



PPE AGREEMENT

TO ALL EMPLOYEES:

Please note all PPE assigned to the employee will be deducted out of their last check if:

1. Lose their position due to policy handbook or any other discrepancies.
2. Lose their position due to drug use.
3. Leave because they find out this job is not a right fit.
4. Quit for any other reason

ITEMS:

Shirts - \$14.85 – up to - XL Quantity - \_\_\_\_\_

Shirts - \$18.5 – XXL \_\_\_\_\_

Goggles- \$2.25 - \_\_\_\_\_

Vests- \$14.85 - \_\_\_\_\_

Hard Hats - \$10.00 - \_\_\_\_\_

This is for anyone that loses their job or quits prior to probationary period from the time of hire.

This will be a 90 Day Probationary period.

If you have any questions please call the office and speak to Dina Reyna

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

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

\_\_\_\_\_  
Employer Signature

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



## RDR Flooring Services Confidentiality Agreement

I \_\_\_\_\_, agree with the following statement.

I understand that I may come in contact with confidential information during my time of employment with RDR Flooring Services. As part of the conditions of my work duties and assignments with RDR Flooring Services, I hereby undertake to keep in strict confidentiality any information regarding any client, employee or business of RDR Flooring Services or any other organization that come to my attention while employed at RDR Flooring Services.

I also agree to never remove any confidential contractual materials and/or information of any kind from the premises of RDR Flooring Services, unless authorized as part of my duties and assignments with the expressed or written permission or direction from RDR Flooring Services, Chief Executive Officers or Chief Operations Officer.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Signature of Witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_



## **RDR Flooring Services, LLC**

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# **FIELD AND OFFICE**

# **SAFETY POLICY**

# **MANUAL**

**UPDATED 1/01/2020**



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# **SAFETY POLICY**



## **RDR Flooring Services, LLC**

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### **SAFETY POLICY**

1. Safety is our top priority and #1 responsibility.
2. Comply with all applicable laws, ordinances, rules and regulations bearing on the safety of persons and property.
3. Report unsafe conditions.
4. Wear proper apparel (no shorts, no tennis shoes, no tank tops).
5. No employee will be allowed to work while under the influence on the job site.
6. No one shall be knowingly permitted to work while their ability or alertness is so impaired by fatigue, illness or other causes that might necessarily expose the individual or others to injury.
7. Only authorized installers are to operate the floor strippers.
8. Never attempt to use a faulty piece of equipment, if possible, replace immediately.
9. Flag off/barricade all working areas.
10. Wear safety goggles whenever required.
11. All employees will conduct themselves in a competent workmanlike manner at times.
12. Participate in maintaining a clean work place.

## Section II.

# SAFETY AND HEALTH TRAINING

### **Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

### **Job-Specific Training**

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

### **Periodic Retraining of Employees**

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

All training should be documented and training records retained in the employee's personnel file.

## Section III.

### SAFETY MEETINGS

Supervisors will conduct monthly safety meetings with their employees. Safety meetings may be conducted on a more frequent basis if changes in the worksite, work processes or accident history require that additional meetings be held. The safety coordinator should provide supervisors with safety topics and discussion items each month. In addition to the safety topic, supervisors may discuss other items such as recent accidents and injuries, results of safety inspections, and revisions of safety policies and procedures.

Documentation will be maintained of each employee safety meeting. It should contain the subjects discussed as well as an attendance sheet.

Following the safety meeting, supervisors will observe employees performing job tasks associated with the safety topic item discussed in order to see whether or not they are following the safe job procedures. If employees are observed to be following the safe procedures, they will be encouraged to continue to do so. Those found not following the procedure will receive correcting feedback.

When meetings are held periodically, there is always the danger that they will become dull and routine. We will continuously review and improve our meeting plans to prevent this from happening.

Supervisors will follow the below plan of action to ensure successful safety meetings are conducted:

#### **A. Preparing for the Meeting**

- Supervisors will conduct frequent inspections of the various areas and work practices and note any unsafe acts being performed or unsafe conditions that need to be corrected.
- Supervisors will select an unsafe act or condition to be used as a Safety Meeting topic for the benefit of all. A Safety Meeting can help identify and eliminate hazards before accidents occur.

#### **B. Conduct the Meeting**

- Supervisors will discuss only one topic per meeting .
- Allow employees to discuss why the situation occurs .
- Reach an agreement with employees on how to eliminate or control the situation .

#### **C. Keep a Record of the Meeting (Refer to Monthly safety toolbox talk book)**

- Copies of the monthly safety meeting report forms will be sent to the Safety Coordinator. The Supervisor should keep originals in his or her area.



## [Website of Sample Safety Talk](#)

### ***Tool box topics***

[www.toolboxtopics.com](http://www.toolboxtopics.com)

### ***Safety toolbox talks***

[www.safetytoolboxtalks.com](http://www.safetytoolboxtalks.com)

### ***Caterpillar Safety Toolbox Talks***

<http://safety.cat.com/cda/layout?m=133385&x=7>

### ***scif.com***

<http://www.scif.com/safety/safetymeeting/SafetyMtgTopics.asp>

## Section N

### PREVENTIVE MAINTENANCE

Truly effective preventive maintenance programs are well planned, have specific standards, assign responsibility and follow-up to assure corrective actions are implemented. Our preventive maintenance inspection program can assure compliance with key standards, validate the effectiveness of loss control measures and provide a basis for initiating corrective measures.

Qualified personnel will conduct a hazard and maintenance based inventory to determine what equipment and areas will be included in the planned maintenance program. The inventory is the foundation for our program of planned maintenance.

Work areas will be divided into convenient areas of responsibility or departments to determine what items need regular planned inspection and maintenance. Items to consider are:

- |  |   |
|--|---|
| <input type="checkbox"/> Environmental equipment     | <input type="checkbox"/> Hazardous material       |
| <input type="checkbox"/> Machinery                   | <input type="checkbox"/> Power sources            |
| <input type="checkbox"/> Electrical equipment        | <input type="checkbox"/> Tools                    |
| <input type="checkbox"/> Protective equipment        | <input type="checkbox"/> Personal facilities      |
| <input type="checkbox"/> Fire protection equipment   | <input type="checkbox"/> Elevators, manlifts      |
| <input type="checkbox"/> Material handling equipment | <input type="checkbox"/> Transportation equipment |
| <input type="checkbox"/> Warning devices             |   |

Qualified personnel will determine what aspects of each item need to be examined during planned inspection or maintenance check. For each item listed on the inventory, we must identify the parts of the item most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, misuse or other cause. We will focus on safety guards and devices, controls, work or wear components and electrical or mechanical parts. For a particular machine, the items to check could include point of operation, feed mechanism, lubrication system, adjustments, electrical grounding, flywheels, gears and shafts, controls, attachments, lighting, brakes and exhaust systems.

Qualified personnel will determine the conditions that need to be inspected for each part. The unsafe conditions for each part to be checked should be described specifically and clearly. Conditions could include words such as frayed, exposed, broken, leaking, corroded, vibrating, loose or slipping. Some conditions might need measurements such as minimum face velocity of a ventilating hood.

We will determine the appropriate frequency to check for each condition. We can determine the frequency in part by answering the following four questions:

- a. Loss severity potential.
- b. Potential loss frequency.
- c. Rate of deterioration or damage.
- d. History of failures.

State and or federal regulations may require specific inspection frequencies. We will consult the appropriate regulation, where applicable, when determining inspection frequencies.

Management will assign responsibility for making each check. The checks may be conducted by operators, maintenance, shift leader or foreman depending on qualifications. Some inspections such as sprinkler alarm tests, or hygiene sampling might be accomplished by outside inspectors.

**Note: This is a sample preventive maintenance inventory worksheet. You will need to develop a customized worksheet that addresses the potential hazards in your work environment.**

**Example:**

<i>Item</i>	<i>Part</i>	<i>Condition</i>	<i>Frequency</i>	<i>Responsibility</i>
1. Overhead hoist	Cables, chains, hooks and pulleys	Frayed or deformed cables, worn or broken hooks and chains, damaged pulleys	Daily - before each shift.	Operator
2 Fire extinguishers	Contents, location, charge	Correct type, full charge, proper location, no corrosion or leaks	Monthly	Safety Coordinator
3.				

Inspection and maintenance responsibilities will be assigned to qualified personnel within each department or work team. Supervisors retain the final responsibility for identifying hazards and initiating corrective measures in their area of responsibility.

A means to initiate corrective actions due to the checks and a means to audit whether recommended inspections or maintenance have taken place will be developed by management. A report must be completed when conditions requiring repair are identified. The report will include all substandard conditions noted, any immediate corrective actions taken, planned or submitted for approval. A copy of the report will be given to the area supervisor so that he or she can monitor progress on corrective actions.

We will require progress reports on corrective actions taken to provide an opportunity to review the appropriateness of corrective measures. Explanations as to when open items will be corrected will be required.

## Section V

### SAFETY INSPECTIONS

Inspections provide an opportunity to survey the work place to detect potential hazards and correct them before an accident occurs. Typically, inspections are made to identify physical hazards at the worksite, however, the work practices of employees will also be observed during the inspections. Supervisors will observe employees to determine if they are performing their jobs in accordance with safe job procedures.

#### **Continuous Monitoring**

Safety is the responsibility of each and every employee. Continuous, informal inspections should be conducted by employees, supervisors, and maintenance personnel as part of their regular job responsibilities. These are the personnel who are most familiar with worksite operations and machinery. Our employees are a valuable source of information on work place hazards and we look to them for assistance in formulating practical workplace controls.

Supervisor must continually monitor their work areas. On a daily basis, they will check that:

- Employees are following safe work procedures
- Machinery and tools are in good condition
- Machine guards are in position
- Material is stored properly
- Aisles, walkways, and exit passageways are clear and accessible

#### **Periodic/Scheduled Safety Inspections**

Periodic/scheduled inspections are formal, documented inspections that will be done on a regular basis at scheduled intervals. These inspections will be performed using prepared survey forms or checklists. Depending on the job tasks being performed and worksite conditions, they will be done weekly, monthly, quarterly, semi-annually, annually, or at other predetermined intervals.

## Section VI

### FIRST AID PROCEDURES

#### ***EMERGENCY PHONE NUMBERS***

Safety Coordinator	_____	Poison Control	_____
First Aid	_____	Fire Department	_____
Ambulance	_____	Police	_____
Medical Clinic	_____		
Clinic Address	_____		

#### **Please Note:**

**In all cases requiring emergency medical treatment, immediately call, or have a coworker call, to request medical assistance. *Only designated and certified medical responders are to provide first aid to fellow employees.***

#### **Minor First Aid Treatment**

If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

#### **Non-Emergency Medical Treatment**

For non-emergency work-related injuries requiring professional medical assistance:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.
- Management will report the injury to the insurance company within 24 hours.

#### **Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.
- Management will report the injury to the insurance within 24 hours.

#### **First Aid Training**

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

Refer to Emergency Action Plan - TAB

## Section VII

# ACCIDENT INVESTIGATION AND RECORDKEEPING

### Important Note:

*All employee injury should be reported to their supervisor immediately*

#### **Accident Investigation Procedures (Refer to Texas Tile's Accident Investigation Flowchart)**

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely and that recommendations generated as a result of the investigation are being addressed. Supervisors will investigate all accidents resulting in an employee injury using the following investigation procedures:

- Review the equipment, operations, and processes to gain an understanding of the accident situation .
- Identify and interview each witness and any other person who might provide clues to the accident's causes .
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts .
- Complete the accident investigation report.
- Provide recommendations for corrective actions .
- Implement temporary control measures to prevent any further injuries to employees .
- Indicate the need for additional or remedial safety training .

Accident investigation reports must be completed and submitted to the safety coordinator within 24 hours of the accident.

#### **Accident Recordkeeping Procedures**

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Reports.
- Workers' Compensation Notice of Injury Reports.

To help identify injury trends, the safety coordinator will record employee injuries and illnesses on a log or tracking form such as the OSHA 300 Log of Work-Related Injuries and Illnesses. Trending will be used to identify and develop corrective actions that will prevent similar work-related injuries and illnesses from occurring.

## Section II//I WORKPLACE SAFETY RULES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

### GENERAL EMPLOYEE WORKRULES

#### Housekeeping

- Do not place trash in walkways and passageways.
- Do not kick objects out of your pathway; pick them up or push them aside and out of the way.
- Do not throw matches, cigarettes or other smoking materials into trash bins.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguisher or fire alarms.

#### Ladder and Step Ladder Safety

- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
- Keep ladder rungs clean of grease. Remove buildup of material such as plaster, dirt or mud.

#### Climbing a Ladder

- Secure the ladder in place by having another employee hold it.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- Do not carry items in your hands while climbing up or down a ladder.

#### Performing Work from a Ladder

- One person shall be on the ladder at a time.
- Face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on the top two rungs of any ladder.
- Do not use a ladder that wobbles or that leans to the left or right.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

### OFFICE PERSONNEL

#### Office Safety

- Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
- Carry pencils, scissors and other sharp objects with the points down.
- Do not jump from ramps, platforms, ladders or step stools.
- Do not run on stairs or take more than one step at a time.
- Use handrails when ascending or descending stairs or ramps.
- Obey all posted safety and danger signs.

## **OFFICE PERSONNEL (Continued)**

### **Furniture Use**

- Open one file cabinet drawer at a time.
- Close drawers and doors immediately after use.
- Use the handle when closing doors, drawers, and files.
- Put heavy files in the bottom drawers of file cabinets.
- Do not tilt the chair you are sitting in on its two back legs.
- Do not stand on furniture to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

### **Handling Supplies**

- Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- Cut in the direction away from your body when using knives or case cutters.

### **Equipment Use**

- Use a staple remover, not your fingers, for removing staples.
- Turn off and unplug office machines before adjusting, lubricating or cleaning them.
- Do not use fans that have excessive vibration, frayed cords or missing guards.
- Turn the power switch of the equipment to "off" when it is not being used.

## **GENERAL LABOR PERSONNEL**

### **Housekeeping**

- Do not leave loose tools or other items on a ledge or lying around the floor. Return tools to their storage places after use.
- Keep walking surfaces of elevated working platforms, such as scaffolds and equipment, clear of tools and materials that are not being used.
- Do not use gasoline for cleaning purposes.
- Sweep up scraps and debris from wallboard installation such as screws, mesh and tape by using a broom and a dust pan.

### **Lifting Safety**

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.



## **GENERAL LABOR PERSONNEL (Continued)**

### **Job Site Safety**

- Do not walk under partially demolished walls or floors.
- Stop working outdoors and seek shelter during lightning storms.
- Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.
- Do not throw or toss debris outside barricaded areas.
- Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.
- Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
- Keep shirts on to avoid dehydration and sun burn.

### **Electrical Safety**

- Assume all electrical wires as live wires.
- Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.
- Wear the dielectric gloves when working on electric current.

### **Electrical Powered Tools**

- Do not use power equipment or tools on which you have not been trained.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate a power hand tool or portable appliance:
  - That has a frayed, worn, cut, improperly spliced or damaged cord.
  - That has a two-pronged adapter or a two conductor extension cord.
  - If a prong from the three-pronged power plug is missing or has been removed.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool
- "Out of Service."
- Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand.
- Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
- Do not use electrical tools if its housing is cracked.
- Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

### **Electrical Cords**

- Keep power cords away from path of drills and wire soldering and cutting equipment.
- Do not use cords that have splices, exposed wires or cracked or frayed ends.
- Do not remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not plug multiple electrical cords into a single outlet.

## **GENERAL LABOR PERSONNEL (Continued)**

### **Power Saws**

- Wear safety goggles, protective gloves, a dust mask and hearing protection when operating a power saw.
- Do not wear loose clothing or jewelry.
- Clean any residue from the blade or cutting head before making a new cut with the power saw.
- Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
- Keep your hands away from the exposed blade.
- Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- Do not alter the anti-kickback device or blade guard.
- Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
- When using the power saw, do not reach across the cutting operation.
- Cut away from your body and below your shoulder level when you are using a power saw.
- If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

### **Pneumatic Tools**

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect air line when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

### **Hand Tool Safety**

- Use tied off containers to keep tools from falling off of elevated work platforms.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use tools while your hands are oily, greasy or wet.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.
- When you are performing electrical work, use the tools with the blue rubber sleeves covering the handle, these are insulated.

### **Saws**

- Keep control of saws by releasing downward pressure at the end of the stroke.
- Keep your hands and fingers away from the saw blade while you are using the saw.
- When using a hand saw, hold your panel firmly against the work table.
- Do not use a saw that has dull saw blades.
- Do not carry a saw by the blade.
- Oil saw blades after each use of the saw.

## **GENERAL LABOR PERSONNEL (Continued)**

### **Snips**

- Wear safety glasses or safety goggles when using snips to cut materials such as lath or corner beads.
- Wear your work gloves when cutting materials with snips.
- Do not use straight cut snips to cut curves.
- Keep the blade aligned by tightening the nut and bolt on the snips.
- Do not use snips as a hammer, screwdriver or pry bar.
- Engage the locking clip on the snips after use.

### **Tool Boxes/Chest/Cabinet**

- Tape over or file off sharp edges on tool boxes, chests or cabinets.
- Do not stand on tool boxes, chests or cabinets to gain extra height.
- Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
- Push large chests, cabinets and tool boxes; do not pull.
- Do not open more than one drawer of a tool box at a time.
- Close and lock all drawers and doors before moving the tool chest to a new location.
- Do not use a tool box or chest as a workbench.
- Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

### **Knives/Sharp Instruments**

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Always cut in the direction away from your body when using knives.
- Carry all sharp tools in a sheath or holster. Store knives in knife blocks or in sheaths after using them.
- Use the knife that has been sharpened; do not use knives that have dull blades.
- Do not use knives as screwdrivers.
- Do not pick up knives by their blades.
- Carry knives with tips pointed towards the floor.

### **Forklift Safety Rules**

- Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment, such as wedges, to a forklift.
- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Do not drive over objects in your pathway.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
- Obey all traffic rules and signs.

## **WAREHOUSE PERSONNEL (Continued)**

### **Forklift Safety Rules** (Continued)

- Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a safe working speed of five miles per hour. Slow down in congested areas.
- Stay a minimum distance of three truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Drive loaded forklifts forward up ramps.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Drive loaded forklifts in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse going up a ramp and forward going down a ramp.
- Do not attempt to turn around on a ramp.
- Do not use "Reverse" to brake.
- Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

### **Loading Docks**

- Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
- Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged and the wheels have been chocked.
- Attach the bridge or dock plate before driving the forklift into the truck.
- Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
- Drive straight across the bridge plates when entering or exiting the trailer.
- Use dock lights or headlights when working in a dark trailer.

## **Warehouse Safety**

### **General**

- When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
- Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
- Remove or bend nails and staples from crates before unpacking.
- When cutting shrink wrap with a blade, always cut away from you and your co-workers.
- Do not try to kick objects out of pathways. Push or carry them out of the way.
- Do not let items overhang from shelves into walkways.
- Move slowly when approaching blind corners.
- Place heavier loads on the lower or middle shelves.
- Remove one object at a time from shelves.
- Place items on shelves so that they lie flat and do not lean against each other.

### **Hand Truck Operations**

- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- When loading hand trucks, keep your feet clear of the wheels.
- Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.
- Place the load so that it will not slip, shift or fall. Use straps, if provided, to secure the load.
- If your view is obstructed, use a spotter to assist in guiding the load.
- For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.

## **WAREHOUSE PERSONNEL**

### **Hand Truck Operations** (Continued)

- Do not walk backward with the hand truck, unless going up stairs or ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.
- Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

### **Pallet Jack Use**

- Only employer authorized personnel may operate pallet jacks.
- Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
- Do not ride on pallet jacks.
- Start and stop gradually to prevent the load from slipping.
- Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
- If your view is obstructed, use a spotter to assist in guiding the load.
- Stop the pallet jack if anyone gets in your way.
- Do not place your feet under the pallet jack when it is moving.
- Keep your feet and other body parts clear of pallet before releasing the load.

### **Storeroom/Stockroom**

- Use long handled snips when cutting strapping bands away from a shipping container.
- Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
- Stand to the side of the strapping band when cutting it.
- Do not use pallets or skids that are cracked or split or have other visible damage.
- Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
- Do not lift slippery or wet objects; use a hand truck.
- Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
- Do not smoke while handling chemicals labeled "Flammable."
- Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.

### Storeroom/Stockroom

- Do not handle or load any containers of chemicals if their containers are cracked or leaking .
- Do not leave pallet jack unattended with the load suspended .
- Obey all safety and danger signs posted in the workplace .

### Carts

- Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
- Use a spotter to help guide carts around corners and through narrow aisles .
- Do not stand on a cart or use it as a work platform .

## Section IX Fire Prevention Program

Our fire prevention policy includes appropriate extinguishing equipment, exits, training and recognition of fire hazards and control measures. The following chart indicates the potential major fire hazards at our facility and the control procedures for these hazards:

### CONTROL OF MAJOR WORKPLACE FIRE HAZARDS

Major Fire Hazard	Location	Controls
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

# PROCEDURES

## **(A) PORTABLE FIRE EXTINGUISHERS AND HOSES**

Fire extinguishers and fire hoses are located throughout the facility. Their locations are marked by a placard placed on a nearby column or wall to indicate their location. The **[maintenance department]** maintains a list of the locations of all fire extinguishers, the type of extinguisher, and hoses.

**[List location and type of fire extinguishers and locations of hoses here.]**

The **(Maintenance Department)** is responsible for conducting a monthly check of all fire-fighting equipment and for maintenance of the equipment. A record of these inspection and maintenance activities will be kept in the **[Maintenance Department]**. Each extinguisher will have a tag indicating when the last re-charge took place.

During the line supervisor's walkthroughs, he or she will report any non-pressurized or broken fire extinguishers to the maintenance department. Such extinguishers must be tagged and taken out of service.

The Safety Manager will be responsible for ensuring that the correct type and number of extinguishers are available in each location. During the annual inspection, or when any processes or equipment are changed, the Safety Manager will review the fire extinguisher capabilities to ensure that the facility is appropriately protected.

## **(B) FIXED EXTINGUISHING SYSTEMS**

*{EDITOR'S NOTE Indicate the types of extinguishing systems - sprinkler, foam, etc. and provide maps of these systems here.}*

The responsibility for the maintenance and testing of this system is held by **[outside contractor (give name) or maintenance dept.]**

This system will be tested according to the following schedule:

**(insert schedule here)**

## **(C) EXITS**

The Safety Manager will ensure that there are sufficient exits for our facility. *{Editor's note: check your local community's fire codes for requirements}*. The list of exits is contained in Section 1 above, "Emergency Action Plan."

The following procedures apply for exits:

- All routes to exits must remain clear and unobstructed
- Exits may not be blocked
- Exit doors must remain unlocked during working hours
- All exits must be clearly marked as such (all other doors that could be mistaken for an exit should be marked as "Not An Exit" or "Storage Closet" or "To Basement", etc.)

## **(D) FIRE EMERGENCIES - SEE EMERGENCY ACTION PLAN TAB**



## **(E) HOT WORK**

Any time welding or cutting operations are to be carried out, a hot work permit system must be used by both employees or outside contractors. When a hot work request is received, the **[welding supervisor]** must personally inspect the proposed location of hot work and make sure that the work can be performed safely. Once this individual has determined that the area is safe, he or she signs a permit and gives a copy to the welder to post at the hot work location. The permit should list the precautions that must be taken. The hot work supervisor retains a copy as well.

A separate hot work permit should be issued for each location where the work is to be performed. If the operation extends for longer than one shift, see the **[welding supervisor]**. A new permit may need to be issued.

During the operation, maintain a fire watch to observe for sparks in the hot work area as well as the floors above and below. Flame-proof tarpaulins or shield screens should be used to cover nearby equipment and materials. During breaks in work, such as lunch or rest periods, fire patrols should inspect the area. After work is completed, patrols should maintain a watch for at least 30 minutes. The following is the hot work permit form:

## **(F) FLAMMABLE LIQUIDS**

The following flammable liquids are located at our facility:

**[List names of flammable liquids and limits on how much can be stored at your workplace at one time.]**

The 55 gallon drums are isolated in the following locations:

**[List locations - these locations should have fire walls and be separate from the main building.]**

Small containers of flammable liquids (paint cans, solvents, thinners) are stored in fire-proof cabinets in the following locations: **[list locations]**

The containers are labeled, laboratory-approved, and have flame arresters.

Containers and equipment are grounded during dispensing operations, and adequate ventilation is provided. Flammable liquids are never used where there are ignition sources: electrical switches, open motors, static electricity, radiant heat, friction, cutting and welding.

Special spray paint booths will be used for regular spray painting operations. These booths will be isolated and located away from any possible ignition sources. Appropriate ventilation will be provided in these booths.

Our employees will be trained on and use the following personal protective equipment while handling flammable liquids:

**[list PPE here for specific jobs]**

They will also be trained on how to clean up minor spills or extinguish small fires.

## CHECKLIST

- ( ) Fire extinguishers are properly maintained and there is clear access to them.
- ( ) There are enough fire extinguishers of the right types for potential fire hazards present.
- ( ) The fixed extinguishing system has been inspected and maintenance performed on schedule.
- ( ) All exits are clear and visible.
- ( ) Personnel are properly trained in fire emergencies.
- ( ) Hot work permits are issued for welding and cutting operations and hot work procedures are followed.
- ( ) The amounts of on-site flammable liquids are limited and stored properly.
- ( ) Proper grounding and ventilation procedures are used when dispensing flammable liquids.
- ( ) Potential ignition sources are removed from flammable liquid storage and dispensing areas.
- ( ) Employees are properly trained in handling flammable liquids and use appropriate personal protective equipment.
- ( ) Spray painting booths are properly designed and maintained to remove ignition sources

# HOT WORK PERMIT

Permit No. \_\_\_\_\_

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

Location \_\_\_\_\_

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

Issued to: \_\_\_\_\_

Shift: \_\_\_\_\_

Precautions	Yes	No	Not Applicable
Atmosphere tested	_____	_____	_____
Spark-proof tools issued	_____	_____	_____
Combustible material moved	_____	_____	_____
Flame-proof caps or covers in use	_____	_____	_____
Welding area enclosed	_____	_____	_____
Shield screens in use	_____	_____	_____
Standby fire watchers Names:	_____	_____	_____
Ventilation checked	_____	_____	_____
Purge line with inert gas	_____	_____	_____
All openings closed to prevent spread of sparks	_____	_____	_____
Fire Equipment on Site	_____	_____	_____
Type of equipment			

Additional Precautions:

Patrol for 30 Minutes After Completion of Work.

(Fire Patrol's Signature) \_\_\_\_\_

(Welding Supervisor's Signature) \_\_\_\_\_

(Production Supervisor's Signature) \_\_\_\_\_

COPY 1 - Post at worksite. Return to **[Welding Supervisor]** at completion of shift.)

COPY 2 - **[Welding Supervisor]**

## Section X

### Hazards Communication Program ("RIGHT-TO-KNOW")

Our employees have the right to know what types of hazardous chemicals they are using or exposed to in their jobs and the health hazards associated with them. A "hazardous chemical" is defined as any chemical which is a physical hazard or a health hazard. Our chemical suppliers will provide us with information about the hazardous chemicals we purchase from them through material safety data sheets (MSDSs) and labels. We will train all affected employees on safe methods for using these chemicals and will provide wide access to the information provided by our suppliers.

Therefore, our program consists of the following six elements:

(1) Preparation of an inventory of chemicals on hand. The Company will prepare an initial inventory of chemicals or materials designated as potentially hazardous under OSHA regulations and formally update the inventory at least annually.

The list should be updated regularly and should contain references to the appropriate MSDS. The following form should be used:

- (2) Maintenance of the material safety data sheets and hazardous chemical lists
- (3) Providing or ensuring appropriate labeling of chemicals
- (4) Providing employee training and proper personal protective equipment
- (5) Providing hazardous chemical information to contractors
- (6) Making employees aware of this written plan

- **Refer to MSDS Book**
- **Refer to HAZARDOUS CHEMICAL INVENTORY Form**

# PROCEDURES

## **(A) MATERIAL SAFETY DATA SHEETS**

The **[Safety Manager]** in consultation with the **[Engineering Dept.]** will be responsible for maintaining and compiling all MSDSs for the company. The supervisor of each operational area will retain the MSDSs for the chemicals used in that area. The **[Safety Manager]** will be informed about new chemicals by the **[Purchasing Dept.]** who will send a copy of any requisitions or purchase orders to the Safety Manager. **[Receiving]** will inform the **[Safety Manager]** when the chemicals arrive. The **[Safety Manager]** will check the adequacy of labeling and MSDSs provided by the supplier. The **[Safety Manager]** will then make copies of the MSDSs for the Safety Office file and then will sign off on the receiving form. The original MSDS should be sent to the departmental supervisor with the arrival of the chemicals. NO chemicals should be delivered to any department without the MSDS, labels, and the sign-off review by the **[Safety Manager]**.

Although there is no standardized form for MSDSs, the following list contains the information that should be covered on any MSDS you receive from a supplier.

1. Chemical product and company identification
2. Composition and information on ingredients
3. Hazards identification
4. First Aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls--personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information

As the **[Safety Manager]** receives the MSDSs, he or she will compile or add to the list of hazardous chemicals for the company.

Once the supervisor receives the chemical and attached MSDS, he or she will review the information and determine whether it is a new chemical. The MSDS will be filed in the supervisor's office. If it is a new chemical, or new information about a current chemical, the supervisor will inform affected employees and train them appropriately. AU employees should be shown the MSDSs and know where they are filed.

Every year, the **[Safety Manager]** will review the MSDSs maintained in each department in consultation with the appropriate supervisor. Old MSDSs will be removed and a check of missing or incomplete MSDSs will be made. Missing MSDSs should be requested from the supplier.

## **(B) LABELS**

No container of a hazardous chemical is to be used if a label is missing. Piping systems that contain hazardous chemicals must also be labeled. The labels should have been provided by the chemical supplier. Information on the labels should include:

- The name of the contents
- Hazard warnings
- The name and address of the manufacturer

If hazardous chemicals need to be moved from bulk containers to smaller containers, the line supervisor must make sure that a label or tag containing the same information is provided for the smaller containers. The supervisor is responsible for making these labels.

*{EDITOR'S NOTE: labels can be made using a computer or label-maker, or handwritten tags or batch tickets can be used}*

If a transfer to a smaller container is made only for the immediate use of the employee who made the transfer, no labeling is required on the smaller container.

### **(C) EMPLOYEE INFORMATION AND TRAINING**

All employees will attend an annual hazardous chemical overview training session conducted or sponsored by the [Safety Manager]. The following information will be provided:

- An overview of the requirements of the hazard communication standard and the company's program
- The location and availability of this written program and the MSDSs
- How to read the MSDSs and labels and understand the terminology
- How to lessen or prevent exposure to these substances through safe work practices, personal protective equipment, and engineering controls
- What to do in the event of a spill or accidental contact with the chemicals

The departmental supervisor will review with every affected employee the specific procedures and personal protective equipment to be used with each new chemical when it arrives in the department. The supervisor will also review the MSDS and label for each new chemical and show the employee where the information is filed.

### **(D) OUTSIDE CONTRACTORS**

When outside contractors are working in areas where hazardous chemicals are used by our company, the manager who hired the contractor must ensure that all MSDSs are provided to the contractor and staff. The task of training the contractor's employees on these hazardous chemicals is the responsibility of the contractor.

In turn, the manager who hired the contractor must insist that all information and MSDSs for hazardous chemicals used by the contractor in locations where our employees could be affected are supplied. The manager or supervisor will then inform our employees.

### **(E) WRITTEN PLAN**

This section of our safety program consists of the written plan for our Hazard Communication Program which is available to employees, their designated representatives and, on request, to OSHA officials. Copies may be obtained from the [Safety Manager].

### **(F) SPECIFIC TOXIC SUBSTANCES**

*{EDITOR'S NOTE: Certain toxic substances, such as lead, cadmium, or asbestos, require additional procedures and precautions including exposure monitoring and medical surveillance. See OSHA Regulations - Subpart Z for specific requirements for each of these substances. The following is an outline that can be used to organize the information if your employees are using or are exposed to any of these toxic substances}*

Name of Toxic Substance:	Medical Surveillance
Exposure Limits:	* Employees to be monitored:
Engineering Controls:	* Method of surveillance:
Personal Protective Equipment required:	* Frequency and responsibility for monitoring:
Exposure Monitoring	* Notification procedures
* Areas to be monitored:	* Medical and administrative controls:
* Method of monitoring:	Recommended Work Practices:
* Frequency and responsibility for monitoring:	Training Schedule:
	Recordkeeping:

## **Section XI.**

### **Personnel Protection Equipment Program**

We shall provide necessary personal protective equipment to our employees according to our hazard assessment certification as indicated below. Protective equipment includes eye and face protection, respiratory protection, head protection, foot protection, hand protection and electrical protective equipment. We shall also ensure that the equipment is of a safe design, is used properly, is maintained in good condition, and that employees are properly trained in its use.

### **RESPONSIBILITIES AND PROCEDURES**

#### **(A) SUPERVISORS:**

1. Provide appropriate personal protective equipment to employees after consulting with the **(Safety Manager]** and reviewing the hazard assessment certification (see Section B below).
2. Make sure the equipment is safe to use and in good condition.
3. Provide annual training to employees on the proper use of the equipment and as the equipment changes. Training topics must include when the PPE is necessary; what type of PPE is necessary; how to put on, take off, adjust and wear the PPE; the limitations of the PPE; and the proper care, maintenance, useful life and disposal of the PPE.
4. Strictly enforce the proper use of the equipment.
5. Perform annual fit testing of equipment with the assistance of the Safety Manager.
6. Maintain the following records of employee training:

*{EDITOR'S NOTE: Use a separate sheet for each employee}*

# PERSONAL PROTECTIVE EQUIPMENT EMPLOYEE TRAINING RECORD

Employee name: \_\_\_\_\_

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

Equipment type/number: \_\_\_\_\_

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

Training Date	Employee Signature	Supervisor Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment returned:

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

Reason: \_\_\_\_\_

Equipment type/number: \_\_\_\_\_

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

Training Date	Employee Signature	Supervisor Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment returned:

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

Reason: \_\_\_\_\_



**(B) EMPLOYEES:**

- Use personal protective equipment as required by company procedures and by their supervisors.
- Follow directions for cleaning and maintaining the equipment.
- Communicate any problems with proper fit to their supervisors.
- Immediately inform their supervisors of any defects or worn parts on the equipment.
- Never perform a job without the proper personal protective equipment.

**(C) SAFETY MANAGER:**

Prepare and update the following Certification of Hazard Assessment. This assessment will be made after conducting an extensive inspection of work areas, consulting with department heads, and researching available resources, including OSHA's regulations (Section 1910.141-147) and ANSI standards, as well as other professional groups and consultants.

The Safety Manager will sign the certification and use it as a basis for determining the appropriate personal protective equipment for each job type.

The Certification will be reviewed by the Safety Manager and updated annually and as any new jobs or processes are created. **[The Human Resource Department]** is responsible for notifying the Safety Manager whenever there are any changes in job responsibilities or new jobs are created.

- Provide recommendations to all department heads on the appropriate types of PPE needed for each job category based on the hazard assessment certification (see above).
- Assist each department with training functions (as indicated above).
- Assist each department with annual fit testing procedures.
- Perform annual audit of PPE use throughout the company.

# RESPIRATORY PROTECTION

## **(A) RESPIRATOR PROCEDURES**

The Safety Manager shall prepare and maintain the following record for each type of respirator used in the workplace:

{EDITOR'S NOTE: Use a separate sheet for each type of respirator. Insert respirator sheets here or indicate where they will be located}

## **(B) MEDICAL CLEARANCE AND FIT TESTING**

No employee shall be allowed to use a respirator until they have been examined by a physician and found to be physically able to perform the work and use the equipment. This clearance must be renewed annually on the form below. The supervisor is responsible for arranging the physical exam and ensuring that clearance is obtained before any respirators are issued to the employees.

When a respirator is first issued and annually thereafter, the supervisor will perform fit testing for each employee with assistance from the Safety Manager. The same form below will indicate that proper fit testing procedures were carried out.

No employee will be allowed to wear a respirator if he or she has a ( )

*{EDITOR'S NOTE: OSHA mentions that the following conditions can interfere with proper fit--beard, sideburns, skull cap, temple pieces on glasses, absence of certain dentures. You may wish to prohibit any of the above in your rules}.*

## **(C) Special Respirator Considerations**

- Compressed oxygen should not be used in supplied air respirators or in open circuit self-contained breathing apparatus that have previously used compressed air. Oxygen must never be used with air line respirators.
- All air cylinders must be tested regularly by **[the outside supplier]**.
- Breathing air type compressors should be equipped with all necessary safety and standby devices.
- Air line couplings must be incompatible with outlets for other gas systems.
- Self-contained breathing apparatus must be inspected monthly by **[the outside supplier]**. Air and oxygen cylinders should be fully charged.
- All gas mask canisters must be labeled according to OSHA regulations (Sec. 1910.134(g)).

## CHECKLIST

- ( ) The Hazard Assessment Certification has been prepared, signed and reviewed regularly by the Safety Manager.
- ( ) Supervisors set an example by consistently using the equipment themselves.
- ( ) **[Human Resources]** notifies the Safety Manager of the creation of new jobs or responsibilities so that the Hazard Assessment Certification can be updated in a timely manner.
- ( ) Fit-testing is performed when personal protective equipment is issued and annually thereafter.
- ( ) Employees are regularly trained on using, wearing and maintaining the equipment.
- ( ) All training is documented and employees sign off after the training sessions.
- ( ) Employees are encouraged to return damaged, worn-out or defective equipment for replacement.
- ( ) Supervisors strictly enforce the use of personal protective equipment by following the safety disciplinary policy when procedures are disregarded.
- ( ) As part of the annual safety and health audit, the Safety Manager will conduct a review of all aspects of this personal protective equipment policy and update or correct it as needed.

## Section **XI** Machine Guarding Program

All machines and machine guarding must conform to the standards set forth by OSHA, ANSI and industry groups. Any machine part, function or process that may cause injury must be safeguarded. Guarding should protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks.

### PROCEDURES

#### **(A) GENERAL REQUIREMENTS FOR GUARDS**

- Machine guards must prevent any part of an operator's or mechanic's body from coming in contact with moving parts and must prevent chips or pieces of material from flying off of the machine.
- Guards should be affixed to the machine whenever possible.
- Guards should not be an impediment which would encourage employees to bypass the system.
- Employees should be able to perform minor maintenance tasks, such as lubricating, without removing the guards.
- Overhead belts, pulleys or fans 7 feet or less above ground must be guarded.
- Pressure sensing device initiation (PSDI) must be certified and validated according to OSHA regulations.

#### **(B) GENERAL REQUIREMENTS FOR MACHINES**

- All electrical machinery must be properly grounded.
- Machinery should be bolted to the floor if possible to prevent movement.
- Power controls and operating controls should be located within easy reach of the operator.
- Foot pedals, levers and other startup controls must be protected to prevent unintentional startup of the machine.

#### **(C) RESPONSIBILITIES**

\* New Equipment - Before any new equipment is purchased, the Safety Manager and representatives from the **[Engineering Dept., the Maintenance Dept. and the Purchasing Dept.]** will review all specifications to ensure that the guards are suitable and do not interfere with the work and that there are no unguarded moving parts. They will also determine whether the equipment meets all regulatory requirements. When they are satisfied, they will sign off on the **[purchase order]**.

\* Existing Equipment - The **[Maintenance Dept.]** will keep all specifications and designs for each machine in their files. If a machine needs to be modified or retrofitted with new guards, the manufacturer should be contacted for guidance on correct procedures. If the changes are to be made in-house, the Safety Manager and the **[Engineering Dept.]** must make sure the changes meet regulatory requirements before approving the work.

\* Supervisors must ensure that their employees never remove or bypass any machine guards.

\* If a machine guard is damaged, bypassed or missing, the supervisor must shut down the machine until the problem is corrected.

\* Supervisors should ensure that all employees wear proper personal protective equipment while operating the machines.

\* Supervisors must provide initial training to employees on the machine operations and additional training when there are any changes or as needed.

\* Employees should never bypass or remove machine guards.

\* Employees are not permitted to wear loose clothing or jewelry while operating the machines. Long hair must be covered or contained in manufacturing areas. *{EDITOR'S NOTE: List prohibited clothing or jewelry here}*

\* Hair covering or protection must be worn in all manufacturing areas.

\* Employees should notify their supervisors immediately if they notice any unguarded moving parts or dangerous points of operation. Work must stop and the machine shut down until the condition is corrected.

## CHECKLIST

- ( ) All machinery and guards are thoroughly reviewed to determine compliance with regulations.
- ( ) No new machinery is purchased without a safety review.
- ( ) Any hazardous, unguarded moving parts are brought to the attention of the Safety Manager immediately and the machine is shut down.
- ( ) Supervisors strictly enforce the proper use of guards and do not permit employees to bypass these systems.
- ( ) Guards are designed with safety and ease of use features.
- ( ) Employees are trained on the proper operation of the equipment and how to handle minor servicing tasks, such as oiling or clearing a jam, without endangering themselves and others.
- ( ) Machines and guards are examined during the **[monthly]** safety audit.
- ( ) Supervisors strictly enforce the dress code and wearing of proper personal protective equipment during machine operations.

## **Section XJII**

### **Hearing Conservation Program**

Our hearing conservation program is designed to protect workers with significant occupational noise exposures from suffering material hearing impairment by engineering and administrative controls and personal protective equipment.

#### **PROCEDURES**

##### **(A) NOISE MONITORING**

The Safety Manager will monitor noise exposure levels in work areas that appear to have noise problems in order to identify employees who are exposed to noise at or above 85 decibels (dB) averaged over 8 working hours (TWA). The instruments used to monitor employee exposure must be carefully checked and calibrated by the Safety Manager or an outside supplier before each survey. The survey will be conducted [**indicate time period - annually, every 2 years, etc.**] and as any significant changes in machinery, processes, or facilities occur.

The Safety Manager will ensure that affected employees are permitted to observe the monitoring procedures and are notified of the results. Records of the noise monitoring surveys will be maintained by the Safety Manager for two years.

##### **(B) ENGINEERING AND ADMINISTRATIVE CONTROLS**

If the monitoring surveys identify work areas with exposure levels of 100 dB TWA, the Safety Manager must consult with the [**engineering department**] and the Safety Committee to determine what engineering or environmental changes can be made to the machines or facility to reduce the noise levels. The Safety Manager should also consult with the Safety Committee to determine appropriate administrative controls, such as rotating employees in and out of high noise level areas.

##### **(C) PERSONAL PROTECTIVE EQUIPMENT**

Employees who work in areas identified by the noise survey as having levels of 85dB TWA or higher must be equipped with appropriate hearing protectors. The Safety Manager will make a determination of the type of hearing protectors that will afford the best protection based on the Personal Protective Equipment Certification of Hazard Assessment (see Section (8)). Employees will be offered a choice of several styles and types of hearing protectors that provide the best protection for our type of noise exposure.

##### **(D) AUDIOMETRIC TESTING**

The Safety Manager will [**conduct or coordinate**] the audiometric testing of all employees who are exposed to noise levels at 85dB TWA or over within six months of an employee's first exposure (baseline audiogram) and annually thereafter. The records must be kept by Safety Manager for the duration of employment plus 30 years.

If the audiogram indicates that there is a standard threshold shift (hearing loss has occurred) compared to the baseline, the Safety Manager must inform the employee of the results, re-evaluate the hearing protection, retrain the employee, if necessary, in the correct wearing of hearing protection, and refer the employee for a clinical audiological evaluation. Any standard threshold shift of 25 dB or more should be recorded on the OSHA Form 200 under "Illnesses."

The following form shall be used for documenting audiometric testing:

##### **(E) EMPLOYEE TRAINING**

All supervisors must conduct annual training sessions for affected employees on the elements of the hearing conservation program and document these sessions. The following topics must be covered:

- the effects of noise on hearing,
- the purpose of hearing protectors and how to use and maintain them, and
- the purpose of audiometric testing and an explanation of test procedures.

## CHECKLIST

- ( ) Noise surveys are conducted initially and as needed.
- ( ) Engineering and administrative controls are being utilized in high noise areas.
- ( ) Employees are informed of noise level monitoring procedures and results.
- ( ) Employees are trained on how to use and maintain their hearing protectors and on the basic concepts of the hearing protection program.
- ( ) Affected employees receive baseline audiograms and audiograms each year thereafter and are informed of the results.
- ( ) Appropriate hearing protectors are provided and are regularly re-evaluated by the Safety Manager, the Safety Committee, and the employees.
- ( ) Employees are provided a choice of several types of appropriate hearing protectors.
- ( ) Supervisors strictly enforce the use of hearing protectors and set a good example by consistently using the protectors themselves.
- ( ) Noise monitoring equipment is properly calibrated.
- ( ) Records of noise monitoring and audiograms are maintained for the required time periods.
- ( ) Audiograms are conducted in rooms with limited background noise.

*{Editor's note: See OSHA Reg 1910.95 Appendix D for background noise limits.}*  
Significant hearing loss is properly recorded on OSHA recordkeeping forms.



# Driver's Program



## **Policy**

The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles or personal vehicles on company business. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

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## **Driver Eligibility**

- Company vehicles are to be driven by authorized employees only.
- Employees must be at least 21 years old.
- All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations.
- Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a Company vehicle or using a personal vehicle on company business.
- The following system will be used to determine eligibility to operate a Company vehicle or use a personal vehicle on company business:

## **MVR Policy**

The purpose of this policy is to help control the vehicle accident exposures created by drivers that have an excessive number of moving violations and/or accidents on their driving record. Drivers in this category are considered to be a higher risk and cause unnecessary liability exposures to the company.

## **MVR Standards**

All employees whose job requires driving a company vehicle or using their own vehicle on company business must have a driving record acceptable to this company and our insurer. An employee is *unacceptable* to drive if one or more of the following exists:

1. Three or more at-fault accidents in the last three years.
2. One or more Type A violations in the last three years.
3. Any combination of accidents and Type B violations which equal three or more in the last three years.

### **Type A Violations:**

- Driving while intoxicated or under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle.
- Operating during a period of suspension or revocation.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Reckless driving or speed contest.
- Hit and Run (BI and PD).
- Failure to stop and render aid/Leaving the scene of an accident.

### **Type 8 Violations:**

- All moving violations not listed as Type A Violations.

### **Procedures:**

1. All employees whose job will require driving a vehicle will have their driving record checked prior to employment and re-evaluated on an annual basis.
2. MVR's of prospective employees that do not meet the Company's MVR Standards will not be offered a job that requires driving during the course and scope of duty.
3. Employees whose MVR's do not meet Company Standards will not be allowed to drive until their MVR is acceptable. A non-driving position will be offered if one is available. If there are no non-driving jobs available, the driver may be terminated.

## **Driver Safety Rules**

1. The use of a vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
2. No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
3. All drivers and passengers operating or riding in vehicles must wear seat belts.
4. **No** unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in vehicles.
5. Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
6. Head lights should be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather.
7. All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

## **Defensive Driving Rules**

1. Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
2. Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
3. Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
4. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
5. Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
6. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
7. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
8. When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
9. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light.

Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.

10. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
11. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
12. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
13. Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide you.
14. Back to the driver's side. Do not back around a corner or into an area of no visibility.

### **What To Do In Case of An Accident**

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately. Follow our insurance carriers instructions provided to you.

- Call for medical aid if necessary.
- Secure accident scene -if vehicles can be moved safely, pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Complete our insurance carrier's Vehicle Accident form. Pertinent information to obtain includes:
  - ▶ license number of other drivers
  - ▶ insurance company names and policy numbers of other vehicles
  - ▶ make, year, model of other vehicles
  - ▶ date and time of accident
  - ▶ overall road and weather conditions
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DON'T argue with anyone.
- Provide the other party with your name, address, phone number, driver's license number, and insurance information.
- Immediately report the accident to your supervisor. Provide a copy of the accident record and/or your written description of the accident.
- Cooperate fully with any follow-up from our insurance carrier's claims personnel.

## **Company Vehicle Maintenance**

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Registration and State Inspection is the responsibility of the Company.
- Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage and documenting and notifying the supervisor of deficiencies found by submitting a post trip inspection.
- In addition to inspections required by law, monthly documented inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers.
- The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the Company. A clean vehicle makes a good impression on customers.
- The vehicle manufacturer's maintenance schedule will be followed regarding recommended maintenance intervals.

Drivers are required to complete and submit the attached Vehicle Inspection Checklist on the 15<sup>th</sup> of each month. The Company will schedule the vehicle for preventive maintenance based on mileage and the manufacturers recommended schedule. Repairs will be made based on defects noted by the driver.

## **Accident Review**

Accidents will be reviewed for preventability according to the National Safety Council's Guidelines. At-fault accidents in a company vehicle may result in disciplinary action, up to and including termination.

## Vehicle Inspection Checklist

Date:	Location:
Make:	Model: <span style="float: right;">Year:</span>
Vehicle Number:	Mileage:

Item to be checked      Pass    Fail      Item to be checked      Pass    Fail

Headlights		
Taillights		
Turn Signals		
Brake Lights		
Reflectors		
Tires and Rims		
Battery		
Radiator & Hoses		
Exhaust System		
Suspension		
Fuel System		
Oil - Water Leaks		
Water Level		
Transmission		

Instruments - Gauges		
Horn		
Windows - Windshield		
Windshield Wipers - Washers		
Speedometer		
Steering		
Brake System		
Seat Belts		
Seats		
Heater/Defroster		
Mirrors		
Safety Equipment		
Accident Kit		
Other-specify below		

Body Damage: (Describe):

Remarks:

Signed by: \_\_\_\_\_

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

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

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

## **Acknowledgement**

I acknowledge that the information contained in the Company's Vehicle Fleet Safety Policy has been reviewed with me and a copy of the policy and driver rules have been furnished to me. As a driver of a company vehicle or a personal vehicle being used on company business, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

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PRINT - EMPLOYEE'S NAME

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EMPLOYEE'S SIGNATURE

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DATE

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REVIEWER'S SIGNATURE

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DATE

(Sign and retain the original copy in the employee's file)



## HOTEL, PER DIEM & TRAVEL AGREEMENT

I \_\_\_\_\_, agree with the following statements:

Since my home is based outside of San Antonio, I understand that RDR Flooring Services, LLC home office is in San Antonio, Texas and therefore I understand that while in San Antonio whether to work, for training or any other reason I will not be getting paid hotel. I understand that it is my responsibility as an RDR employee to pay for my own hotel room. Should RDR pay for my hotel stay, I acknowledge that it will be deducted from my payroll check

I understand that Per Diem is only paid when working outside of San Antonio. While working in the following counties: Bexar, Comal, Guadalupe, Gonzales, Wilson, Atascosa, Frio, Medina, Bandera, Kerr, Kendall, Dimmitt and Karnes no Per Diem will be paid although sometimes we will stay at a hotel closer to the jobsite.

I understand that Travel Expense money will be given only to the Foreman and/or Supervisor.

\_\_\_\_\_  
Signature

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

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

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_



## Employee Direct Deposit Authorization

### Instructions

Employee: Fill out and return to your employer.

Employer: Save for your files only.

This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Do **not** send this form to Intuit. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

### Account 1

Account 1 type:                      Checking                      Savings

Bank routing number (ABA number): \_\_\_\_\_

Account number: \_\_\_\_\_

Percentage or dollar amount to be deposited to this account: \_\_\_\_\_

### Account 2 (remainder to be deposited to this account)

Account 2 type:                      Checking                      Savings

Bank routing number (ABA number): \_\_\_\_\_

Account number: \_\_\_\_\_

*attach a voided check for each account here*

### Authorization (enter your company name in the blank space below)

This authorizes \_\_\_\_\_ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized signature: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_