

RENO LUMBER

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HEALTH AND SAFETY

MANUAL

2004

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RENO LUMBER

Dear Reno Lumber, Employee,

Welcome to Reno Lumber's, Safety and Health Program. The following pages of our company safety manual represent Reno Lumber's, commitment to a safe workplace. We want all employees to take this program very seriously as it is intended to keep you alive, healthy and receiving a steady paycheck. You were chosen to work at Reno Lumber, because of your ability to perform your job. This program is designed, not only to comply with the Federal and State OSHA or Workman's Comp requirements, but to keep you on the job and not home in bed recovering from an unnecessary injury. If you are injured on the job, and are unable to return to your regular job within 5 days, the company will find suitable light duty work at your regular pay, for a period of up to 30 days. After 30 days, AIG will reevaluate your disability status. That is how committed we are to keeping you healthy and working.

You, our employee, are the key to our program. We can provide volumes of written programs to comply with all of the State and Federal regulations but none of them mean a thing unless we learn and understand how to work safely. This program will help to provide steady work for all of our employees if they pay attention to themselves, their fellow workers and commit themselves to following this program. Some of the jobs we do here require that you wear certain items of personal protective equipment. We will provide you with all of the necessary protective equipment but you must wear it if the job requires it.

We invite all of our employees to make suggestions at any time to improve this Safety Program. If you know of a better way to do a job safer, let your supervisor know. We hold monthly safety meetings to discuss these matters, to let you know what is going on, and to provide safety training in any areas that you request. Attendance at company safety meetings is completely voluntary but please remember that the success of our program and the prevention of workplace accidents is greatly improved with employee participation. Safety meeting notices and details of any company programs will be posted on both bulletin boards located in the yard office and the Sales office.

Please sign and return the back page of the company safety manual to your supervisor. We are looking forward to joining together and making, Reno Lumber a safer place to work.

Sincerely,

Stephanie Williamson
Business Specialist

Chapter 1

Injury and Illness Prevention Program Policy Statement

It is the policy of Reno Lumber, that accident prevention shall be considered of primary importance in all phases of operation and administration. It is our intention to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

You have been given a copy of this Safety and Health Program and are expected to read and understand all the requirements. If there is something you don't understand, ask a qualified person who does. No one will ever be criticized for asking any questions, no matter how dumb you think the question may be.

Preventing accidents, injuries or even loss of life is the primary goal of this program. It is the basic requirement that each supervisor make the safety of all employees a main part of his or her regular duties. It is also the duty of each employee to accept and follow all of the established safety regulations and procedures without exception.

Accident prevention requires continuous effort on the part of everyone involved. Teamwork keeps workers safe, production high and keeps our accident rate to a minimum. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance.

Every injury that occurs on the job, even a slight cut or strain, must be reported to your supervisor as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business. There is no job so important or urgent, that it cannot be done safely. Your cooperation is expected to make this program effective.

Buck Yaeger, President

Jim Rowen, Operations Manager

Safety Rules for All Employees

It is the policy of Alliance Lumber that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project.
2. Your supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hard-hats, respirators, eye protection, ear plugs) will be worn whenever needed.
5. All employees will participate in a safety meeting conducted by their supervisor once every thirty working days.
6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job, and will face possible termination.
7. Horseplay, scuffling and other acts which tend to have an adverse influence on safety or the well-being of other employees is prohibited.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
9. No one shall be permitted to work while the employees ability and alertness is so impaired by fatigue, illness or other causes that it might expose the employee or others to injury.
10. There will be no consumption of liquor or beer on the job.
11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.

12. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
13. All injuries will be reported to the supervisor so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, use the large muscles of the leg instead of the smaller back muscles.
15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
16. Do not wear shoes with thin or torn soles.

Agreement to Participate

The information in this manual constitutes a written injury and illness prevention program. While Alliance Lumber cannot anticipate every workplace hazard, the following general principles should guide your conduct. To be safe, you must never stop being safety conscious.

Reno Lumber requires the following of all employees: Study the guidelines contained in this manual. Discuss the workplace situation with the supervisor. Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices and Specific Safety Rules contained in this manual. Participate in accident investigations as requested. Accept responsibility for their own safety, as well as the safety of others. Maintain all required documentation.

By signing the acknowledgment at the end of this handbook, each employee promises to read and implement this injury and illness prevention program. If you don't understand any policy, please ask your supervisor.

Safety Coordinator

Stephanie Williamson has been designated as our Safety Coordinator and has full responsibility for carrying out the provisions of this program. Her job includes all required training, holding safety meetings, heading up the safety committee, making all required job site and shop inspections and investigating all accidents.

She will also issue any personal protective equipment that you will need. You will go to Stephanie with any suggestions or requests regarding safety matters.

Safety Committees

Reno Lumber recognizes that cooperative effort is required to ensure a safe operation. For this reason, the company has established a Safety Committee, composed of employees and management representatives. It is the duty of this committee to cooperate to maintain safe working conditions throughout the Company, to advise and educate employees in safe working practices, to investigate accidents and their causes, and to seek preventative measures.

The Safety Committee will meet once a month to discuss items of safety that affect employees. Those items may include current hazards as determined by our periodic safety inspections, make recommendations for improvement of conditions, reviewing and analyzing accident reports, training needs incentive programs, and to attend to any other business involving safety. If you have any matters to bring before the safety committee, let your supervisor know, and you will be invited to attend the next committee meeting, or you may bring up your ideas at any of our monthly safety meetings.

The following people have been designated to serve on the Safety Committee of Reno Lumber. They have been appointed and will serve on the committee for at least one year. Anyone who has been employed at Reno Lumber for at least one year is eligible to serve on the committee. If you would like to become part of the Safety Committee, now or in the future, please let your Supervisor know of your interest.

It is the responsibility of committee members to keep the meetings focused and productive. Discussion topics should be held to a minimum. Minutes will be taken of each meeting and kept on file for a period of five years.

The committee members are as follows:

Stephanie Williamson, Safety Administrator/Chairman
Rafael Salgado-Alvarez, Co-Chairman
Rich Weir, Member
Jim Rowen, Member
Ralph Garcia, Member
Jeff Haak, Member
James Morgan, Member

Return to Work Policy

At Reno Lumber we do not have any lost time injuries. If you have been legitimately injured and you have been off for a period, as soon as you are able, you will be given a meaningful “light duty” job at your full salary until such time as you are able to return to your normal job.

Americans With Disabilities Act

To make sure that we are in compliance with the Federal American With Disabilities Act, we require that all employees fill out a Post Hire Supplement. This is an addition to our regular application for employment. The supplement request information that will help us determine if you are suitable to do the work that you were hired for.

We also asked you to sign a release form that authorizes Reno Lumber, or its representatives to contact another State Worker's compensation Board to determine your past medical history. If you state that you have filed previously for a worker's compensation claim in any state, you will not be disqualified from being hired. You are protected by ADA from this happening.

Responsibilities and Accountability

Management:

It is the responsibility of management to:

1. Provide the leadership and direction essential to maintaining the safety and health policy as the fundamental priority in all operations.
2. Make sure that employees know about and are encouraged to use systems for reporting hazards and making safety and health suggestions, that they are protected from harassment, that their input is genuinely considered, and that their ideas are adopted when feasible and helpful.
3. Hold all supervisors accountable for all assigned safety and health responsibilities, including their responsibility to ensure that employees under their direction comply with all safety and health policies, procedures and rules.
4. Ensure that prompt and corrective action is taken whenever and wherever hazards are recognized or unsafe acts are observed.
5. Provide all necessary safety and health equipment and protective devices, and make sure employees understand and use them properly.
6. Ensure that all injured persons, regardless of how minor the injury, receive prompt and appropriate medical treatment.
7. Make sure that all employees are trained and, when necessary, retrained to recognize and understand hazards and to follow safe work procedures for each hazardous job.

Supervisors:

Supervisors are management's closest representatives to the work force. The ways that they supervise their people has a positive effect in the control of accidents as well as getting the job done.

Supervisors are responsible and held accountable for carrying out the following:

1. Make sure that all jobs are being done in accordance with the safety rules of this company. Watch out for "chance takers."
2. Make sure that all employees attend all required training programs and safety meetings.
3. Make sure that all employees wear their personal protective equipment.
4. Make daily checks of the job site and the shop to make sure there are no safety hazards and the area is picked up at the end of the day.
5. Make sure that all accidents have been reported and that an accident report has been given to the Safety Coordinator for investigation.
6. Make sure that all employees are trained in the use and care of all tools or equipment that he is working with.
7. Keep an eye of the less experienced workers and apprentices. Every member of your team is responsible for the safety of all members of the team. The most important thing you can teach an apprentice is job safety.

Employees:

Each employee has the responsibility for his own safety, and the safety of his fellow workers as well. It is only by each employee becoming familiar with the hazards of his job and doing what is necessary to insure their safety, that our company can achieve the safe working conditions that are deserved by all of our employees.

Reno Lumber expects each employee, regardless of his position within the organization, to cooperate in every respect with the company's safety program. Therefore, we require each employee to:

1. Report all accidents and injuries, regardless of size, to your supervisor. Fill out an accident report whenever you have been injured (except for Band-Aid fixits).
2. Comply with all the provisions of this Program regarding safety. Follow your supervisor's instructions to the letter. The only exception to this is if you are asked to do something that is unsafe.

3. Wear the required personal protection equipment, including respirators, hearing protection, and eye and face protection. Failure to wear your required equipment will subject you to the disciplinary procedures listed below.
4. Report all hazardous conditions and other safety concerns to your supervisor.
5. Keep your personal work area clean and free from hazards. Keep your tools picked up and put away when not in use.
6. As part of the hiring process, you are asked whether you are physically able to do the job you have applied for. If the job changes, or you are offered a different job, you must report any physical limitations that could cause damage to you or others.
7. Attend all safety meetings, and all training classes.
8. Use your head at all times!

Disciplinary Procedures

Under Reno Lumber's Safety and Health program, all employees are required to follow company safety policies and operating procedures. When needed, employees will be provided additional training and information, or retraining to maintain their knowledge.

These disciplinary procedures are intended to encourage employee compliance with all the safety rules. Although Reno Lumber reserves the right to fire "at will", we believe that employees found performing work in an unsafe manner, that would endanger himself or another employee, should be subject to disciplinary procedures, up to and including termination. Reno Lumber will determine the course of action best suited to fit the circumstances.

Part of the Safety Coordinator's job is looking for violations to this Safety Program. The violation of safety rules may result in the following disciplinary action:

- 1. FIRST VIOLATION – DOCUMENTED VERBAL WARNING**
- 2. SECOND VIOLATION – WRITTEN WARNING**
- 3. THIRD VIOLATION – SUSPENSION OR TERMINATION**

If you do not have your issued safety equipment with you at all times or aren't using it, you will be removed from the job site immediately (without pay) until you have retrieved the equipment. Repeated violations shall result in termination.

Accident/Injury Reporting/Recordkeeping

The best tool we can use to identify the areas most responsible for accidents is a thorough and properly completed accident investigation. The result of each investigation will be reduced to writing and discussed at length in our safety meetings.

However, before we can investigate an accident, we must first hear about it. Therefore, all employees must report all accidents, injuries and near misses to their supervisors immediately.

If you have been injured or exposed to any chemical which may have caused an illness, and you require medical attention other than minor first aid (Band-Aids), an accident report form will be completed and given to your supervisor or the Safety Coordinator. A Workman's Comp for C-3 and C-1 will be completed. A copy of our accident report form can be found at the end of this program. We don't expect you to be filling out forms for every little ding or nick.

Each injury / job related illness shall be recorded on the OSHA Form 300 according to the instructions provided. Annually, on February 1, the OSHA Form 301A will be posted in a conspicuous place in the office. It will remain posted until March 1 of the same year. All records of injury / illness shall be maintained for a period of at least 5 years.

Accident Investigation and Recordkeeping

When an accident occurs, the first concern is for the injured person. Unless the injured person is well enough to be questioned at the scene, he or she should not be further upset with questioning. However, it is very important that as soon as possible the Safety Coordinator or another member of the Safety Committee contact the supervisor, the injured party, and all witnesses to the accident. Once the interviews are completed and statements have been taken, a report must be completed stating the immediate cause (unsafe acts, unsafe conditions, or human error) and the measures taken to deal with the causes to prevent a recurrence. All documentation will be maintained for a period of five years. If an accident occurs, but no one is injured, it must also be reported.

Copies of our Accident / Injury Investigation Form and our "Near Miss" Form can be found at the end of the Program in our "forms" section.

Safety Inspections

While each supervisor and employee is responsible for the safe working conditions of his own area, an inspection will be conducted to insure that hazardous working conditions are eliminated.

Safety inspections will be conducted by the Safety Coordinator and / or any Safety Committee member on a monthly basis. A copy of the Inspection Check List used by our inspector can be found at the end of this Program in our "forms" section.

Upon completion of the inspection, any violations or hazardous conditions will be corrected immediately. If the condition cannot be corrected immediately, the Safety Coordinator has the authority to make a decision whether the condition causing the hazards can be removed from the area or in the case of equipment will be “red tagged” and removed from the job site or yard. It will not be returned until corrected. In the case of an employee’s personal tool, he or she will be instructed not to use it until repaired and it will be removed immediately. No area is exempt from a safety inspection. This includes job sites, shop, office and vehicles.

Upon completion of the inspection, a copy of the inspection list will be placed in file and maintained for a period of five years. The findings of the inspection will be discussed at our monthly safety meetings. Assignments, target dates and actual correction dates will be documented in the minutes of the safety committee.

Employees working in the area where the violation was discovered will be made aware of the situation and will be advised of the final results.

Safety Meetings

Reno Lumber has safety meetings every month. The purpose of the meeting is to discuss safety violations, injuries and how they could have been prevented, training that may be available, or any other information that may be important to pass along at that time.

All employees are required to attend the meetings. You are encouraged to bring up items that are of concern to you, including revisions of this program. The meetings will be kept **short, sweet and to the point**. They are not to turn into complaint sessions.

The person conducting the meeting will make a log for those in attendance and a brief statement as to what was discussed (see “forms” section). A copy of the log to record these sessions will be completed in full and signed by all people attending the session. If you miss any meetings, you must make them up or have a good excuse as to why you weren’t there.

Safety Training

Knowledge is a large part of creating a safe and healthy work environment. Employees will not proceed with any task that he or she is unfamiliar with, or that may appear unsafe, without receiving the proper training and reviewing the potentially unsafe task with their supervisor or Safety Coordinator. It is the supervisor’s responsibility to see that everyone has been trained in every aspect of his or her job. It is the employee’s responsibility to inform their supervisor of their lack of experience and knowledge prior to starting any assigned task.

Training will be provided in the use and care of safety equipment provided for all employees. Training records will be kept for a period of 5 years.

Training will be provided in the use of machines, mechanical safeguard and safety inspections before the employee is to use any machine or tool unfamiliar to them; and no tool is to be used before an inspection is done and the tool is found to be in good working condition.

Employees must be aware of the location of first aid kits and how to properly use them. Employees must be aware of the locations of fire extinguishers and training will be provided in their use if requested.

Personal Protective Equipment

Reno Lumber will provide any of its employees any personal protective equipment required to do your job. All employees are issued a pair of safety glasses. Safety glasses are to be worn when the possibility exists that an eye injury may occur. In addition, we require that you wear approved safety shoes. Tennis shoes or similar foot wear is not allowed when working in a situation where a foot injury could occur. There are some other circumstances that require that you wear other types of personal protective equipment such as ear protection, respirators or face shields.

When welding, working with any chemical substances that require it, or when working in a dusty environment, respirators must be worn. The details for respirator wear can be found in our Respirator Program.

When using the bench grinder or in other situations when working with flying particles, a face shield will be worn.

The most important factor to consider is that when the job calls for you to wear your protective equipment, you must wear it.

Chapter 2

General Safety Rules

1. **Work Safely**

Safety is everyone's responsibility. Develop and use safe work habits to prevent accidents. Look out for your fellow workers also. Safety is as important as the work being performed.

2. **Don't Throw Objects**

Don't ask your buddy to "toss you a wrench." Always carry hand tools to the other person.

3. **Lifting**

One of the most common things that we do from day to day is to lift. It is one of the leading causes of major injuries in the construction industry. It is also one of the easiest preventable accidents if it is done properly.

When it becomes necessary for you to lift heavy objects from the ground, hold your back straight and bend your knees when lifting. Get a firm grip on the object, hold it close to your body, tuck your chin in, space your feet apart for good balance; now lift, exerting the lifting force with your strong leg muscles, not the weaker back muscles. It is also important not to twist your body to the side when lifting. When at all possible, get your buddy to help with the lift. Blowing out your back just isn't worth it. It will screw you up for the rest of your life.

4. **Clean Up**

All job sites and shops are to be kept clean and orderly. Pick up all trim materials and tools when done with them. Do not leave scrap materials laying around when the job is done.

5. **First-aid Kits**

All of our vehicles are equipped with basic first-aid kits. Know where they are located. If you go to the kit and get a Band-Aid, and we are nearly out, notify your supervisor or the Safety Coordinator, so we can get them replaced. Don't use our first-aid kits to stock your medicine chest at home. It won't be there when we really need it.

6. **Vehicle Safety**

Only drivers authorized by the Company may drive company vehicles. The only passengers authorized in Company vehicles are company employees. Vehicles must be locked when unattended to avoid criminal misconduct. Vehicles must be parked in well lighted legal spaces and must not obstruct traffic.

Posted speed limits will be observed at all times. Wear a seatbelt! Drive defensively.

7. **Friends / Family At The Jobsite**

Husbands, wives, friends, children, pets or in-laws are not allowed on the job site during working hours. In case of emergency, or by notification in advance, your supervisor can make exceptions to this rule.

8. **Radios / Loud Music**

Radios, boom boxes and walkman headsets are not allowed on the job site. You must be aware of all sights or sounds while you are working.

9. **Proper Clothing**

Proper clothing will be worn at all times for the job you are doing. For instance, don't wear loose jewelry or clothing when operating the saw. Some pretty serious damage can occur fairly rapidly when a shirt sleeve or bracelet get caught in the saw. BE CAREFUL! Remove any loose jewelry, large rings, etc., that could cause you to loose a finger or hand.

Chapter 3

General Code of Safe Work Practices and Specific Safety Rules

Hazardous Substances Communication

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling and employee training will be in operation. MSDS materials will be readily available for each hazardous substance used. A Training program plus regular question and answer sessions on dealing with hazardous materials will be given to keep employees informed.

The program will include an explanation of what an MSDS is and how to use and obtain one; MSDS contents for each hazardous substance or class of substances; explanation of the “Right to Know”; identification of where employees can see the employers written hazard communication program and where hazardous substances are present in their work area; the health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used; as well as informing them of hazards of non-routine tasks and unlabeled pipes.

Electrical

The workplace will be aware of the OSHA Electrical Safety Orders and will comply with the same. Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees will be expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible.

Equipment such as electrical tools or appliances must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The workplace supervisor must be aware if multiple plug adapters are prohibited.

If ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed, temporary circuits must be protected by suitable disconnecting switches or plug connectors with permanent wiring at the junction.

Exposed wiring and cords with frayed or deteriorated insulation must be repaired or replaced.

Flexible cords and cables must be free of splices or taps.

In wet or damp locations, electrical tools and equipment must be appropriate for the use or location, or otherwise protected.

The location of electrical power lines and cables (overhead, underground, under floor, other side of walls) must be determined before digging, drilling or similar work is begun.

All metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited for use where they could come in contact with energized parts of equipment or circuit conductors.

Material Handling

In the handling of materials, employees must know the following:

There must be safe clearance for equipment through aisles and doorways.

Aisle ways must be designated, permanently marked and kept clear to allow unhindered passage.

Vehicles must be shut off and brakes must be set prior to loading or unloading.

Trucks and trailers will be secured from movement during loading and unloading operations.

When hoisting material or equipment, provisions must be made to assure no one will be passing under the suspended loads.

Personal Protective Equipment Clothing

1. Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles and/or face shields.
2. Employees are required to wear safety glasses at all times in areas where there is a risk of eye injuries such as punctures, contusions or burns.
3. Appropriate footwear must be worn in an area where there is any risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating action
4. In cases where the noise level exceeds certain levels, ear protection is required.
5. Any operation that generates harmful airborne levels of dusts, fumes, sprays, mists, fogs, smokes, etc. that may involve oxygen deficient atmospheres or harmful vapors requires the use of effective safety controls. This should be accomplished as much as feasible by excepted control measures and / or appropriate respiratory protection as prescribed by OSHA.

Work Environment and Work Area

Fire extinguishers must remain accessible at all times. Means of exit should be kept unblocked, well-lighted and unlocked during work hours. Excessive combustibles (paper) may not be stored in work areas.

Aisles and hallways must be kept clear at all times. Workplaces are to be kept free of debris, floor storage and electrical cords.

Adequate aisle space is to be maintained. File cabinet drawers should be opened one at a time and closed when work is finished.

Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads. No alcohol or any intoxicating substance may be consumed prior to or during work.

Hand Tools

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee owned) used by them or other employees at their workplace are in good condition. Hand tools such as chisels, punches, etc., which develop mushroomed heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers or similar equipment must be replaced promptly. Appropriate handles must be used on files and similar tools.

Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage.

Check your tools often for wear or defect. Tool handles must be wedged tightly into the heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry secure location where they won't be tampered with.

Ladders

Check ladders each and every time before you climb. Look for stress marks or tears. Wood ladders should be maintained in good condition with the joints between steps and side rails tight; hardware and fittings securely attached. Don't use ladders that are broken, have missing steps, rungs, cleats, broken side rails or other faulty equipment. Do not paint wooden ladders.

When using a metal ladder, **BE CAREFUL** when working around overhead power lines or other electrical hazards. You cannot place a metal ladder within 10 feet of any overhead electrical power lines.

Be careful when climbing a ladder. Do not use the top step of stepladders. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface. When you use a rung or cleat type ladder, place the base so the ladder won't slip or tip over. If the ladder is not secure where you need it, you must tie the ladder off so it won't fall.

Portable Power Tools

Portable power tools pose a special danger to us because they are generally small and light, we use them constantly becoming complacent to the dangers involved, yet they can do great bodily harm if used improperly or are poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills and power screw drivers.

When using portable power tools, hand tools or equipment in a situation that could cause an eye injury (flying chips), safety glasses or goggles must be worn. Eye and face protection must be worn when driving in tempered studs or nails.

Check your equipment before you use it. All saws, grinders and similar equipment will have the proper shield or guard recommended by the manufacturer. The guards must be in place above and below the base shoe. Circular saw guards should be checked periodically and before to each use to assure they are not wedged up, thus leaving the lower portion of the blade unguarded. Prior to use, the blade will be inspected for sharpness, making sure the arbor nut is tight, and the guard will work as intended. Before the saw is set down, be sure the retracting guard has fully returned to its down position.

Be sure you are using both hands to hold the saw while cutting. Make sure all cords are clear of the cutting area before starting to cut. Check for foreign objects in the material which could cause the saw to "kick back".

All rotating or moving parts of equipment should be guarded to prevent physical contact. All cord-connected, electrically operated tools and equipment should be effectively grounded or of the approved double insulated type. Do not cut the grounding prong from any male plug. Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc. If portable fans are provided, they must be equipped with full guards or screens having openings ½ inch or less.

Hard wired equipment can be portable or fixed. Typically used with extension cords, the more powerful hard wired equipment presents a double safety problem: the actual equipment plus its electrical power source. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction. Pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

Powder Actuated Tools

Employees using powder-actuated tools must be properly trained and certified. Certification is available through the local dealers. Contact your supervisor if you are using any powder-actuated tools, and haven't been certified.

All powder-actuated tools must be left unloaded until they are actually ready to be used. Each day before using, each tool must be inspected for obstructions or defects.

The tool operator must have and must use appropriate personal equipment such as hard hats, safety goggles, safety shoes and ear protectors whenever (see policy on hearing protection) they are using the tools.

Torches

Proper precautions will be taken when working with torches. A fire extinguisher will be "readily available" whenever using a torch in a situation that could start a fire. Never use a torch in the vicinity of combustible materials.

Compressed Gases and Welding

Work involving welding, cutting and burning can increase fire and breathing hazards on any job. The following will be considered prior to the start of work:

1. Always ensure that adequate ventilation is supplied since hazardous fumes can be created when welding, cutting or burning.
2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards and protected from them by the use of a welding "screen".
3. Never start work without proper authorization.
4. Always have fire fighting or fire prevention equipment on hand before starting welding, cutting or burning.
5. Check the work area for combustible materials and possible flammable vapors before starting work.
6. A welder should never be alone. A fire or spark watch should be maintained.
7. Check cables and hoses to protect them from slag or sparks.

8. When working overhead, use fire resistant materials (blankets, tarps, etc.) to control or contain slag sparks.
9. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders.
10. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.
11. Spare cylinders will be stored upright, in a secure position held by a chain in a manner that will prevent being blocked over accidentally.

Grinding

Severe injury may occur if proper protective equipment is not used and properly maintained.

1. Check tool rest for the correct distance for the abrasive wheel (1/8th inch).
2. Replace the grindstone when adjustment of the rest cannot provide 1/8th inch clearance.
3. If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
4. Protect your eyes with goggles or a face shield at all times when grinding.
5. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotation speed according to the manufacturer's recommendation.
6. Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
7. Do not stand directly in front of the grinding wheel when it is first started.

Fire Prevention and Protection

Fire prevention and protection is an important part of the Safety Program. These guidelines apply to all employees in the field as well as in the shop and the yard. The guidelines of this program should be reviewed from time to time in safety meetings.

Shop and Field Guidelines:

1. If a fire occurs in the shop area, inform the office immediately, so that emergency crews can be called and every one may evacuate the building calmly and safely.
2. Obey all posted signs (no smoking). These signs are warnings of potential fire hazards, and if ignored, could possibly cause accidents, injuries, and even death.

3. Clean up all spilled flammable liquids immediately and dispose of in a metal container to prevent ignition.
4. Clean up all trash and debris left in the shop or on the jobsite, to prevent possible ignition points and the spread of fire.
5. Be aware of posted telephone numbers in the shop in case of fire or other emergency.
6. Extension cords and electrical equipment must be checked for ground prong, breaks in the insulation around wire, breaks in the wires, and exposed wires. If any of these conditions exist, the equipment and cords must be brought to the shop for repair before being used.
7. Always have a fire extinguisher available while soldering, flame cutting or welding.
8. When soldering inside a wall or tight area, use extreme care. Have a large extinguisher or sufficient water available.
9. When the soldering job is complete, make a thorough visual inspection of the area to make sure no fire was accidentally started.

Yard Guidelines:

1. **NO SMOKING IN THE YARD.**
2. The entire area will be kept free from unnecessary combustible materials (weeds, trash, etc.).
3. No flammable materials shall be stored within 10 feet of buildings or structures.
4. Fire extinguishers must be kept inside of each company vehicle. The driver will be responsible to ensure they are in good condition.
5. All flammable liquids are to be stored in original or approved metal containers with proper hazard warnings.
6. Never fuel vehicles while they are running.

Chapter 3

Forklifts and Industrial Trucks

Every employee using forklifts or industrial trucks should be familiar with the following rules and guidelines.

1. Only drivers authorized and trained in the safe operation of forklifts and industrial trucks shall be permitted to operate such vehicles.
2. Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a supervisor or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering and the lift system of forklifts (forks, chains, cable and limit switches).
3. Employees shall not ride on the forks of lift trucks.
4. Forks shall always be carried as low as possible, consistent with safe operations.
5. Grades shall be ascended or descended slowly.
 - a) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 - b) On all grades the load and load engaging means shall be tilted back, if applicable, and raised only as far as necessary to clear the road surface.
 - c) Motorized hand and hand / rider trucks shall be operated on all grades with the load engaging means downgrade.
6. When leaving a vehicle unattended, either:
 - a) The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear.
 - b) The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear.
7. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his or her view, the load engaging means shall be fully lowered, controls neutralized and the brakes set to prevent movement.

8. Vehicles shall not be operated on floors, sidewalk doors or platforms that will not safely support the loaded vehicle. Prior to driving on to truck trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
9. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited on to a storage rack or equivalent. When stacking or tiering, backward tilt shall be tilted to that necessary to stabilize the load.
10. Employees shall not be allowed to stand, pass or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
11. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
12. Employees not operating the forklift or industrial truck will not “hitch a ride” while in operation.

Chapter 4

Lifting and Carrying

Although each worker has lifting techniques that are comfortable for him or her, there are several basic rules that apply to all lifting situations.

Loads should be kept close to the body, knees should be slightly bent, and the back should be straight. If it is necessary for the person to turn while carrying an object, turning should be done by moving the position of the feet, not by twisting the trunk of the body.

Lifting:

1. The first rule for any handling job is **SIZE UP THE LOAD**. Observe the load's position and surrounding hazards. If you need help, get it.
2. **STAND AS CLOSE TO THE LOAD AS POSSIBLE**. Spread your feet, either parallel or one in front of the other. Move in the direction of the lift. This will control your center of gravity and give you better balance.
3. **TAKE A SECURE GRIP**. Injuries have occurred when loads slip or fall due to an inadequate grip.
4. **TIMING**. Face in the direction of lift with knees and hips bent. Widen base as needed. Take a deep breath. Tighten abdominal muscles and on signal, lift.
5. **KEEP WEIGHT CLOSE TO THE BODY**. Elbows close to the body. Use your leg and hip muscles, not your back.
6. **BEND HIPS AND KNEES WHILE LIFTING**. Keep your back straight.
7. When reaching for an object overhead, grip it with your palms up and lower the object slowly. On the way down, keep the object as close to the body as possible.
8. Watch out for protruding nails, sharp edges, etc.
9. Keep fingers away from pinch points. Wear protective gloves, if necessary.
10. Use available hand trucks, etc.

Carrying:

1. Keep your back as straight as possible.
2. Keep weight load close to the body and centered over your pelvis.
3. Counterbalance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
4. Put your load down by bending the hips and knees with your back straight and the load close to the body.
5. If the load is too heavy – **GET HELP!**
6. When the load is carried by more than one person, allow one individual to be the leader so you have good timing and coordination.

Chapter 5

Traffic and Transportation

1. Anyone who operates a licensed vehicle controlled or owned by the company must maintain a current drivers license as required by Federal and / or State regulations.
2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees is prohibited, unless permission has been given, by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each work day. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. You are to report all citations to your supervisor in writing. Repeated violations are cause for disciplinary action, including suspension and / or dismissal.
5. Seat belts will be worn by all occupants at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. All incidents involving damage to company property, property of others, personal injury to employees or the others, must be reported to the supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
8. No radar equipment will be permitted in any company vehicle.
9. All drivers should use good defensive driving techniques while operating company vehicles.
10. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
11. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit.
12. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.

Inspection Check List

Employer Posting

- _____ Is the required OSHA workplace poster displayed in a prominent location where all employees can see it?
- _____ Are emergency telephone numbers posted where they can be readily found in case of emergency?
- _____ Is the Summary of Occupational Illness and Injuries (OSHA Form 200) posted during the month of February?

Recordkeeping

- _____ Are all occupational injuries or illnesses recorded on the OSHA Form 200?
- _____ Have all accident reports, training records, safety committee minutes, safety meeting reports been filed?

General Work Environment

- _____ Are all worksites clean and orderly?
- _____ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- _____ Are all spilled materials or liquids cleaned up immediately?
- _____ Are fire exits, stairs and fire escape doors free from blockage?
- _____ Are aisleways free and clear of obstructions?
- _____ Overhanging or protruding hazards?
- _____ Other _____

First-Aid

- _____ Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

Safety Items

Are the employees under your supervision wearing:

- _____ Safety glasses with side shields or face shields on when working in a situation that could involve risk of eye injury?
- _____ Ear protection when needed?
- _____ Steel-toed shoes?
- _____ Respirators in use when required?
- _____ Proper clothing for the job?
- _____ Sleeves and gloves as required?
- _____ Aprons and other protective clothing?
- _____ Proper head protection?
- _____ Other _____

Miscellaneous

- _____ Employees using proper lifting methods?
- _____ Employees asking for help lifting 100 or more pounds?
- _____ Safety meetings being held?
- _____ Other _____

Fire Protection

- _____ Stairs, fire escape doors and exits obstructed?
- _____ Are all vehicles equipped with fire extinguishers?
- _____ Are all fire extinguishers recharged regularly and noted on the annual inspection tag?
- _____ Are employees periodically instructed in the use of fire extinguishers?
- _____ Is a fire extinguisher immediately available when using a torch?

Illumination, Ventilation and Sanitation

- _____ Are all work areas properly illuminated?
- _____ Does lighting reveal obstructions and hazards?
- _____ Are there any burned out bulbs?
- _____ Are there any sockets without bulbs?
- _____ Unsanitary conditions?

Storage

- _____ Materials or pallets stacked too high?
- _____ Are flammable and combustible materials properly stored while not in use?
- _____ Are all containers of flammable and combustible materials marked with the appropriate hazard warning labels?
- _____ Are covered metal waste cans used for disposal of oily rags?

Floors and Platforms

- _____ Walking surfaces clean and dry.
- _____ Floor dry used on oil spills
- _____ Working areas free from pallets, parts and debris
- _____ Metal shaving disposal
- _____ Extension and electrical cords in good repair
- _____ Hand rails in place
- _____ Ladders in good condition

Machines, Tools and Equipment

Are all machines:

- _____ All guards in place as required
- _____ Two hand controls working
- _____ Point of operation guides in place
- _____ Die blocks and interlocks in place
- _____ Compressors maintained in good working condition including pressure hoses and air lines
- _____ Guards in place over belts and pulleys on air compressors
- _____ All electric tools have the grounding plug in place or they are double insulated
- _____ Lockout procedure in place and being used
- _____ Electrical box covers secure and in place
- _____ Maintenance schedules documented
- _____ Other _____

Powder Actuated Tools

- _____ Employees who operate powder actuated tools are trained in their use and carry their certification cards
- _____ Powder actuated tools inspected for obstructions or defects before use
- _____ Powder tools unloaded when not in use

Compressed Gas Cylinders

- _____ Cylinders are legibly marked to identify the gas contained
- _____ Compressed gas cylinders are legibly marked to clearly identify the gas contained
- _____ Cylinders are stored or transported in a manner to prevent them from creating a hazard by tipping over, falling or rolling
- _____ Valve protectors are always placed on cylinders when the cylinders are not in use or connected for use

Forklift Trucks and Drivers

_____ All operators of the forklifts have been properly instructed and certified

_____ All forklifts in good repair

_____ Forklifts are inspected daily by the operator prior to use

_____ Warning devices installed and operating

_____ Other _____

Inspection Comments

SIGNATURE _____ DATE _____

SAFETY MEETING SIGN UP SHEET

Topic: _____

Conducted By: _____

Date: _____

Please sign in below:

Name

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____

Supervisor's Signature _____

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

Type of injury: _____ Disabling _____ Medical _____ Illness _____ Unclassified
Name of Injured _____ Department _____
Occupation _____ Years Experience _____
Date _____ Time _____ AM / PM
Witness _____
Sent to Doctor _____ Given First Aid _____

1. Place of Accident _____
 2. What was employee doing when injured _____
 3. How did accident occur _____
 4. Part of body affected _____
 5. Name of object or substance which directly injured employee _____
 6. What should be done to prevent similar accidents or injuries _____
-
-

Supervisor Signature _____ Date _____

- | Cause : | Mark Basic Cause X | Mark Contributing Cause X (If Any) |
|---------|---|--|
| 1. | _____ Operating without authority | 1. _____ Inadequate Guarding |
| 2. | _____ Operating at unsafe speed | 2. _____ Unguarded |
| 3. | _____ Making safety devices inoperative | 3. _____ Defective tools or equipment |
| 4. | _____ Using equip improperly or unsafe equip | 4. _____ Unsafe design or construction |
| 5. | _____ Unsafe loading, placing or mixing | 5. _____ Hazardous conditions |
| 6. | _____ Taking unsafe position | 6. _____ Unsafe illumination |
| 7. | _____ Working on moving or dangerous equipment | 7. _____ Unsafe ventilation |
| 8. | _____ Distraction, teasing or horseplay | 8. _____ Unsafe clothing |
| 9. | _____ Failure to use personal protective device | 9. _____ Weather conditions |

Why was the unsafe act committed _____

Why did the unsafe condition exist _____

Follow-up Action _____

Safety Director / Committee Member _____ Date _____

EMPLOYEE REPORTING AND COMMUNICATION SYSTEM

Unsafe Act or Condition

Location of Unsafe Act or Condition

Proposed Solution for Unsafe Act or Condition

Date Submitted _____ Signature (if desired) _____
(Action will be taken whether signed or not)

Safety Director / Committee Evaluation

Plan of Action

Date to be completed _____ Date of Completion _____

Signature _____

EMPLOYEE NOTICE OF SAFETY VIOLATION

Employee _____ Date _____

Supervisor _____ Department _____

Date of Incident _____ Time _____ AM / PM

You are hereby notified that you have violated the following company safety regulation:

This is your _____ 1st _____ 2nd _____ 3rd _____ 4th written notice for a safety violation.

You are reminded that this company considers the safety of its employees to be of the utmost importance. Accordingly, any of the following will result in the immediate termination of your employment:

1. Three previous written violations.
2. Evidence of drug or alcohol use while on the job.

Action to be taken:

_____ Warning _____ Probation _____ Suspension _____ Dismissal

Other: _____

I _____ agree _____ disagree with the Employer's Statement for the following reasons:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Safety Officer Signature _____ Date _____

EMERGENCY PLAN

The emergency plan is designed to help all employees to evacuate the property to escape injury in the event of a catastrophe.

Reasons for evacuation would be,

1. Earthquake
2. Fire
3. Flood
4. Terrorist attack

There are maps located in every building that show the direction to follow in such an event. Take a few minutes to study the map or you can request your own copy to keep with you.

In the event of one of these catastrophes, a manager or the safety coordinator would sound an alarm to evacuate the property. The alarm could be the page system or in the event of a power outage, there are two whistles that could be used. One is located in the yard dispatch office and the other in the safety coordinators office.

When the alarm is sounded all personnel should turn off the equipment being used and walk to the street as quickly as possible. Do not drive your fork to the front gate or the street, this would block the entrance for emergency vehicles.

There is one exception to this rule:

In the event of a flash flood, the meeting place would be the mechanic's shed at the back of the property. The mechanic's shed is the "high ground" on the property.

After everyone is evacuated to the street, the safety coordinator or a manager will do a head count. Do not return to your post until instructed by the manager or the safety coordinator. Once the decision is made that it is safe to go back to work the manager will instruct the employees to do so.

SAFETY ORIENTATION CHECKLIST

EMPLOYEE'S NAME: _____

JOB ASSIGNMENT: _____ HIRE DATE: _____

CIRCLE ONE: NEW HIRE TRANSFER PART-TIME TEMPORARY

_____ Report all accidents, unsafe acts and unsafe conditions to supervisor immediately.

_____ Review Company Safety Policy

_____ First Aid: Obtaining Treatment and Location of Facilities

_____ Potential Hazards and How to Avoid Them

_____ Personal Protective Equipment

_____ Hazard Communication Program

_____ Lock Out Policy

_____ Fire Safety: Extinguisher Locations, Evacuation Routes, Welding and Cutting, Fire Watch and Fire Alarm Signals.

_____ Vehicle Safety: Forklifts, Cranes, Front-end Loaders, etc.

_____ Proper Lifting Techniques

_____ Proper Use of Tools and Machinery

_____ Call In Procedures

_____ Location of Lunchrooms, Rest Rooms, Parking Lot, etc.

_____ Additional Topics: (Listed on Back)

I have been instructed in, understand and will comply with all the above-mentioned items.

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

