGER RISK OF INJECTION OR SEVER INJURY

KEEP CLEAR OF NOZZEL DO NOT DIRECT DISCHARGE STREAM AT PERSONS

THIS PRODUCT IS TO BE USED ONLY BY TRAINED OPERATIONS

- KEEP AWAY FROM SPRAY. Because of the high-pressure velocity and temperature of the spray, fluids can penetrate the skin, causing serious injury.
- NEVER point the gun at yourself or anyone else. NEVER put your hand, fingers, or body directly over the spray nozzle. Keep operating area clear of all persons. Use extreme caution when operating near children. If an accident does occur and the spray appears to have penetrated the skin, SEEK EMERGENCY MEDICAL CARE. DO NOT TREAT AS A SIMPLE CUT. If you are using cleaning agents, be prepared to tell a physician exactly what kind.

- ALWAYS wear protective goggles when operating the machines to shield the eyes from flying debris and detergents. Other protective equipment such as rubber suits, gloves, and respirators are advisable especially when using cleaning detergents of a corrosive nature.
- Stay alert- watch what you are doing. Do not operate the unit when fatigued or under the influence of alcohol or drugs.
- NEVER squeeze the trigger unless securely braced. The thrust from the water traveling through the nozzle may be powerful enough to cause the operator to lose balance if unprepared. DO NOT overreach or stand on unstable support. Keep good footing and balance at all times. NEVER trigger the gun while on a ladder.
- ALWAYS hold on firmly to the gun/lance assembly when starting and operating the unit. Failure to do so can cause the lance to fall and whip dangerously. NEVER operate the gun with the trigger wired in the open position. To prevent accidental discharge, the trigger gun should be securely locked when not in use.
- DO NOT direct spray toward fragile materials such as glass. Shattering could result in serious injury.
- DO NOT direct spray on or into electrical installations, electrical outlets, light bulbs, fuse boxes, transformers, the unit itself, etc. Severe electrical shock may occur.
- Even after you shut off the unit, there is high-pressure water left in the pump, hose, and gun until you release it by triggering the gun. Before removing the spray nozzle or servicing the unit ALWAYS shut off the unit and trigger the gun to release trapped pressure.

Drivers

- NEVER drive or attempt to drive while under the influence of intoxicating beverages or drugs.
- No one shall drive, be permitted or required to drive with impaired ability or alertness that may cause accidents or injury.
- Driver shall follow and obey all traffic laws at all times.
- Valid driver's license is required to operate a motor vehicle.
- Certain circumstances will require the driver to keep a log book.
- Combination of truck and trailer weight requires a greater breaking distance. For every 10 mph A 1.5 to 2 car length distance should be maintained.
- Staying in the right hand lane allows an "out" to the right in case of an emergency stop.
- When in a parking lot, another employee should guide the driver.
- Allow 12 hours of between shifts for drivers.

Chemicals

- MSDS sheets must be with you at all times for chemicals being used.
- Proper handling of each type of chemical is required.
- Gloves, safety eye wear, ventilation equipment, and safety clothing may be required.
- Do not handle or inject any chemical you are not familiar with.
- Check area for drift and potential damage to property, vehicles, building, etc.
- When putting chemicals in a new unmarked container, make sure the properly label it.

EPA Regulations

- Be aware of regulation enforcement for the area you are assigned to work.
- Use BMP's for guidelines.

Hazardous
Materials
&
Chemicals

HAZARDOUS MATERIALS AND CHEMICALS

HAZARD COMMUNICATION PROGRAM

Introduction

It is the policy of (Your Company) 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, which may result from that various materials used in our operations. This Hazard Communication Program will be monitored by management, 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:

- Hazardous material inventory
- Collection and maintenance of Material Safety Data Sheets
- Container labeling
- Employee training

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

- Food, 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

Management 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 in the 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 job site or in their vehicles.

Management will be responsible for reviewing incoming MSDS for new and significant health/safety information. He will ensure that any new information is passed on to the affected employees.

Management 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. 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 substance will be used unless the container is correctly labeled and the label is legible.

All chemicals in can, bags, drums, pails, etc., will be checked by 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 (Your Company) safety training program and prior to starting work with hazardous substances.

- An overview of the requirements of the Hazard Communications Standard, including their rights under the regulation.
- Information regarding the use of hazardous substances in their specific work area.
- The location and availability of written hazard communication program. The program will be available from their supervisor and/or owner.

- The physical and health hazards of the hazardous substance in use.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices and personal protective equipment which are available for protection against possible exposure.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- 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 task. 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 measure the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Contractors

To ensure that other 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 foreman to provide other contractors the following information:

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

We will obtain from outside contractors the name of any hazardous substances the contractor's employees may be using at a job site or bringing into our facility. The contractor must also supply a copy of a 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 an environmental sampling data collection in the workplace.
- See their employment medical records upon request.

HAZARD IDENTIFICATION AND EVALUATION

To assist in the identification and correction of hazards, (Your 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 analysis will be conducted by management. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervisors, 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 investigation and correction of hazards, which may have contributed to the accident.

Employee Observation

Supervisors shall be continually observing employees for unsafe actions: and taking corrective action as necessary.

Employees Suggestions

Employees are encouraged to report any hazards they observe to their Supervisor. No employee of (Your Company) 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 management.

Outside Agencies

Several organizations will 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 OSHA 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 management, or other designated individuals.

Periodic safety inspections will be conducted:

- Before any work commences at the site by the supervisor.
- When new substances, process, procedures or equipment are used.
- When new or previously new unrecognized hazards are identified.
- Periodically by the supervisor.
- Periodically by the owner at various job sites.

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 of fall protection
- The proper use, condition, maintenance and grounding of all electrically operated equipment
- The proper use, condition, maintenance of safeguards for all power-driven equipment
- Compliance with the Code of Safe Practices
- Ladders
- Housekeeping
- 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 (Your 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 years.

HAZARD CORRECTION

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be conducted in order of priority: the most serious hazard will be conducted first. If it is necessary to involve other contractors to correct hazards on a job site, they will be properly notified by the supervisor or other designated individual.

Hazard Evaluation

Factors which 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 hazards.
- Frequency of exposure- how often employees come into contact with the hazards
- Number of employees exposed
- Possible corrective actions- what can be done to minimize or eliminate the hazards
- Time necessary to correct- the time necessary to minimize or eliminate the hazards

Techniques for Correcting Hazards

- 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.
- Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
- 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 Contract 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.

ACCIDENT INVESTIGATION

All work related accidents will be investigated by the supervisor or other designated individual in a timely manner. This includes minor incidents and “near accidents” as well as serious injuries. An accident is defined as any unexpected occurrence, which 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 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 too 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
- Series injuries
- Minor injuries
- Property damage
- Near misses

Procedures for Investigation of Accidents

Immediately upon being notified of an accident the supervisor or other designated individual will:

- Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.
- Provide for needed first aid or medical services for the injured employee(s).

- If possible, interview the injured worker at the scene of the accident and verbally walk him/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.
- Report the accident to the office as soon as possible. The office will report accidents to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.
- Consider taking signed statements in case where facts are unclear or there is an element of controversy.
- 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.
- All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours must be reported to OSHA immediately.
- 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.
- Every investigation must also include an action plan. How can such accidents be prevented in the future?
- 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 cost.

Accidents & Prompt Investigation

- Ensure information is quickly available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduce 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 “Where 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 accident?
- 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 recurring?”

Once the Accident Investigation is Completed

- Take or recommend corrective action
- Document corrective action
- Management and the Safety Coordinator will review the results of all investigations
- Consider safety program modifications
- Information obtained through accident investigation can be used to update and improve our current program

PROGRAM RECORDS

Management will ensure the maintenance of all Safety Manuals and IIPP records, for the listed periods, including:

- | | |
|---|----------------------|
| • New Employee Safety Orientation forms | Length of employment |
| • Code of Safe Practices Receipts | Length of employment |
| • Disciplinary actions for safety | 1 year |
| • Safety inspections | 2 years |
| • Tailgate or toolbox meeting reports | 2 years |
| • Safety Contract reports | 2 years |
| • Accident investigation | 5 years |
| • OSHA log of injuries | 5 years |
| • Inventory of hazardous materials | Forever |
| • Employee exposure or medical records | Forever |

Records are available for review at the office.

HAZARD COMMUNICATION EMPLOYEE TRAINING HANDBOOK

It is important that all of our employees understand the information given about hazardous material. If you have any questions regarding this, please ask your supervisor.

This material has been prepared to assist our employees in better understanding the hazardous materials, which they commonly work with.

Chemicals can enter the body in a number of ways, including inhalation, skin contact or ingestion. The hazard of any substance is dependent on other variables such as age, sex and health of the employee as well as the concentration and duration of exposure. In other words, the same amount of a chemical may produce very different effects on two different people.

Chemicals are controlled in the workplace in such a manner so as to keep exposures below a level that may produce a reaction in very sensitive people. These levels are set by the government in the interest of minimizing harmful health effects of chemicals in the workplace. The Occupational Safety and Health Administration (OSHA) have established specific legally enforced permissible exposure limits (PEL) for hazardous substances in the workplace.

The PEL indicates the concentration of airborne contaminants to which nearly all workers may be exposed to for eight hours a day, forty hours a week, over a working lifetime of 30 years, without adverse health effects.

This handbook briefly outlines the hazardous materials you may encounter in your work area. To simplify this task, we have broken down the chemicals used into special categories including:

- Solvents
- Adhesives
- Paints & Dyes
- Lubricants

In each category, the general characteristics of the material are presented along with the potential health effects of both short-term and long-term overexposure. The use of personal protective equipment and material handling procedures under normal conditions are also included.

Additional information on the materials you may be exposed to can be found in the product's Material safety Data Sheets (MSDS). A complete folder of MSDS is available to you at all times in the office. Your supervisor also has copies of data sheets on commonly used items.

At any time, an employee has the right to:

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

Personal protective equipment acts as a barrier to the routes of entry, which a chemical may take into your body. As a barrier to chemicals that can either be inhaled, there are a variety of respirators, which may be used. The respirators either filtered out particles, react with in chemicals to neutralize them, or provide fresh, filtered air. There are two important things to remember about using respirators. The first thing is that a respirator only works when you wear it and use it properly. Second, and equally important, is that you must use the proper respirator for the specific hazard. Respirators designed for one type of chemical will not work for another. One last note about respirators is that no one is allowed to use any respirator without proper training. It is against the law to use a respirator without formal training in its proper use.

As a barrier to skin, we have gloves, face mask, protective clothing, and head protection. A combination of these items may be necessary to provide the proper level of protection in your area.

As a barrier to the eyes, a variety of eye protection may be used. Goggles are recommended when pouring or handling chemicals, which may splash the eyes. They are also recommended while spraying adhesives and paints. Protect your eyes; your vision is priceless and irreplaceable.

There is no real protection against swallowing materials except good work practices. Always label any container to prevent accidental drinking. Always thoroughly wash your hands with soap and water before eating, drinking, or smoking. Keep any food and cigarettes away from the work area. Breads, fruits, and cigarettes can actually absorb chemicals from the air, to be inhaled or ingested later.

Prolonged exposure to excessive noise can cause permanent damage. For those employees working in areas where excessive noise is generated, it is recommended that earplugs or earmuffs be used on a regular basis.

General first aid practices should be followed in the event of exposure to hazardous materials.

- **Eyes-** flush eyes for at least 15 minutes with water
- **Skin-** washes the affected area with soap and water. If clothing is involved, remove and launder before putting back on. If caustic materials are spilled, remove clothing immediately and wash off all of the body.
- **Ingestion-** DO NOT INDUCE VOMITING UNLESS THE LABEL INDICATES. Transport the affected person to the medical clinic immediately for treatment or call 911. They will take the appropriate action.
- **Inhalation-** generally, removing the person to fresh air is adequate after short-term exposure to most vapors. If breathing difficulty develops, dial 911 and be prepared to administer CPR.

The provisions set forth by the Federal Hazard Communication Program dictates that all containers of hazardous materials must be properly labeled. All containers of hazardous materials used must have, at a minimum, the original label provided by the manufacturer or a locally prepared label describing its contents and hazards involved.

Solvents

Halogenated Solvents

- **Characteristics-** these products are usually clear, rapid evaporating solvents containing chlorinate. They generally exhibit low flammability and have the consistency of water. They have a mild odor and are used in painting, stripping, and other operations. Examples of chlorinated solvents are 1, 1, and 1- Trichloroethane, Perchloroethylene, Methylene Chloride, and Freon products.
- **Health Hazards-** most solvents are irritating to the eyes and upper respiratory tract. Excessive, repeated exposure to the skin may produce dermatitis and drying of the skin due to the de-fating properties of the solvent. Most are toxic and may produce narcotic effects by depressing the central nervous system. Typical symptoms of overexposure include dizziness, nausea, and light-headedness in some individuals. Excessive repeated exposure to some solvents may produce chronic health effects on organs such as lungs, liver, kidney, and nervous system. Some solvents have been shown to produce cancer in laboratory animals. Compressed Freon products may produce “freeze burn” on the skin and eyes when released. Very high concentrations of vapors may be dangerous to life and health.
- **Personal Protective equipment/handling-** solvents should be handled with respect. Avoid any unnecessary exposure. Never wash hands in solvents. Wash with soap and water after using solvents. Avoid excessive skin contact. Use chemically resistant gloves if necessary. Avoid inhalation of vapors when possible. Use air-supplying respirators in areas of high concentration. Avoid contact with eyes. Avoid contact with strong oxidizers (acids) and reactive metals (magnesium, aluminum powders).
- **Emergency/Special-** in the event of eye contact, flush eyes for 15 minutes with water. Wash skin with soap and water. Remove soaked clothing and wash before reuse. Do not allow wet clothing to remain in prolonged contact with skin. If ingested, do NOT induce vomiting, and seek medical attention immediately. Excessive inhalation should be treated by removing to fresh air. Apply artificial respiratory if necessary. In the event of a major spill, evacuate the area and call the fire department. Avoid drainage into water sewage systems.

Organic Solvents

- **Characteristics-** usually clear, rapid evaporating petroleum or alcohol based solvents. These solvents are usually highly flammable and may or may not mix with water.

They usually have an alcohol or oil-like odor and are used in a variety of degreasing, painting, and stripping operations. Examples of organic solvents are Toluene, Xylene, Methyl Ethyl Ketone (MEK), acetone, and alcohols.

- **Health Hazards-** organic solvents evaporate very quickly and pose a great fire hazard. Because of this rapid evaporation and the natural penetrating nature of solvents, these materials can enter the body very rapidly through inhalation into the respiratory tract, and absorption through the skin and eyes. Exposure of these types may produce a variety of effects including nausea, headaches, and dizziness. In very high concentrations, they may pose an immediate threat to life and health. Chronic repeated overexposure to organic solvents has been documented to produce adverse effects on the heart, lungs, central nervous system, liver, blood, and skin. These products may be harmful or fatal if swallowed. Some solvents may produce allergic reactions in sensitive people.
- **Personal Protective Equipment/Handling-** it is important to minimize your exposure to solvents. For example, avoid skin contact by wearing non-porous gloves. Cotton or leather gloves should never be used while working with solvents because they absorb the solvents and allow it to reach your skin. If you can't wear gloves in your particular job, find other ways to avoid contact with the solvents. Never wash your hand in a solvent- use soap and waterless hand cleaner. Barrier creams may provide additional protection. Use ventilation systems when possible and avoid breathing solvent vapors. If your job requires it, wear a respirator. Use air-supplying respirators in areas of high concentrations. Protect your eyes with safety glasses or goggles. Avoid strong oxidizing agents. Ground and bond all containers when pouring or transferring chemicals.
- **Emergency/Special-** in the event of eye contact flush eyes for 15 minutes with water. Avoid prolonged skin contact with any solvents. Wash skin with soap and water. Remove soaked clothing and wash before reuse. If ingested, seek medical help immediately, do NOT induce vomiting. If inhaled, move victim to fresh air and, necessary, give artificial respiration. In the event of a spill, eliminate ignition sources, evacuate the area, and contact the fire department. Avoid drainage into water or sewage system.

Adhesives

- **Characteristics-** adhesives are typically made up of resins composed of two reaction components. 1) The curing agent (hardener, catalyst, accelerator, activator or setting agent) and 2) the resin.

The cured resins are generally found in a paste natural form and the uncured resins are viscous liquids or solids.

- **Health Hazards-** some of the liquid uncured resins are skin irritants, sensitizers, or both. Solvents are often the major component of the uncured resins. They are primary skin irritants as a result of their ability to dry and remove natural oils from the skin. They may enhance the sensitizing effects of the dermatitis producing components discussed above.
- **Personal Protective Equipment/Handling-** because of the variety effects of these products, it is important that personal protective equipment be used. Safety glasses should be worn. Remove and wash soaked clothing before reuse. If overexposure through inhalation occurs, remove the affected person to fresh air. Adhesives should only be used in a well-ventilated area. Air-purifying respirators may be necessary if ventilation is inadequate.
- **Emergency/Special-** keep all stored materials away from heat and flames. Adequate ventilation should be provided in any of the liquid components spill. In the event of eye contact, flush with water for 15 minutes. If skin contact occurs, wash the affected area with soap and water. Do NOT induce vomiting if ingestion occurs. Seek medical attention immediately.

PAINTS & DYES

Water Based Acrylics, latex Paints

- **Characteristics-** these products are available in a variety of colors for many uses including interior and exterior painting of equipment, vehicles, and structures. They are usually nonflammable, but some may burn under extreme situations. They are all water soluble, and may contain some alcohol or ammonia solvents. They are pigmented with a variety of compounds, and usually have a thick, soupy consistency with a mild ammonia odor.
- **Health Hazards-** water based paints are generally considered non-hazardous. Some may contain solvents they may produce mild eye and/or nose irritation. Some of these products may produce limited skin irritations in extremely sensitive people. These products may be harmful if swallowed. Under normal working conditions, these products are generally considered safe for us.
- **Personal Protective Equipment/Handling-** general ventilation should be sufficient, with exhaust ventilation necessary in confined spaces. Goggles or similar means of eye protection should always be used in any painting process.

Gloves and protective clothing are recommended for extremely sensitive individuals. Avoid unnecessary exposure or contact. Do not freeze these products. Wash hands/skin with soap and water after use. Store in cool, dry place.

Emergency/Special- in the event of eye contact, flush with water for 15 minutes. Consult with physicians if irritation persists. If excessive inhalation occurs, remove victim to fresh air. In the event of ingestion, give water and contact physician immediately. Wash soaked clothing before reuse. Use only soap and water to wash skin.

Lacquers, Primers, Non-Water Based Paint

- **Characteristics-** these products come in a variety of colors and are used in various coating applications including painting, primerring, and lacquering. They may contain both organic and halogenated solvents, and most have pigments that contain heavy metals. Some of the solvents and pigments, which may be contained, include acetone, Diisobutyl Ketone, Xylene, Methylene Chloride, Lead, Chromium, and Zinc compounds. They are usually highly flammable.
- **Health Hazards-** because of the high concentration of solvents in these paints, the health hazards are much like those discussed under **SOLVENTS**. These products also contain heavy metal compounds such as Lead, Chromium, and Zinc. These heavy metals may build up in the blood producing chronic effects such as lead poisoning, which is characterized by weakness, difficulties in concentrating, and sleep problems.
- **Personal Protective Equipment/Handling-** these products should be handled with care. Gloves are recommended for skin sensitive individuals. Goggles or safety glasses should be worn at all times. Mechanical ventilation and respirators may be required depending on size of operation and type of paint. Refer to specific MSDS for information. Long sleeve shirts are recommended. Do not use thinners or other solvents to remove paint from hands. Use lava soap and water, followed by hand lotion to prevent drying of the skin. Remove and wash soaked clothing before reuse. Never smoke in areas where these paints are being applied. Avoid breathing vapors and paint mist. Ground and flammable liquid storage cabinets.
- **Emergency/Special-** in the event of eye contact, flush with water for 15 minutes. Wash affected skin areas with soap and water. In the event of ingestion, do NOT induce vomiting; contact a physician immediately. Inhalation exposure should be treated by removing the victim to fresh air. Apply artificial respiration in necessary. In the event of a spill, eliminate ignition sources, evacuate area, and contact the fire department. Avoid drainage into water or sewage systems.

LUBRICANTS

Insoluble Oils and Greases

- **Characteristics-** commonly known as lubricating oils and greases, these oils are generally petroleum based hydrocarbon mixtures that contain no water. Appearance may range from clear light brown liquids to dark brown greases. Oils can be fire hazards because they are combustible. Examples of common oils and greases are multi weight motor oil, gear lubricating oils and cutting oils used in some machining operations.
- **Health Hazards-** petroleum based oils and greases are generally of low toxicity. Oil mist and vapors can be generated from sawing and metal forming operations. Inhalation of these mists may cause mild irritation of the nose and throat. The mist may also irritate the eyes. Overexposure by inhalation, although rare, can cause headaches, nausea, or dizziness. The most common exposure to oils and grease is through the skin. Excessive or prolonged exposure of the skin to the oils especially used, dirty, or contaminated oils, may cause chronic skin conditions such as contact dermatitis. Ingestion of these substances may be harmful, depending on the purity of the oil, and the amount ingested.
- **Personal Protective Equipment/Handling-** under most circumstances, inhalation overexposure to oils products is not common. If no local exhaust ventilation is available in operations, which generate oil mist, a respirator with an organic vapor/particulate cartridge should be utilized. There is no substitute for safe work practices and good personal hygiene. Any practical way to reduce time and frequency of skin exposure to oils is recommended. Mild waterless hand cleaners are helpful in removing oil. Never **use solvents to clean the skin**. This will only increase the risk of unusual skin disorders and/or dermatitis. Oil resistant protective gloves should be used whenever feasible and skin cream should be applied after washing to prevent skin from drying out. Safety glasses or goggles should be worn to prevent oil from splashing into the eyes.
- **Emergency/Special-** lubricating oils, like any other chemicals, should be handled with care, in case of eye contact, flush with water for 15 minutes, and then seek medical attention. In case of accidental ingestion, do NOT induce vomiting, give milk or water and seek medical attention. Any areas of skin contact should be washed thoroughly with mild soap and lukewarm water or waterless hand cleaner to reduce the risk of skin disorders.

Aerosol Spray Lubricants

- **Characteristics-** aerosol spray lubricants, unlike other oil based lubricants, generally contain a high percentage of halogenated solvents such as 1, 1, 1 Trichlorethan. Examples of spray lubricants include gear oil and silicone spray.
- **Health Hazards-** refer to category **Halogenated Solvents** for overall health hazards or aerosol spray lubricants.
- **Additional Information-** most of the aerosol sprays are usually extremely flammable because of the propellants used (butane, propane, etc.) Phosgene gas, an extremely toxic gas, may be generated as a decomposition product of combustion if the spray lubricants come in contact with a flame (e.g., lighted cigarette, or welding operations) or a very hot metal. Phosgene gas can cause severe irritation to the nose, throat, and eyes, even at extremely low concentrations. Exposure to moderate concentrations can cause a delayed onset of pulmonary edema (fluid in the lungs) which may progress to pneumonia.
- **Personal Protective Equipment/Handling-** all solvent-based materials should be used in well-ventilated areas. Use a respirator if spraying moderate concentration to avoid overexposure. Air-supplying respirators should be used if high concentrations are present. Avoid contact with the skin to reduce the risk of irritation and/or dermatitis. Use chemically resistant gloves for prolonged or repeated contact. Always wear safety glasses or goggles to prevent eye contact with aerosol spray.
- **Emergency/Special-** in the event of eye contact, flush with water for 15 minutes. Wash skin with soap and water. If ingested, do NOT induce vomiting and seek immediate medical attention. In case of overexposure by inhalation, remove the person to the fresh air, seek medical attention, and apply artificial respiration if necessary. Containers should be stored in a clean, dry area. Avoid storing at temperatures above 80 degrees F. to reduce the risk of the aerosol containers bursting or exploding.

COMPRESSED GASES

- **Characteristics-** these gases are typically stored in cylinders. The gases are frequently stored in a liquid state and are utilized in a variety of applications such as welding (acetylene), oxidation (oxygen), fuel delivery (propane, butane) and cryogenics (liquid helium, oxygen, and nitrogen).
- **Health Hazards-** depending on the specific gas contained with the cylinder, the associated hazards exhibited can be similar to those of the substances described in previous categories. For example, anhydrous ammonia gas falls within the corrosive/caustic hazard category.

Asphyxiation is the primary hazard associated with compressed gases since they can displace oxygen if there is a sudden and quick release, particularly in confined work areas. Compressed gases, either in liquid or vapor form, are cryogenic and will cause severe frostbite and burns if allowed to contact the skin.

- **Personal Protective Equipment/Handling-** self-contained or airline breathing apparatus should be worn in oxygen-deficient atmospheres. General ventilation is usually adequate to maintain sufficient oxygen level. Avoid skin contact with liquid gases. Avoid smoking or other sources of ignition around oxidizers and fuel gases. Compressed gas cylinders should always be handled with extreme care as a serious accidents may result from the misuse, abuse or mishandling of cylinders.
- **Emergency/Special-** in the event of a gas leak, evacuate all personnel from the danger area. Shut off leak if it does not pose a grave risk. Ventilate the area of the leak and move the leaking container to a well-ventilated area. If inhalation overexposure occurs, remove the victim to fresh air and give artificial respiration if necessary. If liquid contacts skin, flood the affected area with warm water and seek medical attention.