

SECTION I

ASSIGNMENT OF RESPONSIBILITY AND POLICY STATEMENT

Safety Policy Statement

It is the policy of <your company name> (hereinafter called "Company") that accident prevention shall be considered of primary importance in all phases of operations and administration.

It is the intention of the Company's top management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an accident, everyone loses; you, your family, your fellow workers and the Company. Please work safely. It's good for everyone.

President/Owner

Date

ASSIGNMENT OF RESPONSIBILITY

I, _____, will see to it that our Company's managers and supervisors will assume their respective responsibility for the safety and health of their assigned staff. Those responsibilities will include, but will not be limited to:

- Review safety policies and procedures; become familiar with functions and responsibilities

of supervision and the interrelationships with other departments.

- Develop a sound technical knowledge of all applicable Cal/OSHA Safety Orders and Regulations; also stay current with requirements made by other governmental agencies.
- Maintain an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- Correct unsafe and unhealthy work practices in a timely manner (also document this on provided forms).
- Schedule and conduct regular safety training meetings with all employees.
- Perform first-aid duties as required, which will include maintaining appropriate first-aid supplies, dissemination of emergency procedures, and providing first-aid training.
- Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections. Submit all documentation to _____ for company recordkeeping.

In addition, supervisors of this Company will be responsible for seeing that all Company rules and policies are adhered to by all employees. This may include employee incentives, retraining, and disciplinary actions.

President/Owner

Date

DESIGNATED SAFETY PROGRAM COORDINATORS

The responsibility of implementing the Company safety program is to be shared by all supervisory staff, with the overall administration of the program assigned to:

Name and Title

Name and Title

Name and Title

Other safety officers will include, but will not be limited to:

Name and Title

Name and Title

Name and Title

SECTION II

EMPLOYEE COMPLIANCE

Code of Safe Practices, Industrial Areas

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on

the job while in that condition.

4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.

5. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.

6. In the event of fire, sound alarm and evacuate.

7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.

8. Only trained workers may attempt to respond to a fire or other emergency.

9. Exit doors must comply with fire safety regulations during business hours.

10. Stairways should be kept clear of items that can be tripped over, and all areas under stairways that are egress routes should not be used to store combustibles.

11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.

12. Aisles must be kept clear at all times.

13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in proper waste containers.

14. All spills shall be wiped up promptly.

15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.

16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.

17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

18. Do not stack material in an unstable manner.

19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.

20. Never use a metal ladder when it could come in contact with energized parts of equipment, fixtures or circuit conductors.

21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to unloading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
29. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail or equivalent.
35. Do not enter a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.

41. Solutions that may be poisonous or not intended for consumption should be kept in well-labelled containers.
42. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
46. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

Code of Safe Practices, Office Areas

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
4. In the event of fire, sound alarm and evacuate.
5. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only trained workers may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in proper waste containers.
12. All spills shall be wiped up promptly.
13. Files and supplies should be stored in such a manner as to preclude damage to the supplies

or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.

14. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.

15. Never stack material precariously on top of lockers, file cabinets or other high places.

16. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.

17. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.

18. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.

19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

21. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.

22. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.

23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

24. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

25. Cleaning supplies should be stored away from edible items on kitchen shelves.

26. Cleaning solvents and flammable liquids should be stored in appropriate containers.

27. Solutions that may be poisonous or not intended for consumption should be kept in well-labelled containers.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF
CODE OF SAFE PRACTICES**

TO ALL EMPLOYEES:

ATTACHED IS A COPY OF THE CODE OF SAFE PRACTICES. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

IT IS THE RESPONSIBILITY OF _____
(Name)

TO PROVIDE AND REVIEW THIS CODE WITH EACH EMPLOYEE. IT IS THE EMPLOYEE'S RESPONSIBILITY TO READ AND COMPLY WITH THIS CODE.

THE ATTACHED COPY OF THE CODE OF SAFE PRACTICES ARE FOR YOU TO KEEP. PLEASE SIGN AND DATE BELOW AND RETURN ONLY THIS PAGE TO:

(Name)

I HAVE READ AND UNDERSTAND THE CODE OF SAFE PRACTICES.

DATE _____ SIGNATURE _____
EMPLOYEE

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce Company safety rules. Infractions of safety rules will result in the following:

1st Infraction--Written/Verbal Warning
2nd Infraction--Written Warning

3rd Infraction--3 to 5 Day Suspension
4th Infraction--Dismissal

_____, you have been observed working
(Name)
in the following unsafe manner, contrary to Company safety rules:

This is your First Second Third Fourth Infraction

Action taken, therefore is: _____

Supervisor _____ Date _____

Employee _____ Date _____

SECTION III

SAFETY COMMUNICATION POLICY

It is our Company policy to maintain open communication between management and staff on matters pertaining to safety. Your thoughts regarding safety are considered important, and we encourage your active participation in our Company safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor, or in writing on the safety suggestion form. (This will allow you to remain anonymous if you so desire; however, this will make it difficult to provide you with special recognition if your suggestion is put to action.) Be assured that all safety suggestions will be given serious consideration, and that each will receive a response.

In turn, the Company will provide current safety news and activities, safety reading materials, signs, posters, and a bulletin board for easy access to them all. Also, regular safety meetings will be held every _____ so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety.

President/Owner

Date

SECTION IV

TRAINING

Training Policy

A. _____ shall assure that supervisors receive
(assigned person)
training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

B. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards to any job assignment.

When a supervisor is unable to provide the required training, he/she should notify the assigned person and request that such training be given to the employee by others.

C. To insure that all employees receive appropriate training, all Company employees will participate in:

Scheduled safety meetings.

Additional training as job duties or work assignments are expanded or changed.

Defensive driving when Company vehicles are to be used.

Other training programs as appropriate.

Further training will be provided whenever employees are exposed to new processes, machinery, chemicals and/or previously unrecognized hazards.

Records of all of the above training will be kept by

_____ at _____
Name Location

EMPLOYEE SAFETY TRAINING RECORD

This report is to be completed by the supervisor and the new employee (reassign) within _____ days after employment (reassignment) and filed with _____.
(Name)

Employee

DATE EMPLOYED (Reassigned) RECORD DATE (Completed) NAME (PRINT) First Middle Last Name

DEPARTMENT ASSIGNED _____ TYPE OF WORK _____

OUTLINE EMPLOYEE'S PAST WORK EXPERIENCE _____

ASK EMPLOYEE: "Can you perform this job with or without reasonable accommodation? If a reasonable accommodation is necessary, please describe the type of accommodation needed."

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL? YES NO

IF YES, ANY WORK RESTRICTIONS INDICATED?

THE SUPERVISOR AND THE NEW EMPLOYEE ARE TO REVIEW THE FOLLOWING SAFETY CONCERNS, CHECK AND DISCUSS THOSE WHICH APPLY:

CHECK
OFF:

DISCUSS WHERE APPROPRIATE

1. Applicable Company, State and Federal safety policies and programs _____
2. Applicable Company, State and Federal safety rules, both general and specific to job assignment _____
3. Company safety rule enforcement procedures _____
4. Use of tools and equipment _____
5. Proper guarding of equipment _____
6. Proper work shoes and other personal protective equipment, as needed _____

7. Handling of product _____
8. Use of specific lifting equipment, such as hoists, hand truck, etc. _____
9. How, and when and where to report injuries _____
10. Importance of housekeeping _____
11. Special hazards of job _____
12. When and where to report unsafe conditions _____
13. Emergency procedures _____
14. Employee responsibility for the prevention of accidents _____
15. The law that only work related injuries are covered by workers' compensation _____
16. Training on any toxic material employee might be exposed to _____
17. Fire Safety _____
18. Safe operation of following vehicle(s) _____
19. Company policy on medical treatment for work related injuries _____
20. Employee is to receive special additional instruction and guidance from _____
21. Supervisor will adequately and frequently review performance of new employees. Superior behavior will be rewarded and substandard behavior will be corrected _____
22. Probationary period is from _____ to _____
23. Supervisor will formally review employee's performance on _____ (mark calendar)
24. Employee agrees to fully cooperate with the safety efforts of the employer, follow all safety rules and use good judgement concerning safe work behavior _____

SIGNED _____
Supervisor

Date

SECTION V

INSPECTIONS AND CORRECTIONS OF HAZARDS

Hazards Checklist - Housekeeping

HAZARD

Are all worksites clean and orderly?

Are work surfaces kept dry or appropriate means taken to assure that surfaces are slip-resistant?

Are all spilled materials or liquids cleaned up immediately?

Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings?

Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

Are covered metal waste cans used for oily and paint-soaked waste?

Are all oil and gas-fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

Are paint spray booths, dip tanks, etc., cleaned regularly?

Are the minimum number of toilets and washing facilities provided?

Are all toilets and washing facilities clean and sanitary?

Are all work areas adequately illuminated and ventilated?

All pits and floor openings covered or otherwise guarded?

Are tools and materials adequately stored?

Are flammable liquids stored in approved containers?

Are all flammable wastes disposed of properly?

Are vacuum cleaners, floor

polishers and other equipment
in good repair?

Are electrical tools properly
grounded?

Is broken glass properly handled
and disposed of?

Is protective clothing used when
required?

Are waste materials deposited in
metal containers and emptied on a
regular basis?

Are floor areas roped off when being
mopped, waxed, etc.?

Are proper tools used on each job?

Are ladders and stools equipped with
safety treads?

Are employees regularly warned of
hazards in certain areas?

Are employees instructed on proper
use and handling of acids, poisons,
insecticides, etc.?

Name

Date

Hazards Checklist - Office

HAZARD

Fire extinguisher areas are kept clear at all times

Means of egress are kept unblocked,
well-lighted and unlocked during
work hours

Excessive combustibles (paper)
are not stored in work areas

Electrical machinery in good condition
and properly grounded

Electric cords and phone cables
secured to prevent tripping
hazard

Aisles and hallways are kept
clear at all times

Stairways equipped with non-slip
tread and handrails

Safety treads provided on all step-
stools and step-ladders

Designated employees are trained
to respond to a fire or other
emergency

Hot plates, coffeemakers, portable
heaters properly wired and turned off
when not in use

For VDT work stations, background
and screen lighting are compatible
and adjustable

VDT screen positions, chairs and keyboard are adjustable

Employee training on preventing problems associated with VDT use

Workplaces are kept free of debris, floor storage and electrical cords

Adequate aisle space is maintained

File cabinets drawers are anchored to prevent tipping and are opened one at a time and closed when work is finished

Heaviest material stored in bottom of file cabinets

Proper lifting techniques are used by employees to avoid overexertion and strain when lifting and carrying loads

Defensive driving is practiced by employees and seat belts and shoulder harnesses are worn at all times

No alcohol or any intoxicating substance prior to or during work

Vehicles are locked when unattended to avoid criminal misconduct

Vehicles are parked in legal spaces and do not obstruct traffic

The speed limit safe for conditions is not exceeded

Employees park their vehicles in well-lighted areas and/or near entrances to avoid criminal misconduct

Name

Date

SECTION VI

ASSIGNMENT OF RESPONSIBILITY FOR ACCIDENT INVESTIGATION

_____ will investigate the accident for the (assigned person) purpose of determining the cause or causes. All investigations will be conducted within _____ hours/days of the incident. Documentation of the accident will be done using this form.

This report will be reviewed by _____ to determine what (assigned person) corrective action(s) should be taken.

Accident investigation findings and recommendations will be communicated to the employees utilizing the methods outlined in the Company Injury and Illness Prevention Program.

President/Owner

Date

BASIC RULES FOR ACCIDENT INVESTIGATION

The purpose of an investigation is to find the cause of an accident, prevent future occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.

Visit the accident scene as soon as possible (when it is safe to do so)--while facts are fresh and before witnesses forget important details.

If possible, interview the injured worker at the scene of the accident and "walk" him or her through a re-enactment.

All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the accident even if they did not actually witness it.

Consider taking signed statements in cases where facts are unclear or there is an element of controversy.

Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.

Focus on causes and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.

Every investigation should include an action plan. How will you prevent such accidents in the future?

If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.

Every employer shall report immediately (within 24 hours) by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death of an employee. Serious injury or illness means any injury or illness which requires inpatient hospitalization for more than 24 hours for other than observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement. (See CCR Title 8, Section 342). The law requires that all accidents must be investigated and reported within 48 hours. Supervisors must give an injured employee a claim form within 24 hours of knowledge of injury.

SUPERVISORS REPORT OF ACCIDENT/EXPOSURE

Employees's Name _____ Social Security # _____

Job Position/Title _____ Supervisor's Name _____

Date and Time of Accident _____ Location _____

Task Being Performed When Accident Occurred _____

Date and Time Accident Reported To You _____

Name(s) of Witness(es) _____

Witness(es) Comments _____

Accident Resulted In: Injury _____ Fatality _____ Property Damage _____

First Aid Given? _____ Medical Treatment Required? _____ Workdays Lost _____

Describe How The Accident Occurred _____

What Actions, Events or Conditions Contributed Most Directly to This Accident?

Could Anything Be Done To Prevent Accidents of This Type? If So, What? _____

Signature of Supervisor _____ Date _____

SECTION VII

RECORDKEEPING

Guidelines For Recordkeeping

Records will be kept of all safety program activities, and may include:

- Initial orientation training
- Job descriptions and/or job analysis
- Safety meetings
- Training schedule for each employee
- Accident Investigations
- Employee and employer claim forms
- Cal/OSHA required records (Form 200, medical exposure records, injury reports (Form 5020 which is the same as Form 3067))
- Inspections performed, in-house, and any performed by outside agencies
- Disciplinary actions
- Safety Committee Meetings
- Vehicle Inspection forms
- DMV driving records

--CPR/First Aid Training

At least one copy of all the above records will be maintained and filed by _____
_____ at the main office in <your city>, <your state>.
(Name)

In conclusion, <your company name> values the safety of all Company employees and it is our intent to maintain the high standards of safety that will insure the good health and well-being of all those we employ.

THANK YOU FOR YOUR COOPERATION!

SIGNED: _____

TITLE: _____

DATE: _____