



MODEL EMPLOYEE SAFETY GUIDELINES

These guidelines were prepared and designed to provide sample policies, procedures, phrases and wording that you can use in the development or revision of your company's employee safety guidelines.

It was not possible to include specific instructions for every job condition, state or federal regulation and other recognized procedures in these guidelines. However, this material should provide a broad enough outline for you to develop employee safety guidelines for your own firm. Creating strong employee safety guidelines is a necessary first step for any organization. Equally important is the responsibility to follow through on all steps included in the guidelines.

The material in these model employee safety guidelines has been compiled from material submitted by a variety of sources, including more than a dozen PEI member firms.

First drafted by the
1989 and 1990 PEI Safety Committees
Reviewed and updated by the
1994 and 2000 PEI Safety Committees



MODEL EMPLOYEE SAFETY GUIDELINES

FORWARD

Protecting the health, life and safety of employees and the public, and preventing damage to property, material and equipment is of utmost importance. Safe practices affect the operating costs and profits of this company. Our ongoing objective is to reduce injuries and accidents. Jointly, we can accomplish that objective.

These guidelines are intended to be a tool in our effort. They establish safe work rules and practices that will reduce injuries if followed by all of us. We expect each of you to use these guidelines to incorporate the identified rules and practices into your daily work assignments.

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SECTION I

GENERAL INFORMATION

Introduction

As an employee, you are an integral part of a challenging industry and a unique team.

Your fellow workers depend on you to a great extent for their own personal safety and health while working. Your actions affect the overall safety record and the successful and timely completion of every job.

These guidelines are provided to help you better understand the rules for safe conduct while employed by this company. They are developed as a supplement to the Company Safety Program; however, no special or inferred liability is implied by the development of the program and booklet.

A coordinated general safety and loss control program is in effect on all jobs, designed to minimize personal injuries and property losses.

It is not possible to include in these guidelines specific instructions for every job condition, state or federal regulation and other recognized procedures. However, if you keep safety foremost in your mind as you perform your job and remember that the common sense safe way is the best way to do every job, we can achieve our goal of minimizing accidents and injuries.

Company Safety Policy Statement

The following is our policy concerning the control of losses due to accidents in our operations.

Accidents resulting in injuries to employees and damage to property are of major concern to us because:

1. Any accident, whether minor or severe, involves potential serious personal injury. The safety and well-being of our people is of major importance to us.
2. Accidents and injuries are costly and time consuming. Direct costs of accidents are reflected in our insurance premiums. The indirect costs of accidents are entirely borne by our company.
3. Conditions responsible for accidents are usually the same conditions responsible for damaged equipment, delays, personnel problems and many other hindrances which interfere with the orderly, efficient client operations and scheduling that are necessary for our business.

For these reasons, the control of accidents is the responsibility of all levels of operating personnel – employees, supervisors and managers. Since the first line supervisors are the individuals in closest contact with the day-to-day operations, they have primary responsibility for control of accidents within the scope of their authority.

The purpose of our loss control program is to locate and correct conditions responsible for employee injuries and economic

waste. Emergency procedures have been established to minimize the probability and extent of personal injury, property damage and business interruption. It is expected that each person in our organization will do his part toward the success of this program.

Responsibilities

All employees of this company are responsible for strict compliance with the safe work rules contained in these guidelines and are responsible for incorporating established safe work practices in their work assignments. You, as the employee, are responsible for understanding and following your work assignment. Your supervisor should explain the safe work practices for your job and discuss any particular hazard that might be anticipated. If you don't understand the safe and proper way to perform a task, ask your supervisor for further job instruction.

Managers, supervisors and coordinators are responsible for placement of workers who are capable of performing safely and properly. The supervisor should evaluate the physical, mental and emotional condition of each employee in order to make a safe and proper placement before starting a new or unfamiliar job. Managers, supervisors and coordinators are additionally charged with the responsibility of enforcing compliance with these rules and for ensuring that employees under their supervision use these safe work practices or equivalent measures.

General Guidelines

Accident and Injury Reporting

Report all accidents and injuries, including minor cuts, scratches, bruises, etc., to your supervisor as soon as possible. Any injury not reported immediately to your supervisor will be deemed not job related and may result not only in disallowance of your insurance claim but also disciplinary action. Report the causes of your injuries factually and promptly so that sound accident prevention measures may be applied to prevent a recurrence of the same type of injury to you or another individual.

Safety Meetings

Safety meetings are conducted as part of a company safety program. Your foreman or supervisor will hold weekly safety meetings at which time accident prevention problems and/or techniques to be used to avoid accidents will be presented. All employees are expected to attend and contribute to the success of these meetings. The knowledge you share with your fellow employees may very well prevent accidents from occurring.

Fire Prevention and Emergencies

You are responsible for knowing the procedure for reporting a fire or other emergency at your work location. When first entering a structure, become familiar with proper exits so that you may safely evacuate the building or structure in the event of a fire. You can do much to eliminate the causes of fire and to assist in the suppression of minor fires by observing and following some basic common sense rules:

1. Upon arriving at a new job location, know where the nearest fire extinguisher is located.
2. Know how to operate the fire extinguisher.
3. Know the type of fire on which it should be used.
4. Check the label and be aware of the toxic fumes that may be generated when fire is combined with some extinguishing agents.

Maintain free access to fire extinguishers, standpipes, hoses and hydrants. Report any empty fire extinguishers to your supervisor.

By maintaining good housekeeping procedures, many fire sources may be eliminated. The basic housekeeping requirements are as follows:

- It is mandatory that good housekeeping procedures be maintained in all work areas at all times.
- Working areas should be kept as free as possible of debris and waste material, particularly that which is combustible.
- Smoking, open flames and heat sources are not permitted in the immediate area in which a flammable material is located.
- All flammable and combustible liquids must be stored in approved containers.
- Noncompatible materials shall not be stored together.
- All spills of flammable or combustible liquids must be properly and promptly cleaned up.
- Stairways, aisleways, passageways and gangways must be kept clean and clear at all times from materials, supplies and other obstructions that may block the way to an exit.

Report all fire hazards to your supervisor immediately.

To report a fire, call the fire department. Identify yourself, give the location of the fire and the material or equipment involved. Stay on the line until the person receiving your call releases you.

Hazard Detection, Correction and Reporting

You are responsible for detecting, correcting and reporting to your supervisor any and all unsafe practices or unsafe conditions as you observe them. Report those hazards that you cannot correct to your supervisor so that proper and prompt corrective action can be taken.

Remember that the purpose of promptly reporting unsafe practices and conditions is not to assign blame on individuals, but rather to apply immediate corrective action to avoid possible accidents.

Housekeeping

Good housekeeping of your work area is an important part of accident and fire prevention. It also contributes to the overall efficiency and well being of this company. Each employee is responsible for maintaining his given work area and all company facilities in a clean and orderly condition at all times.

Make good housekeeping and orderliness a part of each task you perform.

Job Planning

Before beginning a work assignment, the supervisor and crew should plan the job so that it can be done safely. All necessary safety equipment and protective devices should be secured for the job.

Medical Treatment

Know the location of the company first aid equipment and supplies. Medical treatment is available for all occupational injuries and diseases. Do not let your injury go untreated.

Off-Duty Employees

While on company property or on a jobsite location, off-duty employees must comply with all safety rules and regulations.

Personal Attire

All employees must wear clothing that is suitable for the type of work they are doing. The clothing you wear to your work assignment can be extremely important in terms of your personal safety while performing a given task.

Proper clothing can in some instances reduce injury in the event an accident does occur. It can go far in eliminating the possibility of the accident occurring in the first place. Conversely, clothing can contribute greatly to the extent of injury you incur in the event of an accident.

Employees should give careful consideration to the following:

Wear clothing suitable for the work you are doing. Minimum attire is long pants and a T-shirt with sleeves. No shorts, cut-offs, tank tops or mesh shirts are allowed.

Avoid the use of thin cotton or synthetic materials that can be highly flammable and readily ignite if exposed to temperature extremes or flames.

Avoid cuffed trousers that can catch and hold materials. They can become a trap and container for contaminants, or present a tripping hazard.

Wear substantial, properly fitted work footwear and keep them maintained in good condition. Footwear such as canvas shoes or tennis shoes is prohibited.

The company furnishes special protective clothing and equipment, which is necessary for a specific job. When such equipment is designated as necessary to the job, the wearing of such clothing and equipment is mandatory.

Maintain your clothing in clean and properly repaired condition. Keep your clothing clean from contaminants such as oil, solvent and paint which, in addition to being highly flammable at times, can also cause skin irritation and skin disease problems.

Jewelry (rings, bracelets or neck chains) can cause accidents or increase the severity of accidents. We strongly suggest that jewelry not be worn on the job.

Visitor Control

Your work location has a visitor control procedure. Non-company employees will be handled with this procedure. Visitors will not be permitted at the work location until they have signed the proper release form. Visitors must be escorted by authorized personnel only.

Supplements To The Employee Safety Guidelines

It is not the purpose of these guidelines to provide comprehensive and complete details on all safe work rules and practices that you need to do your assigned work. This handbook is general in nature. To provide you additional information, supplements to these guidelines in the form of pamphlets may be published periodically and made available for your use.

SECTION II

TOOLS AND EQUIPMENT

General

All tools, including hand tools, air-powered tools, electrically-powered tools and power-actuated fastening devices must be maintained in good condition.

All defective tools and equipment should be tagged "Out of Service" until properly repaired and restored to service. Report all defective tools and equipment immediately to your supervisor.

Tools and materials should not be placed where they may fall or be kicked off to a lower level. Such activity can cause damage to tools and material and injuries to individuals working below.

Tools which are used in elevated positions should be secured with a line whenever practical, and the area below should be suitably protected or barricaded to protect individuals working at the lower levels.

Tools, equipment and materials should not be thrown up or down from one working level to another. They should either be carried or sent up and down through the use of a hand line or other safe, practical means.

All guards on hand tools, machinery and equipment must be maintained in position.

Hoists

Only authorized personnel should operate hoists.

Employees are not permitted to ride on hooks.

Signals should be given only by a designated person who is knowledgeable of standard signals. In an emergency, any employee may give a stop signal.

Do not load hoists beyond their rated capacity.

Hand Tools

Use the proper tools for each job.

Do not use defective hand tools.

Do not use hand tools in a manner other than their designed purpose.

Tools should not be thrown from one employee to another.

Tools should not be left on the floor, in walkways, or near the edge of elevated work surfaces.

Pneumatic Tools

When using air hoses, be sure they have a safety pin or locking device to keep the hose from coming loose and "whipping."

Air pressure should be bled at the tool before breaking connections.

Protect tools from accidental operation.

Use grounds for pneumatic jack hammers and concrete drills when used in areas where there is a chance of coming in contact with an electrical circuit.

Pneumatic tools should not be pulled or lifted by their hoses.

When pneumatic hoses are not in use, store in an area protected from welding sparks, chemicals, excessive moisture, dryness and heat.

Portable Electric Hand Tools and Extension Cords

Power to electric hand tools used in conductive environments should be supplied through either a ground fault circuit interrupter or operated at a maximum of 12 volts.

When using electric hand tools, except those that are double insulated, be sure they are case-grounded and equipped with three conductor service cords.

Before using a tool, guards should be in place.

Do not use extension cords and service cords to lift your tools and equipment.

Defective and frayed electrical cords and extension cords should be tagged "Out of Service" until properly repaired and restored to service. Report all defective cords to your supervisor.

Portable Ladders

A ladder should be used only for its designed purpose.

All ladders should be inspected for defects prior to use. Unsafe and defective ladders should not be used until rendered in good, safe condition.

All defective ladders should be tagged "Out of Service" and immediately removed from the work area to a safe location for either repair or replacement.

All ladders should be properly placed in a safe working position and secured at the top and bottom to prevent displacement. Protect ladders placed near doorways and passageways from being struck.

Ladders constructed of metallic or other conductive material should not be used around energized electrical circuits and equipment.

Do not overreach when working from a ladder.

All employees should use ladders properly, ascending and descending in a safe manner by maintaining a firm grasp on the ladder at all times. Refrain from carrying anything that will interfere with the free use of hands.

Ladders should be of sufficient length for the intended job.

Ladders should not be used as bracing or shoring members, nor should they be placed in a horizontal position for use as a platform, runway or scaffold.

Ladders should be properly placed in a safe location to prevent damage to the ladder when not in use.

Shop Equipment and Compressed Air

Shop equipment should be used only for its designed purpose and only by authorized personnel.

Do not turn air hoses on yourself or on other employees.

Make sure that shop machinery and equipment are in safe operating condition before using.

Make sure that equipment is in a safe mechanical and/or electrical condition before performing maintenance or lubrication.

Compressed air, when used for cleaning, should be restricted to 30 psi at the nozzle. As an alternative, a 3-foot lance tube should be used.

Material Handling

When manually handling materials, lift and carry properly to avoid back and muscle strains.

If the material or object you must handle manually is either too heavy or awkward to grasp properly, obtain help.

The rigging for the material handled should be inspected prior to each use.

Tag lines should be used to control the load being lifted.

Make certain that any loose parts or pieces are firmly secured before lifting and moving.

When handling hazardous materials such as acids or chemicals, the proper personal protection equipment for that particular substance should be worn.

Walking or standing under suspended loads is prohibited.

Be on the lookout for visitors or other employees in the areas of lifted loads and warn them of the hazards.

Riding on a suspended load, a hoist hook, or a material hoist is prohibited.

No one should ride on moving equipment unless specifically authorized and then only when places are provided for this purpose.

Use the proper tools and equipment to adequately and safely perform the material-handling job.

SECTION III

SPECIAL WORK ACTIVITIES

Confined Space Entry

If the duties of your job require you to do confined space entry, the company has an obligation to see that you are properly trained.

Do not enter any confined space (i.e., petroleum storage tanks or other areas of a similarly confined nature) until the space is tested with an approved and calibrated instrument or an adequate air supply is provided to assure a breathable atmosphere. If the confined space has contained any flammable materials, the atmosphere should also be checked for flammable vapors. Any vapors detected should be adequately purged before entry is authorized.

In an emergency situation when an unsafe atmosphere must be entered, supplied-air respiratory equipment must be worn. A safety line should be used and attended by an employee on the outside.

Confined spaces should not be closed until the space has been verified as cleared of all personnel.

When working in a confined space, periodically test the atmosphere and verify it is safe.

Do not enter any confined space or what you believe to be a confined space unless you are trained and authorized to do so.

Excavation and Trenching

Excavation walls should be shored or sloped in areas of unstable soil.

Excavations and trenches should be protected with the placement of adequate warning signs or barricades.

Ladders should be provided to permit safe entry/exit into excavations 4-feet deep or greater.

Provide at least two means of entry/exit for excavations more than 20 feet in length.

Work areas should be kept clear of stockpiled material. Excavated materials should be properly sloped or shored to prevent cave-in or slide. In no case should material be closer than 2 feet to the edge of the excavation.

All Excavation operations will be conducted under the supervision of a "Competent Person"

Excavations and trenches should be inspected daily, or more often should conditions warrant additional inspections.

Lock Out/Tag Out of Hazardous Energy Sources

Lock out/tag out all circuits before beginning any repairs.

Lock out the breaker for the system being repaired.

Use locks and tags which indicate the identity of the employee using them and which are of sufficient quality and durability to ensure their effectiveness.

The same employee who applied each lock out/tag out device must remove each device.

Grinding/Buffering/Cutting and Tapering

Personal protection equipment should be worn while using a grinder, saw, buffing wheel or tapering tool.

The rpm rating of the wheel should be equal to or greater than the rpm rating of the grinder.

Never adjust a work rest while the wheel is in motion.

When grinding or cutting operations produce an excessive amount of dust, use an approved respirator.
Adjust the tool rest to provide 1/8-inch or less clearance on all pedestal and bench grinders and saws.
Use only the face of the grinding wheel except when using a wheel designed for side grinding. Never grind soft metals on regular grinding wheels.
Do not use grinding wheels or blades that are excessively worn, out of balance, or damaged. Handle grinding wheels and saws carefully to prevent damage.
Stand to the side of the grinder or saw during startup and wait until the blade has reached maximum speed before starting work.

Rigging

Do not use the chain on hoists or come-alongs as a sling.
Do not use a "cheater" on a come-along handle for more leverage. This will overload the hoist.
Inspect rigging equipment each time you use it. If you find any defect in the equipment, report it to your supervisor.
When using U-bolts for eye splices, apply the U-bolt so that the "U" section is in contact with the dead end of the rope.
When rigging equipment is not in use, store it in an area where it will be protected from welding sparks, excessive moisture, acid fumes and excessive heat.
Keep your hands away from pinch points.
When attaching chain hoists or come-alongs to any structure, make sure they will support the load you are lifting.
Use softeners (spacer blocks) to pad sharp-edged corners of materials to be lifted to protect slings, chokers, etc.
Use safety latches on chain hoists and come-alongs that are so equipped. As an alternative, mouse the hooks.
Either screw eyebolts all the way down to the bolt shoulder or use spacers.
Be sure to center the load in the throat of the hook.

Welding and Cutting

Only those employees authorized by their supervisor are permitted to perform welding and cutting operations.
Welding and cutting on lines and tanks that are under pressure or contain flammable liquids or gases is strictly forbidden except under approved, controlled conditions.
All lines or vessels should be properly cleared and purged, if applicable, before welding or cutting is permitted.
Welders should wear suitable clothing and protective devices.
Oxygen cylinders and associated apparatus should be kept free of oil and greasy substances.
Torches that are not equipped with flashback arrestors on the torch end of oxygen and acetylene hoses should not be used.
Do not lay welding leads or supply hoses on walkways or stairways.
Place screens around welding areas when other employees may be exposed to electric arc flash burns.
Use fire blankets and catchments to prevent sparks and hot slag from creating fire and personal injury hazards.
Safely secure welding and cutting equipment. Do not leave equipment energized or cylinder valves open when the equipment is left unattended.
Do not leave the work area until a check is made for potential smoldering fires. Check areas where sparks and hot slag may have fallen.
Use respiratory equipment in areas of confinement with poor ventilation. Protect against breathing welding rod fumes.
Compressed gas cylinders should be secured when in use. Valve covers should be secured in place when not in use. Empty cylinders should be returned to their designated storage location.
Keep acetylene cylinders in an upright position.
Make sure welding leads, stinger, whip, hoses and gauges are in good operable condition and are safely placed.
Transport all pressurized cylinders properly. Keep caps in place and turn off valves.
Shield all cutting and welding operations when possible and watch for fire hazards.
Keep a charged fire extinguisher close to welding and cutting operations.
If at any time you are not sure of the safety measures necessary for cutting or welding operations, stop and ask your supervisor.

SECTION IV

LIQUIDS AND GASES

Cleaning Solvents

Use only cleaning solvents approved by your supervisor.
Smoking, open flames and heat sources are not permitted in the immediate area in which a flammable commodity is being used.
Personal protective equipment should be used when required.
Always read the label and know the substance you are using. Know the hazards and special precautions to be taken.
Use approved safety cans when handling flammable cleaning solvents.
Do not use unidentified commodities.
Store cleaning solvents only in designated locations.
Keep all solvent containers covered when not in use.

Compressed Gas Cylinders

Repairs or alterations to cylinders or safety relief devices are not permitted.
Cylinders should be hoisted only in a cradle, cart or on a pallet.
Do not use cylinders for any purpose other than their proper and designed use.
Know the contents of the compressed gas cylinder you are using.
Keep valve protection covers in place when cylinders are not connected for use.
Make sure the threads on a regulator or union correspond with those on the cylinder valve outlet.
Do not force connections.
Be sure to open cylinder valves slowly.
All cylinders should be handled carefully and treated as full.
Transport cylinders by hand-truck or mechanical means if possible. Cylinders can be rolled.
Do not drag cylinders.
Report any leaking cylinder to your supervisor.

Flammable and Combustible Liquids

Never use gasoline for starting fires or for cleaning purposes.
Do not dispense gasoline for any purpose unless a safety can or tank designed for that purpose is used.
Do not place flammable or combustible liquids near open flames, welding operations or other sources of ignition.
Shut off all portable and mobile equipment, and gasoline and diesel engines when refueling.
Store flammable or combustible liquids in approved storage cabinets or rooms.

Hazardous Chemicals

Employees handling acids, caustics and other corrosive or toxic chemicals must wear suitable protective clothing and equip-

ment, i.e., gloves, aprons, face shields, etc.

Do not begin cutting or welding operations on any piping or vessel that has contained chemicals until the proper clearance has been obtained and safe work procedures established by your supervisor.

Employees participating in the handling and use of acids and caustics must follow plant procedures for chemical cleaning operations.

Always know the chemical you are using. Be familiar with the hazards and special precautions to be taken.

Check showers and fountains in the area for proper operation before you handle chemicals or perform maintenance on equipment involving chemicals.

If you get chemicals in your eyes or on your skin, flush them thoroughly with water.

Consult the MSDS specific to the chemical being handled for more detailed hazard information and protective measures.

SECTION V

FORKLIFTS AND HEAVY EQUIPMENT

Forklift Operations

All drivers should be trained through a certified forklift training program.

Only the driver is permitted to ride on forklift trucks.

The loads handled by a forklift truck must not exceed the rated capacity of the truck.

Keep the forks down. Do not operate a lift truck with the forks raised above the minimum height to clear obstructions.

If a load is too high or too wide to see around, operate the lift truck in reverse.

When you park the lift truck, lower the forks to the ground and set the parking brake.

Back down a ramp or incline. Always use low gear. Never turn sideways on an incline.

When a forklift truck is needed to provide access to an elevation, an approved safety work platform must be used.

Heavy Equipment Operations

Only authorized employees are permitted to operate heavy equipment, i.e., backhoes, track hoes, dump trucks, etc.

Unauthorized employees are not permitted to ride in cabs of heavy equipment.

Lower movable buckets when you stop the vehicle.

Always block movable buckets if maintenance or inspections are being performed with the bucket in the up position.

Operators should report all equipment malfunctions immediately.

Hearing protectors should be worn when the operator's compartment has been designated as a high-noise-level area.

Maintenance or repair work is not permitted with the engine running unless a positive means has been established to ensure the equipment remains stationary.

Installation Operations

Hardhats and safety glasses are required as the job dictates.

A chauffeur's license is required for all outside installation personnel.

Be familiar with all the equipment you operate or have qualified personnel help.

All backhoes with full loads of material are to be kept as low as possible while in operation.

No person is to have any part of his body under a dump truck body without the safety leg in position.

No person is to be under any equipment with the engine running.

All backhoes must be loaded in compliance with company instructions. After approximately 10 miles of transit, check for any slackness in chain tension.

All safety chains and Pendleton hooks should be checked for cracks and to ensure that all safety pins are in place. Check all tires and lights before moving vehicle.

All tanks to be placed in a hole are to be securely rigged.

Smoking is prohibited after petroleum product is delivered to the jobsite.

Always operate the dump truck vertical to hills.

When operating cranes and backhoes, watch for overhead electrical lines.

Always check with property owner about locations of underground lines, drains and piping before beginning work.
Heavy equipment misuse (hot rodding) will not be tolerated.
Perform work in a conscientious manner. No horseplay will be tolerated.
Promptly report any vehicular/personal accidents or injuries.
Seat belts are to be worn in trucks, backhoes, etc., at all times.
Promptly report any needed repairs.

SECTION VI

VEHICULAR OPERATIONS

Driver

Only a licensed and authorized driver is permitted to operate a company motor vehicle.

Operation of a company motor vehicle must be conducted in accordance with federal, state and local government traffic laws, ordinances and regulations.

Promptly report any vehicular accident to your supervisor.

The use of safety belts is mandatory when driving a company vehicle.

Promptly report needed vehicle repairs.

Picking up hitchhikers or unauthorized personnel is prohibited.

Never attempt to drive a vehicle when you are impaired by alcohol, medications or drugs.

Unsafe and discourteous driving practices, violation of traffic regulations and deliberate recklessness of any kind are prohibited.

Use good judgment and proceed at a speed suitable to the conditions of the vehicle, road surface, traffic and weather.

Refer to the vehicle operator's manual for specific instructions.

Vehicle

Visually inspect a company vehicle before operation.

The certificate of registration, proof of insurance, company accident forms and other required documents must remain in all company vehicles.

A hot catalytic converter can create a fire hazard. Vehicles with catalytic converters should not be driven onto grassy spots or an area where gas accumulation is suspected.

Do not get out of a vehicle and leave the motor running.

Do not operate a vehicle with the door open.

Do not add fuel to a vehicle while the engine is running.

Do not smoke or permit smoking near a vehicle being refueled.

Vehicles must be kept in good mechanical condition and should be inspected regularly. If you detect a mechanical defect or safety hazard in a vehicle, report the hazard to your supervisor immediately.

SECTION VII

OFFICE, SHOP AND WAREHOUSE OPERATIONS

Office Operations

Keep all drawers of desks and file cabinets closed when they are not in use.

Pull out only one drawer of a file cabinet at a time.

Keep floors free of tripping hazards such as telephone cords, electric extension cords, wastebaskets, etc.

Report any defects found in electrical cords or electrical equipment to your supervisor. Defective equipment should be removed from service until repaired.

Shut off power to portable fans before adjusting the angle or moving them to another location.

Do not use items such as boxes and chairs in place of a ladder.

Keep the blade of the hand-operated paper cutter in the down position. Be sure it is latched when not in use.

Place all sharp-pointed objects such as pencils, knives, shears, and thumbtacks in your desk drawers in such a way that you will not cut yourself accidentally.

Wipe up all spills immediately.

Do not place portable electric heaters near combustible or flammable materials.

Unplug electrical appliances that contain heating elements, such as portable heaters and coffeepots, when not in use.

Shop and Warehouse Operations

Do not place equipment, material or parts outside the yellow aisle lanes.

Do not place equipment, material or parts near fire extinguishers, electrical boxes, passageways, etc.

Keep equipment, material and parts away from ventilating fans.

Keep all electrical outlets and cords in good repair, properly labeled and protected.

Change air filters in all ventilating equipment frequently.

Check fire extinguishers once a month.

Smoking is not permitted in our shop and warehouse. Individuals desiring to smoke must do so outside or in the break area.

No welding is allowed in hazardous locations.

Do not, under any circumstances, weld, cut, drill, buff or sand a container that has contained product without first freeing the container of any gas.

A carbon monoxide exhaust system should be used on any truck or motor that is running in the shop. As an alternative, the shop's doors should be kept open. This applies regardless of the period of time the motor is running.

Oil, gasoline, grease, etc., spilled in the shop should be cleaned up immediately. Use oil dry and sweep.

Any petroleum product spilled anywhere other than the shop should be reported immediately to the supervisor.

Paint and thinner should be stored only in the area provided. Thinner drums should always be grounded.

Work areas should be kept free of scrap or any unusable items.

Any injury, no matter how slight, should be reported to the supervisor immediately.

Know the exact location and operational procedures of all emergency equipment, fire extinguishers, phones, first aid kits, etc., in the area.

SECTION VIII

PERSONAL PROTECTIVE EQUIPMENT

Eye and Face Protection

The forms of eye protection required for each individual job may vary widely. Proper equipment prescribed by OSHA standards must be worn when necessary. Check with your supervisor.

Suitable eye protection must be worn at all times when eye injury hazards are present.

Eye protection should be worn throughout all company plant locations with the exception of specifically designated areas. Eye protection should not replace goggles or face shields when required in special work situations.

Contact lenses should not be worn in plant operation and maintenance areas unless specifically approved by the supervisor and then only when full cover goggles are also worn.

The type of eye protection worn should provide adequate protection for the particular hazard to which you are exposed.

Goggles, face shields, welding helmets and other types of eye protection will supply additional eye protection as the particular work activity and exposure dictates.

Make sure that the eye protection equipment that you use is properly fitted.

The cleanliness and maintenance of eye protection equipment assigned to you is your responsibility.

All forms of eye protection you use must be sanitized, kept in good repair and ready for use.

When eye protection is not in use, it should be properly stored.

Hearing Protection

Hearing protection in the form of properly fitted earmuffs or plugs should be worn in any area, or at any time, when hazardous noise levels and work duration dictate.

Foot Protection

Wear footwear appropriate for the type of work being performed.

Some special work activities may require the use of special foot protection. This foot protection may be in the form of safety-toed footwear or metatarsal arch protectors. If uncertain, check with your supervisor.

Hand Protection

Wear proper gloves for each given task.

Wear suitable gloves with high gauntlets when handling hot, rough or sharp materials and when welding or cutting.

When handling chemicals or hot compounds, wear proper gloves designed for that purpose.

Head Protection

Hardhats are provided and should be worn at all company installation jobs.

Hardhats should be worn in the warehouse and around heavy equipment and overhead equipment.

Do not remove the hardhat suspension or change the hat in any way that would reduce the protection provided.

Respiratory Protection

Choose the right respirator for the job to be performed.

Make sure it is in proper working condition.

Check for proper fit before doing a job where a respirator is needed.

Conduct proper medical testing before wearing a respirator.

Perform a user seal check each time you put on the respirator.

Use the proper filter cartridges for the job.

SECTION IX

WARNING SIGNS AND DEVICES

Warning Signs and Barriers

All warning signs and barriers must be strictly observed.

If your work assignment creates a physical hazard, you are responsible for adequately barricading and placarding the hazard as an integral part of the work. If more than one employee is involved in creating a physical hazard, all employees are responsible for ensuring that appropriate safeguards are taken.

SECTION X

PERSONAL SAFETY CONDUCT

Personal Actions

You must not use or be under the influence of alcohol or intoxicating drugs while working on company premises, jobsites or traveling to and from jobsites.

Fighting, scuffling and horseplay are not allowed.

Abuse, misuse or unauthorized alterations of tools and equipment is prohibited.

Treat all electrical circuits as energized unless they are properly cleared and grounded.

Treat all pressure systems as pressurized unless they are properly cleared and depressurized.

The careless handling or throwing of matches and lighted cigarettes, the uncontained spitting of tobacco juices, and the flagrant littering of company work areas and jobsites is prohibited.

Acts that jeopardize your personal safety or the safety of co-workers or visitors are prohibited.

Do not remove safety or fire equipment from designated locations without prior approval of your supervisor, except in an emergency.

If you have a medical restriction or limitation, you should not knowingly exceed the imposed restriction or limitation.

Don't take chances. If you are not certain about how to safely proceed on a job, ask your supervisor for instructions.

If you feel that you cannot continue to do your job safely because of fatigue, illness or for some other reason, promptly report this condition to your supervisor.

Exercise proper lifting techniques in handling materials.

Back support belts should be worn while lifting.

Do not enter unauthorized areas while on company property or jobsites.

Do not possess unauthorized firearms, explosives, fireworks or other such pyrotechnics or ordnances while on company property or jobsites.

SECTION XI

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Company Employee Safety Guidelines.

I understand that, while employed by this company, I will be expected to abide by the rules contained in these guidelines and other rules and regulations pertaining to the company and to my particular job.

By my signature below, I acknowledge that I have read and understand the rules and information contained in the Company Employee Safety Guidelines. I understand that violations of these rules or failure to perform my work assignment in a safe and orderly manner can be cause for my dismissal.

Signature _____

Date _____

Name _____

Address _____

City _____

State _____ Zip _____

Home Phone _____

Job Title _____

Emergency Contact Name _____

Phone _____

EMPLOYER ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have delivered the Company Employee Safety Guidelines to the individual whose signature appears above and further acknowledge that this person has received an orientation as to the contents of these guidelines, as well as other company safety rules pertaining directly to his/her particular job.

Signature _____

Date _____

Name _____