



*Field Team Member*  
*Safety Orientation Handbook*

Effective January 1, 2022



# Safety Orientation Handbook

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# **1. Introduction**

The safety of our employees is our number-one priority. The company works closely with our client companies on safety issues and is constantly looking for ways to provide and promote a safe working environment. Safety is everyone's responsibility. A client company should provide a safe workspace, but it is also the responsibility of individual employees to always keep safe work principles in mind while on the job.

Whether your assignment is in an office setting, a warehouse, manufacturing facility or construction site, it is important to make safety a priority. Regardless of your level of experience, your attitude about safety could someday save your life or the life of a co-worker.

In this handbook, the company provides an overview of some key guidelines that will help you stay safe in the workplace. If you have any questions or concerns about the information in this handbook, or about any safety matter, please contact your company representative.

## **1.1 General Safety Information**

Every employee has a responsibility to make sure that all work is done in the safest manner possible. If you feel your work environment is hazardous or dangerous, you should contact your company representative immediately.

Safety rules are in place for the protection of all employees and therefore must be always obeyed. Violations of any safety rule, work procedure, or giving false information during an accident investigation will result in disciplinary actions which may include termination of employment.

Before beginning any job assignment, get a detailed verbal description of the duties that you are to perform from your company representative. If you are asked to change duties after you arrive at the job site, call your company representative immediately. Do not change duties without the company's knowledge or approval. In addition, do not begin a new job assignment until you have received proper safety orientation about your assignment and about any machinery and equipment that you are expected to use during your assignment.

Do not operate any equipment, machine, or moving vehicle until you have been properly trained and have been given permission and direction by your on-the-job supervisor. No machine may be started while other employees are working on the machine.

Company employees are prohibited from operating any motor vehicle without prior authorization from your company representative.

Horseplay and other unsafe acts which may distract or endanger another employee, or the employees involved will not be tolerated regardless of whether an employee is injured.

Intoxicating liquors, drinks, or other items which tend to affect an employee's judgment, abilities, faculties, stabilities, or job performance will not be allowed or consumed on the company's property or any client's property at any time.

In addition, no weapons (guns, knives, clubs, sticks, prods, or any other dangerous items) will be allowed on the company's property or any client's property at any time.

No company employee shall take any action which results in an injury to themselves, another employee, or which causes major damage to property due to neglect or disregard of safety rules, housekeeping procedures, or proper work procedures.

These procedures are in place for the protection of all employees. Observance of safety rules and procedures will help you perform your job safely and help maintain safe working conditions. All employees should familiarize themselves with these rules, which constitute the minimum guidelines for working safely.

## 1.2 Industrial Safety Rules

Always wear appropriate personal protective equipment where it is advised or required. The client company you are working for may provide personal protective equipment (PPE). If not, contact your company representative for instructions.

Always dress appropriately for your assigned workplace. If you are unsure about the proper attire for any assignment, ask your company representative.

The following guidelines will assist you:

- **Shoes:** Always wear appropriate shoes. The company recommends you always wear approved safety shoes. No open-toe shoes are permitted at any time. Industrial shoes with hard toes must be worn on all assignments that require lifting.
- **Clothing:** Do not wear loose fitting or baggy clothing around moving machinery. Loose ribbons and dangling jewelry are a safety hazard and must not be worn while working around moving machinery. Some assignments will require specialized clothing, such as white work clothes

or hair nets. Always wear the appropriate clothing required for the assignment.

- **Hair:** Long hair must be secured behind the neck and shoulders when working around moving machinery to prevent entanglement.
- **Jewelry:** Remove jewelry (including rings, watches, bracelets, necklaces, etc.) before working around moving machinery or electrical equipment and while handling heavy objects.

Do not operate any equipment which, in your opinion, is not in safe condition. If such a situation occurs, report your concern to a supervisor immediately. In addition, a supervisor should always be made aware of any unsafe tools, parts, or conditions.

Always use the correct tools and equipment for the job. Use tools and equipment safely and only when authorized. Never use defective tools, parts, or equipment.

Machine safety guards may only be removed by authorized personnel for the purpose of working on machinery and must be replaced before machines may be operated. All machines must be locked out by authorized personnel before any work can be performed, with the authorized person having sole control of the lockout device. Any safety guards not in place on a machine, not in proper working condition, or not properly used must be reported to your on-the-job supervisor immediately.

Obey all work-site rules, regulations, signs, markings, supervisor instructions and Occupational Safety and Health Administration (OSHA) regulations. Read and follow all safety literature, bulletins, rules, and other directions received by written, visual, or verbal means from the client, the company, and your supervisor. Be particularly familiar with those that apply directly to you and your job assignment. If you see another employee, person, or guest working or acting in an unsafe manner, it is your responsibility to warn them that their actions are unsafe and to report the situation to your on-the-job supervisor. If you are not sure of the proper and safe way to do something, stop and ask before you act. Employees should take care that no serious or dangerous situation occurs due to negligence or improper operating procedures.

Employees should familiarize themselves with all emergency exits and alarm boxes upon starting a new assignment.

When lifting, use approved lifting techniques. Bend your knees, grasp the load firmly, and then raise the load keeping your back as straight as possible. Never lift while your body is twisted. This puts the entire weight of the load on the

muscles on one side of your body. Ask for help when it is necessary to lift or move any object which, because of its weight or shape, is difficult for one person to handle safely. Company employees should never lift objects weighing over 50 pounds unassisted.

Do not become involved in workplace horseplay. Horseplay and practical jokes frequently cause serious injury and are not permitted on the job.

Do not distract or startle fellow workers. Avoid unnecessary talking, shouting, or other loud noises that may take the attention of other employees away from their work and create a safety hazard to you and others.

Constantly be alert for moving equipment. Always stand clear of operating machinery.

Each employee is responsible for keeping their work area clean. Parts, supplies, and materials should be picked up or put away. Spills, messes, or debris should be cleaned. Report any spilled liquid to your on-the-job supervisor immediately.

Keep all hallways and aisles clear and uncluttered. Never place materials, boxes, or other equipment in a position that blocks aisles, exits, firefighting equipment, alarm boxes, electric lighting, or power panels. All employees should take care that no serious or dangerous situation occurs due to their negligence in housekeeping procedures.

When ascending or descending steps or stairs, use the handrail to give support and balance. Walk; do not run, in halls, rooms, passageways, or on steps and stairs. Open doors slowly using the handle or push plate, and do not go into rooms or stairways that are not properly lit.

Company employees are not allowed to climb to heights over six (6) feet.

### **1.3 Injury-Reporting Procedures**

The company is concerned about your safety and has established the following policies and procedures for you to follow should you be injured on the job.

It is very important that the company be advised **immediately** of all information about the injury. The company's policy requires that you notify both your on-the-job supervisor and your company representative of your injury. If circumstances don't allow an immediate notification, you must report the incident to the company as soon as practicable.

It's your responsibility as our employee to report your injury to the company prior to receiving any medical treatment otherwise workers compensation may not cover. The client company is NOT responsible for reporting your incident/accident neither are they authorized to approve treatment.

The requirement for an immediate notification of an injury helps protect you from further harm (for example, a minor cut could later become infected). Immediate reporting also brings attention to possible unsafe conditions and could save others from future injury. If an accident or injury almost occurs, it is considered a "near miss." "Near misses" must also be reported to your supervisor.

All employees who sustain a work-related injury may be required to undergo an immediate drug test and/or alcohol test for workers compensation purposes. (See the company's complete policy on drug and alcohol for further information.) This test may be performed before or during the initial medical treatment.

Use the following guidelines for reporting an on-the-job injury so that the workers' compensation process can proceed promptly.

1. Report any injury, no matter how slight, to your on-the-job supervisor  
**Immediately or as soon as practicable.**
2. Call, email, or message your company representative as soon as practicable. Your company representative must obtain the necessary accident information from you for mandatory state forms. For your safety and the safety of others, failure to cooperate with the reporting and prompt investigation may lead to disciplinary action up to and including termination of employment.
3. Seek the medical treatment required. Depending upon the type and nature of the injury sustained, your on-the-job supervisor or your company representative may:
  - Suggest first aid treatment at the job site; or,
  - Refer you to a medical facility for necessary treatment.
4. Do not treat yourself. Prompt treatment by trained individuals is the best route to recovery.
5. A job-site supervisor, a client company nurse, your company representative, or the treating medical facility doctor or nurse may ask you for information pertaining to the circumstances of the injury. This information is vital for mandatory state reporting before a workers' compensation claim can begin. You may call your company representative with any questions you have.

Once the workers' compensation process begins, you may ask your company representative to help you with matters that pertain to your claim. If the company representative is unable to help, you will be put in contact with our claim's administrator.

## **Return-to-Work Program**

The return-to-work program is an effort by the company along with medical professionals to assist injured employees in gaining maximum medical improvement as soon as possible. In the company's return-to-work program, the injured employee is placed in a modified-duty position on a temporary basis with the goal of returning the employee to his/her regular job or a different position when released to full-duty status by the treating doctor.

Modified-duty positions focus on what the employee can do versus what the employee cannot do according to the restrictions ordered by the treating doctor. The hours in a modified-duty position depend on the work available. There is no guarantee of a set number of hours per week.

Employees under the return-to-work program shall be required to participate within the confines of their medical restrictions. Refusal to participate and cooperate in the return-to-work program could result in termination of employment.

## **2. Hazard Communication**

The Occupational Safety and Health Administration (OSHA) issued a regulation in 1983 on Hazard Communication, more commonly known as HazCom or the "Right to Know" law. This standard stated that employees have the right to know what chemicals are present in the workplace. This standard is designed to control exposure to harmful chemicals, and it is important that you have a basic understanding of this standard and the rights it grants you.

The Hazard Communication Standard (HCS), law 29 CFR 1910.1200(g), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs), formerly known as Material Safety Data Sheets (MSDS), for each hazardous chemical to downstream users to communicate information on these hazards. SDSs are required to be presented in a consistent user-friendly, 16-section format. Sections 1-8 contain general information about the chemical, while sections 9-11 and 16 contain other technical and scientific information. Although the SDS must also contain Sections 12-15, to be consistent with the UN Globally Harmonized System of Classification (GHS) and Labeling of Chemicals, but OSHA does not enforce the content of these sections. With the GHS the employee does not only have the "Right to Know", but also the "Right to Understand".

Areas specifically covered by the HazCom Standard and which should be included in every



company's written Hazard Communication Program include:

- List of hazardous chemicals used in the workplace
- Labels and the labeling of chemicals including procedures for labeling containers of chemicals in the workplace and shipping chemicals to other workplaces
- Preparation and distribution of Safety Data Sheets (SDSs) to employees and downstream employers
- A written Hazard Communication Program
- Development and Implementation of employee training programs
- Trade Secrets\*

*\*A chemical manufacturer, importer, or employer may withhold the specific chemical identity, including the chemical name and other specific identification of a hazardous chemical from the SDS to protect trade secrets, provided that:*

- *Information contained in the SDS concerning the properties and effects of the hazardous chemical is disclosed; and*
- *The specific chemical identity is made available to health professionals, employees, and designated representatives in accordance with applicable provisions of this Standard. Should a medical emergency exist in relation to a chemical protected under a Trade Secret, the chemical manufacturer, importer, or employer shall immediately disclose the specific identity of that chemical to the treating physician or nurse, regardless of the existence of a written statement of need of a confidentiality agreement.*

The Hazard Communication Standard requires that all chemicals in your workplace be fully evaluated for possible physical or health problems and requires that all information relating to these hazards be made available to all employees.

This information is available in several ways, but the three main sources of information on chemicals are the Safety Data Sheet (SDS), labels and pictograms.

Each chemical used in the workplace must have a corresponding SDS containing the following information:

- Section 1: Identity of the Chemical
- Section 2: Hazard(s) Identification
- Section 3: Composition/Information on Ingredients
- Section 4: First-Aid Measures
- Section 5: Fire-Fighting Measures
- Section 6: Accidental Release Measures
- Section 7: Handling and Storage

- Section 8: Exposure Controls/Personal Protection
- Section 9: Physical and Chemical Properties
- Section 10: Stability and Reactivity
- Section 11: Toxicological Information
- Section 12: Ecological Information (non-mandatory)
- Section 13: Disposal Consideration (non-mandatory)
- Section 14: Transport Information (non-mandatory)
- Section 15: Regulatory Information (non-mandatory)
- Section 16: Other Information

Labels on the chemical containers must contain the identity of the hazardous chemical, signal word, hazard statement(s), precautionary statement(s), pictogram(s), and name, address and telephone number of the chemical manufacturer, importer, or other responsible party.

Pictograms are graphic symbols used to communicate specific information about the hazards of a chemical. The pictograms OSHA has adopted improve worker safety and health, conform with the GHS, and are used worldwide.

It is important that you know the location of the SDSs at the client company where you are on assignment. Your supervisor can tell you the location of the SDSs. You are entitled to see a SDSs for any chemical you work with. If you ask to see an SDS and cannot obtain a copy, contact your company Representative.

Training materials on the job site will also inform you about the chemicals in your workplace. We encourage you to ask questions about information you do not understand. When looking at an SDS or the written program, a supervisor should be able to help you with any questions you might have.










You and your co-workers should learn about chemicals you may be exposed to and how to take precautions against any potentially negative effects associated with them.

The client company's written Hazard Communication Program should include identifying hazards, training, and communication through sources like employee handbooks, orientation videos, and payroll stuffers. The client company's Hazard Communication program is available for review by contacting your job-site supervisor.

**Labels for Hazardous Chemicals must contain.**

- Name, Address and Telephone Number
- Product Identifier
- Signal Word
- Hazards Statement(s)
- Pictogram(s)

## Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"><li>• Carcinogen</li><li>• Mutagenicity</li><li>• Reproductive Toxicity</li><li>• Respiratory Sensitizer</li><li>• Target Organ Toxicity</li><li>• Aspiration Toxicity</li></ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"><li>• Flammables</li><li>• Pyrophorics</li><li>• Self-Heating</li><li>• Emits Flammable Gas</li><li>• Self-Reactives</li><li>• Organic Peroxides</li></ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"><li>• Irritant (skin and eye)</li><li>• Skin Sensitizer</li><li>• Acute Toxicity (harmful)</li><li>• Narcotic Effects</li><li>• Respiratory Tract Irritant</li><li>• Hazardous to Ozone Layer (Non-Mandatory)</li></ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"><li>• Gases Under Pressure</li></ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"><li>• Skin Corrosion/ Burns</li><li>• Eye Damage</li><li>• Corrosive to Metals</li></ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"><li>• Explosives</li><li>• Self-Reactives</li><li>• Organic Peroxides</li></ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"><li>• Oxidizers</li></ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"><li>• Aquatic Toxicity</li></ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"><li>• Acute Toxicity (fatal or toxic)</li></ul>

## 2.1 Handling Hazardous Chemicals

Handling hazardous chemicals properly will protect you and the environment from unnecessary danger. Spills of certain materials can cause serious fires and injuries. If you see a chemical spill, notify your supervisor immediately.

Special training and equipment are required to clean up spills of hazardous materials. Most companies have special spill-control teams in place to handle spills.

Do not attempt to clean a hazardous material spill unless you have been specifically trained and authorized to do so by the client company where you are on assignment.

## 2.3 Handling Drums

Some employees deal with chemicals in sealed containers under normal conditions of use (i.e., retail trades, warehousing, truck-cargo handling, etc.). Employers must maintain labels affixed to incoming containers, including but not limited to tanks, totes, and drums, of hazardous chemicals and provide access to SDSs received. Employers are also required to train employees on what to do in the event of a chemical spill or leak.

Employees should be instructed to read and follow information on container labels. The label identifies the chemical or material and provides information on health and physical hazards, physical and chemical characteristics, fire control, extinguishing methods, safe handling and use, personal protective equipment, spill and leak control, and first-aid measures.

Follow the company's policy when planning a drum move. Standard operating procedures may include:

- Use of proper personal protective equipment (PPE)
- Selection of proper drum moving equipment
- Knowledge of how to move drums safely
- Knowledge of how to properly clean and dispose of used drums

Some tips for handling drums include:

- Always wear gloves and safety shoes
- Check the chime (edge) for rough edges or dents
- Securely fasten the drum to the handling device before attempting to move it

### **3. Lockout/Tagout**

All employees whose work operations are in areas where lockout/tagout procedures may be utilized are identified as "affected" employees. It is important that these employees understand the purpose, principles, and procedures of the lockout/tagout standard. Lockout/tagout procedures are designed to prevent accidents and injuries caused by the accidental release of energy.

In general, the lockout/tagout standard requires that all power sources that can be locked out must be locked out for servicing or maintenance. This includes repair and replacement work, renovation work, and modifications or other adjustments to power equipment. Power sources include, but are not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, and thermal energy sources and can exist in active or stored states.

Lockout is accomplished by installing a lockout device at the power source so that equipment powered by that source cannot be operated. A lockout device is a lock, block, or chain that keeps a valve or lever in the off position.

Tagout is accomplished by placing a tag on the power source. This tag acts as a warning not to restore energy. It is not a physical restraint. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace. Tags must be securely attached to the energy isolating device so that they cannot be inadvertently or accidentally detached during use.

Tags can evoke a false sense of security, and all employees need to understand their part of the overall energy control program.

Because lockout/tagout procedures are applied only by *trained, authorized employees*, those employees not trained in these procedures should:

- Never attempt to remove or bypass a lockout device.
- Report any visible damage of a lockout device or the warning tagout to a supervisor immediately.
- Do not attempt to operate machinery or electrical components that have a lockout/tagout device in place.

Employees will normally encounter lockout/tagout procedures when a maintenance department is repairing electrical circuits, cleaning, or oiling machinery, clearing jammed mechanisms, rebuilding equipment, performing machine set-up, etc.

For your own protection, identify and learn the kinds of energy involved in your job, and how they will be controlled. Do not attempt to bypass or otherwise interfere with equipment or power sources that have been locked or tagged out.

Company employees should neither apply nor remove lockout or tagout devices unless you have been specifically trained and authorized to do so by your supervisor.

## 4. Back Safety/Lifting Techniques

It is the company's policy that employees do not lift over 50 pounds unassisted. If you are asked to lift over 50 pounds unassisted, contact your company representative.

One of the leading causes of back injury in the workplace is an improper lifting technique. Many factors can contribute to back injury including poor posture and poor physical condition; however, using proper lifting techniques can help you avoid these very painful injuries.

- **Size up the load before trying to lift it.** If the load is too heavy, or of an awkward shape, get help from a co-worker or use a mechanical lifting device.
- **Bend your knees.** This is the most important rule to remember when lifting moderate to heavy objects. Center yourself over the load, get a good hand hold, and lift straight up with your back straight. Allow your legs, not your back, to do the work.
- **Carry the load close to your body.** Do not stretch your arms and back to reach an object. Keep the load close and centered to your body. The farther away from your body you hold the load, the more pressure is exerted on your lower back.

- **Do not twist or turn your body once you have made the lift.** Keep the load close to your body and keep it steady. Any sudden twisting or turning could result in injury.
- **Make sure you can carry the load where you need to go before attempting to move it.** Make sure your path is free of obstacles and there are no hazards such as spills in your path.
- **Set the load down properly.** Lower your body slowly, letting your legs do most of the work.
- **Always push, not pull an object.** Pushing puts less strain on the back.

Other tips to remember when lifting moderate to heavy objects include:

- If you must reach an upper bin or shelf, use a stool or ladder.
- When you use a portable ladder, position it parallel to the row of shelves and turn to face the item before lifting. Be sure to keep one hand free to grasp the handrail and always back down the ladder. Remember, company employees are not allowed to climb to heights over six (6) feet.

## 5. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is designed to keep you safe from certain potential hazards in the workplace. Various types of PPE offer protection against everything from hazardous chemicals to loud noises to flying objects. If your job or work site position is of the type that could expose you to chemicals, flying objects, burns, cuts, noise, eye injuries, toxic vapors, or other hazards, you will be required to wear personal protective equipment as designated by your supervisor. PPE includes eye and face protection, hearing protection, hand and arm protection, foot protection, and respiratory protection. It is important that you use the types of PPE that are appropriate for the job you are performing. Once you have been properly trained on the use and care of your PPE, it will be your responsibility to utilize it correctly and consistently. If you have any questions about any PPE you are required to use, ask your supervisor, or contact your company representative.

PPE may be supplied by the company or client where you are on assignment. If the required PPE is not supplied by the client, contact your company representative for instructions and information on how to obtain this safety equipment.

### 5.1 Eye Protection

Many of all workplace eye injuries can be prevented by wearing the appropriate protective eyewear and following basic safety rules. Eye protection comes in several forms. The most common are special safety glasses, goggles, and face shields. All protective eye and face devices purchased after July 5, 1994, must comply with American National Standards Institute (ANSI) Z87.1-1989. This compliance must be marked on the

frame and lenses for verification.

Safety glasses are the most common type of PPE for the eyes. They are much stronger than streetwear glasses, are impact resistant, and come in prescription and non-prescription forms. Safety glasses can also be fitted with side-shield guards for extra protection.

Goggles are like safety glasses but fit closer to the eyes and are effective in sealing the entire eye area and protecting it from hazards like splatter, splashes, fumes, and vapors.

You should maintain and clean your safety glasses and goggles regularly. Dirty, scratched, or cracked lenses reduce vision and seriously reduce protection.

Face shields provide extra protection for extremely hazardous jobs. Face shields are designed to be worn with safety glasses which provide full eye protection.

Careful consideration must be given to comfort and fit. Poorly fitting eye protection will not provide the necessary protection. Protective devices are generally available in a variety of sizes. Care should be taken to select the correct size.

If your eyes are contaminated, it is important that you know the location of the closest eye-wash facility. Flush the eye with water until the foreign object (dirt, wood, metal, etc.) has been rinsed out. Do not rub your eye as this can scratch the eye, spread the chemical, or embed the object. If you can't rinse out the object, bandage your eye loosely and get immediate medical attention. If a chemical splashes in your eye, go immediately to the eye wash facility. Look directly into the stream of water and hold your eye open with your fingers. Flush your eye for at least fifteen minutes and then get immediate first aid.

Don't forget that any time you are injured on the job, you must notify your company representative as well as your on-the-job supervisor **immediately**.

## 5.2 Hand Protection

Hand and arm protection includes gloves, mitts, finger cots, thimbles, hand pads, sleeves, and hand lotions or creams.

The most common type of PPE for the hand is gloves. Gloves provide protection to fingers, hands, and sometimes wrists and forearms. Different types of gloves are designed for different types of jobs.

Wear only gloves that fit properly and inspect them regularly for change in shape, hardening, stretching, or rips and tears. Gloves that are too small can tire your hands and gloves that are too large are clumsy and difficult to work with. Gloves should never be worn near moving equipment or machinery parts including, but not limited to, conveyor belts, grinders, drill presses, etc., as gloves can get caught in moving equipment and cause serious bodily harm. Gloves should be given proper care and replaced on a regular basis.

## 5.3 Head Protection

Head injuries can cause permanent disability or can sometimes be fatal. Wearing an approved hard hat is your best defense against possible head injury. In certain work environments, you will be required to wear head protection to protect you from falling or flying objects, electric shock, and burn hazards.

You should never enter a hard-hat-required area without having your hard hat securely fastened.

## 5.4 Foot Protection

Feet and toes are especially vulnerable to injury in the workplace. The primary source of injury is a sharp or heavy object falling on the foot; however, other hazards include:

- **Compression:** the foot or toe is squeezed between two objects or rolled over.
- **Puncture:** a sharp object, like a nail, breaks through the sole.
- **Electricity:** a hazard in jobs where workers used power tools or electric equipment.
- **Slipping:** contact with surface hazards like oil, water, or chemicals causes falls.
- **Chemicals:** chemicals and solvents corrode ordinary safety shoes and can harm your feet.
- **Extreme Heat or Cold:** insulation or ventilation is required depending on climate.

Guards are available for almost every part of the foot, the toe, instep, heel, ankle, and shin. Safety boots are designed to protect against water, chemicals, oil, and grease. Slip-resistant soles, puncture-resistant insoles and steel-toe caps provide protection from a variety of foot hazards.

If you are exposed to any of these hazards, you are required to wear appropriate protective footwear.

You can drastically reduce the possibility of a foot injury by thinking ahead, keeping your workplace clean and orderly, and wearing the proper safety shoes or boots. The company recommends you wear approved safety footwear on all assignments.



## 5.5 Hearing Protection

A temporary hearing loss can occur from short exposure to loud sounds, but your hearing soon recovers when the noise stops. However, if the noise level is high enough and of sufficient duration, it can cause permanent hearing loss.

Intensity that exceeds an average of 85 decibels (dB) over an eight-hour day may cause hearing loss. According to OSHA standards, workers may not be exposed to more than an average of 85 dB over an eight-hour period without hearing protection being provided.

The first line of defense against excessive noise is a hearing-protection device. Hearing protectors filter out loud noise. This means they do not block out sound completely, but they reduce the amount of sound reaching the delicate parts of the ear. By doing so, they offer valuable protection.

With protection, your hearing will not get overloaded by the surrounding noises that interfere with speech and machinery sounds. The three main categories of hearing protectors are:

### Earplugs

Earplugs fit in the ear canal and are also known as aurals. They come in three basic forms:

- **Formable:** These plugs fit all ears, are made of waxed cotton or acoustical fibers, and are thrown away after one use.
- **Custom-Molded:** These earplugs are made for specific individuals, molded to the exact shape of that person's ear. Silicone rubber or plastic molding compound is placed in each ear and allowed to set. These plugs may then be used directly as earplugs or serve as molds for the final plugs. These plugs are reusable and should be kept very clean to avoid infection.
- **Molded Inserts:** These earplugs are often called pre-molded, are made from soft silicone rubber or plastic, and are reusable and should be kept clean to avoid infection. Use warm, soapy water to clean them after each use, and store them in a carrying case.

### Canal Caps

This type of hearing protector seals the external edge of the ear canal to reduce sound. The caps are made of a soft, rubber-like substance and are held in place by a headband. This type of ear protection is a good alternative for those who can't use earplugs, or for workers who enter and leave high noise areas frequently during their workday.

### Earmuffs

This type of hearing protection is commonly called earmuffs. Earmuffs fit over the entire

ear to seal out noise. Earmuffs can reduce sound levels by 15 to 30 dB and usually provide the most ear protection.

In general, earplugs can reduce noise reaching the ear by 25 to 30 dB in the higher sound frequencies, which are generally considered to be the most harmful. Earmuffs can reduce noise 10 to 15 dB more than plugs. Combinations of earplugs and earmuffs can give an additional 3 to 5 dB of protection.

Be sure you are using the appropriate protection for your environment and your ear plugs or muffs fit properly, and the seals are tight. Your supervisor will show you the proper way to wear the appropriate ear protection.

You are required to follow all hearing protection signs and warnings. The company encourages you to always wear appropriate hearing protection.

## **5.6 Respiratory Protection**

Company employees should not be working in environments where respirators are required. However, there may be special circumstances that require the use of a respirator. If you are required to wear a respirator on your job, you must first check with your company representative. Company employees should never perform a job requiring the use of respirator without being instructed to do so by their company representative.

It is extremely important to use the appropriate respirator for the type of job or hazard. Before using a respirator, you must receive proper training and practice using the equipment.

Again, company employees should never be working in an environment where respirators are required.

## **Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

## 6. Emergency Medical Procedures

OSHA has a medical services standard (1910.151) that requires employers to provide for "the ready availability of medical personnel for advice and consultation on matters of health." If the workplace is not close to an infirmary, clinic, or hospital, the standard requires having a person or persons trained in first aid on the premises, as well as available first aid supplies. Eye washes and showers must be provided if there is a danger of exposure to corrosive materials.

There is a certain routine to follow in the event of an injury. Learning this sequence of events will help you respond quickly and properly.

- **Immediately notify your supervisor.**
- **Immediately call for medical help.** In most instances, this will mean that you call for your supervisor to advise them of the emergency. Explain the kind of injury and where the victim is located. There is no time to waste in an emergency, and often no way to know how serious the emergency is. Try to stay calm and act fast.
- **Bring help to the victim.** Don't move an injured person unless it is necessary to save his or her life.
- **Know where first-aid kits are kept and use them.** If you're not sure what to do, make the phone call for professional help and wait until help arrives.

If you are working with or around chemicals, and a co-worker has inhaled, swallowed, or been splashed with a hazardous chemical, refer to the chemical's label and SDS to determine proper treatment. The following are some general approaches that apply in most instances of chemical exposure, but again, notify your supervisor and then assist in the following:

- **Eyes and skin:** Flush with water for 15 minutes.
- **Inhalation:** Move the person to fresh air. Only if you are trained to administer artificial respiration or CPR should you perform those acts.
- **Swallowing:** Get medical assistance and check the SDS or call the poison control center. Do not give an unconscious person fluids.

## 7. Silica Exposure

Crystalline silica is a naturally occurring substance used in a wide variety of industries and construction operations such as the production of cement, sandblasting operations, the production of glass and ceramics and as a filter for water and sewage treatment. It is also a common additive in food and pharmaceutical applications and is used in the production of fiber optic cables. While silica has many valuable uses, it can also present a danger when workers are exposed to excessive amounts of crystalline silica dust. In fact, each year there are hundreds of deaths and thousands of illnesses attributed to harmful exposures to silica dust. To prevent these types of harmful exposures, OSHA has developed regulations for general industry, maritime operations and the construction industry. This program discusses some key requirements from these regulations as well as some safe work practices those employees can follow to protect themselves from harmful exposure to crystalline silica.

### CHARACTERISTICS & PROPERTIES

Crystalline silica is also known as Silicon Dioxide or  $\text{SiO}_2$ . Silica is a component of granite, sand, cement, rock and many other materials. Silica is a naturally occurring chemical compound found in the earth's crust. The most common form of silica is quartz. Two other forms of silica are cristobalite and tridymite. These various forms of silica can become dangerous when extremely small particles, often called "silica dust", are inhaled into the lungs. OSHA refers to this type of inhalable silica dust as "respirable crystalline silica." Anytime you hear the term respirable crystalline silica, it is referring to silica dust that can be inhaled into your lungs. Some operations that generate respirable crystalline silica include cutting, drilling, or grinding any type of material that contains silica. Also, employees working in manufacturing processes that utilize silica, such as glass manufacturing or foundries may also be exposed to respirable crystalline silica. This type of potentially harmful silica dust can be so small that it cannot be seen with the naked eye. This is why it is so important to always take proper precautions in order to avoid harmful levels of exposure.

### EFFECTS OF EXPOSURE

Crystalline silica is classified as a carcinogen of the lungs. A carcinogen is a substance that has the potential to cause cancer. As workers inhale tiny silica particles over time, they are at increased risk of developing serious, and often deadly, silica-related illnesses. In addition to lung cancer, another disease associated with the inhalation of silica dust is silicosis. Chronic silicosis, also known as classic silicosis, is a fibrotic lung disease that typically occurs after many years of low to moderate exposures to silica dust. Silicosis causes scar tissue to form in the lungs and as the disease progresses, the victim may experience shortness of breath during exercise and have clinical signs of poor oxygen/carbon dioxide exchange. In severe cases, silicosis can be disabling or even fatal due to respiratory failure. There is no known cure for silicosis. A less common form of silicosis is acute silicosis. This form of silicosis occurs after exposures to very high concentrations of silica. Symptoms include severe, disabling

shortness of breath, weakness, and weight loss. Acute silicosis often leads to death. Breathing in silica dust has also been linked to the acceleration or severity of such diseases as tuberculosis, emphysema, kidney diseases, chronic bronchitis and chronic obstructive pulmonary disease, or COPD.

## **REGULATIONS**

In order to protect workers from contracting diseases due to respirable silica exposures, the Occupational Safety and Health Administration has issued Respirable Crystalline Silica Standards for general industry, maritime operation and the construction industry. When air monitoring determines that airborne levels of crystalline silica have reached the “action level” of 25 micrograms per cubic meter of air averaged over an eight-hour period, the employer must implement certain requirements of these OSHA regulations. One such requirement is to have a written exposure control plan for silica that outlines the tasks in the workplace that involve exposure, the engineering controls, work practices and respiratory protection used to limit exposure for each task and the housekeeping measures to be used to limit exposure to silica dust. OSHA’s construction standard specifically requires a competent person be assigned to implement the exposure control plan. Regulations also require that any worker exposed to the action level of 25 micrograms per cubic meter of air for 30 or more days per year must be offered a medical exam every three years. These medical exams must include a chest X-ray and a lung-function test. In addition, construction workers who are required to wear a respirator as protection from silica dust for 30 or more days per year must also be offered a medical exam every three years. The medical exams must be offered to employees at no cost. OSHA has set the permissible exposure limit, often called the PEL, of crystalline silica to be 50 micrograms of respirable crystalline silica per cubic meter of air averaged over an eight-hour workday. OSHA regulations require organizations to use engineering and work practice controls as the primary means to limit worker exposure to respirable crystalline silica to below the permissible exposure limit of 50 micrograms per cubic meter of air. When engineering and work practice controls cannot adequately limit exposure, then the OSHA regulations require that employers provide appropriate respiratory protection to reduce exposure to permissible levels. The OSHA standards also require that regulated areas be established to limit employee access to areas where exposures exceed the permissible exposure limit. The posting of warning signs at the entrances to regulated areas is required. To ensure that employees are aware of air sampling and exposure monitoring results, notifications should be provided to employees in writing or by posting the results in an area that is accessible to all employees.

## **ENGINEERING CONTROLS**

By far the best way to reduce exposure to silica dust is to eliminate the dust completely or reduce its presence in the work area using engineering and work practice controls. There are four general types of engineering controls used to prevent exposure to silica dust: substitution, isolation, ventilation, and dust suppression. Substitution is simply replacing silica with another material that is less hazardous such as crushed glass, nickel slag or aluminum oxide. Isolation is the placement of

barriers around a work area where silica is used. These barriers should restrict silica dust from spreading throughout the workplace. Ventilation is supplying clean air to a worker performing a task that involves silica dust or exhausting air containing dust before it can be inhaled. Dust suppression is when a water-based system is used to prevent silica dust from becoming airborne. For example, wet-cutting masonry products is much preferred to dry cutting.

## **WORK PRACTICE CONTROLS**

In addition to these types of engineering controls, work practice controls can also be used to limit exposure. Work practice controls refer to actions that employees can take while working to reduce exposure to silica dust. For example, good housekeeping practices are essential in reducing the risk of exposure. Build ups of dust should be removed with a water hose or by wet sweeping to prevent creating airborne dust. Another option is to use a vacuum with a high-efficiency particulate filter, known as a HEPA filter, to clean up silica-related areas. You should strive to avoid using compressed air or dry sweeping these areas. These methods disperse dust particles into the air and dramatically increase the potential for exposure. Other work practice controls include the use of disposable work clothes when working around silica-containing materials and to shower and change into clean clothes before heading home.

## **RESPIRATORY PROTECTION**

In many cases, engineering and work practice controls are infeasible or simply do not reduce respirable crystalline silica exposure to below the permissible exposure limit. When this is the case, employees must use respiratory protection to further limit their exposure. Anytime employees are required to use respirators, the employer must establish a written respiratory program that meets the requirements of OSHA's Respiratory Protection Standard. For many job tasks, a simple N-95 NIOSH certified respirator will provide the necessary protection from silica dust. If other types of respirators are selected, be sure that the filter is certified for silica dust and that the respirator has an assigned protection factor of at least 10. Some job tasks, such as sandblasting operations, subject the worker to larger exposures and additional hazards. Sandblasting and similar operations require the use of a type of CE positive pressure abrasive blasting respirator.

If you have any questions about the proper respiratory protection required for any specific job task, be sure to ask your supervisor.

## 8. Slips, Trips, and Falls

Slips, trips and falls can be caused by constantly wet surfaces, spills, weather hazards like ice and snow, cluttered work areas, and poor lighting. These types of accidents are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you are walking. The following precautions should help you avoid slips, trips, and falls:

- **Practice safe walking skills.** Move slowly and pay attention to the surface.
- **Clean up spills right away.** Whenever you see a spill, clean it up yourself or report it to a maintenance person. Even minor spills can be very hazardous.
- **Don't let grease accumulate** on shop floors around machinery.
- **Use caution on smooth surfaces.**
- **Wear appropriate shoes.**
- **Maintain clear view of where you are going.** Make sure you can see over the top of any load you carry.
- **Keep work areas well-lit.**
- **Keep your work area clean** Do not allow trash to accumulate and clutter aisles or stairs.
- **Arrange furniture so it doesn't interfere with walkways or pedestrian traffic.**
- **Extension or power tool cords can be dangerous tripping hazards.** Use approved cord covers, tape them to the floor or arrange them so they won't be in the way of pedestrians.
- **Eliminate hazards due to loose footing** on stairs, steps, and floors. Report loose carpet, stair treads or hand rails. Broken pavement, loose floorboards or tile can also cause trips.
- **No horseplay, running, or jumping.**

## 9. Forklift Safety (Powered Industrial Trucks)

Driving a forklift is a serious responsibility. Company employees should never operate a forklift unless authorized to do so by your company representative. Only trained and authorized employees should drive a forklift. Qualified drivers have been fully trained and tested, know the general design of the vehicle, and know safe driving rules. Make sure any forklift is properly equipped.

Safe forklift driving rules include:

- Always drive in reverse when loaded.
- Keep to the right.
- Obey speed limits.
- Keep three vehicle lengths away from other vehicles.



- Slow down at all intersections.
- The pedestrian always has the right of way.
- No horseplay is allowed.
- No riders are allowed on the vehicle.
- Always keep arms and legs inside the vehicle.
- Face the direction of travel.
- Always know the position of your forklift.
- Be alert for oil and grease spots.
- Cross railroad tracks at an angle.
- Beware of edges on loading docks.
- Always chock the wheels of a truck/trailer being loaded or unloaded.
- Stop completely before raising or lowering a load.
- Never travel with the forks raised more than six inches high.

In addition to safety precautions for driving forklifts, employees working around forklifts should also take precautions:

- Never walk under the raised forks of the forklift.
- Be aware that the forks can be a tripping hazard.
- Watch for moving forklifts at intersections.
- Be aware that forklifts steer from the rear wheels and turn sharply so they are susceptible to overturning, losing their loads or cause other objects to fall.
- Forklifts are not meant to be personal hoists.
- Never ride on the forks or on a pallet.

## **9.1 Hand Truck Safety**

Two other useful tools for handling large objects are pallet jacks and hand trucks. As with forklifts, safe operation of these two items requires training and practice.

- Co-workers must be careful when working around pallet jacks and hand trucks.
- Operators of these devices must use caution and go slowly.
- Never ride on a pallet jack or hand truck, or their loads.
- Always push, not pull, the object when possible. When moving an object on rollers, for example, pushing puts less strain on the back, and is safer should the object tip. Also, pushing instead of pulling greatly reduces the possibility of having the hand truck run over your foot.

## **10. Electrical Safety**

Electricity is essential to perform most of our jobs; however, electricity can also cause serious injury if proper precautions are not taken. The best ways to avoid hazardous electric shock are to follow standard safe work conditions, safe work procedures and demonstrate a personal sense of responsibility.

Grounding is one of the single most important safety measures to take when working with electric equipment. It provides a safe path for the electricity, preventing leakage of current in circuits and equipment. It is important to check all ground connections regularly for tightness.

**Do not tamper with plugs. Don't use adapters. Do not bypass grounding.**

In addition, you should also:

- Never operate electrical equipment near water.
- Read and obey all signs in your area.
- Keep you work area clean, dry, and well lit.
- Wear the proper clothing and PPE for the job.
- Always use the proper tools and make sure they are not worn or defective.
- Use non-conductive, sturdy, wooden or fiberglass ladders.
- Know electrical power sources you will be exposed to and take all necessary precautions.

## 11. Fire Safety

Any fire in the workplace has the potential to cause serious personal and property damage. When chemicals are involved, the possibilities for destruction are greatly multiplied. Prevention is the key to eliminating the hazards.

Remember, fire safety and prevention are everyone's job and calls for a pro-active safety attitude. To help prevent workplace fires, all employees should:

- Never smoke except in designated areas.
- Keep work areas clean and clutter-free.
- Know how to properly handle and store chemicals.
- Make sure all vent fans work and advise your supervisor if any are not working.
- Follow correct procedures when using flammable materials, electrical cords, and electrical equipment.
- Keep flammable and corrosive materials separated.

In the event of a workplace fire, all employees should be able to exit the area quickly and orderly. When you first begin an assignment, locate the client company's emergency exits and ask your supervisor to explain the client company's emergency action plan for fires and other emergencies. Make sure you know what the fire alarm sounds like and how to quickly exit your area. Know what you are expected to do in case of an emergency.

If a fire is small, an employee's first reaction is to attempt to extinguish the fire. However,

you must remember that different types of fire extinguisher are used for different types of fires. It is important to use the appropriate type of extinguisher. Only if you have been trained in the use of a fire extinguisher and the fire is small and tame enough to be extinguished by a hand-held extinguisher should you try to put it out yourself.

When the fire is out of control, the combustible material is unknown, or you have not been trained in the proper use of extinguishers, leave the firefighting to professionals with the proper equipment and training. In this case, sound the fire alarm and call for emergency help from a safe place. Your well-being is more important than any fire.

## 12. Emergency Action Plan

A major concern of companies is the safety of all employees during an emergency. It is extremely important that employees have a clear understanding of a client company's emergency procedures and building evacuation procedures.

As a part of your on-site orientation process when you are assigned to a client company, ask your supervisor what the facility's emergency notification procedures are. Emergency notification signals can include audible announcements, flashing lights, horns, sirens, and alarms. Make it a point to learn where exits are and familiarize yourself with evacuation route maps for various departments.

In the event of an emergency or a scheduled drill, all employees should follow the emergency action plan immediately upon hearing the company's alarm tone or verbal announcement. In the event of an emergency, it is critical you follow the plan closely. **Respond to every alarm just as if it were an actual event.**

In emergency situations requiring evacuation:

- **Know your escape routes:** Proceed in an orderly and safe manner.
- **Get out of the building:** Remember to make room for emergency personnel who might be entering the building.
- **Get away from the building:** Proceed immediately to the designated safe area which should be identified on the client company's emergency evacuation route map. Maintain a distance of at least 400 feet from the building and await further instruction.
- **Do not attempt to re-enter the building until authorities have issued an all clear:** Never assume an alarm is false or a test unless an announcement indicating such has been made.
- **Respond to every alarm just as if it was an actual event.**

### 12.1 Tornado Guidelines

During a tornado, stay indoors. Do not attempt to exit the building. Move away from exterior glass windows and move toward the center of the building. Should it be necessary to evacuate the floor, go to the basement or the facility's designated storm shelter. If there

is no basement or storm shelter, small rooms in the center of the building, such as closets or bathrooms, offer the greatest protection from flying objects. Such rooms are also less likely to experience roof collapse. Again, stay away from windows or exterior doors.

After the tornado, check for injured co-workers and seek medical attention for those injured. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

Check for fires or fire hazards. Do not use matches, lighters, or open flames which may pose a natural gas explosion hazard.

Do not operate electrical equipment until it has been properly checked and do not use the telephone except for emergency calls.

## **12.2 Earthquake Guidelines**

Earthquakes strike without warning, may range in intensity from slight tremors to major shocks, and can last from a few seconds to several minutes. Most earthquake-related injuries come from falling debris; therefore, do not immediately rush outside.

If you are indoors during an earthquake, stay where you are. Take cover under a desk or table, in a doorway, or against an inside wall. Keep clear of glass windows and doors, unanchored machinery or equipment, and tall objects such as shelves or file cabinets.

If you are outdoors, move quickly to an open area, away from buildings and power lines. If you are in a moving vehicle, pull over to a safe spot and stop the vehicle. Stay inside the vehicle.

After an earthquake, use the same precautions used after a tornado. Check for fires or fire hazards and do not operate electrical equipment.

## **13. Confined Spaces**

Company employees are prohibited from entering or working in any area known to be classified as a confined space. If your assignment requires you to enter an area classified as a confined space, notify your company representative immediately.

The Occupational Safety and Health Administration (OSHA) defines a confined space as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy. Examples of confined spaces include fuel tanks, vats, silos, sewers, tunnels, and vaults.

Entry into certain confined spaces requires a PERMIT, and these spaces have one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing a person entering.
- Has an internal configuration such that an employee could be trapped or asphyxiated?

- Contains any other recognized serious safety or health hazard.

Again, company employees are not permitted to enter or work in a confined space.

## 14. Ergonomics

Ergonomics helps adapt the job to fit the person performing the job to reduce stress and eliminate many potential injuries and disorders associated with the overuse of muscles, bad posture, and repetitive motion. The objective of ergonomics is to adapt the job and workplace to the worker by designing tasks, workstations, controls, displays, safety devices, tools, lighting, and equipment to fit the worker.

Environmental hazards include heavy lifting, constant twisting, and repeated motions. Biological hazards are physical characteristics of the worker that vary from person to person, including size, endurance, range of motion, strength and other factors. When the job task demands exceed the physical characteristics of the worker, an injury can result.

The three most common injuries related to ergonomic hazards are:

- 1) Cumulative trauma disorders, which are disorders of the musculoskeletal and nervous systems caused or made worse by repetitive motions, forceful exertions, vibration, hard and sharp edges, sustained or awkward postures, or exposure to noise over extended periods of time.
- 2) Carpal Tunnel Syndrome, a disorder affecting the hands and wrists caused by pressure of repetitive motion resulting in tingling, numbness, or severe pain in the wrist and hand, a lack of strength in the hand and an inability to make a fist, hold objects, or perform other manual tasks; and
- 3) Back disorders including pulled or strained muscles, ligaments, tendons, and disks. Back disorders are frequently caused by excessive or repetitive twisting, bending, and reaching, carrying, moving, or lifting loads that are too heavy or too big, staying in one position for too long, poor physical condition, and poor posture.

In addition, prolonged sitting stresses the body, particularly the lower back and the thighs, and may cause the lower back region to bow outward if there is inadequate support.

### *Contributing Factors*

Extreme temperatures require workers to use more force in performing their jobs, and can affect a worker's coordination and manual dexterity. Extreme temperatures can also cause excessive fatigue or reduce your work capacity.

Some additional identified risk factors may include:

- Excessive repetition or prolonged activities.
- Forceful exertions, usually with the hands.
- Pinch grips.

- Prolonged static postures of the body, trunk or its extremities, either sitting or standing.
- Awkward postures of the upper body, including reaching above the shoulders or behind the back.
- Excessive bending or twisting of the wrist.
- Continued elevation of the elbow.
- Continued physical contact with work surfaces, such as contact with edges of machines.
- Temperature extremes.
- Vibration from power tools.
- Improper seating or support.
- Lifting heavy objects or objects of abnormal size.
- Lack of adjustable chairs, footrests, body supports, and work surfaces at workstations or slippery footing.

### ***Control Measures***

Ergonomic control programs include both a commitment from management and employee involvement. Employees' intimate knowledge of the jobs they perform and the special concerns they bring to the job give them a unique perspective which can be used to make ergonomic programs more effective. Management can develop and implement engineering controls which design workstations and tools or equipment to fit the employee performing the job.

Good ergonomic work practices include proper work techniques, employee training and conditioning, regular monitoring, feedback from employees, adjustment, modification, and maintenance. Employees should cooperate with your employer in making ergonomically designed changes in the workplace. Ergonomic changes to design and layout will lessen the chance of possible injury.

In addition, there are many things you can do to avoid injury by ergonomic hazards. Some examples include:

- Practicing proper posture
- Stretches, back arches, and deep breathing
- Practicing proper lifting techniques
- Exercising and keeping yourself in good physical condition.
- Being aware of the signs and symptoms that may indicate a problem
- When possible, adjusting the workstation to fit your height
- Reducing twisting motions

## **15. First Aid and Bloodborne Pathogens**

The Bloodborne Pathogens (BBP) Standard was designed to provide a set of practices to follow when rendering first aid and to help protect employees against infections caused by blood or other bodily fluids. Bloodborne pathogens are microorganisms present in human

blood that can cause diseases in humans. These include, but are not limited to, such diseases as the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV).

While this OSHA standard was written for occupational health professionals, it has expanded into the workplace for designated first-aid responders, maintenance or housekeeping employees, nursing and convalescent home workers, and others whose jobs place them with direct potential for exposure.

The primary method to prevent exposure contact for undesignated “Good Samaritan” responders is to wear whatever personal protective equipment is required to prevent contact with bodily fluids. This equipment would include latex rubber gloves, gowns, plastic visors, goggles, and face masks. Single-use gloves must be replaced as soon as possible after they are contaminated or if they become torn or punctured. These gloves should never be washed for re-use.

“Good Samaritan” acts performed by undesignated workers are not covered by the standard, but undesignated first-aid responders may want to know exposure controls anyway, to protect themselves if they voluntarily respond in the event of an emergency.

You may inadvertently be in a position to come into contact with a person’s blood or other bodily fluids. If this should ever occur, you can exercise the option to receive the Hepatitis B vaccination series.

## **16. Seat Belt and Cell Phone Policy**

At the company, we deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, we are instituting a new policy. Company employees must always wear seatbelts and may not use cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- When employee is operating a vehicle owned, leased, or rented by the company.
- When the employee is operating a personal motor vehicle in connection with company business.
- When the motor vehicle is on company property.
- When the cellular telephone or mobile electronic device is company owned or leased.
- When the employee is using the cellular telephone or mobile electronic device to conduct company business.

Employees can be disciplined for violations of this policy, including and up to immediate termination.

## **17. Infectious Disease Control Policy**

The company will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the company during any such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The company is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. The major focus for protection from disease is to educate employees (internal and temporary) and customers. When a communicable disease approaches epidemic proportions or is judged to be a threat to the organization, the company may initiate a program of education on that disease. Information makes both employees and customers aware of incidence rates of the disease, methods of transmission, known methods of prevention and/or cures and the employment of universal precautions.

The company reserves the right to exclude any person with a contagious disease from all facilities, programs, and functions if the company decides that the restriction is in the best interests of the organization. No persons shall be excluded solely on the basis that they have a contagious disease. Factors such as whether the disease is contagious in ordinary public association, the nature of the disease, the typical risks to other persons in good health, the public health situation in the region, nature of the person's employment (if applicable), and whether the company is required by law to exclude persons with the disease will be taken into consideration.

### ***Preventing the Spread of Infection in the Workplace***

The company will heighten office cleaning practices following the Centers of Disease Control and Prevention's, (CDC), guidance. We ask all employees to clean and disinfect any objects and surface areas often used with a regular household cleaning spray or wipe, including, but not limited to work areas, testing computers, orientation desks, chairs, bathrooms, doorknobs, conference rooms, etc. A designated team will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers throughout the office and in common areas will also be made available.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of



childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### ***Limiting Travel***

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options and adjustments on business operations will be provided on a case-by-case basis. Contact corporate for more information.

#### **Telecommuting**

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

### ***Staying Home When Ill***

Many times, with the best of intentions, employees report to work even though they feel ill.

During an infectious disease outbreak, it is critical that you do not report to work, visit any customer, or attend any company sponsored event, if you are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### ***Requests for Medical Information and/or Documentation***

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### ***Confidentiality of Medical Information***

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited

circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### ***Social Distancing Guidelines for Workplace Infectious Disease Outbreaks***

In the event of an infectious disease outbreak, the company may implement these social distancing guidelines to minimize the spread of the disease among the staff.

*During the workday, employees are requested to:*

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or any other resources to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
4. Do not congregate in work rooms, kitchen/lunch areas, copy machine area or other areas where people socialize.
5. Avoid lunchrooms and crowded restaurants.
6. Use the Interim Branch Operations Process for Recruiting, Application, On-Boarding, and Customer Orders to minimize person-to-person contact. Have all materials and information ready for faster processing.

*Outside activities*

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might encounter contagious people.

### **Summary**

This handbook is intended to provide a general overview of job safety by identifying and discussing most situations that employees will be involved in on the job. You will be given more detailed safety training and instructions on specific equipment and procedures at your job assignment.

If you are a new employee, keep in mind that your risk of injury is much greater than for more experienced co-workers. Forty percent of workers injured have been on the job less than one year.

**PROTECT YOURSELF!** Be aware of your surroundings and the tasks you are performing. Make safety your number one priority.

## Safety Handbook Acknowledgment Form

I acknowledge that I have received, read, and understand the policies outlined in the company Safety Handbook.

General Safety Information	Hazard Communications
Personal Protective Equipment	Injury Reporting Procedures
Lock out / Tag out	Ergonomics
Confined Spaces	Bloodborne Pathogens
First Aid	Cellphone Policy While Driving
Industrial Safety Rules	Infectious Disease Control Policy

It is very important that the company be advised immediately of all information about a work related injury. The company's policy requires that **you notify both your On-Site Supervisor and your Company Representative of your injury**. If circumstances don't allow an immediate notification, you must report the incident to the company as soon as practicable. **It's your responsibility as our employee to report your injury to the company prior to receiving any medical treatment otherwise WC will not cover. The customer is NOT responsible of reporting your incident/accident neither is authorized to approve treatment.**

I agree to conform to the rules and regulations of the company as described in the handbook.

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Employee Signature

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Date

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Employee Name (please print)

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Company . Representative



# Job Safety and Health IT'S THE LAW!

## All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**

## Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)