



# Hospitality Industry Safety Manual

Provided by the Integrity Loss Control Team





2121 East Capitol Drive  
P.O. Box 539  
Appleton, WI 54912-0539  
920.734.4511 or 800.348.1741  
integrityinsurance.com

## Welcome to Integrity's Hospitality Industry Safety Manual

This Safety Manual is offered in a fill-able PDF format, allowing you to pick and choose any section you need and then personalize the fill-able forms within that section to transform this manual into a customized Safety Manual for your company. We recommend you save this document onto your hard drive before you begin to customize the Construction Safety Manual.

We realize that this large database of information may be more than you need. However, our Loss Control Team felt it is better to give you a full toolbox rather than bits and pieces. You never know when you may need additional information. If you have any questions regarding this Safety Manual, please contact:

### Bob Bednar

Based in Eau Claire, WI, Bob shares over 25 years of loss control expertise with Integrity and our insureds, and covers the northwestern Wisconsin and Minnesota territories, as well as northern Iowa.

Area Office:  
Tel/Fax: 715.835.4686  
Cell Phone: 715.864.1143  
Home Office: 800.348.1741, ext. 8362  
Fax: 877.730.5712  
Email: [rbednar@imico.com](mailto:rbednar@imico.com)

### Ken Cass

Working out of Hartland, WI, Ken serves agents and insureds in the southern portion of Wisconsin. Ken has more than 33 years of safety and loss prevention experience.

Cell Phone: 920.740.3824  
Home Office: 800.348.1741, ext. 8363  
Fax: 877.730.5712  
Email: [kcass@imico.com](mailto:kcass@imico.com)

### Rick Whitish

Based in Greenville, near Appleton, WI, Rick assists agents and insureds in both Minnesota and Iowa, as well as our customers in east-central and northwest Wisconsin. Rick has been in safety and loss prevention for over 33 years.

Cell Phone: 920.268.6101  
Home Office: 800.348.1741, ext. 8439  
Fax: 877.730.5712  
Email: [rwhitish@imico.com](mailto:rwhitish@imico.com)

---

The information provided is designed to be accurate and authoritative in regard to the subject matter covered. However, the information is provided without any representation or warranty, expressed or implied, regarding to its accuracy, correctness or timeliness. Further, the information is provided with the understanding that Integrity Insurance Company is not engaged in rendering legal or other professional services. If legal or other expert assistance is required, the services of a competent professional of your choosing should be sought. It is not our intention that the information provided covers the requirements of the Federal Occupational Safety and Health Act, or any other safety and Health Act. The maintenance of safe premises, operation and equipment, and the avoidance of unsafe conditions and practices, and compliance with all statutes and laws are the sole legal responsibility of the insured.

---



## **Section 2:**

# **Safety and Health Policy**



# Safety Program for

---

## I. Management Safety Policy Statement

The personal safety and health of each and every employee of \_\_\_\_\_ is of primary importance. Therefore, I am issuing the following policy statement:

In recognition of my responsibility for the safety and well being of our employees, it shall be this organization's policy that safety shall not be compromised and will be given precedence over operating productivity whenever necessary.

A comprehensive safety and health program shall be maintained with the objective of reducing the number of accidents and injuries to an absolute minimum. To be successful, such a program must embody the proper attitudes towards accident prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but between each employee and his or her fellow workers. It is only through cooperation that such programs can work effectively.

The safety program will be coordinated by \_\_\_\_\_ but is everyone's responsibility. Managers and their subordinates shall be held accountable for losses incurred in their areas of operation. All employees shall adhere to the rules, regulations and other provisions of our safety program.

Sincerely,

President and/or General Manager

**Safety Program** continued:

## **II. Policy on Safety Program**

This company will operate with the intentions of providing a safe and rewarding work environment for its personnel and provide a quality product or service to our customers.

- A. This company is sincerely interested in the personal safety of its employees. It is our policy to provide safe working conditions, adopt and use safe working methods and make available to employees and require them to use such safety devices as may be necessary and/or advisable.
- B. \_\_\_\_\_ shall be responsible for the coordination and administration of the safety program.
- C. It is the policy of \_\_\_\_\_ to cooperate in every way with the Occupational Safety and Health Administration (OSHA) and other related agencies that affect our company.
- D. Accident prevention shall be a normal routine operating responsibility of all personnel.
- E. Safe work methods and required safety equipment shall be used and supervisors shall be responsible for the enforcement of its usage, including disciplinary actions if necessary.
- F. \_\_\_\_\_ shall, along with \_\_\_\_\_, make periodic safety inspections of the operations and shall report the findings to \_\_\_\_\_.

## **III. Responsibility and Accountability of All Personnel**

Safety is the responsibility of all personnel at \_\_\_\_\_. Each employee will be held accountable for his or her personal safety. Specific responsibilities regarding safety will be as follows:

### **A. Management:**

- 1. Ultimately held responsible for the safety and health of all personnel at \_\_\_\_\_.  
Will delegate the specific duties of safety to subordinates and hold these subordinates accountable for their respective areas.
- 3. Will require documentation of safety meetings and require continuous updates regarding safety issues.

### **B. Supervisor/Superintendent/Foremen:**

- 1. Will be held responsible for the action of their subordinates.
- 2. Will maintain an accident prevention program.
- 3. Will educate and train their employees on safe working procedures.
- 4. Will hold safety meetings with their employees on a \_\_\_\_\_ basis.
- 5. Will document all meetings and related safety issues.
- 6. Will inform their supervisors of safety issues within their work area.
- 7. Will conduct periodic self-inspections of processes and conditions.
- 8. Will perform accident reporting and investigative procedures.
- 9. Will be responsible for administering disciplinary actions.

**Safety Program** continued:

**C. Employees:**

1. Will be responsible for their personal safety while employed with \_\_\_\_\_.
2. Will follow all company rules and regulations regarding safety.
3. Will adhere to the accident prevention program of \_\_\_\_\_,
4. Will use proper personal protective equipment when required.
5. Will ask questions if uncertain about any issue.
6. Will attend all safety meetings.
7. Will immediately report all injuries to their managers/supervisors, no matter how trivial it may be.

**IV. Disciplinary Action Policy**

As it is the responsibility of each manager/supervisor to train and educate each employee at \_\_\_\_\_, it is also the responsibility of each employee to follow all rules and regulations while employed at \_\_\_\_\_.

All managers/supervisors will enforce company rules and regulations as outlined in the Safety Program. The following are guidelines which the manager/supervisor will take when an employee fails to observe company rules and regulations:

A. **Verbal Warning/Counseling:** These may include removing the employee away from the job and talking to the employee. **NOTE:** *These verbal warnings should be documented in a file and include an explanation of the infraction and type of counseling conducted.*

1. Upon first violation of a rule or regulation.
2. Upon second violation of a rule or regulation.

B. **Written Warning:** Written warning shall include a letter to the employee in violation of the rule or regulation with copies of the letter to the executive manager.

This letter shall explain the type of infraction, location and date of infraction, dangerous situation present, type of counseling conducted previously and by whom.

1. Upon a third violation of a rule or regulation or after two (2) verbal warnings.
2. Upon noticing a flagrant or intentional infraction of a rule or regulation.
3. Upon noticing a violation of a rule or regulation which endangers the safety and health for the employee, fellow employees, or property.

C. **Termination:** All previous correspondence shall be attached to the termination letter along with similar information outlined in the Written Warning section of this policy.

1. Upon continuous and/or repeated violation of a rule or regulation which endangers the safety and health of the employee, fellow employees, or property.

**Safety Program** continued:

## **V. Hazard Recognition/Self-Inspection**

It is the responsibility of \_\_\_\_\_ to provide a workplace that is free of recognizable hazards to their employees, we have adopted this policy to achieve this goal. We will conduct "periodic inspections to identify unsafe conditions and work practices and to correct those that are found."

- A. This Hazard Recognition/Self-Inspection policy will allow \_\_\_\_\_ to provide a safe place of employment for its employees.
- B. This policy will be administered by \_\_\_\_\_ but the inspections will be the responsibility of \_\_\_\_\_. A check list inspection form will be used to accomplish this policy.
- C. The original completed copy of the Hazard Recognition/Self Inspection form will be kept at the project site/department/etc., and a copy of the original will be sent to \_\_\_\_\_.
- D. All findings will be addressed and corrective actions will be taken to reduce the hazardous exposure.

## **VI. Policy on Reporting and Investigating Work Related Accident**

\_\_\_\_\_ intention is to provide a safe working environment to all of its personnel. However, if an injury should occur, proper accident reporting and investigative procedures must be activated. The following is the general policy of accident reporting and investigative procedures of \_\_\_\_\_:

- A. Employees will immediately report all injuries, sustained while on duty, to their manager/supervisor.
- B. Supervisors shall be responsible for seeing that injured employees receive immediate medical attention and the details of the incident are reported. Immediately following an injury, the supervisor shall:
  - 1. Arrange for immediate medical attention and proper transportation to the place of treatment.
  - 2. Completely fill out the Supervisor's Accident Report form. The Supervisor's Accident Report form must be submitted within \_\_\_\_\_.
  - 3. Start the investigative process to prevent recurrences of the same accident.
- C. When a manager/supervisor is aware of a lost time (disabling injury) accident, he/she shall immediately report the injury to \_\_\_\_\_ and \_\_\_\_\_.
- D. In the event of an industrial death or very serious injury, \_\_\_\_\_ shall inform the Department of Labor and Industrial Relations and the State OSHA Office.
- E. \_\_\_\_\_ shall be responsible for keeping management informed on the status of all accidents, the maintenance of accident report records and for administration of industrial injury reports to comply with the law (OSHA Form 200).

## **VII. Accident Investigation**

Your supervisor will perform an accident investigation where the injury occurred. The purpose of the accident investigation is not to find fault, but rather to determine root cause of the incident to prevent similar occurrence. The safety coordinator is responsible for ensuring that the accident investigation report(s) is properly completed and submitted in a timely manner, and that all recommendations are being addressed. Accident reports must be completed in a prompt and timely fashion, preferably within 24 hours of the accident.

**Safety Program** continued:

## **VIII. Policy on Education and Training**

To increase the safety awareness of our employees, we at \_\_\_\_\_ have adopted an education and training policy that will accomplish this objective. This policy will utilize the following guidelines:

- A. \_\_\_\_\_ believes in eliminating employee injuries through education and training.
- B. Increased employee awareness and knowledge will be continuously stressed by all. All employees will be responsible for their actions while employed by \_\_\_\_\_.
- C. Attendance is mandatory as indicated by management.
- D. The information gained through these sessions shall be disseminated to subordinates as required.
- E. The actual application of information or knowledge gained during these sessions will be required by all.

## **IX. First Aid Kits/First Aid Trained Personnel**

Please contact your local OSHA Education and Consultation Office for updated information on first aid trained personnel and procedure requirements.

## **X. Record Keeping Requirements**

Records relating to all aspects of safety shall be kept by \_\_\_\_\_ . Copies of these records shall be sent to \_\_\_\_\_ and these records shall be kept in a master file.

Records shall include, but are not limited to, the following items:

- A. All education and training sessions conducted.
- B. All safety meetings.
- C. All findings and recommendations relating to inspections and surveys.
- D. Recommendations relating to accident investigations and other concerns.



# Safety and Health Policy

The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequences that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation on all safety and health matters, not only between supervisor and employee, but also between each employee and his fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce disabling injuries and illnesses and minimize vehicle accidents and casualty and property damage accidents - not merely in keeping with, but surpassing, the best experience of other operations similar to ours.

Our safety and health program will include:

1. Providing mechanical and physical safeguards to the maximum extent that is possible;
2. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices; to control health hazards; and to comply fully with safety and health standards for every job;
3. Training all employees in good safety and health practices;
4. Providing necessary personal protective equipment and instructions for its use and care;
5. Developing and enforcing safety and health rules; requiring that employees cooperate with these rules as a condition of employment; and
6. Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.

We also recognize that the responsibilities for a successful safety and health program are shared:

1. The employer is responsible, and accepts the responsibility, for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions;
2. Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise; and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves; and
3. Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuous safe job performance.

---

*(Name of Company)*

# Key Aspects of Successful and Low Accident Rate Companies

- Management shows a greater commitment to safety.
- All managers show a great involvement in safety.
- Low accident rate companies have a higher financial stability.
- Low accident rate companies have more extensive and comprehensive employee relations programs.
- Low accident rate companies have more sophisticated means of selecting new employees and screening employees for advancement.
- Managers of low accident rate companies have greater interaction with employees on a one to one basis.
- Low accident rate companies have more severe levels of discipline.
- Low accident rate companies display much better housekeeping and cleanliness.
- Low accident rate companies more often use lead workers to train new employees.
- Low accident rate companies have more formal hazard inspection procedures.
- Low accident rate companies often provide comfortable break and lunch facilities for their employees.
- Management in the low accident rate companies have a greater empathy with their employees.
- Low accident rate companies are characterized by strong and enforced corporate safety policies and thorough accident investigation procedures that help prevent similar accident recurrence.



## **Section 3:**

# **Supervisor Responsibilities**

# Lead Person/Supervisor Accident Prevention Responsibilities

In terms of management responsibility, direct supervisors of our employees are our key personnel. This is because our supervisors are with employees on a regular basis. In addition, these supervisors are more familiar with the work habits and attitudes of the employees than any of the upper level managers. Therefore, they are more capable of relating to the employee on a one-to-one basis.

After we have set the basic policy, you can delegate the details for carrying out our program to those same people to whom you delegate your operating and production details. You should assign them specific responsibility for safety and health and hold them accountable for getting the job done. This can be easily done with an objective evaluation of the safety activities and losses within the supervisor's jurisdiction during a specified period.

Make it a part of the supervisor's job to operate safely. And, when you consider responsibility, don't forget to include your employees. Each employee has the responsibility to follow your safety and health procedures and instructions, and each has responsibility for recognizing hazards in his or her immediate work area and for taking action to control them. Encourage this.

Let us now consider the basic responsibilities of supervisors:

1. Supervisors are responsible for the safety of all employees regularly assigned to them, and those who may be working in their area temporarily.
2. Supervisors should investigate all accidents involving their personnel and equipment. Also to be investigated are serious "near misses" occurring in their area to prevent similar circumstances from recurring. Accidents must be reported on an approved accident report form in accordance with company instructions.
3. Supervisors have responsibility for maintaining satisfactory standards of housekeeping in their assigned areas.
4. Supervisors are responsible for conducting safety inspections in their assigned areas.
5. Supervisors are responsible for ensuring that their assigned personnel know the company's safety rules and regulations as well as the established safe job procedures for all major hazards associated with their work and work areas.
6. Supervisors are responsible for conducting regular planned safety talks with continuing educational emphasis on all safety matters affecting employees.
7. It is also expected that supervisors develop a cooperative safety attitude in their employees through the application of approved methods of preventive and corrective discipline. It is expected they will rely primarily on education and friendly persuasion, plus setting the right example.
8. Supervisors are expected to be alert for temporary or chronic physical or mental conditions in employees that may cause them to be safety risks.
9. Supervisors should know how to operate emergency equipment installed in their areas. This includes the operation of fixed and portable fire protection equipment.
10. Supervisors are responsible for knowing federal, state, and local laws regarding safety that affect their operations. Any conditions that are beyond their authority to correct must be reported to Senior Management immediately.

# Lead Person/Supervisor's Guide to Accident Investigation

**Why, When, Who, How, Action: Get the facts. Find the cause.**

**Why** must all accidents be investigated?

When an accident (or near miss) occurs on a job it indicates that something went wrong. The purpose of investigating the accident is to avoid the possibility of it happening again by finding out what caused the accident.

Once the facts have been determined, appropriate action to control or eliminate the cause can be taken. Don't overlook those near misses... Next time the story may be a sad one.

**When** should the investigation be made?

The accident investigation **must** be made as soon as possible. The greater the interval of time, the harder it is to get the facts. Evidence is lost, important details are quickly forgotten, and hearsay is introduced. Prompt action will provide a truer picture.

**Who** should make the investigation?

There are three good reasons why you, the supervisor, should get the facts personally.

## 1. The Responsibility Is Yours

Employees under your supervision are your responsibility. This includes responsibility for their welfare and safety.

## 2. You Know The Workers And The Job

You are the logical person to make the investigation. You are in the best position to get the facts and find a practical solution to the problem - or recognize problems requiring the attention of others.

## 3. Your Concern Sells Safety

The time you take to investigate accidents proves that you are sold on accident prevention. In addition, it demonstrates your concern for your employees' safety, promotes good relations and boosts morale.

- When operational procedures can be changed to eliminate the hazard, make the change if it is within your authority to do so.
- Where unsafe conditions are involved, necessitating equipment changes or additional guards, discuss them with management. If help is needed to determine exactly what is required, get advice from your safety specialist or insurance carrier.
- Always make a written report of your findings, using either an accident investigation form or simple memo. Include any action you have taken and recommendations to management.

**If It Happened Once . . . It Can Happen Again. Find And Remove The Cause Of Accidents.**

- **Get** the facts.
- **Determine** the cause.
- **Decide** on a method of prevention.
- **Take action.**
- **Report** your findings to management.

---

## Supervisor's Report

---

### of Injury or Illness

---

**Instructions for Use**

1. Original copy to be forwarded to Main Office for completing *Employer's Report of Injury*, Federal Reports and OSHA Records.
2. Duplicate is Doctor's Copy and authorization to treat the disabled party.
3. Triplicate remains as Supervisor's Copy.
4. This form does not take the place of *Employer's Report of Injury/Illness* which is required by State and Federal law.

**When Injury/Illness Occurs on the Job Supervisors:**

1. Determine extent and nature of injury/illness. See that proper first aid is applied. Render first aid to prevent shock, bleeding, etc. Call ambulance or doctor immediately.
2. Accompany employee to doctor if shock is apparent or if not in condition to drive alone.
3. When time permits send medical authorization slip with employee.
4. Complete *Supervisor's Report of Injury or*

*Illness*. In case of fatality, notify your office immediately.5.

6. Know which members of crew have had first aid training and use them when needed.
7. Replenish first aid supply after use.
8. Advise your office when employee returns to work. Request doctor's release before permitting return. Be sure employee is capable of resuming his work.
9. If transferred or terminated due to disability, report details to your office.

---

Company Name

Location

---

Date and time of accident

a.m.

p.m.

---

Location of accident (area/department)

---

Equipment involved

---

Save all evidence. Pictures needed of equipment/accident scene

Yes

No

---

Injured Employee's full name

---

Age

Sex

Male

Female

Regular job assignment

---

Accident reported to

---

First aid administered by

---

Medical attention authorized by

---

Doctor/hospital referred to

Telephone

---

Witness' name and statement

---

Supervisor's description of accident/injury

---

Cause of accident/injury

---

Identify contributing factors or cause of accident/injury

---

Could this accident have been prevented? Explain

---

Action needed to prevent recurrence

---

Date of report

Prepared by

---

Supervisor

---

First aid only required, non-recordable injury

Yes

No

---

Medical treatment required/physician to indicate if injury recordable

Yes

No

---

Recordable injury: enter on OSHA Form 200 and complete OSHA Form 101

---

Did employee return to work?

Yes

No

# How to Correct an Employee Who Has Committed an Unsafe Act

Correcting an employee for an unsafe act is a delicate situation that calls for good human relations skills. The following are some tips:

- 1. Basics**

Make absolutely certain that the employee you have observed understands the three basics of job performance, which are:  
**What** to do,  
**How** to do it,  
**Why** it is done that way.
- 2. Ask Questions**

Find out all you can from the employee's point of view.
- 3. Listen**

It is normal for the person to be defensive and try to redirect attention to some other cause for the unsafe act.
- 4. Feelings**

Feelings and emotions are the facts you will be dealing with. They may be based on inaccurate or incomplete information, but they are offered in response to your questions.
- 5. Communicate**

Get the words straight. When words are out of order, their meaning can be misunderstood. Poor communication in a situation involving our safety can result in tragedy.
- 6. Self-Actualizing**

Help employees to be self-actualizing. Do not try to cram your safety message. Help fellow employees discover the answer to the question in their mind, "What's in it for me?" It works wonders if you can help employees discover safety needs for themselves. In this way they can become involved in the logic, decision making, and planning that affects their safety on the job.
- 7. Form Safe Habits**

If you discover an unsafe act before an accident occurs, offer the "safe way" to do the job. Persuade the employee to make the "safe way" part of his or her routine.
- 8. Sincerity**

Above all be sincere. Your approach in the persuasion of the fellow employee who committed an unsafe act must be born of a sincere, helpful, concerned interest in the person's health and well-being.

The cooperation of everyone is essential to the safety program. Understanding is the key to cooperation. Communication is the key to understanding. People simply do not care how much you know about safety until they know how much you **care** about **their** safety.

# Ten Commandments of Safety for Supervisors

Your job in management places you in a unique position of trust. The company relies on you as the direct representative of management to apply its policies wisely and fairly. Also entrusted to you is the obligation to safeguard the well being of workers in your charge. No responsibility transcends this in importance. Your job is like the “stewardship” of biblical days: As a supervisor, you are indeed your brother’s keeper.

On-the-job accidents are a serious threat to the physical well being of your workers. Their prevention calls for your constant vigilance. Therefore, to guide your employees safely through their daily work, be guided by these precepts:

1. You are a supervisor, and in a sense, have two families. Care for your people at work as you would care for your people at home. Be sure your workers understand and accept their personal responsibility for safety.
2. Know the rules of safety that apply to the work you supervise. Never let it be said that one of your workers was injured because you were not aware of the precautions required on the job.
3. Anticipate risks that may arise from changes in equipment or methods. Use the expert safety advice that is available to help you guard against such new hazards.
4. Encourage your workers to discuss with you the hazards of their work. No job should proceed where a question of safety remains unanswered. When you are receptive to the ideas of your workers, you tap a source of first-hand knowledge that will help you prevent needless loss and suffering.
5. Instruct your employees to work safely as you would guide and counsel your family at home - with persistence and patience.
6. Follow up your instructions consistently. See that workers use the safeguards provided them. If necessary, enforce safety rules by disciplinary action. Don't fail the company, which has sanctioned these rules - or your workers, who need them.
7. Set a good example. Demonstrate safety in your work habits and personal conduct. Don't appear a hypocrite in the eyes of your workers.
8. Investigate and analyze every accident - however slight. Where minor injuries go unheeded, crippling accidents may later strike.
9. Cooperate fully with those in the organization who are actively concerned with employees' safety. Their purpose is to keep your workers fully able, on-the-job, and cut down the heavy personal toll of accidents.
10. Remember: Accident prevention reduces human suffering and loss. Also, from a practical viewpoint, it is no more than good business. Safety is one of your prime obligations - to your company, your fellow managers, and your fellow workers.

---

By leading your workers into “thinking safety” as well as working safely, day by day, you will win their loyal support and cooperation. More than that, you will gain in personal stature. Employees do good work for a good leader.



# Hints to Increase Employee Awareness, Acceptance and Participation

The men and women who work for you are among the most valuable assets you have. Their safety, health, and good will are essential to the success of our business. Your job as a supervisor is to develop safety and health awareness that surrounds every employee on his or her job.

Here are some tips for encouraging the employees to accept their responsibilities for safety and health:

- You must be convinced you are going to have a safe and healthful workplace. If you act without conviction, the employees will sense it quickly.
- Each employee needs to know that you are sincerely interested in preventing accidents. You realize that accidents may occur, but you know it is possible to prevent almost all of them.
- Try to sell the idea to your employees, and impress upon them that job safety and health is a condition of their employment. But, be reasonable and rational in your requirements.
- Get some activity started now. You may not be able to detect all the hazards on your job site, but your efforts will be acknowledged. Your employees will be aware that you are doing something about their problems.
- Display safety posters on a workplace safety bulletin board; use safety and health related pamphlets and information devices to maintain awareness of these concerns. Change them regularly.
- Get all employees into the act - inspecting, detecting, correcting. Include them in your plans and ask for suggestions and assistance.
- Let them know when they do a good job, and let them know if their work is unacceptable.



## **Section 4:**

# **Employee Responsibility**

# Ten Commandments of Safety for Workers

1. **Learn** the safe way to do your job before you start.
2. **Think** safety and act safely at all times.
3. **Obey** safety rules and regulations - they are for your protection.
4. **Wear** proper clothing and protective equipment.
5. **Conduct** yourself properly at all times - horseplay is prohibited.
6. **Operate** only the equipment you are authorized to use.
7. **Inspect** tools and equipment for safe conditions before starting work.
8. **Advise** your supervisor promptly of any unsafe conditions or practices.
9. **Report** any injury or Property Damage immediately to your supervisor.
10. **Support** your safety program by making safety suggestions.

# Employee Time Card

Start Time \_\_\_\_\_

Quit Time \_\_\_\_\_

Date \_\_\_\_\_

Job No.	Job Name	Description	ST	OT	DT	Total
Equip. Oper. (Hours)		Equip. Oper. (Hours)	<b>TOTAL</b>			

_____	_____
_____	_____
_____	_____
_____	_____

Did you get hurt today?

Yes       No

If Yes, did you tell your Foreman?

Yes       No

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_



## **Section 5:**

# **Safety Training**

# Employee and Supervisor Training

An effective accident prevention program requires proper job performance from everyone in the workplace. As a supervisor, you must ensure that all employees know about the materials and equipment they work with, what known hazards are in the operation, and how you have had the hazards controlled or intend to eliminate them.

Particular attention must be given to your new employees. Immediately upon starting work, new employees begin to learn things and form attitudes about their company, their job, their boss and other employees. They do so whether or not the employer makes an effort to train them. If you train them during those first few hours and days to do things the right way, you may avoid considerable losses over a period of time.

Attention must also be paid to your veteran employees. Old habits can be wrong habits. An employee who continues to repeat an unsafe procedure is not working safely, even if an accident has not resulted from this condition.

While every employee's attitude should be one of determination that accidents can be prevented, one thing more may be added. You should stress the responsibility you have assigned to the person in charge of the job - as well as to all other supervisors - to be sure that there is a concerned effort to follow every safe work procedure and health practice applicable to that job. It should be explained to the supervisors that you do not want them to silently condone unsafe or unhealthy activity in or around your workplace.

The following types of safety training will be used in our accident prevention program:

1. **New Employee Orientation:** New employees should be given the benefit of a planned new employee orientation program. Safety is one of the major topics covered in that orientation. Specifically, new employees should be acquainted with the company policy regarding accident prevention, their responsibilities for working safely, general safety rules and regulations to include the Employee Hazard Communication Program, and other matters considered essential to new employee orientation by senior management.
2. **Position Safety Orientation:** Regardless of years of service, when employees move to new positions or occupations, they sometimes are confronted with an entirely new work situation that has a new set of hazards against which precautions must be taken. The position safety orientation is an initial effort to acquaint employees with what they need to know to perform their new positions safely. Orientations cover such topics as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.
3. **Pre-Job Safety Instruction for Hazardous Jobs:** For hazardous jobs, it is advisable to cover the major job hazards with pre-job safety instructions. Before sending employees to do the job, the supervisor who assigned the job conducts safety instructions.
4. **Planned Safety Talks (Tool Box Meeting):** Job safety training is a continuous effort. Planned safety talks are one of several supervision tools for on-going safety instruction designed to increase awareness of hazards, safe job procedures, and critical safety rules. Essentially, such talks are short, five to ten minute instructional talks between the first line supervisor and one or more employees. The subject of the talk is a specific topic, such as safety rules, or a particular hazard that is in need of emphasis. Such talks should always be conducted by supervisors.

# Safety Meeting Report

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Address pending business, if any, from the last meeting (pending recommendations, questions, or concerns):

Topic(s) for meeting (discuss safety items relevant to current work activity, conduct brief safety training, provide a reminder of existing procedures, discuss unsafe actions observed or inspection findings, review recent accident causes and/or corrective action taken):

New business or questions to address for the next meeting:

## Attendance Record:

- |           |           |
|-----------|-----------|
| 1) _____  | 11) _____ |
| 2) _____  | 12) _____ |
| 3) _____  | 13) _____ |
| 4) _____  | 14) _____ |
| 5) _____  | 15) _____ |
| 6) _____  | 16) _____ |
| 7) _____  | 17) _____ |
| 8) _____  | 18) _____ |
| 9) _____  | 19) _____ |
| 10) _____ | 20) _____ |

Conducted by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Certificate of Training

Issue Certificate Immediately  
Upon Completion of Training

SSN

1. Print Full Name of Person Trained (first, middle, last)

2. Check Type of Approved Training Received:

- Annual Refresher   
  Newly Employed Experienced Wkr.   
  Hazard Comm. Tmg.   
  Other (Specify)
- New Task (Specify Below)

Date	Topic	Initials		Date	Task	Initials	
		Instr	Studt			Instr	Studt

3. Date Training Requirements Completed

4. Check Training Completed

- Introduction to Work Environment   
  Eye Protection   
  CPR
- Hazard Recognition   
  Hearing Protection   
  Electrical Hazards
- First Aid   
  H&S Aspects of Tasks Assigned   
  Confined Space Hazards
- Hazard Communication   
  Respirator   
  Prevention of Accidents
- Accident Reporting   
  Ladder & Scaffold   
  Other (Specify)
- DOT Driver Training   
  Fall Protection

5. False certification could result in disciplinary action including termination.

I certify that the above training has been completed.  
(Signature of person responsible for training)

6. Jobsite, Name, Division, & Location of Training

7. Date

I verify that I have completed the above training.  
(Signature of person trained)

cc: Environment Safety & Health Dept; Employee and Job Site/Trainer





## **Section 6:**

# **Safety Rules**

# Employment and Safety Practices for \_\_\_\_\_

Welcome to

We hope that your employment with us will be rewarding and enjoyable.

The following two items require your full and constant attention while on the job:

**1. Equal employment opportunity**

\_\_\_\_\_ does not discriminate, nor does it permit any of its employees to discriminate against anyone because of race, color, religion, sex, national origin, veterans status, age, or physical disability.

**2. Safety**

\_\_\_\_\_ complies and requires its employees to comply with all Federal/State Safety Health Laws and Regulations.

You are required to comply with Safety practices listed on the attached General Safety Rules. Any new or changed Safety Rules will be explained during toolbox meetings.

Complying with all laws while employed by \_\_\_\_\_ is mandatory.

I have read the above and the attached General Safety Rules.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Safety/Accident Prevention

Safety is one of the many responsibilities we share at \_\_\_\_\_ . We believe it is the duty of each and every one of us.

Everyone must work to maintain effective controls and procedures to reduce the chance of occupational injuries and industrial hazards.

As an employee of \_\_\_\_\_ , you have a personal responsibility for the safety of yourself and co-workers on the job. You are required to follow safe work practices and procedures (including elimination of potential work hazards) and safety rules and regulations established by the Company. If you observe an unsafe condition you should contact your Supervisor immediately.

Any accident, whether it requires first aid or not,, **must** be reported to your Supervisor.

# Our Standards of Conduct

All companies find it necessary to have practices and regulations designed to safeguard the best interests of their employees as individuals and as members of a working group.

\_\_\_\_\_ has certain regulations that apply to you and your job. We expect you to bring safe, responsible and cooperative attitudes to your work and to observe all Company rules and regulations.

# General Safety Rules

General safety rules for all employees are as follows:

- , its employees and sub-contractors will observe and comply with the rules and regulations of pertinent regulatory agencies, such as the United States Occupational Safety and Health Administration; United States Department of Transportation; United States Environmental Protection Agency and others. The Company considers these rules and regulations to be minimum standards and may adopt stricter rules and regulations for its operations.
- Learn the right way - the safe way - to do your job. If you are not sure you thoroughly understand the job, ask your supervisor for further instruction.

## Accidents and injuries

- Any accident, whether it requires first aid or not, must be reported to your supervisor.
- Receive treatment for all injuries. Cuts or scratches can become infected unless properly cared for.
- Know the location and first aid kits, emergency phone numbers, fire extinguishers, and fire exits when applicable.
- All employees are urged to make suggestions that will assist in safe performance of work.
- Report any unsafe condition to your supervisor at once. Don't wait for someone else to do it, since someone may get hurt in the meantime.

## General

- Obey warning signs. They are posted to point out hazards or give you direction.
- Watch the bulletin board for new ideas in accident prevention and changes in regulations.
- Practical jokes and horseplay lead to accidents; such actions are forbidden on job sites.
- Jumping from an elevation such as one level of a piece of equipment to another is liable to result in a serious injury. Don't do it.
- Certain machines are equipped with safety guards or controls for your protection, and they should not be removed. Never operate any machine unless all guards are in place. If guards or controls are not in proper condition, report this to your supervisor at once.
- Shut down machinery and be sure it has stopped before cleaning or adjusting.
- Before repairs on electrically powered equipment are begun, the main switch will be locked in the off position. The repairman will retain the key to the lock. If there is more than one repairman, each will lock the main switch with his lock to which only he has the key (Lock-out /Tag-out Program).
- At no time is an employee allowed to climb or jump over machinery or equipment.
- At no time is an employee to place his hands or feet near moving, hot or rolling equipment.
- All field employees must wear a shirt and long pants. Shirts must be long enough to completely cover the torso and must have at least short sleeves. Shirts that have buttons the full length of the shirt must be buttoned at least 3/4 of the way. Long shirttails must be tucked into the pants. Pants must be for your type of work, no jams, sweat-pants or shorts. Excessively loose, sloppy clothing and jewelry are considered to be safety hazards and are not allowed.
- All workers must maintain their hair at a length and/or in a manner that will not present a hazard to their personal safety. If you work in the kitchen you must wear appropriate hairnets.
- Don't attempt to lift or push objects that may be too heavy for you. Ask for help when you need it.
- Learn to lift the right way to avoid strains: bend your knees, Keep your body erect. Then push upward with your legs. This method is much easier and safer. It uses the "lifting principle" - hands and arms for gripping, legs for lifting.
- Never distract the attention of another worker; you may cause him or her to be injured.
- Common sense is the most important safety rule of all. Please use it at all times.
- If an operation calls for more than one person, all the required persons must be present before the operation is started.
- Appropriate anti-slip work shoes or boots will be worn at all times.
- Safety glasses must be worn by all operators of power tools, by other personnel working in the immediate vicinity of anyone using a power tool, and in any other situation with a potential for injury to the eyes.

## General Safety Rules continued:

- The Company will furnish safety glasses/goggles to every employee whose work requires them.
- The Company will furnish hearing protection to every employee who works in a noise hazard area.
- The Company will furnish appropriate gloves to every employee whose work requires them.
- Any worker, when exposed to a fall hazard, as defined by OSHA, must be protected from falls by an OSHA approved fall prevention device, system, or practice, in compliance with OSHA 1926, Subpart M - Fall Protection.
- The Company will furnish respirators and/or dust masks to every employee whose work requires them.
- Any employee who is furnished Personal Protective Equipment by the Company is required to wear such equipment at all times while doing the work for which the equipment is furnished.
- Personal Protective Equipment furnished by the Company and damaged or worn out by use will be replaced free of charge, provided the worn or damaged equipment is turned in when the new equipment is issued and there is no evidence of abuse.
- Personal Protection Equipment furnished by the Company that is not brought to work by the employee or lost will be replaced by the Company. When this new Personal Protective Equipment is issued to an employee, the replacement cost will be deducted from the employee's paycheck.
- Be positive you know how to do a job safely before you start. Use - and do not remove from the area - any permanent safety devices or equipment.
- Use only the machines, tools, and equipment you are authorized to use.
- All employees will comply with the Company Hazard Communication (Chemical Safety) Program.
- No vehicle shall be operated in a reckless manner or at a speed that is not reasonable and proper.
- Operators of vehicular equipment must wear seat belts.
- Employees operating or riding as passengers in Company vehicles are required to wear seat belts at all times while the vehicle is in motion.
- All job areas shall be clean, with all hazards either removed, or having appropriate warning and shielding devices in place, prior to leaving work for the day.
- Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as sink basins, garbage cans, boxes, bags or sinks.
- Remove or bend nails and/or staples from shipping crates before unpacking.
- Do not let things overhang from shelves into walkways.
- Move slowly when approaching blind corners.
- Remove one items at a time from shelves.
- Place heavier items on lower shelves and lie them flat rather than leaning against each other.
- Clean up any broken glass with a dustpan and broom. Do not pick up broken glass with your bare hands.
- Use towels or hot pads when carrying hot plates or pans.
- Do not carry electrical appliances by their cords.
- Never stand in water or liquids when using electrical appliances.
- Never operate an appliance if cords are frayed, worn, spliced or damaged, or the three-pronged plug is altered.

## Glassware

- Do not place drinking glasses inside each other.
- Carry one rack of glassware at a time.
- Visually inspect all glassware for cracks or chips before handling.
- Do not use glassware for scooping ice. Only use metal or plastic scoops designated for this purpose.
- When glass is broken in an ice bin, pour hot water in the ice bin to melt the ice, then use a whiskbroom or dustpan to remove the glass.
- Hot glassware should NOT be submerged in cold water, and clod glassware should NOT be submerged in hot water.

## General Safety Rules continued:

### Housekeeping

- Stairways should not be used for storage, even temporary.
- Areas in front of drinking fountains, drink dispenser machines and ice machines should be closely monitored. All liquids and ice needs to be cleaned up immediately.
- Rugs or mats that do not lie flat should be straightened or removed to prevent trips and falls.
- Caution signs and/or cones should be used to barricade slippery areas, such as freshly mopped floors.
- Dryer lint-filters must be removed, cleaned and replaced prior to using the dryer daily.
- Always work in teams when flipping mattresses. Do not try to flip a mattress by yourself.
- Always take care to handle cleaning chemicals with care. Follow all use precautions.

### Robbery and Violent Acts

- Money should not be counted within view of customers.
- Never open the back door of the kitchen or restaurant after dark unless it is an emergency.
- Do not allow customers in the employee work area.
- Do not place posters or other objects on the windows, as that could obstruct the view from the street into the store.
- If a hold-up occurs, cooperate completely with the robber. Do not try to struggle or reason with them. Make mental notes about the robber, but do not make eye contact.
- Under no circumstances should you pursue the robber outside of the building after the hold-up occurs.
- As soon as the robber has left the area, lock the doors and call the police.
- If you feel that a situation has the potential to become a robbery or violent act, trigger any silent alarms or call 911 before the situation escalates.

### Consequences

- Any act you do that might endanger you or other people and/or property will be considered a violation of safety rules and safety procedures.
- A violation of any of the above safety rules is sufficient grounds for disciplinary action.
- A first violation of any of the above rules will require a safety coaching session by the foreman with the worker to insure that the worker understands the safety requirement.
- A second violation of any of the above rules will require a documented counseling session by the foreman with the worker and disciplinary action if conditions warrant.
- A third violation of any of the above rules will be cause for the worker to be suspended without pay for the remainder of the workday and such other disciplinary action, up to and including termination, as deemed appropriate.

**Re: Personal Protective Equipment**

I acknowledge receipt of the below quantities of personal protective equipment. This initial issue of equipment is free of charge.

<b>Quantity</b>	<b>Item</b>
-----	Traffic Vest
-----	Pair of Gloves
-----	Safety Glasses
-----	Hard Hat
-----	Respirators
-----	Other: -----

I further acknowledge should I be laid off or be terminated I must return all initial issued equipment to my foreman.

-----  
Employee Signature

-----  
Date

**RE: Personal Protective Equipment**

Personal protective equipment furnished by the Company and damaged or worn out by use will be replaced free of charge, provided the worn or damaged equipment is turned in when the new equipment is issued and there is no evidence of abuse.

Personal protective equipment furnished by the Company that is not brought to work by an employee or lost will be replaced by the company. When this new personal protective equipment is issued to an employee, the replacement cost will be deducted from the employee's paycheck.

I, \_\_\_\_\_, authorize my employer  
(Print Name)

to deduct \$ \_\_\_\_\_ from my next payroll check  
for the receipt of the following personal protective equipment:

<b>Quantity</b>	<b>Item</b>
_____	Traffic Vest @ \$12.00 Each
_____	Pair of Gloves @ \$4.00 Each
_____	Safety Glasses @ \$11.00 Each
_____	Hard Hat @ \$9.00 Each
_____	Respirators @ \$36.00 Each
_____	Other: _____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# Accountability

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

If an accident occurs, and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.

## ***Examples:***

1. **First offense:** Verbal warning
2. **Second offense:** Verbal and written warning with a copy of the written warning becoming a part of the employee's file.
3. **Third offense:** One day off work with no pay.
4. **Fourth offense:** Possible termination of employment.
5. **Serious offenses may result in immediate termination.**

The purpose of holding employees accountable is to help employees conform to company policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically.

# Employee Warning Notice

Department: \_\_\_\_\_ Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

---

Previous Warnings	Oral	Written	Date	By Whom
1st Warning	_____	_____	_____	_____
2nd Warning	_____	_____	_____	_____
3rd Warning	_____	_____	_____	_____

---

### Employer Statement

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employee Statement

I  agree  disagree with Employer's statement.  
The reasons are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Employee signature \_\_\_\_\_ Date \_\_\_\_\_

### Action to be Taken:

Warning  Probation  Suspension  Dismissal

Other: \_\_\_\_\_

Consequences should incident occur again: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read this warning and understand it.**

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

# Employee Warning Report

Date of \_\_\_\_\_  
 Employee's Name \_\_\_\_\_ Warning \_\_\_\_\_ Dept. \_\_\_\_\_ Shift \_\_\_\_\_  
 Clock or \_\_\_\_\_  
 Payroll No. \_\_\_\_\_

**W  
A  
R  
N  
I  
N  
G**

Violation Date: \_\_\_\_\_

Violation Time: \_\_\_\_\_ a.m.  
 \_\_\_\_\_ p.m.

Place Violation  
 Occurred: \_\_\_\_\_

- Type of Violation**
- |                                     |                                       |                                       |
|-------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Carelessness | <input type="checkbox"/> Disobedience |
| <input type="checkbox"/> Safety     | <input type="checkbox"/> Tardiness    | <input type="checkbox"/> Work Quality |
| <input type="checkbox"/> Other      |                                       |                                       |

<p style="text-align: center;"><b>Company Statement</b></p>	<p style="text-align: center;"><b>Employee Statement</b></p> <p>Check Proper Box</p> <p style="padding-left: 40px;">I concur with the Company's statement.</p> <p style="padding-left: 40px;">I disagree with the Company's statement for the following reasons:</p>   <p style="padding-left: 40px;">I have entered my statement of the above matter.</p> <p>_____</p> <p>Employee's Signature <span style="float: right;">Date</span></p>
<p>Warning Decision</p>          <p>Approved By: _____</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Title</span> <span style="float: right;">Date</span></p>	

**List All Previous Warnings Below**  
 When Warned And By Whom

Previous Warning: **1st Warning**

Date \_\_\_\_\_

Verbal \_\_\_\_\_

Written \_\_\_\_\_

Previous Warning: **2nd Warning**

Date \_\_\_\_\_

Verbal \_\_\_\_\_

Written \_\_\_\_\_

Previous Warning: **3rd Warning**

Date \_\_\_\_\_

Verbal \_\_\_\_\_

Written \_\_\_\_\_

**I have read this "warning decision" and understand it.**

\_\_\_\_\_

Employee's Signature Date

\_\_\_\_\_

Signature of person who prepared warning Title Date

\_\_\_\_\_

Supervisor's Signature Date

- Copy Distribution**
- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Employee        | <input type="checkbox"/> Foreman    |
| <input type="checkbox"/> Personnel Dept. | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> Union Rep.      |                                     |

# SAFETY VIOLATION CITATION

Violator: \_\_\_\_\_

Location/Site: \_\_\_\_\_ Subcontractor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**YOU WERE FOUND VIOLATING COMPANY SAFETY RULES INDICATED BELOW:**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Not Wearing a Safety Helmet      | _____ Grinding                     |
| <input type="checkbox"/> Not Wearing Safety Goggles While | _____ Using Nail Gun               |
| <input type="checkbox"/> Not Using A Safety Belt          | _____ Forms/Scaffold               |
|   | _____ Bldg. Edge                   |
|   | _____ Elsewhere Required           |
| <input type="checkbox"/> Not Wearing Safe Clothing        | _____ No Shirt On                  |
|   | _____ Improper Footwear            |
|   | _____ Wearing Shorts, not Trousers |
| <input type="checkbox"/> Unsafe Tool/Equipment Use        | _____ Worn/Broken Cord - Plug      |
|   | _____ Guards/Defective Equipment   |

Other Violations: \_\_\_\_\_

\_\_\_\_\_

1. \_\_\_\_\_ Verbal Warning
2. \_\_\_\_\_ Written Warning
3. \_\_\_\_\_ Action:  Suspension  Other \_\_\_\_\_

\_\_\_\_\_  
Safety Administrator

cc: Main Office Files  
Violator  
Foreman  
Subcontractor/Superintendent

MAIN OFFICE FILES

## **Section 7:**

# **Site Inspections**

# Inspections

Planned inspections go beyond routine site checks. The result of these inspections should be the establishment of goals for future improvements in areas such as electrical facilities, lockout systems, scaffolding, industrial hygiene, fire prevention, and machine or equipment guarding. These inspections should make use of detailed checklists.

Some areas for such inspections are listed below.

- **Warehousing:** processing, receiving, shipping, and storage of equipment; layout, heights, floor loads, material handling, storage methods.
- **Building and grounds conditions:** floors, walls, ceiling, exits, stairs, walkways, ramps, platforms, driveways, aisles, mud and ice.
- **Housekeeping:** waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.
- **Electricity:** equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extension cords, tools, motors, grounding, NEC compliance.
- **Lighting:** type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- **Ventilation:** type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausts.
- **Machinery:** points of operation, flywheels, gears, shafts, pulleys, key-ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausts, feeding, oiling, adjusting, maintenance, lockout, grounding, work space, location, purchasing standards.
- **Personnel:** training, experience, methods of checking machines before use, type clothing, personal protective equipment, use of guards, tool storage, work practices, methods of cleaning, oiling or adjusting machinery.
- **Hand and power tools:** purchasing standards, inspection, storage, repair, types, maintenance, grounding, use of handling.
- **Chemicals:** storage, handling, transportation, spills, disposals, amounts used, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment.
- **Fire prevention:** extinguishers, alarms, sprinklers, smoking rules, exits, personnel instructed on separation and storage of flammable materials, drainage and spill containment, explosive-proof fixtures in hazardous locations, waste disposal.
- **Maintenance:** regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, general methods.
- **Personal protective equipment:** type, proper size, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, method of assignment.

# Identification and Control of Hazards by Supervisors

**To maintain a safe and healthful workplace, we need to do two things:**

1. Identify workplace hazards which exist now or could develop.
2. Install procedures to control these hazards and eliminate them if possible.

To begin, each supervisor must remember that this activity will have to be keyed to your workplace - your materials, your processes, your employees, and your production needs.

Once you have identified possible hazards and instituted changes to correct them, you know what your problems are. Now you must ensure that what you did stays done. Once we have instituted any special required controls, or a workplace code of safe practices and operations procedures, then these must be monitored and must be maintained in the future. For this, you will want to use a periodic self-inspection program. How often you should do self-inspections, what types of equipment or procedures you should use, or the exact specifics as to how to obtain the best results will be for you to decide as you go along. You know your workplace best.

# Safety & Health Survey Checklist

Project Name & No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Time: \_\_\_\_\_

Person Conducting Survey \_\_\_\_\_

Title: \_\_\_\_\_

- NOTE: 1. Place "4" mark in appropriate column.  
 2. All "NO" answers should be explained or result in a suggestion.  
 3. Line through "OK" and "NO" boxes when not applicable

OK	No	Ref #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>POSTING OF NOTICES</b>
			OSHA 200 up to date/posted
			OSHA Posters
			Citations posted until corrected
			Other Required _____
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>WRITTEN SAFETY PROGRAM</b>
			Printed rules and standards
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>TRAFFIC CONTROL</b>
			Protected equipment, materials and excavations
			Warning and no smoking signs, markers and lights
			Flagmen, dressed and placed
			Control at entrances and exits
			Control through construction area
			Barricade plan <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State
			People traffic control
			Barricades adequate
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FIRST AID</b>
			Emergency phone numbers posted
			First aid certified person
			First aid supplies
			Eye-body showers for quick drenching
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PERSONAL PROTECTION EQUIPMENT</b>
			Eye and face protection
			Respiratory protection
			Head protection
			Foot protection
			Safety harnesses
			Electrical gloves, sleeves, mats, blankets
			Protective equipment well maintained
			Lanyards
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FIRE EXTINGUISHERS</b>
			Conspicuously located and accessible
			Suitable distribution and types
			Yearly recharge and tag attached
			Clean and properly mounted
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b> AISLES</b>
			Aisles clear, repaired and unobstructed
			Sufficient safe clearance
			Proper lighting in all work areas

OK	No	Ref #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>HOUSEKEEPING</b>
			Waste material removed promptly
			Waste material disposed of safely and regularly
			Lumber cleaned and stripped of nails
			Control of construction materials and tools
			Materials, equipment and tools stored safety
			Roadways, walks cleaned frequently
			Proper number of toilet/employee
			Toilet paper/clean porta-potty
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PREMISES</b>
			Precautions taken to protect general public and other workmen
			Sidewalk or roadway detours well maintained and lighted
			Public protected from overhead hazards
			Adjoining property protected from construction hazards
			Attractive nuisance hazards protected from children
			Area protected from trespassers or unauthorized entry
			Exits free, unobstructed and unlocked
			Exit route clearly marked
			Fire alarm, depending on size, occupancy
			Sufficient exit capacity
			Visible exit signs
			Stairway and floor openings guarded
			Platforms, balconies guarded
			Floor openings covered and secure
			Rebar caps in place
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>MOBILE EQUIPMENT</b>
			Operators qualified by ability and experience
			Equipment in good condition
			Proper loading of equipment
			Loads properly handled or secured
			Area free of overhead obstructions
			Equipment properly parked when not in use



# Safety & Health Survey Checklist

OK No Ref #

- LADDERS**
- Ladders and steps in good condition
  - Proper and sound materials used
  - Clear, isolated area maintained below
  - Adjustable legs secure
  - Temporary stairs, ladders, ramps constructed to code (Questions? Check with Safety Admin.)
  - Braces and handrails stable
  - Proper footing
  - Ladders proper height
  - Ladders 3 ft. behind access level

- MACHINES - GENERAL**
- Point of operation guarded
  - Other hazardous conditions guarded

- HEARING CONSERVATION**
- Suspected high noise areas tested/documented
  - Hearing protection in use where needed
  - Hearing protection readily available

- FLAMMABLE LIQUIDS**
- Properly stored
  - Kept in approved containers
  - Properly labeled
  - Proper use of flammable materials
  - Protected in work area
  - Protected from heat or other ignition source
  - Warning signs and instruction posted

- ELEVATORS AND HOISTS**
- Hoisting equipment adequate for use
  - Inspected frequently and in good condition

- ELECTRICAL EQUIPMENT**
- Electrical equipment in good condition
  - Adequately wired and well insulated
  - Properly fused and grounded
  - Standard interlock plug connectors used
  - Temporary lights and wiring adequate and safe
  - Electrical dangers posted
  - Proper grounding and use
  - Flexible cords in good condition
  - Cover plates, switches, outlets, etc., in good condition
  - Electric panels clear
  - GFCI in use, tested, documented
  - Lockout/Tagout procedures followed
  - All switches properly identified
  - Tests conducted/documented

OK No Ref #

- AIR COMPRESSOR/HYDRAULIC**
- Equipped with pressure gauge
  - Safety valve provided and frequently tested
  - Hose secured to fitting

- FORK LIFT**
- Horn
  - Approved for location

- CRIME PREVENTION**
- Equipment and tools property marked with CIN number
  - Equipment, tools, and materials color-coded

- CONFINED SPACE**
- Atmosphere tested
  - Entry permit filed
  - Stand by person present
  - Personal protection gear in use

- HAZARD COMMUNICATION**
- MSDS on site/easy access for employees
  - Training certs signed/on file
  - Complete program on site/easy access for employees

- MACHINES**
- Meat slicer: guard, non-kickback, spreader
  - Band saw: blade above guide rolls guarded
  - Control switch convenient to user
  - Push stick or push blocks available

- EDIBLE PRODUCTS**
- Kitchen cleanliness
  - Food refrigeration & storage
  - Food stock rotation
  - Waste storage and disposal
  - Food supplies/vendors
  - Foreign object control (clothing, hair nets)
  - Written policy on personal hygiene
  - Health inspection certificate
  - Pest control
  - Cleaning supplies stored separate

# Safety & Health Survey Checklist

Safety/Health Inspection Action Form						
Person Conducting Insp./Title:	Site:	Date:	Time:	Personal Responsible:	Date T/B Comp.:	Date Comp.:
Observation:	Action Taken/Required:					
<p>Corrected by:</p>						
<p>Comments: (Additional comments on back)</p>						
<p>Signature:</p>						<p>Date:</p>

# SAMPLE

## Corrective Action Considerations

**Unsafe Act:** Climbing a defective ladder

**Unsafe Condition:** A defective ladder

The most typical supervisor corrective action is to get rid of the defective ladder! But, the supervisor with safety management training might also ask the following:

1. Why wasn't the ladder found during normal inspections?
2. Why did the employee use the ladder?
3. Was the employee properly trained?
4. Was the job properly planned?

Identifying true causes or management causes would lead you to the following corrective actions:

- Improve inspection procedures
- Improve training
- Improve pre-job planning

The properly trained supervisor will learn to understand that most unsafe acts or conditions are symptoms - not causes.

## **Section 8**

# **Electrical Safety**

# Daily Equipment Grounding Inspection and Maintenance Check List

1. Power, portable and/or cord plug connected equipment properly grounded or of double insulated type.
2. Damaged tools or cord sets tagged or removed.
3. Extension cords (if used) - three-wire in good condition (no worn or frayed parts or missing pins).
4. Switches, circuit breakers, and disconnecting means legibly marked in circuit panel or temporary service.
5. Cables or cords passing through work areas elevated or protected from damage.
6. Outlet boxes covered.
7. Receptacles for attachment plugs of the approved concealed type.
8. Where different voltages, frequency, or types of current are supplied, receptacles shall be of such design that attachment plugs are not interchangeable. Cords are also marked.
9. Disconnecting means for motors and appliances and each service feeder or branch circuit at the point where it originates legibly marked to indicate its purpose, unless located and arranged so that the purpose is evident.
10. Non-current carrying metal parts of fixed, portable and plug - - connected equipment grounded. (Double insulated portable tools and appliances need not be grounded.)
11. Exposed bulbs on lights guarded to prevent accidental contact except where bulbs are deeply recessed in the reflector.
12. Employee's personal equipment and cords must be checked, tagged, and color-coded quarterly.

# Lockout/Tagout Procedures

---

Lockout procedure for:

---

*Name of Company for single procedure or identification of equipment if multiple procedures are used.*

## Purpose

This procedure establishes the minimum requirements for the lockout or energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

## Compliance with this Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

---

*Type of compliance enforcement to be taken for violation of the above.*

## Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

---

*Name(s)/Job Titles(s) or affected employees and how to notify.*

2. The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

---

*Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.*

**Lockout/Tagout Procedures** continued:

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.)

---

*Type(s) and location(s) of machine or equipment operating controls.*

4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

---

*Type(s) and location(s) of energy isolating devices.*

5. Lock out the energy isolating device(s) with assigned individual lock(s).
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

---

*Type(s) of stored energy - - methods to dissipate or restrain.*

7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) by testing to make certain the equipment will not operate.

**CAUTION:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

---

*Method of verifying the isolation of the equipment.*

8. The machine or equipment is now locked out.

# Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps should be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.

**Note:** The removal of some forms or blocking may require re-energization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.





## **Section 9:**

# **Hazard Communication**

# Hazard Communication Overview

According to the Occupational Safety and Health Administration (“OSHA”), approximately 32 million workers are exposed to one or more chemical hazards in the workplace. There are an estimated 575,000 existing chemical products and hundreds of new ones being introduced annually. Exposure to some chemicals may cause or contribute to serious injuries or poor health effects, while other chemicals may be hazardous having the potential to cause fires and explosions.

Because of the seriousness of these safety and health problems, OSHA issued the Hazard Communication Standard (“HCS”), 29 C.F.R. Part 1910.1200, in 1983. The purpose of the HCS, also known as the “Worker Right-To-Know Law,” is to reduce the incidence of chemical injuries and illnesses by establishing uniform requirements to make sure that the hazards of all chemicals produced, imported, or used in U.S. workplaces are evaluated and that this hazard information is transmitted to affected employers and exposed employees.

The HCS does not regulate chemicals and their production. Other Federal and State statutes regulate these kinds of activities. Instead, the HCS is designed to convey hazard information to employers by means of labels on containers and material safety data sheets (“MSDS”). Armed with this information and an understanding of the HCS, employers are then required to have a company-specific written hazard communication plan. This plan must spell out who the plan administrator is, provide a listing of potentially hazardous chemicals used in the workplace, and an explanation of MSDS and where they are located in the workplace for review, information on product labeling, and how the employer plans to train employees on how to use or handle hazardous chemicals present in their work areas.

The following information constitutes the Employee Hazard Communication Plan for:

---

*(Name of Company)*

# Hazard Communication Plan

## I. Introduction

We all use chemicals of one kind or another at work and at home. Some of the chemicals we use can cause physical or health hazards if they are used improperly or carelessly. Some chemical hazards are well known. For instance, most people realize that acid burns and that gasoline is explosive. But many hazards associated with chemicals are not common knowledge.

While the exposure to hazardous chemicals pervades our society, perhaps the greatest risk may be in the workplace. Employees in workplaces across the nation are more likely to be unaware of hazardous chemicals to which they might be exposed daily. The Federal Government, therefore, has issued the Hazard Communication Standard ("HCS"), 29 C.F.R. Sec.1910.1200, in order to reduce the risk of hazardous chemical exposure in the workplace. The HCS requires chemical manufacturers, importers, and distributors to evaluate the hazardous nature of their products and to pass this information along to employers and employees who may come in contact with the hazardous chemicals.

Consistent with the HCS, (name of company) has adopted this Hazard Communication Plan ("Plan") as part of its continuing effort to provide its employees with safe working conditions. The purpose of the Plan is to inform employees of chemicals known by the Company to be in their workplaces that may create a hazard if improperly or carelessly used, and to explain safety procedures the Company has adopted to protect employees against the health and physical risks posed by these chemicals.

## II. Plan Administrator

The Plan Administrator is \_\_\_\_\_. All questions or inquiries regarding the Plan or chemicals in your shops and field locations should be directed to the Plan Administrator. If the Plan Administrator is unavailable, contact \_\_\_\_\_.

## III. List of Potentially Hazardous Chemicals

The Company and the Occupational Safety and Health Administration ("OSHA") in the HCS defines a "hazardous chemical" as any chemical which creates a physical hazard or a health hazard. A chemical is a health hazard if there is statistically significant evidence, based on at least one valid scientific study that acute or chronic health effect may occur in exposed employees. A chemical is a physical hazard if there is scientifically valid evidence that it is a combustible liquid, compressed gas, explosive, flammable, organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water reactive. A mixture of chemical products, in some cases, may be tested as a whole to determine whether it is a health hazard or a physical hazard. The results of this testing will determine whether the mixture will be considered a hazardous chemical. If the mixture is not tested as a whole, it will be assumed to be a health hazard if any of the component chemicals comprising at least one percent of the mixture is itself a hazard. If any ingredient accounting for at least 0.1 percent of the mixture is a carcinogen, then the mixture will be deemed to present a carcinogenic hazard. Any mixture presenting a physical hazard or a health hazard will be labeled as a hazardous chemical and an appropriate Material Safety Data Sheet ("MSDS") will be maintained with the relevant information (see section IV below).

Because we are not a chemical manufacturer, importer or distributor, the Company is not required to assess the hazards or evaluate chemicals. We shall maintain a list of all the chemical products we use and we shall always evaluate to the best of our ability the potential health exposure of a particular chemical product before we decide to use it.

## **Hazard Communication Plan** continued:

We have adopted a system under which a member of top management will obtain MSDS from all suppliers of chemical products. This system includes the following:

- A. Sending letters to suppliers requesting MSDS.
- B. Ensuring MSDS are received and kept current.
- C. Maintaining MSDS files that will be available to employees and to local jurisdictional authorities and health or medical officers as required by the regulations.

A list of hazardous chemicals and mixtures known by the Company to be present in your workplace is included in this Plan. The list identifies each chemical or mixture and the work areas in which the chemical or mixture is used or stored. This list will be updated as hazardous chemicals or mixtures are removed from or introduced into your workplace.

## **IV. Material Safety Data Sheets (MSDA)**

### **A. Explanation of Material Data Safety Sheets (“MSDS”)**

The Company does not produce or manufacture chemicals, but some employees use or are exposed, or potentially exposed, to chemicals the Company purchases or otherwise obtains for use. For each chemical that is hazardous, the Company will keep on file a Material Safety Data Sheet (“MSDS”).

This sheet will provide specific information about the chemical, including:

- 1. the chemical and common name of the chemical substance;
- 2. the chemical and common name of all hazardous ingredients in the substance;
- 3. the physical and chemical characteristics of the substance;
- 4. the substance’s physical and health hazards;
- 5. the manner of contact with the substance that could cause health risks (skin contact, inhalation, absorption);
- 6. permissible exposure levels;
- 7. whether the hazardous chemical is considered to be a carcinogen;
- 8. precautions for safe use and handling;
- 9. protective equipment and other information ensuring safe industrial use of the chemical;
- 10. emergency and first aid measures;
- 11. the name and address of the chemical manufacturer or supplier who prepared the MSDS; and
- 12. the date the MSDS was prepared.

The Company does not prepare MSDS for the chemicals purchased or obtained. They are prepared by the chemical manufacturers or suppliers from whom the Company obtains chemicals. While the Plan Administrator is responsible for making sure the MSDS is complete, the Company relies on the chemical manufacturers and suppliers to provide accurate and updated MSDS.

**Hazard Communication Plan** continued:

### **B. Plan Administrators Responsible for MSDS**

The Plan Administrator is responsible for obtaining the necessary MSDS from the appropriate chemical manufacturers, suppliers, or distributors and for reviewing them to make certain they are complete. The Plan Administrator is also responsible for updating the MSDS when new and significant health information is provided by the supplier. The Plan Administrator will telephone manufacturers and suppliers to obtain MSDS that are not provided to the Company. Telephone calls will be followed by a written request. Copies of all written requests will be kept on file by the Plan Administrator.

If within 30 days after making an initial request for an MSDS, the Plan Administrator's attempts to obtain the MSDS are unsuccessful, the Plan Administrator will enlist the assistance of the regional office to OSHA to obtain the necessary MSDS.

### **C. Employee Access to MSDS**

All MSDS covering hazardous chemical or mixtures known by the Company to be in your workplace will be kept in a notebook in the shops and field locations. Upon request, the Plan Administrator or other designated person will permit employees to review MSDS.

## **V. Labeling**

### **A. Containers**

The Plan Administrator will ensure that containers of hazardous chemicals that are brought into your workplace have labels affixed to them that identify the hazardous chemical in the container and provide appropriate hazard warning consisting of the specific dangers associated with exposure to the hazardous chemical. The Plan Administrator will be responsible for ensuring the labels are legible and prominently displayed. In storage areas where similar chemical products are stored, the Company will post signs or placards to identify the material and transmit the required information in lieu of individual container labels. If any materials are to be transferred from a storage tank or container through pipes, labels with the required information will be affixed to the line at the discharge point (e.g., dispenser).

### **B. Employees' Responsibilities**

The Plan Administrator is responsible for ensuring that labels are prominently displayed on all containers of hazardous chemicals. In order to maximize employee safety, the employees must assist the Plan Administrator in this task. Employees should take care not to deface or remove warning labels from containers of hazardous chemicals. The labels must remain on the containers and remain legible at all times. Employees should promptly notify the Plan Administrator of missing or defaced labels.

In addition, an employee should not transfer a hazardous chemical from a labeled container to an unlabeled container (pail, bottle, can, etc.), unless the unlabeled container will be under the employee's exclusive control during the employee's work shift. The chemical should not be left in the unlabeled container after the employee leaves work. Employees should not use chemicals they find in unlabeled containers.

## VI. Employee Training

### A. Employees Who Will Be Trained

All employees who may be exposed to hazardous chemicals under normal operating conditions, or while performing non-routine tasks, or under foreseeable emergencies, will receive initial training on how to use or handle hazardous chemicals present in their work areas safely.

### B. Contents of Training Session

Employee training sessions will include specific instruction on:

1. the location of the written hazard communication plan;
2. the location of hazardous materials;
3. the location of MSDS;
4. provisions of the Hazard Communication Standard;
5. detection of the presence or release of hazardous substances – for example, what to look for or smell;
6. the location of information obtained through monitoring or surveys on airborne toxic materials exposure or other similar information on hazardous substances;
7. protecting one's self with appropriate masks, gloves, aprons, respirators, or other protective apparel or devices, and by other safe work practices;
8. the physical and health hazards of the chemicals in their work area;
9. performing non-routine tasks involving hazardous chemicals (such as cleaning up spills) in a safe manner; and
10. the Company's warning label and MSDS system.

### C. When Training Conducted

All new and transferred employees will receive training prior to their performing assigned duties in work areas where hazardous chemicals are used or are present. All employees will receive appropriate training whenever a new chemical hazard is introduced into their work area. Training may be lecture, question and answer, or other appropriate delivery methods.

### D. Training Log

The Company will keep a log of all training sessions. The log will indicate the date and place the training session took place, the subjects covered during the session, and the name of the trainer and names of those employees in attendance. Employees present at training sessions may be asked to sign a statement indicating they attended the session.

### E. Trainer

In addition to the above criteria, the trainer has the following responsibilities. Each time a new employee is hired, prior to commencing his or her duties, training will take place. Additional instructions should be provided to an employee whenever that employee becomes routinely exposed to additional hazardous chemicals, or, because changed conditions require taking special precautions. Also, if an updated MSDS is received indicating a change or additional risk, updating employees' training will also be necessary.

\_\_\_\_\_ will be responsible for conducting these training sessions and documenting the training log.

**Hazard Communication Plan** continued:

## **VII. Independent Contractors**

Independent contractors who are retained by the Company to work in the shops and field locations will be informed by the Plan Administrator, prior to the commencement of their work, of the presence of hazardous chemicals known to be in work areas where the independent contractor will be working. In addition, the Plan Administrator will request independent contractors to provide the Company with MSDS for any and all hazardous chemicals the independent contractor will bring into the workplace to perform his or her tasks. If the independent contractor introduces a new chemical hazard into the workplace, employees in the work area where the new hazardous chemical is used or stored will receive the required training and information set forth in Section VI.

## **VIII. Emergencies**

In the event of any emergency, employees on duty should contact the following individuals:

Designated Company Official      Phone No. \_\_\_\_\_

Company Hospital/Doctor              Phone No. \_\_\_\_\_

Fire Department/Paramedics      Phone No.      911

Police Department                      Phone No.      911



## **Section 10:**

# **Policy on Drug & Alcohol Abuse**



# Policy On Drug & Alcohol Abuse

## Policy Statement

has established a "Drug & Alcohol-Free" workplace policy. It is the intent of promote and maintain a workplace free of the problems associated with the use of illegal drugs and alcohol. The health and welfare of all employees and the safe, efficient operation of the company's business must be secured at all times. This policy reiterates the company's approach regarding the work-related effects of drug and alcohol use and the unlawful possession of controlled substances on company premises.

The company recognizes drug and alcohol misuse as a potential safety and security problem and, therefore, will offer support and assistance to any employee actively trying to overcome problems they may have as a result of misuse of drugs and alcohol.

Drug & Alcohol Policy is consistent with federal regulations and will be administered in a non-discriminatory fashion.

## Purpose

In accordance with management's obligation to comply with government regulations, the company has adopted the following policy for the purposes of maintaining a drug and alcohol-free safe work environment and securing the integrity of the business.

**This policy applies to all employees**, including leased and part-time personnel, consultants and employees of other companies (contractors/sub-contractors) working on company premises.

Policy on Drug & Alcohol Abuse continued:

### **Policy Is As Follows:**

The use, consumption, sale, manufacture, transfer, distribution or possession of **illicit drugs or any controlled substances** without prescription on company premises, during company time and during employee break and/or lunch times **is strictly prohibited**. Company vehicles, at any location at any time, as well as private vehicles parked on company premises are included within this prohibition.

**The DOT refers to the restrictions for use of illicit substances (drugs) as a prohibition. Drug prohibitions include the following:**

- A. Drivers may not report for duty or stay on safety sensitive functions while using any controlled substance. The only exception to this rule is when a physician prescribes a substance AND has advised that it will not interfere with a Driver's ability to safely operate a motor vehicle.**
- B. Drivers may not report for duty or stay on a safety sensitive duty if they have tested positive for a controlled substance.**
- C. Drivers cannot refuse to submit to substance testing.**
- D. Employers who know about any of the above acts cannot permit a driver to perform safety sensitive functions.**
- E. Employers may require drivers to report the use of any therapeutic drugs.**

The use, consumption, sale, transfer, distribution or possession of **alcohol** on any company premises, during company time and during employee break and/or lunch times **are strictly prohibited**.

Company vehicles, at any location at any time, as well as private vehicles parked on company premises are included within this prohibition.

**The DOT refers to the restrictions for use of alcohol as a prohibition. Alcohol prohibitions will include the following:**

- A. A driver may not report for duty or stay on duty;**
  - 1. With an alcohol concentration of 0.04 or greater**
  - 2. If in possession of alcohol including any product containing alcohol, regardless of alcohol content**
  - 3. If using alcohol**
  - 4. Within four hours of using alcohol**
- B. A driver who has an accident may not use alcohol until post-accident is done or for a period of eight hours, whichever comes first.**
- C. Drivers cannot refuse to submit to alcohol testing**
- D. Employers who know about any of the above acts cannot permit a driver to perform a safety sensitive duty.**

**\*NOTE: A driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to perform a safety sensitive function for at least 24 hours. will take action independent of regulations and FHAA authority, which is otherwise consistent with the law. Disciplinary action will be handled as stated below.**

## Policy on Drug & Alcohol Abuse continued:

Reporting to and being at work with **legally prescribed** or **over-the-counter drugs**, where such use prevents the employee from performing the duties of the job, or poses a safety risk to the employee and/or other persons or property is strictly prohibited.

- A. Legally prescribed drugs may be permitted on or in company property, during employee breaks and company time **provided**, the drugs are prescribed by an authorized medical practitioner for current use by the person the drugs were prescribed for.
- B. Employees possessing or using a valid prescription or over-the-counter drug when on company property, etc. **must notify their immediate supervisor, the Human Resources Administrator or another management official** prior to reporting for duty. The employee may be required to leave the work site by management to maintain the safety of the work environment for the employee and others.
- C. Failure to notify a supervisor as required may result in disciplinary action.

## Disciplinary Action

Employees must, as a condition of employment, abide by the terms of \_\_\_\_\_ Drug & Alcohol policy. **Violations of this policy are grounds for disciplinary action, up to and including immediate termination**, and may have legal consequences.

Steps for disciplinary action taken will occur as follows:

- A. Any employee found in possession of, selling, purchasing, using or transferring alcohol or any illegal drug on company premises or during company time will be subject to immediate termination.
- B. Any employee who is suspected of reporting to work under the influence of alcohol or an illegal drug is subject to an immediate suspension without pay and required to submit to tests deemed necessary as outlined in this policy.
- C. Any employee who tests positive, and it is the employee's first offense, will be referred to a substance abuse counselor and remain under suspension without pay until requirements of prescribed treatment are fulfilled. Such employee(s) will be required to sign a "Last Chance Agreement" and be expected to abide by the terms of the agreement.
- D. Any employee who refuses to participate in recommended rehabilitation as a result of a positive test evaluation by a substance use counselor is subject to immediate termination.
- E. Any employee who refuses to sign a consent form or cooperate in providing a specimen for testing when required under this policy is subject to immediate termination.
- F. An employee who refuses to permit \_\_\_\_\_ to conduct a search or inspection as permitted under this policy is subject to an immediate suspension without pay pending discharge.

**Policy on Drug & Alcohol Abuse** continued:

**Searches**

reserves the right to conduct unannounced searches of its property, including but not limited to vehicles, machines, equipment, lockers, tool boxes, work stations, desks, file cabinets and other containers for unauthorized prohibited substances, alcohol and any other intoxicants at any time without employee permission or reasonable suspicion.

**Employee Testing Requirements**

An employee, to the extent consistent with the applicable regulations, will be required to provide a urine specimen and undergo breath/alcohol testing at the medical clinic of choice for use of a controlled substance and/or alcohol under any of the following circumstances:

- A. Prior to employment (Refusal will result in withdrawal of any job offer)**
- B. \*If involved in an accident resulting in bodily injury requiring immediate medical attention away from the scene of the accident (Both the victim and the individual causing the accident will be tested)**
- C. Upon re-employment following the employee's participation in a rehabilitation program for drug or alcohol dependency/use.**
- D. \*When there are grounds for reasonable suspicion that an employee has used or consumed any controlled substance or alcohol and is unfit for duty. Grounds for reasonable suspicion include the following:**
  - 1. Unusual behavior or conduct
  - 2. Chronic absenteeism and / or tardiness
  - 3. Appearance
  - 4. Slurred or inconsistent speech patterns
  - 5. Body or breath odor
  - 6. Drowsiness or falling asleep
  - 7. Admission of substance and or alcohol consumption

Grounds for reasonable suspicion must be observable and articulable, and trained supervisors must determine them.

When grounds for reasonable suspicion exist, the employee shall not be permitted to begin or remain at work. In no instance should the employee be permitted to operate a motor vehicle or any other piece of machinery, or take part in any other safety sensitive operation at the work site or customer work site. Such safety sensitive operations should be guarded from potential hazards at all times.

Whenever practical, a witness should confirm the observed behavior or symptoms. In all instances, specific written documentation will be required.

**\*Testing requirements listed below specifically pertain to Drivers only, as established by the Department of Transportation:**

- 1. If a driver is involved in a commercial motor vehicle accident.**
- 2. On a random selection basis.**
- 3. As part of any periodic medical examination provided by the company.**

**will require all post accident testing for substance and alcohol use as follows:**

**If a driver is involved in a commercial motor vehicle accident and either:**

- a. The accident involved the loss of human life;**
- b. The driver receives a citation for a moving traffic violation arising from the accident;**
- c. Bodily injury occurs which results in immediate medical treatment away from the scene of the accident, or**
- d. One or more vehicles incurs disability damage requiring the vehicle to be towed from the accident scene.**

**Policy on Drug & Alcohol Abuse** continued:

**Alcohol tests are required within 2-8 hours of the accident. Illegal substance tests are required within 32 hours of the accident.**

At the time it is determined that a test for substance use or alcohol consumption is required, the employee should be approached for his/her consent with an explanation for the reason why the test is being requested. **The employee is then obligated to promptly submit to the tests required as soon as practicable.** The test must be conducted as soon as possible by the approved medical facility. **The employee must agree to have the test results released to** . The test results will be reported to the Human Resources Administrator and will be handled confidentially.

**Procedures For Drug And Alcohol Testing Will Comply With Appropriate State and Federal Regulations And Guidelines.**

**Employee Rights Concerning Testing Will Be Protected And Confidentiality Will Be Maintained**

**Policy on Drug & Alcohol Abuse** continued:

**Pay**

If / when any employee is **suspected**, under the guidelines established in this policy, to have used or consumed alcohol or illegal drugs, that employee will be required to submit to a drug or alcohol test.

Employees who are required to submit to a drug or alcohol test based on suspicion **will not be paid for** their time up to and during the actual collection of the sample.

The employee will be placed on a disciplinary suspension until results and confirmation of the results are received by the Human Resources Administrator. Any employee with a positive test result, provided it is the employee's first offense, will then be referred to a substance abuse professional.

Any employee with negative test results (indicating that the employee is substance free) will be immediately notified to return to work. Those employees will receive full pay at straight time for any time off during the suspension and the suspension will be removed from their record. Any such time off will be regarded as "days worked" for purposes of attendance records maintained at

**Identification Of Substance Use & Employee Assistance**

Any employee who suspects or knows of a personal substance use problem or potential for a problem may voluntarily talk to the Human Resource Administrator or other management personnel. If an employee, PROVIDING HE / SHE DID NOT COMMIT A VIOLATION OF A \_\_\_\_\_ RULE PROHIBITING THE USE OF ALCOHOL AND/OR AN ILLICIT SUBSTANCE AS DEFINED IN THIS POLICY, voluntarily notifies a company officer that he/she wishes to obtain a referral for assistance, only then will no disciplinary action be taken against that employee. (No employee shall be subject to disciplinary action by the company for admitting a personal substance use problem if the problem is reported prior to any infraction of any \_\_\_\_\_ rule or policy.)

The Human Resources Administrator will assist the employee in obtaining a confidential assessment. It will be the responsibility of the employee to follow the prescribed treatment plan and to perform assignments and work to the every day satisfaction of \_\_\_\_\_ standards, whether under a treatment plan or not. \_\_\_\_\_ may provide financial assistance. Such financial assistance will be applied to the initial SAP evaluation or recommended treatment, counseling or care thereafter. All other costs will be the responsibility of the employee. \_\_\_\_\_ will not be responsible or liable for the cost, quality or consequences of any referral to a counselor or treatment center thereafter.

Return to work may be subject to certain employee monitoring conditions. Participation, in itself, in a program for alcohol or drug use, will not jeopardize an employee's job. However, participation will not relieve an employee of the responsibility to perform assigned duties safely and efficiently, and with compliance to this policy. Employees who are referred to treatment will be required to sign a "Last Chance Agreement" and if such agreement is violated, the employee will be discharged.

Employees who undergo voluntary counseling or treatment pursuant to a referral and who wish to continue to work will be allowed time off (without pay) if or when necessary for the period necessary. Any such action by an employee will be kept strictly confidential.

## Policy on Drug & Alcohol Abuse continued:

### Treatment

As a result of seeking assistance prior to any violation of \_\_\_\_\_ drug and alcohol policy or if an employee tests positive and it is the employee's first offense, the following will apply:

- A. It is mandatory for that employee to be evaluated by a substance abuse counselor chosen by \_\_\_\_\_ within three working days. The employee must sign a release of information to insure that the counselor can discuss the results of the evaluation with the company.
- B. If the substance abuse counselor recommends a rehabilitation program including inpatient and/or outpatient treatment, it will be mandatory for the employee to comply and successfully participate in the rehabilitation program including aftercare recommendations. A medical leave of absence will be granted if necessary.
- C. Random testing, which is required as a result of any prescribed rehabilitation program, treatment or other program requirements must be complied with.
- D. Should the employee incur three unexcused absences from scheduled treatment, meetings, etc. he / she may be terminated for lack of cooperation. An excused absence is one that has been pre-approved by the counselor.
- E. After the suspension has been served, return to work will be determined in a conference between the company, the employee and the counselor. \_\_\_\_\_ will then have the right to require unannounced testing on the employee to ensure that he / she continues successful rehabilitation.
- F. The employee is entitled to this benefit only once during his / her employment with \_\_\_\_\_. A second positive test result will result in termination.

### Substance Abuse Professionals

Substance Abuse Professionals (SAP's) will be selected to facilitate the needs in diagnosis and treatment of alcohol and controlled substances-related disorders. (D.O.T.)

Required return to work tests for illegal substances and / or alcohol will be the financial responsibility of the employee.

All follow-up testing for illegal substance and / or alcohol, which is required by a SAP, will be the financial responsibility of the employee.

### Definitions & Terms

For the purposes of this policy, the following terms shall have the following meanings:

1. **"Alcohol Use"** means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
2. **"Company Premises"** shall include without limitation each facility owned and / or leased by \_\_\_\_\_. All company parking lots, employee lunch and locker room buildings and vehicles are included.
3. **"Company Time"** shall include all time during which an employee is on company premises or performing work off the premises for the benefit of the company, as a representative of the company. "Company Time" will include the time from which employees punches in or reports for duty at the beginning of their shift through the times they punch out or quit their daily duties at the end of each workday. Lunch breaks are included as company time.
4. **"Legal Drugs"** shall include any substance(s) in which the possession or sale is not prohibited by law, including prescription drugs and over-the-counter drugs.
5. **"Illegal Drug "** shall include any controlled substance in which the possession or sale is prohibited by law.
6. **"Under the Influence of Alcohol"** will mean having an alcohol concentration within the violation range specified by the Dept. of Transportation.
7. **"Reasonable Suspicion"** shall mean suspicion which is based on specific personal observations that trained \_\_\_\_\_ representatives can identify and describe concerning the employee's appearance, movements, behavior, speech, breath or body odor.
8. **"Safety Sensitive Function"** shall mean functions for operators of commercial motor vehicles (CMV's) as listed under Part 395.2.

# Employee Acknowledgment

I, \_\_\_\_\_, have been given and read a copy of the Drug & Alcohol Abuse Policy.

- I understand that:
- The policy applies to me;
- Confidential, non-punitive help is available to me for any problems I may have with drugs or alcohol if I voluntarily seek help before becoming subject to discipline under (*Company*) policies;
- I am subject to mandatory drug and alcohol testing under the policy;
- I am subject to disciplinary action, up to and including termination, if I
  - refuse to cooperate in or tamper with such required tests;
  - fail to satisfactorily comply with the terms of any mandatory referral to drug/alcohol treatment or last chance agreement;
  - use, consume, sell, buy, manufacture, transfer, distribute or possess illegal drugs or alcoholic beverages during company time and or on company premises as described in the policy;
  - report to work or work while under the influence of alcoholic beverages or illegal drugs;
  - fail to comply with the requirements and guidelines established within the policy.
- I have only one chance to complete any recommended rehabilitation program as a result of testing positive

I understand and agree that my compliance with \_\_\_\_\_ Drug & Alcohol Abuse Policy is a condition of my continued employment, and I promise to comply with that policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date





## **Section 11:**

# **Bloodborne Pathogens Program**

# Bloodborne Pathogens Program

## Responsibilities

### Management:

Management at \_\_\_\_\_ has the responsibility to properly train all employees who are covered by the scope of this procedure. \_\_\_\_\_ may coordinate training efforts with outside services to satisfy the requirements of OSHA's standard.

### Employees:

Employees who are covered by the scope of this procedure have the responsibility to comply with applicable practices and guidelines. Although the standard is targeted primarily for the health care industry, OSHA does include industrial settings where the possibility of exposure to employees to infectious body fluids might exist. At the possibility for such exposure is very minimal, however, the preparedness to respond to emergency situations involving employee injuries does exist, and, therefore, employees who are trained to respond to such situations shall be thoroughly instructed in the hazards of exposure to bloodborne pathogens.

This procedure covers all employees who, as the result of responding to an employee injury situation on the job, have the potential to come in contact with blood or other potentially infectious materials. In general, the employees of \_\_\_\_\_ are covered by procedure are as follows:

1. Personnel with safety responsibilities
2. Any employee or group of employees trained to perform basic first aid or CPR

### Objectives:

The objectives of this program include defining bloodborne pathogens and identifying and describing the means by which infectious materials can be transmitted. The measures recommended for the protection and exposure prevention of employees from bloodborne pathogens will be explained by educating employees of dangers associated with occupational exposure to blood and other potentially infectious materials. The intent of this program is to protect employees from the risks and hazards associated with the exposure to bloodborne pathogens.

### Definitions:

Bloodborne Pathogens are pathogenic microorganisms in human blood that can cause disease in humans. Two specific diseases of great concern in this regard are the hepatitis B virus (HBV) and the human immunodeficiency virus (HM - HIV is the virus that causes AIDS (Acquired immunodeficiency Syndrome). HBV causes Hepatitis B, which is a serious disease.

Other potentially infectious materials include human body fluids such as semen, vaginal secretions and cerebrospinal fluid. Other body substances such as urine and vomit are not included unless they contain visible blood.

Infections from these materials are not spread by casual contact in the workplace. However, precautions need to be taken against contact with them. Occupational transmission of HIV is relatively rare, but the lethal nature of HIV requires us to take every possible measure to prevent exposure. Because there is no population that is risk free to HIV or HBV infectivity, any employee who has the potential to an occupational exposure to blood or other potentially infectious material is included within the scope of the OSHA standard.

## **Bloodborne Pathogens Program** continued:

The following definitions provide further clarification of some of the terms found in this program.

1. "Blood" means human blood, products made from it, and human blood components.
2. "Bloodborne Pathogens" means While HBV and HIV are specifically Identified 'in the standard, the term includes the pathogenic microorganism that is present 'in human blood and can cause disease in persons who are exposed to material containing the pathogen.
3. "Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
4. "Decontamination" means the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
5. "Engineering Controls" means controls that isolate or remove the bloodborne pathogens hazard from the workplace.
6. "Exposure Incident" means a specific eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of duties.
7. "Licensed Healthcare Professional" means a person whose legally permitted scope of practice allows him/her to independently perform Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up as provided in paragraph (f) of the OSHA standard.
8. "HBV" means hepatitis B virus
9. "HIV" means human immunodeficiency virus
10. "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
11. "Other Potentially Infectious Materials" means:
  - a. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, amniotic fluid, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
  - b. Any unfixed tissue or organ other than intact skin from a human, living or dead; and
  - c. HIV-containing cell or tissue cultures, organ cultures and HIV or HIV-containing culture medium or other solutions.
12. "Parenteral" means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.
13. "Personal Protective Equipment" means specialized clothing or equipment worn by an employee for protection against a hazard.
14. "Source Individual" means any individual whose blood or other potentially infectious materials may be a source of occupational exposure to an employee.
15. "Sterilize" means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospore.
16. "Work Practice Controls" means controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

## **Modes of Transmission:**

Transmission of infectious microorganisms can be greatly controlled. There are four ways transmission can occur; contact, airborne, vehicular and vector modes of spread.

Vector transmission involves the transmission of pathogens via insect, animal or plant vectors. Vector borne diseases are not of major significance in the U.S.

The transfer of infectious agents through vehicular means is not a common event. Nonetheless, it can and does occur. Examples include food borne outbreaks such as cholera and hepatitis A. However, as with vector transmission, the vehicular spread of disease is relatively uncommon in the U.S.

The airborne route is another mode of transmission. Several diseases are spread in this manner, the most notable being tuberculosis. Diseases such as measles, mumps and chicken pox can be spread this way. Control of the airborne spread of disease usually involves good ventilation patterns and caution when coming into close proximity with infected individuals.

## **Bloodborne Pathogens Program** continued:

The major mode of disease transfer involves contact transmission. This takes place either through (a.) direct person to person physical contact, such as with unwashed hands, etc. (b.) indirect contact as the result of contact with some contaminated intermediate object such as equipment, solutions, etc. or (c.) droplet spread which involves contact with exhaled respiratory secretions through such means as sneezing or coughing. These various forms of contact transmission account for numerous types of infectious complications including herpes, infections, influenza, etc. Control of contact transmission is simply achieved. With the use of caution, and the presence of awareness, contact transfers can be avoided.

## **OSHA's Role in The Bloodborne Pathogens Standard:**

The Occupational Safety and Health Administration (OSHA) was established by the U.S. Congress to assure that industries provided a safe and healthy work environment to all their employees.

Through OSHA regulations employers are expected to comply with established guidelines and work practices to serve as a means of protecting the U.S. work force.

The OSHA standard involving bloodborne pathogens is one of a great diversity of written safe work practice guidelines. However, its primary focus is on the prevention of spread of diseases through the risks and hazards associated with harmful, contaminated human body fluids. The standard presents a strategy by which the prevention of such contact or transmissions should be approached. It is referred to as the exposure control plan and is basically divided into six broad categories. These categories are as follows:

1. Exposure determination
2. Universal Precautions
3. Engineering and work practice controls
4. Hepatitis B prophylaxis
5. Training and education
6. Record keeping

It is the intention of \_\_\_\_\_ to implement and comply with the guidelines established in the OSHA standard for bloodborne pathogens. All that is contained within this bloodborne pathogens exposure control plan will be strictly enforced to ensure that contact with bodily fluid does not occur.

**Bloodborne Pathogens Program** continued:

## **Exposure Control Plan:**

### **Exposure Determination:**

OSHA requires that employers conduct an "exposure determination" which identifies those jobs and tasks in which occupational exposure may occur. Persons holding such jobs include personnel who are responsible for safety functions and any person(s) trained in basic first aid and CPR. These personnel will receive the training and protective equipment as well as be offered vaccinations as required by the OSHA standard. These employees will be trained by the program administrator to the details of this procedure as required.

### **Universal Precautions and Control Methods:**

In the event an emergency response to an employee injury at \_\_\_\_\_ occurs, it must be assumed that every direct contact with body fluids is potentially infectious. Therefore, responders shall take such precautionary steps as though such body fluids were HBV or HIV infected. In this context, occupational exposure can be defined as reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood, blood-tinged body fluids or other potentially infectious materials.

The \_\_\_\_\_ Exposure Control Plan includes using work practice controls as well as enforcing the use of Personal Protective Equipment. It is important that affected employees observe the basic rule of exposure control known as "Universal Precautions." This requires that, in those situations where differentiation between body fluid types is difficult or impossible, all body fluids must be considered potentially infectious materials. Work practice controls as well as the use of appropriate personal protective equipment is essential.

### **Engineering and Work Practice Controls:**

Work practice controls are alterations in the manner in which a task is performed in an effort to reduce the likelihood of exposure to blood or other potentially infectious materials. Work practice controls address two specific areas; Housekeeping and Waste disposal.

Housekeeping rules at \_\_\_\_\_ require that all first aid areas be kept clean, orderly and 'in a sanitary condition at all times. All procedures 'involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing and spraying. Housekeeping personnel (i.e. janitorial personnel, etc.) must be instructed in proper precautionary measures. Initial clean up of blood or other potentially infectious materials shall be followed with the use of an approved disinfectant chemical germicide or a solution of other acceptable disinfectant material.

Waste (i.e. blood soiled bandages, cloth, etc.) disposal shall be in accordance with applicable Federal, State and local requirements. All infectious waste shall be placed 'in closable, leak-proof containers or bags that are color-coded, labeled or tagged as potentially infectious. All bins, pans, cans and similar receptacles intended for re-use which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

**Bloodborne Pathogens Program** continued:

### **Work Rules:**

Where first aid treatment to injuries where blood or other potentially infectious material is present, or where there is reasonable likelihood of exposure to body fluids, eating, drinking, smoking, applying lip balm or cosmetics and handling contact lenses shall be prohibited.

Hands and other skin surfaces must be washed with soap and water after removing gloves or other PPE as soon as feasible if contaminated with blood or other body fluids. The use of gloves does not preclude the necessity for hand washing. When hand-washing facilities are not available, antiseptic hand cleansers or towelettes will be made available to affected personnel

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless it can be demonstrated that decontamination of such equipment or portions of such equipment is not feasible. In this event, a readily observable label shall be attached to the equipment stating which portions of the equipment remain contaminated. This information shall be conveyed to all affected employees, the servicing representative and/or the manufacturer, as appropriate, prior to handling, servicing or shipping to ensure that appropriate precautions are taken.

Contaminated laundry shall be contained at the site of use and shall be handled as little as possible. It must be placed in bags, which prevent leakage and must be labeled or color-coded to identify hazards to employees.

Reusable containers (trash cans, etc.) shall not be opened, emptied or cleaned manually or in any other manner that would expose employees to the risk of contact.

### **Personal Protective Equipment:**

This exposure control plan requires the use of specific Personal Protective Equipment (PPE) as it applies. Specialized clothing or equipment must be used by workers to protect themselves from direct exposure to blood or other potentially infectious materials. For purposes of this procedure, PPE will include, but not be limited to the following: gloves, face shields or masks, eye protection, fluid-resistant aprons or gowns, head and foot coverings, resuscitation bags, pocket masks or other ventilation devices.

Personal protective equipment Items are to be used as intended, and written warnings, directions or instructions accompanied by such items must be observed.

PPE will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through, to, or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. If a garment is penetrated by blood or other potentially infectious materials, the garment shall be removed immediately or as soon as feasible. All potentially contaminated personal protective equipment should be removed immediately, or as soon as possible upon leaving the work area and placed in an appropriately designed area or container for storage, washing, decontamination or disposal.

### **Communication Of Hazards:**

Communication of all potential hazards associated with bloodborne pathogens shall be conveyed through routine employee training. Training topics and agenda are described later in this procedure.

All potentially contaminated personal protective equipment and biological waste containing materials (i.e. soiled bandages, garments, etc.) shall be placed in containers that will be identified by means of labels or other markings on the exterior of the container. All infectious waste shall be placed in closable, leak-proof containers or bags that are color-coded, labeled or tagged as potentially infectious. Labels or other means of identification will display the following: "DANGEROUS: BIOLOGICAL HAZARD". Such containers, bags or other means of containing biological wastes will be disposed of in accordance with applicable federal, state and local laws.

**Bloodborne Pathogens Program** continued:

## **Vaccination, Post Evaluation and Follow-up:**

Vaccinations shall be given under the supervision of a licensed health care professional according to standard medical practice. The health care professional responsible for the employee's Hepatitis B vaccination shall be provided with a copy of the OSHA Bloodborne Pathogens standard.

For those employees who have occupational exposure, the vaccinations shall be given after the employee has received the training and education that is provided within ten days of initial assignment unless one of the following applies:

1. The employee has previously received the complete hepatitis B vaccination series
2. Antibody testing has revealed that the employee is immune
3. The vaccine is contraindicated for medical reasons

In no case shall participation in a prescreening program be made a prerequisite for receiving hepatitis B vaccinations. If an employee initially declines hepatitis B vaccination but at a later date, while still covered under the OSHA standard, decides to accept the vaccination, the hepatitis B vaccinations will be made available. Those employees who decline to accept the hepatitis B vaccination must sign a statement to that effect. A copy of this form can be found at the end of this procedure.

The source patient(s) shall be notified of the incident and an attempt will be made to obtain consent to collect and test the source's blood in order to determine the presence of HIV and/or HBV infection. A blood sample shall be collected from the exposed worker as soon as possible after the exposure incident for determination of HIV and HBV status, subject to legal regulations.

## **Rules For Handling Exposure Incidents:**

The rules for handling exposure incidents as prescribed by OSHA will apply as follows:

1. Immediately following a report of an exposure incident, a confidential medical evaluation and follow-up shall be made, including at least the following elements:
  - a. Documentation of the route(s) of exposure
  - b. Circumstances under which the exposure incident occurred
  - c. Identification and documentation of the source individual unless it can be established that identification is infeasible or prohibited by state or local law
  - d. HBV and HIV status of the source patient(s) if known and if permitted by law
2. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, it must be established that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source's blood, if available, shall be tested and the results documented.
3. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
4. Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
5. The exposed employee's blood shall be collected and tested as soon as feasible after consent is obtained.
6. If the employee consents to baseline blood collection, but does not give consent at that time for HIV testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be performed as soon as feasible.
7. When medically indicated, there shall be post-exposure prophylaxis as recommended by the US Public Health Service as well as counseling and evaluation of reported illnesses.

## **Bloodborne Pathogens Program** continued:

8. The healthcare professional evaluating the employee after an exposure. Incident will be provided with the following information:
  - a. A copy of the OSHA Bloodborne Pathogens standard.
  - b. A description of the exposed employee's duties as they relate to the exposure incident.
  - c. Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
  - d. Results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee.
9. A copy of the evaluating healthcare professional's written opinion shall be obtained within 15 days of the completion of the evaluation.
10. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
11. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
  - a. That the employee has been informed of the results of the evaluation; and
  - b. That the employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials which requires further evaluation or treatment.
12. All other findings or diagnoses shall remain confidential and shall not be included in the written report.
13. Medical records required by the OSHA Bloodborne Pathogens standard shall be maintained in accordance with the requirements of the OSHA standard on Access to Employee Exposure and Medical Records, 29 CFR1910.20.

## **Training and Education of Employees:**

All employees with occupational exposure potential shall participate in the training program on bloodborne Pathogens. The training will be provided as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place (i.e. first aid response to employee injuries, etc.)
  1. Annually thereafter
3. Additional training shall be provided when changes such as modification of tasks or procedures or instructions of new tasks or procedures affect the employee's occupational exposure (i.e. an employee is newly trained on first aid and/or CPR)

The training program shall contain at a minimum the following elements:

1. A copy of OSHA's Bloodborne Pathogens standard and an explanation of the Emergency Medical Technician's contents
2. A general explanation of the epidemiology and symptoms of bloodborne disease
3. An explanation of the modes of transmission of bloodborne pathogens
4. An explanation of the Exposure Control Plan and the means by which the employee can obtain a copy
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate work practices and personal protective equipment
7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
8. An explanation of the basis for selection of personal protective equipment
9. Information on the Hepatitis B vaccine, including information on the effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge



## **Bloodborne Pathogens Program** continued:

10. Information on the appropriate actions to take and person to contact in an emergency involving blood or other potentially infectious materials
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
12. Information on the post-exposure evaluation and follow-up that \_\_\_\_\_ is required to provide for the employee following and exposure incident
13. An explanation of the signs and labels and/or color coding required by the OSHA Bloodborne Pathogens standard used to identify the presence of an actual or potential biological hazard
14. Means by which hazards will be communicated to employees that have the potential to exposure of infectious materials
15. An opportunity for 'interactive questions and answers with the person conducting the training sessions

Training records will be maintained for three years from the date on which the training occurred and will include the following:

1. Dates of training
2. Contents or summary of training program, including the trainer's name
3. Job titles and names of all persons attending the training sessions

## **Record keeping:**

An accurate record of each worker's reported exposure incident to blood or other potentially infectious material shall be established and maintained in accordance with applicable OSHA record keeping regulations. Such records shall be kept confidential and shall not be disclosed or reported to any person within or outside the workplace without the employees expressed written consent except as may be required by law or OSHA regulation.

Exposures shall be included on the OSHA 300 occupational injury and illness log if medical treatment, such as gamma globulin, is administered by licensed, medical personnel.

HBV and HIV shall be recorded on the OSHA 300 log if the illnesses can be traced back to an occupational injury or other exposure incident on the job. Medical records will be kept for each employee with occupational exposure for the duration of employment plus 30 years. Records will be maintained of Hepatitis B Vaccination status (including all dates) on all employees for the duration of employment *plus 30 years* as well. The medical records that will be maintained will include the results of any examinations, testing results and follow-up procedures, as well as a copy of the health care professional's written opinion and a copy of the information that is provided to the health care professional (if applicable).

The employee medical records shall include:

1. The name and social security number of the employee
2. The name and social security number of the employee
3. A copy of the employee's Hepatitis B Vaccination status including the dates of the Hepatitis B vaccination and any medical records relative to the employee's ability to receive vaccinations
4. A copy of all results of examinations, medical testing, and follow-up procedures
5. The employee's copy of the health care professional's written opinion
6. A copy of the information provided to the health care professional

## **Section 12:**

# **Emergency Action Plan and Fire Protection**

# Emergency Action Plan and Fire Protection

## Emergency Procedures

### Responsibilities:

#### **Management:**

\_\_\_\_\_ management has overall responsibility for the safety of company employees, facilities, and operations in the event of an emergency. Management is responsible for ensuring that the instructions in this plan are implemented in a timely manner once the emergency situation becomes apparent and for handling communications to emergency response agencies and the press.

#### **Employees:**

Employees of \_\_\_\_\_ are responsible for becoming familiar with this procedure and the evacuation routes posted in the facility. Employees are also responsible for following the instructions of management or other key personnel during the actual emergency.

#### **Management and Employees:**

The primary objective during any emergency is the preservation of life. In the event of any emergency, the first priority is to safely evacuate or protect the lives of all persons affected. No employee, or member of management, shall put his or her health or safety at risk by taking any action to protect or secure the facility during an emergency. Additionally, no employee or member of management shall put his or her health or safety at risk by taking any action to rescue another person that may be in imminent danger as a result of the emergency.

### Evacuation Routes:

If it becomes necessary to safely evacuate the facility because of an emergency, evacuation routes need to be quickly located. All employees shall become familiar with the emergency exit locations and evacuation routes within the facility as it may become necessary to use alternate means of exit during an emergency. Emergency action plan maps are posted throughout the work facility for employee review.

### Emergency Exits:

Emergency exits must be kept accessible at all times. Aisles and paths to emergency exits must be kept open and free of debris and materials that might impede or trip persons attempting to exit. Emergency exits must NEVER be locked through the use of chains or hasps that prevent them from opening from the inside. \_\_\_\_\_ supervisors have the responsibility to ensure that emergency exits are free for their safe access in an emergency situation before beginning their work each day.

Blocking or intentionally locking emergency exits and paths to emergency exits is a serious safety violation and places the lives of personnel at risk. Such violations must be reported immediately and will warrant immediate disciplinary action.

Emergency Action Plan continued:

## Communicating the Emergency:

The first priority in all emergencies is the communication of the type and extent of the emergency to other \_\_\_\_\_ employees. The method of properly communicating the emergency is detailed in each specific emergency procedure that follows.

## Fire and Chemical Spill Emergencies:

### **Communication:**

1. The first priority in the event of an emergency is the prompt dialing of **911**, and communication of the emergency to all personnel at the work facility.
2. Communication of the existence of an emergency shall be by radio or whatever means which personnel has to announce the emergency, including existing alarm system or public address system, at our facility.
3. Upon discovery of a chemical spill, (i.e. solvents, dyes, inks, etc. which may be used at our facility) employees must leave the immediate area and inform other employees of the spill in the area.
4. Only those \_\_\_\_\_ employees who are trained in the procedures for handling hazardous materials will be expected to function as hazard materials clean-up personnel. Unless the employee can safely contain or prevent the spread of the spill into other areas or into floor drains, he/she has the responsibility to notify the appropriate facility/site personnel and safely evacuate the premises.
5. Someone should inform occupants in adjacent buildings of the existence, nature, and location of the emergency.
6. If it is safe to do so, personnel shall call 911 and notify the fire department of the nature and location of the emergency within the building.

### **Evacuation:**

7. After the emergency has been communicated, all employees *must* promptly and safely evacuate customers and themselves from the facility as per the posted evacuation schematic.
8. Employees and customers must never run as they exit the building, unless they must do so to escape a fire or spill.
9. Employees operating equipment that can be shut down in the immediate area where they are working can do so, **but only if it is safe to do so**, as they prepare to exit.
10. Employees evacuating the building may assist other employees and customers if they are injured or disoriented, **but only if it is safe to do so**, as they prepare to exit.

### **Accounting For Employees and Customers:**

11. Employees exiting the building shall assemble in areas located a safe distance from the building and away from fire department or emergency operations. \_\_\_\_\_ management shall determine such meeting areas.
12. Employees shall ascertain to the best of their ability that all customers have also been evacuated from the building.
13. Employees and customers should remain at least 75' safe distance away from the building, until informed otherwise by the responding fire department.
14. Employees and customers should relocate to another designated assembly area if the area they are in is down wind of smoke, gases, or vapors generated by the fire or spill.
15. \_\_\_\_\_ supervisors shall be responsible for taking a head count of all employees and customers to determine that all have been safely evacuated from the facility.

**Emergency Action Plan** continued:

***Fire Department and Press Communications:***

16. The most senior management official from \_\_\_\_\_ shall meet the first responding unit from the fire department as they arrive to the emergency.
17. This person should communicate the nature, location, and extent of the emergency within the building.
18. Other information, such as the location of any stored chemicals or flammable liquids, existence of sprinkler system, etc. shall be communicated to the responding fire department official.
19. Only the most senior management official from \_\_\_\_\_ shall speak to a reporter from any radio, television, or newspaper organization that responds to the emergency scene.
20. The management official should refer any specifics regarding the fire to the highest-ranking official from the responding fire department.
21. Never offer speculation regarding any employees unaccounted for, the extent of the damage, or cause of the emergency to the press. Be polite, but offer little in the way of specific information.
22. Reassure the press that the situation is in the hands of the responding fire department and that every effort will be made to determine the cause and repair the damage.

***Insurance Communications:***

23. As soon as reasonably possible following the emergency, a management official from \_\_\_\_\_ should contact the insurance agent or company and inform them of the emergency.
24. It is important that salvage efforts be taken underway as soon as possible to minimize damage and to aid in re-establishing operations as soon as possible.

**Severe Weather:**

***Communication:***

1. The first priority in the event of the onset of severe weather is the prompt communication of the emergency to all affected \_\_\_\_\_ employees and customers.
2. Communication of the existence of severe weather is usually by radio, intercom, or public address system as the facility is so equipped.
3. If severe weather, such as dangerous thunderstorms or tornadoes, is present in the area, \_\_\_\_\_ management must make every effort possible to keep updated on the location and movement of the storm.
4. If radio broadcasts, or activation of local emergency horns, indicate the approach of a tornado, all \_\_\_\_\_ employees shall immediately be notified.

***Protection of Employees and Customers:***

5. All employees and any customers should relocate to an interior portion of the building away from glass windows and doors.
6. Supervisors should instruct employees to close all overhead doors, exit doors, and windows immediately.
7. Employees and customers should congregate towards the center of the building away from any windows and doors.
8. If applicable, employees working and customers who are outdoors must be instructed to stop work and/or seek shelter inside of the structure.

Emergency Action Plan continued:

## Fire Protection Requirements

### Facility Fire Protection:

#### **General Requirements:**

1. \_\_\_\_\_ supervisors must ensure that the work facility is free of an accumulation of unnecessary combustible materials that are used. Supervisors have the responsibility to properly remove or dispose of such materials as soon as possible.
2. Piles of combustible debris (i.e. paper, wood, cardboard scrap, etc.) should be kept a safe distance from the building and removed as quickly as possible.
3. Smoking must be restricted in areas where highly combustible construction materials are stored.
4. Containers used for the storage and/or dispensing of flammable liquids must be of an approved type, of metal construction, and equipped with a self-closing lid and flash screen.
5. Storage of flammable liquids in the facility must be kept to the minimum amount necessary. Containers used for the storage of gasoline or gasoline mix should be 5 gallons or less, and should UL/FM approved steel containers.
6. Smoking must be restricted in areas where flammable liquids are being used or stored, including all paints, solvents, etc.
7. All metal exhaust baffles must be cleaned at least \_\_\_\_\_ to assure they are in good working condition and do not contribute to the potential of fire.

### Portable Fire Extinguishers:

#### **Fire Protection for Ordinary Combustibles:**

1. \_\_\_\_\_ management is responsible for ensuring that adequate portable fire extinguishers are available in the facility. Employees should have an extinguisher available in the event a small fire occurs.
2. Portable fire extinguishers that are rated at least 2A will be provided for each 3,000 square feet of dining and serving area in the building.
3. An appropriate 'K' Class fire extinguisher must be located at least within 30' of the cooking equipment in the kitchen area.
4. Travel from any point in the building to the nearest portable fire extinguisher should not exceed 50 feet.
5. Columns shall be painted or otherwise marked at or near the ceiling to identify locations of fire extinguishers in the work facility.

#### **Fire Protection for Flammable Liquids:**

6. At least one portable fire extinguisher rated 10B must be located within 50 feet of areas where more than 5 gallons of flammable liquids or gases are stored or used at the facility.

#### **Fire Extinguisher Maintenance and Use:**

7. All portable fire extinguishers must be properly inspected and maintained. Seals must be placed on extinguishers that are ready and available for use.
8. Access to all portable fire extinguishers must be maintained and not obstructed through the storage of tools, equipment, and materials.
9. Employees must avoid placing fire extinguishers too close to the hazard being protected so the extinguisher can be accessed in the event of a fire.
10. All portable fire extinguishers must be properly inspected and maintained, with proper tagging, on an annual basis at minimum.

**Emergency Action Plan** continued:

## **Fixed Fire Protection:**

### ***Automatic Fire Extinguishing System (AES) Maintenance and Use:***

1. \_\_\_\_\_ management is responsible for ensuring that an adequate and appropriately installed fixed automatic fire extinguishing system(s) is available in the facility to protect all cooking equipment that generates grease laden vapors, but especially for protection of:
  - a. All deep fat fryers
  - b. All frying grills
  - c. All broaster ovens
  - d. Any charcoal-fired grill
  - e. Areas behind and above all metal baffle filters
  - f. All exhaust ductwork
2. The AES must be properly inspected and maintained, with proper tagging, on a semi-annual basis at minimum by a qualified contracting service.
3. A manual activation device, placed in a conspicuous and accessible location, must be provided to manually activate the AES in the event the automatic feature fails to initiate.
4. Employees should have a working knowledge of how to manually activate the system in the event a fire occurs.
5. When an AES is activated, the fire department must be notified immediately by the appropriate personnel.
6. All AES must be installed and maintained per NFPA 96 or NFPA 13.

In all emergency scenarios, the supervisor on duty shall complete a full incident report, including all pertinent details. This should be submitted to a partner of CFO.



## **Section 13:**

# **Fleet Safety Plan**



# Fleet Safety Plan

## Standard Fleet Vehicle Program for \_\_\_\_\_

This document provides guidelines and procedures for employees participating in the Standard Fleet Vehicle Program. The policy applies to all employees, spouses, or qualified partners who operate a vehicle provided through the *(Name of Company)* Standard Fleet Vehicle Program. The program applies to all \_\_\_\_\_ entities, including subsidiaries, affiliates, and operating units.

### Objectives

- Ensure that all Company vehicle drivers have a clear and consistent understanding of the policies and procedures related to the Standard Fleet Program.
- Provide fleet drivers with safety, maintenance, and operating standards.

### Introduction

\_\_\_\_\_ purchases all fleet vehicles. We in turn furnish these automobiles to authorized individuals. Company vehicles should be used over personal vehicles for business whenever possible. The day-to-day operations are handled in the Fleet Department, as vehicles that are used for business can be placed in the following categories:

- Fleet – A fleet vehicle is one that is assigned to an employee for both business and personal use
- Pool – A pool vehicle is one that is available for temporary assignment to employees for business
- Rental – A rental vehicle is one that is rented when a fleet or pool vehicle is either not available, or is not the most economical alternative.

One of the most costly and potentially devastating types of loss exposure associated with our day-to-day operations are vehicle accidents. In addition to the potential tragedy of human loss, we are also faced with claims costs that could adversely affect all our operations.

To help prevent and reduce the impact of vehicle accident losses on our organization, we have developed a formal Fleet Safety Program, with this manual as its foundation. The guidelines and activities outlined here have been implemented to help prevent as well as reduce injuries, suffering, and needless waste associated with vehicle accidents. The manual covers the policies and procedures concerning the use of fleet, pool, and rental vehicles.

**Fleet Safety Plan** continued:

## **Responsibilities & Accountabilities**

The **Fleet Manager** will oversee the Fleet Safety Program and related operations. These responsibilities include:

1. Administering the program and evaluating its effectiveness
2. Obtain a copy of the driver's license
3. Checking the Motor Vehicle Reports (MVR's) on all employees, their spouses and/or authorized family member, who are assigned or may be using company vehicles, pool vehicles, and rental vehicles. MVR's will be reviewed on an annual basis
4. Bring to the attention of the Driver Safety Committee, all MVR records falling outside of established guidelines
5. Provide driver orientation, training, and remedial training as necessary with verification
6. Provide vehicle upon receiving approved form
7. Ensure maintenance and inspections of company vehicles are being completed as required. Drivers should follow recommendations in the corporate Fleet Driver Manual
8. Provide Certificates of Insurance for all company owned vehicles as needed
9. Actively be involved with accident investigation and analyzing fleet loss exposure
10. Provide updates periodically on safe driving tips to employees
11. Administer recognition and disciplinary programs

The **Driver** will be responsible for:

1. The vehicle (See Fleet Driver Manual)
2. Safety of the cargo and passengers
3. The safety of pedestrians and other motorists
4. Following guidelines after being involved in an accident
5. Providing the Fleet Manager with the appropriate information so that an MVR can be ordered and reviewed for the employee and an authorized family member

Driver **Safety Committee** Responsibilities:

1. Driver and MVR review pursuant to guidelines
2. Accident review and determining corrective action or course of retraining
3. To assist the Fleet Manager with the recognition and disciplinary programs

**Fleet Safety Plan** continued:

## Driver Eligibility

### Driving History

Before an employee can be approved to drive a fleet, pool, or rental vehicle for the first time, he/she must provide the Fleet Manager with the following information on themselves and all authorized family members who may drive an assigned company vehicle:

- A photocopy of his/her current driver's license and those of authorized family members
- A list of all his/her traffic violations and accidents within the past three years
- Any other information deemed necessary

During the course of employment, if a driver has his/her driver's license revoked or suspended for any reason, he/she must notify the Fleet Manager immediately. The Fleet Manager shall be responsible for obtaining MVR's on all regular drivers on an annual basis.

### Authorized Family Members

An "authorized family member" is defined as a person satisfying all of the following criteria:

- Lives in the same house as a legal family member who is assigned a fleet vehicle
- Must be a spouse or domestic partner (**NO CHILDREN ALLOWED**)
- Anyone authorized under special circumstances as voted on by the Driver Safety Committee
- His/her MVR does not denote any of the items listed in the guidelines
- Has sent the following to the Fleet Manager:
  - A photocopy of his/her current driver's license
  - A list of all his/her traffic violations and accidents within the past three years

The employee must notify the Fleet Manager of any changes in authorized family members.

### Limitations on Use of Company Vehicles

Operation of a company vehicle is restricted to the assigned driver, but may also be allowed to authorized family member(s) only. Vehicle can be used for personal use as outlined in the driver manual.

### Driver Safety Committee

If a driver violates this policy, or if his/her MVR denotes one or more of the items listed below, the Safety Committee will review if the driver should continue to drive a vehicle for conducting company business and to recommend, if necessary, disciplinary action. The committee will consist of the Fleet Manager, a representative from Human Resources, and a representative from Legal.

Driver Safety Committee guidelines:

- The driver is charged with any of the following:
  - Driving while intoxicated or under the influence of drugs
  - Failure to stop and report when involved in an accident
  - Homicide or assault resulting from the operation of a vehicle
  - Driving with a suspended or revoked license
  - Reckless driving
- The driver is required to file SR22 insurance
- During the preceding two years, the driver has had two moving violations
- During the preceding two years, the driver has had two motor vehicle accidents

**Fleet Safety Plan** continued:

## Driving Restrictions

The driver should not drive a vehicle for business if one or more of the following conditions exist:

- He/she is physically or mentally impaired to a level that would reduce his/her capability to operate a motor vehicle at a safe level (impairments may include but are not limited to, a severe heart condition, poor eyesight, a history of mental disorders, or use of a prescription drug that would adversely impact his/her ability to drive)
- The vehicle is in an unsafe operating condition
- Traveling is unsafe due to severe weather conditions

## Traffic Citations

Since the vehicles are registered in the name of \_\_\_\_\_, it is very important that these cars are not ticketed for overtime parking or other traffic violations. Any fines for such traffic violations must be paid by you the driver, and are not to be submitted for reimbursement on your monthly expense report. These fines should be paid immediately to avoid situations in which the Police Department finds it necessary to bill the company directly.

## Employees Using Their Own Car for Company Business

- Only authorized persons are to be passengers in a vehicle operated on company business
- All employees using their personal car on a regular basis for company business shall provide a Certificate of Insurance to the Fleet Manager, and carry a minimum of \$500,000 combined single limit coverage (bodily injury and property damage)
- A copy of each employee's driver license should be obtained and his/her MVR reviewed

## Driver Safety

It is extremely important that you drive a fleet, pool or rental vehicle in a safe, professional and defensive manner.

## Driver Training

Driver training is crucial to the success of our objective. Although we will attempt to hire only quality, experienced drivers, drivers training will still be completed. The training will consist of:

1. **Orientation:** When a driver is hired, a complete orientation will be done.
  - a. Review of the Fleet Safety Program and Fleet Driver Manual
  - b. Discussion of maintenance requirements
2. **Defensive Driving:** Periodic training in the principles of defensive driving will be required for all drivers of company vehicles. Drivers are expected to attend training courses as scheduled. Records of the training will be maintained.
3. **Periodic Specific Training** such as hazards of winter driving, etc. will be provided via video, flyer, or speaker for all drivers presented with such hazards. These will be completed on an as needed basis.
4. **Other Driver Training** may be required of individual drivers by the Driver Safety Committee.

**Fleet Safety Plan** continued:

## **Cellular Phone Use**

Do not place calls while the vehicle is moving. Evaluate road and traffic conditions when a call is received and take one for the following actions:

- Do not answer the call if traffic is heavy
- Allow voicemail to answer the call
- If traffic is light, take the call but stop and park safely as soon as possible
- Do not take notes while driving

## **DO NOT PLACE OR RECEIVE CALLS WHILE REFUELING THE COMPANY VEHICLE.**

## **Garaging and Storage**

If you have a garage, you are expected to park your fleet vehicle in it without charge to the Company. If a garage is not available, overnight parking should be off-street in a private driveway or parking area adjacent to your home.

If the vehicle is to be stored for any length of time (other than a business trip where it is left at the airport or a close-by airport parking facility), the unit administrator must be notified in order to make potential arrangements for re-assignment of the vehicle.

Fleet Safety Plan continued:

## Policies, Procedures, & Rules

No phase of operations or administration is of greater importance than accident prevention. Highlighted below are some of our policies, procedures, and rules governing the use of fleet, pool, and rental vehicles:

- No **UNAUTHORIZED PERSON** will drive company vehicles. All persons who drive company vehicles will be required to complete the driver selection procedures
- Use of **SEAT BELTS IS MANDATORY** for all drivers and their passengers when in a fleet, pool, or rental vehicle
- Operation of a vehicle while under the influence of **ALCOHOL, ILLEGAL DRUGS**, or a combination of the two is strictly **PROHIBITED**
- Drivers will follow all applicable State/Federal regulations and traffic laws. **FOLLOW THE SPEED LIMIT AND BUCKLE UP!**
- Obey all traffic signs and signals with a full and complete stop
- All drivers are responsible for checking their vehicles for serious mechanical defects every day. If a problem is found, immediately report any unsafe conditions or vehicle problems to the Leasing Manager. Vehicles with problems that could affect the safe operation **WILL NOT BE DRIVEN UNTIL THE CONDITION IS CORRECTED**
- Accidents are to be reported **IMMEDIATELY** to the Fleet Manager. Accident investigation forms are to be completed by the driver at the scene of the accident
- No unauthorized passengers are permitted to ride in a company, pool, or rental vehicle
- Do NOT pick up hitchhikers
- Do NOT leave keys in your vehicle, and secure properly when not in use
- Maintain reasonable distance; allow for speed, road, and weather conditions
- Tailgating will not be tolerated
- Signal well in advance of turning, changing lanes, or stopping
- Reverse and change lanes only when absolutely necessary
- Use the inside lane only when absolutely necessary
- Never contest the right-of way. Always yield to avoid collision
- Adjust for others merging into traffic flow
- Merge into traffic without forcing yourself in
- Do not pass any vehicles at intersections, railroad crossings, or where your vision may be limited
- Tickets and moving vehicle violations are to be reported to the Fleet Manager within 24 hours
- Do not place cellular phone calls while driving. Pull over and park when doing so
- **COMPANY VEHICLES ARE A PRIVILEGE. TREAT THEM AS IF THEY WERE YOUR OWN!**

**REMEMBER – no job is so important and no service is so urgent, that we cannot take the time to do our job responsibly and safely.**

## Accident Investigation

### In the Event of an Accident:

1. Whenever an employee is in an accident, that employee should report the accident to the police and request or obtain a copy of the accident report from the investigating officer. Then notify your immediate supervisor and the Fleet Manager
2. Call emergency services if there is anyone injured in the accident. Render care if possible and only if you are appropriately trained
3. If a minor accident, move you vehicle out of traffic flow. Otherwise, turn off the vehicle and remove the keys.
4. **NEVER ADMIT FAULT IN AN ACCIDENT.** Be cordial and polite
5. Obtain key driver information if another vehicle is involved. Obtain name of other driver(s), company if applicable, passenger name(s), license number, name of insurance and policy number if applicable. Provide the necessary information to the other driver regarding your name, company, and insurance
6. Complete the accident form located in the glove box of the vehicle, and fill in all applicable blanks, complete with diagram
7. Take photographs of the accident scene from different angles
8. Provide copies of the accident form to the Fleet Manager for distribution and review by the Driver Safety Committee
9. Accidents will be investigated and accident forms reviewed by the Driver Safety Committee, and corrective actions developed if necessary. The Driver Safety Committee will determine if preventable or not, along with the root cause of the accident. The main objective of the review committee is to improve the overall effectiveness of the fleet safety program. Some of the items to be considered when completing the accident investigation and review are:
  - a. Driver condition
  - b. Adverse driving condition
  - c. Road conditions
  - d. Scheduling (hours behind the wheel)
  - e. Vehicle maintenance
  - f. Driver training
  - g. Other vehicle issues

## Vehicle Maintenance

A vehicle maintained in a safe operating condition is one key to accident prevention. Drivers with assigned vehicles are required to have their vehicle serviced and maintained according to the schedules provided within the vehicle maintenance book and the driver manual.

Drivers assigned to specific vehicles will be required to conduct vehicle inspections periodically, to determine if such items as (headlights, horns, back-up lights, turn signals, tires, brakes, and windshield wipers) are working properly, and do not pose a safety threat.

Review the Fleet Driver Manual for information on required maintenance policies.

# Policy & Driver Agreement Acceptance

**Please Complete The Following:**

I \_\_\_\_\_ have read and understand the Fleet Safety Program and the Policies on the use of vehicles for company business. I further understand that seat belt usage is mandatory and that substance abuse is prohibited while operating any vehicle on company business or while operating a company provided vehicle for personal use. I understand violation of these rules may result in loss of fleet car, disciplinary action, or even termination.



## **Section 14:**

# **Kitchen and Food Prep Safety Practices**

# Kitchen and Food Prep Safety Practices for

---

Welcome to \_\_\_\_\_

We hope that your employment with us will be rewarding and enjoyable.

The following items require your full and constant attention while on the job:

1. **Equal employment opportunity**

\_\_\_\_\_ does not discriminate, nor does it permit any of its employees to discriminate against anyone because of race, color, religion, sex, national origin, veterans status, age, or physical disability.

2. **Safety**

\_\_\_\_\_ complies and requires its employees to comply with all Federal/State Safety Health Laws and Regulations.

You are required to comply with Safety practices listed on the attached General Safety Rules. Any new or changed Safety Rules will be explained during toolbox meetings.

Complying with all laws while employed by (*Company name*) is mandatory.

I have read the above and the attached specific and General Safety Rules.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Kitchen and Food Prep Safety

Kitchen and Food Prep Safety is one of the many responsibilities we share at \_\_\_\_\_ . We believe it is the duty of each and every one of us.

Everyone must work to maintain effective controls and procedures to reduce the chance of occupational injuries and industrial hazards, as well as injury and/or illness to the general public.

As an employee of \_\_\_\_\_ you have a personal responsibility for the safety of yourself and co-workers on the job, as well as your customers. You are required to follow safe work practices and procedures (including elimination of potential hazards) and safety rules and regulations established by the Company. If you observe an unsafe condition you should contact your Supervisor immediately.

## Our Standards of Conduct

All companies find it necessary to have practices and regulations designed to safeguard the best interests of their employees as individuals and as members of a working group.

\_\_\_\_\_ has certain regulations that apply to you and your job. We expect you to bring safe, responsible and cooperative attitudes to your work and to observe all Company rules and regulations.

## General Kitchen Safety Rules

### General safety rules for all employees are as follows:

- Do not remove or compromise any safety guards or devices on any equipment. When a safety guard must be removed for cleaning or repairs, it must be replaced before putting it back into operation.
- Heated pots and pans should not be placed in a position where the handles protrude over the edge of a range, table or counter.
- Pots and pans should not be filled more than 2/3 full.
- When adding ingredients to hot liquids, add small portions at a time to prevent splash burns.
- Hot liquids should only be transported on closed containers.
- Carts approved for restaurant use should be used when moving large hot items such as coffee urns or containers holding hot liquids and/or food.
- The cart wheel lock device should be used to prevent movement while removing items from the cart.
- The gas supply or electric should be turned off to appliances when they are not in use.
- The electrical supply to kitchen cooking equipment (i.e. mixers, grinders, meat slicers, etc.) should be turned off and locked out during cleaning or servicing.
- Do not compress garbage in containers with your hands.

## Kitchen and Food Prep Safety continued:

### Use of Knives and Hand Injury Prevention

Hand injuries are consistently among the most common types of accidents experienced by American workers, and this type of injury is especially common for restaurant and hospitality employees. A review of Integrity Mutual Insurance Company loss data over a 5-year period reveals that hand-related injuries account for 64% (or almost 2/3) of all reported hospitality Workers Compensation injuries.

The following risk factors have been identified as the primary root causes of acute hand injuries:

- *Working with equipment, tools or work pieces that do not perform as expected.* An example of this would be working with dull knives.
- *Using a different or improper work method to perform a task.* This refers to an employee deviating from the normal or established procedure. This risk factor is present when there are no established procedures or method for completing the task.
- *Performing an unusual task.* There is a direct correlation between an employee with little or no experience and the occurrence of injuries. It is critical that new employees be thoroughly trained in the tasks they will be expected to perform.
- *Being distracted or being rushed.* Due to the hectic nature of restaurant operations (i.e. lunch hour rush), employees are regularly confronted with this risk factor. This potential for injury is significantly increased for youthful, inexperienced, poorly trained and inadequately supervised employees.

### Knife and Cutting Utensil Safety

- *Use proper knife for the job*
  - Serrated knife to cut tomatoes, bread and other soft foods with tough skins.
  - Use a knife proportional to the item being cut, such as a paring knife for small fruits and vegetables.
  - Use a boning knife for trimming and deboning of meat.
  - Use a cleaver for cutting through bones and cartilage.

**NOTE:** Consider buying food pre-cut whenever feasible.

- *Knives should only be used for the intended purpose*
  - Knives should never be used for opening cans or boxes, removal of jar or bottle caps, or cutting string, paper or bones.
- *Always use a cutting board*
  - Knives should not be used on kitchen counters, metal, glass or steel surfaces when chopping, slicing or mincing foods. Using knives on these surfaces can cause it to slip or slide out. A damp kitchen towel should be placed under the cutting board to keep it from slipping during use.
- *Cleaning and storage of knives*
  - Knives and cutting utensils should be kept in a designated storage area when not in use.
  - Knife holders or storage racks should be installed at work counters.
  - Knives should not be stored loose in a drawer with other utensils.
  - Do not store knives in sinks between periods of use.
  - Knives should be cleaned immediately after use and put into storage rack or placed in container labeled "for knives only" prior to cleaning.
- *Sharpening knives*
  - Employees should not be allowed to use dull knives. This will lead to excessive force being applied during cutting and potential for injury from slippage.
  - Only trained and authorized employees should be allowed to sharpen knives.

## Kitchen and Food Prep Safety continued:

- *Finger protection*
  - Fingers should be curled under and positioned on top of item to be cut (i.e. onion).
  - Cutting action should be away from the body, with fingers and thumb out of cutting line.
  - **NEVER** cut while holding food in hand (i.e. palming).
    - Food should always be placed on a cutting board
- *General knife safety tips*
  - Use protective gloves such as steel mesh or Kevlar when feasible. Use of protective gloves has been shown to reduce the risk of hand injuries by 60%.
  - Do not attempt to catch a falling knife.
  - Do not hand a knife to someone else. Instead, lay the knife down on a clean surface and let the other person pick it up.
  - Do not talk with co-workers when using a knife.

## Fryers

- Only trained and authorized employees should be allowed to operate fryers.
- Do not overfill or pour excessive amounts of frozen food (i.e. fries) into a hot deep fat fryer, as this increases the likelihood of burns from grease splatter.
- Cooked items should only be removed from fryer baskets with tongs or other approved utensils provided.
- Precaution should be taken to prevent spilling of water or ice into hot oil. Beverages should never be kept near fryers, as they can easily be knocked into the hot oil and cause flare-up.
- **NEVER** reach or climb on top of fryers and other hot cooking surfaces.
- Required cleaning of hoods, filters and vents should only be done after oil and surfaces have been allowed to cool.
- Use the correct grease level and cooking temperatures for deep fryer.
- Do not allow oil to overheat; use only manufacturer's recommended cooking temperature.
- Oil should only be moved or strained when it has been allowed to cool.
- Used oil should only be moved with equipment designed for this purpose.

## Other Cooking Appliances

- *Grills*
  - Heat resistant gloves should be worn when cleaning grills.
  - Never touch grill surface, as it may actually be hot when it appears to be cool.
- *Microwave Ovens*
  - Microwave ovens should be inspected on a regular basis for evidence of bent doors, broken hinges, defective latches and cracked/missing seals. Do not use the oven if you see any evidence of the above.
  - Always use hot pads or oven mittens when removing items from the microwave.
- *Mixers*
  - **NEVER** put your hands inside the mixing bowl while in operation.
  - Only use the "stomper" to push meat or food items through the grinder attachment of a mixer.
- *Ovens*
  - Use oven mittens when removing hot food from the oven.
  - **BEFORE** removing food from the oven, clear a space on the counter or table where it will be placed.
  - Only trained and authorized employees should clean an oven. Personal protective equipment including eye protection, rubber gloves and apron should be worn during this activity, especially when cleaning with chemicals.
- *Slicers*
  - Do not place your hand on top of the blade guard while operating a slicer.
  - Always replace the guard after cleaning or making an adjustment.
  - Turn the power switch to "off" and unplug a slicer when not being used.
  - The slicer width adjustment should be set to "0" when not in use.
  - A wire mesh glove should be worn when cleaning exposed edges of the slicer blade.

## **Kitchen and Food Prep Safety** continued:

### **Glassware**

- Do not place drinking glasses inside each other.
- Carry one rack of glassware at a time.
- Visually inspect all glassware for cracks or chips before handling.
- Do not use glassware for scooping ice. Only use metal or plastic scoops designated for this purpose.
- When glass is broken in an ice bin, pour hot water in the ice bin to melt the ice, then use a whiskbroom or dustpan to remove the glass.
- Hot glassware should NOT be submerged in cold water, and clod glassware should NOT be submerged in hot water.

### **Housekeeping**

- Stairways should not be used for storage, even temporary.
- Areas in front of drinking fountains, drink dispenser machines and ice machines should be closely monitored. All liquids and ice needs to be cleaned up immediately.
- Rugs or mats that do not lie flat should be straightened or removed to prevent trips and falls.
- Caution signs and/or cones should be used to barricade slippery areas, such as freshly mopped floors.

### **Robbery and Violent Acts**

- Money should not be counted within view of customers.
- Never open the back door after dark unless it is an emergency.
- Do not allow customers in the employee work area.
- Do not place posters or other objects on the windows that could obstruct the view from the street into the store.
- If a hold-up occurs, cooperate completely with the robber. Do not try to struggle or reason with them. Make mental notes about the robber, but do not make eye contact.
- Under no circumstances should you pursue the robber outside of the restaurant after the hold-up occurs.
- As soon as the robber has left the area, lock the doors and call the police.
- If you feel that a situation has the potential to become a robbery or violent act, trigger any silent alarms or call 911 before the situation escalates.

### **Consequences**

- Any act that might endanger yourself or other people and/or property will be considered a violation of safety rules and safety procedures.
- A violation of any of the above safety rules is sufficient grounds for disciplinary action.
- A first violation of any of the above rules will require a safety coaching session by the foreman with the worker to insure that the worker understands the safety requirement.
- A second violation of any of the above rules will require a documented counseling session by the foreman with the worker and disciplinary action if conditions warrant.
- A third violation of any of the above rules will be cause for the worker to be suspended without pay for the remainder of the workday and such other disciplinary action, up to and including termination, as deemed appropriate.

## Kitchen and Food Prep Safety continued:

### General Kitchen Rules

- Obey warning signs. They are posted to point out hazards or give you direction.
  - Watch the bulletin board for new ideas in accident prevention and changes in regulations.
  - Practical jokes and horseplay lead to accidents; such actions are forbidden.
  - Jumping from an elevation such as one level of a piece of equipment to another is liable to result in a serious injury. Don't do it.
  - Certain machines are equipped with safety guards or controls for your protection, and they should not be removed. Never operate any machine unless all guards are in place. If guards or controls are not in proper condition, report this to your supervisor at once.
  - Shut down machinery and be sure it has stopped before cleaning or adjusting.
  - Before repairs on electrically powered equipment are begun, the main switch will be locked in the off position. The repairman will retain the key to the lock. If there is more than one repairman, each will lock the main switch with his lock to which only he has the key (Lock-out /Tag-out Program).
  - At no time is an employee allowed to climb or jump over machinery or equipment.
  - If you work in the kitchen you must wear appropriate hairnets.
  - Common sense is the most important safety rule of all. Please use it at all times.
  - Appropriate anti-slip work shoes or boots will be worn at all times.
- 
- Clean up any broken glass with a dust pan and broom. Do not pick up broken glass with your bare hands.
  - Use towels or hot pads when carrying hot plates or pans.
  - Do not carry electrical appliances by their cords.
  - Never stand in water or liquids when using electrical appliances.
  - Never operate an appliance if cords are frayed, worn, spliced or damaged, or the three-pronged plug is altered.

## Accountability

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

If an accident occurs, and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.

### *Examples:*

1. **First offense:** Verbal warning
2. **Second offense:** Verbal and written warning with a copy of the written warning becoming a part of the employee's file.
3. **Third offense:** One day off work with no pay.
4. **Fourth offense:** Possible termination of employment.
5. **Serious offenses may result in immediate termination.**

The purpose of holding employees accountable is to help employees conform to company policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically.

# Employee Warning Notice

Department: \_\_\_\_\_ Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

---

Previous Warnings	Oral	Written	Date	By Whom
1st Warning	_____	_____	_____	_____
2nd Warning	_____	_____	_____	_____
3rd Warning	_____	_____	_____	_____

---

### *Employer Statement*

Date of Incident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_  
statement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *Employee Statement*

I  agree  disagree with Employer's

The reasons are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee signature

Date

### *Action to be Taken:*

Warning

Probation

Suspension

Dismissal

Other: \_\_\_\_\_

Consequences should incident occur again: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I have read this warning and understand it.*

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date



# Emergency Information

Emergency Phone Numbers	Employees Trained In First Aid
Manager: _____	_____
Poison Control: _____	_____
First Aid: _____	_____
Fire Department: _____	_____
Ambulance: _____	_____
Police: _____	<b>Location Of First Aid Kit</b>
Medical Clinic: _____	_____
Clinic Address: _____	_____



## **Section 15:**

# **New Employee Safety Orientation Check List**

# New-Employee Safety Orientation Checklist

Introducing new hires to the overall importance of safety - and the ways to achieve it - is one of a supervisor's most significant safety responsibilities. Here are essential points to cover in the training. You may want to check them off as you cover them during training, so that you won't miss any. The list can also be distributed to trainees as a continuing reminder once they're on the job.

## On-the-job safety is important to every worker and to the company. It:

- Reduces the risk of injury or illness
- Enables the company to comply with extensive federal and state safety regulations
- Protects the community's air, water, and safety by preventing or responding quickly to emergencies like fires, explosions, and spills
- Requires alert, trained employees who take responsibility for preventing unsafe acts and conditions.

## Company commitment to safety is demonstrated by:

- Training programs
- Investments in safe systems and equipment (ventilation systems, machines with guards, etc.)
- Personal protective equipment
- Safety incentive and awards programs (include if your company uses them).

## To respond immediately and properly to emergencies, you must know:

- How to recognize and turn in alarms
- Whom to contact in an emergency/where numbers are posted
- Where to find and how to use appropriate fire extinguishers
- Which emergencies must be handled by trained people
- Where to go and what to do in an emergency (evacuation routes, etc.)
- Where to find and how to use first-aid kits, eye washes, and showers,

## Make these good common sense safety practices part of your everyday routine and thinking:

- Keep the work area neat and free of hazards
- Learn the hazards of the equipment and procedures you use on the job
- Learn about - and use - the protective equipment and procedures called for in your job
- Participate actively in safety training and safety meetings
- Report any accident, injury, or illness immediately
- Inspect tools and protective equipment before use
- Reporting any defective, malfunctioning, or suspicious tool, machine, or item of protective equipment immediately
- Never run, fool around, or ignore safety rules
- Ask questions about any hazard, policy, or procedure you aren't sure about
- Build safety awareness and alertness - "better safe than sorry"
- If you are under 18 years of age you can NOT operate machinery or equipment.
- Make safety *your* responsibility.

Initial job assignment: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Section 16:**

# **Safety Inspection Worksheet**

# Safety Inspection Worksheet

	Yes	No	N/A	Comments/Action Requested	Date Corrected
<b>Interior Areas (Lobby, dining, restrooms, break areas)</b>					
Floors in good repair, dry, properly cleaned and maintained?					
Portable warning signs used to indicate wet floors or temporary hazards?					
Stairs in good repair, free from food spills and obstacles such as trash, brooms, mops & boxes?					
Tray stands, condiment trays, chairs, mop buckets, etc., out of aisles or traffic patterns?					
Service doors properly marked to ensure safe traffic patterns?					
Custodial doors to supply closets locked to prevent unauthorized entry?					
Broken or wobbly chairs or unsteady tables quickly repaired or replaced?					
Restroom floors clean and free from water or soap accumulation?					
Restrooms free from trash and debris?					
Open electrical junction boxes, outlets or loose or frayed wires?					
Safe receptacles provided for cigarette butts?					
All exits properly marked, lighted and unobstructed?					
Emergency lighting in basements?					
Employees prohibited from smoking in store areas?					
Floors dry, clean and free from grease build-up?					
Grease filters clean, in place, with no gaps?					

	Yes	No	N/A	Comments/Action Requested	Date Corrected
<b>Interior Areas (continued) (Food Preparation &amp; Cooking Areas)</b>					
Aisleways and traffic paths free of obstruction and tripping hazards?					
Grill locks in place and fit tight?					
Manual gas shut-off valve easily accessible and located before quick disconnect?					
Caution sign present to use manual gas shut-off before disconnecting?					
Fixed gas piping secure with no loose fittings or connections?					
Food preparation equipment in good condition, properly guarded and grounded?					
Fryer copping pieces fit?					
Employees trained in "double check" system to be sure when all cooking equipment is turned off when preparing to close?					
<b>STORAGE AND REGRIGATION</b>					
Heavier and bulkier items stored on pallets or shelves near floor?					
Cartons piled to hazardous heights?					
Proper tools for opening crates, boxes, barrels and other containers provided and used?					
Emergency interior door latch in good working condition or alarm bell operative?					
<b>ELECTRICAL EQUIPMENT</b>					
Extension cords prohibited from use as a substitute for fixed wiring?					
Panel boards unobstructed and readily accessible and cool to touch?					

	Yes	No	N/A	Comments / Action Requested	Date Corrected
Light fixtures over food preparation service, display facilities and warewashing areas shielded against breakage?					
Fluorescent light fixtures under front counter enclosed to prevent access to exposed wiring and hot lightbulbs?					
<b>FIRST AID</b>					
First aid kit available for emergency?					
Is its location conspicuously marked?					
A list of medications in first aid kit?					
A member of the management or crew certified to administer first aid?					
<b>EXTERIOR SURROUNDING</b>					
Walks, steps, ramps and other passageways in good repair and free from holes or obstructions?					
Parking lot areas free from holes that could cause tripping and injury?					
Parking lot areas and exterior perimeters of building adequately lighted?					
Ice and snow removed promptly from exterior landings, steps, walks, passageways and parking lot areas?					
Hanging signs, awnings and other exterior accessories safely secured?					
Every exit in the building clearly marked with a standard approved sign and clearly visible?					
Paths of travel to exits free of cartons, trash equipment or supplies?					
Pedestrian traffic through drive-thru lanes?					
Speed bumps and guard posts painted for easy visibility?					

	Yes	No	N/A	Comments/Action Requested	Date Corrected
Gas meters and electrical transformers protected by guard posts?					
<b>TRASH STORAGE AND DISPOSAL</b>					
Employees operate compactors and incinerators in a safe manner, properly using guards and protective devices?					
Trash compactor under key control with dead-man switch and trained in compactor use?					
Smoking forbidden in trash storage?					
Corral area secured to prevent access?					
Combustible trash accumulated away from the building?					
<b>SAFETY PROGRAM</b>					
Employees understand basic principles of safety and the company's policy?					
Employees know the hazards associated with their duties and related equipment?					
Accidents and near misses promptly reported and recorded for management action?					
All WC & GL accidents investigated?					
Employee properly report all injuries?					
Employees instructed, counseled and reminded through: Safety meetings, on-the-job safety training, posters and newsletters?					
Safety talks utilized during crew meetings?					
An active safety committee concerns itself about safeness in the operation?					
Employees encouraged to report hazards and suggest safety improvements?					
Incentive program(s) in place?					



	Yes	No	N/A	Comments/Action Requested	Date Corrected
<b>WORKING PRACTICES</b>					
Employees refrain from running or rushing while performing duties?					
Employees who operate machinery or cooking attentive to their tasks?					
Employees refrain from play, teasing or playfully distracting fellow workers?					
Spills wiped up or swept up promptly?					
Employees lifting in a proper manner?					
Employees refrain from using boxes or chairs to reach shelves?					
Employees disconnect equipment prior to cleaning it?					
Personal Protective Equipment (PPE) utilized?					
<b>FIRE PROTECTION</b>					
Is all cooking equipment protected by an extinguishing system?					
Extinguishing system provided behind filter and in exiting ducts?					
Automatic fire protection system over cooking appliances inspected and serviced by qualified persons in the last 6 months?					
Remote release accessible?					
All extinguishers properly mounted, easy to access and easy to see?					
All extinguishers identified for use (class of fire)?					
All extinguishers tagged, noting monthly inspection and annual maintenance?					
Only the portable fire extinguisher adjacent to the cooking equipment of proper 'K' rating and others well away from cooking equipment?					

	Yes	No	N/A	Comments/Action Requested	Date Corrected
Employees trained in use of extinguishers?					
Periodic fire drills held for the employees?					
Do employees know what to do in case of and emergency?					
The fire alarm/detector tested and inspected?					
Telephone numbers of the fire department and other emergency services readily available?					
Decorations flameproof or non-combustible materials?					
The automatic sprinkler systems, standpipe and hose installations inspected within the last year and in operable condition?					
The burglar alarm tested and inspected?					
<b>PLAYLANDS (if applicable)</b>					
Is all equipment in service approved?					
Are all retrofits in place?					
Is equipment safely maintained?					
Softplay zippers maintained and locked?					
Are surfaces approved?					
Are surfaces free from trip and fall hazards?					
Playland exit gate to parking lot locked?					

**COMMENTS:**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_