

# **EMPLOYEE SAFETY HAND BOOK**

## SAFETY RULES

1. All unsafe conditions (safety hazards) shall be reported immediately upon discovery.
2. Unsafe conditions shall be corrected on a top priority basis.
3. Any machinery found not functioning properly shall be tagged "**OUT OF ORDER**" and removed from service until adequate repairs have been made.
4. Employees shall not operate any machinery or perform any job process without adequate training which must include safety as applicable to the equipment and process.
5. Employees must wear proper protective clothing and utilize other safeguards, including eye protection, hearing protection, respiratory protection and machine guarding, where indicated.
6. No horseplay or other misconduct (unsafe acts), which can contribute to accidents, will be tolerated.
7. Employees must know the location of first-aid kits, eye-wash stations, fire-alarm pull boxes, fire extinguishers and all emergency exits in their work area.
8. All hazardous and potentially hazardous materials and mixtures shall be properly labeled and stored in approved containers, cabinets and storage rooms.
9. The use of drugs and/or intoxicating beverages is prohibited. Likewise, no employee shall report for work under the influence of alcohol or other drugs.
10. Employees taking physician-prescribed medications that might impair their ability to operate certain equipment or perform various job tasks safely must report this to their supervisor prior to beginning work.
11. Employees must use proper techniques to lift heavy objects. If object is too heavy, get help.
12. MSDS (Material Safety Data Sheet) shall be available for all hazardous materials and shall be easily accessible to **all** employees on **all** shifts.
13. Employees shall be trained on the hazards associated with chemical materials prior to utilizing those materials on the job.
14. All accidents (no matter how minor) are to be reported immediately, without delay.
15. All accidents shall be thoroughly investigated to determine causative factors, and appropriate action shall be taken to prevent a similar accident from occurring in the future.

**NOTICE:** *All personnel shall abide by the above general safety rules and all other safety policies, procedures and rules which may be contained within their specific job descriptions and equipment operating instructions and which are posted throughout the company's facility.*

## General Rules

1. Obedience to the safety rules and regulations is essential to avoid employee injury and violation of the rules and regulations will result in disciplinary action.
2. The rules and regulations shall apply to **ALL** employees equally.
3. Since working safely is the duty of every employee and is in fact felt to be a condition of employment, the failure of a supervisor to act upon a violation of these rules and regulations shall not exempt the employee from disciplinary action.
4. The use of alcoholic beverages or drugs while working or being under the influence of alcoholic beverages or drugs while working or while on employer's property is prohibited and will be grounds for disciplinary action.
5. Employees who engage in unsafe acts or practices, even though not a violation of a specific rule or regulation, to the jeopardy of others or the employer will be subject to disciplinary action.
6. Horseplay and practical joking is forbidden as is conduct of a similar nature while on duty or on employer property.
7. Employees shall report all injuries promptly to the immediate supervisor regardless of how slight and shall fill out an accident report prior to the end of the workday.
8. The operators of all motor vehicles shall operate them in a safe manner and in accordance with all state laws and local ordinances.
9. Employees shall wear clothing which is suitable for the work being performed and which will not produce additional risk of injury. The wearing of long hair or jewelry is prohibited in those areas where they increase the risk of injury.
10. Employees will use only approved equipment in the performance of the various tasks; improvised or homemade ladders, hand tools, etc. will not be permitted.

## **Protective Equipment**

1. Personal protective equipment and clothing necessary for the safe performance of the job will be provided by the employer. Personal protective equipment required for specific jobs or work areas shall be used by all employees and should be kept in good repair.
2. Eye protection shall be provided and shall be worn when performing any task which could provide a hazard to the employee from flying particles, sparks, hot gasses, fumes or intense light. Specific tasks requiring the use of protective eye equipment shall include but not be limited to:
  - a. Grinding operations
  - b. Welding or brazing operations
  - c. Striking with hardened tools
  - d. Using chain saws or chippers
  - e. At all times when blowing with compressed air or steam
  - f. During drilling or machining operations
  - g. When chipping, cutting or breaking metal, concrete, asphalt, etc., with hammers, chisels, jackhammers, etc.
  - h. When handling corrosive liquids or powders
3. Head protection shall be worn at all times when working in areas where there is a danger from falling, swinging or flying objects, or a danger of striking the head on fixed objects or a danger from flying sparks.
4. Approved gloves shall be worn at all times when there is a danger of injury due to cuts, abrasions, pinching, blisters, punctures or burns from heat or corrosives. Specific tasks requiring the use of gloves shall include but not be limited to:
  - a. Grinding operations
  - b. When handling refuse or trash
  - c. When handling rough metal or wood products
  - d. When engaged in welding or cutting operations
  - e. When handling or working around corrosives, caustic or poisonous chemicals
  - f. When performing operations or using tools which are prone to cause blisters or to pinch the fingers or hands
5. Protective footwear shall be worn on those jobs in which there is a danger of injury to the feet from falling objects, being crushed by rolling objects or from lacerations by edged tools.
6. Dust respirators shall be worn handling cement, lime, ashes, etc., or when dealing with or when working in any area where irritant dust is present.
7. When working on jobs or in areas where falls from scaffolds, ladders, etc., are a danger, safety lines and belts will be provided and shall be worn at all times.

8. All safety equipment should be checked to make sure it is in proper working order and is in good repair by the employee before using it and should a defect be found, the defect is to be immediately reported to the job supervisors.

## **Motor Vehicle Equipment**

1. Only authorized personnel shall operate vehicles or motorized equipment belonging to the employer.
2. No unauthorized persons shall be permitted to ride in or upon employer vehicles or equipment.
3. The operator of each vehicle or piece of equipment shall inspect it at the beginning of each shift to ensure that it is in proper working order and that all warning lights, brakes and safety devices are functioning properly. Any deficiencies noted shall immediately be reported to the supervisor.
4. Oiling, adjusting, repairing or similar activities are prohibited while the equipment is in motion.
5. The refueling of any type of motorized equipment while running is prohibited.
6. The use of open flame or smoking in or around equipment being refueled is prohibited.
7. Prior to setting any equipment in motion, be sure that all employees and equipment are in the clear.
8. When operating equipment on the public streets, all local ordinances, state laws, and rules of the road shall be obeyed.
9. The use of equipment while under the influence of alcohol or drugs is prohibited.
10. The riding upon running boards of vehicles is prohibited unless expressly required in the performance of the job and then only when approved handholds are provided.
11. When working on or repairing motorized equipment which is raised from the ground in whole or in part, the equipment shall be securely blocked to prevent falling. Extreme care shall be exercised to ensure that once blocked, vehicles do not fall.
12. When leaving a vehicle or piece of equipment parked, the employee shall remove the ignition key and engage the emergency brake if the equipment is so equipped.
13. When driving or riding in a vehicle (either employer or privately owned) on any type of employer business, seat belts **WILL BE** worn. The only exception is in vehicles not so equipped.

# **Hand and Power Tools**

## **Hand Tools**

1. Use only the correct tool for the job and only for the purpose for which they are intended.
2. Use only tools that are clean and in good repair.
3. Check all tools for cracked or splintered handles or shafts, mushroomed heads, and general condition before use.
4. Do not leave tools standing or lying around and always place them where they belong.
5. Chisels, axes, hatches, etc. must be kept sharpened to prevent injuries.
6. Never strike one hardened tool against another.
7. Never use files or screwdrivers as pry bars or punches.
8. Do not use pipe extensions on hand tools for added leverage.
9. When working around electrical wiring, use only insulated tools.
10. When using hand tools which may cause blisters, wear gloves.
11. When swinging hammers, axes, picks, etc., be sure that the area is clear of all other persons and obstructions.
12. When carrying sharp tools such as axes and hatches, carry them with the head in front and grip them near the head for maximum control.

## **Power Tools**

1. Check all power tools prior by operating to ensure that they are in proper working order. Special attention should be paid to all electrical connections, cords, exposed wires, etc.
2. Report any shocks received from any equipment immediately to supervisor.
3. No power tool will be used unless all guards and safety devices are properly installed and are in working order.
4. Never attempt to use damaged or malfunctioning equipment. Report any such equipment to the supervisor immediately.
5. All power tools must be completely stopped and the switch in the off position before being laid down or left unattended.
6. When grinding or using a wire abrasive wheel, gloves and eye protection shall be worn at all times.
7. Special attention shall be given to abrasive wheels to ensure that damaged wheels are not used and that wheels are not used at higher speeds than manufacturer's specifications.
8. When hydraulic or pneumatic tools are used, a close examination of all fittings, connections and hoses must be made.

9. When working with drill presses, saws, etc., all materials to be worked shall be properly fastened to the equipment so as to prevent it from being kicked loose or turning during the work process.
10. When possible, push blocks shall be used to increase the distance between the hand and the machine.
11. All scrap, metal turnings, chips, etc., shall be removed from the machine as soon as it is practical to do so.
12. When removing scrap, metal turnings, chips from machines, brushes will be used-not the hands.
13. The cleaning, adjusting or repair of any power tool while it is in motion is prohibited.
14. When using power tools or equipment equipped with guides or tool rests, these items will be used.
15. When working with power tools such as drills, grinders, saws, etc., the wearing of loose clothing, rings and other jewelry shall be avoided.
16. When using power tools, manufacturer's safety instructions will be followed, unless specifically countermanded by an employer safety rule or procedure.
17. When using power tools or pneumatic tools, every effort should be made to avoid directing air blasts or chips in the direction of another person.

## **Electrical Equipment and Electricity**

1. All extension cords, power cords, etc. shall be inspected frequently and any found to be frayed, broken, or in broken or poor repair, shall immediately be taken out of service and repaired or replaced.
2. Only qualified persons shall work with or make repairs on electrical equipment.
3. The bypassing of fuse, fuse box or circuit breaker is prohibited.
4. The use of non-grounded plugs on electrical equipment designed for 3-prong grounded plugs is prohibited.
5. When working on or around electricity or electrical equipment, use only insulated tools.
6. When working with or around electrical equipment, avoid standing in or around water or other liquids.
7. Any time a shock is received from a piece of electrical equipment, use of the equipment shall be discontinued until the cause has been located and corrected.
8. When working on or repairing electrical equipment, the power shall first be disconnected.

## **Fire and Fire Prevention**

1. Any fire hazard noted should be immediately reported to the supervisor.
2. Fire extinguishers are provided by the employer. Each employee should become familiar with location and operation of those in his/her work area.
3. Smoking is prohibited in areas containing fuels, paper products, greasy rags or flammable liquids or gasses.
4. The use of gasoline for starting fires is prohibited.
5. When engaged in welding or cutting operations, special attention should be directed to hot slag and sparks.
6. Greasy rags, papers and other waste will be stored only in containers provided for them.
7. Fires shall immediately be reported to the supervisor.
8. If an electrical fire is observed, particular care should be exercised to insure that only extinguishers containing CO<sub>2</sub> or powder are used.
9. Special care shall be taken in the presence of flammable gasses to insure against open flame or sparks.
10. Since one of the major causes of fire is poor housekeeping, special attention will be directed toward keeping the work areas as clean as possible.
11. Should a vehicle catch fire, the following special precautions should be observed:
  - a. If the fire is in the interior of the car and the car is closed up, do not open the doors or windows.
  - b. If the fire is under the hood, do not raise the hood.
  - c. If the vehicle is equipped with hydraulic bumpers, approach only from the sides, not from the front or rear.
12. The storage of fuel or flammable liquids in open containers is prohibited.

## **Miscellaneous**

### **Handling Materials**

1. When lifting, use the legs to avoid back injuries. Bend at the knee, keep the back as straight as possible, and lift gradually by straightening the legs. Do not lift with the back.
2. If the object to be moved is heavy or of a size and shape which makes it difficult to move, always obtain assistance.
3. When moving objects, pay particular attention to pinch point such as walls, floors, door frames and other objects.
4. When handling objects, remove nails, screws, pieces of wire, etc. which are exposed and pose a hazard.
5. Wear gloves and safety shoes when handling items which pose a danger of being dropped or which contain rough or sharp edges.
6. Do not handle crates, cases or bundles by the metal bands or straps.
7. When cutting metal bands or straps, protective eye equipment should be worn.
8. Use the proper power equipment to move large or heavy objects.
9. When stacking materials, make sure that there is a firm base of support and keep stacks at a reasonable height.
10. When removing objects from a stack, always remove from the top-never from the bottom.
11. Do not put a strain or overload on cables or chains.
12. Lifting machines (forklifts, slings, etc.) are not to be used to transport employees.

### **Ladders, Scaffolds, Stairs**

1. Check all ladders, scaffolds and stairs before use for structural defects (broken rungs, steps, handrails, etc.) and report any defects noted immediately to the supervisor.
2. Be sure that the proper foot pads are in place on ladders when needed; i.e. non-skid pads on ladders used on concrete.
3. Any ladder or scaffold which may slide, tilt or kick out shall be tied down or shall be held by another employee.
4. Only one employee at a time shall work on the same ladder.
5. Do not overreach when on a ladder or scaffold.
6. When climbing ladders or scaffolds, tools should not be carried in the hand. Tool belts should be used or they should be passed up later.
7. When using extension ladders, there should be at least three feet of overlap on the sections.

8. The base of the ladder should be set out from the wall or object about  $\frac{1}{4}$  the distance from the ground to the top of the support.
9. The top of the ladder should extend at least three (3) feet above the top of the support when climbing onto or off of the top; i.e. onto or off of roof, etc.
10. Ladders will not be used as supports, bridges or any other use for which they are not intended.
11. Running up or down stairs is prohibited.
12. When climbing or descending stairs, the handrails should be used.
13. Ladders or scaffolds shall not be painted.
14. When necessary safety belts and lines shall be worn.

### **Trenches and Pits**

1. All trenches, pits or holes shall be clearly marked to avoid citizens and employees falling in them. Barricades and warning signs shall be placed where easily observed.
2. Before trenches or pits are dug, the supervisor shall familiarize himself with the location of any gas lines, electric or phone lines and water lines in the area and shall see that employees on the job are made aware of the location of these items.
3. When climbing in or out of trenches or pits four (4) or more feet deep, a ladder shall be used.
4. When trenches reach a depth of five (5) feet and a length of eight (8) feet, or in soft soil or sand, cribbing or shoring shall be used.
5. Upon a trench reaching a depth of five (5) or more feet, all employees in the crew shall not be in the trench at the same time; at least one must stay above ground.
6. The area immediately around trenches and pits in which employees are working will be kept free from large rocks, lumber or tools.
7. Where dust or flying particles are a problem, eye protection and respirators shall be worn.
8. Protective headgear shall be worn at all times in and around trenching operations.
9. No employee shall be allowed under any equipment or material being lowered into or taken out of any trench or pit.

### **Office Work**

1. Horseplay is prohibited.
2. Electric and telephone cords shall be placed so as not to cause a tripping hazard.
3. Do not overbalance file cabinets by opening more than one (1) drawer at a time or leaning objects against it.
4. Desk and cabinet drawers shall be closed when unattended.
5. Do not run in the office.
6. Report all furniture or building defects for correction.
7. When reaching for items on high shelves use proper ladders.
8. Follow manufacturer's recommendations in the use of equipment unless specifically contradicted by a safety rule or regulation.

### **Housekeeping**

1. Materials and equipment shall be neatly stored and work areas shall be kept as neat and clean as possible.
2. Doors, aisles and stairs will be kept as clear as possible.
3. When cleaning floors, etc., rope off slippery areas.
4. The mixing of chemicals for cleaning is prohibited
5. When dealing with chemicals, gloves should be worn.
6. When picking up rubbish use a broom and a pan-not the hands.