

# Safety Committee

The Safety Committee will be composed of rank and file employees. The President will appoint the Safety Committee Chairperson. The Safety Committee will function as an advisory body to develop and recommend to THE COMPANY Management matters of policy and procedure affecting administration of THE COMPANY Safety and Health Program.

The Committee will meet at a mutually convenient time, at the request of a member of the Committee, but not less than once every two months. The Committee is responsible for:

- Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.
- Reviewing and analyzing accident and property loss investigation reports for:
  - Accuracy and completeness (recommending follow-up investigation if necessary).
  - Provide recommendations for corrective action and provide consistency throughout THE COMPANY operations.
  - Identification of accident problem or trend and determination of what order they should be given attention.
- Reviewing safety and property inspection reports, job safety analyses, supervisor's safety observation reports, and employees' suggestions for:
  - Possible changes in work practices or procedures.
  - Need for safety procedures.
  - Need for protective device or equipment.
  - Need for training.
- Developing practical safety and property inspection procedures, and assisting in making inspections when requested by the Safety and Health Manager.
- Keeping Managers informed of the progress of the Safety Program and informed as to the safety records of employees or other segments of THE COMPANY.
- Assisting in developing the records and statistical data necessary to provide an accurate picture of THE COMPANY safety problems.
- Identify unsafe work practices and conditions and suggest appropriate remedies. Ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and causation, and other health and safety-related matters.
- Maintain an open channel of communication between employees and management concerning occupational and environmental health and safety matters.

Provide a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition, and practices.

# Safety Meeting Record

Job: \_\_\_\_\_

Department or Crew: \_\_\_\_\_ Date: \_\_\_\_\_

## OUTLINE

Safety Title: \_\_\_\_\_

### Key Points:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Applications to Project:

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### Safety Reminders:

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### Employee Safety Recommendations:

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### Meeting Attended by

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## **Safety and Health Communication**

### **Communicating With Employees on Safety and Health Issues**

Communicating with employees regarding health and safety issues must be a two way street. It must consist of both employer-to-employee **and** employee-to-employer communications. Employees will be trained through the formal Safety and Health Program, new employee orientation, and training specific to new or current job assignments and/or hazards.

#### Reporting of Safety and Health Hazards:

THE COMPANY has a system for the employee to report a hazard or unsafe condition. The form on the next page will be used for reporting and documenting such hazards. The employee should also notify his/her immediate supervisor verbally of such hazard or condition. The "Safety Suggestion Form" will be sent to the employee's supervisor or designated Safety Manager. A prompt and thorough investigation will be conducted of the situation.

#### Postings:

As a routine part of the Safety and Health Program, postings required by state and federal law (for example, Safety and Health protection on the Job, state OSHA citations and responses, etc.) will be prominently displayed in employee areas.

#### Training:

THE COMPANY has training requirements designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job. These training requirements are described in greater detail in the chapter entitled SAFETY AND HEALTH TRAINING.

#### Employee Safety Handbook:

All employees will be provided with an Employee Safety Handbook before they are to begin work and at the time of orientation. (Management will photocopy pages 17 through 28 of this manual, staple the pages together, and give it to every new hire). They are to read the handbook and acknowledge its receipt by filling out the second page of the handbook. This page will be removed from the handbook and placed in their personnel record

# **Employee Safety Handbook**

## **Employee Safety Handbook**

At THE COMPANY, our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving THE COMPANY properties and assets. Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out company wide to make this policy work.

The Safety and Health Program will assist management and employees in controlling hazards which will minimize employee and customer injuries, damage to customer's property and damage to THE COMPANY property.

### **All employees will follow this program**

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the Company team, and we care about your safety.

## Safety and Health Requirements

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

- 1) Drinking alcohol, and/or drug abuse prior to or during working hours
- 2) Fighting
- 3) Theft
- 4) Willful damage to property
- 5) Failure to wear eye protection, hearing protection, safety helmets, etc.
- 6) Not using safety harnesses and lanyards when there is a potential for falling
- 7) Removing and/or making inoperative safety guards on tools and equipment
- 8) Removing barriers and/or guardrails and not replacing them
- 9) Failure to follow recognized industry practices
- 10) Engaging in dangerous horseplay
- 11) Failure to notify THE COMPANY of a hazardous situation

The following safety and accident activities will be adhered to:

- 1) Report all injuries immediately to your supervisor
- 2) Notify your supervisor should you become ill while on the job
- 3) Inform you supervisor if you have a disability or physical handicap
- 4) Never move an injured or ill person, unless to prevent further injury

Minor safety violations will be documented and a copy of the below form will become part of the employee's personnel record:

<b><u>Safety Hazard Citation</u></b>
<b>Date:</b> _____
<b>Name of Violator:</b> _____
<b>Location of Violation:</b> _____
<b>Type of Violation:</b> _____, _____, _____, _____
<b>Violator's Signature:</b> _____

# Accident and Incident Reporting

It is important that you report all accidents and incidents that result in injury, illness, or damage (however slight), to your supervisor immediately. THE COMPANY can learn how to prevent them from occurring in the future. It is THE COMPANY responsibility to investigate each incident, and your responsibility to report them when they occur.

## First Aid and Medical Treatment

THE COMPANY provides a First Aid Kit on the premises. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work related injury or illnesses that requires professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

**FIRST AID PROCEDURES AND INSTRUCTIONS** In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

### EMERGENCY PHONE NUMBERS

Safety and Health Manager: \_\_\_\_\_ Poison Control: \_\_\_\_\_

\_\_\_\_\_

First Aid: \_\_\_\_\_

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

\_\_\_\_\_

Ambulance: \_\_\_\_\_

Police: \_\_\_\_\_

\_\_\_\_\_

Medical Clinic: \_\_\_\_\_

Clinic Address: \_\_\_\_\_

### Minor First Aid Treatment

First aid kits are stored in the \_\_\_\_\_. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

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

## Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

## Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

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

## First Aid Training

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

## WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures-

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

## BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS: Thermal (Heat)Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical Flush the exposed area with cool water immediately for 15 to 20 minutes.

### EYE INJURY:

#### Small particles

Do not rub your eyes.

Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

#### Large or stuck particles

If a particle is stuck in the eye, do not attempt to remove it.

Cover both eyes with bandage.

#### Chemical

Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

### NECK AND SPINE INJURY:

If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

### HEAT EXHAUSTION:

Loosen the victim's tight clothing.

Give the victim "sips" of cool water.

Make the victim lie down in a cooler place with the feet raised.

## **Workers' Compensation**

Every state has a Workers' Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work related injury or illness. You are covered under Workers' Compensation. You may request Workers' Compensation benefits from your supervisor. Qualification for benefits is determined by the state, not THE COMPANY. Your responsibilities are to keep appointments, follow all doctors' instructions on and off the job, maintain good communication with your supervisor, and to fully cooperate with all instructions you are given.

**Workers' Compensation provides wages at a lower pay scale than what you may earn by working**

Doesn't it make sense to be safe so that you don't have to be out on Workers' Compensation?

## **Your Safety Rights**

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

## **Your Safety Responsibilities**

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.
- The responsibility of asking about the safety rules you are not sure about.

# Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

## GENERAL SAFETY RULES:

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employee when they ask for assistance or when needed for their safety.
- Never participate in “horseplay”. Horseplay that results in injury is often not covered by Workers’ Compensation.
- Clean up spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor’s approval.

## FIRE SAFETY:

- Report all fire hazards to your supervisor immediately.
- Fire fighting equipment shall be used only for fire fighting purposes.
- Smoking is not permitted at any time in the areas where “No Smoking” signs are posted.
- Do not block off access to fire fighting equipment.

- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire, your first consideration must be the safety of all persons, then attention should be directed to the protection of property.
- Change clothes immediately if they are soaked with oil, gasoline, paint thinner or any other flammable liquid.
- Know how to report a fire and how to turn on a fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.

### HAND TOOL SAFETY:

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- Defective tools must not be used.
- Do not carry sharp hand tools in clothing.
- Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.
- **Hammers:** Use eye protection at all times!
- **Screwdrivers:** Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- **Wrenches:** In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.
- **Handsaws:** Saws that are sharp and rust free are less likely to bind or jump. Insure the object being cut is secured tightly to a flat surface.

### PROTECTIVE EQUIPMENT:

- Approved eye protection (safety glasses with side shields, goggles, etc.) must be worn at all times when assigned any certain job classifications. It is important to check with your supervisor to assure compliance.

- Moccasins and shoes with open toes or high heels are not permitted.
- Wear protective clothing and equipment as required by your job classification to protect against hazards at hand. These include, but are not limited to, hard hats, steel toed shoes, gloves, fall safety harnesses, ear plugs, etc.

### MATERIAL HANDLING SAFETY RULES:

- When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled dolly, or, ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails, black widow spiders, or other things that may cause injury.
- Use gloves when handling rough or sharp materials.

### HOUSEKEEPING:

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so that material will not fall if bumped. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.

Smoking is permitted only in designated areas. Use ashtrays for disposing of butts. Do not throw butts on the floor.

# Safety Handbook Acknowledgement

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**Name**

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**Date of Hire**

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**Signature**

**Date**

# **SAFETY AND HEALTH PLAN**

## **EMPLOYEE PARTICIPATION**

### **Goals and Objectives**

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program will include:

- Provide mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Train all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions of its use and care.
- Developing and enforcing safety and health rules and requiring those employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance.

### **Safety and Health Program Meetings**

All employees are required to attend the quarterly Safety and Health Meetings. Meeting notices will be posted and included with payroll checks.

### **Safety and Health Program Assignments**

Safety and Health Program assignments will be delegated and reviewed at the quarterly Safety and Health Program meetings. (Organization Chart and current assignments attached)

## **Code of Safe Practices**

### **General Policy**

1. All employees of this firm shall follow these safe practice rules, render aid to safe operations, and report all unsafe conditions or practices to the supervisor/employer.
2. Supervisors shall insist that employees observe and obey every rule, regulation and order necessary to the safe conduct of the work, and shall take such action necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions practice drills and articles concerning workplace safety and health shall be given at least once every 90 working days.
4. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work related problems with the supervisor/employer.
5. No one shall knowingly be permitted or required to work while fatigue, illness, or other causes that might expose the individual or others to injury impair his or her ability of alertness.
6. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies. Approved protective equipment shall be worn in specified work areas.
7. Horseplay, scuffling and other acts that tend to endanger the safety or well being of employees are prohibited.
8. Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials.
9. Workers shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor/employer.
10. All injuries shall be reported promptly to the supervisor/employer so that arrangements can be made for medical and/or first aid treatment. First-aid materials are located in \_\_\_\_\_, emergency, fire, ambulance, rescue squad, and doctor's telephone numbers are located on \_\_\_\_\_, and fire extinguishers are located at \_\_\_\_\_.

# RESOURCE LIST

## New Jersey Small Business Development Centers

Rutgers Graduate School of Management  
Rutgers University, Newark Campus  
Safety & Health Programs  
49 Bleeker St.  
Newark, NJ 07102  
(973) 353-1927

### **OSHA Funded Consultation Programs**

## New Jersey Department of Labor

Division of Public Safety and Occupational Safety & Health  
PO Box 953  
225 East State Street, 8<sup>th</sup> Floor West  
Trenton, NJ 08625-0953  
(609) 292-0404 (Safety Consultation)

## OSHA Regional Office

Region II – NJ, NY, PR, and VI  
U.S. Department of Labor  
Occupational Safety and Health Administration  
201 Varick Street  
Room 670  
New York, NY 10014  
(212) 337-2378

### **Area Offices**

## Avenel, NJ 07001

1030 St. Georges Ave.  
Plaza 35, Suite 205  
(732) 750-3270

Hasbrouck Heights, NJ 07604

500 Route 17 South  
2<sup>nd</sup> Floor  
(201) 288-1700

Marlton, NJ 08053

Marlton Executive Park  
701 Route 73 South Bldg. 2  
Suite 120  
(856) 757-5181

Parsippany, NJ 07054

299 Cherry Hill Road  
Suite 304  
(973) 263-1003

**Financial and Business Development Resources**

U.S. Small Business Administration

Two Gateway Center, 15<sup>th</sup> Floor  
Newark, NJ 07102-5003  
(973) 645-2434