

(Add Company Name) Safety Manual

Table of Contents

**Policy Page**

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Policy Statement 4

Orientation 5

Responsibilities 6

Safety Rules 8

Driving Safety 10

Training 11

Emergency Response 13

Fire Response Procedures 16

Reporting Accidents 18

Accident/Incident Investigation 20

Facility/Job Site Inspection 21

Globally Harmonized System 22

PPE 25

Confined Space 28 Lockout 29

Fall Hazard 30

Electrical Safety 31

Housekeeping 32

Hot Work 33

Towing Instructions 34

General Instructions 38

JSA 39

Stop Work Authority 42

Heat Extremes 44

Disciplinary Policy 46

Substance Abuse Policy 47

Fatigued Management/Hours of Service 49

Company Fleet Policy 51

Texting & Driving 52

Safety and Emergency Equipment 53

Return to work Program 55

Ergonomics 56

Distracted Driving Policy Acknowledgement 58

Hazard Assessment Form 60

Drug and Alcohol Policy Acknowledgement Form 61

Company Safety Manuel Acknowledgement Form 62

(Add Company Name)

**Policy Statement**

The leadership of (Add Company Name) recognizes the importance of safety and health and is committed to providing a workplace for our employees that is free of recognized hazards. All hazards will be controlled or eliminated. The philosophies and objectives behind this commitment are as follows:

* Safety and health of (Add Company Name) employees is crucial. Therefore, it is imperative that all employees make their safety and the safety of coworkers a priority.
* As a condition of employment, each individual within the organization will be expected to conduct their daily tasks in a manner consistent with the philosophy and objectives of this policy as well as any safety rules or procedures that the company implements in the future.

With these goals in mind (Add Company Name) **Safety and Health Program** will include:

* Providing adequate safeguards to the maximum extent that is practicable.
* Conducting health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply with all State and Federal standards.
* Training all employees in health and safety practices.
* Providing necessary personal protective equipment and instructions for its use, care, storage and disposal.
* Developing, updating, enforcing, health and safety rules and requiring that all employees cooperate with these regulations.
* Investigate, promptly and thoroughly, every accident and incident to determine cause and to take action to prevent any reoccurrence.

In closing, it is imperative that every employee, no matter what level in the organization, do his or her part in supporting safety. No job or task is so important that we cannot take the time to perform it safely. Adherence to this policy and our safety program will provide safer working conditions for everyone. Our commitment to safety is based on our vision of a work environment that values the welfare of our employees, installs a sense of pride and embraces excellence in all aspects of performance.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safety Orientation for new employees**

The purpose of an orientation is to introduce new employees to our company and what is expected of them while they are working for us. This orientation includes:

* A discussion that covers our companies Safety Program, expectations of the new employees on the job, including the actions we will take if they fail to follow safety rules.
* Tour our office and work areas.
* Discussion of proper lifting procedures.
* Provide and train in PPE usage
* Show how to do truck pre-op inspections
* Shadow with tow operator till they show that you can do the required tasks alone.
* Information on how to report accidents and near miss incidents.
* Explanation n lock out/tag out procedures.
* Information on the Emergency Action Plan.
* Explanation of the Confined Space Procedures.
* Explanation on the Globally Harmonized System of Classification and Labeling of Chemicals-Known GHS
* Explain where to find SDS

(Add Company Name) is very serious about safety. We want you to also think seriously about safety, both your own safety and the safety of others.

Safety is the responsibility of every employee. Most injuries occurring in our industry are preventable. One does not need to suffer an injury trying to get a job done. When you see an unsafe act or condition, correct it yourself immediately or ask your supervisor for help in correcting it.

Safety is accomplished through effective communication, sincere desire, honest effort, common sense, and support by everyone. Merely talking about safety does not prevent accidents.

Your supervisor will hold routine safety meetings for the entire crew which you are required to attend, contribute your experience for less experienced employees, and ask questions if you do not understand. Please feel free to express any of your safety concerns or suggestions during these meetings individually to your supervisor or on a written safety suggestion form. Be assures that all safety suggestions and concerns will receive a response.

Learn the materials in this policy that pertain to your work. Refer to this material and to your supervisor before starting any task that may be unfamiliar to you. Be aware of other activities that may create hazards to you, or which may affect your work.

**Responsibilities**

**Management:**

(Add Company Name) leadership is concerned about prevention of accidents at the workplace, and for the safety of all employees. Supervisors must personally promote the safety program and ensure uniform compliance in all areas and job sites. Supervisors must provide the incentive and support of all safety procedures, training, and hazard elimination practices.

Following are how (Add Company Name) leadership will implement the (Add Company Name) safety and health program.

* Give leadership and direction towards the administration of the safety program in their respective areas.
* Audit and monitor all safety and health activities under their jurisdiction.
* Ensure that every accident/near miss, and all safety complaints are investigated as promptly as possible.
* Ensure that OSHA requirements pertaining to their area of responsibility are met.
* Provide safety training for all employees and have all employees attend other scheduled safety training.
* Coordinate routine company safety meetings, which can be in conjunction with other safety training.
* Provide weekly safety meeting information and make daily safety contacts with employees.
* Review shop/job site accident record and insist on appropriate action trends are unfavorable.
* Do job site inspections making sure Emergency Action Plans are applicable for site/location

**Supervisors**

Supervisors are responsible and accountable for the safety of all employees assigned to work for him/her and for safe condition of work areas where employees are assigned. The supervisor is also responsible for task training to each employee assigned to him/her.

The supervisor is responsible for the initiation of (Add Company Name) Safety Program. Supervisors enforce the program, led by example and secure corporation of employees regarding their personal safety on the job.

(Add Company Name) supervisors are responsible and accountable for the following activities within their area of responsibility.

* Investigate accidents/near misses and safety complaints with the safety director.
* Enforce safety rules and procedures.
* Correct unsafe acts and conditions.
* Train employees with safe job instructions.
* Ensure that all Personal Protective Equipment (PPE) is used, maintained, stored and disposed of in accordance with job requirements.
* Attempt to make daily safety contact with each employee, especially the field employees.
* Inspect work areas for unsafe acts and conditions, as well as poor housekeeping.
* Determine if the work site has imminent danger and have the responsibility to stop work if the danger cannot be controlled.
* Identify persons who have been trained in First Aid/CPR.
* Identify a means of an injured person evacuation prior to each job start up and communicate this to all employees on the work site.

**Employees**

Employees of (Add Company Name) are the primary focus of this safety and health program. Employees are the most valuable company component and ultimately determine if a job is successful or not. Our business endeavors are successful only if we reach the objective with our employees, free of injury and harm. Therefore, employee’s responsibilities include the following safety and health requirements.

* Follow all safety and health rules.
* Always were Personal Protective Equipment (PPE) and use the prescribed safety equipment as required by the supervisor.
* Continuously check all work areas for safety and health problems and report any hazard to your supervisor.
* Report all job-related injuries, illnesses, near misses and unsafe working conditions to the supervisor immediately.
* Participate in all safety related inspections, training, and safety meetings.
* Plan each job and identify all potential hazards.

**Safety Rules and Regulations**

(Add Company Name) will enforce compliance of its safety policies and procedures.

* Report all injuries, near misses, vehicle collisions, fires, and any unsafe conditions or practices no matter how slight to your supervisor.
* When lifting or moving loads, assess the weight, bulkiness of the item and the routes of travel. Use proper lifting techniques. When the load is too heavy for one person to lift, you should ask for assistance or use a mechanical lifting device.
* Use handrails when ascending or descending stairways.
* Operation of equipment that has a “DANGER DO NOT USE” tag is prohibited.
* Ensure guards are in place before operating machinery.
* Finger rings, loose clothing, unsecured long hair, watches, and loose clothing should not be worn while operating or repairing machinery.
* Always use proper tools and equipment for assigned task. Do not use a damaged or incorrect tool to perform a task. Damaged tools are to be replaced or discarded.
* Erect barricades, flags, or barricade tape around areas of hazardous work, holes, floor openings, overhead work zones, and exposed energy circuits.
* Fire extinguishers, eyewash stations and self-breathing apparatuses should be inspected monthly. Alarm boxes, fire doors, first-aid kits and all emergency equipment must be well maintained and readily accessible.
* Smoking on company premises is restricted to designated areas only.
* Whenever a safety device is removed from service and /or defeated, the appropriate supervisor and affected parties shall be notified, the device tagged, the proper remedial action taken, and the action properly documented.
* Acts of violence or harassment towards management or another employee may be grounds for immediate termination.
* Horse play and fighting are strictly prohibited.

**Driving Safety**

**All drivers are always expected to operate in a safe and defensive manner.**

**Speed:** It is expected that all drivers operate within the posted speed limits for the states that they are operating in. Excessive speeding tickets will result in the driver being put on probation or terminated. Vehicles found to have radar detectors or unauthorized speed governor adjustments will cause the driver(s) to be subject to disciplinary action as covered by this policy.

**Following Distances:** All drivers are expected to use the National Safety Council’s following rule; This requires a minimum of 7 seconds of following distance at a highway speed and 6 seconds at speeds under 40mph. These following distances should be increased if the road ways are wet or slick. When under a tow or a transport, the eight is increased and stopping distances increase accordingly. It’s especially important to use these following distance rules when towing or transporting a vehicle.

**Courtesy:** All drivers are always expected to operate in a safe and courteous manner. This is the key to defensive driving, and it doesn’t cost anything to be courteous to other traffic.

**Inspections:**  DOT Requires that a pre-trip and a post-trip inspection on your vehicle is done. As you do the walk around inspection, be sure that you wipe off all reflectors, lights and reflective striping, check fluids, tires, under vehicle for any leaks, wipers, glass, brakes and make sure all safety gear in in place.

**Training**

(Add Company Name) employees share a responsibility for their own safety as well as safety on the job site. This means that all employees should be trained in safety practices that apply to specific jobs. Every employee should not only know how to prevent an accident but also what to do in case an accident happens. Initial training and periodic retraining are essential if the safety program is to be effective.

All employees should be trained in safety rules and in safe use of all equipment they will operate. No employee shall operate equipment for which he/she has not been trained on. Periodic training sessions will be held to update and review previous training. Employees should be able to demonstrate that training has been effective. Records of training will be kept on file including training topics, time of training, and who conducted the training.

If employees are required to wear PPE they will be trained in proper use, care, storage, maintenance, and disposal of such equipment.

The following training may be given as needed and annually to those employees who have specific job responsibilities:

* Fire Prevention
* Fire Extinguisher use
* Accident Investigation
* Personal Protective Equipment
* Lockout/Tagout
* Fall Hazard
* First Aid/CPR
* Hazcom
* Emergency Action Plan
* Noise Awareness
* Ladder
* Blood Borne Pathogens
* Universal Precautions
* Active Shooter
* Defensive Driving
* Hazwopper
* Portable Power Tools
* Manlift
* Ergonomics
* Industrial truck
* Welding
* Confined Space Awareness
* Respirator
* Traffic signaling
* Traffic control

**Emergency Response procedure**

All emergency numbers shall be posted in offices, shops and job sites

**Fire department – 911**

**Police Department – 911**

**Ambulance – 911**

**Poison Center – 1-800-222-1222**

Evacuation and emergency procedures will be determined at each job site.

First Aid kits will be in each company vehicle, and in the shop.

Serious weather policy will be dictated by local policy I.E. tornado take cover, inclement weather alerts).

**Job site accidents:**

* At the start of each job the supervisor will determine a means of evacuating an injured person to a medical facility. This may include calling 911 or the transporting of the injured by a company vehicle.
* At the start of each job the supervisor will identify who if anyone on the job site is trained in first aid/cpr.
* At the start of each job the supervisor will communicate with all employees where the job site is and the means of calling emergency medical help if needed.

**For Fires**

In the event of a fire the following will take place:

* The person spotting the fire will notify the other persons in the office, shop or job site to evacuate the building/site.
* The Safety Director will sweep the office; or the shop supervisor will sweep the shop assuring that everyone has exited the building.
* The persons exiting the buildings will assemble in the area designated in the Emergency Action Plan and the Safety Director/Shop Supervisor will take head count to determine that persons evacuated and are accounted for.
* Using a cell phone call 911 to report the fire.
* Only employees who have received fire extinguisher and incipient stage firefighting should use an extinguisher to put out a fire.
* In the event of a fire at a job site the site supervisor will be the person responsible for evacuation, head count, and determining an assembly area for the employees.

**For Tornados**

(Add Company Name) leadership will monitor the two-phase alert system posted by weather agencies.

* A “TORNADO WATCH” is issued when weather conditions are conductive to a tornado.
* A “TORNADO WARNING” is issued when a tornado has been sighted in the area.

(Add Company Name) leadership will assess the situation and advise personnel of the severe weather conditions and the actions to be taken. If a tornado is sighted and it appears that it will come close or pass over a location, seek shelter if possible. If you are in the open, move away from the tornado’s path at a right angle. If there is no time to escape lie flat in the nearest depression, such as a ditch or ravine.

In buildings without a basement, take cover in the smallest room with sturdy walls, or under heavy furniture, or a tipped over couch or chair in the center of the room. The first floor is safer than higher floors.

Mobile buildings or buildings on blocks are particularly vulnerable to overturning and destruction during strong winds and should be abandoned in favor of a pre-selected shelter, or even a ditch.

Parked vehicles are unsafe as shelter during a tornado or severe windstorm; however, as a last resort, if no ravine or ditch is nearby, vehicles may provide some shelter from flying debris to those who lay on the floorboard inside the vehicle.

Precautions should include a battery powered radio in case power is lost, knowledge of safety rules and how to tell if a tornado is approaching, and a change of work plans to remain near shelter during severe local storm.

After a tornado, if anyone has sustained an injury administer first aid and arrange for medical assistance.

**Floods**

Carefully access the area affected by high water. If possible, do the following:

* Move equipment and materials to high ground.
* Sandbag areas where water can be diverted.
* Be cautious of flash flooding or water rising rapidly blocking off a rout to exit.

When driving a vehicle do the following:

* Be cautious of obstacles and low spots hidden by water.
* Be cautious of low spots where water currents may be high enough to sweep a person or even a vehicle off the road.
* Be cautious of driving through water high enough to disable an engine and /or damage a vehicle.
* If necessary, use vehicles with high ground clearance to drive personnel through high water. Be sure water is not too deep to drive through.
* Be cautious of equipment under water, especially with the potential for electrical shock.
* Be cautious of snakes, animals, and insects driven from their natural habitat by high water.

**Freezing Rain/Ice Storms:**

When driving in freezing rain or ice, do the following:

* Minimize traveling until road conditions improve.
* Be cautious of bridges and overpasses during icy conditions.
* Watch for fallen power lines, tree branches, etc.
* If necessary to cross a frozen bridge or overpass, reduce speed, shut off cruise control, approach straight on and drive straight across. DO NOT touch brakes, turn wheels, or accelerate while crossing.

When working at job sites do the following:

* Use salt or sand on slippery surfaces.
* Be especially cautious of elevated walkways, steeps, ramps, etc.

**Fire Response Procedures**

In case of a fire, the following procedures should be used:

* The first two minutes of a fire are the most critical. Assess the situation and call 911;
* Activate the alarm system (alarm box, PA system, or word of mouth) as appropriate, and evacuate the area. Notifications must be made to the next level of management after a fire is contained.
* Only trained personal should operate fire extinguishers and fire equipment. Never fight a fire if you do not know the cause or source or if it is beyond the initial stage.
* Give direction to third-party firefighting agencies.

**Fire Extinguishment Procedures:**

* Locate the firefighting equipment. Note: **WHEN DISCHARGING A CARTRIDGE TYPE EXTINGUISHEZR POINT THE CAP AWAY FROM YOURSELF AND OTHERS.**
* With any wind at your back, approach the fire and discharge the extinguisher at the base of the fire, sweeping back and forth and advance as the fire is extinguished.

The proper use of a fire extinguisher can be abbreviated to the acronym **PASS;**

* **P**ull pin
* **A**im at base of fire
* **S**queeze the trigger
* **S**weep from side to side

Be sure the fire extinguishers are charged; Turn in the fire extinguishers for charging after every use.

* After the fire is extinguished or if you are unable to extinguish, back away facing the fire. Never turn your back to a fire. Standby to ensure that an extinguished fire remains extinguished.

**Fire Extinguisher Safety:**

To understand how a fire extinguisher works, you first need to know a little about fire.

Four things must be present at the same time to produce fire:

* Enough **oxygen** to sustain combustion.
* Enough **heat** to raise the material to its ignition temperature.
* Some sort of **fuel** or combustible material, and
* The **chemical, exothermic reaction** that is fire.

Oxygen, heat, and fuel are frequently referred to as the “FIRE TRAINGLE”. Add in the fourth element, the chemical reaction, and you have fire “Tetrahedron”. The important thing to remember is: **Take any of these four things away, and you will not have a fire, or the fire will be extinguished.**

Essentially, fire extinguishers put out fire by taking away one or more sources of the fire triangle/tetrahedron.

Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.

 There are basically four different types (classes) of fire extinguishers. Each is designed for use on specific types of fires.

**Fire Extinguisher ratings:**

**Class A** extinguisher should be used on fires of ordinary combustible materials (such as wood, cloth, paper, rubber, and many plastics) requiring heat-absorbing (cooling) effects of water.

**Class B** extinguisher should be used on fires of combustible liquids, flammable gases, greases, and similar materials where extinguishment is best done by excluding air (oxygen) inhibiting the release of combustible vapors or interrupting the combustion chain-reaction.

**Class C** extinguishers are suitable for use on electrical energized fires.

**Reporting an Accidents**

All employees of (Add Company Name) should report all accidents, near misses, injuries, and property damage to a supervisor immediately.

**Upon report of the injury the supervisor will immediately ensure the employee receives necessary medical attention**

(Add Company Name)  **requires any employee seeking medical treatment for a work-related injury to properly report the injury to a supervisor and a post-accident drug/alcohol test will be completed at the time of treatment.**

**Reporting instructions:**

If an employee is injured on the job, please notify at \_\_\_\_\_\_\_\_\_\_\_\_\_. Accident reports must be completed and sent t\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This report must be completed with-in 24 hours of the incident/accident.

Medical facilities that are to be used; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If an employee is injured in the field and is not close to any of the facilities listed above, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and they will be directed to the closest facility.

**Tow vehicle accidents**

* Secure the scene, this may consist of setting out triangles, activating four-way flashers on all vehicles involved, setting out flares. In case of minor accidents, it is advisable to move vehicles to safe area.
* Notify police as soon as posable.
* Determine if anyone is injured.
* Notify the company as soon as possible.
* Obtain names and addresses of involved persons and witnesses if possible.
* Make no statements of anyone other than police, and then only respond to the questions they may ask.
* Take photos of the accident scene that include, the vehicles involved, directions of travel of all vehicles, skid marks, weather conditions, light conditions, landmarks, conditions of roadway, gouge marks, and debris.
* Secure any spill of fuels or fluids if you have been trained.
* Comply with DOT drug and alcohol testing as prescribed by DOT regulations and company policy.

To the extent possible the supervisor should assure the area vehicles and or equipment involved is properly secured until an investigation into the incident takes place.

The supervisor will do the initial incident investigation and accident reporting paperwork as soon as possible. The supervisor will also work with the Safety Director to find the root cause then make sure corrective action takes place to prevent the incident from re-occurring.

Any employee having a safety concern/issue should take it up with their supervisor an soon as the issue arises.

**Accident/Incident Investigation**

Investigating an accident fatality, injury, illness, or near miss-provides employers and employees the opportunity to identify hazards in their operations and shortcomings in their safety and health programs. Most importantly, it enables employers and employees to identify and implement the corrective actions necessary to prevent future accidents/incidents.

Accident investigation that focuses on identifying and correcting root causes, not on finding fault or blame, also improve workplace morale and increase productivity, by demonstrating our commitment to a safe and healthful workplace.

Accident/incident investigation should include supervisors and employees, since each bring different knowledge, understanding and perspectives to the investigation.

In conducting an accident/incident investigation, the team must look beyond the immediate causes of an incident. It is far too easy, and often misleading, to conclude that carelessness or failure to follow a procedure alone was the cause of the incident.

The investigation should include:

* Be conducted as soon as possible after the accident/incident and be done at the site of the accident/incident.
* Photograph of or make a sketch of the scene.
* Identify persons and equipment involved.
* Interview witnesses separately and as soon as possible after an accident/incident.
* When conducting an interview look for facts, not blame.
* Get complete information about the scene (machine identifier, equipment identification, etc.)
* Describe where accident/incident took place including environmental conditions at the time of the accident/incident.
* Look for root causes
* Determine corrective actions to be taken for root causes and make sure they are documented and conveyed to all persons on the site/area.
* All reports must be kept on file.

(Add Company Name) will maintain all accident/incident reports and property loss data on file in the main office.

**Facility/Job Site Inspections**

(Add Company Name) realizes the importance of a safe workplace environment. Therefore, supervisors are required to conduct regular (or at the start of each job) inspections to determine potential hazards within the workplace. These hazards include, but are not limited to, the following examples:

* Broken steps
* Inadequate/inoperative lighting
* Blocked emergency exits
* Fire extinguishers (recharged and inspected as required, accessible)
* Conditions of floors and walkways
* Handrails
* Electrical dangers
* Housekeeping
* Ensuring that first aid supplies are adequate, available, and marked properly
* Emergency Action Plan posted
* Employees instructed as to Emergency Action Plan
* Fire hazards
* Guarding in place
* Slip, trip fall hazards
* Employees wearing PPE
* Lockout/tagout in place
* Confined spaces identified
* Employees know where and how to get a SDS
* Chemicals labeled properly
* Vehicles inspected prior to use
* Floor and wall openings identified and secured with markings (guards or taped off)
* Hearing exposures
* Employees are properly trained for the job they will be assigned to do
* Ladders and stairways free of recognized hazards
* Fire extinguishers in designated locations

**Globally Harmonized System**

(Add Company Name) employees have the right to know and understand what types of hazardous chemicals they are using or expected to use on their jobs and the health hazards associated with them. A “Hazardous Chemical” is defined as any chemical that is a physical hazard or a health hazard.

To ensure information about dangers of all hazardous chemicals used at (Add Company Name) is known by all affected employees, the following hazard communication program has been implemented. Under this program, employees will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to chemicals may occur, and how employees can access labels and SDS’s.

This program applies to any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program.

**Container Labeling**

Any employee receiving a chemical from a supplier will verify that all containers received for use will be clearly labeled in accordance with requirements of HazCom 2012, including a product identifier, pictogram, hazard statement, signal word, and precautionary statements, as well as the suppliers contact information (name and address). The supervisor in each work area will ensure that all secondary containers are labeled with the original supplier’s label or with an alternative workplace label.

(Add Company Name) will review the company labeling procedure annually and will update labels as required.

**Safety Data Sheets (SDS)**

The safety director is responsible for establishing and monitoring the companies SDS program, if a SDS is not received at the time of initial shipment, it is the receiving team member’s responsibility to conduct the supplier to obtain one.

Each SDS is required to have the following information:

* Identification
* Hazard (s) Identification
* Composition/Information on Ingredients
* First Aid Measures
* Fire-Fighting Measures
* Accident Release Measures
* Handling and Storage
* Exposure Controls/PPE Requirements
* Physical and chemical Properties
* Stability and Reactivity
* Toxicological information

Copies of SDS’s for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept on-site at (Add Company Name)

SDS’s will be readily available to all employees in each work area during each work shift. When revised SDS’s are received, they should be provided to the supervisor so the old ones can be replaced.

The Safety Director is responsible for reviewing the SDS’s received for safety and health implications and initiating any needed changes in workplace practices.

**Employee Information and Training**

(Add Company Name) is responsible for employee information and training. Every employee who will be potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and this program before starting work.

Prior to introducing a new chemical into any work area, each employee in that work area will be given information and training as outlined above for the new chemical hazard.

**Hazards of Non-routine Tasks**

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are confined space entry, Tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected employee will be given information by their supervisor about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee and emergency procedures.

**Informing Other Employers/Contractors**

It is the responsibility of supervisors to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on work sites and suggested precautions.

**Chemicals in Unlabeled Pipes**

Work activities may be performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall be informed by their supervisor about the identity and hazards of chemical of the chemicals in the pipe, as well as required precautionary measures to be followed

**Personal Protective Equipment**

Personal Protective Equipment is designed to be the front line of defense for the person where engineering controls cannot eliminate an injury. The purpose of PPE is to shield and isolate the person from potential hazards that could not be controlled by any other means. For visitors, PPE will be made available.

**Hazard Assessments**

Each job/task performed will be assessed to determine foot, head, eye, face and hand hazards and proper PPE which should be worn. The assessment will include observation of the following sources of hazard:

* Impact: Flying chips, objects, dirt, particles, collisions, and motion hazards.
* Penetration: falling/dropping objects, sharp objects that cut or pierce.
* Compression: Roll-over or pinching.
* Chemical: Splashing, burns, fumes, and vapors.
* Temperature extremes: Sparks, flashes from molten materials, burns from high or low temperatures.
* Harmful Dusts: Dirt, particles, asbestos, and lead.
* Light Radiation: Welding, cutting, brazing, laser, furnaces, and lights.
* Fire
* Traffic

**Training**

Each employee that is required to wear PPE will be trained in the following:

* What PPE is required for his/her job
* When PPE is to be worn
* The limitations of PPE
* How to put on, take off, and adjust their PPE
* How to properly maintain, clean, dispose, and store their PPE

**Head protection**

* Approved hard hats are to be worn in field operations and other designated areas
* All hard hats shall meet the minimum requirements set forth by ANSI Z89.1.1997
* (type1 class E hardhats)

**Eye Protection**

* Approved safety eyewear with side shields is to be worn as needed in field operations and other designated areas. ANSI approved eyewear is to be worn over non-ANSI approved eyewear or any not having side shields.
* Safety glasses must be rigged with ridged side shields and meet or exceed ANSI Z87.1.
* Filter lenses are required for arc welding and cutting with a touch

**Hearing Protection**

* Hearing protection must be worn as needed in high noise areas (85db or higher)

**Hand Protection**

* Personnel must wear hand protection appropriate for the assigned task when performing work that may cause injury to the hands
* Electrical lineman’s gloves are to be provided when working in voltages greater than 50VAC. Wearers of lineman’s gloves are to report known damages to gloves or liners immediately to their supervisor. Defective or damaged gloves must not be used. Any glove found defective or damaged should be destroyed and replaced immediately.

**Foot Protection**

* All employees working in the field are required to wear steel toed boots while on duty
* Safety shoes must meet or exceed ANSI Z41.1 (compression and impact ratings

**Fall Hazard**

* Fall protection equipment must be worn when working 6 feet or more above an established work surface
* Fall protection equipment is required when working conditions dictate
* Fall protection equipment is always required regardless of heights when immediate danger exists below working surface and when no guardrails are present
* A Fall Arrest System shall consist of full body harness, shock absorbing lanyard, and double locking snap hook attached to stationary anchor point. Other fall protection systems may include a self-retracting lanyard, a cable grabbing device, and cable restraint system.
* Employees shall inspect the fall protection system prior to each use
* Remove from service any item/component that has experienced a fall or has been shock loaded.

**Traffic Protection**

* Fluorescent safety vests or uniforms with reflective strips.

**Confined Space**

Some job sites that (Add Company Name) employees may work at have confined spaces. It is the policy of (Add Company Name) that **no employee will enter a confined space**. If a confined space needs entered the employee will contact his/her supervisor immediately and not proceed with that aspect of the job. The supervisor will plan for an authorized entrant to do any entry.

A confined space is defined as:

* Is large enough that an employee can bodily enter and perform a task
* Has limited or restricted means of entry or exit (for example, Tanks, vats, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that have limited means of entry and egress).
* Is not designed for continuous employee occupancy.
* Contains or has the potential to containing a hazardous atmosphere.
* Contains a material that has the potential for engulfment or entrapment.
* Has an eternal configuration such that an entrant could be trapped or asphyxiated by inward converging walls or by floor which slopes downward and tapers to a smaller cross section.
* Contains any other recognized safety or health concerns.

All confined spaces at (Add Company Name) will be properly identified as such. Employees who may work around confined spaces will attend a confined space awareness class.

**Lockout/Tagout**

The purpose of the lockout/tagout policy is to prevent personal injury and property damage due to unexpected equipment startup of electricity driven machinery, electrical systems, hydraulic systems, pneumatic systems, and other equipment which may start up when repair or maintenance is being done. State and Federal Law requires a written procedure for establishing lockout. As an employee of (Add Company Name), you will be trained and expected to follow the lockout procedures spelled out below:

* Alert all affected employees that power is being disconnected
* Before starting repair, service, or set up work on machinery or equipment the person(s) performing work shall make sure all power is disconnected (and hazardous residual pressure removed or relieved) prior to doing such work. A padlock provided by the company shall be placed at the point of power disconnect where lockout is required by each person (s) performing work. Individual locks shall be used, or an authorized employee of each crew shall be responsible for placing the lock and determining that each crewmember is clear before removing the lock (s) or a supervisor may place the lock (s) for which he or she has the only key and assuring that all crewmembers are clear before removing the lock (s). Keys shall be removed from the lock (s) at the time of lockout. Before work is started on equipment or machinery a test to verify that power is disconnected will be performed.
* No one other than the person (s) placing the lock (s) shall remove the lock (s) or restore power. (Exception: A supervisor may remove a lock and restore power after a thorough check to verify that no person (s) will be exposed to danger by energizing the machinery or equipment).
* If it is necessary for maintenance or repair of machinery or equipment to be continued into the next day or shift. The lock of the original employee shall be removed by that employee in the presence of the oncoming shift who will than place their lock (s) on the disconnect. All affected employees shall be notified of this.
* A machine disconnects to an electrical source by a plug in cord shall be considered in compliance if a plug is disconnected and tagged, provided the plug is a legal disconnecting means. (Plugs are acceptable as disconnecting means only for portable motors and 110V fixed equipment).

**Fall Hazard**

It is the policy of (Add Company Name) that all falls can be eliminated or controlled.

Fall protection equipment shall be worn when working six feet or more above an established working surface (i.e. ramps, runways, and other walkways, excavations, hoist areas, holes, formwork and reinforcing steel, leading edge work, unprotected sides and edges, overhead work, roofing work, pre-cast concrete erection, wall openings, residential construction, and other walking/working surfaces) Fall protection shall also be worn when working conditions dictate such as hazardous conditions, dangers below working surfaces, unprotected edges, and no guard rails present.

The minimum requirements for fall protection shall be full body harness, shock absorbing lanyard, double locking snap hooks, and the lanyard attached to a stationary support. Other fall protection systems (i.e. inertia reel, cable grabbing system, guardrail system, safety net system, positioning system, and warning lines) are available and may be used with appropriate approval. All components of a fall protection system shall meet the latest revision of ANSI A10.14.

For situations where it is necessary to unhook to change locations, secondary safety line equipment shall be provided to individuals climbing or working above the working surface to insure they are properly always protected from falls.

Supervisors will assess the work area to determine if the working surfaces on which employees are to work have strength and structural integrity to safely support employees. Employees are not permitted to work on those surfaces until it has been determined that the surfaces have the requisite strength and structural integrity to support the employee. Once a supervisor determines a surface is safe to work on, they will determine the type of fall protection needed. (Add Company Name) will train employees on how identify fall hazards, how to properly wear required fall protection, and how to inspect equipment to be worn or used.

**Electrical Safety**

Electrical Safe Work Practices:

All electrical work will be done in accordance with the latest codes, standards, and regulations including, but not limited to NEC, OSHA, subpart S, and the National Electrical Code (NESC, latest edition) and any/other State/local standards.

Hazardous electrical maintenance will only be done by qualified (according to OSHA regulations) electricians using Personal Protective Equipment. All personal protective equipment shall meet OSHA standard 1910.137 (electrical protective equipment).

All power lines shall be considered energized unless proper measures have been taken to de-energize. When work is performed near energized overhead power lines, equipment shall not be permitted within 10 feet of the power lines rated at 50KV or below. For energized lines above 50KV, the minimum distance between power lines and equipment should be 15 feet plus .4 inch for every 1KV over 50KV or twice the length of the line insulator-BUT NEVER LESS THAN 10 FEET unless the power line is de-energized.

All stored energy shall be discharged by a qualified person prior to beginning work. The qualified person must verify the equipment is de-energized and the proper lockout procedures are in place prior to working on equipment.

* All electrical equipment shall be properly grounded and/or bonded.
* Treat all electrical equipment as if it were energized.
* Check the insulation and electrical cords of portable electrical tools before placing them into service. Use GFI
* De-energize electrical circuits before work begins.
* Do not contribute to overloading circuits.
* Use proper hand tools. Hard hats and ladders must be nonconductive.
* Do not wear rings and loose jewelry.
* Avoid working on electrical circuits or equipment while clothing or shoes are wet, or while hands or feet are in water.
* When operating a disconnect, stand off to one side and use your fist to trip the lever.

**Housekeeping**

Good housekeeping is the most visible evidence of (Add Company Name) management and employee concern and commitment to the health and safety of its employees and community.

Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety hazards such as spills, trip hazards etc.

* All facilities/sites shall be kept clean and orderly, free of clutter and trash, so work may proceed in a safe and orderly manner.
* Combustible materials, such as used rags, waste, and shavings shall be kept in approved containers.
* Floors and platforms should be kept free of oil, grease, and water. Where the type of operation produces slippery conditions, approved methods shall be used to reduce the hazards.
* Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept clear and free of obstructions and tripping hazards. If the materials cannot be cleared, the hazard shall be clearly identified.
* Materials and supplies shall be stored in an orderly manner to prevent injuries.
* Washing and toilet facilities shall be maintained in a sanitary condition using approved disinfectants and cleaners.
* Smokeless tobacco, cigarettes, cigars, pipe ashes, and residue shall be disposed of in appropriate containers.
* Tools should be safely placed during use and promptly put away.
* Clearly identify firefighting and life-saving equipment and do not block the path to this equipment.
* Keep all escape routes clear and free of any obstructions.
* Cleanliness of equipment and machinery, tools is important housekeeping requirements.

**Hot Work**

The following procedures should be adhered to at a minimum when hot work is to be done. (Cutting, welding).

* Make sure all appropriate personnel are aware of hot plans.
* PPE needs to be worn such as proper type of eyewear (helmet, hand shield, googles, spectacles, proper tinted devices for work) proper clothing (welding gloves, spats if needed, flame retardant coveralls).
* Inspect work area for flammable materials.
* Isolate all possible fuel sources.
* Check the atmosphere for explosive vapors.
* Utilize a fire watch while hot work is being done. Maintain a fire watch for at least 30 minutes after work is completed.
* The fire watch shall have a fire extinguisher readily available and shall have been properly trained in its use. This person is also responsible to see that it is in good working order before and after the watch.
* Double inspect the area before it is left to make sure no ignition sources remain.

If a break or lunch is taken during the hot work, the above procedure must be repeated and ensured before hot work resumes.

 **TOWING INSTRUCTIONS**

**Inspections:** Inspect your vehicle prior to operating. Be sure that the beacons, back-up lights, work lights, flashers and all other vehicle lights are clean and operational. Check cables for frays and kinks. Be sure that the bed of the vehicles is free of trash or debris that could fall into traffic. Check all hydraulics for leaks. Check to be sure all emergency and work equipment is present and in good working condition.

**Traffic Control:** Traffic includes pedestrians and vehicles. Be sure that all customers, onlookers, and other pedestrians, are well away from the vehicles prior to initiating any recovery or loading producers. Make sure that all pedestrians are far enough away to be safe in case of a cable break. If you are working a traffic accident, be sure that the police stay on scene long enough for you to complete your recovery and clean-up. Do not attempt to control traffic yourself.

**Recovery:** Recovery can be one of the most potentially dangerous activities that you perform. Be sure before attempting a recovery that you have the training, knowledge, and proper equipment to imitate it. Do not over tax your equipment while recovering a vehicle. The weight rating of your cables and your truck are designed to protect you and the public. DON’T OVERLOAD THEM. When using block and tackle systems for recovery, be sure that the blocks are hooked to supports that will handle the weight without failing or causing damage. Maintain communication with others that may be assisting. Where possible, keep them in sight and coordinate hand signals with them in advance so that everyone understands the communications that will be used.

**Tows:** Determine whether the vehicle to be towed is front wheel or rear wheel drive. Always tow with the “dead” axle on the ground. Use a roll-back to transport 4WD vehicles. When necessary, (such as when hauling a semi and dual axle vehicles) remove the drive shaft so as not to cause damage to the differential.

When using a rollback, be sure that the vehicle is not equipped with ground effect items that can be damaged by being drug up onto the bed. If items such as spoilers, ect. Are in danger of being damaged use blocks to raise the front of the vehicle as it approaches the bed. This will prevent expensive and unnecessary claims for damage.

**Securement:** Before transporting vehicles that have been involved in collisions or that required a recovery. Be sure to check for fuel and other fluid leakage. DO NOT RANSPORT any vehicle that shows signs of fuel or other fluid leakage until the leak has been corrected/stopped. Check for loose items such as chrome strips, fenders, ect. That could come loose in transit and be sure that they are properly secured before transport of the vehicle.

**Safety chains:** Always be sure that you have safety chains or straps at all four corners of vehicle being towed or transported**.**

**Passengers:** Check the company policy on hauling of passengers if the policy is to help and haul passengers: do not haul more passengers than the vehicle is rated for. All passengers must wear their seat belt while the truck is in operation. If additional transportation is needed, check with dispatch and the customer to determine what steps to be taken. All infants must be strapped in approves child safety seats.

**Security:** Before leaving a vehicle in any yard, lock it if possible and secure any valuables. Any valuables removed from the vehicle must be recorded and secures in a safe area such as office safe or locked room.

**Professionalism:** Always be courteous to the customer, and if possible, listen to their needs and demands. Remember, this is your job, but it is a stressfulsituation to the customer. However, always keep in mind that you are the professional. Do not do anything that would violate a safety rule or a law. If a customer demands that you do something that you feel is unsafe, contact the dispatcher and let them handle the problem.

**Electric vehicles:** Electric drive vehicles have many unique features and there are a lot of different manufactures, so rule number one is not to assume you can tow all electric drive vehicles.

**Always assume the high voltage battery and associated components are energized and fully charged.**

**Exposed electrical components, wires, and HV batteries present potential HV shock hazards.**

**Physical damage to the vehicle or HV battery may result in immediate or delayed release of toxic and flammable gasses and fire.**

Use wheel-lift or car carrying equipment with proper tie-down devices.

Before beginning to tow an electric vehicle, it is recommended that you first review the vehicles owner’s manual, as each vehicle can have unique instructions.

Electric drive vehicles have varying recommended ways for towing. **DO NOT** assume they are all the same.

**Unique features that can impact towing:**

Always assume the vehicle has power and high voltage exists. There are no guarantees that high voltage systems, air bags, or fuel pump are disabled.

These vehicles usually have a smart key. Locate the smart key and remove it at least twenty-five feet from the vehicle to avoid any chance of the vehicle being restarted.

For many electric drive vehicles, the OEM has not approved a wheel lift procedure. Car carrier equipment is the overall manufactures preferred method of transporting most electric drive vehicles. Additional ramping may be required when loading onto a car carrier.

Often an eyebolt is provided to assist with car carrier loading. The eyebolt threads into the front bumper. If the eyebolt is not available, nylon straps can be placed around the lower control arms as a means of attaching the vehicle. Wheel strap tie downs are recommended for securing the vehicle as there are no accessible reinforced slots in the body.

On some automatic transmission vehicles, there may be a shift interlock override. An override may be provided on or near the shift area. For some models, this may also be located under the cup holder by the gear shift. In most cases, the override and be accessed by using a screwdriver type tool to remove the plug. Once removed press the release button while attempting to shift the vehicle out of park.

Some electric drive vehicles have no neutral in the transmission, which will make pushing the disabled vehicle more difficult because the electric motor/generator system is also being turned. Also, if towing it from the front with its rear wheels rolling, the electric motor will continue spinning. Because the vehicle isn’t on and its liquid cooling system active, friction from the spinning could heat the motor to the point of destruction if the vehicle is towed for some distance. This could also cause a problem if the vehicle is flat bed towed by a tow strap. In that case, it could generate electricity that could overheat the motor/generator. Hybrid electric vehicles will not generate electricity unless they have been turned on, which requires a charged 12-volt battery.

Some electric vehicles may also utilize an electronic parking brake. If this is the case, an electric motor is used to apply and release the parking brake. The key is often required to release the parking brake. Keep in mind though, that there many are not a way to override the system. Use caution and avoid pressing the brake button if you do not have access to the key, as you may set the brake and then not be able to release it, to determine if a specific vehicle model has an electronic parking brake override, please refer to the owner’s manual.

In all cases avoid the **ORANGE or BLUE** cables, as they house high-voltage wiring. Some wiring for the high voltage electrical system runs under the vehicle.

Do not store a damaged electric vehicle with a lithium-ion battery inside a structure or within 50 feet of any structure or vehicle. Ensure the cargo departments remain ventilated.

Prior to placing and while located in a storage area/tow lot, continue to inspect vehicle for leaking fluids, sparks, flames, gurgling or bubbling sounds from the HV batteries.

Maintain clear access to stored vehicles for monitoring and emergency response if needed.

 GENERAL INFORMATION

**Roadside Inspections:** All roadside inspections must be turned into the company as soon as possible. If you or your vehicle are placed out of service, call the company immediately. (Remember, it is your responsibility to inspect your vehicle and equipment and notify the company if any defects are found). If you receive a citation for faulty equipment, you are responsible for paying the ticket.

**Overweight:** It is company policy to operate in a legal and safe manner. Towing or transporting items that exceed the GVWR of your vehicle is unsafe and illegal. Be sure that you know the weight rating of your vehicle and weight of what’s being transported/towed and do not exceed it.

**Fueling:** All fueling should be done at designated stops. If no stops are designated, we expect the driver to find the least expensive fuel in area and use that fueling station.

**Paperwork:** All paperwork from the tow/transport/Roadside inspections must be turned in as sons as possible after the tow/transport is completed.

**Damage Claims:** It is your responsibility to prevent damage to towed/transported vehicles. Claims for damage to vehicles that you towed/transported will be evaluated and if found valid, may be charged back to you. Protect yourself by documenting any existing damage before towing/transporting by taking a photo of the vehicle, also do a written report and if possible, have the customer sign it.

**Breakdowns:** In event of a breakdown call dispatch immediately. Do not attempt to repair the truck unless it is a minor problem that you feel comfortable repairing. Remember to use your emergency triangles if on roadway.

**Job Safety Analysis**

A job safety analysis is a method for evaluating a job in order to identify the steps necessary to safeguard the wellbeing of personnel and the environment during operations. As such the JSA is a useful tool meant to develop solutions that will eliminate, minimize, or provide protections from hazards and incidents. The JSA process when utilized as part of a pre-job safety meeting is a valuable part of our accident prevention program. In addition to hazard recognition and incident prevention, a well-conducted JSA will increase the efficiencies of a work group.

**The JSA process is a process.** The process is documented on paper, but the most important thing is to follow the given steps and communicate the risks and associated mitigations with all and covered verbally as part of the review process before the task can begin.

* List basic steps of the task in sequence.
* Analyze and list potential hazards for each step of the task.
* Establish controls and actions to eliminate/minimize hazards.
* Check accuracy and completeness.
* Obtain review and approval signatures.
* Establish a regular review cycle.
* Monitor the job and conduct another JSA whenever a new task is introduced or anytime the scope of the job changes.
* Communicate any changes or variations to the personnel involved.
* Ensure that all new arrivals to the job site read the JSA and sign form in order to signify understanding and compliance.

**Background and questions**

**Why a JSA?**

* To ensure that everyone understands the task at hand and the risks involved.
* So that personnel concentrate on the present and not something that is going to happen later in the day, and.
* As a mechanism for employees to take ownership of safety and operations.

**JSA’s help prevent incidents!**

* Protect personnel
* Protect equipment
* Protect the environment
* Build an efficient team.
* Improve the performance of the operation.

**When should a JSA be done?**

* At the beginning of the shift for every job or task.
* During the shift for new jobs, changes within the scope of the job; new rules, regulations, or standards; or for jobs conducted infrequently.

**What is the purpose of a JSA?**

* List the job steps so that all personnel understand the task.
* Uncover hazards associated with each task of the job.
* Make recommendations to eliminate, control and manage the risk.
* Hazard management is essential for, job clarification, triggering hazard awareness, informing employees of specific job hazards and protective measures, re-training employees, refresher for job infrequently done.

**How to complete a JSA form**

**List the job steps on the JSA form**

* + First (prior to filling out any other section of the form)
	+ In sequence
	+ Do not attempt to identify hazards until ALL STEPS of the job are listed

**List potential incidents/hazards**

* + Be specific; list such things as; short cuts employees might be tempted to take, what could happen if a hazardous act is conducted, where pinch points are located, what the environmental hazards are and any other relevant hazards.

**Recommendations to eliminate or reduce potential hazards**.

* + **Physical safeguards are**; walls, electrical isolation, closed valves, well maintained equipment, right tools for the job ect.
	+ **Human actions as safeguards:** monitoring critical parameters, manually controlling processes, skilled observation and feedback, motivating safe actions etc.

**Hierarchy of Health & Safety Controls –** The following is the order of preference when determining what can and should be done to eliminate, minimize, or protect from a hazard.

* + Substitution or Elimination **–** substitute a safer material for hazardous materials; reduce energy, speed, pressure, voltage, sound level, force, etc.
	+ Engineering Controls –Machine guards, barriers.
	+ Warnings – Labels, signs, back-up alarms, process control warning.
	+ Training and procedure and Administrative Controls – Hazcom training, lockout training, fall hazards training, cutting, and welding training etc.
	+ Personal Protective Equipment – Respiratory protection, hard hats, protective eyewear, flame retardant clothing, steel toed boots, gloves, body harness.

Stop Work Authority

(Add Company Name) employees and contractors are responsible to initiate a “stop work” intervention when warranted, support the intervention of others, and properly report all “stop work” actions to their immediate supervisor.

Supervisors are responsible to create a culture where SWA is exercised freely, honor requests for “stop work”, work to resolve issues before operations resume, recognize proactive participation, and ensure that all “stop work” actions are properly reported with follow up completed.

In general terms the SWA process involves a stop, notify, correct, and resume approach for the resolution of a perceived unsafe work condition or actions.

When an unsafe condition is identified, the Stop Work intervention protocol will be initiated, coordinated through your supervisor, initiated in a positive manner, notify all affected personal and supervision of the stop work issue, correct the issue, and resume work when safe to do so.

Though situations may differ, the following steps should be the framework for all stop work interventions.

* When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event, a “stop work intervention” shall be immediately initiated with the person (s) potentially at risk
* “Stop work” interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with the phrase “I am using my stop work authority because….” Using this statement will clarify the users’ intent and set expectations as detailed in the procedure.
* Notify all affected personnel and supervision of the stop work issue. If necessary, stop associated work activities, remove person (s) from the area, stabilize the situation and make the area as safe as possible.
* All parties shall discuss and gain agreement on the stop work issue. If determined and agreed that stop work issue is valid, then every attempt should be made to resolve the issue to all effected person’s satisfaction prior to the commencement of work.
* If the stop work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the stop work issue or adequacy of the resolution actions, the locations person in charge shall make the final determination. Details regarding differences of opinion and resolution should be included in a documented report.
* Positive feedback should be given to all affected employees regarding resolution of the stop work issue. Under no circumstances should retribution be directed at any person (s) who exercise their stop work authority as detailed in this program.
* All stop work interventions and associated details shall be documented.

Heat Extremes

Work done by (Add Company Name) involves field and shop duties where heat extremes may occur, these extremes may trigger body reactions such as frostbite, heat exhaustion and heat stroke. It is the responsibility of the supervisor to identify these extremes when filling out the JSA for a job, and to identify ways to take precautions of these impending extremes.

Cold weather precautions

* Bring extra clothing and dress in layers.
* Have emergency supplies such as water and snacks.
* Beware of spending too much time in extreme cold without proper protection (gloves, hoods, and appropriate work clothes).
* If clothing or gloves become wet, they must be replaced with dry substitutes.
* Do not wear to much clothing (if you begin to sweat, it will lower your body temperature to much)
* If extremities such as hands or feet become very cold or numb, take action to warm them up slowly.
* If a person becomes disoriented during work in cold weather (slurred speech, non-responsiveness) get them inside so that then can be observed by someone while they warm.

Hot Weather Precautions

It is difficult to predict just who will be affected by heat stress and when, because individual susceptibility varies. There are, however, certain physical conditions that can reduce the body’s natural ability to withstand high temperatures. The most common personal risk factors that contribute to heat related illnesses are:

* Weight
* Poor physical condition
* Previous heat illnesses
* Age
* Heart disease or high blood pressure
* Recent illnesses that resulted in dehydration
* Alcohol consumption
* Medication
* Lack of acclimatization

Environmental factors such as ambient air temperature, air movement, and relative humidity can affect an individual’s response to heat.

The best practice is to stay hydrated, other important precautions to take are:

* Take frequent breaks
* Avoid eating hot heavy meals
* Avoid beverages such as energy drinks

It is important to know the symptoms of heat stress, cramps, nausea, feeling faint, and lack of sweating, weakness. If these symptoms occur seek help and get cooled off.

**Disciplinary policy**

(Add Company Name) believes that all its employees should take pride in their jobs and desire to perform them in a safe, efficient manner. Discipline, when necessary, should be used as a means of turning negative actions into positive responses, such as; helping to correct employee behaviors, resolving misunderstandings, and helping employees to learn to take responsibility for their own actions. (Add Company Name) employees may be subject to disciplinary action when they are involved in an at fault incident such as:

* An on-the-job incident resulting in personal injury or property damage.
* A vehicle accident/incident
* A violation of company policy or procedures
* A violation of Federal Motor Carrier Safety Regulations

As a condition of employment, all (Add Company Name) employees are required to participate actively in company safety programs and to follow safety regulations in the interest of on-the-job accident prevention.

* Willful disregard of safety practices, company rules, instructions, or the welfare of fellow employees will result in disciplinary action up to and including termination of employment.
* (Add Company Name) considers safety to be an important Aspect of job performance. An employee’s failure to adhere to the company’s safety policies or engaging in conduct, which is contrary to workplace, employee, public, or customer safety, may subject employee to disciplinary action up to and including immediate termination. Additionally, at the company’s discretion, an employee may be directed to obtain safety training or retraining, as the company deems necessary.

**Substance Abuse Policy**

(Add Company Name) recognizes that substance such as alcohol and drugs may be used by personal, sometimes to the extent that their abilities and senses are impaired. Our policy regarding substance abuse is the same if it were alcohol, illegal drugs, unreported prescription drugs, or a controlled substance.

This policy is implemented because (Add Company Name) believes that the impairment of any employee due to his/her substance uses is likely to result in the risk of injury to him/her and other employees or a third party such as a customer or the public.

“Impairment” or being “impaired” means that an employee’s normal physical or mental abilities, of faculties, while work have been detrimentally affected by use of substances. (Add Company Name) will do testing for substances defined above as follows.

* Pre-employment
* Post-Accident per DOT if applicable
* Random basis per DOT is applicable
* Reasonable cause which is defined as:

Company belief that substance abuse exists (such as evidence of substances, accidents, injuries on the job, fights or other behavioral symptoms, negative performances, excessive absenteeism, or tardiness)

Employees who test positive may be subject to discipline up to and including termination.

(Add Company Name) will adhere to Federal Confidentiality laws and Regulations as noted in 42 CFR, Part II

An employee who begins work while impaired or becomes impaired while at work has violated a Company rule and is subject to disciplinary action up to and including termination. Likewise, the use, possession, transfer, or sale of any substance on company premises including company vehicles or in any (Add Company Name) parking lot, storage area, or job site is prohibited. Further, premises of customers, vendors, suppliers, etc., shall be deemed as if they were company premises with the same rule violation and disciplinary action taken.

Employees who are taking prescription drugs are required to report this to their supervisor. This is for the protection of the employee and for the safety purposes in case of an adverse reaction to the drug while at work, so employee is not falsely accused of taking illegal substances.

(Add Company Name) will check employee lockers on company property and company vehicles if there is a suspicion of drug or alcohol being present.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, (Add Company Name) may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee’s supervisor and upper management.

(Add Company Name) will assist an employee who requests help with a substance abuse, if the employee asks for help. The company will not require it. Should disciplinary action be pending against an employee who asks for help, management will assist, if the employee remains employed. Nonetheless, regular disciplinary action will proceed, if the employee is terminated, (Add Company Name) will not continue any program. Voluntary, successful participation in recovery or rehabilitative program by an employee may be mitigating factor in any disciplinary action depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation, pending a successful completion of recovery program.

Fatigue Management/Hours of Service

Individuals have a duty of care to ensure adequate sleep is obtained between shifts and out of hours activities do not cause fatigue or impaired performance. When this is not the case, the employee has a responsibility to report this matter to his/her immediate supervisor.

Regarding fatigue management, employees shall:

* Utilize breaks provided between shifts and within shifts to rest and recuperate.
* Report all incidents and accidents arising from hazards associated with shift work, extended hours, and on-call assignments.
* Recognize signs of sleep deprivation/and or fatigue and the impact on themselves as well as co-workers and report to management the circumstances in which fatigue and lack of sleep are impacting on your wellbeing and workplace safety.
* At no time should employee put themselves at risk.
* At no time should an employee operate machinery or motor vehicle if they are fatigued or out of hours of service (DOT).

**DOT Hours of Service**

DOT requires a driver Record of Duty Status (RODS-i.e. “Logbook) that keeps track of the driver’s on duty time under 395.8.

 **Short Haul Operations- (i)** A driver is exempt from the ELD and RODS requirements if they operate within the 100-air mile radius of the normal work reporting location.

**(ii) (A)** the driver returns to the work reporting location and is released from work within 12 consecutive hours.

Non-CDL Commercial Motor Vehicle drivers are exempt from ELD and RODS requirements If.

* (ii) The driver operates within the 150 air-mile rule of the location where the driver reports to and is released from work at the normal reporting location.
* (iii) The driver reports to normal work reporting location at the end of each duty tour.
* (iv) The driver does not drive.
* (A) After the 14th hour after coming on duty on 5 days of any period of 7 consecutive days; and
* (B) After the 16th hour after coming on duty on 2 days of any period of 7 consecutive days.

**14 Hour Rule:** This rule requires drivers to stop driving 14 hours after beginning their tour. Regardless of how their time is spent, the driver must take a 10-hour break at the end of the 14 hours. The 14-hour period begins once the driver ends his 10-hour break by making an entry on line 4, or line 3, driving.

**11-Hour Ruel:** Within the 14 hours allowed to the driver, only 11 of those may be spent on line 3, Once the driver has had 11 hours of driving time, he must take a 10-hour break before driving, even if he has time left in his 14-hour period.

**70-Hour Rule:**

This rule states once you have been working for 70 hours in any 8-day period, you may not drive. To comply with this regulation, you need to keep track of your hours. Each Day, before you begin driving, you need to add up your total hours on lines 3 and 4 for the past 7 days and subtract the answer from 70. Whatever is left is what you can drive that day. Please note that the 70-hour rule is available only to fleets that operate 7-days per week. For those operating less than a 7-day week, the 60 hours in 7-day period must be used.

**On Duty time:** All fuel stops, DOT inspections, random drug tests, time spent loading/unloading, breakdowns, vehicle inspections, and accidents must be logged **on-duty not driving.** Loading/unloading time should reflect only the time that is spent working. Time spent waiting, ect., may be logged off duty or in the sleeper berth.

**10-Hour Break:** Breaks must be taken in the sleeper berth or off duty. If sleeping in a sleeper berth equipped truck, the time should be logged on line 2, sleeper berth. Off duty time spent outside of the sleeper berth should be logged on line 1, OFF DUTY. If the 10-horur break is uninterrupted by any on duty or driving time, you may combine line 1 and line 2 to achieve your 10 hours.

**Speed:** DOT Requires that all trucks abide by the speed limits of the states that they are operating in. They also state that in their opinion, if a truck obeys the law, it cannot average more than 5 miles per hour more than the speed limit. In the case of a two-lane highways with 55-MPh speed limits, DOT believes that the maximum that a truck can average is 45-MPH. Be sure that your average speeds for the trip do not exceed these maximums.

**Falsification:** Logs must match all timed and dated documents including fuel stops, roadside inspections, toll tickets, Kat Scale tickets, freight bills and any GPS/telemetric data generated during the normal business. Mileage must be at least the miles listed by PC Miler or Household Movers Guide. Point to point miles should match as well as total miles for the trip.

**Company Fleet Policy**

(Add Company Name) recognizes that team members are our most asset and key to our success. We recognize that almost half of all occupational fatalities involve traffic accidents. Thus, it is important to lay out guidelines and expectations for our employees who drive company vehicles. This is done to support employee safety, the public safety, and our continued success as a business.

Following are the guidelines you are to follow when using company vehicles:

* Use of a company vehicle is limited to (Add Company Name) employees. Use by any other person must be pre-approved by Management and will require a motor vehicle record check provided to management in advance.
* To assure adequate driving experience no one under 21 will be given permission to drive a company vehicle without attending a defensive driving course and approval from T(Add Company Name) insurance carrier.
* Your driving record will be checked at time of hire and following any chargeable offense and annually. Any serious driving offense e.g. reckless driving, drunk driving, driving under the influence of drugs of alcohol, speeding, leaving the scene of an accident, DUI, ect. Even in your personal vehicle will lead to eliminating you’re driving privileges. Driving while impaired is forbidden. Impaired includes under the influence of drugs, alcohol and under medications prescribed that affect one’s ability of normal body functions. Any employee on prescribed medications will need to report this to their supervisor so that a determination can be made of the person’s ability to operate a company vehicle.
* Any driver receiving a ticket involving moving violations (even in their own vehicle) must inform management within 48 hours.
* Driving a company vehicle is a privilege. The vehicle, as with any company property, is not to be abused. The vehicle should not be overloaded or operated in an unsafe manner. Trash should not be left in the vehicle.
* All accidents involving a company vehicle must be reported to management immediately, and followed up with a completed **ACCIDENT REPORT,** which can be found in the vehicle registration envelope in the glove box. Fill the report out at the scene in its entirety and turn it in to your supervisor.
* All accidents or collisions occurring on a public roadway must be reported to local law enforcement at the time of the accident before any vehicles are removed from the scene.
* An accident is defined as: a sudden event that is not planned or intended and that causes damage, injury, or loss.
* State Traffic laws are to be followed when operating a company vehicle. Seat belts are to be worn by every person in the vehicle.
* All vehicles are to be inspected prior to their use, for DOT vehicles a check sheet is available and needs to be filled out and turned in to the supervisor, for other vehicles a walk around inspection shall be done looking for tire pressure, lights out, tire condition, chips or glass brakeage, fluid levels, windshield blades and condition of interior.

**Texting and talking on handheld Phones**

Distracted driving is an increasing concern to (Add Company Name) Recent deadly crashes involving drivers distracted by talking and texting while driving highlight a growing danger on our roads. Numerous studies have demonstrated how he use of handheld cell phones while driving poses significant risk to motorist, their passengers, and others on the road.

Therefore, (Add Company Name) prohibits texting or talking on a handheld phone while driving a company vehicle or while using a company issued cell phone while driving personal vehicles. This includes but is not limited to, answering, or making phone calls, engaging in phone conversations, reading, or responding to texts messages or e-mails.

(Add Company Name) employees are required to:

* Use hands free types of phones.
* Pull over to a safe place to place a call or text.
* Consider modifying main greeting to indicate that you are unavailable while driving but the person can leave a message that will be returned at a time when you are not driving.
* Maps and directions must be reviewed while stopped.

Fatigued driving is another major cause of traffic accidents. If you feel tired stop and pull over as soon as it is safe and park in a safe place to take a nap or look for a hotel for the night. Do not drive if you are tired or did not get a good night’s rest.

**Safety Emergency Equipment**

The following safety and emergency devices are required as minimum equipment to be carried in Company vehicle’s and always maintained in an operable condition. Supervisors may increase this equipment in accordance with driver and equipment exposure, such as tire chains, hydraulic jacks, and flashlights.

* Autos – First Aid Kit and 1-2 ¾ LB ABC Fire Extinguisher
* P/U Trucks – First Aid Kit and 1-6lb ABC Fire Extinguisher
* Accident Reporting kit – provided by insurance company
* Emergency Triangles
* Shovel
* Oil dry
* Gloves Safety vests

**Return to Work Program**

When there is a work-related injury or illness and the employee is released to preform limited duty work by the treating physician, the employee must report to the company and present the attending physicians statements indicating the extent of restrictions and the duration of time restrictions cover.

(Add Company Name) may call the attending physician and request information to clarify restrictions or return to work instructions.

(Add Company Name) will review the employee’s position and any temporary work, alternative work, which might be available to determine whether the employee can return to work on a temporary basis.

If temporary light duty/modified work is available, the employee must come in to do the task.

If temporary light/modified duty work is not available, the employee must contuse to inform the company of his/her condition and the company will review what the physician statements are. At any time during the leave the company may come up with alternative work assignment and clear it through the attending physician and return the employee back to work.

**Ergonomics & Material Handling Policy**

Sprains, strains, fractures, and bruises are among the most common injuries resulting from manual lifting. They are cause primarily by unsafe work practices. Improper lifting, carrying too heavy of a load, carrying load to far from the torso, incorrect leg use when lifting, bending, and not using legs, incorrect grip, failure to observe proper foot and hand clearance, and failure to use PPE. Training and proper procedures can help eliminate injuries. The following instructions apply:

* Avoid bending and lifting whenever possible. Anytime you can spare your back the stress and strain of lifting and bending do so! If you don’t use your back like a lever, you avoid putting it under so much potential damaging force.
* Place objects up off the floor/ground. If you can set objects down on a table or elevated surface instead of the floor/ground, you will not have to reach down to pick it up. Raise or lower shelves/racks. The best zone for lifting is between your shoulders and your waist.
* Use carts or dollies to move objects instead of manually carrying them.
* Bend your knees, this keeps your spine in a better alignment, and you essentially take away the lever principle forces. Instead of using your back like a crane, you allow your legs to do the work.
* Reduce the amount of weight lifted
* Use handles and lifting straps.
* Get help if the shape is too awkward or the object is too heavy for you to lift and move by yourself.
* Where use of lifting devices is impartible or not possible, two person lifts must be used.

All mechanical material handling equipment must have roll over protection. Although heavy equipment is an indispensable tool for moving heavy objects, their operation and proper maintenance require special precautions and training. The use of heavy machinery is restricted to trained personnel that have been authorized by their supervisor to operate heavy machinery.

* All operators of heavy machinery must be properly trained and re-trained every 3 years.
* Inspect heavy machinery before and after use, checking warning and safety devices (i.e. brakes, lights, steering, seat brake, back up alarms and hydraulic operations).
* Seat belts must be worn when operating heavy machinery.
* Make sure brakes are set and the wheels are chocked on a trailer that is being loaded or unloaded.
* When the heavy machinery is not in use the apparatuses must be resting on the ground.
* Handle only loads that the equipment can lift safely.
* Carry loads low with the attachments tilted back.
* Do not allow any person to stand or walk under the load.
* Do not use the heavy machinery to raise people for overhead work without an approved, load rated platform with a mast protector and having the platform properly secured to the machinery.
* Move 55-gallon barrels on pallets, a barrel rack, in a basket, or with a barrel handling extension. Barrels must not be sandwiched together between forks.
* Heavy machinery must be shut off prior to exiting the equipment.
* Re-fresher training is required whenever one of the following occurs:

The operator is involved in an accident or near miss.

The operator has been observed operating the equipment in an unsafe manner.

The operator has been determined in their evaluation to need more training.

There are changes in the workplace that could affect safe operation (i.e. different types of paving, reconfigured storage racks, new layout or restricted sight.

Every three years

(Add Company Name)

Distracted Driving Policy Acknowledgement

**Please read the Distracted Driving Policy, sign, date and return to your supervisor**

To increase employee safety and eliminate unnecessary risks behind the wheel, (Add Company Name) has enacted a Distracted Driving Policy, effective immediately. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle.

* (Add Company Name) employees may not use a hand-held cell phone while operating a vehicle-whether the vehicle is in motion or stopped at a traffic signal. This includes, but is not limited to, answering, or making phone calls, engaging in a phone conversation, and reading or responding to e-mails, instant messages, and texts messages.
* (Add Company Name) employees need to use their phones they must have a hands-free device, or they must pull over safely to the side of the road or another safe location.
* Additionally, (Add Company Name) employees are required to:
	+ Turn cell phones off or put them in hands free mode before starting the vehicle.
	+ Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
	+ Inform clients, associates, family, and business partners of this policy as an explanation of why calls may not be returned immediately.

The failure of an employee to adhere to this policy will result in the employee losing the privilege of operating a company vehicle or the revoking of the company phone.

I acknowledge that I have received a written copy of (Add Company Name) Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

(Add Company Name)

**Hazard Assessment Form**

**Instructions:** This hazard assessment form was developed to assist our organization with the hazard assessment requirements of the Personal Protective Equipment Standard.

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

Completed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head Hazards:** Tasks that can cause head hazards include Working below other workers who are using tools or materials that could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

**Protection needed yes\_\_\_\_\_\_ no\_\_\_\_\_ Description of hazard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EYE Hazards:** Tasks that can cause eye hazards include Working with chemicals, chipping, grinding, sanding, welding, flying objects, woodworking.

**Protection needed yes\_\_\_\_\_ no\_\_\_\_\_ Description of hazard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hand Hazards:** Tasks that can cause hand hazards include cutting material, working with chemicals, working with hot items, working with cold items, working with sharp objects.

**Protection needed yes\_\_\_\_\_ no\_\_\_\_\_ Description of hazard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Foot Hazards:** Tasks that can cause foot hazards include Carrying or handling of material that could be dropped, performing manual material handling, and working with chemicals.

**Protection needed yes\_\_\_\_\_ no\_\_\_\_\_ Description of hazard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Noise Hazards:** Tasks that can create noise hazards include Grinding, running motors, running equipment, working in loud areas, metal shops, and hammering.

**Protection required yes\_\_\_\_ no\_\_\_\_\_ Description of hazard\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dust/Fume/Mist Hazards:** Tasks that can create a dust/fume hazard include Working in dusty areas, grinding, welding, blow downs, spray painting, and working with chemicals.

**Protection required yes\_\_\_\_\_ no\_\_\_\_\_ Description of hazard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Add Company Name)

Drug and Alcohol Policy Acknowledgement

**Drug and Alcohol Use**

While operating a (Add Company Name) vehicle or equipment, while on (Add Company Name) premises, or while conducting business-related activities of (Add Company Name) premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

**Drug Testing**

Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to check for the use of illegal drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Also, employees will be required to sign an acknowledgement form indication that they have received a copy the drug testing policy. If you have questions about the drug testing policy or its administration, consult higher management.

I, the undersigned employee, have received and reviewed (Add Company Name) **Drug and Alcohol Policy**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

(Add Company Name)

Company Safety Manual Acknowledgement

I, the undersigned employee acknowledges receipt of the (Add Company Name) **Safety Manual** and agree to read and study it. I also agree to abide by these guidelines to the best of my ability during my employment with (Add Company Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date