

HY-PRO PLUMBING & DRAIN CLEANING SAFETY PROGRAM

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ACKNOWLEDGMENT

I, _____ (Name) hereby

acknowledge receipt of the _____

(Company Name) Safety Program.

Date _____

Signed _____

STATEMENT OF SAFETY POLICY

SAFETY, is everyone's responsibility. It is the desire of Hy-Pro Plumbing & Drain Cleaning to help provide a safe working environment for all employees.

To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that no job is so important and *no order is so urgent that we cannot take time to perform our work safely.*

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.

President

RESPONSIBILITIES & DUTIES

MANAGEMENT

RESPONSIBILITIES: Safety begins with management commitment and participation. Management will set goals, establish accountability and become involved.
A poor safety record is a management problem.

DUTIES: Communicate safety commitment and policy.
Attend company safety functions.
Review accident reports and safety activity.
Make needed appropriations.
Set a good example.

SAFETY COORDINATOR

RESPONSIBILITIES: Someone must be responsible for the safety program.
In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

DUTIES: Develop educational materials with management.
Arrange for training of new employees.
Develop written safety rules with management.
Assure compliance with government regulations.
Arrange for work place inspections.
Investigate all accidents.
Analyze reports to identify accident causes.
Provide first aid facilities.
Prepare periodic reports for management.

SUPERVISORS

RESPONSIBILITIES: Supervisors have a direct responsibility for a working group.
They will help build safety into the work process and be alert for safety and health problems.

DUTIES: Train new employees.
Re-train present employees.
Make department inspections.
Enforce safety rules.
Make daily safety contacts.
Correct unsafe acts and conditions.

EMPLOYEES

RESPONSIBILITIES: Employees must learn the hazards of their jobs and abide by safety rules.
The program requires the wholehearted support of those it was designed to protect.

DUTIES: Abide by safety rules.
Report hazardous conditions or concern.
Communicate safety to fellow employees.
Make suggestions to help improve safety.

THESE GUIDELINES MAY BE MODIFIED TO MEET THE SPECIFIC BUSINESS NEEDS OF THE COMPANY.

SUGGESTED SAFETY COMMITTEE GUIDELINES

1. ORGANIZING A SAFETY COMMITTEE

- A. Limit the size of the committee to:
 - 1. Safety manager/coordinator (committee chairperson)
 - 2. Owner or corporate officer
 - 3. Minutes or recording secretary
 - 4. Employee representatives
- B. Top management must be committed to the safety program. The value of the program is in the perception of the committee members regarding its value to management.
- C. Institute meeting rules for safety committee members.
 - ◆ Be Prompt
 - ◆ Limit Subjects
 - ◆ Take Notes
 - ◆ Keep a Calendar and Schedule of Meetings
 - ◆ Continue Tasks Outside of Normal Meeting Times
- D. Establish mission, goals, objectives, tasks, and evaluation (on next page).
- E. Limit number of objectives addressed at one time (Limits avoid burnout).
- F. Keep the committee members informed and active.
- G. Evaluate committee progress on a scheduled basis.

2. SAFETY COMMITTEE PROGRAM

A. MISSION

A broad statement, that will have everlasting value, stating the purpose of the committee and its role in the safety program. The mission statement should reflect the overall goals of the company and employees regarding safety.

B. GOAL

The goals should directly address the needs of the mission statement and help provide guidelines to the problems of safety on the job. These could include reducing the frequency and severity of accidents, improved training, employee involvement, etc.

C. OBJECTIVES

What will specifically be done to meet our goal of solving the mission?
Objectives should address:

- ◆ Hazard Recognition and Control (job site inspections)
- ◆ Accident Investigation System
- ◆ Training
- ◆ Safety Meetings
- ◆ Safety Communication
- ◆ Claims Cost Control
- ◆ Safety Rules

D. TASKS

How will each objective be accomplished? Who is in charge of doing what?

E. EVALUATION

What criteria will determine when objectives have been met and when it is time to set new goals that focus on new objectives?

3. SAFETY COMMITTEE RESPONSIBILITIES AND DUTIES

- A. Policies and procedures should be outlined in a written statement that covers:
- ◆ Scope of activity, and
 - ◆ Extent of authority.
- B. The time, place and frequency of meetings and the agenda should be outlined in advance.
- C. Minutes or a summary of items discussed in committee meetings should be posted or made available for employees to review.

4. POSSIBLE AREAS OF RESPONSIBILITY

- ◆ Make periodic work place inspections to help identify hazards.
- ◆ Suggest corrective actions for specific hazards.
- ◆ Monitor corrective actions implemented.
- ◆ Investigate accidents.
- ◆ Suggest preventative measures and procedures.
- ◆ Develop promotional ideas.
- ◆ Conduct work place Safety Meetings.

5. SAFETY COMMITTEE COORDINATOR

RESPONSIBILITIES: Someone should be responsible for the program. In some cases, a safety committee may be used to schedule a block of time to devote to safety activity.

DUTIES:

- Develop educational programs.
- Arrange for training of new employees.
- Develop written safety rules.
- Assure compliance with government regulations.
- Arrange for work place inspections.
- Investigate accidents.
- Analyze reports to identify accident causes.
- Provide first-aid facilities.
- Prepare periodic reports for management.

SAFETY COMMITTEE MINUTES

Company: _____

Address: _____

Date of Meeting: _____

Time Opened: _____

Time Closed: _____

Average # of Employees Last 30 Days: _____

Date of Next Meeting: _____

Average # of Employees Annually: _____

Time of Next Meeting: _____

MEMBERS PRESENT:

Order of Business:

1. List members present and positions.
2. Complete previous suggestions for preventative measures and procedures (old business).
3. Discuss accidents and preventative suggestions (new business).
4. All new recommendations made and approved by the Committee shall be numbered consecutively.
5. General Committee - report on safety education activities.
6. Explanation for interruptions on continuity of meetings.
7. Review new OSHA standards.

A copy of this report should be kept on file for a period of twelve months and should be available for review.

Signed _____

Committee Chairman

ACCOUNTABILITY

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

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

Examples:

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

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

HAZARD ASSESSMENT & CONTROL

Hazard control is the heart of an effective safety program. Periodic inspections of the work place provide a method to identify existing or potential hazards and allow management to take corrective action and establish control procedures.

The hazard control system also aids in developing safe work procedures and injury prevention training programs. If injuries occur, or if hazards recur, there has been a breakdown in the hazard control system.

An effective hazard control system will identify:

- ◆ Hazards that exist in a work place.
- ◆ Measures to correct existing hazards.
- ◆ Steps that can be taken to prevent recurrence of identified hazards.

Scheduled and documented self-inspections of the work place are preventative measures that have shown positive results. These inspections reveal whether safe work practices are being followed and if unsafe conditions exist. The frequency of inspections depends on the nature of the operations involved. Management and/or the safety committee must review written inspections.

Employees are encouraged to make suggestions to their supervisors of potential hazardous conditions existing in the workplace, without the fear of reprisal by management.

Work place equipment and personal protective equipment should be maintained in safe and good working condition.

Hazards found in the inspections should be a priority item and corrected as soon as they are identified.

SAFETY INSPECTION REPORT

Location _____ Department _____

Date of Inspection _____ Inspected By _____

	Yes	No	NA
1. FIRE HAZARDS			
A. Fire extinguishers checked, tagged, accessible	___	___	___
B. Extinguishers proper for exposure	___	___	___
C. Exits-marked lighted, accessible	___	___	___
D. Solvents, flammables-proper storage and handling	___	___	___
E. Flammable waste, rubbish	___	___	___
F. Other	___	___	___
2. FLOORS			
A. Surface-nails, splinters, breaks, slipperiness	___	___	___
B. Openings-permanent and temporary-guarding	___	___	___
C. Other	___	___	___
3. STAIRS			
A. Light-adequate and maintained	___	___	___
B. Beams and stringers	___	___	___
C. Tread-surface and height	___	___	___
D. Handrails-adequate and secure	___	___	___
E. Other	___	___	___
4. RAMPS AND PLATFORMS			
A. Strength	___	___	___
B. Surfaces-unobstructed, non-slip	___	___	___
C. Handrails and toeboards	___	___	___
D. Other	___	___	___
5. ELECTRICAL EQUIPMENT			
A. Switchboards, transformers, wiring, control	___	___	___
B. Apparatus marked, grounded, guarded	___	___	___
C. Portable toll is grounded	___	___	___
D. Lines marked for voltage	___	___	___
E. Lock out devices	___	___	___
F. Other	___	___	___
6. HOISTS & LIFT TRUCKS			
A. Property guarded	___	___	___
B. Cables, cable fastenings, slings adequate	___	___	___
C. Lift trucks-proper maintenance and storage	___	___	___
D. In good condition and load rated	___	___	___
E. Other	___	___	___
7. UNSAFE PRACTICES			
A. Existence of unsafe practices	___	___	___
B. Personal protective equipment used	___	___	___
C. Following safety rules	___	___	___
D. Operation of lift trucks	___	___	___
E. Other	___	___	___

	Yes	No	NA
8. GENERAL CONDITIONS			
A. First Aid-adequate, properly used.....	___	___	___
B. Proper light throughout worksite.....	___	___	___
C. Adequate ventilation throughout.....	___	___	___
D. Housekeeping.....	___	___	___
E. Material storage and stacking.....	___	___	___
F. Hand tools-properly maintained.....	___	___	___
G. Acids and corrosives safely handled and stored.....	___	___	___
H. Gasoline and other flammables safely handled and stored.....	___	___	___
I. Adequate safety equipment and clothing provided.....	___	___	___
J. Other.....	___	___	___
9. JOBSITE INFORMATION AND SET-UP			
A. Posting OSHA and other jobsite warning posters, injury records and hazardous material listings.....	___	___	___
B. Weekly safety meeting held.....	___	___	___
C. First Aid equipment, stretchers, phone number available.....	___	___	___
D. All significant safety items documented.....	___	___	___
E. Fire instructions to personnel.....	___	___	___
F. Fire extinguisher identified, checked, posted.....	___	___	___
G. "No Smoking" posted and enforced where needed.....	___	___	___
H. MSDS books available.....	___	___	___
I. Copy of HazCom program and Safety Program available.....	___	___	___
10. BARRICADES			
A. Floor openings planked or barricaded.....	___	___	___
B. Roadways and sidewalks effectively protected.....	___	___	___
C. Adequate lighting provided.....	___	___	___
D. Traffic controlled.....	___	___	___
11. PERSONAL PROTECTIVE EQUIPMENT			
A. Eye protection, face shields, head protection.....	___	___	___
B. Gloves, aprons, sleeves (rubber or plastic).....	___	___	___
C. Respirators for harmful dust, asbestos, welding.....	___	___	___
D. OSHA approved full body harness and lanyard.....	___	___	___
E. Appropriate clothing for work: shoes, shirts, long pants.....	___	___	___
F. Hearing Protection.....	___	___	___
12. ELECTRICAL INSTALLATIONS			
A. Adequate wiring, well insulated.....	___	___	___
B. Fuses provided, ground fault protection provided.....	___	___	___
C. Electrical dangers posted.....	___	___	___
13. TOOLS			
A. Proper tool used for each job.....	___	___	___
B. Inspection and maintenance program.....	___	___	___
C. Tools and cords in good condition.....	___	___	___
D. Proper instruction and training.....	___	___	___
E. All mechanical safeguards in use.....	___	___	___
F. If power activated tools in use, is operator licensed to use.....	___	___	___

	Yes	No	NA
14. LADDERS			
A. Ladders inspected and in good condition.....	___	___	___
B. Properly secured to prevent slipping, sliding, falling.....	___	___	___
C. Side rails extend 36" above top on center	___	___	___
D. Rungs or cleats not over 12" on center	___	___	___
E. Metal ladders not used around electrical hazards	___	___	___
F. Ladder slope in compliance with OSHA requirements	___	___	___
15. SCAFFOLDING			
A. Erection properly supervised	___	___	___
B. All structural members meet safety factor.....	___	___	___
C. All connections secure	___	___	___
D. Scaffold tied into structure.....	___	___	___
E. All working areas free of debris, snow, ice, grease.....	___	___	___
F. Scaffold plumb, square, with cross bracing.....	___	___	___
G. Guard rails, intermediate rails, toeboards in place.....	___	___	___
H. Ropes and cables in good condition.....	___	___	___
16. EXCAVATING AND SHORING			
A. Adjacent structures properly shored	___	___	___
B. Shoring, sloping or sheeting used for excavations over 5' deep..	___	___	___
C. Roads and sidewalks supported and protected.....	___	___	___
D. Material stored too close to excavation.....	___	___	___
E. Excavation barricaded and lighting provided.....	___	___	___
F. Equipment a safe distance from edge of excavation.....	___	___	___
G. Ladders provided where needed	___	___	___
H. Equipment ramps adequate	___	___	___
17. WELDING, CUTTING AND FLAMMABLES			
A. Are operators qualified.....	___	___	___
B. Goggles, gloves, shields, belts and lanyards provided	___	___	___
C. Electrical equipment grounded.....	___	___	___
D. Power cables protected and in good condition.....	___	___	___
E. Flammable materials protected.....	___	___	___
F. Gas cylinders secured upright and in good condition.....	___	___	___
G. Cylinder caps in use and gas lines provided	___	___	___
H. All containers clearly identified.....	___	___	___
I. Proper storage practices observed	___	___	___
J. Fire hazards checked	___	___	___
K. Proper storage temperatures and protection.....	___	___	___
L. Proper types and number of extinguishers available.....	___	___	___
M. Approved safety cans used.....	___	___	___
N. Check valves in place at regulators on cylinder gas bottles and regulation gauges in good condition	___	___	___

ERGONOMIC JOB ANALYSIS

EMPLOYER: _____ EMPLOYEE: _____

ADDRESS: _____ TITLE: _____

1. In an 8-hour workday, employee must: (Circle full capacity for each activity.)

A. Sit	1	2	3	4	5	6	7	8 (hrs)
B. Stand	1	2	3	4	5	6	7	8 (hrs)
C. Walk	1	2	3	4	5	6	7	8 (hrs)

2. Employee's job requires:

	Not at all	Occasionally	Frequently	
Continuously				

A. Bend/Stoop	_____	_____	_____	_____
B. Squat	_____	_____	_____	_____
C. Crawl	_____	_____	_____	_____
D. Climb, height of	_____	_____	_____	_____
E. Reach(above shoulder)	_____	_____	_____	_____
F. Crouch	_____	_____	_____	_____
G. Kneel	_____	_____	_____	_____
H. Push/Pull	_____	_____	_____	_____
I. Twisting Motion	_____	_____	_____	_____

3. Employee's job requires he/she carry:

A. Up to 10 lbs.	_____	_____	_____	_____
B. 11 - 24 lbs.	_____	_____	_____	_____
C. 25 - 34 lbs.	_____	_____	_____	_____
D. 35 - 50 lbs.	_____	_____	_____	_____
E. 51 - 74 lbs.	_____	_____	_____	_____
F. 75 - 100 lbs.	_____	_____	_____	_____

4. Employee's job requires he/she lift:

A. Up to 10 lbs.	_____	_____	_____	_____
B. 11 - 24 lbs.	_____	_____	_____	_____
C. 25 - 34 lbs.	_____	_____	_____	_____
D. 35 - 50 lbs.	_____	_____	_____	_____
E. 51 - 74 lbs.	_____	_____	_____	_____
F. 75 - 100 lbs.	_____	_____	_____	_____

Note: In terms of an 8-hour workday:
 "Occasionally" = 1% to 33%
 "Frequently" = 34% to 66%
 "Continuously" = 67% to 100%

Ergonomic Job Analysis, continued

5. Job requires employee to use hands for repetitive action, such as:

	<i>Simple Grasping</i>	<i>Firm Grasping</i>	<i>Fine Manipulating</i>
A. right	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. left	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Job requires employee use feet for repetitive movements, as in operating foot controls:

<i>Right</i>	<i>Left</i>	<i>Both</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Employee's job requires:

- A. Working on unprotected heights Yes No Comments: _____
- B. Being around moving machinery Yes No Comments: _____
- C. Exposure to marked changes in temperature and humidity Yes No Comments: _____
- D. Driving automotive equipment Yes No Comments: _____
- E. Exposure to dust, fumes and gases Yes No Comments: _____

Comments:

Signature of Analyst: _____

Date of Analysis: _____

COMMUNICATING THE PLAN

The following actions can help to more effectively communicate, both formally and informally, with employees about safety.

1. A meeting should be held with all employees to communicate the safety policy to them and to discuss the company safety objectives. Each employee should be provided with a copy of selected safety program material.
2. Make sure that owners, management, employers and supervisors follow all safety requirements that employees are expected to follow, even if you are in the work area for only brief periods of time.
3. Involve employees in safety by taking advantage of their special knowledge and skills. Create a safety awareness by involving the employees in safety training and accident investigation.
4. Encourage employees to inform management or supervisors of all hazardous conditions at the work site without fear of reprisal.

STEPS TO COMMUNICATE SAFETY PROGRAM TO EMPLOYEES

1. WITH A SAFETY COMMITTEE

- A. Safety Committee meets regularly, but not less than quarterly.
- B. Prepares and makes available to the affected employees written records of the safety and health issues discussed at the committee meetings, and maintains them for review.
- C. Reviews results of the periodically scheduled work site inspections.
- D. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submits suggestions to management for the prevention of future incidents.
- E. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
- F. Submits recommendations to assist in the evaluation of employee safety suggestions.
- G. Verifies abatement action taken by the employer to abate citations issued.

2. WITHOUT A SAFETY COMMITTEE

- A. The communication plan must be in a form really understandable by all affected employees. Preparations must be made to communicate with employees in a language they can understand, and if an employee cannot read any language, he/she must be communicated with orally in a language "readily understandable." The communication system must be designed to encourage employee to inform the employer of hazards at the workplace without fear of reprisal. It must be two way system of communication.
- B. Schedule general employee meetings at which safety is freely and openly discussed by those present. Such meeting should be regular, scheduled, and announced to all employees, so that maximum employee attendance can be achieved. Remember to do this for all shifts. Many employers find it to be cost effective to hold such meetings at shift change time, with a brief overlap of schedules to accomplish the meetings. If properly planned, effective safety meetings can be held in a 15 to 20 minute time frame. Stress that the purpose of the meeting is safety. Members of management should attend these meetings.
- C. Training programs are excellent vehicles for communicating with employees.
- D. Posters and bulletins can be very effective ways of communicating with employees.
- E. Newsletters or similar publications devoted to safety are also very effective communication devices. Make safety a feature in every issue of the company newsletter, if the entire publication cannot be devoted to safety.
- F. A safety suggestion box can be used by employees, anonymously if desired, to communicate their concerns to management.
- G. Publish a brief company safety policy or statement informing all employees that safety is a priority issue with management, and urge employees to actively participate in the program for the common good of all concerned.
- H. Communicate concerns about safety to all levels of management.
- I. Document all communication efforts, as documentation is required to demonstrate that system of effective communication is in place.

EMPLOYEE REPORTING AND COMMUNICATION PLAN

A reliable system, where employees can notify management of unsafe acts or conditions, and are able to receive timely and appropriate responses, serves a dual purpose. It provides management a greater respect of employee insight of possible unsafe acts or conditions, while at the same time allowing employees to actively participate in safety and health issues.

In a credible program, management should address all problems identified with an explanation of why particular actions were or were not taken.

EMPLOYEE REPORTING AND COMMUNICATION PLAN

Unsafe Act or Condition

Location of Unsafe Act or Condition

Proposed Solution For Unsafe Act or Condition

Date Submitted: _____

Signature (if desired) _____
(Action will be taken whether signed or not)

Safety Director/Committee Evaluation

Plan of Action

Date To Be Completed _____

Date of Completion _____

Signature _____

GENERAL SAFETY RULES

1. All ACCIDENTS must be reported to your immediate supervisor. If necessary, in-house FIRST AID, or professional medical attention will be available. In ALL cases, a written report of injury will be completed and filed.
2. Any unsafe condition must be reported to your supervisor, who is responsible for having the condition corrected prior to proceeding with the job.
3. Safety goggles and other personal protective equipment issued for your protection must be used or worn in designated areas or activities.
4. As an employee, you are required to wear appropriate work clothing and shoes. Shoes with thin or badly worn soles should not be worn.
5. No running, horseplay or scuffling is permitted.
6. Do not stand or walk under suspended loads.
7. Use of alcohol or drugs is not permitted, and those reporting for work under the influence may be subject to appropriate disciplinary action.
8. Good housekeeping should be maintained at all times throughout the work area. All spills should be cleaned up immediately.
9. Air lines, electrical cords, or any other objects that could cause a hazard need to be moved to a safe location when not in use.
10. Work stations should be kept free of excess materials.
11. Use only non-flammable solvents in building. Flammable solvents are to be kept in approved containers and are used only when needed.
12. Only authorized items, materials, pictures, notices, etc. are to be placed on any wall, bulletin board, etc.
13. Windows sills are not storage areas!
14. Areas on, around, in front and over electrical controls or panels and fire extinguisher are to be kept clear at all times.
15. Employees who violate these safety rules may be subject to disciplinary action.

GENERAL SAFETY GUIDELINES

1. ABRASIVE GRINDING

All abrasive wheel bench and stand grinders shall be provided with safety guards, which cover the spindle, ends, nut, and flange projections, and are strong enough to withstand the effects of a bursting wheel.

An adjustable work rest of rigid construction shall be used on floor and bench mounted grinders, fixed base, offhand grinding machines with the work rest kept adjusted to a maximum clearance of $\frac{1}{8}$ inch between the rest and wheel.

All abrasive wheels shall be closely inspected and ring-tested before mounting to ensure that they are free from defects.

2. COMPRESSED GAS CYLINDERS

Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored.

Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.

Compressed gas cylinders shall be secured in an upright position at all times, except when cylinders are actually being hoisted or carried.

Cylinders shall be kept at a safe distance or shielded from welding or cutting operations.

Cylinders shall not be placed where they can contact an electrical circuit.

Oxygen and fuel gas regulators shall be in proper working order while in use.

Oxygen and fuel gas cylinders when stored are to be separated by 20 feet or by a noncombustible barrier at least 5 feet high having a fire resistance rating of at least one-half hour.

3. DRINKING WATER

An adequate supply of potable water shall be provided in all places of employment.

Portable drinking water containers shall be capable of being tightly closed and be equipped with a tap.

The common drinking cup is prohibited.

Unused disposable cups shall be kept in a sanitary container, and a receptacle shall be provided for used cups.

4. ELECTRICAL

All electrical work shall be in compliance with the latest National Electrical Code, unless otherwise provided by OSHA regulations.

The noncurrent carrying metal parts of fixed, portable and plug-connected equipment shall be grounded. Portable tools and appliances protected by an approved system of double insulation need not be grounded.

Extension cords shall be the 3-wire type, shall be protected from damage, and shall not be fastened with staples, hung from nails, or suspended from wires. Splices shall have soldered wire connections with insulation equal to the cable. Worn or frayed cords shall not be used.

Exposed bulbs on temporary lights shall be guarded to prevent accidental contact, except where bulbs are deeply recessed in the reflector. Temporary lights shall not be suspended by their electric cords unless designed for this use.

Receptacles for attachment plugs shall be of the approved, concealed contact type. Where different voltages, frequencies, or types of current are supplied, receptacles shall be of such design that attachment plugs are not interchangeable.

Each disconnecting means for motors and appliances and each service feeder or branch circuit at the point where it originates shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident.

5. ELEVATED/OVERHEAD WORK

No elevated or overhead work will be permitted to begin until all exposed areas underneath the work site are properly designated as off limits to unauthorized personnel.

Barricades with flagging must be installed in all exposed areas, including roadways, when employees are on roofs having eaves parallel to the roadway.

All girders, beams and overhead surfaces shall be kept free of bolts, nuts, tools, other material, etc.

It is preferable that a ground person be designated to maintain a clear work area underneath overhead work.

Full-body safety harnesses with lanyards must be used in overhead work including creepers, JLG's, manlifts, bucket trucks, etc.

If guardrails are constructed, they shall meet all OSHA construction standards.

Safety nets shall be provided when work surfaces are more than 25 feet above ground with body harnesses, etc.

6. EXCAVATING AND TRENCHING

Before opening any excavation, efforts shall be made to determine if there are underground utilities in the area, and they shall be located and protected during the excavation operations.

The walls and faces of all excavations, and trenches more than five (5) feet deep, in which employees are exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground, or some other equivalent means.

In excavations which employees may be required to enter, excavated or other material shall be effectively stored and retained at least two (2) feet or more from the edge of the excavation.

Daily inspections of excavation shall be made by a competent person. If evidence of possible cave-ins or slides are apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard the employees.

Trenches more than four (4) feet deep shall have ladders or steps located so as to require no more than twenty-five (25) feet of lateral travel.

7. EYE AND FACE PROTECTION

Eye and face protection shall be provided when machines or operations present potential eye or face injury.

Eye and face protective equipment shall meet the requirements of "Practice for Occupational and Educational Eye and Face Protection."

Employees involved in welding operations shall be furnished with filter lenses of the proper shade number.

Employees exposed to laser beams shall be furnished with suitable laser safety goggles, which will protect for the specific wavelength of the laser and be of optical density (O.D.) adequate for the energy involved.

8. FIRE PROTECTION

A fire fighting program is to be followed throughout all phases of the construction and demolition work involved. It shall provided for effective fire fighting equipment to be available without delay, and designed to effectively meet all fire hazards as they occur.

Fire fighting equipment shall be conspicuously located and readily accessible at all times, and be maintained in operating condition.

Carbon tetrachloride and other toxic vaporizing liquid fire extinguisher are prohibited.

If the building includes the installation of automatic sprinkler protection, the installation shall closely follow the construction and be placed in service, as soon as applicable laws permit, following completion of each story.

9. FLAMMABLE AND COMBUSTIBLE LIQUIDS

Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.

No more than twenty-five (25) gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. No more than sixty (60) gallons of flammable or one hundred twenty (120) gallons of combustible liquids shall be stored in any one storage cabinet. No more than three storage cabinets may be located in a single storage area.

Inside storage rooms for flammable and combustible liquids shall be of fire resistive construction, have self-closing fire doors at all openings, 4-inch sills or depressed floors, a ventilation system that provides at least six air changes within the room per hour, and electrical wiring and equipment approved for Class I, Division 1 locations.

Storage in containers outside buildings shall not exceed 1,100 gallons in any one pile or area. The storage area shall be graded to divert possible spills away from the buildings or other exposures, or shall be surrounded by a curb or dike. Storage areas shall be located at least twenty (20) feet from any building and shall be free from weeds, debris and other combustible materials.

Flammable liquids shall be kept in closed containers when not actually in use.

Conspicuous and legible signs prohibiting smoking shall be posted in service and refueling areas.

10. FORKLIFT TRUCKS

Suggested requirements for drivers are: Good vision, hearing and health, mature attitude, and a good vehicle driving record, good safety attitude, and a driver refresher course every two years.

When carrying a load, only drive up a ramp or grade, never drive down. The load may fall off and cause an accident or serious injury.

Never make a turn while your forklift is still on a ramp.

Operate your forklift on a ramp or grade with the forks down.

Use low gear, if applicable, when going down steep ramps or grades.

Always use a proper dock board when loading a vehicle from the dock.

Keep your forklift away from the edge of the loading dock.

Before you begin loading a vehicle, make sure its parking brake is set and its wheels are chocked. Place the forks all the way under the load so that you pick up the entire load.

Space forks out so they fit the load you're lifting. This will maintain proper balance and prevent the load from falling.

Don't double up loads. Lift only your forklift's weight limit.

Never lift a load that appears to be unstable. Use belts to secure the load onto the forks.

Center the forks beneath the load you're picking up. Lifting without the forks centered can cause the load to fall.

Tilt the upright slightly back when raising and carrying a load.

If a load surpasses your forklift's limit, don't use a counter weight. Split the load instead.

Don't straighten stacks by pushing against them with the forklift.

Never drive with forks elevated or push a disabled truck with your truck.

Don't carry any riders unless the truck is specifically designated for them.

When operating the forklift, always keep hands and feet inside.

Never speed or allow unauthorized persons to drive your truck.

Never smoke when refueling or when checking a forklift's battery. Always turn off the engine when refueling.

Drive slowly on wet or slippery floors.

Don't allow gasoline-powered trucks to idle for a long time in an enclosed area.

Don't park the truck on an incline.

Report all crashes to your supervisor.

Use a properly secured safety platform when the truck is to be used as a lifting device.

Never carry loads that obstruct your view.

When the forklift is parked, fully lower the forks, put the controls in neutral, turn off the engine, set the parking brake and remove the key.

Don't drive over objects lying on the floor.

When turning, reduce your speed and maneuver carefully.

Stay a safe distance away from other forklifts. Never drive side by side.

At blind corners, stop the forklift and sound the horn.

Always stop before putting the truck in reverse, so you don't lose the load.

Know where low clearances, pipes, sprinklers, or low doorways are located.

Use only approved trucks when working with hazardous materials.

Report any unsafe plant conditions - wet floors, greasy or oily floors and obstructions. If you work outside report any holes, ruts, obstacles, etc.

Before you operate a forklift you should inspect the vehicle as follows:

CHECK:

- All lower, attachment and tilt controls for proper operation.
- The tires for loss of tread, proper inflation and deep cuts.
- The steering wheel for unsafe looseness or tightness.
- The horn and other warning signals like lights or blinkers.
- The forks for damage.
- The brakes and familiarize yourself with how to use them.
- The oil and fuel levels. Battery and radiator coolant levels.

If you find anything wrong, report it to your supervisor or maintenance department before attempting to operate the vehicle.

11. GASES, VAPORS, FUMES, DUSTS, AND MISTS

Exposure to toxic gases, vapors, fumes, dusts, and mists at a concentration above those specified in the "Threshold Limit Values (TLV), shall be avoided.

Administrative or engineering controls must be implemented whenever feasible to comply with TLV's.

When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person.

12. GENERAL REQUIREMENTS

The employer shall initiate and maintain such programs as may be necessary to provide for frequent and regular inspections of the job site, materials, and equipment.

The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and in the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

13. HAND TOOLS

Employers shall not issue or permit the use of unsafe hand tools.

Wrenches shall not be used when the jaws are sprung to the point that slippage occurs. Impact tools shall be kept free of mushroomed heads. The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.

Electric power-operated tools shall either be approved double-insulated or be properly grounded.

14. HEAD PROTECTION

Head protective equipment (helmets) shall be worn in areas where there is a possible danger of head injuries from impact, flying or falling objects, or electrical shock and burns.

Helmets for protection against impact and penetration of falling and flying objects shall meet necessary requirements.

15. HEARING PROTECTION

Feasible engineering or administrative controls shall be utilized to protect employees against sound levels in excess of those shown in the following table.

Duration per day, hours:	Sound level dBA slow response
8.....	90
6.....	92
4.....	95
3.....	97
2.....	100
1-1/2	102
1.....	105
1/2.....	110
1/4 or less	115

When engineering or administrative controls fail to reduce sound levels within the limits of table, ear protective devices shall be provided and used.

Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

In all cases, where the sound levels exceed the values shown in the table of the Safety and Health Standards, a continuing, effective hearing conservation program shall be administered.

Plain cotton is not an acceptable protective device.

16. HOISTS — MATERIAL AND PERSONNEL

The employer shall comply with the manufacturer's specifications and limitations.

Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be posted on cars and platforms.

Hoisting entrances of material hoists shall be protected by substantial full width gates or bars.

Hoisting doors or gates of personnel hoists shall be not less than six (6) feet six (6) inches high, and be protected with mechanical locks which cannot be operated from the landing side and are accessible only to persons on the car.

Overhead protective coverings shall be provided on the top of the hoist cage or platform.

17. HOUSEKEEPING

Form and scrap lumber with protruding nails and all other debris shall be kept clear from all work areas.

Combustible scrap and debris shall be removed at regular intervals.

Containers shall be provided for collection and separation of all refuse.

Covers shall be provided on containers used for flammable or harmful substances.

Wastes shall be disposed of at frequent intervals.

18. LADDERS

The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall immediately be withdrawn from service.

Portable ladders shall be placed on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of thirty-six (36) inches above the landing, and be secured against movement while in use.

Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.

Job-made ladders shall be constructed for this intended use. Cleats shall be inset into side rails ½ inch, or filler blocks used. Cleats shall be uniformly spaced, twelve (12) inches, top-to-top.

19. LIQUEFIED PETROLEUM GAS (LPG)

Each system shall have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type.

All cylinders shall meet DOT specifications.

Every container and vaporizer shall be provided with one or more approved safety relief valves or devices.

Containers shall be placed on firm foundations and secured in an upright position.

Portable heaters shall be equipped with an approved device to shut off the flow of gas in the event of flame failure.

Storage of LPG within buildings is prohibited.

Storage locations shall have at least one 20 B:C rated fire extinguisher.

20. MOTOR VEHICLES AND MECHANIZED EQUIPMENT

All vehicles in use shall be checked at the beginning of each shift to assure that all parts, equipment, and accessories that affect safe operation are in proper operating condition and free from defects. All defects shall be reported and corrected before the vehicle is placed in service.

No employer shall use any motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear unless: a) the vehicle has a reverse signal alarm distinguishable from the surrounding noise level, or b) the vehicle is backed up only when an observer signals that it is safe to do so.

Heavy machinery, equipment, or parts thereof shall be substantially blocked to prevent falling or shifting before employees are permitted to work under or between them.

21. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The employer is responsible for providing and requiring the wear of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions or where the need is indicated for using such equipment to reduce the hazard to the employees.

Lifelines, safety belts, and lanyards shall be used only for employee safeguarding.

22. POWDER-ACTUATED TOOLS

Only trained employees shall be allowed to operate powder-actuated tools.

All powder-actuated tools shall be tested daily and all defects corrected before use.

Tools shall not be loaded until immediately before use. Loaded tools shall not be left unattended.

23. RAILINGS

A standard railing shall consist of top rail, intermediate rail and posts, and have a vertical height of approximately forty-two (42) inches from the upper surface of top rail to the floor or platform.

The top rail of a railing shall be smooth surfaced, with strength to withstand at least 200 pounds. The intermediate rail shall be approximately halfway between the top rail and floor.

A stair railing shall be of construction similar to a standard railing, but the vertical height shall be not more than thirty-four (34) inches nor less than thirty (30) inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread.

24. RESPIRATORY PROTECTION

In emergencies, or when feasible engineering or administrative controls are not effective in controlling toxic substances, appropriate respiratory protective equipment shall be provided by the employer and shall be used.

Respiratory protective devices shall be appropriate for the hazardous material involved and the extent and nature of the work performed.

Employees required to use respiratory protective devices shall be instructed in their use.

Respiratory protective equipment shall be inspected regularly and maintained in good condition.

25. SAFETY BELTS/BODY HARNESSES/RIGGING PROCEDURES/ FALL PROTECTION

Safety belts with lanyards of approved type will be worn by all employees working at a height of six (6) feet or more or above ground level.

When body harnesses, boatswain chairs, etc. are required, the proper procedure for their use will be introduced before work begins.

Know proper use of chainfalls, come-a-longs, chokers, shackles, clamps, etc. and their handling capacity.

NEVER raise a load over people.

Use tag lines to control loads.

Know the lifting capacities of all equipment and total weight of all loads.

Employees must be tied off at all times or otherwise be protected by safety netting or other means.

Body harnesses are preferred because they distribute body weight between the legs, the shoulders and the trunk. During a fall, a harness is less likely to cause internal organ damage, cracked ribs or broken back, as would a safety belt around the center of the body.

26. SCAFFOLDS

Scaffolds shall be erected on sound, rigid footing, capable of carrying the maximum intended load.

Scaffolds and their components shall be capable of supporting, without failure, at least four (4) times the maximum intended load.

Guardrails and toeboards shall be installed on all open sides and ends of platforms more than ten (10) feet above the ground or floor, except needle beam scaffolds and floats. Scaffolds four (4) feet to ten (10) feet in height, having a minimum dimension in either direction of less than forty-five (45) inches, shall have standard guardrails installed on all open sides and ends of the platform.

There shall be a screen with maximum ½ inch openings between the toeboard and the midrail, where persons are required to work or pass under the scaffold.

All planking shall be Scaffold Grade as recognized by grading rules for the species of wood being used. The maximum permissible spans for 2 x 9 inches or wider planks are shown on the following table:

	MATERIAL					
	Full Thickness undressed lumber			Nominal thickness lumber		
Working load (p.s.f.)	25	50	75	25	50	
Permissible span (ft.)	10	8	6	8	6	

The maximum permissible span for 1-1/4 x 9 inch or wider plank of full thickness is four (4) feet, with medium loading of fifty (50) p.s.f.

Scaffold planking shall be overlapped a minimum of twelve (12) inches or secured from movement.

Scaffold planks shall not extend over their end supports not less than six (6) inches nor more than twelve (12) inches.

All scaffolding and accessories shall have any defective parts immediately replaced or repaired.

27. STAIRS

Every flight of stairs having four (4) or more risers shall be equipped with standard stair railings or standard hand rails.

On all structures twenty (20) feet or over in height, stairways, ladders, or ramps shall be provided.

Rise height and tread width shall be uniform throughout any flight of stairs.

28. STORAGE

All materials stored in tiers shall be secured to prevent sliding, falling, or collapse.

Aisles and passageways shall be kept clear and in good repair.

Storage of materials shall not obstruct exits.

Materials shall be stored with due regard to their fire characteristics.

29. TOEBOARDS (FLOOR AND WALL OPENINGS AND STAIRWAYS)

Railings protecting floor openings, platforms or scaffolds shall be equipped with toeboards whenever, beneath the open side: a) persons can pass, b) there is moving machinery, or c) there is equipment with which falling material could cause a hazard.

A standard toeboard shall be at least four (4) inches in height, and may be of any substantial material either solid or open, with openings not to exceed one (1) inch in greatest dimension.

30. WELDING, CUTTING, AND HEATING

Employers shall instruct employees in the safe use of welding equipment.

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch) for fire prevention shall be taken in areas where welding or other "hot work" is being done. No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentrations creates a fire hazard. Fire extinguishers are to be within easy reach of work area.

Arc welding and cutting operations shall be shielded by noncombustible or flameproof shields to protect employees from direct arc rays.

When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be placed or protected so they cannot make electrical contact with employees or conducting objects.

All arc welding and cutting cables shall be completely insulated. There shall be no repairs or splices within ten (10) feet of the electrode holder, except where splices are insulated equal to the cable. Defective cable shall be repaired or replaced.

Fuel gas and oxygen hose shall be easily distinguishable and shall not be interchangeable. Hoses shall be inspected at the beginning of each shift and shall be repaired or replaced if defective. Check valves to be in place at regulators.

Mechanical ventilation or air line respirators shall be provided when welding, cutting, or heating in the following conditions:

- ◆ Zinc-, lead-, cadmium-, mercury-, or beryllium-bearing, based, or coated materials in enclosed spaces.
- ◆ Stainless steel with inert-gas equipment.
- ◆ In confined spaces.
- ◆ Where an unusual condition can cause an unsafe accumulation of contaminants.

Proper eye protective equipment to prevent exposure of personnel shall be provided.

31. WIRE ROPES, CHAINS, ROPES

Wire ropes, chains, ropes, and other rigging equipment shall be inspected prior to use and as necessary to assure their safety. Defective gear shall be removed from service.

Job or shop hooks and links, or makeshift fasteners, formed from bolts or rods, or other such attachments shall not be used.

When U-bolts are used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope.

32. TRAINING

Training is one of the most important elements of any injury and illness prevention program. It allows employees to learn their jobs properly, brings new ideas into the workplace, reinforces existing ideas and practices, and puts the safety program into action.

Employees benefit from safety and health training through fewer work-related injuries and illnesses, and reduced stress and worry caused by exposure to hazards.

The employer benefits by reduced workplace injuries and illnesses, increased productivity, lower costs, higher profits, and a more cohesive and dependable work force.

Outside professionals may be needed to help develop and conduct the required training program. An effective safety program includes training for both supervisors and employees.

EMPLOYEE ORIENTATION

The safety and productivity of an employee is dependent on the quality of the orientation program. Far too many employees have suffered serious injuries caused by the lack of awareness of safety procedures and/or correct fundamental operation of a piece of equipment.

An orientation program, that includes a short history of the company, length of service to industry, reputation, goals, philosophy, schedules, and importance of customer relations, should be given to all new employees. Company policies, opportunities, educational programs, benefits, work record, and grievance procedures should be included.

The orientation period is an excellent time to mold the behavior patterns your company desires. Each employee should be informed on what to expect and what is expected for them to succeed with your company. Poor work attitudes, inability to work in harmony with other employees, lack of loyalty to the company, and disregard of company policies head the list of reasons for leaving an employer. Poor human relations will usually result in unsuccessful employment.

The orientation period should also provide an overview of the company safety program, with specifics pertaining to the job to be performed by the new employee. Basic items to be covered are:

- ◆ Personal responsibility for the safe conduct of the work.
- ◆ Basic safety and health regulations applicable to their job.
- ◆ Hazard recognition and avoidance.
- ◆ Personal protective equipment, and how to obtain it.
- ◆ Reporting occupational injuries and illnesses.
- ◆ Reporting hazards or unsafe acts, which are beyond the employee's control.
- ◆ Disciplinary action for failure to comply with job safety and health requirements.

A record of the orientation must be placed in the employee's personnel file. The record should contain the date of the orientation, list of subjects covered, list of materials given the employee, and the name of the person performing the orientation. The employee should sign the record sheet indicating the information was included and understood in the orientation.

EMPLOYEE ORIENTATION REPORT

Employee Name: _____

Date: _____ Social Insurance Number: _____

Orientation Supervisor: _____

Project Name: _____

Handouts Provided: _____

DISCUSSED

	YES	NO
1. Company History	___	___
2. Safety Policy	___	___
3. General Safety Rules	___	___
4. Specific Job Rules	___	___
5. Use of Personal Protective Equipment	___	___
6. Participation in Safety Meetings	___	___
7. Reporting Unsafe Situations.....	___	___
8. Making Safety Suggestions	___	___
9. Assisting in Accident Investigations	___	___
10. Unusual Job Conditions.....	___	___
11. Reporting of Injuries	___	___

The above items were discussed with me today and I had an opportunity to ask questions.
I understand the company policy on these items.

Signed: _____
(Employee)

Signed: _____
(Supervisor)

Title: _____

Date: _____

Date: _____

EMPLOYEE TRAINING

Training in the proper performance of a job is time and money well spent, and the employer should regard it as an investment rather than an expense. An effective program of safety and health training for workers may result in fewer accidents and illnesses, better morale, and lower insurance premiums, among other benefits.

Voluntary guidelines have been developed to assist employers to:

1. Determine whether a work site problem can be solved by training.
2. Determine what training, if any, is needed.
3. Identify goals and objectives for the training.
4. Design learning activities.
5. Conduct training.
6. Determine the effectiveness of the training.
7. Revise the training program based on feedback from employees, supervisors, and others. These voluntary programs include training and education, consultation, voluntary protection programs, and abatement assistance.

A training program designed in accordance with these guidelines can be used to supplement and enhance other education and training activities. The training model can be used to develop training programs for a variety of occupational safety and health hazards identified at the workplace.

Essential training topics to be covered in any training program include:

1. Safety Program Objectives
2. Hazard Recognition and Control
3. Emergency First Aid Procedures
4. Emergency Response Procedures
5. Personal Protective Equipment
6. Material Handling
7. Slips, Trips, and Falls
8. Unsafe Environmental Conditions
9. Good Housekeeping Practices
10. Safe Work From Elevations/Ladders
11. Safe Vehicle Operation

ACCIDENT INVESTIGATION

A primary tool used in an effort to identify and recognize the areas responsible for accidents is a thorough and properly completed accident investigation. It should be in writing and adequately identify the cause(s) of the accident or near-miss occurrence.

Accident investigations should be conducted by trained individuals, and with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence.

One of the primary functions of the safety committee, if the company has one, is to: 1) conduct accident investigations, 2) review the findings, and 3) take corrective action to prevent recurrence.

Information gathered during the investigation should include, but not be limited to, the following:

1. **Nature of the injury.** What was the injury?
2. **Part of the body.** What part of the body was affected by the injury?
3. **Source of injury.** What object, substance, exposure, or bodily motion inflicted or contributed to the injury?
4. **Accident type.** How did the injured person come in contact with the source of injury? What repetitive motions or single body motion resulted in the injury?
5. **Hazardous conditions.** What condition or circumstance caused or permitted the occurrence?
6. **Agency of accident.** Where was the hazard?
7. **Unsafe act.** What unsafe act caused or permitted the occurrence of the event? Carelessness alone is not a satisfactory conclusion.

SUPERVISOR'S REPORT OF INJURY OR ILLNESS

Type of injury: Disabling Medical Illness Unclassified

Name of Injured _____

Department _____

Occupation _____ Year's Experience _____

Place of Accident _____ Date _____

Time AM/PM Witnesses _____

Sent to doctor? Yes No First Aid Given? Yes No

1. Place of accident or exposure _____

2. What was employees doing when injured? _____

3. How did accident occur? (Describe fully.) _____

4. Part of body affected: _____

5. Name of object or substance which directly injured employee: _____

6. What is being done to prevent similar accidents or injuries: _____

Date _____ Signature of Supervisor _____

Cause: Mark Basic Cause X

1. ___ Operating without authority
2. ___ Operating at unsafe speed
3. ___ Making safety devices inoperative
4. ___ Using unsafe equip. or equip. unsafely
5. ___ Unsafe loading, placing, mixing
6. ___ Taking unsafe position
7. ___ Working on moving or dangerous equip.
8. ___ Distraction, teasing, horseplay
9. ___ Failure to use personal protective device

Mark Contributing Cause If Any X

1. ___ Inadequately guarding
2. ___ Unguarded
3. ___ Defective tools or equipment
4. ___ Unsafe design or construction
5. ___ Hazardous conditions
6. ___ Unsafe illumination
7. ___ Unsafe ventilation
8. ___ Unsafe clothing
9. ___ Weather conditions

Why was the unsafe act committed? _____

Why did the unsafe condition exist? _____

FOLLOW-UP ACTION

Date _____ Safety Director/Committee Member _____

ACCIDENT/INJURY REPORT

THINGS TO DO RIGHT AFTER AN INJURY

GENERAL INFORMATION

1. _____ 2. _____ 3. _____
(Name of injured) (Date of Accident) (Age)
4. Location of Accident _____
5. _____ 6. _____ 7. _____
(Time of Accident) (Lighting Conditions) (Weather Conditions)
8. Nature of Injury (Body Part) _____
9. Description of Injured Party (Height, Weight, Clothes, Shoes, Glasses, etc.) _____

10. Witnesses: _____
Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

DESCRIPTION OF ACCIDENT

11. Injured Party's Statement: _____

12. Reason Injured Party was on Premises: _____
13. Employee's Statement: _____

14. Date of this Report: _____
15. Employee Signature: _____
16. Supervisor's Signature: _____

IMPORTANT:

BE SURE TO TAKE IMMEDIATE STEPS TO PREVENT FURTHER INJURIES.

If a fall occurs, immediately take photos of the area where fall took place. If a fall or other injury is caused by defective equipment (i.e. hose, gas, nozzle, etc.) on the premises, retain it for evidence.

VEHICLE ACCIDENT REVIEW

Section A To be completed by driver

Name _____ Date _____

Name of 2nd party involved _____

Address _____ Phone _____

Date, time and location of accident _____

Description of accident _____

Primary cause of accident _____

How to prevent future accident _____

Signed _____ Date _____

Section B To completed by driver's supervisor

I have reviewed this accident with the driver involved and have the following comments: _____

Signed _____ Date _____

Section C Safety Committee Review

The Committee has reviewed this accident and has found that it should be judged:

Preventable Non-Preventable

Consideration of the facts indicated the following action should be taken to prevent such an accident in the future: _____

Driver notified in writing Driver notified verbally

Name _____ Position _____

Date _____

ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM

1. COMPANY POLICY

It is the policy of Hy-Pro Plumbing & Drain Cleaning to establish and implement an ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM on all construction projects covering:

- A. All cord sets (temporary wiring) and receptacles, which are not a part of the permanent wiring of the buildings.
- B. All equipment and tools connected by extension cords and plugs and used by Hy-Pro Plumbing & Drain Cleaning employees.

This policy shall apply to all projects except where local or state jurisdiction makes it mandatory to use GROUND FAULT CIRCUIT INTERRUPTERS (GFCI).

2. TEMPORARY WIRING

It is assumed that all temporary wiring for use on the project will be installed in accordance with the National Electric Code (NEC) requirement and be inspected as follows:

- A. Before using any part of the temporary wiring system, it shall be tested for grounding and continuity of all receptacles that will be used by our employees. A record must be kept of this inspection.
- B. Periodic testing shall be made to assure that each receptacle is properly grounded and that it is electrically continuous.
- C. Every three months the cords (temporary wiring) and receptacles must be tested and at this time the color code will be changed. The three-month test must be recorded on records in the company office.
- D. Outlets of 220 Volts or higher will be marked in RED 220V and the entire panel will be marked with a decal "DANGER-HIGH VOLTAGE."
- E. If a defective outlet, cable or cord is noted, it must be tagged and NOT used until repaired and retested and re-marked, as noted above.

3. PERSONS RESPONSIBLE

The following competent person(s) will be responsible for all items under 2 above:

4. ELECTRICAL EQUIPMENT-TOOLS AND EXTENSION CORDS

- A. Assign a person to be responsible for Electrical Equipment-Tools and Extension Cords. That person is _____
- B. All electrical equipment and electrical tools will be identified by the _____ identification number and then recorded by item and serial number on the log record in the _____ office or other designated office.
- C. Each item and subsequent purchases will be tested for electrical continuity, grounding, leakage, and proper male plug. The cord must show no visual breaks in insulation or repairs to unless equal to a new cord.
- D. After testing, a color coded "Inspected" adhesive sticker must be put on corresponding to the inspection period and recorded on the record log.

5. EXTENSION CORDS

- A. Use only (minimum requirements) HEAVY DUTY, Listed, outdoor type, with molded rubber and/or nylon attachment caps and plugs.
- B. Use same procedures for making, testing, and recording as in item 4 (Electrical Equipment-Tools and Extension Cords) at male end of cord.

6. CONTINUING OF TESTING PROGRAM

- A. Visual daily inspection before issuance and/or use must be done by user, to be certain that no ground prongs are broken off or damaged, and that all cords to equipment or extension cords are free of visual breaks, crushing, or other damage. If item is found defective, it must be tagged and NOT used until repairs are made by a competent person, and then retested as noted in item 2 - Temporary Wiring (above).
- B. Every three months a full test must be done, including leakage, by a competent person and the new correspondence numeral attached. Also enter in appropriate column on log. Defective items must be tagged as noted in 2-E (Temporary Wiring).
- C. The following competent person(s) will be responsible for the electrical tools and extension cords:
_____.

7. FOREMAN RESPONSIBILITIES

Every _____ foreman must acquaint every employee of this program and see that it is implemented as intended.

8. SHOP INSPECTIONS OF ELECTRICAL CORDS AND TOOLS

- A. The tool clerk, who is qualified to inspect equipment, will inspect each cord set, attachment cap, plug and receptacle of cord sets and any equipment connected by cord and plug before it is shipped from the shop to jobsite.
- B. Each sub-contractor will be responsible for and must implement a program of their own to meet Provincial and _____ requirements and to notify the project manager.
- C. A copy of this program shall be available at the project site for inspection and a copy by OHSA officials.

President

Date

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR

These guidelines are general enough to meet most provincial laws and regulations; however, it is strongly recommended that you consult a competent professional who is familiar with the specific laws and regulations of your province.

1. PURPOSE

To limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens which could lead to disease or death. This plan includes exposure determination, methods of compliance, engineering work practice control, personal protective equipment, housekeeping, Hepatitis B Virus (HBV) vaccination, post-exposure evaluation, and follow-up information training and record keeping that, coupled with employee education, will help reduce on-the-job risks for all employees exposed to blood or other body fluids.

2. EXPOSURE DETERMINATION

OHSA requires employers to perform an exposure determination when employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. Some employees have occupational exposure because they have received training in First Aid and/or CPR or are responsible for housekeeping. Their job classifications include:

- ◆ Any volunteer employee who is designated as first aid and/or CPR responder. All names are posted in the main office.
- ◆ _____
- ◆ _____

The task and procedures are as follows:

- ◆ Cardiopulmonary resuscitation (CPR).
- ◆ First Aid for choking victim.
- ◆ Treatment of injury.
- ◆ Wound care.
- ◆ First Aid for strokes or seizures.
- ◆ Cleaning and decontaminating an area after exposure to blood or other potentially infectious material.

3. PERSONS RESPONSIBLE FOR PROGRAM MANAGEMENT

A. Safety Manager

This person will be responsible for the overall management and support of the Bloodborne Pathogens Exposure Control Plan (BPECP). Activities will include, but not be limited to:

- ◆ Overall responsibility for implementing the BPECP.
- ◆ Development of additional related policies as needed.
- ◆ Revisions and updating of plans as necessary.
- ◆ Keeping abreast of legal requirements concerning bloodborne pathogens.

B. Local Coordinator

- ◆ Locate and provide training on BPECP as needed on an annual basis.
- ◆ Responsible for reporting incident to Safety Manager.
- ◆ Will work with the Safety Manager to develop specific exposure control procedures in their separate localities.

C. CPR/First Aid Responders and Housekeeping Staff

- ◆ Knowing which tasks employees perform that are potentially hazardous for bloodborne pathogen exposure.
- ◆ Attending the bloodborne pathogen training session.
- ◆ Using all work practice controls.

4. AVAILABILITY OF THE EXPOSURE CONTROL PLAN

The BPECP is available to all employees at any time. Employees will be advised of this availability during their training session. Employees will also be informed of the BPECP through the employee handbook.

5. METHOD OF COMPLIANCE

In the office location the requirements for compliance will be carried out by the Safety Manager and/or designated coordinator.

Universal precautions will be observed at this facility in order to prevent contact with blood and other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

6. ENGINEERING, WORK PRACTICE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Hand washing facilities are readily accessible to employees who incur exposure to blood or other potentially infectious material. Hand washing facilities are located outside of all bathrooms.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to company employees where occupational exposure remains after institution of these controls. Personal protective equipment shall also be utilized.

The following engineering controls will be utilized:

- ◆ Disposable latex/vinyl gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or other potentially infectious material.
- ◆ Microshields with one-way valves will be required to be used if blood or other infectious materials can reasonably be anticipated.
- ◆ The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
- ◆ Personal protective equipment (PPE) is readily accessible to each employee listed in the job classification. The PPE will be kept in first aid kits located in marked sites around the facility and other designated locations. The housekeeping staff will keep the appropriate PPE in a visible location in their storage rooms.
- ◆ The coordinator will be responsible to oversee that after the removal of personal protective gloves, the employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible, with soap and water.
- ◆ PPE Accessibility - All personal protective equipment used at this facility will be provided without cost to employees and the appropriate size is readily accessible at the work site.
- ◆ PPE Use - The coordinator shall oversee that the employee uses the appropriate PPE unless the supervisor shows that the employee temporarily and briefly declined the use of PPE when under rare and extraordinary circumstances, it was the employer's professional judgment that in the specific instance its use would have prevented the delivery of health care or posed an increased hazard to safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

7. HOUSEKEEPING

The coordinator will follow approved disposal methods for handling regulated waste which has been used in an exposure incident. The coordinator will follow local procedures for disposal.

Regulated waste refers to the following categories of waste which require special handling, at a minimum:

- ◆ Liquid or semi-liquid blood or other potentially infectious materials.
- ◆ Items contaminated with blood or other potentially infectious materials and which would release substances in a liquid or semi-liquid state if compressed.
- ◆ Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- ◆ Any contamination of equipment surfaces shall be cleaned and disinfected using a 1:10 bleach solution.

Hard surfaces	1:10 bleach solution
Carpeted surfaces	Absorbent bleach material (i.e. Zep Chlor-retain)

All other non-regulated waste shall be disposed of in lined waste container.

8. LAUNDRY

Any laundry that is contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use. The laundry service will take the appropriate measures to handle these items.

9. POST-EXPOSURE EVALUATION & FOLLOW-UP

All exposure incidents shall be reported, investigated and documented. When an employee incurs an exposure incident, it shall be reported to the coordinator, who will forward the information to the Safety Manager before the end of the workday.

All employees who experience an exposure will be offered a confidential post-exposure evaluation and follow-up in accordance with OSHA standards at no charge to the employee.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up. Cost of testing and counseling will be borne by the company. The follow-up will include at least the following elements:

- ◆ Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- ◆ Identification and documentation of the source individual, unless it can be established that identification is not feasible or prohibited by province or local law.
- ◆ The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and Human Immunodeficiency Virus (HIV) infectivity. If consent is not obtained, the coordinator shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- ◆ When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- ◆ Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The coordinator evaluating an employee after an exposure incident shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided the following information:

- ◆ Written documentation of the route of exposure and circumstances under which the exposure occurred. (See attached exposure incident report.)
- ◆ Results of the source individual's blood testing, if available.
- ◆ All medical records relevant to the appropriate treatment of the employee, including vaccination status.

The coordinator shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within fifteen (15) days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination. The healthcare professional's written opinion for post-exposure follow-up shall be limited to the following information:

◆ A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment

- ◆ A statement that the employee has been informed of the results of the evaluation.
- ◆ All other findings and diagnosis shall remain confidential.

10. INFORMATION AND TRAINING

The coordinator shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- ◆ A copy of the standard and an explanation of its contents.
- ◆ A discussion of the epidemiology and symptoms of bloodborne diseases.
- ◆ An explanation of the modes of transmission of bloodborne pathogens.
- ◆ An explanation of the HY-PRO PLUMBING AND DRAIN CLEANING Bloodborne Pathogen Exposure Control Plan and method for obtaining a copy
- ◆ The recognition of tasks that may involve exposure.
- ◆ An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices, and personal protective equipment.
- ◆ Information on the types, uses, location, removal, handling, decontamination, and disposal of PPE's.
- ◆ An explanation of the basis and selection of PPE's.
- ◆ Information on the Hepatitis B vaccination, to include efficiency, safety, method of administration, benefits, will be offered free of charge.
- ◆ Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- ◆ An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- ◆ Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve (12) months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

11. RECORDKEEPING

A. Training Records

The coordinator is responsible for maintaining the following training records. These records will be kept in the above named individual's office. Training records shall be maintained for three (3) years from the date of training. The following information shall be documented:

- ◆ The dates of the training sessions.
- ◆ An outline describing the material presented.
- ◆ The names and qualification of persons conducting the training.
- ◆ The names and job titles of all personnel attending the training sessions.

B. Availability

All employee records shall be made available to the employee.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

C. Medical Records

The Safety Manager/Coordinator is responsible for maintaining medical records as indicated below. These records shall be kept in the Safety Manager/Coordinator's office.

Medical records shall be maintained in accordance with OSHA. These records shall be kept confidential, and must be maintained for at least the duration of employment plus thirty (30) years. These records shall include the following:

- ◆ The name and social security number of the employee.
- ◆ A copy of the employee's HBV vaccination status, including the dates of vaccination or a declaration statement indicating they choose not to be vaccinated.

- ◆ A copy of all legally accessible results of examinations, medical testing, and follow-up procedures.
- ◆ A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

12. EVALUATION AND REVIEW

The Safety Manager and/or designated coordinator is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

13. DATES

All provisions required by this standard will be implemented by ____ / ____ / ____.

EXPOSURE INCIDENT REPORT
(To be completed by the coordinator)

Date: _____

Name of exposed employee(s) _____

Explain in detail how exposure occurred. (What body fluids were involved, which body part was exposed, what size of exposure, etc.)

Explain the source of the exposure.

Did the exposed employee(s) use PPE? Yes No If no, please explain.

Individuals who witnessed the exposure.

Did the exposed employee wash the exposed area as soon as feasible after the exposure?
 Yes No If no, please explain.

Was the employee(s) sent to the clinic to receive their confidential medical evaluation, including the post-exposure vaccination, within 24 hours? Yes No If no, please explain.

What clinic did the employee(s) attend? _____

Who was the attending health care provider? _____

Did anyone accompany the employee(s) to the clinic? Yes No

Was there any regulated waste that needed to be disposed of? Yes No

If yes, please explain how this was accomplished:

Signed: _____ Date: _____

**MEDICAL RECORDS
BLOODBORNE PATHOGEN EXPOSURE**

Employee's Name

Social Insurance Number

Attached are the following:

- ◆ Copy of the employee's HBV vaccination status, including dates of vaccinations or a declaration statement indicating they choose not to be vaccinated.
- ◆ Copy of information provided to the health care professional including description of employee's duties as they are related to the exposure incident and circumstances of the exposure.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

COORDINATOR'S RESPONSIBILITIES

1. Read and understand the Bloodborne Pathogen Exposure Control Plan.
2. Inform First-Aid and CPR responders in your business that you are the coordinator and that you must be contacted immediately if an exposure occurs.
3. Inform First-Aid and CPR responders that you have a copy of the Exposure Control Plan and they may review it or receive a copy at any time.
4. Locate a qualified trainer to conduct your annual Bloodborne Pathogen Review Training and maintain training records in your office for three (3) years from the date of training. Training records will include:
 - ◆ Dates of training.
 - ◆ Outline describing material presented.
 - ◆ Names and qualification of persons conducting training.
 - ◆ Names and job titles of all person attending the training session.
5. You, as the responsible person, will oversee that the Bloodborne Exposure Control Plan is implemented and followed as described. This includes the following responsibilities:
 - ◆ Distribute microshields and latex gloves to all trained First-Aid and CPR responders. This personal protective equipment is to be stored by the responder. Make sure all gloves are the proper size.
 - ◆ Monitor first aid supplies and resupply as necessary.
 - ◆ If an exposure incident occurs, you must follow all post evaluation and follow-up procedures.
 - ◆ Ensure that all regulated and non-regulated waste at the exposure scene is handled safely and disposed of properly.

POST-EVALUATION AND FOLLOW-UP

If a first responder or housekeeping staff person responds to any situation involving the presence of blood or other potential infectious material (OPIM) the following steps must be taken:

1. If responder has exposure (direct contact with skin, eyes, mucous membrane) to blood or OPIM, wash all affected areas with disinfecting soap immediately, or rinse with running water. When in doubt if an exposure occurred, call the nearest clinic.
2. Contact the coordinator as soon as possible, but no later than the end of the exposed person's work shift.
3. Offer to send the employee to the nearest health care clinic to have a confidential medical evaluation. Specifically request that all charges be billed directly to Hy-Pro Plumbing & Drain Cleaning. The employee can decline this service.
4. Bring a copy of the medical evaluation form with you to the clinic and give it to the attending licensed health care professional and ensure that all information has been covered with the exposed employee.
5. Complete the Exposure Incident Report as soon as possible and forward it to the Safety Manager.
6. Obtain and provide the employee with a copy of the evaluating health care professional's written opinion for HBV vaccination and whether the employee has received such HBV vaccination within fifteen (15) days of the completion of the evaluation.

The health care professional must also provide a statement indicating that the exposed employee has been told of any medical conditions resulting from the exposure and that employee has been informed of the results of the evaluation.

CONFIDENTIAL MEDICAL EVALUATION FORM

All charges are to be billed directly to Hy-Pro Plumbing & Drain Cleaning.

1. Provide written documentation of route of exposure.
2. Test source individual for HBV and HIV infectivity if consent is given.
3. Test exposed individual for HBV and HIV infectivity if consent is given. Document if consent is not given to test.
4. Provide information identifying whether the HBV vaccination was recommended for the exposed employee and whether or not the employee received the vaccination. Any added finding must be kept confidential.
5. Provide a written statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
6. Provide a statement that the employee has been informed of the results of the evaluation.
7. Offer the employee counseling with the appropriate health care professionals.

CONFINED SPACE ENTRY PROCEDURE

1. DEFINITION

Confined space - any area that is difficult to enter, leave, or work in, and is not intended for full-time employee occupancy. Confined spaces include, but are not limited to, such areas as: storage vessels, furnaces, railroad tank cars, manholes, bulk material hoppers, water towers, autoclaves, and boilers.

2. POLICY

The main purpose of all confined space entry standards is to protect the people working in confined spaces where toxic, explosive, and asphyxiating atmospheres may exist and to shield them from possible engulfment by loose materials.

If at least one (1) of the four (4) following conditions exist in the designated work area, it is considered a confined space:

1. Contains or has the potential to contain a **hazardous atmosphere**.
2. Contains a material that has the potential for **engulfing** an entrant.
3. Has an internal configuration such that the entrant could be **trapped or asphyxiated**.
4. Contains any other recognized **serious safety or health hazard**.

NOTE: OSHA's Confined Space Standard only applies to construction contractors at industrial facilities. Even then, the "host employer" must teach the contractor about the standard.

Employees are trained in Confined Space Entry and of the hazards that may exist while performing work in the Confined Space.

All employees of Hy- Pro Plumbing & Drain Cleaning are prohibited from entering a confined space until a confined space entry permit is issued and signed by the client's entry supervisor in charge of that confined space work area.

3. PROCEDURE

The client's procedure should contain at least these minimum criteria before employees of Hy- Pro Plumbing & Drain Cleaning are allowed to commence any work:

- A. Testing and continuously monitoring conditions in the permit space.

- B. Stationing an attendant outside the permit space during entry and while work is being performed in the confined space. The responsibilities of the attendant are as follows, but not limited to:
- ◆ Monitoring authorized entrants in the confined space.
 - ◆ Being familiar with the hazard(s) in the confined space and the behavioral effects of the hazard(s).
 - ◆ Staying in contact with entrants making sure they are not experiencing any negative effects.
 - ◆ Ordering entrants out of the confined space if deemed necessary.
 - ◆ Summoning rescuers, preventing unauthorized entry, and performing non-entry rescues.
 - ◆ Staying in position and not attempting any entry of the confined space, should any rescue situation occur.
 - ◆ Not performing any other duties that might divert attention away from monitoring and protecting the safety of the authorized entrants of the confined space.
- C. Establishing procedures to summon rescuers and prevent unauthorized personnel from attempting any rescue.
- D. Requiring a permit including the following information:
- ◆ Identification of the space.
 - ◆ Purpose of the entry.
 - ◆ Date and duration of the permit.
 - ◆ List of authorized entrants.
 - ◆ Names of current attendants and entry supervisor.
 - ◆ List of hazards in the permit space.
 - ◆ List of measures to isolate permit space and eliminate or control hazards.
 - ◆ Explanation of acceptable entry conditions.
 - ◆ Results to test, including initials.
 - ◆ Rescue and emergency services and means to summon such services.

- ◆ Communication plan for entrants and attendants.

- ◆ List of required equipment (such as: respirators, communication systems, lighting, alarms, etc.)
- ◆ Any additional permits required (such as hot work, lock out tag out, etc.)
- ◆ Any other necessary information, as required.

Note: If work is stopped or interrupted by a change in conditions the original permit must be canceled, and a new permit issued following the standard procedure.

- E. Training employees to ensure initial understanding, with annual refresher training, as mandated by the standard.
- F. Requiring the people involved in confined space entry know and do the following:
 - ◆ Know the hazards they face.
 - ◆ Recognize signs or symptoms of exposure.
 - ◆ Understand the consequences of exposure.
 - ◆ Know the use of any needed equipment.
 - ◆ Have passed medical tests required to wear needed equipment.
 - ◆ Communicate with attendants, as necessary.
 - ◆ Exit as quickly as possible whenever ordered or altered by alarm, warning signs, prohibited condition, or other.
 - ◆ The entry supervisor must verify that all conditions and procedures have been met before he/she signs the permit for work to begin.
- G. Ventilating the confined space and monitoring the atmosphere at all times. Employees must wear all necessary personal protective equipment and follow procedures every time they enter the confined space.
- H. Providing explosion proofing inside the confined space (12 volt or battery powered/or with ground fault interrupters.)
- I. Testing the atmosphere inside the confined space, before each shift change and after each work interruption, to ensure the following ranges: oxygen 19.5% to 22.0%, hydrogen sulfide 0%, and explosive vapors 0%.
- J. Requiring personnel entering confined spaces to wear a safety body harness with life line attached, to permit rapid exit or rescue.

- K. Ensuring all electrical power has been locked out and tagged out, and all process lines, including sewer and drain connections have been discontinued or otherwise plugged.
- L. Locking out and tagging out all power driven and agitating equipment serving the confined space.
- M. Requiring that personal protective safety equipment be worn in areas other than the confined space and that equipment may include respirators, fire retardant clothing, or rubber steel-toed boots.

CONFINED SPACE ENTRY PERMIT

Name of Confined Space Being Entered _____

Department _____

Date _____ Time _____

Purpose for entering _____

Entry Certified for _____ Shift

CHECKLIST: ATMOSPHERE TESTS (Record results)

1. Oxygen deficiency test (Minimum 19.5%) (Maximum 22.0%)

2. Toxic gas tests:

H₂S _____ ppm CO₂ _____ ppm CO _____ ppm CI _____ ppm

Other _____ ppm Other _____ ppm

3. Explosion Meter test (Below 20% L.F.I.) _____ % L.E.L. _____ % U.E.L.

4. Low voltage lamps, and air tools required? Yes No

5. Lockouts and/or blind flange on all connecting pipes? Yes No

6. Monitoring employee designated _____

7. Harness and lifelines present? Yes No

8. Hoisting equipment in place, if required to perform rescue? Yes No

DRUG AND ALCOHOL PROGRAM

These guidelines are general enough to meet most provincial laws and regulations; however, it is strongly recommended that you consult a competent professional who is familiar with the specific laws and regulations of your province.

1. POLICY STATEMENT

Hy- Pro Plumbing & Drain Cleaning wants to provide each and every employee with a safe workplace. The use of drugs and alcohol in the workplace can lead to accidents and otherwise endanger our employees. In fact, drug and alcohol abuse is the leading cause for workplace deaths and accidents. Therefore, abuse prevention Hy- Pro Plumbing & Drain Cleaning is starting a drug and alcohol program directed towards eliminating the use of drugs and alcohol in the workplace and establishing testing for drugs and alcohol use.

DRUG AND ALCOHOL USE:

Employees may not report to work under the influence of drugs or alcohol.

Employees may not consume drugs or alcohol during assigned work hours, including any and all break periods.

Prescription and over-the-counter drugs or alcohol use will be allowed if this use does not interfere with the employee's job duties and the use is medically necessary.

Any employees found to be in violation of this policy will be subject to disciplinary action, which may include termination.

EFFECTIVE DATE:

The effective date of this policy will be _____. (Employers must give employees thirty (30) days notice prior to the implementation of a drug and alcohol testing policy or program.)

2. DRUG AND ALCOHOL TESTING PROGRAM

REASONABLE SUSPICION TESTING:

Employees may be tested for the presence of drugs or alcohol only if _____ has reasonable basis to suspect drug or alcohol use. The following factors will be used to determine a reasonable basis:

- ◆ During work hours, direct observation of drug or alcohol use or the physical symptoms of drug or alcohol use.
- ◆ Abnormal conduct or erratic behavior while at work.

- ◆ Absenteeism, tardiness, or severe deterioration in work performance.
- ◆ A report of drug or alcohol use on the job from a reliable source that has been independently corroborated.
- ◆ Information that an employee has caused or contributed to an accident at work.
- ◆ Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs or alcohol while working, or while on the _____ premises, or while operating vehicles, machinery, or equipment.

3. ADMINISTRATIVE PROCEDURES

After _____ determines that there is a reasonable basis to test for drug and alcohol use, the following administrative procedures will be implemented.

- A. The employee will be informed in writing that a drug and alcohol test is being required and the reasons why the drug and alcohol test is being conducted.
- B. The employee will be asked to sign a drug and alcohol testing consent form.
- C. The employee will be informed of the consequences of failing to submit to drug and alcohol testing.
 - ◆ In the company's sole discretion, employees may be disciplined for failing to submit to drug and alcohol testing.
 - ◆ Disciplinary action may include written warnings, referral to drug assessment and treatment center, suspension, or termination.
- D. The employee shall be allowed to provide notice to _____ of currently or recently used prescription or non-prescription drugs at the time of the taking of the specimen to be tested, and such information shall be placed in writing upon the employer's drug and alcohol testing custody and control form prior to initial testing.
- E. The employees shall have the absolute right to contest the accuracy of a positive confirmed drug and alcohol test:
 - ◆ Upon request the employee will be provided with the names of approved testing facilities in order to obtain a retest at the employee's expense.
 - ◆ The employee must protest the results within ten (10) working days and provide with a written explanation of the reasons for their protest.
- F. Before _____ bases any disciplinary action upon an initial positive test result, a confirmation test will be conducted.

4. TESTING PROCEDURES

- A. Testing will be conducted during the employee's regular work hours; whenever not possible, testing will occur immediately after the employee's regular work hours.
- B. Employees will be paid for the time involved in participating in a drug and alcohol test conducted under this policy.
- C. Employees will be asked to submit urine specimens for the drug and alcohol testing procedures.
- D. Except where noted, employer will be responsible for any and all expenses incurred for conducting drug and alcohol testing.
- E. Actual testing procedures will be outlined with the company by the testing facility they contract for drug and alcohol testing.

5. CONFIDENTIALITY

Any and all information, interviews, reports, statements, memoranda, and test results written or otherwise, received by _____ through its drug and alcohol testing program are confidential communications, except under certain circumstances as allowed by law.

6. DRUGS INCLUDED IN DRUG AND ALCOHOL TESTING

The following substances and/or their metabolites may be tested for under this policy:

- ◆ Marijuana
- ◆ Cocaine
- ◆ Opiates
- ◆ Amphetamines
- ◆ Phencyclidine
- ◆ Alcohol

7. MEDICAL REVIEW OF DRUG AND ALCOHOL TESTS

_____ has appointed Dr. _____, a licensed physician, as its Medical Review Officer, to receive and review drug and alcohol laboratory results. This physician has knowledge of substance abuse disorders and has the appropriate medical training to interpret and evaluate drug and alcohol laboratory results.

8. DISCIPLINARY ACTIONS BASED ON DRUG AND ALCOHOL TESTING

In _____'s sole discretion, based upon the individual circumstances surrounding each drug and alcohol test, the following disciplinary actions may be taken:

A. Termination

- ◆ If the employee's drug and alcohol use resulted in injury to the employee or others.
- ◆ If the employee's drug and alcohol use seriously endangered others in the workplace.
- ◆ Refusing to submit to drug and alcohol testing after causing or being involved with a workplace accident.
- ◆ Sale of alcohol or drugs on company premises.

B. Referral to Rehabilitation

- ◆ Serious deterioration in work performance based upon drug or alcohol use.
- ◆ Absentee or tardiness problems based upon drug or alcohol use.
- ◆ Erratic or abnormal behavior at work based upon drug or alcohol use.

C. Suspension

- ◆ Dependent on individual circumstances.

**CONSENT TO
DRUG AND ALCOHOL TESTING**

I have had the opportunity to read and ask questions about the company drug and alcohol testing policy.

The reasons for this drug and alcohol test has been fully explained to me by _____.

The consequences of not submitting to drug and alcohol testing has been explained to me by _____.

I, _____, voluntarily consent to drug and alcohol testing conducted by _____.

Date: _____

Employee Signature: _____

**NOTICE OF DRUG AND
ALCOHOL TESTING**

Date: _____

To: _____

_____ has determined that there is a reasonable basis to ask you to submit to a drug and alcohol test. The reason(s) for this request are:

Please contact _____ (designated tester) at _____ AM/PM for this drug and alcohol test.

You will be paid for the time required to participate in the drug and alcohol testing.

A copy of _____ drug and alcohol testing policy is attached for your review.

Please note, you will have the opportunity to state if you have taken any prescription or non-prescription medication prior to the drug and alcohol test. You will also be asked to sign a consent form at the time of the test.

Please contact _____ if you have any questions regarding the policy or testing procedures.

Thank you for your cooperation.

EMERGENCY PREPAREDNESS PLAN

1. PURPOSE

The purpose of this Emergency Action Plan is to protect the employees of Hy-Pro Plumbing & Drain Cleaning from serious injury, property loss, or loss of life in the event of a major disaster. A major disaster constitutes any one (1) of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill.

In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

2. GENERAL PROCEDURES

In the event of a disaster, the warning may come from any one (1) of the following sources: commercial radio or television, civil defense radio, on-site automatic sprinkler system, in-plant alarm, messenger, or police.

A. Notification of Early Warning

A person receiving notification of a possible disaster or an in-facility emergency should immediately notify their immediate supervisor. The type of disaster or emergency situation should then be conveyed to all employees with the use of the facility emergency alarm system.

B. Emergency Control Committee

The following personnel of _____ will constitute the Emergency Control Committee (ECC). In the event of a disaster or immediate emergency, they are to report to a designated Emergency Control Center unless the prevailing situation dictates otherwise. Committee members are:

- ◆ _____ Manager
- ◆ _____ Personnel Director
- ◆ _____ Safety Director

C. Responsibilities - Emergency Control Committee

- ◆ Assess nature and extent of all emergencies.
- ◆ Assume control of all emergency actions.
- ◆ Assign tasks to personnel to carry out specific actions.
- ◆ Order evacuation if deemed necessary.

- ◆ Take any other action necessary to protect life.
- ◆ Annually review plan and revise as necessary.
- ◆ Plan training exercises to test evacuation plan.
- ◆ Instruct personnel of their duties under this plan.

In any emergency situation, the ranking member of management present shall have final authority to coordinate procedures, and amend, modify, or supersede any provisions of this plan in order to ensure employee safety.

D. Emergency Control Center

Emergency actions should be coordinated at the Emergency Control Center which will be designated as the manager's office. If this office is not available, report to the most **convenient** office of the other two (2) committee members.

If the emergency situation warrants the committee members to meet at the facility, it will be the manager's responsibility to notify them, and give the location where members are needed.

E. First Aid Services

All first-line supervisors have been certified by the Canadian Red Cross to provide first aid. They will be available to administer first aid at the facility, or in the event of a complete evacuation, at a safe assembly area outside the building.

F. Utility Controls

All maintenance personnel will know the location and operation of main controls for shutting off the gas, electricity and water leading into the building.

G. News Information

Information to any source of news media will be released only at the discretion of the plant manager.

3. EMERGENCY ALARMS

A. Automatic Sprinkler Alarm

In the event of a fire, the Automatic Sprinkler Alarms System will be activated automatically. Upon activation, the flow of water will begin in the area of the fire, and an alarm will sound throughout the building. Upon hearing the alarm employees should, if time permits, shut off the power to the equipment they are operating and proceed to the evacuation sites indicated outside the building and conduct a roll call.

B. Action

When the alarm is activated, at least one (1) member of the ECC should report to the evacuation site outside the plant. The other members should take the necessary action to ensure the safety of the employees and notify proper agencies for any services that are needed.

C. Facility-wide Evacuation Alarm (Continuous High-Pitched Alarm)

With the exception of a fire, employees should not evacuate the building unless authorized by the ECC. The signal/alarm for a facility-wide evacuation will be a continuous high-pitched alarm. Once at the assembly site, the first-line supervisor should conduct a roll call and report to a ECC member for assistance.

D. Segmented-Area Alarm (Intermittent High-Pitched)

The signal/alarm for a segmented area evacuation will be a intermittent high-pitched alarm. A first-line supervisor will have the authority to activate this alarm and give appropriate instructions to employees to insure safety. Before leaving, the first-line supervisor should inspect the area to ensure all employees are evacuated. Evacuated employees should report to the assembly site posted inside the building. Once at the assembly site, the first-line supervisor should conduct a roll call and report to a ECC member for assistance.

E. Phone Listings

A listing of all emergency telephone numbers is posted at office telephones. If the emergency occurs on the day shift, the switchboard operator will be responsible for contacting the appropriate agency. A member of the ECC should then be contacted for assistance.

4. EVACUATION SITES

A map of all evacuation sites will be displayed in the lunch room and all departments. Each map shows the route and exit to take, depending where employees are located in the plant. It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.

5. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATORS

An emergency shutdown will only be ordered from the highest ranking member of the ECC. No employee should risk any type of injury to accomplish this task. However, if time permits, the following personnel should perform the following duties:

- ◆ All warehouse personnel and material handling personnel should drive forklift trucks out of aisles and exit ways.
- ◆ Maintenance department should shut off gas lines and electrical supply as instructed by the maintenance manager.

6. TORNADO

In the event of a tornado or a severe weather warning, the following procedure should be put into effect by the supervisor or ECC:

- ◆ Listen for latest advisories on radio.
- ◆ Post outlooks for outside observation.
- ◆ If necessary, initiate emergency shutdown procedures.
- ◆ Move personnel into designated safe assembly areas within the building.
- ◆ Open any door or window where possible to equalize pressure.
- ◆ After tornado passes, restore calm and check for injuries.

7. EARTHQUAKE (Intermittent Alarm)

An earthquake will usually occur without any type of warning. Due to the suddenness, all personnel should attempt to get into a doorway passage or under the table or desk - any place where an employee feels safe is warranted. **NO ONE SHOULD GO OUTSIDE THE BUILDING.** After an earthquake has stopped, the following procedure should be initiated.

- ◆ All employees should help restore calm to fellow employees.
- ◆ Emergency Control Committee and first-line supervisors should check for injuries and provide first aid as needed.
- ◆ The maintenance department should check for fires and shut off all gas, electricity, and water at main controls.
- ◆ The building should be inspected by a member of the ECC for damage. If major structural damage has occurred, the ECC should order a complete evacuation.
- ◆ The ECC should then notify proper utility companies or other services as needed.

8. BOMB THREAT (Continuous High-Pitched Siren)

In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed:

- ◆ The person receiving the bomb threat should complete the attached BOMB THREAT CHECKLIST as soon as possible and answer questions once the report has been turned over to the ECC.

- B. The ECC shall determine the appropriate procedures to be taken among the following:
- ◆ Commence immediate building-wide evacuation to outside evacuation sites.
 - ◆ Contact proper law enforcement agencies.
 - ◆ Contact the fire department.
 - ◆ Do not permit re-entry until the building has been searched and declared safe by bomb disposal unit.
- C. If a bomb threat is received by any other means than the telephone, the person receiving the threat should report immediately to their first-line supervisor or a member of the ECC.

9. FIRE PREVENTION AND WORKPLACE HAZARDS

- A. It is the responsibility of all employees to prevent any type of fire in the building. Listed below is a list of general items to take into consideration to accomplish this objective:
- ◆ Extinguish all cigarettes in their proper place.
 - ◆ Do not have open flame around any type of chemicals, paints, solvents, or flammables.
 - ◆ Make sure all hand held torches are extinguished when not in use.
 - ◆ Do not put any type of hot object, such as cigarette butts, in trash cans.
- B. Listing of Some Workplace Hazards

Flammable substances

- ◆ Paint and paint solvents
- ◆ Mineral spirits
- ◆ Alcohol
- ◆ Propane tanks for forklift trucks
- ◆ Oxygen and acetylene tanks
- ◆ Hydraulic oil
- ◆ Grease

Welding Operations

- ◆ All welding operations will be done in a confined area unless otherwise instructed by the maintenance manager. A fire extinguisher will be immediately available in case of an emergency.

10. CONTROL OF WORKPLACE HAZARDS

- A. All flammable and combustible materials will be stored in a designated area or flammable storage area.
- B. Good housekeeping will be the responsibility of ALL employees.
 - ◆ Waste materials are to be discarded in their proper places.
 - ◆ Operators are to pick up and sweep any debris on or around their machine on a shift to shift basis.
 - ◆ All aisles and exits will be kept clear.
 - ◆ All painted areas to fire extinguisher will be kept clear for access.
 - ◆ All employees will know evacuation routes and exits to proceed to when instructed, if an emergency situation develops.
 - ◆ All employees will be instructed on _____'s Emergency Preparedness Plan.
 - ◆ Emergency telephone numbers will be posted at the main receptionist desk, offices of ECC members, and by first-line supervisors in their departments.
 - ◆ Each first-line supervisor will be responsible for their shift employees to handle, store, and maintain hazardous materials properly.

11. MAINTENANCE OF FIRE EQUIPMENT AND SYSTEMS

- A. Maintenance Manager Responsibilities
 - ◆ To have monitoring company run monthly checks of the water sprinkler system.
 - ◆ Maintenance department will conduct monthly inspection of fire extinguisher and blanket locations.
 - ◆ An outside safety firm will run annual checks on all fire extinguisher equipment.

EMERGENCY TELEPHONE LISTING

FOR _____

EMERGENCY NUMBER

(FIRE, POLICE, AMBULANCE) _____

POLICE DEPARTMENT _____

COUNTY SHERIFF _____

STATE POLICE _____

FBI _____

POISON INFORMATION _____

U.S. MARSHAL _____

CIVIL DEFENSE _____

ELECTRICAL UTILITY _____

GAS UTILITY _____

WATER DEPARTMENT _____

WEATHER INFORMATION _____



BOMB THREAT CHECKLIST

INSTRUCTIONS: **BE CALM AND COURTEOUS.**
LISTEN, DO NOT INTERRUPT CALLER.

Name of Operator: _____

Time: _____ Date: _____

Callers Identity: Male Female Adult Juvenile

Origin of Call: Local Long Distance Booth Internal

A. Keep the caller talking if the caller is agreeable to further conversation.

B. Ask Questions Like:

- When will the bomb go off?
- What is the location of the bomb?
- What kind of bomb is it?
- What is your present location?
- What is your name and address:

C. Did caller appear familiar with plant or building by his description of the bomb location?

D. After the call is taken, notify a member of the Emergency Control Committee at once.

FLEET MANAGEMENT PROGRAM

FLEET SAFETY RULES

1. Anyone who operates a licensed vehicle owned or controlled by their company must maintain a current driver's license as required by MTO regulations.
2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given, by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each work day. A vehicle check list will be provided to all drivers. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. You are required to report all citations to your supervisor in writing within 24 hours of receiving the citation. Repeat violations are cause for disciplinary action, including suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or to others, must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. No radar detection equipment will be permitted in any company vehicle.
10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company.
11. All drivers should use good defensive driving techniques while operating company vehicles.
12. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
13. All vehicles should be equipped with a fire extinguisher and a first aid kit.
14. Employees who violate these safety rules may be subject to disciplinary action.

DRIVER INFORMATION FORM

1. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
2. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
3. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
4. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
5. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
6. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
7. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
8. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
9. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
10. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____
11. Driver _____ Date of Birth _____
D.L. # _____ Type of Vehicle _____
Job Title _____

**NOTIFICATION OF
COUNSELED DRIVER**

NAME OF INDIVIDUAL COUNSELED

Name

account name

address

Job duties

city

state

policy number

REASON:

ACTION TAKEN:

Fleet Safety Supervisor _____

Signature

HAZARD COMMUNICATION PROGRAM

A guide to compliance

The following material is to be used as a guideline only. For strict compliance check with your local Occupational Health and Safety Administration (OHSA) office and ask for the Hazard Communication Standard.

1. HAZARD COMMUNICATION COORDINATOR

Appoint one person to take charge of your Hazard Communication (HazCom) Program. This is not required by law, but it is recommended. Make sure the employees know who the HazCom Coordinator is.

2. CHEMICAL INVENTORY

Under OHSA regulations, employers must develop a list of the hazardous chemicals workers may be exposed to during normal work procedures or in the case of emergencies such as leaks and spills. This hazard information is then required to appear on the label of each container. Then check your list against the Material Safety Data Sheets (MSDS) forms you have received from your suppliers. If there are hazardous chemicals in your work place for which you do not have an MSDS, you must contact the manufacturer, importer or supplier to obtain the missing MSDS.

A. Consumer Products

Consumer Products are exempt from some aspects of the Standard, such as labeling and MSDS requirements, if they are used in a similar manner to normal consumer use and if exposure does not exceed normal consumer exposure. For example, if an employee occasionally uses a glass cleaner on a window or computer screen the cleaner would be exempt. If the employee routinely uses the glass cleaner, such as maintenance or custodial work, then the cleaner would not be exempt.

B. Sealed Containers

For work situations where employees handle chemicals in sealed containers which are not opened under normal work conditions (such as marine cargo handling, warehousing and retail sales) certain exemptions to the Standard apply.

3. WARNING LABEL REQUIREMENTS

Manufacturers, importers and distributors must provide warning information on each container label. Employers are required to make sure each label remains clearly readable while it's in your work place. If a hazardous substance is transferred to a smaller container, that container should have a label with the same information as the original container. Hazardous substance container labels must have the following information:

- ◆ The identity of the hazardous chemical.
- ◆ The appropriate hazard warnings and safety precautions.
- ◆ The name, address and phone number of the supplier.
- ◆ First aid instructions.
- ◆ Container disposal methods if the contents are corrosive, toxic or caustic.

4. MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets (MSDS) are forms which contain detailed information about a specific chemical. You are required to have a MSDS for every hazardous chemical in the work place. If you are missing MSDS's, or if you receive any new hazardous chemical without an SDS, you must request the current MSDS from the supplier.

All employees must have ready access to MSDS's for those chemicals. The MSDS's must be located close to where the employee may be exposed to the chemical. All employees must know the location of the MSDS's and how to read them. Since MSDS's are a valuable source of information in the event of an emergency, keep an extra copy of all MSDS's in a separate and secure location.

Here is the information a MSDS must provide:

- ◆ Identity of the hazardous substance.
- ◆ Name, address and phone number of the supplier.
- ◆ Hazardous ingredients.
- ◆ Physical and chemical characteristics.
- ◆ Fire and explosion information.
- ◆ Reactivity data.
- ◆ Health hazards.
- ◆ Precautions for handling and use.
- ◆ Emergency and first aid procedures.
- ◆ Disposal methods.

5. EMPLOYEE TRAINING

A. The Standard

Inform them about the existence and the requirements of the OSHA's Hazard Communication Standard.

B. Hazardous Substances

Inform them about which hazardous chemicals they might be exposed to while working. Show them your list of hazardous substances.

C. Hazards

Explain the physical and health hazards associated with these chemicals. Identify which hazards they are most likely to encounter in their specific work sites. Also explain the hazards of non-routine jobs such as cleaning storage tanks, containers and pipes.

D. Detection

Explain the methods that can be used to detect the presence or release of hazardous chemicals such as odor, color and appearance.

E. Safety Precautions

Explain the proper safety precautions for handling and storage of each chemical, including protective clothing and equipment.

F. Protective Procedures

Point out the things you are doing to provide protection such as proper ventilation, engineering changes or using substances that are less hazardous.

G. Emergency Procedures

Explain emergency procedures, cleanup and disposal.

H. Labels

Make sure the employees know and understand the labeling system, and that all damaged labels should be replaced.

I. MSDS Forms

Explain the MSDS forms and where they are located. Employees must know how to read and interpret them and where to obtain copies.

J. Review Hazard Communication Program

Review the details. Where will the program be located? Explain the employee responsibilities and their part in taking training seriously.

K. Documentation of Training

Have each employee sign a statement listing the date, who performed the training, and what the training consisted of.

L. Who Must Receive Training

Train all new employees and those employees who will be exposed to the hazardous substances. Conduct additional training when new chemicals are introduced into the work place. Conduct refresher training annually.

M. Employee Involvement

Encourage a positive atmosphere. The program is designed to protect their health and safety. The "Right to Know" law provides them with life-saving knowledge.

6. WRITTEN COMMUNICATION PLAN

This final step involves all five previous steps. Your written plan must include the following information.

- ◆ Labeling system
- ◆ MSDS forms
- ◆ Training
- ◆ Chemical Inventory
- ◆ Non-routine tasks
- ◆ Multiple on-site employers
- ◆ Designation of Responsibility

COMPLIANCE CHECKLIST

	YES	NO
Have you designated a HazCom coordinator?.....	___	___
Have you made a list of all hazardous chemicals?	___	___
Is there clear communication between purchasing and receiving departments and the HazCom coordinator?	___	___
Are all containers of hazardous substances labeled?.....	___	___
Do you have up-to-date MSDS sheets for every hazardous chemical?	___	___
Have you contacted appropriate supplier for missing or incomplete MSDS?.....	___	___
Have you established a training program?.....	___	___
Have you identified and trained all employees?.....	___	___
Have you established a procedure to keep track of who has received training?	___	___
Are your MSDS accessible to all employees?	___	___
Have you assembled a written HazCom plan?	___	___
Do other on-site employers know your HazCom program?	___	___

EMPLOYEE TRAINING CHECKLIST

Do all employees know:

	YES	NO
About the HazCom Standard?	—	—
Who the HazCom coordinator is?.....	—	—
Where the written communication program is?.....	—	—
About the chemical hazards they are exposed to?	—	—
How to read and understand warning labels?	—	—
The location of the MSDS forms?	—	—
How to read and understand the MSDS forms?	—	—
The safety precautions for handling chemicals?.....	—	—
How to detect presence or release of chemicals?	—	—
Signs of overexposure?	—	—
Emergency and first aid procedures?.....	—	—
Their responsibilities and involvement with compliance?	—	—

**HAZARD COMMUNICATION
WORKER-RIGHT-TO-KNOW
REGULATIONS**

**MEMBER/EMPLOYEE
TRAINING ACKNOWLEDGMENT**

This document signifies that you received training regarding the types of chemicals present in the plant and that you understand that you have the right to continue to obtain information on these chemicals should you desire.

I, _____, have received training regarding the chemicals used in the plant, including their properties, use of safety equipment, proper handling techniques, emergency response procedures and potential health effects.

Date: _____

Employee Signature

Hazard Coordinator Signature

LOCK OUT/TAG OUT

1. DEFINITION

Lock out means adding a special lock or other device to the normal routine of shutting down the machinery in order to perform maintenance or repairs. When equipment cannot be properly locked out, it must be "tagged out" with a special tag that warns other workers of the danger of starting up the machine.

2. NINE STEPS TO LOCK OUT HAZARDS

Only authorized employees should perform lock out procedures and remove locks and tags. However, employees need to understand lock out and tag out procedures. There are nine steps to lock out hazards. Following these simple steps will help keep accidents from occurring while maintaining or repairing machinery.

1. **Think, plan and check.** Think through the entire procedure and identify all parts of any systems that need to be shut down. Locate switches, valves or other devices that may need to be locked out.
2. **Communicate.** Let other employees working on the equipment know when and why you are shutting down the system.
3. **Locate all power sources.** This includes stored energy in springs or hydraulic systems.
4. **Neutralize all power at its sources.** Disconnect electricity and block any movable parts. Release or block spring energy. Drain all hydraulic and pneumatic lines. Lower suspended parts to rest positions.
5. **Lock out all power sources.** Use a lock designed only for this purpose. Use a lock out tag that includes your name and the time, date and department.
6. **Test operating controls.** Test all controls to make certain the power is off.
7. **Turn control back off.** Be sure every control is in the "off" position before beginning any necessary maintenance or repairs.
8. **Make any necessary repairs.**
9. **Remove locks and restore energy.** Restart equipment only after all other workers are at a safe distance away. Tools should be removed from equipment and machine guards back in place. Notify other workers that the machines are working and back on.

An electrical source is not the only source of energy which will likely cause injury if not properly locked or tagged out. Other sources may include: Hydraulic, pneumatic, chemical, thermal and mechanical.

3. LOCKING OUT AND ISOLATING THE POWER SOURCE

- A. Equipment, machines or processing main disconnect switches shall be turned off and locked in the "off" position only after the electrical power is shut off at the point of operation control. Failure to follow this procedure may cause arcing and an explosion.
- B. A machine connected to over a 110-volt source of power by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out.
- C. A machine connected to an 110-volt source of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a "do not start" tag.
- D. After locking out the power source, the employee shall try the equipment, machine or process controls to help ensure no unintended motion will occur or test the equipment, machine or process control by use of appropriate test equipment to help determine that the energy isolation has been effective.
- E. When two or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adaptors are to be fixed on levers, switches, valves, etc., in the non-operative (off) positive.
- F. An employee who is assigned to a job and upon arrival finds an "Equipment Lock," "Adaptor," and "Danger Tag" affixed to the equipment shall take the following action:
 - ◆ Affix his/her personal lock to the "Equipment Adaptor."
 - ◆ Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.
 - ◆ Try the controls to ensure no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective. (Such testing equipment is only to be employed by trained, qualified personnel.)
- G. When die or safety blocks are required, they shall be used in conjunction with the lock out steps, not as a substitute.

4. REMOVAL OF LOCKS AND RESTORING POWER SOURCE

- A. Power may be turned on when it is required to perform tests or adjustments. All of the rules pertaining to removing locks and restoring power shall be followed. The equipment, machine or process shall again be locked out if it is necessary to continue work after completing the test or adjustments.

- B. If the employee leaves the job before its completion, such as job reassignment or shift change, the employee shall remove his/her personal lock and adaptor and replace it with an "Equipment Lock" and adaptor. In addition, the employee will prepare and attach a "Danger Tag" indicating the reason the equipment is locked out (should more than one employee be assigned to the job, the last employee removing his/her lock will be responsible for affixing the "Equipment Lock," adaptor and the "Danger Tag.")
- C. Upon completion of the work, each employee will remove his/her lock, rendering the machine operable when the last lock is removed.
- D. The employee responsible for removing the last lock, before doing so, shall ensure that all guards have been replaced, the equipment, machine or process is cleared for operation, and appropriate personnel notified that power is being restored. This employee is also responsible for removing the "Equipment Lock" and returning it to the supervisor's office.

5. EMERGENCY SAFETY LOCK REMOVAL

- A. Plant security will be authorized to remove an employee's lock under the following conditions:
 - ◆ Receipt of a written request signed by the appropriate department supervisor which shall state the reason the employee is not able to remove the lock.
 - ◆ The supervisor is responsible for making certain all the requirements for restoring power are followed.

HY-PRO PLUMBING

FLEET SAFETY PROGRAM

I. POLICY STATEMENT

The HY-PRO PLUMBING Fleet Safety Program establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle in your business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to the Company.

The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program's guidelines and procedures are essential.

DEFINITIONS: (See Appendix A for additional definitions.)

COMPANY VEHICLE: A motor vehicle owned by or leased to the company, including a temporary replacement vehicle.

MOTOR VEHICLE: "Company Vehicle" or any other motor vehicle while being operated on company business.

DRIVER: Any employee assigned a "Company Vehicle" or who operates a "Motor Vehicle".

OWNER: Franchise owner.

II. PROGRAM GOALS

The primary goal of the Fleet Safety Program (FSP) is to maintain a high level of safety awareness and foster responsible driving behavior.

"Driver" safety awareness and responsible driving behavior will significantly decrease the frequency of "Motor Vehicle" accidents and reduce the severity of personal injuries and property damage.

"Drivers as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

III. AUTHORIZATION OF DRIVING PRIVILEGES

You should not assign or allow the use of a "Motor Vehicle", if:

- A. The "Driver" does not have a valid operator's license issued by the Ministry of residence; or if
- B. The "Driver" possesses licenses from more than one province, or if
- C. The "Driver's" license is suspended or revoked for any reason.

In addition, a "Driver" should be subject to termination if his/her license is revoked, unless a suitable replacement non-driving job in the company is available; or the employee may be subject to other disciplinary action if his/her license is only temporarily suspended.

IV. AUTHORIZED VEHICLE USE

A. Personal Use of "Company Vehicle"

A "Company Vehicle", when not used for business purposes, may be driven for personal use AT THE DISCRETION OF THE OWNER. However, personal use is limited to the assigned "Driver".

Owners may implement other personal use restrictions, such as radius of operation, at their discretion. However, any such additional restrictions must be in writing and communicated to all affected "Drivers".

The privilege of driving a "Company Vehicle" for personal use is subject to change by the company at any time.

B. Unauthorized Use of "Company Vehicles"

If a "Driver" allows an unauthorized individual to drive a "Company Vehicle", disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the "Driver"

If the unauthorized use results in an accident, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make restitution for the physical damages to the "Company Vehicle".

C. "Non-Company Vehicles" Used For Business

Employees who drive "Non-Company Vehicles" while conducting business for the company are subject to all the provisions and standards of this program.

Additional responsibilities include:

1. Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides;

2. Maintaining current Ministry vehicle inspection if the province requires one; and
3. Maintaining their "Non-Company Vehicle" in safe operating condition.

USE OF A MOTORCYCLE FOR COMPANY BUSINESS IS PROHIBITED.

V. DRIVER MVR CHECKS

A. Initial MVR Checks

1. EMPLOYEE APPLICANTS:

If an employee applicant is to be a "Driver", the Owner will obtain a completed *Driver History Form* (See Appendix B) from the applicant. The Owner will use the form to obtain a CVR for evaluation.

In the event an employee-applicant is hired and must begin driving on company business prior to receipt of the MVR, the Owner must, as a minimum, carefully review the applicant's *Driver History Form* before granting driving privileges.

Also, each employee-applicant should be informed in writing by the Owner that employment is conditional upon receipt of a satisfactory MVR; that is, an MVR not meeting the definition of a "HIGH RISK DRIVER".

If the information on the MVR or *Driver History Form* indicates that the new employee is a "High Risk Driver", the Owner may, after careful consideration, grant driving privileges, but only on a probationary basis.

EVERY ATTEMPT SHOULD BE MADE TO SECURE AND EVALUATE A MVR ON EACH NEW "DRIVER" BEFORE DRIVING PRIVILEGES ARE GRANTED.

2. EXISTING EMPLOYEES:

If an existing employee is changing from a non-driving position to a position requiring driving on company business, the employee must complete and sign a *Driver History Form*.

B. Periodic MVR Checks

The Corporate Risk Manager will obtain MVRs every two years for all existing "Drivers".

In addition, the Company maintains the right to conduct periodic and random review of MVRs at its discretion.

VI. IDENTIFICATION OF HIGH RISK DRIVERS

A "Driver" will be classified as a "High Risk Driver" if the MVR check so indicates, or if it is otherwise determined, that the driver has one or more of the following violations:

1. Conviction for an alcohol and/or drug related driving offense;
2. Refusal to submit to a Blood Alcohol Content (BAC) test;
3. Conviction for reckless driving;
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years;
5. Suspension, revocation or administrative restriction within the last three years;
6. Leaving the scene of an accident as defined by provincial laws
7. At fault in a fatal accident
8. Felony committed involving a vehicle
9. Three or more "Company Vehicle" physical damage claims in any twelve month period.

VII. MANAGEMENT CONTROLS FOR HIGH RISK DRIVERS

If an employee is identified as a "High Risk Driver", the Owner may choose either Option 1 or Option 2:

A. Option 1: Probation

The Owner must do all of the following:

1. Place the "High Risk Driver" on probation (ending two years from the date of the most recent violation);
2. Obtain a MVR every six months for the duration of the probationary period;
3. Keep track of any additional violations while the employee is on probation;
4. Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation as described in Section VII - OR if any terms of probation are violated.
5. Confer on any stipulations, operating limitations, or other conditions, such as:

- a. Loss of all "Company Vehicle" driving privileges;
 - b. Loss of "Company Vehicle" driving privileges between work and home;
 - c. Loss of personal use privileges (if applicable - see Section V. A.);
 - d. Referral of the "Driver" to the Employee Assistance Program;
 - e. Transfer of the "Driver" to a non-driving position; or
 - f. Additional driver training.
6. The terms of the probation are to be made to the employee in writing. The employee will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the employee's file.
 7. If the probationary period has been served, the reinstatement of driving privileges may be warranted.

B. Option Two: Suspension of Driving Privileges

The Owner may suspend all company driving privileges. The "High Risk Driver" will NOT be authorized to drive a motor vehicle at any time on company business.

This action may result in the Owner either transferring the employee to a non-driving position, if such a position exists, or the employee may be subject to dismissal procedures.

The employee may reapply for company driving privileges after one year of suspension. Application should be made to the Owner. If approved, the employee's driving status will change from suspension to probation. However, reinstatement of driving privileges by the Owner does not constitute an offer by the company for any "Driver" position. Normal job posting procedures will still have to be followed.

VIII. ACCIDENT REPORTING

A. Accident Reporting

1. Supervisor Notification - the "Driver" is required to notify his/her immediate supervisor of any "Accident" as soon as is practical.

- plus -

2. Company Vehicles - The "Driver" should call the company's automobile insurance carrier as outlined in the Accident Reporting Kit supplied with the vehicle;

Non-Company Vehicles - The "Driver" should call his/her personal automobile insurance carrier;

Daily Rental Vehicles - The "Driver" should notify the rental company.

B. Accident Reporting Kits

Every "Company Vehicle" is required to have an *Accident Reporting Kit* in the glove box. This kit should be used by the driver to record accident facts as soon after the accident as is reasonably feasible.

The "Driver" should give the completed *Accident Reporting Kit* to their immediate supervisor.

The supervisor should make a copy of the completed kit (for use by the supervisor during his/her accident investigation) and then mail the original to the company's insurance carrier per the instructions in the kit.

C. Accident Investigation

1. Completing the Accident Investigation Report Form

The immediate supervisor of the "Driver" is responsible for completing the *Accident Investigation Report* (see Appendix C) for all "Accidents".

This report should be completed as soon after the accident as is reasonably feasible.

To complete the report, the supervisor should:

- a. observe the accident scene and damaged vehicle(s);
- b. interview witness;
- c. obtain a copy of the police report, if available;
- d. review the completed *Accident Reporting Kit* obtained from the "Driver"; and
- e. interview the "Driver".

2. Determining Accident Preventability

The supervisor will make a determination as to the preventability of the "Accident", and record this determination in the applicable section of the *Accident Investigation Report Form*.

The Guide To Accident Preventability (Appendix D) may be used by the supervisor to assist in making the determination.

3. Accident Investigation Review

The Owner is responsible for reviewing the completed *Accident Investigation Report Form* and initiating any actions to prevent the reoccurrence of similar accidents by this "Driver" or district "Drivers".

IX. OTHER REPORTING RESPONSIBILITIES OF DRIVERS

A. Supervisor Notification

"Drivers" are required to notify their immediate supervisor immediately of:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a "Motor Vehicle"; or
2. The suspension, revocation or administrative restriction of his/her operator's license. If this occurs, the "Driver" must also immediately discontinue use of the "Motor Vehicle".

FAILURE TO REPORT UNDER THE PROVISION OF SECTION VIII AND IX IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

X. SAFETY REGULATIONS

A. Vehicle Safety Belts

The "Driver" and ALL OCCUPANTS are required to wear safety belts when operating or riding in a "Motor Vehicle". The "Driver" is responsible to ensure all passengers are wearing their safety belts. Children under four years of age or under 40 pounds in weight are required to be secured in approved child safety seat, unless more restrictive state requirements apply.

B. Impaired Driving

A "Driver" may not operate a "Motor Vehicle" at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

C. Traffic Laws

All "Drivers" are required to abide by all Ministry motor vehicle regulations, laws and ordinances.

D. Vehicle Condition

Each "Driver" is responsible for ensuring that the "Motor Vehicle" is maintained in safe driving condition. At least daily, a walk-around safety inspection by the "Driver" is required.

"Drivers" of daily rental cars should check for obvious safety defects before leaving the rental lot and request another vehicle if the first vehicle is not safe to drive. "Drivers" are

encouraged to utilize daily rental cars which have air bags and/or ABS brakes when available in authorized rental class.

E. Headlights On Requirement

"Drivers" are required to drive with vehicle headlights on at all times.

F. Additional Safety Rules

"Drivers" may not:

1. pick-up hitchhikers;
2. accept payment for carrying passengers or materials (this does not apply to company endorsed car pools);
3. use any radar detector, laser detector, or similar devices;
4. push or pull another vehicle, or tow a trailer without authorization;
5. transport flammable liquids and gases unless an approved container is utilized, and only then in limited quantities and only when necessary;
6. use ignition or burning flares. The preferred method is the use of reflective triangles; or
7. assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

HY-PRO PLUMBING - DRIVER HISTORY FORM

Driver's Name (Print): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Office Location: _____

- 1. Do you have a valid Driver's License? Yes ___ No ___
- 2. In what Province are you a Licensed Driver? _____
- 3. If you have held a license in any other state during the past 36 months, please provide the following information:

Dates		State
From _____	to _____	_____
From _____	to _____	_____
From _____	to _____	_____

- 4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

- 5. Have you refused to submit to a Blood Alcohol Content (BAC) test within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

- 6. Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past three years? Yes () No () If Yes, give explanation(s) and dates):

7. Have you had your operator's license suspended, revoked or administratively restricted within the past three years? Yes () No () If Yes, give explanation(s) and date(s):

8. Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years? Yes () No() If Yes, list the date(s):

9. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three years? Yes () No () If Yes, list the date(s):

10. Have you been convicted of any other moving vehicle violations during the past three years? Yes () No () If Yes, list type(s) and date(s):

I certify that the answers provided to the questions on this form are true to the best of my knowledge.

I authorize HY-PRO PLUMBING or its designated representative(s) to obtain information regarding my driving record in any state at any time while I am employed by (or seeking employment with) the company.

I understand that any misstatement of the facts on this form may be grounds for termination of employment.

In the event that my CVR indicates that I am an "High Risk Driver" as defined in the glossary of the Fleet Safety Program, I understand that I may be subject to dismissal.

Driver's signature Date

_____-_____-_____
Male Female

Social Insurance Number Sex Date Of Birth

Driver's License Number Expiration Date State

District Manager's Name (Print)

Important Note: Attach photocopy of both sides of driver's license

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

Motor Vehicle

Driver's Name:		Accident Date:	
Safety Belts Used? Driver: Yes No		Passengers: Yes No	
Did You:			
Yes	No	View accident scene?	Yes No
Yes	No	Observe damaged vehicles?	Review the driver's completed accident report?
Yes	No	Interview witnesses?	Yes No
Yes	No	Obtain the police report?	Review the "Guide to Accident Preventability"?
Preventable* Accident?		Non Preventable* Accident?	
Backing	Speed too fast for conditions	Hit by other car	
Turning	Failure to signal intentions	Hit while legally parked	
Parking	Disregard of traffic signal	Hit in rear	
Passing	Assuming right of way	Struck by debris	
Following distance	Driving in wrong lane	Vandalism	
Diverted attention	Starting and stopping	Windshield	
Misjudging clearance	Failure to maintain vehicle	Stolen while locked	
Driving under influence of drugs and/or alcohol		Fire	
		While being towed by tow truck	
Incident Description	Describe clearly and in detail how the accident occurred (What, Where, When, Who, and How)		
Analysis	What act, failure to act and/or conditions contributed most directly to this accident? What are the root or fundamental causes of the accident?		
Controls	What action have you taken or recommended to prevent a recurrence by this driver or other district drivers?		
Investigated By:		Date:	

Routing: District Manager
District File

Attachments: Police Report
Driver's Accident Report

Guide For Determining Motor Vehicle Accident Preventability

Introduction

This guide will assist you, when investigating an accident, in determining whether the accident was preventable or not on the part of our driver.

As the accident investigator, you are expected to obtain as many facts as possible and to consider all conceivable conditions in arriving at your decision. You may want to contact the National Safety Council to assist you in arriving at your decision, if you are uncertain as to whether the accident was preventable or not.

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. **If there was anything our driver could have done to avoid the collision, then the accident was preventable.**

An accident is non preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition.

General Questions To Consider

When judging accident preventability, here are some general questions to consider. Further on in this guide are some specific situations for consideration.

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits which need to be changed?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?
4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.

5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

Specific Types Of Accidents

Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle.

Regardless of stop signs, stop lights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes.
4. Did the driver look both ways before proceeding through the intersection?

"U" turns disrupt the normal smooth flow of traffic. Accidents which occur while this manoeuvre is being attempted by our driver is considered preventable.

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or vice versus. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this mean a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane.

A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may be preventable.

However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses in to the driver's lane.

Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways.

Sideswipes to doors of a vehicle that are opened when the vehicle is in motion are considered preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

Head-On Collision

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions or choosing to drive whether or not driving is the most common reasons why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?

5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

If a driver goes off the road or strikes another vehicle because of skidding the accident is preventable.

Pedestrian Collision

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

Animal Collisions

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. Usually, these type of accident occurs after dark in sparsely populated areas, which are well known to have deer and other animals present. Hence, often the inability to avoid collision is the result of overdriving the headlights, i.e. driving too fast for conditions.

Backing A Vehicle

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object are normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?:
 - a. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
 - b. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?
2. If the driver could not see where he or she was backing:
 - a. Did the driver try to get someone to guide him or her?
 - b. Did the driver look all around the vehicle before backing?
 - c. Did the driver back immediately after looking?
 - d. Did the driver use the horn while backing?
 - e. Were the back-up lights working?
 - f. Did the driver look to the rear without relying totally on the rear-view mirror?
 - h. If the distance was long, did the driver stop, get out, and look around occasionally?
3. Did the driver back slowly?
4. Did the driver judge clearances accurately?

Parked Or Stopped Vehicle

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type of accident is preventable and blaming such a collision on effective parking brakes of other

holding devices are inadequate excuses. A good pre-trip inspection, and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

Manoeuvres

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

Shifting Cargo And Cargo Damage

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent damage to the cargo. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

Fleet Safety Acknowledgment Form

I hereby acknowledge that I have received and read a copy of the HY-PRO PLUMBING Fleet Safety Program. I agree to comply with the policies and procedures contained in the program.

Driver's Signature

Date

Driver's Name (Print)