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*)Delete above before customizing your program)*

COMPANY LOGO

**Company Name**

 **NEW HIRE SAFETY ORIENTATION**

**(NHSO)**

Updated 2017

**Address**

**Address**

***Employee Name:***

***Date of Hire:***

***Department:***

*This document provides policies, individual roles and responsibilities, general and specific training requirements and procedures necessary to ensure a safe work environment and safety program at COMPANY. Each employee will review this entire packet and will initial or sign as indicated in the packet to document individual review and understanding of the contents.*

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# *COMPANY LOGO*

# SECTION ONE:

# Safety & Health Policy

*“COMPANY will comply with all appropriate environmental, health, and safety laws and regulations such as those established by OSHA, EPA, DOT, and all other applicable federal, state, and local safety and health regulations. We believe that the safety of employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community”*

* *, CEO*

## **Scope**

COMPANY, Inc. in California

## **Purpose**

COMPANY places a high value on the safety of its employees. The Company is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process. This policy defines the responsibilities necessary to ensure that a safe work environment exists in strict accordance with the state and federal laws.

## **General**

The Company will maintain a safety and health program that conforms to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between employees and their co-workers. Only through such a cooperative effort can an effective safety and health program be established and preserved.

## **Environmental, Health and Safety (EHS) Values and Principles**

* We value human life above all else and manage risks accordingly.
* Train all employees to work safely, preventing injuries to themselves and others.
* We relentlessly pursue and continually improve EHS systems and processes to achieve an EHS incident-free workplace.
* We do not compromise our EHS Value for profit or production.
* We comply with all laws and set higher standards for ourselves and our customers where unacceptable risks are identified.
* We measure and assess our performance and are open and transparent in our communications.
* We supply and use safe and reliable products and services.
* We use our knowledge to enhance the safety and well-being of our communities.
* We are all accountable for conforming with and deploying our EHS Value and Principles.

## **Responsibilities**

* **The Safety Policy**
* It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.
* Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.
* Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.
* Management will do its part by devoting the resources necessary to form a safety committee composed of management and selected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.
* **President of COMPANY**
* The President has the ultimate authority and responsibility for safety throughout the company. It is his responsibility to provide the resources necessary to ensure and maintain a safe and healthful work environment that is in strict compliance with State and Federal laws.
* **Managers**
* Insure that a plant wide safety committee is formed and is carrying out its responsibilities as described in this program.
* Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
* Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
* Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
* Insure that a record of injuries and illnesses is maintained and posted as described in this program.
* Set a good example by following established safety rules and attending required training.
* Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.
* **Supervisors / Leads**
* Insure that each employee you supervise has received an initial orientation before beginning work.
* Insure that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
* Insure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
* Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
* Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
* Set a good example for employees by following safety rules and attending required training.
* Investigate all incidents in your area and report your findings to management.
* Talk to management about changes to work practices or equipment that will improve employee safety.
* **Employees**
* Follow safety rules described in this program, OSHA safety standards and training you receive.
* Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
* Report all injuries to your supervisor promptly regardless of how serious.
* Report all near-miss incidents to your supervisor promptly.
* Always use personal protective equipment (PPE) in good working condition where it is required.
* Do not remove or defeat any safety device or safeguard provided for employee protection.
* Encourage co-workers by your words and example to use safe work practices on the job.
* Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.
* **Safety Committee** (Optional if applicable)

COMPANY has formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and one employee representative from the various office and factory areas of our company.

# *COMPANY LOGO*

# SECTION TWO:

# Injury & Illness Prevention Program (IIPP)

## **Management Commitment to Safety**

Your safety is of prime importance to us at COMPANY, Inc. We strongly believe that a clean, safe and healthy environment should be provided for all employees. Every reasonable precaution is taken to provide you with a safe place to work. Injury prevention, however, is largely an individual responsibility. It is, therefore, every employee’s responsibility to think and act safely at all times.

Our objective is to reduce the likelihood of work-related injuries. If you should be injured, you **must** report the injury to your supervisor **immediately.** In addition, if you observe an unsafe work condition, you will be expected to report it at once to your supervisor or Safety Manager.

In the pages that follow, we have outlined some of the rules that will contribute to your safety, and the safety of your fellow employees. As with any list, it may not contain every rule for safe conduct, and your common sense is important. It is by following these rules that we maintain COMPANY’s high safety standards. If you have suggestions that will contribute to safety, please share them with your supervisor or Safety Manager. You may, if you wish, anonymously place your suggestion in the suggestion box.

Safety Manager Date

## **Safety Communication System**

COMPANY recognizes that open, participatory, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following items:

1. New employee safety orientation and provision of the IIPP and safety rules.
2. Periodic safety meetings with employees that encourage participation and open, two-way communication.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management or the Safety Manager, including memos, postings, payroll stuffers, and newsletters (as applicable).
5. Periodic safety briefing will be used to communicate with employees about pertinent safety issues and accident/injury data.
6. Briefings, as well as direct communication with management will be our primary means of identifying suggestions and comments.
7. A safety and health committee that meets regularly, prepares written records of the safety and health committees meetings, review results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.
8. Safety suggestion boxes will be available for any questions, comments, or concerns.
9. Employees will be kept advised of highlights and changes relating to the safety program.
10. Management shall relay changes and improvements regarding the safety program to employees, as appropriate.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to The Safety Manager.

All employees are encouraged to bring any safety concerns they may have to the attention of management who will not discriminate against any employee for raising safety issues or concerns. Please use the Employee Safety Contact Form.

## **Employee Compliance and Enforcement of Safety Policies**

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers, supervisors and leads are expected to enforce the rules fairly and uniformly. COMPANY will use an employee warning form to document employee safety infractions.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The compliance of all employees with COMPANY’s IIPP is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

* Training programs
* Retraining
* Disciplinary action using the Employee Warning Record Form for documentation
* Optional safety incentive programs

Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures established by COMPANY can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

**Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Safety Rules**. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers’ Compensation claim.

Violations of safety rules and the IIPP are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with COMPANY’s system of progressive discipline. If, after training, violations occur, disciplinary action will be taken. Depending on the severity, the following actions will be taken:

1. Verbal warning. Document it, including date and facts on the Employee Warning Record Form. Add any pertinent witness statements. Restate the policy and correct practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension.
4. Termination

Managers and supervisors should consult the Safety Manager if there is any question about whether or not disciplinary action is justified. **Employees may be terminated immediately for willful or serious violations.**

## **Safety Inspections**

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, Safety Manager or other designated individual using the Site Inspection Checklist.

Periodic safety inspections will be conducted:

1. When new substances, process, procedures or equipment are used.
2. When new or previously unrecognized hazards are identified.
3. Periodically by the Supervisor.
4. Periodically by the Safety Manager.
5. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
6. Whenever workplace conditions warrant an inspection

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

1. The proper use, condition, maintenance and grounding of all electrically operated equipment.
2. Compliance with the safety rules.
3. Housekeeping and personal protective equipment.
4. Hazardous materials.
5. Proper material storage.
6. Provision of first aid equipment and emergency medical services.
7. Job hazard assessments will be performed on all routine jobs/task to identify potential hazards and to recommend engineering controls and personal protective equipment.
8. Analysis of accident and incident data will be performed as necessary to identify trends and to develop prevention programs.
9. Employees shall report every hazard that they cannot immediately correct to their supervisor.
10. Any and all hazards identified will be corrected as soon as practical in accordance with COMPANY’s hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

**Documentation of Inspections**

Safety inspections will be documented using the Site Inspection Checklist and will include the following:

1. Date on which the inspection was performed.
2. The name and title of person who performed the inspection.
3. Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.
4. Signature of the person who performed the inspection.
5. One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of three (3) years.

## **Accident Investigation**

An accident is any unplanned event that causes a delay in planned activities. It may or may not involve injury or property damage. All accidents shall be investigated to determine their cause and to decide how to prevent them from recurring.

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel or customers, damage to equipment, facilities or material, or interruption of normal operations.

***Responsibility for Accident Investigation***

Immediately upon being notified of an accident, the Safety Manager, Supervisor, Manager, or other designated individual shall conduct an investigation using the Accident Investigation Form. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

***The Purpose of Accident Investigations:***

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
3. To identify training needs

***What Types of Incidents Do We Investigate?***

1. Fatalities
2. Serious injuries
3. Minor injuries
4. Property damage
5. Near misses

***Procedures for Investigation of Accidents***

Immediately upon being notified of an accident the Safety Manager, Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.
4. Report the accident to the Safety Manager. Accidents will be reported to the insurance carrier within 24 hours. All “serious” accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Using the Accident Investigation Form, provide sketches, diagrams and photos as needed. Take measurements when appropriate.
7. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
8. All accidents involving death, disfigurement, broken bones, amputation, loss of consciousness or hospitalization must be reported to Cal/OSHA immediately **(within 8 hours).** The local Cal-OSHA office can be found using the Cal-OSHA District Office Search tool:

<http://www.dir.ca.gov/asp/doshzipsearch.html>

1. Every investigation must also include an action plan. How can such accidents be prevented in the future?
2. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

## **Procedures for Correcting Unsafe / Unhealthy Conditions**

To assist in the identification and correction of hazards, COMPANY has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace.

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

* When observed or discovered;
* When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
* All such actions taken and dates they are completed shall be documented on the appropriate forms.
* Administrative and/or engineering controls will be considered as a method of hazard correction.

Additionally, the following methods will be utilized to identify hazards in the workplace:

1. Loss analysis of accident trends
2. Accident investigation
3. Employee observation
4. Employee suggestions
5. Regulatory requirements for our industry
6. Outside agencies such as the fire department and insurance carriers

Loss Analysis

Periodic loss analyses may be conducted by the Safety Manager and Safety Committee.

These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Supervisors and managers shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee of COMPANY is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Manager or the internet.

Outside Agencies

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA.

## **Safety & Health Training**

California law requires that employees be trained in the safe methods of performing their job. COMPANY is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee. All training must be documented using the Training Attendance Form.

Managers, Supervisors, and employees will be trained periodically throughout the year on various accident prevention topics. Training provides the following benefits:

1. Makes employees aware of job hazards
2. Teaches employees to perform jobs safely
3. Promotes two-way communication
4. Encourages safety suggestions
5. Creates interest in the safety program
6. Fulfills Cal/OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the IIPP and Code of Safe Practices to read and required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever COMPANY is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

## **Recordkeeping and Documentation**

COMPANY will ensure the maintenance of all Safety Manual and IIPP records, for the listed periods, including:

1. New Employee Safety Orientation forms Length of employment
2. Code of Safe Practices Receipt Length of employment
3. Disciplinary actions for safety Length of employment
4. Safety inspections 3 years
5. Safety Committee agenda/minutes 3 years
6. Safety Contact Reports 3 years
7. Accident investigations 5 years
8. Cal/OSHA log of injuries 5 years
9. Inventory of Hazardous Materials (if any) Forever
10. Industrial Hygiene records and analysis Minimum 30 years
11. Employee exposure or medical records Length of employment plus thirty (30) years

Employees, or their designated representatives, are able to review and copy medical records or exposure records pertaining to them.

Any identifiers of other employees, (e.g. names, titles, social security numbers) will be removed before viewing. Access to records will be within fifteen (15) working days.

Strict confidentiality will be maintained for medical records except as allowed by law.

Records are available for review at the following address.

Please contact the Safety Manager

# *COMPANY LOGO*

# SECTION THREE:

# Code of Safe Practices

In order to maintain a safe and productive work place it is necessary to have rules that govern employee behavior and job performance. COMPANY has established specific safety rules that all employees must follow. Violation of these rules may result in disciplinary action and possibly immediate dismissal.

A single list of general safety rules cannot be all-inclusive. The rules shown below are common rules. Additional rules can be added or these rules revised, to meet specific requirement of the operation.

Violation of safety rules can result in discipline up to and including termination. The importance of safety rules can best be shown through consistent enforcement. The following list of safety rules is not a complete list. Your supervisor will inform you of other rules when appropriate.

## **Emergency Procedures**

An emergency is any situation that poses an immediate threat to life or property. This would include but not be limited to collapse of a building or a portion thereof, fire, explosion, equipment failure such as collapse of a crane, release of exposure to toxic fumes or smoke, presence of gas or other explosive fumes, flood, etc. the company Safety Coordinator, shall be notified immediately of any emergency situation.

In the event of an incident (fire, injury, etc.) requiring the assistance of outside personnel, craft persons shall contact a management person immediately. If the situation requires immediate outside attention and there is no time to contact a management team member, individuals shall dial **# 911**.

Upon calling, the person shall state their name, their contractor's name, the location of the emergency, and the type of emergency. Immediately after this emergency call is made, the person shall contact the management team and their direct superiors.

The management team will continually develop appropriate evacuation procedures as the job progresses. For emergencies involving building evacuation all craft persons shall follow the developed, posted evacuation routes to the designated rally point. Personnel shall remain at the rally point until they are accounted for by their supervision and an "all clear" is given to return to the plant, or leave for the remainder of the shift.

## **General Safety Rules**

1. **DRIVING:** Anyone driving a company vehicle, or driving on company business, must obey all State laws regarding the use of a motor vehicle, on or off public roads. This includes proper licensing, and the pre-trip safety inspection. (Form is located at the end of the Injury and Illness Prevention Program).
2. **SEAT BELTS:** Seat belts must be properly worn at all times by everyone in a moving vehicle. The driver is responsible for passenger use of seatbelts.
3. **EMERGENCIES:** Every employee must know the emergency evacuation plan and their responsibilities in it.
4. **FIRST-AID:** Employees must notify a manager **immediately** about any injury regardless of severity. Employees shall call 911 **immediately** only if an injury is life threatening.
5. **SMOKING:** Smoking is strictly forbidden except in designated areas.
6. **HORSEPLAY:** “Horseplay” will not be tolerated. Horseplay includes any willful act that may startle or distract other employees.
7. **RUNNING:** Employees and Managers must not run anywhere on company premises or while performing work for the company.
8. **AUTHORIZED OPERATION:** Only authorized persons are permitted to operate, repair, or adjust machinery, vehicles, or equipment.
9. **SAFETY SIGNS, TAGS AND POSTED SPEED LIMITS:** Safety signs and danger tags are used to warn employees against accident hazards. Disregard of safety signs, tags, or operation of equipment that has been “tagged” out is a serious offense and will not be tolerated. Posted speed limits must be observed at all times on and off company property when driving company vehicles or forklifts. Speeding at any time will not be tolerated.
10. **DRIVING DISTRACTIONS:** Activities that distract a driver must be minimized. Unnecessary conversations, unessential driver use of a cellular phone, adjusting drivers’ seats or radio, etc, shall not take place while a vehicle is in motion.
11. **PERSONAL PROTECTIVE EQUIPMENT:** Personal protective equipment (safety glasses or goggles eye shields, aprons, rubber gloves, etc.) are provided and required on certain jobs and must be worn when specified by management.
12. **USE SAFETY DEVICES AND GUARDS:** Employees are required to use the safety devices and guards installed on machines and equipment they operate. Guards and safety devices must not be removed, modified, or made inoperative.
13. **HOUSEKEEPING:** Employees are required to keep their machines, equipment, and work areas clean at all times. Aisles, exits, eye wash stations, and fire equipment must be kept clear at all times and easily accessible for use (nothing can be stored in front of emergency equipment or exit door at any time).
14. **FIRE EXTINGUISHERS:** Employees must know where the fire extinguishers are in their work areas and whether they are trained and authorized to use one.
15. **OVEREXERTION:** Employees must not lift heavy objects without assistance, should avoid lifting, placing, or carrying things below the knees or above the shoulders, and should not twist their body during physical exertion. All employees required to lift shall use proper lifting techniques (squatting, lifting with knees, keeping back straight)
16. **OUTDOOR WORK:** Employees shall wear protective equipment (hat, glasses, sunscreen) in the sun and wear appropriate clothing and footwear in cold and/or inclement weather. Every employee who works out of doors must know the signs and symptoms of weather exposure. They shall drink plenty of fluids and take their breaks in shelter. They shall follow local procedures for dangerous weather and lightning.
17. **WALKWAYS:** Aisle ways and walking surfaces must be kept clear at all times.
18. **WEAPONS:** Weapons of any kind are not permitted at work or in a company vehicle.
19. **ELECTRICAL:** Only authorized employees may perform work involving maintenance or installations of electrical devices. All electrical cords are to be kept protected from damage and may not be run through walls, doors or windows.
20. Extension cords cannot be used in lieu of permanent wiring. Electrical outlets are to be kept accessible, free of visible damage, and not overloaded.
21. **FILE CABINETS:** Keep file cabinets and drawers shut if not in immediate use.
22. **FOOD SANITATION:** Refrigerators, microwave ovens, and all food storage, preparation and consumption areas must be cleaned and sanitized at least weekly. Food waste must be placed into the proper receptacles and removed from buildings each day. Employees must wash their hands before handling food for general consumption.
23. **BATHROOMS:** Bathrooms must be kept clean. Warm water must be available for washing hands. Means for hand drying must be available.
24. **UNSAFE CONDITIONS:** All employees are required to report any unsafe condition immediately upon recognition.
25. **FORKLIFT OPERATION:** Only authorized and certified drivers may operator any forklift or mechanized pallet jack. All forklift drivers shall be re-certified every 3 (three) years.

## **Confined Spaces**

There are two (2) types of confined space:

1. Non-Permit Confined Space
2. Permit-Required Confined Space
* *Non-permit confined space is defined as any space that:*
* Has a limited or restricted means for access and egress.
* Is large enough and configured in such a way that an employee can bodily enter and perform work.
* Is not designed for continuous occupancy.
* Does not pose a health or safety risk as described in permit-required confined space

These shall be evaluated by the “competent person” in charge of the work who is *fully familiar* with the standards relating to confined space.

* *Permit-required confined space is defined to include one or more of the following:*
* Contains or has the potential to contain a hazardous atmosphere.
* Contains a material that has the potential for engulfing an entrant.
* Has an internal configuration that could trap or asphyxiate an entrant.
* Contains any other recognized serious safety or health hazard.

***Training:***

* Entrants, attendants, rescuers and entry supervisors shall be trained by a designated supervisor or designee prior to performing any duties relating to permit-required confined space.

## **Compressed Gas Cylinders:**

***Loading/ Unloading***

* No Worker shall load or unload a compressed gas cylinder for a customer in their vehicle.
* Workers are required to place the cylinder(s) at the edge of the dock and allow for the customer to take possession of the cylinder and load it into vehicle.
* Customers are responsible for the unloading of all cylinders brought in to be exchanged or refilled.
* While being transported, cylinders shall be secured on a cradle, sling-board or pallet.
* Chokers, slings or electric magnets shall not be used to transport or lift cylinders.
* Cylinders shall always be secured in a vertical position while being used or stored. . Valve protection caps shall always be replaced when cylinders are not being used. Regulators shall always be used when working with compressed gas cylinders.
* Regulators shall be removed and valve protection caps replaced when cylinders are moved even short distances unless the cylinders are secured to a cart designed specifically for moving them.
* A chain or other suitable securing device shall be used to secure cylinders in an upright position and prevent them from being knocked over.
* Cylinder valves shall be open only when work is being performed. Valves shall be closed immediately after work with the cylinder stops.
* Hoses shall be bled out after the cylinders are shut off.
* All torches shall be equipped with anti-flash-back devices while being used.
* All hoses, hose connections, valves, torches and flash back arresters shall be inspected before each use.
* Defective equipment shall be taken out of service immediately and tagged with "Do Not Use Tags."
* Cylinders shall be kept away from sparks, hot slag or flames.
* Cylinders shall not be placed where they could become part of an electrical circuit.
* Oxygen and acetylene cylinders shall be separated by a minimum of 20 feet or by a 2-hour rated 5 foot high non-combustible barrier.
* Oxygen cylinders shall be kept away from oil and grease to prevent fires and explosions.
* Empty cylinders shall be marked as empty and stored in a secured upright position with valve cover caps secured in place.

## **Electrical**

* Ground Fault Circuit Interrupters (GFCI) shall be used on all 120-volt single phase 15-amp and 20- amp receptacle outlets which are not part of the permanent wiring of the building or structure: and an assured equipment grounding program covering all cord sets, receptacles and equipment connected by cords and plugs shall be implemented.
* Portable tools and appliances protected by an approved system of double insulation or its equivalent need not be grounded, provided that they are distinctly marked "Double Insulated," or with the symbol for double insulated tools (small square inside a slightly larger square).
* Extension cords shall be rated to accept the maximum current (amps) pulled by the tools, appliances or equipment.
* Extension cords shall be protected against damage that could be caused by traffic, sharp corners or projections, pinching in doorways. etc.
* Extension cords shall not be fastened with staples, hung by nails or suspended by wire.
* Electrical cables, extension cords, power tools, appliances and equipment shall be inspected for:
* Broken, cut or frayed insulation:
* Broken or exposed wires: damaged plugs:
* Missing ground terminals: and
* Separated male/female plugs.
* Damaged or otherwise unsafe cables, cords and plugs shall be repaired by a qualified person or replaced.
* Damaged electrical cords, tools, appliances and equipment shall be removed from service immediately and tagged "Do Not Use." Workers shall report the damage to a supervisor as soon as possible.

## **Emergency Medical Services and First Aid**

* Emergency Medical Services (EMS) shall be contacted immediately whenever any worker is having difficulty breathing, has uncontrolled bleeding or is showing signs of shock. If there is any question about whether to call, EMS shall be called immediately.
* Workers shall be provided with the emergency telephone number for EMS.
* Where necessary, workers shall be trained in basic first aid procedures which include:
* CPR / mouth-to-mouth resuscitation, controlling severe bleeding and treating for shock.
* All workers who are designated to render first aid shall receive bloodborne pathogens training.
* Each first aid kit shall contain Personal Protective Equipment to protect first aid responders from bloodborne pathogens. The kits shall have, at a minimum, hypoallergenic rubber gloves, a one-way breathing mask for CPR and mouth-to-mouth resuscitation and eye glasses with side shields.
* Any first aid kit used in an emergency shall be restocked immediately.

## **Fall Protection:**

***Ladders:***

* Ladders that appear unsafe, have broken or missing steps or side rails or damaged hardware shall not be used.
* Ladder rungs or steps shall be cleared of mud, grease, ice and other slippery substances before they are used.
* Defective ladders shall be tagged with "Do Not Use" tags and removed from service immediately.
* Ladders shall be used only on firm, level foundations.
* Unauthorized objects shall not be used to level ladders.
* Ladders shall not be painted.
* Ladders shall not be allowed to contact overhead electrical wires or any other electrical source.
* Wooden ladders shall not be considered insulated.
* Only ladders strong enough to support the load safely shall be used.
* Ladder weight ratings (from 200 pounds up to 300 pounds) shall be checked on the side rail of each ladder before use.
* Workers shall not be permitted to overreach while on a ladder.
* Ladders shall be moved from the ground when it is necessary to reach another area.
* Workers shall not be permitted to carry tools or equipment in their hands while climbing ladders.
* A three point contact shall be maintained by workers climbing up or down ladders.
* Tools and equipment shall be pulled up by hand after workers have safely reached the landing.
* Workers shall carry tools in tool belts while climbing ladders.
* Ladders shall be taken down immediately when work is completed.
* Ladders shall be protected in doorways, passageways, etc. from being knocked over by barricades or other suitable means.
* Only one person shall be permitted on a ladder at one time.

***Straight Ladders:***

* Straight ladders shall be pitched at 1 foot out from vertical for every 4 feet of ladder height.
* Straight ladders shall extend at least 3 feet above the landing.
* Straight ladders shall be secured in place by tying them off at the top and/or supporting them at the bottom.
* Workers shall not be permitted to use the top three rungs of a straight ladder for steps.

***Step Ladders:***

* Step ladders shall not be used as straight ladders.
* Step ladders shall only be used in a fully open position.
* The top two steps of a step ladder shall not be used as steps.

## **Fire Prevention and Protection**

***General:***

* All "No Smoking" signs and other fire or explosion warning signs shall be obeyed.
* Oily or greasy rags shall be disposed of in approved metal containers with self-closing lids.
* Flammable liquids or solvents such as carbon tetrachloride, benzene, gasoline and paint thinner shall not be used for cleaning pipe or other materials.
* At least one recently inspected (within 1 year) and fully charged multipurpose (ABC) fire extinguisher shall be readily accessible at all times while working.
* Potential fire hazards shall be abated as soon as they are observed.
* Objects to be welded, cut or heated shall be moved to a safe location whenever possible. Where objects can't be moved, flammable/combustible materials must be removed or protected from sparks and heat by non-combustible or fireproof barriers.

***Flammable/Combustible Liquids:***

* Portable quantities of flammable/combustible liquids shall be kept in approved, self-closing containers.
* Flammable/combustible liquid containers shall be properly labeled. Labels that are defaced shall be replaced immediately.
* Flammable/combustible liquids shall be kept away from sparks, flames, slag, excessive heat and other ignition sources.
* Flammable/combustible liquids shall be kept away from other chemicals and sources of ignition.
* When transferring a flammable/combustible liquid from a drum to a smaller container the drum shall be grounded first. Then the drum and container shall be bonded by attaching a conductive wire from the drum to the container.

***Fire Extinguisher Use:***

* **PASS Procedure**
* **P = Pull** the pin located in the extinguisher’s handle
* **A = Aim** the nozzle, horn or hose at the base of the fire
* **S = Squeeze** or press the handle
* **S = Sweep** from side to side at the base of the fire until it is out

## **Fleet Safety**

* Conduct regular vehicle safety inspections
* Practice defensive driving
* Observe all rules of the road
* Use Headlights (not parking lights) during times of reduced visibility
* Allow only authorized persons to operate or ride in vehicles
* Never use the vehicles for personal use
* External speaker and microphone must be included to allow hands-free operation.
* Phone number memory and programming capabilities are to be included.
* Drivers are to refrain from placing outgoing calls or responding to pagers while the vehicle is in motion.
* Incoming calls should be limited.
* For any vehicle equipped with cellular telephone that does not meet the above equipment specifications, use of the telephone/pager is authorized when the vehicle is safely parked.
* Employees are prohibited from using a IPod’s or similar audio device while operating a motor vehicle.
* Employees are not permitted to:
* Pick up hitchhikers.
* Accept payment for carrying passengers or materials.
* Use any radar detector, laser detector or similar devices.
* Push or pull another vehicle or tow a trailer.
* Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
* Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
* Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

## **Hazard Communication**

* Workers shall be informed about their right to know about chemical substances in the work place.
* Workers shall not begin work until they are trained about the chemical substances they could be exposed to while working including: what the substances are, what the health, fire, reactivity and other hazards are: and how they can protect themselves from those hazards.
* All chemical substance containers shall be properly labeled.
* A copy of the company's written hazard communication program shall be kept on site.
* A Material Safety Data Sheet (MSDS & SDS) for each chemical substance used by the workers shall be made readily available to them.
* Workers shall be trained how to quickly access the written hazard communication program and the MSDS's.
* Missing container labels and labels that are no longer legible shall be replaced immediately.

## **Health Hazards**

***Carbon Monoxide:***

* Adequate ventilation shall be established for work around internal combustion engines fueled by diesel fuel, gasoline or LP gas.
* Adequate ventilation shall be established for hot work operations. (Some welding operations generate carbon monoxide).
* Adequate ventilation shall be established when working around sources of burning propane gas.

***Asbestos:***

* The construction dates of all buildings or structures shall be determined before work begins.
* All workers shall be informed when working in any building that may have an asbestos exposure.
* When working in buildings or structures built before 1980, asbestos safety procedures shall be followed to protect workers from over exposure to asbestos.
* Pipe wrap, boiler wrap, ceiling tiles, floor tiles, insulation and wall board shall be checked for signs of dilapidation. If it appears that any of these materials could easily crumble or become pulverized by the work to be performed in the area, workers shall not begin work until: it is determined that the materials do not contain asbestos: it is determined that workers would not be exposed to harmful concentrations of asbestos: the materials are removed by a certified asbestos removal company: or the materials are encapsulated.

***Lead:***

* Work involving flame torch cutting, welding or grinding of painted surfaces, maintenance of duct work or use of plumbing solder shall not begin until: it has been determined that lead is not present in the paint or materials: it is determined that workers would not be exposed to harmful concentrations of lead: or workers have been properly trained and have received the appropriate personal protective equipment required to keep them safe from the lead exposure.
* All workers shall comply with the company's Lead Compliance Program when airborne lead concentrations require its use.

***Heat Stroke - Heat Exhaustion***

* Workers shall be permitted to take frequent breaks in cool places when working in hot environments.
* Workers shall be provided with plenty of drinking water and trained/encouraged to drink it throughout day (individual drinking cups shall be provided for each worker).
* Workers shall be trained to wear lightweight, light colored clothing with a breathable fabric whenever the job allows it.

***Bloodborne Pathogens***

* Workers shall be trained about: the bloodborne pathogens they could be exposed to while working: specifically when and where they could be exposed and how to protect themselves from those hazards.
* The training shall focus on proper work practice controls and use of proper personal protective equipment to prevent exposure to bloodborne pathogens.
* A copy of the company's bloodborne pathogen exposure control plan shall be accessible to all workers.

***Insect Exposures***

* Wash the area well with soap and water
* Apply an ice pack or a wet compress to the area
* Take over-the-counter pain medicine, if needed
* Consider using antihistamines for severe swelling
* Seek medical treatment with severe symptoms

## **Housekeeping**

* All work areas shall be cleaned as the work progresses.
* Materials shall be stored in a neat and orderly way.
* All scrap material, trash, tools, materials and equipment shall be kept out of walkways and passageways.
* Grease, oil or other chemical spills shall be cleaned up immediately with an absorbent material and disposed of properly.
* Greasy and oily rags and flammable materials shall be disposed of in approved disposal containers with self-closing lids.
* Flammable/combustible liquid spills shall be cleaned up immediately with an absorbent and shall be disposed of properly as required by regulation.

## **Lockout / Tagout**

* Hazardous sources of uncontrolled energy including electricity (such electrical switches), mechanical energy (such as fans), hydraulic energy (such as aerial lifts), pneumatic energy (such as compressed air) and thermal energy (such as steam lines) shall be locked out to keep them from releasing stored energy when working with them or around them presents a hazard to workers.
* Sources of uncontrolled energy that cannot be locked out shall be tagged out to warn others not to release the stored energy.
* Only the individual who locks and/or tags out a source of energy shall remove the lock and/or tag.

## **Machine Guarding**

* Management
* Ensures all machinery is properly guarded
* Supervisors
* Train employees on specific guard rules in their areas
* Ensures machine guards remain in place and are functional
* Immediately correct machine guard deficiencies
* Employees
* DO NOT remove guards unless machine is locked and tagged
* Report machine guard problems to supervisors immediately
* DO NOT operate equipment unless guards are in place
* Ensure proper PPE is worn as needed

## **Manual Handling of Materials**

* Hand trucks, carts or other materials handling equipment shall be used whenever possible to move materials.
* Workers shall get help when lifting objects that are too heavy or bulky to be moved safely by one person.
* Workers shall get as close to an object as possible when preparing to lift it. . Workers shall lift objects by placing their butts down, heads up, and lift with their legs.
* Workers shall not twist their backs when lifting or carrying objects.
* Workers shall watch for "pinch points" when lifting or setting down objects.
* Workers shall wear leather work gloves to protect their hands from materials with sharp ends or edges.
* Stored materials shall be inspected before they are moved to ensure they will not fall off the shelf or rack while pieces are being moved.

## **Personal Protective Equipment**

***Eye Protection:***

* Safety glasses or safety goggles, depending on the hazard, shall be worn at all times while working.
* Safety glasses with side shields shall be worn for protection against flying particles or objects.
* Splash-proof safety goggles shall be worn for protection against chemical substances like acids, solvents, etc.
* Face shields shall be worn for face protection against flying particles and splashing chemicals. Safety glasses with side shields or safety goggles, depending on the hazard, shall always be worn under a face shield.
* A welding helmet with an appropriate shaded lens and flash goggles under the helmet shall be worn when welding.
* Flash goggles with appropriate shaded lenses shall be worn when cutting or brazing.

***Head Protection:***

* Hard hats shall be worn whenever there is potential for falling objects or head contact with electrical sources.

***Hand Protection:***

* Proper gloves shall be worn when handling rough, sharp, hot or toxic materials that could cause hand injuries.
* Leather work gloves shall be worn when working with sharp materials. Welding gloves shall be worn when welding, cutting or brazing.
* Neoprene, latex or other similar type gloves shall be worn for protection against chemical substances like acids, caustics, solvents, etc.
* All gloves shall be selected based on the manufacturer's recommendation for protection against the specific exposure.
* Gloves shall not be worn where they could be caught by moving equipment.

***Foot Protection:***

* Work shoes or work boots with steel toes shall be worn by workers.

## **Repetitive Motion / Ergonomics**

* Adjust your chair to the appropriate height
* Adjust the footrest for leg support and stability
* Position your monitor so that it minimizes head and neck rotation
* Make sure that your keyboard and mouse gelled wrist cushions are in good condition and used appropriately
* Be proactive with ergonomics and utilize the tools that are provided
* Ask for assistance if you need it
* DO NOT rest your arms/forearms on sharp edges that could create a “pinch-point”
* DO NOT overreach for items, walk to them or position them closer to your station
* DO NOT overexert yourself when lifting or carrying heavy objects, ask for assistance
* DO NOT Use broken equipment, be sure to advise your manager
* Use of neutral postures to perform tasks (straight wrists, lifting close to the body);
* Ask for assistance if the load is too heavy to lift (i.e. greater than 50 lbs.)
* Conduct stretching exercises in the morning prior to work to loosen up muscles and prevent strains
* Lift by using your legs, arms and buttocks. Bend your knees and keep your head, back and hips in a straight line. Never bend over to pick anything up without first bending your knees. Never twist while lifting.
* Report any physical discomfort to your supervisor immediately
* Rest wrists, arms, and shoulders by rotating tasks that are repetitive in nature
* Avoid excessive reaching above shoulder level and repetitive work with the arms fully extended
* Minimize side-to-side twisting of the wrists. Use both hands whenever possible
* Take 10-second micro-breaks to change positions or stretch quickly

## **Respirators**

* The company shall attempt to reduce the concentration of hazardous airborne substances to safe levels before requiring workers to use respirators.
* The company shall determine whether respiratory protection is necessary to protect workers from airborne concentrations of hazardous substances that could be harmful to them.
* The company shall select the appropriate type of respirator.
* No worker shall wear a respirator without proper training. The company shall provide the training.
* Supervisors shall monitor the use, maintenance and sanitation of the respirators used by their workers.
* All workers shall receive a medical evaluation before using a respirator.
* All workers required to wear respirators shall be fit tested and shall not be permitted to wear facial hair that interferes with the respirator to face seal.
* All workers of this company shall comply with the company's written respiratory protection program when respirator use is required.

## **Tools and Equipment**

***General:***

* Manufacturer installed safety devices and guards shall not be removed or bypassed.
* All hand tools, power tools and similar equipment shall be maintained in safe working order.
* Manufacturer’s instructions shall be followed regarding proper maintenance.
* All tool and equipment blades shall be kept sharp.
* All damaged tools shall be removed from service immediately and tagged with "Do Not Use Tags."
* No maintenance on a powered tool or piece of equipment shall be performed unless it has been de-energized, i.e. unplugged, etc.

***Hand Tools:***

* Workers shall use the proper tool for each task.
* Cheater bars or hammers shall not be used on wrenches. Only files with handles shall be used by workers.
* Tools with mushroomed heads shall not be used.
* Screwdrivers shall not be used as pry bars.
* Wooden handles on tools shall be kept free of splinters.
* Knives shall not be used as screwdrivers or pry bars.
* Workers shall not use folding knives unless they are equipped with a lock blade.

***Power Tools:***

* Portable power tools shall not be lowered, lifted or carried by their cords. . All power tools shall be unplugged before changing parts.
* All power tools shall be inspected before use for defects and broken parts.
* Repairs to power tool cords, plugs and motors shall be performed only by a qualified person.
* Power tools shall be properly grounded unless they are double insulated (look for the words "Double Insulated" or a square inside a square symbol on the tool to be sure it is double insulated).
* Power tools and cords shall be kept out of water.
* Workers using power tools shall be protected by Ground Fault Circuit Interrupters.
* Triggers on air impact tools and powder actuated tools shall not be actuated until the tool is in proper contact with the work.
* Fuel-powered tools shall not be refueled or serviced until they have been shut off and allowed to cool down slightly.
* Tool safety clips or retainers shall be securely installed and maintained on pneumatic and electric impact tools.

***Abrasive Wheel Tools and Equipment:***

* Abrasive wheel tools and equipment including the wheel shall be inspected for defects including broken or cracked parts before each use.
* Grinding shall be performed only on the face of the wheel.
* Guards shall be adjusted properly and shall cover the spindle, nut and flange projections.
* Only abrasive wheels that are designed specifically for the tool shall be used. Modifications to fit an incorrect size or type wheel are not permitted.
* Abrasive wheel RPMs shall be less than or equal to the RPMs of the grinder to which it is attached.

##

# *COMPANY LOGO*

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# SECTION FOUR:

# Safety Training

Mandatory (CAL/OSHA) New Hire Safety Orientation Topics

and Job Related Safety Training

## **New Hire Mandatory Training - All Employees**

Management shall ensure that employees, including:

* 1. **Temporary employees** and
	2. **Employees reassigned from other locations** are instructed in the hazards of their job, the safety policy, their rights and responsibilities, reporting unsafe conditions and the safety procedures protecting them.
	3. Newly hired employees shall be instructed as follows:

THIS SAFETY TRAINING MUST BE ACCOMPLISHED BEFORE EMPLOYEE ALLOWED TO WORK UNESCORTED IN OR OFF THE FACILITY.

**EMPLOYEES NAME: DATE:**

**EMPLOYEES SIGNATURE:**

|  |
| --- |
| **CAL-OSHA MANDATORY SAFETY COURSES (All)** |
| **SAFETY TRAINING COURSES** | **TRAINING METHOD** | **DATE ACCOMPLISHED** | **MANAGER INITIALS** |
| Safety & Health Policy | NHSO Module |  |  |
| Injury & Illness Prevention Program | NHSO Module |  |  |
| Code of Safe Practices and Injuries | NHSO Module |  |  |
| Back Safety/Ergonomic Hazards | NHSO Module |  |  |
| Bloodborne Pathogens & other Biological Hazards | NHSO Module |  |  |
| Emergency Action & Fire Prevention Plans | Emergency Action Plan Policy |  |  |
| Fire Extinguisher Location and Use | NHSO, Site Orientation |  |  |
| Good Housekeeping | NHSO, Site Orientation |  |  |
| Hazardous Material & Hazardous Communication (HAZMAT/HAZCOM) | NHSO, MSDS Binder |  |  |
| Personal Protective Equipment | NHSO, Site Orientation |  |  |
| Heat Illness Prevention Program | NHSO, Site Orientation |  |  |
| Slips, Trips, and Falls Injuries | NHSO, Site Orientation |  |  |
| Workplace Orientation: Location of First Aid Kits, Eyewash Stations, Break Rooms etc. | Site Orientation |  |  |

**MANAGER’S NAME:**

**MANAGER’S SIGNATURE:**

***\*\*Maintain a copy of this completed checklist in the employee’s file***

## **Employee Safety Contact Form**

*This document is to be used for Employee and Safety Management communication.*

*This document can be completed anonymously and posted in the Safety Suggestion Box.*

Employee name: Date:

Department: Manager / Supervisor:

Job title:

**Safety concern:**

**Corrective action recommended:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor