



Craftsmen Contractors, LLC

**SAFETY & HEALTH
PLAN**

**Craftsmen Contractors, LLC
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Craftsmen Contractors Policy Letter

SAFETY AND HEALTH POLICY FOR

CRAFTSMEN CONTRACTORS, LLC

Craftsmen Contractors, LLC, places a high value on the safety of its employees. *Craftsmen Contractors* is committed to providing a safe workplace for all employees and has developed this program in order to involve everyone from Executive Officers to Managers to hourly employees in an effort to realize that commitment.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Branch Personnel are responsible for the safety of their employees and as a part of their duties must periodically check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources and support necessary to develop and maintain a safe work environment for all of our employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and managers. And, we will establish a disciplinary policy to ensure that company safety policies are followed.

Each individual from executive management to the field is responsible for the safety and health of those persons in their charge and co-workers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well-being of our employees.

Brent Callais

Brent Callais
Director of Operations

General Instructions

A. Overview

On-the-job injuries create a no-win situation for everyone involved. Employees experience pain, suffering and incapacitation while the company suffers from the loss of the injured person's contributions. This document is designed to assist all personnel in assuring that such an undesirable situation will not develop in this company. It provides information and guidance for the establishment and maintenance of an injury-free work environment.

B. Procedures

This document contains guidance for safety procedures to be followed and forms to be used. Managers and staff personnel are expected to integrate these procedures into their everyday operations and employees are expected to apply them on the job.

C. Dissemination

A copy of this statement will be issued to all supervisory and management personnel. A copy of the Policy Statement will be posted in each office.

D. Regulations

A copy of the following documents will be maintained at each Branch location.

- (1) OSHA 300 Log
- (2) Files for each Accident/Incident – Worker's Compensation/Medical files are to be kept separate from Personnel Files and are accessible only to those with a "need to know".
- (3) Drug Testing Files – Drug Testing results are to be kept separate from Personnel Files and are accessible only to those with a "need to know".

Responsibilities for Implementation of the Safety and Health Program

Responsibilities for safety and health include the establishment and maintenance of an effective communication system among workers, supervisors and management officials. To this end, all personnel are responsible to assure that their messages are received and understood by the intended receiver. Specific safety and health responsibilities for company personnel are as follows:

A. Director of Risk Management

The Director of Risk Management is responsible for the oversight of the Safety and Health program throughout the company. He/she will verify that all safety programs are in place and that all branches are adhering to company policies and procedures and are in compliance with local, state, and federal regulations.

Ensure that sufficient time, management support, and funds are budgeted for safety equipment, training and to carry out the safety program.

1. Evaluate and train branch personnel to make sure they have the necessary knowledge and information to carry out their responsibilities as described in this program.
2. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
3. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
4. Set a good example by following established safety rules and attending required training.
5. Report unsafe practices or conditions to the supervisor of the area where the hazard was reported.
6. Lead Bi-Weekly Safety Meeting with Vice President of Operations and Branch Managers. Current Safety Topics, any accidents, or incidents for the past two weeks and follow-up of employee's currently on workers compensation will be discussed.
7. Establish a safety and health program
8. Develop and implement safety rules designated for the protection of our employees and facilities.

9. Conduct periodic safety and health inspections to identify and eliminate unsafe and unhealthful working conditions and/or practices.
10. Provide and enforce the use of appropriate personal protective equipment.

B. Branch Managers

The Branch Manager is responsible for the daily oversight and operation of the company's safety program within his/her area. This includes the following:

1. Ensure that each employee you supervise has received an initial orientation before beginning work.
2. Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Ensure that jobsite safety inspections are completed before commencing work and regular periodic checks are conducted thereafter.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee violations.
6. Ensure that any employee who is injured on the job is given immediate medical treatment and is provided all the necessary care to be able to return to work as soon as possible.
7. Ensure that all accidents are investigated and reported to Risk Management immediately.
8. Verify that the *Craftsmen Contractors* safety rules are being enforced and that the company is in compliance with all local, state, and federal safety requirements.
9. Set a good example for employees by following safety rules and attending required training.
10. Participate in bi-weekly safety meetings with Vice President of Operations and Director of Risk Management.
11. Be held accountable for the safety performance and all accidents in their department or under their supervision.

12. Develop departmental safety rules, and assists in establishing company safety rules. Take disciplinary action as necessary to enforce safety rules.
13. Conduct regular departmental safety meetings.
14. Verify that needed first-aid, safety equipment and personnel protective devices are available and used wherever necessary.
15. Assure that emergency first-aid, and hospital phone numbers are readily available at each location.
16. Evaluate the employee's accident record and safety performance during employee performance appraisals.
17. Maintain appropriate records on all activities.

C. Employees

1. Report unsafe conditions or actions to your on-site supervisor and branch manager or designee.
2. Report all injuries to your *Craftsmen Contractors* branch promptly regardless of how serious.
3. Report all near-miss incidents to your supervisor promptly.
4. Always use personal protective equipment (PPE) in good working condition where it is required.
5. Do not remove or modify any safety device or safeguard provided for employee protection.
6. Encourage co-workers by your words and example to use safe work practices on the job.
7. Make suggestions to your supervisor and *Craftsmen Contractors* management about changes you believe will improve employee and work place safety.
8. Follow safety rules described in this program as well as site specific rules of the company or customer.
9. Attend Safety Meetings

Craftsmen Contractors Safety Disciplinary Policy

Craftsmen Contractors believes that a Safety and Health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off or termination of employment, depending on the seriousness of the violation.

Basic Safety Rules

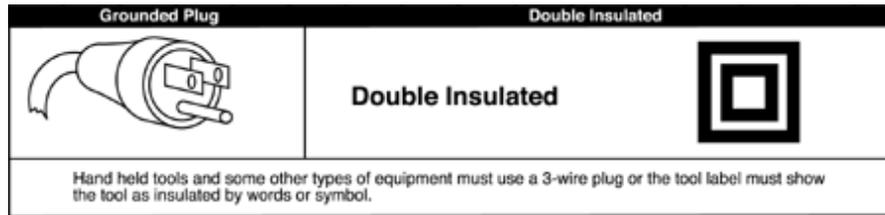
The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Failure to comply with these rules will result in disciplinary action. These rules are provided to each employee at the time of their application for employment. Failure to follow these rules may result in disciplinary action.

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor and your *Craftsmen Contractors* office.
2. All injuries, however slight, are to be reported to *Craftsmen Contractors* immediately.
3. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
4. Never operate a piece of equipment unless you have been trained and are authorized.
5. Never exceed the load capacity of the equipment.
6. Use your personal protective equipment whenever it is required.
7. You are expected to wear safe and protective clothing that will protect you for the type work that is being performed.
8. Use the proper tools and equipment for the job and use them correctly as specified by your supervisor.
9. Use proper lifting procedures. Keep the object close to your body and keep your back straight. If an item is too heavy for you to lift, get help.
10. Stay alert and aware during work hours. Excessive periods without proper rest can cause inattention that can lead to serious injury.
11. Obey all safety warning signs.
12. Do not bring firearms or explosives onto company property.
13. Smoking is only permitted in designated areas.
14. Horseplay, running and fighting are prohibited.
15. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.
16. *Craftsmen Contractors* is a drug free workplace and you are subject to random drug testing as well as pre-employment screening. In the event of an accident, our rules require that the parties involved (the injured worker and if the accident is caused by another worker, that worker also) be drug and alcohol tested. In the event you are taking a prescription drug that carries a warning advising you not to do certain things while taking the drug, it is your responsibility to see that you take the warning seriously and do not engage in those activities.

General Safety Rules for Construction

1. Materials should always be stored in a safe manner. Tie down or support piles if necessary to prevent falling, rolling, or shifting.
2. Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
3. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
4. Nails in lumber that has been used or removed from a structure should be removed or bent over.
5. Stairs, walkways, ramps, and platforms should be clean and clear for safe passage.
6. Aisles, traffic lanes, fire exits, gangways, or stairs should not be blocked.
7. Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
8. Standard guardrails must be erected around all floor openings and excavations must be barricaded.
9. Warning and danger signs, or barricades should not be removed, defaced or destroyed.,
10. Employees should seek help with heavy or bulky materials to avoid injury to themselves or damage to material.
11. All tools must be kept away from the edges of scaffolding, platforms, shaft openings, etc.
12. Tools with split, broken, or loose handles, or burred or mushroomed heads must not be used. Cutting tools must be kept sharp and carried all in a container.
13. Employees must know the correct use of hand and power tools.
14. Employees must know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
15. Flammable liquids must be stored in approved safety cans.
16. Proper guards or shields must be installed on all power tools before use.

- 17. All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
- 18. All electrical power tools and extension cords must be properly insulated.
- 19. Employees must not operate any power tool or equipment unless they are trained in its operation and authorized to do so.
- 20. All electrical power equipment and tools must be grounded or double insulated.



Ladder Safety Rules

General:

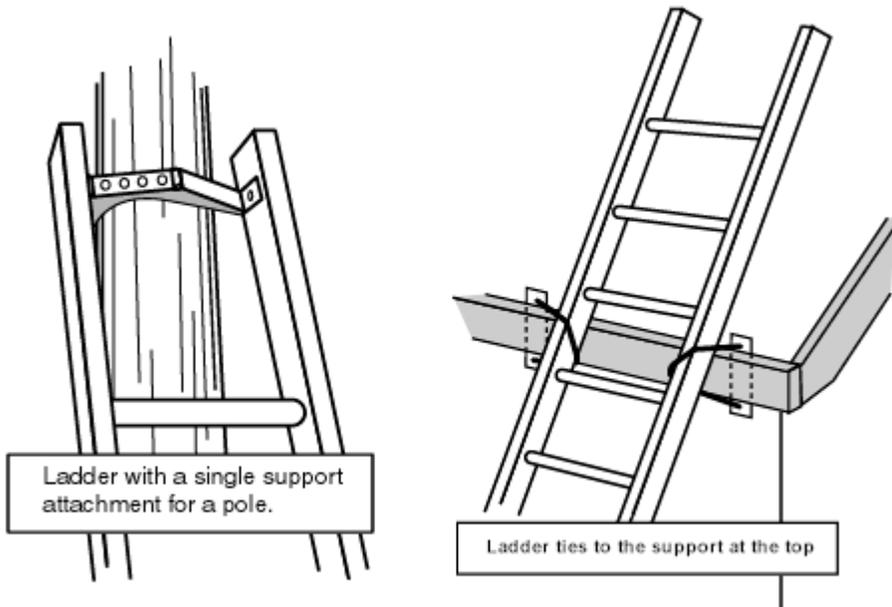
1. Inspect for physical defects.
2. Ladders are not to be painted except for numbering purposes.
3. Ladders should not be used for any purpose other than climbing.
4. Persons ascending or descending a ladder should not carry objects that will prevent them from grasping the ladder with both hands.
5. Always face the ladder when ascending and descending.
6. If a ladder must be placed over a doorway, the door must be barricaded to prevent its use.
7. Only one person is allowed on a ladder at a time.
8. Do not jump from a ladder when descending.
9. All joints between steps, rungs, and side rails must be tight.
10. Safety feet must be in good working order and in place.
11. Rungs must be free of grease and/or oil.

Stepladders

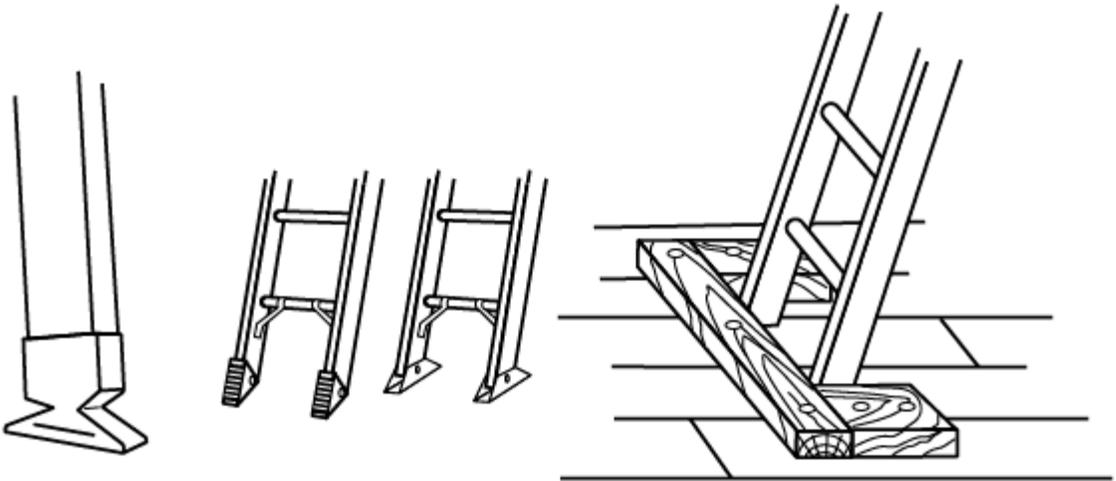
1. Do not place tools or materials on the steps or platform of a stepladder
2. Do not use the top two steps of a stepladder as a step or stand.
3. Always level all four feet and lock spreaders in place.
4. Do not use a stepladder as a straight ladder.

Straight type or extension ladders

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.

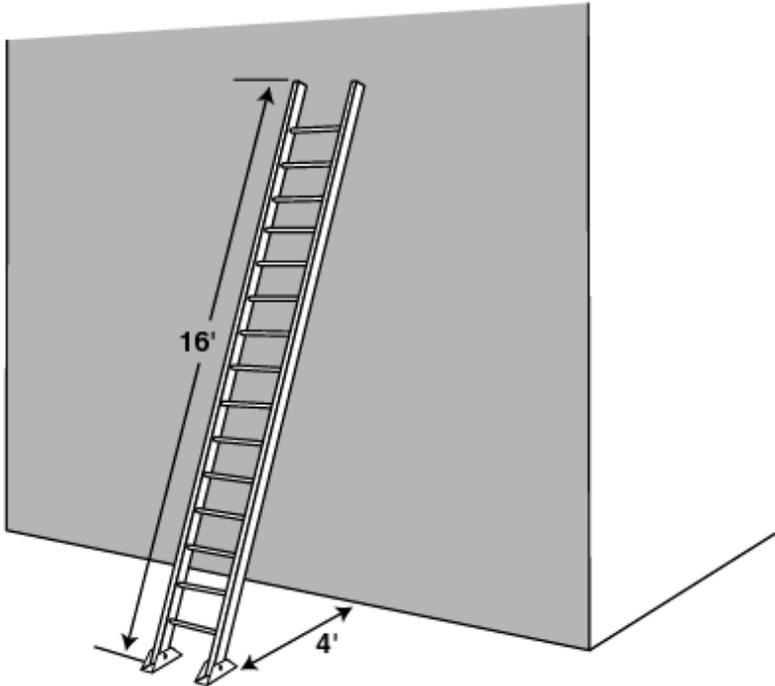


- All ladders must be equipped with safety (non-skid) feet.



Rubber Safety Feet	Spikes	Cleats Nailed to the Floor
Ladders with supports on the bottom.		

- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

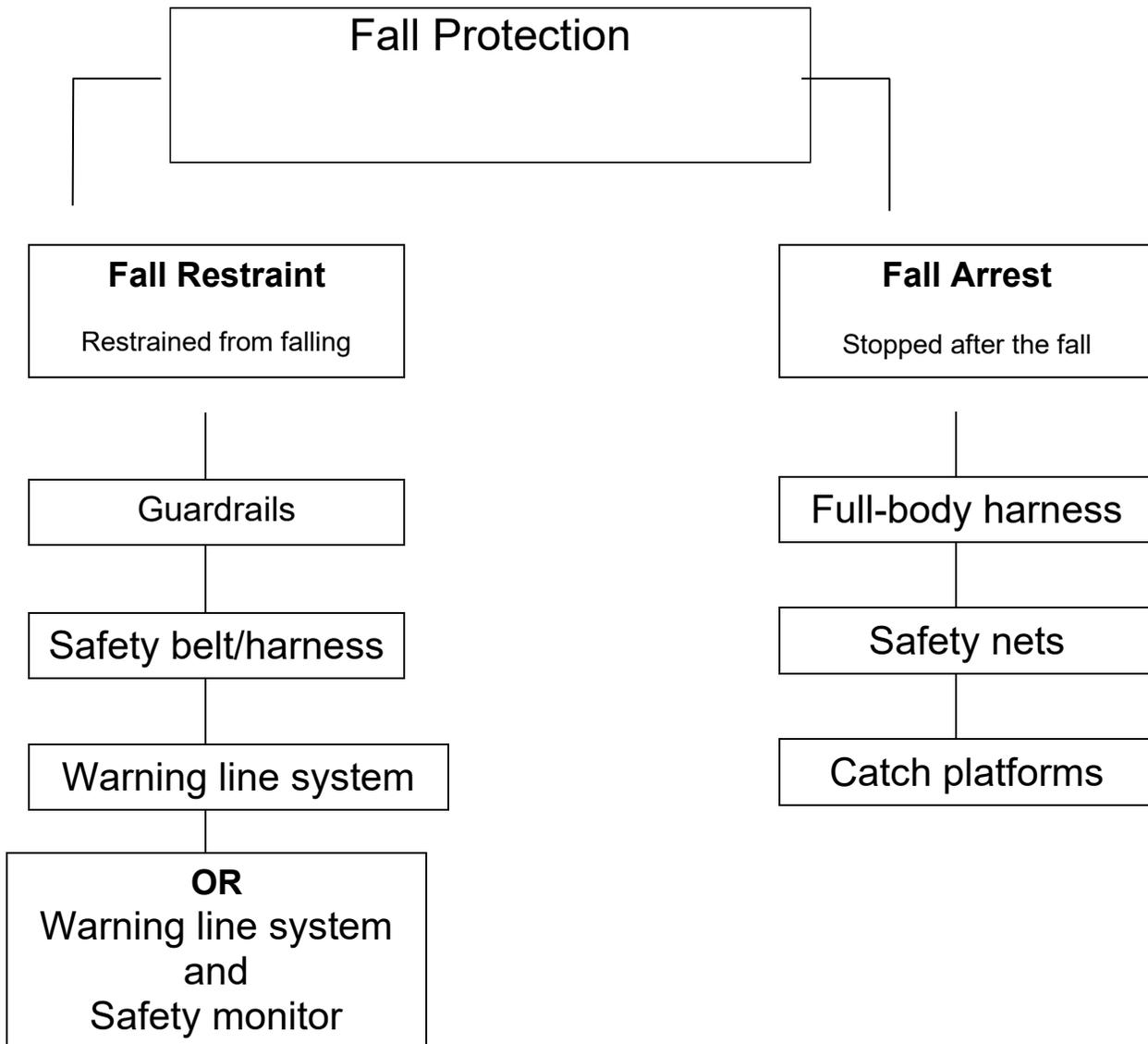


Fall Protection

Falls from elevation are a major cause of injuries and deaths in the construction, marine and heavy industry sectors. *Craftsmen Contractors* actively takes all necessary measures to prevent falls and ensure that our employees work in safe conditions.

When conducting job site inspections, it is mandatory that the site be checked for any and all fall protection requirements. This inspection will include assurances that all proper guarding of edged, perimeter guards and scaffolding as well as personal protection equipment is in place.

Fall protection will be provided either through the use of a fall arrest system or a fall restraint system as shown below and thoroughly described in the fall protection work plan available on site for review.



Fall Safety Rules

All employees at or above six feet must wear a full body harness and lanyard and be tied off to a substantial structural member or be protected by standard railing and adequate work platform. Workers in aerial lifts such as high lifts, scissor lifts must be tied off regardless of the height they are working above the ground.

Falls kill more people on the job than any kind of accident with the exception of motor vehicle accidents. That is why special consideration for safety is so important. The following list shows you some things to be aware of to avoid falls:

1. Always look where you are walking.
2. Always walk, don't run.
3. Don't walk stairways with both hands full.
4. Always use handrails on stairs.
5. Carry loads of reasonable size so your vision is not blocked.
6. Watch out for slipping hazards such as oil, water, and grease. When you do spot one, take the time to clean it up.
7. When non-skid/non-slip surfaces are provided in walking areas, do not walk around them or cut through areas which are not skid resistant.
8. Maintain good housekeeping.
9. When placing materials or items, make sure they are stable and not overhanging shelves where someone might walk into them.
10. Over reaching and stretching to reach overhead objects can result in falls. Never use boxes, chairs, or trashcans. Always use a ladder or stepladder.
11. Wear shoes with good soles suitable for the job.
12. Make sure carpet and rug edges are not ragged.
13. Electrical cords, air hoses, water hoses, etc., should not be located across aisles, hallways or walkways.
14. Never stand on the top rung of a ladder.
15. When using a straight ladder, always maintain a safe 1:4 angle (1 foot out for every 4 feet up.)

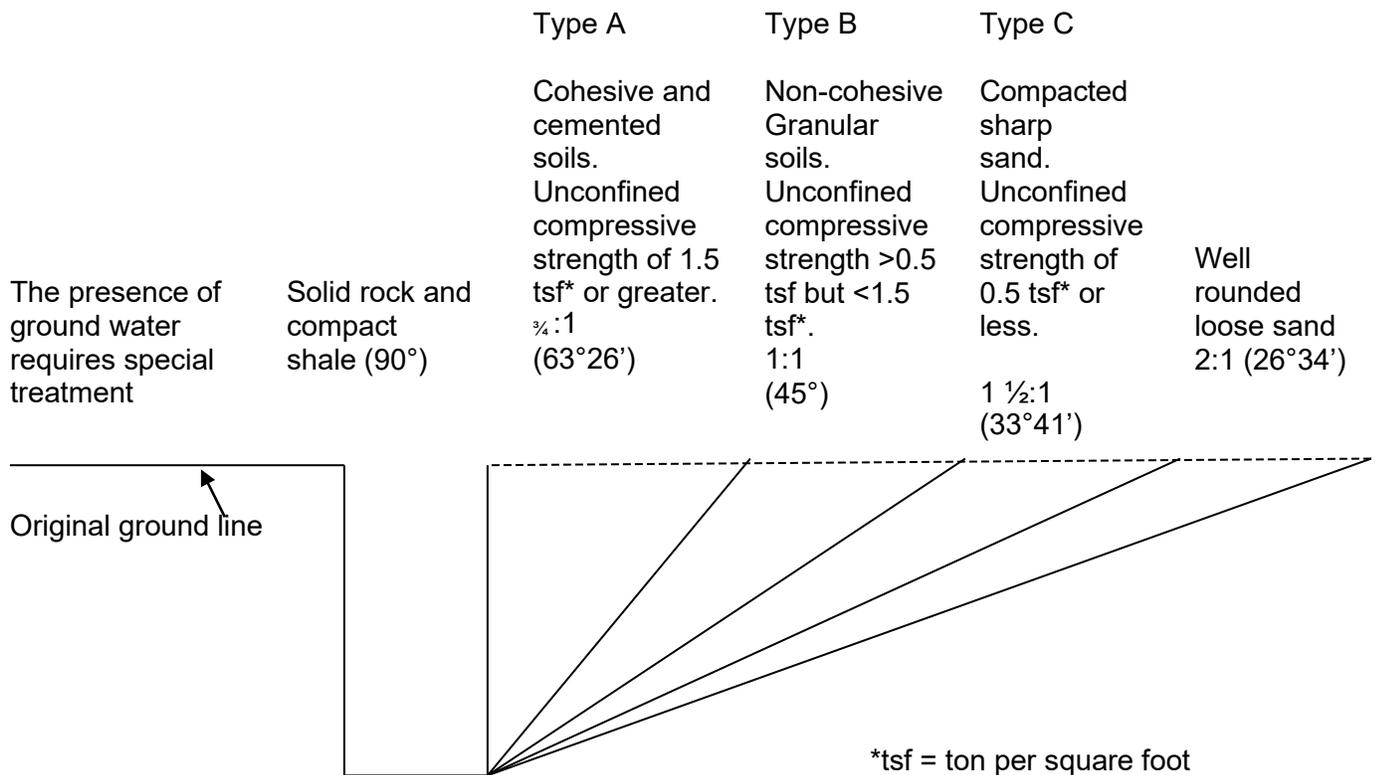
Proper Lifting Procedures

1. Plan the move before lifting. Remove obstructions from your pathway.
2. Test the weight of the load before attempting to lift by pushing the load along its resting surface.
3. If the load is too heavy, utilize carrying aids such as hand trucks, pallet jacks or carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bring the load close to your body and keep your back straight.
8. Get a firm grip on the object with your hands and fingers. Use handles when they are present.
9. Do not lift anything if your hands are wet or greasy.
10. Wear protective gloves when lifting objects with sharp contents or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually, do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set objects down in the same manner as you picked them up, except in reverse.
15. Do not lift object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Trenching and Excavating

1. The determination of the angle of slope and design of the supporting system must be based on careful evaluation of pertinent factors, such as:
 - a. Depth and/or cut/soils classification
 - b. Possible variation in water content of the material while excavation is open
 - c. Anticipated changes in materials from exposure to air, sun, water, or freezing
 - d. Loading imposed by structures, equipment, or overlaying or stored material
 - e. Vibration from equipment, blasting, traffic, or other sources

Approximate Angle of Slope for sloping of sides of excavations



2. Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
4. **No person must be permitted** under loads handled by power shovels, derricks, or hoists.

5. **All employees must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

Scaffold Safety Rules

1. General

Before starting work, scaffolds should be inspected for the following:

- a. Are guardrails, toe boards, and planking in place and secure?
 - b. Are locking pins at each joint in place?
 - c. Are all wheels on moveable scaffolds locked?
2. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
 3. Scaffolds and their components must be capable of supporting four times the maximum intended load.
 4. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
 5. Scaffold planks must extend over their end supports not less than 6 inches nor more than 12 inches, unless otherwise specifically required.
 6. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
 7. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening.
 8. All scaffolds must be erected level and plumb, and on a solid footing. .
 9. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
 10. Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.

Marine/Maritime Workplace Safety

WHEN "THE WORKPLACE" IS ABOARD A MARINE VESSEL

When evaluating "the workplace" aboard marine vessels in terms of *workplace safety*, it should be recognized that marine vessels are unique and operate in a unique environment compared to land based workplace facilities. A few of the more obvious differences include: (a) the amount of workspace, (b) work environment subject to each vessel's gear (crane, cables, gangplanks etc.), and (c) an environment that is often wet.

An additional difference between marine vessel workplace environments and land based workplace environments that impacts on the importance of workplace safety is the recognition that marine vessels are typically not equipped to respond to medical emergencies in as timely a fashion as are land based facilities. As a delay in injury treatment may aggravate the degree of injury, this and other differences between marine, and land based workplace facilities emphasize the importance of proper establishment and strict implementation of basic marine workplace safety.

Marine workplace safety includes noting the workplace surroundings for safety hazards due to material arrangement and space. The ships gear (cranes, cables, hooks etc.) being utilized should be visually checked for workplace hazards before and during the loading/unloading process.

Be aware of loose objects, slippery decks, tripping hazards, uneven decks, "head bangers", and other obstructions. Always use handrails when ascending and descending ladders.

Associates need to pay strict attention to the workplace environment aboard a marine vessel and report any workplace hazards to their Supervisor immediately.

Motorized Vehicles and Equipment

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.

Forklift Operation and Safety

Daily Operator's Report:

An operator must be qualified to operate the specific vehicle assigned to him/her and must obtain authorization before beginning an operation.

Operators should make a routine inspection of controls brakes, tires and other moving parts; each operator is to inspect and list defects on a checklist before beginning his shift. Checklists can be used to record conditions requiring correction. In addition, a competent specialist should make sure that the equipment is in safe operating condition. Defective brakes, controls, tires, lights, power-supply systems, load-engaging mechanisms, lift systems, steering mechanisms and signal equipment should be repaired before trucks are allowed to go back into service. Operators should be prohibited from making repairs to trucks unless they are qualified and authorized by their Supervisors to do so. After you inspect your truck, you must fill out a Daily Operator's Report.

Different Types of lifts:

Five Classes of Forklifts

Class I – Electric sit-down ... 3 or 4 wheel ... battery operated ... do not use outside ... wheels, controls, brakes, instrument gauges

Class II – Stand up reach truck ... Order pickers ... narrow aisle truck ... normally stand position ... large battery ...

Class III – Pedestrian led ... walkie / rider ... many different types ... battery operated ... control handle ... plugging to stop or brake ... motorized hand / pedestrian led

Class IV – cushion tire rider truck – powered internal combustion – sit down counter sit down counter balance ... gas, propane, diesel ... cushion tires (solid different tread styles ... only used inside on smooth surfaces ... ICE type (Internal Combustion Engine)

Class V – pneumatic tire truck ... ICE ... sit down counter balance ... gas, propane, diesel ... for use outside on rough or uneven surfaces ... can be used inside, must have proper ventilation

Steering:

Rear wheel steering gives you greater control of the truck when you are using the forks. Front wheel steering produces a much larger arc when turning versus rear wheel steering. Most lift trucks have rear wheel steering due to this factor.

Tires:

Two types of tires (cushion, pneumatic)

Pneumatic tires are usually filled with air and used outside can be use inside (improperly inflated tires can cause a forklift to become unbalanced and tip over)

Cushion tires are solid and used inside only

You must be careful when driving on any type surface. There are many rough and uneven surfaces that a lift should not be driven over no matter what type tire you may have.

Know the Components of your Truck:

Overhead guard

Mast

Inner mast

Weldments

Carriage

Forks (must be able to support at least 2/3 the length of the load)

Mount on carriage

Counterweight

Tires (cushion, pneumatic)

Hydraulics

Overhead guard

Note: the three major parts of your truck are the body(truck), overhead guard, and hydraulic lift.

Lift Operations:

When parking a lift truck

- Stop the lift and apply parking brake, make sure in are in a safe area away from traffic
- Fully lower the forks or carriage and tilt mast forward
- Put the directional control in neutral
- Turn the key to the off position and remove the key
- If the lift is powered by LPG fuel, make sure to shut off the flow of gas at the fuel tank
- Never park on a incline

When picking up a load

- Line truck up with center of load on forks ... 2/3 length of fork needs to be under load.
- tilt mast and load back
- check load and move off at a safe speed
- if load is in rack area stop one foot away
- spread forks as far apart as possible and still go under pallet
- never pull forks to you always push away
- clear stack and lower load
- tilt mast back and check load
- always face in direction you are traveling
- carry load as low and safe as possible
- do not carry loads elevated
- always travel in reverse
- go at a safe speed ... look in direction of travel

When dropping the load:

- come to complete stop
- tilt level
- survey area above you if load is going in upper levels
- stop lift about one foot away when raising load keep carriage tilted backwards
- then level

Before loading or unloading a trailer at a loading dock, you should:

- * Inspect the floor of the trailer to ensure that it will support the lift truck and the load.
- * Chock the wheels of the trailer.
- * Make sure that dock plates, boards, and ramps are in place and secure.

Intersection rules:

- approach intersection slowly
- come to full stop
- make sure pathway is clear of obstruction, pedestrians and other lifts
- use horn
- go slowly and make sure you have 10ft clearance
- proceed with caution

Note: keep loads as low as possible when traveling, preferably 4-6" high.

Data plate:

The Data plate of your truck will have the model and serial number, lifting capacity, and battery information. The location of nameplate can be found in operating manual. The operating manual usually comes with the purchase of a new lift.

Refueling:

Whenever you refuel a gasoline or diesel lift truck:

Turn off the engine and any lights that may be burning on the lift truck.

Do not smoke; make sure there are no open flames near your lift truck.

Be sure there is contact between the spout and the fill pipe before pumping.

Try not to spill any fuel. If you do, clean it up.

Do not block doorways or access to production or emergency equipment

Locate nearest fire extinguisher

Whenever you refuel an LP lift truck:

Before replacing an LP gas tank, close the shut off valve and let the engine run until it stalls.

Turn off the engine and any lights that may be burning on the lift truck.

Check for damage to connections and look for leaks.

WARNING: Since LP gas is heavier than air, make sure there is plenty of ventilation before changing or refilling LP tanks.

Do not smoke; make sure there are no open flames near the lift truck.

Whenever you change a battery:

Turn off the motor and any lights that may be burning on the lift truck.

Do not smoke; make sure there are no open flames nearby.

During the recharging process, batteries give off hydrogen gas. Make sure you recharge your battery in a well ventilated area.

Be careful not to spill any battery acid (electrolyte). If you do, clean it up using an absorbent material.

Because of the danger of electrical arcing, which will ignite hydrogen gas, keep tools and other metal objects away from the top of uncovered batteries. This includes rings and watches.

Batteries, when they are recharging, produce heat. Be sure to keep the compartment lid open.

Wear all prescribed safety equipment (face shield, rubber gloves, rubber apron, etc.).

General Safety Rules:

Never work on your lift

Never let someone ride on with you on your lift

Operate equipment properly and follow policy

Never stand under any lift with the forks raised

The most important safety device on your lift truck is you

If truck should tip over do not jump... Brace your feet, grip the steering wheel firmly, and lean forward away from point of impact.

Never allow any part of your body to be outside the operator's compartment when traveling.

Forklifts are to be inspected by the operator at the beginning of each shift for all safety and mechanical features.

Never travel with load lifted high.

Drive cautiously at corners and doorways. **Always** sound horn when approaching corners and doorways.

Drive in reverse when traveling down an incline or ramp. Always keep the load on the uphill side.

Only carry loads that the forklift is rated to carry.

Do not carry unstable loads.

Park forklift with forks flat on the floor.

Do not operate a forklift that is not in a safe operating condition.

Insure trailers are properly secured before loading/unloading.

Do not ride on the forks of a forklift. Use a man cage when lifting someone with a forklift.

Do not climb a forklift mast.

Know the proper way to operate the forklift you are to use.

Drive in reverse if the load obstructs your view.

Forklifts are to back through doorways

General Materials Handling Safety

General material storage safety:

1. Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
2. The maximum safe load limits of floors within buildings and structures should be conspicuously posted in pounds per square foot, in all storage areas, except for floor or slab on grade. Do not exceed the maximum safe loads.
3. Keep aisles and passageways clear to provide for the free and safe movement of material handling equipment or employees. Keep these areas in good repair.
4. Do not store materials on scaffolds or runways in excess of supplies needed for immediate operations.
5. Use ramps, blocking, or grading when a difference in road or working levels exists to ensure the safe movement of vehicles between the two levels.
6. Do not place materials stored inside buildings under construction within 6 feet of any hoist way or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.

Anchor and brace temporary floors used in steel erection, concrete forms, and shoring and other "in-process equipment" that are to be left overnight or for longer periods of time to prevent their displacement in any direction. Do not place materials stored inside buildings under construction within 6 feet of any hoist way or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.)

7. Segregate non-compatible materials in storage.
8. Stack bagged materials by stepping back the layers and cross-keying the bags at least every ten bags high.
 - a. Carefully handle cement and lime delivered in paper bags to prevent the bags from bursting.
 - b. Do not pile cement and lime bags more than ten bags high except when stored in bins or enclosures built for the purpose of storage.
 - c. When bags are removed from the pile, keep the length of the pile at an even height and maintain the necessary step backs every five bags.

- d. When handling cement and lime bags, wear eye protection preventing any contact with the substance (such as goggles or other sealed eye protection) and wear long sleeve shirts with close fitting collar and cuffs.
 - e. Do not wear clothing that has become hard and stiff with cement.
 - f. Make sure to report any susceptibility of skin to cement and lime burns.
 - g. Make sure that a hand cream or Vaseline and eyewash is provided and kept ready for use to prevent burns.
 - h. Store lime in a dry place to prevent a premature slacking action that may cause fire.
9. Do not stack bricks more than 7 feet high. When a loose brick stack reaches a height of 4 feet, taper it back 2 inches for every foot of height above the 4-foot level.
- a. Never stack bricks, for storage purposes, on scaffolds or runways.
 - b. Always stack blocks; do not throw in a loose pile.
10. When stacking masonry blocks higher than 6 feet, taper back the stack one-half block per tier above the 6-foot level.
- (i) When stacking inside a building, distribute the piles to prevent overloading the floor.
 - (ii) Do not drop or throw blocks from an elevation or deliver blocks through chutes.
- Do not stack lumber more than 20 feet high; if handling lumber manually, do not stack more than 16 feet high.
 - (i) Remove all nails from used lumber before stacking.
 - (ii) Stack lumber on level and solidly supported sills, and such that the stack is stable and self-supporting.
 - (iii) Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports.
 - (iv) Place cross strips in the stacks when they are stacked more than 4 feet high.
 - If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.

- (i) Wear heavy gloves when handling reinforcing steel.
 - (ii) When bending reinforcing steel on the job, use a strong bench set up on even dry ground or a floor to work on.
 - (iii) Carefully pile structural steel to prevent danger of members rolling off or the pile toppling over.
 - (iv) Keep structural steel in low piles, giving consideration to the sequence of use of its members.
 - (v) Stack corrugated and flat iron in flat piles, with the piles not more than 4 feet high; place spacing strips between each bundle.
- Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding to or withdrawing from the stock.
 - (i) Do not remove frozen material in a manner that would produce an overhang.

General Rigging Equipment Safety:

- Inspect rigging equipment for material handling prior to use on each shift and as necessary during its use to ensure that it is safe. Remove defective rigging equipment from service.
- Never load rigging equipment in excess of its recommended safe working load.
- Remove rigging equipment when not in use from the immediate work area so as not to present a hazard to employees.
- Mark special rigging accessories (i.e., spreader bars, grabs, hooks, clamps, etc.) or other lifting accessories with the rated capacity. Proof test all components to 125% of the rated load prior to the first use. Maintain permanent records on the job site for all special rigging accessories.

Disposal of waste materials:

- Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, use an enclosed chute of wood or equivalent material.
- When debris is dropped without the use of chutes, make sure that the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high and 20 feet back from the projected edge of the opening above.

Post at each level warning signs of the hazard of falling materials. Do not remove debris in this lower area until debris handling ceases above.

- Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
- Make sure to comply with local fire regulations if disposing of waste material or debris by burning.
- Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the work site.

Welding and Cutting Safety Rules

1. Always follow the manufacturer's recommendations for setting up and operating equipment, selection of tip size, and gas cylinder operating pressures.
2. Always use a regulator to reduce gas cylinder pressure to the operating pressures recommended by the equipment manufacturer. All piping and equipment must meet the standards of the Compressed Gas Association.
3. Always ensure that all connections are leak tight. Each time connections are loosened and retightened each connection should be checked with a soap and water solution (oil free soap). Do not check with flame.
4. Before "lighting up" clear out each line by letting a small amount of gas flow (separately) to remove any mixed gases that might be in the lines.
5. Never use defective, worn or leaky equipment. Repair it or take it out of service.
6. Never use acetylene in excess of 15 psi pressure. Higher pressures with acetylene are dangerous. If the cylinder is not fitted with a hand wheel valve control, any special wrench required must be placed on the cylinder while the cylinder is in service. On manifolds, one wrench for each manifold will suffice.
7. Always have an appropriate fire extinguisher in good operating condition readily available when operating welding or cutting equipment.
8. Never perform welding, cutting, brazing, or heating operations in a poorly ventilated area. Avoid breathing fumes from these operations at all times, particularly when zinc, cadmium, or lead coated metals are involved.
9. Never perform welding or cutting operations near combustible materials (gasoline cans, paints, paper, rags, etc.).
10. Always protect yourself, others present, welding hoses, gas cylinders, and flammable materials in the area from hot slag and sparks from the welding and cutting operations.
11. The welder and spectators must always wear goggles to protect the eyes from injurious light rays, sparks and hot molten metal during welding, cutting, and heating operations. Eye protection must comply with the established ANSI Standards.
12. Always wear clean, oil free clothing during welding and cutting operations. Protect the hands with leather welding gloves to avoid burns from radiation and

hot molten slag. Low cut shoes and trousers with cuffs or open pockets should not be worn.

13. Never use a match or cigarette lighter to light a cutting or welding torch. Always use a spark igniter. Fingers are easily burned by the igniting gas when a match or cigarette lighter is used.
14. Ensure that the material being welded or cut is secure and will not move or fall on anyone.
15. Never use a welding, cutting, or heating torch on a container that has held a flammable liquid. Explosive vapors can accumulate and linger in closed containers for extended periods of time.
16. Never use a regulator for gasses other than those for which it was designed for by the manufacturer since the diaphragm and seat materials may not be compatible with other gasses.
17. Never attempt to adapt and use a fuel gas or inert gas regulator on an oxygen cylinder. A special protective device is incorporated on the oxygen regulator to harmlessly dissipate the heat caused by the recompression when the cylinder valve is quickly opened. Such a protective device is not furnished on fuel gas and inert gas regulators.
18. Never tamper with the safety devices on cylinders, fuse plugs, safety discs, etc. and do not permit torch flames or sparks to strike the cylinder.
19. Always refer to the various gasses by their proper names. (Do not refer to oxygen as "air" or acetylene as "gas".)
20. All cylinders, particularly acetylene, should be restrained securely in an upright position to prevent accidents. A non-vertical position for an acetylene cylinder in use would allow the discharge of acetone through the regulator and into the cutting torch, clogging the mixer passages and creating a fire hazard. It would reduce the efficiency of the flame and contaminate the weld area. It also can cause voids in the porous material inside the cylinder, which can lead to acetylene explosions.
21. Store all gas cylinders not in use away from excessive heat sources, such as stoves, furnaces, radiators, the direct rays of the sun, and the presence of open flames. Cylinders in storage should always be secured in an upright position.
22. Keep all burning or flammable substances away from the oxygen or fuel gas storage area (at least 20 feet) and post "No Smoking" signs.

23. Upon completion of a welding, heating, or cutting operation immediately inspect the surrounding areas for smoldering embers. Allow at least one half hour to elapse before leaving the area and conduct another thorough inspection just before leaving. Also alert other personnel of fire possibilities.
24. Always have the properly fitted wrench to fasten a regulator to a cylinder. Never tighten the regulator by hand.
25. Always leave the fuel gas cylinder valve wrench in place when the cylinder valve is open so that it can be closed quickly in an emergency. Do not open acetylene valves more than one-quarter (1/4) turn.
26. Before connecting a regulator to a gas cylinder, open the cylinder valve for a moment. Called cracking the cylinder valve, this will blow out any foreign material that may have lodged in the valve during transit. Do not stand in front of the valve when "cracking".
27. After attaching a regulator to a gas cylinder, be sure the regulator adjusting screw is fully released (backed off in a counter clockwise direction so that it swivels freely) before the cylinder valve is opened. Never stand in front of a regulator when you are opening a cylinder valve.
28. Always open the cylinder valve slowly so that gas pressure will build up slowly in the regulator (particularly in the oxygen cylinder). Quick opening of the cylinder valve causes a buildup of heat due to recompression of the gas. When combined with combustible materials, ignition and explosion may result.
29. If a leak develops in a fuel gas cylinder that cannot be stopped by closing the valve, immediately place the cylinder outside of the building away from possible fire or ignition sources in a location that is free from wind currents that might carry the gas to an ignition source.
30. Never attempt to mix gasses in a cylinder or fill an empty one from another (particularly oxygen cylinders). Mixture of incompatible gasses and/or heat caused by recompression of the gas or gasses may result in ignition and fire. Only the owner of a cylinder may mix gasses in it.
31. When a gas cylinder is ready for return to the supplier, be certain the cylinder valve is closed to prevent internal contamination and the shipping cap is in place to protect the cylinder valve. Identify empty cylinders.
32. Never use oxygen or other gasses as a substitute for compressed air in operation of air-operated tools, blowing off parts, or for ventilation purposes. The only exception to this rule is where oxygen is used to blow out port passages and talcum powder or dust from welding hoses when setting up new or old "dusty" equipment.

33. Do not attempt to do your own repair on welding equipment. Equipment that is improperly repaired can cause leaks and other hazardous conditions. Repairs must be performed by qualified repair personnel.
34. Never repair welding hose with tape. Use of tape and many hose splicers can reduce the pressure to the torch and can cause hazardous conditions. Welding hose must meet the specifications of the Compressed Gas Association.
35. Use the shortest length of hose possible. Longer hoses require higher gas pressures and can be hard to handle.
36. Never use oil or grease on any part of welding or cutting equipment and never let it come into contact with oil or grease. This includes gas cylinders, work bench, regulators, torches, tips, threads on bottles, and clothes that are worn, such as jackets, gloves, and aprons. Oxygen and oil or grease can cause explosions and fire.
37. Never use a hammer on the valve cover caps to loosen them. Use a piece of wood to soften the impact and prevent sparks and damage to the cap.
38. When moving gas cylinders always roll them on their bottom edges or in a cart designed for their movement. Sliding or dragging them or rolling causes excessive wear and may weaken their walls by metal erosion. Slings and electromagnets are not authorized when transporting cylinders.
39. Never use cylinders as rollers to move material. Do not let them bump into each other or let them fall.
40. Fuel gas and liquefied fuels must be stored and shipped valve end up.
41. Do not hammer on any cylinder. Do not tamper with the relief valves. If you have trouble, contact the supplier for assistance.
42. Suitable eye protection must be worn for all welding and cutting operations.
43. Cylinders must be secured. Valves must be closed when unattended and caps must be on the cylinders when the regulators are not on the cylinders.
44. Cylinders must be upright when they are transported in powered vehicles.
45. All cylinders with a water weight of over 30 lbs. must have caps or other protection.
46. All fuel gases must be used through a regulator on cylinder or manifold.

47. Compressed gas cylinders must be upright except for short periods for transportation.
48. Repair work on gauges and regulators must be done by qualified personnel.
49. Only 4 inches of hose per foot may be covered with tape. Defective hoses must be removed from service.
50. Oxygen must not be used for ventilation.
51. Oxygen regulators must be marked "Use No Oil". Regulators and fittings must meet the specifications of the Compressed Gas Association.
52. Union nuts on regulators must be checked for damage.
53. Before removing a regulator, shut off cylinder valve and release gas from regulator. Equipment must be used only as approved by the manufacturer.
54. Caps must be on cylinders unless they are transported on a special carrier.
55. Hot warnings on materials are required.
56. Fire is the biggest hazard in welding. The area should be cleared for a radius of 35 feet. Fire shields should be used. The area should be monitored for 30 minutes or more after end of work to ensure there is no delayed ignition.
57. Proper personal protective equipment must be worn by all welders and assisting personnel.
58. All welding personnel should be advised of the hazards from heating zinc, lead, cadmium, and any other substances that could cause health problems from the welding activity.

(The following apply to arc welding)

59. Chains, wire ropes, hoists, and elevators must not be used to carry welding current.
60. Leather capes should be used for overhead welding.
61. The neck and ears must be protected from the arc.
62. Conduits with electrical conductors in them must not be used to complete a welding circuit.

63. Welding shields must be used to protect other workers from injurious light rays.

64. Welding leads must be inspected regularly for damage to insulation. Only proper splicing will be authorized. There should be no splices in stinger lead within 10 feet of the stinger and the leads should never be wrapped around the body.

Personal Protective Equipment

Eye and Face Protection

Eye and face protection used by employees will comply with ANSI Z87.1-1989. The Branch Manager will verify that PPE utilize meets the criteria stated by the American National Standards Institute. This criterion is included in this section of the program for reference.

IMPACT	
Types of work	Chipping, grinding, machining, masonry work, riveting, and sanding
Hazard Exposure	Flying fragments, objects, large chips, particles, sand, dirt, etc.
Recommending Protection	Spectacles with full, half, or detachable sideshields Spectacles with non-removable lenses or lift front lenses Cover goggles with indirect or direct ventilation Cup goggles with direct or indirect ventilation Spectacles with a temple headband, or For severe exposure, add a faceshield <i>Note</i> . Care shall be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards must be provided. <i>Note</i> : Faceshields shall only be worn over primary eye protection. <i>Note</i> Persons whose vision requires the use of prescription (Rx) lenses shall wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear. <i>Note</i> : Wearers of contact lenses shall also be required to wear appropriate covering eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers. <i>Note</i> . Non-sideshield spectacles are available for frontal protection only.
Limitations	These do not provide unlimited protection. <i>Note</i> : Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
Beware of	Protectors that do not provide protection from side exposure. <i>Note</i> : Non-sideshield spectacles are available for frontal protection only. Filter or tinted lenses that restrict light transmittance, unless it is determined that a glare exists. Refer to OPTICAL RADIATION.

DUST	
Types of Work	General dusty conditions
Hazard Exposure	Nuisance dust
Recommended Protection	Cover goggles with indirect or no ventilation Cup goggles with indirect ventilation
Limitations	Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleaning may be required.

CHEMICAL	
Types of Work	Acid and chemicals handling degreasing, plating
Hazard Exposure	Splash, irritating mists
Recommended Protection	Splash - Cover goggles with indirect or no ventilation Cup goggles with indirect ventilation For severe exposure add faceshields Irritant mists - Cover goggle with no ventilation
Limitations	Splash - Ventilation should be adequate but well protected from splash entry Irritating mist - <i>Note.</i> Faceshields shall only be worn over primary eye protection
Beware of	Spectacles, welding helmets, handshields

HEAT	
Types of Work	Gas cutting, and welding.
Hazard Exposure	Hot sparks, splash from molten metals, high temperature exposure, high light exposure and heat
Recommended Protection	Hot sparks—Spectacles with full, half or detachable sideshields
	Spectacles with non-removable lenses or lift front lenses Cover goggles with indirect or direct ventilation Cup goggles with direct or indirect ventilation Spectacles with a temple headband, or For severe exposure, add a faceshield Splash from molten metals - Faceshields worn over cover goggles or cup. Full face Welding helmet
	Goggles, both for indirect ventilation High temperature exposure – Screen faceshields. reflective faceshields
	For all three types:
	<i>Note: Operations involving heat may also involve optical radiation. Protection from both hazards shall be provided. Note; Faceshields shall only be worn over primary eye protection.</i>
Limitations	Spectacles, cup and cover type goggles do not provide unlimited facial protection. <i>Note: Operations involving heat may also involve optical radiation. Protection from both hazards shall be provided.</i>
Beware of	Protectors that do not provide protection from side exposure.

OPTICAL RADIATION: TORCH SOLDERING	
Types of Work and Hazard	Torch soldering
Recommended Protection	Spectacle with half, full or detachable sideshields Spectacle with non-removable lens or left front Faceshield Tvoical Filter Lens Shade 1.5-3
Limitations	<i>Note: Faceshields shall only be worn over primary eye protection.</i>

OPTICAL RADIATION: GLARE	
Types of Work and Hazard	Glare
Recommended Protection	Spectacle with no or half sideshields <i>Note:</i> Welding helmets or handshields shall be used only over primary eye protection. <i>Note:</i> Non-sideshield spectacles are available for frontal protection only.
Limitations	Shaded or special purpose lenses, as suitable <i>Note:</i> Refer to Section 6.5, Special

Based upon the hazard assessment included in this program, eye protection will be used in the following work areas:

- | | |
|----------------------------|-------------------------------------|
| 1. <u>Battery Room</u> | 4. <u>Construction Sites</u> |
| 2. <u>Maintenance Shop</u> | 5. <u>Welding & Cutting Ops</u> |
| 3. <u>Engine Room</u> | 6. <u>Others as specified</u> |

Each employee in these work areas will use eye and face protection when exposed to eye or face hazards from flying particles, hot objects, injurious chemicals, liquid acids and caustics, gases, vapors, or potentially injurious light radiation.

Eye protection will provide side protection when there is a hazard from flying objects. Affected employees requiring prescription lenses shall wear eye protection that incorporates the prescription in its design. Employees with prescription requirements may wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Eye and face protection used by employees will be distinctly marked to facilitate identification of the manufacturer.

Employees involved in welding, cutting, or brazing, shall use equipment with filter lenses that have a shade number which will provide protection from injurious light radiation. The following table should be used to determine the appropriate shade numbers for various operations.

Foot Protection:

Each employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, objects piercing the sole, where such employee's feet are exposed to electrical hazards, and where employee's feet are exposed to temperature extremes. Protective footwear purchased after July 5, 1994 shall comply with ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear." Protective footwear purchased before July 5, 1994 shall comply with the ANSI standard "USA Standard for Men's Safety-Toe Footwear," Z41.1-1967. **Steel toe shoes are required for all warehouse employees and maintenance.**

Hearing Protection

Each employee shall wear protective hearing equipment when working in areas where there is a danger of hearing loss due to that area having over 85 decibels. The only area in this facility that has been evaluated with a range of over 85 decibels is the Engine room area. Any employees entering this area will be required to wear hearing protection. Hearing protection will be provided by the Company.

Head Protection

If protective headwear is to be used, it will adhere to the following guidelines.

Protective Headwear Types and Classes

Helmet Types

Type I - Type 1 helmets shall have a full brim. Type 2 - Type 2 helmets have no brim but may include a peak.

Helmet Classes

Class A - Class A helmets are intended to reduce the impact force of falling objects and to reduce the danger of contact with exposed low-voltage conductors. Representative sample shells are proof-tested at 2,200 volts (phase to ground).

Note: This voltage is not intended to be an indication of the voltage at which the headgear protects the wearer.

Class B - Class B helmets are intended to reduce the impact force of falling objects and to reduce the danger of contact with exposed high-voltage conductors. Representative sample shells are proof-tested at 20,000 volts (phase to ground). Note: This voltage is

not intended to be an indication of the voltage at which the headgear protects the wearer.

Class C - Class C helmets are intended to reduce the impact force of falling objects. This class offers no electrical protection.

Protective Headwear Materials

All materials used shall conform to the requirements of this standard. All materials that come in contact with the wearer's head shall be those generally known to be nonirritating to normal skin.

Protective Headwear Marking

Each helmet conforming to the requirements of this standard shall bear identification on the inside of the shell stating the name of the manufacturer, the American National Standard designation, and the class of the helmet. For example:

Manufacturer
ANSI Z 89.1-1986
Class B

Warehouse employees who work in the freezer will be given freezer toboggans if requested.

Hand Protection

When it is determined by the hazard assessment that employees are exposed to potential hand injuries, personal protective equipment will be worn. Hand protection will be utilized to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following exposure. Performance characteristics of gloves relative to the specific anticipated hazard will be identified by the General Manager or Safety Director and used as the basis for selection. The most effective hand protection will be selected for each job function. **Warehouse employees will be given standard issue freezer gloves.**

Based upon the hazard assessment included in this program, hand protection will be used in the following work areas:

- | | |
|----------------------------|---------------------------|
| <u>1. Battery room</u> | <u>4. Freezer / Blast</u> |
| <u>2. Maintenance shop</u> | <u>5.</u> |
| <u>3. Engine room</u> | <u>6.</u> |

Respiratory Protection

When employees are required to wear respiratory protection, the Safety Director will verify that the requirements of the respiratory protection standard have been fulfilled. Persons required to wear respirators will be identified in the respiratory protection program.

The hazard assessment indicates that the following job duties and work areas are the areas in which respirators will be used.

- | | |
|---------------------|--|
| 1. Maintenance shop | 4. Preventive maintenance on refrigeration |
| 2. Engine room | 5. Line-breaking |
| 3. Oil drain | 6. Repairs to refrigeration equipment |

Hazard Assessment and Personal Protective Equipment Selection

Work Area: Battery Room Date of Hazard Assessment: ongoing

Job Function: Changing batteries and preventive maintenance on batteries

Personal Protective Equipment Hazard Analysis Survey

Job Assignment: Battery changing

Specific Equipment Used: Welding shields, welding helmet, welding gloves and apron

Personal Protective Equipment Used	Conditions for Use	Used Properly YES/NO
1. Full face shield	Good	Yes
2. Rubber gloves	Good	Yes
3. Rubber apron	Good	Yes
4. _____		

Personal protective equipment will be kept clean and in effective working condition. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

Methods will be designed to regularly clean, inspect, and replace equipment to ensure the safety and health of our employees. Employees will be instructed to notify their supervisor when personal protective equipment becomes lost, damaged, or in need of repair or replacement. Facilities for cleaning safety glasses and head protection will be provided and employees will be instructed to maintain their equipment. Periodic review will be made during work hours to assess the condition of personal protective equipment.

Respirators will be cleaned and inspected on the frequency indicated by the respiratory protection program. Documentation indicating cleaning, repair, and replacement of respirators will be kept in this program file.

The Company will provide the following for all refrigerated warehouse employees:

- **Freezer suit**
- **Freezer gloves**
- **Toboggan (optional)**
- **High visibility vests**

Employees will supply steel toe shoes.

ELECTRICAL SAFE WORK PRACTICES AWARENESS TRAINING

Very few human activities take place without the use of electricity. Electricity is a "necessity" of life that few people can imagine living without. Due to societies demand for uninterrupted electrical service, qualified maintenance personnel are needed for installing, maintaining, and repairing many different types of electrical systems.

The purpose of this Electrical Safe Work Practice Training Program is to review basic properties of electricity and to provide guidance concerning proper personal protective equipment and techniques for working on electrical systems. Ultimately, this training program attempts to reduce the number of accidents and losses associated with the operation, maintenance and repair of electrical equipment. This training program should be used in conjunction with specific departmental procedures and on-the-job training.

DEFINITIONS

We will begin by discussing the difference between an electrical conductor and an insulator.

Conductor: electricity flows easily through a conductor. Copper is a good conductor of electricity and is commonly used in electrical wiring. The human body is also a good conductor of electricity.

Insulator: insulators resist the flow of electricity. Insulating materials are used to coat copper conducting wires and are used to make electrical work gloves. Insulators help to protect humans from coming into contact with electricity flowing through conductors.

We have just stated that conductors allow electricity to flow through them while insulators resist the flow of electricity. Let's discuss some additional terms that are used to describe how electricity is transferred through conductors. These terms are Voltage, Current, and Resistance.

|
Electrical Voltage (V): voltage can be thought of as electrical pressure, it is the force that causes electrical charge to move or flow through a system.

Electric Current (I): electric current is measured in amperes, and is defined as the rate at which electric charge travels through a conductor.

Electrical Resistance (R): the rate at which electricity flows through a circuit is affected by the resistance of the components and/or wires in the circuit. Increased resistance results in a decrease in the amount of current that will flow through the wire. Appliances, lights, power tools can all be thought of as resisters.

Ohm's Law: Ohm's law is a mathematical formula that is used to describe the relationship between voltage (V), current (I), and resistance (R). Ohm's law can be written as follows:

$$I = V / R$$

As you can see, according to Ohm's law, the current (I) of a system is related to the voltage and the resistance of the system.

MAINTENANCE OF ELECTRICAL SYSTEMS

When describing electrical equipment operation and repair, there are two groups of people that may work around electricity. These two groups are called Unqualified and Qualified.

Unqualified employees: are individuals who face the risk of electrical shock, but are not qualified to make repairs to the electrical equipment. Unqualified employees are generally the people who work in office buildings and laboratory. An Unqualified person could also be a maintenance employee from a non-electrical trade (painter). If you are a Unqualified employee you need to be aware of the following items:

- There is a risk of severe injury and death associated with contacting energized electrical equipment. People can, and have, died because they were not aware of an electrical hazard in their work area.
- You should not attempt to repair electrical equipment (extension cords, reset breakers), reach into panel boxes, etc. These tasks must only be done by Qualified Electrical Workers. If you need to have electrical repairs made to your equipment, call the electrical maintenance department.
- As an Unqualified employee you may see electrical hazard signs and tags that read "Danger Electrical Hazard Authorized Personnel Only". These signs and tags are posted for your safety - stay away from the equipment.
- If you are an Unqualified person and you are working in an elevated position near overhead lines (roofers), you must position yourself (ladder, boom basket, etc.) so that the longest conductive object you are using (saws, poles, tools, brooms, etc.) cannot come closer than at least 10 feet to any unguarded, energized overhead line.

On the next page, we will discuss Qualified Employees.

MAINTENANCE OF ELECTRICAL SYSTEMS

Qualified Employees: are individuals who have received training in avoiding electrical hazards associated with working on or near exposed energized parts.

Qualified employees will receive on-the-job and classroom training in electrical safe work practices.

MAINTENANCE OF ELECTRICAL SYSTEMS

Now that you understand the difference between a Qualified and Unqualified employee, let's discuss the different types of electrical equipment a Qualified employee may be required to install, maintain, and repair. When discussing electrical installations, the electrical equipment may be in two states: energized or de-energized.

- **De-energized:** means that any source of energy (electrical, mechanical, pneumatic, chemical, and hydraulic) has been turned "OFF", lock/tagged out, and verified that it is in the off position prior to conducting your assigned work. Lockout/Tagout is the placement of a padlock and/or a warning tag on an energy-isolating device (disconnect) which ensures that equipment being controlled cannot be operated until the lockout device is removed.

When working on an electrical system you must always consider exposed electrical parts to be "live" until they have been properly locked/tagged and you have verified that the equipment is off !!!!

- **Energized:** energized equipment or parts have not had all sources of electrical power turned off, locked/tagged, and verified that they are in the off position. Working on energized systems pose a serious safety hazard to the Qualified electrical employee. Live parts to which a Qualified employee contacts must always be turned off and de-energized unless:
 - The de-energization of the equipment is not possible, due to the design of the equipment.
 - The de-energization of the equipment will cause an additional or increased hazard such as, the interruption of life support equipment (hospitals), deactivation of emergency alarm systems, shutdown of hazardous location ventilation systems, or removal of illumination for an area.

If your department determines that you will be required to work on energized electrical equipment, you will be required to follow **Safe Work Practices** to keep you from becoming injured while working on these systems.

Safe Work Practices include such items as personal protective equipment, insulated tools, and on the job training. Let's talk about personal protective equipment and insulated tools.

PERSONAL PROTECTIVE EQUIPMENT

Any employee who works in/around energized equipment and has the potential to come into contact with "live" exposed parts must be provided and use Personal Protective Equipment (PPE). The following are basic guidelines for the proper use of electrical PPE.

- PPE should be used whenever a you could come into contact with exposed electrical parts. Give this statement some thought. An example of a situation in which you could inadvertently come into contact with live voltage is while resetting a switch that is located inside a panel box that contains exposed live wires, etc.
- PPE must be designed for the work being performed. You must make sure that electrical gloves, insulated tools, etc. are rated for the voltage levels they will be used around. Electrically rated tools will be clearly labeled with the amount of voltage for which they are approved. Do not exceed the tool's electrical rating !
- Always inspect your electrical tools and PPE before each use to make sure they are in good condition and will work properly. If you find that a tool has been damaged, or that PPE has tears or holes, you need to replace the item before conducting the assigned work. In order to protect electrical insulated gloves from puncture, they are often worn under thicker, heavier leather gloves.
- You must wear non-conductive head protection if you are working in a location that present a possible electrical hazard to your head (bumping into exposed lines, parts, etc.). Class A hard hats provide limited protection against electricity up to 2,200 volts. Class B hard hats are highly resistant to electricity up to 20,000 volts.
- You must wear eye and face PPE, such as face shield and safety glasses, whenever there is a possibility of electrical arcs or explosion. Safety glasses should always be worn underneath a face shield. A face shield alone does not provide enough protection.
- All test instruments and equipment (volt, ammeters, ohm meters) and associated leads, cables, power cords, probes, and connectors must be visually inspected for external defects and damage before the equipment is used. If any defect or damage is noted remove the item from service.
- All Qualified Electrical Workers are required to wear electrically rated steel-toed boots at all times.
- Utilize approved fuse handling equipment that is insulated for the circuit voltage to remove or install fuses. Never use a non-insulated tool to remove a fuse. Many electrical related deaths have occurred when an employee uses a pair of channel locks or pliers to remove a live fuse.
- You may be required to utilize insulating materials, such as non-conductive matting and insulated blankets. If used properly, these pieces of equipment provide a barrier between your body and the energized part.

SAFE WORK PRACTICES

Now that we have reviewed some of the basic electrical PPE and tools that a Qualified employee may be required to use, let's review some common sense Safe Work Practices that you need to remember.

The following work practices need to become an integral part of you day to day activities as a Qualified employee.

- When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with live parts. Barricades may be used if necessary. If barricades are not sufficient, then attendants must be used.
- Safety signs and tags must be used to warn employees of electrical hazards which may endanger them.
- Qualified employees may not approach, or take any conductive object without a approved insulating handle, closer than 4 feet to any exposed energized parts. Approved electrical gloves, sleeves and/or tools must be utilized if approaching closer than 4 feet.
- Conductive items, such as jewelry, watch bands, bracelets, rings, key chains, necklaces, may not be worn if they might contact exposed energized parts.
- Always use ladders with non-conducting side rails when working around electricity. If you are using wooden ladder, make sure it is free from oil and grease which could conduct electricity. Metal ladders should never be used when working around electrical installations.
- Ground Fault Circuit Interrupters (GFCI's). GFCI's are electrical devices that are designed to detect ground faults. Ground faults occur when electrical current is "leaking" somewhere outside it's intended pathway. If your body provides the path to ground for the leaking current, you could receive a shock, or be electrocuted. GFCI's should be used in all wet locations and on outside outlets.
- Make sure equipment cords are in good condition. Equipment cords should be free of cracks and should not be frayed, or have exposed copper wire. Electrical extension cords are an acceptable means of providing temporary electrical power, however they cannot be used to substitute for permanent electrical installations. When using extension cords, observe the following guidelines: 1. Make sure extension cords are UL or Factory Mutual listed and are of the three prong type; 2. Use only power bars that have a fuse or breaker incorporated into the bar itself; 3. Do not use two prong, ungrounded cords in a laboratory setting; 4. Make sure the extension cord is protected from damage - periodically inspect

the cord for damage and wear; 5. Do not run cords through walls, doors, under rugs, or across aisles; 6. Do not wrap extension cords around electrical fixtures or ventilation pipes; 7. Do not attempt to repair extension cords with electrical tape, or wire nuts - purchase a new cord; 8. Make sure the total number of watts connected to the extension cord does not exceed the rating of the cord. An extension cord can be overloaded if you attach too much equipment to the cord. Heavy duty extension cords may be needed for high-wattage appliances and equipment.

- Make sure plugs fit your outlets. Never remove the third prong (ground pin) to make a three prong plug fit a two prong outlet. Never force a plug into an outlet that it does not fit. Plugs should fit securely into outlets. Avoid overloading outlets with too many appliances.
- Do not leave plugged-in appliances/tools where they might come into contact with water. If a plugged-in tool falls into water, NEVER reach in to pull it out, even if it is turned off. ALWAYS unplug the tool first.
- Poor housekeeping is a major factor in many electrical accidents and fires. A cluttered area is both unsafe and inefficient. Electrical boxes should remain accessible at all times and should never have equipment, etc. placed in front of them. Flammable materials should not be stored in electrical equipment rooms at any time. Use instructions, signs, or barriers to protect people from electrical hazards.
- Always consider electrical equipment energized unless proven otherwise. Electrical devices should not be modified beyond the intent of their design. Some examples of misuse include: Pulling out a plug by the cord rather than the plug, inserting wires or objects other than a standard plug into a receptacle, constructing homemade extension cords from standard junction boxes and receptacles, modifying a plug to enable it to fit a receptacle for which it was not intended.

RESCUE PROCEDURES

Now that we have reviewed some common sense Safe Work Practices that you will use when working around electricity, let's review what you should do in the event of an emergency.

- Electricity, even at small voltages (110V) can cause severe injury or death by causing a person's heart or lungs to stop working. In addition, electricity can also cause minor to severe burns. Serious electrical burns often times appear to be minor, due to the fact that body tissues and organs are damaged internally. If a co-worker has come into contact with electricity they may not be able to remove themselves from the electrical source. **DO NOT ATTEMPT TO PULL THE PERSON FROM THE ELECTRICAL SOURCE WITH YOUR BARE HANDS, YOU MAY BE ELECTROCUTED.** Remember, your body is a good conductor of

electricity, if you touch the person while they are connected to the electrical source, the electricity will flow through your body causing electrical shock. You should first attempt to turn off the source of the electricity (disconnect). If you cannot locate the electrical isolating source, you can use a non-conducting object, such as a wooden pole, to remove the person from the electrical source. Emergency medical services should be called as soon as possible.

- Once you have removed the victim from the electrical source, check to see if the person is breathing and if they have a pulse. If necessary, administer CPR (if you are trained) until emergency personnel arrive at the scene.
- Never go near a victim that has been electrocuted by a high voltage line, because the electricity can travel several feet through the air and you could be electrocuted during rescue procedures.

Hazard Communication Program

Purpose:

The purpose of the Hazard Communication Program is to ensure that the hazards of all chemicals produced or imported by chemical manufacturers or importers are evaluated. Information concerning the hazards must be transmitted to affected employers and employees before they use the products.

Procedure:

1. Inventory Lists – Know the hazardous chemicals in your workplace that are a potential physical or health hazard. Make an inventory list of these hazardous chemicals; this list must be a part of your written program.
2. MSDS – Make sure there is a material safety data sheet (MSDS) for each chemical and that the inventory list and labeling system reference the corresponding MSDS for each chemical.
3. Labeling System – Each container entering the workplace must be properly labeled with the identity of the product, the hazardous warning, and the name and address of the manufacturer.
4. Written Program – Develop, implement, and maintain a comprehensive written hazard communication program at the workplace that includes provisions for container labeling, material safety data sheets, and an employee training program.

Employees must be made aware of where hazardous chemicals are used in their work areas. They must also be informed of the requirements of the Hazard Communication Standard, the availability and location of the written program, the list of hazardous chemicals, and the material safety data sheets.

The code specifically requires employers to train employees in the protective practices implemented in their workplace, the labeling system used, how to obtain and use MSDSs, the physical and health hazards of the chemicals and the recognition, avoidance and prevention of accidental entrance of hazardous chemicals into the work environment.

Respirator Program

Purpose:

The purpose of the Respirator Program is to ensure that all employees are protected from exposure to respiratory hazards. Engineering controls such as ventilation and substitution of less toxic materials are the first line of defense. However, engineering controls are not feasible for some operations or do not completely control the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also utilized for protection during emergencies.

Procedure:

This program applies to all employees who are required to wear respirators during normal work operations and during certain non-routine or emergency operations. Employees participating in the respiratory protection program do so at no cost to them. The expense associated with medical evaluations, training, and respiratory protection equipment will be borne by the company.

Employees who voluntarily choose to use a cartridge style respirator when the respirator is not required are subject to the medical evaluation, cleaning, maintenance, and storage elements only of this program. These individuals will also receive training covering proper procedures for cleaning, maintenance and storage of their respirators.

Hearing Conservation Program

Purpose:

The purpose of the Hearing Conservation Program is to ensure that all employees are protected from exposure to noise hazards. Employers whose workers are exposed to high noise levels must have an active program for protecting their employees' hearing.

Procedure:

An effective hearing conservation program should first assess company-wide noise exposures in order to identify any employee or group of employees exposed to noise. Noise is measured with a sound level meter or noise dosimeters, which measure average noise levels over time. Employees who are exposed to noise at or above an eight-hour time-weighted average of 85 dB (decibels) must be covered under a hearing conservation program. For these employees, the employer must develop, implement, and maintain (at no cost to the employees) a program consisting of:

1. Mandatory audiometric testing
2. Making hearing protectors available and ensuring their use.
3. Comprehensive training explaining hearing loss, hearing protective devices, and the employer's hearing conservation program.
4. Warning signs for high noise areas (115 dBA or higher).
5. Keeping accurate records.
6. Ensuring employee access to their records.

Additionally, the employer must post a copy of the hearing conservation standard or post a notice to affected employees or their representatives that a copy of the standard is available at the workplace for their review.

Wearing Hearing Protection:

- Any employee entering or working in an area where a "required hearing protection" sign has been posted is required by Craftsmen Contractors safety rules to wear this protection. No employee can accept responsibility for his own hearing and refuse to wear the hearing protection.
- Each Branch Manager is responsible for seeing that all Craftsmen Contractors employees wear hearing protection in designated and marked areas.

Heat Stress - How do you prevent heat illness?

- Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun. Loosen or remove clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them.* If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

Heat Stroke or Heat Exhaustion?

How do you tell the difference?

The telling difference is mental confusion or disorientation in ALL heat stroke victims.

You can ask these 3 questions: What is your name? What day is this? Where are we?

If a worker can't answer these questions, assume it is heat stroke.

What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion	Heat Stroke
<ul style="list-style-type: none"> • Heavy sweating • Exhaustion, weakness • Fainting / Lightheadedness • Paleness • Headache • Clumsiness, dizziness • Nausea or vomiting • Irritability 	<ul style="list-style-type: none"> • Sweating may or may not be present • Red or flushed, hot dry skin • Any symptom of heat exhaustion but more severe • Confusion / Bizarre behavior • Convulsions before or during cooling • Collapse • Panting/rapid breathing • Rapid, weak pulse • Note: May resemble a heart attack

What do you do if someone is suffering from heat exhaustion or heat stroke?

Heat Exhaustion	Heat Stroke (medical emergency)
<ul style="list-style-type: none"> • Move the worker to a cool, shaded area to rest; do not leave them alone. • Loosen and remove heavy clothing that restricts evaporative cooling. • Give cool water to drink, about a cup every 15 minutes. • Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling. 	<ul style="list-style-type: none"> • Get medical help immediately, call 911 and transport as soon as possible. • Move the worker to a cool, shaded area and remove clothing that restricts cooling. • Seconds count – Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives. • If emergency medical personnel are delayed, call the hospital emergency room for further instruction.

<ul style="list-style-type: none"> • Recovery should be rapid. Call 911 if they do not feel better in a few minutes. • Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks. 	<ul style="list-style-type: none"> • Do not give the worker water to drink until instructed by medical personnel.
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Heat Stress Check List

- Does the worksite have temperature extremes (above 85 degrees in higher humidity, above 90-95 degrees in lower humidity) that may cause heat stress?
- Do employees do heavy labor or wear heavy protective clothing? (increases heat stress conditions)
- Do employees have access to adequate drinking water at all times?
- Are employees allowed work breaks during prolonged heavy labor?
- Do workers have access to shade during breaks?

Confined Spaces Safety Procedure

Purpose:

Fatalities and injuries constantly occur among construction workers who, during the course of their jobs, are required to enter confined spaces. In some circumstances, these workers are exposed to multiple hazards, any of which may cause bodily injury, illness, or death. Workers are injured and killed from a variety of atmospheric factors and physical agents. This policy will assist personal in preparing for confined space operations and conducting these operations effectively.

This policy applies to employees engaged in confined space operations at any location.

Definitions:

Attendant – an individual stationed outside the confined space who monitors the entrants inside the confined space. There must be at least one attendant for each confined space. Attendants must meet specific training requirements to perform this job.

Entrant – an employee who is authorized to enter a confined space.

Blanking or Blinding – the absolute closure of a pipe, line, or duct, by fastening across its bore a solid plate or cap which completely covers the bore, which extends at least to the outer edge of the flange at which it is attached, and which is capable of withstanding the maximum upstream pressure.

Confined Space – an enclosed space has three characteristics and must have all three to be considered a confined space:

1. Large enough to get your body entirely inside to do your work
2. Not designed or intended for continuous occupancy
3. Restricted entry or exit

If you do have any confined spaces, you must not enter them until you have carefully evaluated the hazards inside to determine what type of entry procedure may be used for each confined space you have:

- Non-permit-required confined space (NPRCS)
- Permit-required confined space (PRCS)
- Alternate Entry

Responsibilities

- **Person In Charge** -
 - Evaluate the need for entry into the confined space
 - Insure that all work preparations that are necessary to complete the job in the minimum time with a single entry have been completed
 - Obtain and complete a confined space permit form

- Check training qualification all entrants, attendant and contractor employees
- Conduct a pre-entry briefing of all personnel
- **Entrant –**
 - Wear appropriate protective clothing
 - Maintain contact with attendant
 - Follow instructions of the attendant in the event of an emergency
 - Use safe work practices
- **Attendant-**
 - Maintaining an accurate count of entrants in the confined space
 - Monitoring the activities of entrants from outside the confined space
 - Ordering entrants to evacuate when conditions dictate
 - Preventing unauthorized personnel from entering the confined space
 - Monitoring the atmosphere of the confined space
 - Watch for any hazards that may affect the confined space operation
 - Call for help if an emergency occurs
 - Using a retrieval device from outside the confined space to retrieve an injured entrant

Confined Space Operating Procedures

- **General Rules**
 - Monitor the atmosphere in the confined space continuously
 - Use proper PPE and equipment
 - Have an attendant during the entire operation
 - Ventilate the space from external connections
 - Use adequate lighting with a back up
 - Eliminate or control all hazards
 - Maintain constant communications between attendant and entrants
 - Plan for emergencies
 - Have rescue equipment available and ready for use
 - Monitor for Oxygen concentration between 19.5% and 23.5%. Flammable gases or vapors below 10% lower explosive limit (LEL)

Orientation and Training

All new employees must undergo an initial orientation in order to be instructed in:

- General company rules and policies.
- Safe work procedures.

In addition, other work related education will be included in the orientation process.

The Safety Training Program for all **new employees** will consist of:

- An initial training period that will include individual instruction on the safe use of equipment to be used and operated, accident reporting procedures (to include the **EMPLOYEE CLAIM FORM**), work site and all other miscellaneous safe work practices.
- Routine reinforcement of safe performance of individual work assignments.
- Proper use and care of required protective equipment (such as gloves, boots, eye protection, hearing protection, etc.)
- Hazard communication when hazardous chemicals are to be used.
- Hearing conservation when harmful noise levels exist.
- Lock out/tag out procedures.
- Safe lifting techniques.
- Other specific safety information pertinent to the employees' job.
- The below safety meeting record will be used to document the training.

The Safety Training Program for all **existing employees** will consist of:

The Safety Training Program is also intended to provide general and specific job safety training to existing company personnel. To insure that all employees receive appropriate job safety training, all company employees will participate in:

- Scheduled safety meetings.
- Additional training as job duties or work assignments are expanded or changed.
- Defensive driving when company vehicles are to be used.

Further training will be provided whenever employees are exposed to new processes, machinery, chemicals, or when previously unrecognized hazards will have an effect on their safety and health.

Records of all the above training will be kept by **Name/Title of Safety Director** in the main office and by individual facility managers in the office.

An employee training record will be kept for all employees (see Appendixes.)

Jobsite Safety Inspections

Craftsmen Contractors is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. Safety Inspections are one of the cornerstones of our safety program and used to verify that our employees and the sites they work on are safe and free from potential safety hazards.

Safety Inspection Reports are to be submitted each Friday to Risk Management. Branch Managers are responsible for reviewing each safety inspection for the branch and ensuring that appropriate action is taken to correct deficiencies or problems. Jobsites should be visited on a regular basis with greater risk sites visited on a weekly basis.

It is required (whenever possible) that a pre-inspection be accomplished prior to work commencing. When an unsafe condition is noted, the actual corrective action and the person responsible for taking the corrective action must be noted on the safety inspection report. Under no circumstances will any *Craftsmen Contractors* personnel be allowed to work when an unsafe condition has been identified until it has been corrected.

Basic Rules for an Accident Investigation

The Branch Manager or his/her designee must investigate all accidents and incidents that involve *Craftsmen Contractors* workers or property. This would include damage to property that does not belong to *Craftsmen Contractors* but was caused by an employee of *Craftsmen Contractors* while on-the-job. This includes completing the Accident Investigation Report, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.

The Branch Manager is responsible for ensuring that all accident reports and all documents (such as medical bills, doctor statements, etc.) are transmitted to Risk Management as described below.

In the case of a lost time accident, the Branch Manager should contact the injured worker as frequently as the injury deems, or at least once a week. If you require assistance, contact Risk Management.

- The purpose of an investigation is to find the cause of an incident and prevent future occurrences, not to fix blame.
- Visit the incident scene as soon as possible – while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the incident and “walk” him or her through a re-enactment.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.
- Ask the witness to complete an *Craftsmen Contractors* Witness Statement, sign and date.
- Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment/condition, unsafe act, etc), not just the injury.
- If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of the claim costs.

Procedure for On-the-Job Accidents

A. Policy Statement

Craftsmen Contractors requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage. Branch Managers will report the accident promptly to Risk Management to ensure timely submission to avoid penalties. Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.

B. Definitions

An **Accident** is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

- **Lost Time Injury (LTI)** refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- **First Aid** refers only to injuries that can be treated on the job without any days lost.
- An **Incident** is defined as property damage but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- **Critical Injury** is defined as an injury of a serious nature that:
 - a) Places life in jeopardy;
 - b) Produces unconsciousness;
 - c) Results in substantial loss of blood;
 - d) Involves the fracture of a leg or arm but not a finger or toe;
 - e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - f) Consists of burns to a major portion of the body; or
 - g) Causes the loss of sight to an eye.

1) Steps to take in Case of an On-The-Job Injury or Illness (Caring for the Injured Worker)

a) As soon as you are notified, follow these procedures for caring for the injured worker.

- (1) Have first aid administered on site, if possible.
- (2) If the injury requires treatment beyond First Aid, arrange for transportation for the injured worker to a medical facility/emergency room.
- (3) Have post-accident Drug/Alcohol Screen performed.
- (4) If the seriousness of the incident warrants it, the Branch Manager or designee should visit the medical facility and offer to help the injured worker in any way possible.
- (5) Also, depending on the seriousness of the injury, the employee's emergency contact should be notified. In the case of a Critical Injury, they should be notified in person if at all possible.
- (6) Contact Risk Management

b) In case of an on-the-job accident that results in any of the following, the Director of Risk Management must be notified immediately. OSHA requires that these be reported to OSHA within 8 hours.

- (1) Death of the worker
- (2) Critical Injuries
- (3) Employee(s) being admitted as an in-patient in the hospital.

2) Complete the following documents and send to Risk Management within 24 hours:

- a) **Accident Report** – must be completed for each on-the-job accident, regardless of severity. If an employee refuses medical treatment, have the employee circle "No" on the Employee's Report of Injury and sign and date the report.
- b) **Employee's Report of Injury** – to be completed by injured worker.
- c) **Accident Investigation Form** (see instructions on pg. 13)
- d) **Witness Statement** – Interview all witnesses to the accident. Must be signed by witness to the accident.

Transitional Duty Program

The Transitional Duty Program allows employees who are on work restrictions from an on-the-job injury to return to work in some capacity until they are no longer on work restriction or reach their maximum level of recovery. It is the goal of *Craftsmen Contractors* to place as many affected employees into the Transitional Duty Program as possible realizing it may not be possible in every instance.

Employees will be deemed qualified for this program only when released for partial duty (lite duty) by a physician and placed into the program by the Director of Risk Management after consultation with the Vice President of Operations.

It is the responsibility of the Branch Manager to verify that all employees who have been placed in the program actively participate. It must be documented that *Craftsmen Contractors* has offered the employee a "Transitional Duty" position and that the employee has accepted or rejected the position.

Safety Meetings

The employee safety meeting is an effective tool to instruct employees in safe operating procedures, changes in operating procedures, review safe work practices, discuss upcoming hazards associated with jobs, review previous accidents and recommended control procedures, and any other relevant safety topics. Safety meetings also provide a forum for involving employees in the safety process. Additionally, requiring employees to present safety topics enhances that individual's understanding of the hazards and controls, and gains the attention of other employees since the speaker is a peer.

To be effective, safety meetings should be scheduled and attendance required, with topics of upcoming meetings posted on bulletin boards. The latter allows individuals to prepare questions or insight on the subject. Additionally, preplanning procedures include assuring availability of equipment and materials needed and allocating the room or space for the meeting.

Small frequent meetings of short duration are typically more effective than longer meetings, and can satisfactorily cover 1-2 safety topics. However, specific training topics, such as regulated or required training, may require longer meetings. Examples of this include forklift certification, Hazcom, etc.

Record Keeping

Records of all safety activities will be maintained at least a 12 month period following the close of each calendar year. This should include:

- Initial training and evaluation.
- Job Analysis.
- Safety meetings.
- Training schedule for each employee.
- Accident investigations.
- Employee and employer claim forms.
- Inspections performed monthly, quarterly, in-house, and any performed by outside Federal, State, Parish, or City agencies.
- Disciplinary actions.
- OSHA required records (Form 300, medical exposure records, and injury reports).
- Safety Committee meetings.
- Vehicle inspection forms.
- DMV driving records.
- Job descriptions.
- CPR/First aid training.

At least one copy of all the above records will be maintained and filed at the main office.

First Aid

First aid is the emergency one time treatment of the ill and/or injured before professional medical attention can be obtained. Competently rendered first aid can minimize medical costs and lost time, and in some instances can eliminate the need for emergency medical care.

FIRST AID POLICIES AND PROCEDURES

An effective first aid program should have at least the following documented policies in practice:

- Assignment of responsibilities for first aiders

- The type and amount of first aid supplies

- Periodic inventory assuring adequate supplies are available

- Ambulance and rescue services with fixed procedures for transporting ill or injured employees

- Posting of emergency numbers

- Posting of certified first aiders

- A first aid record system with instructions for maintaining records

- Communication procedures with physicians and hospital staff

FIRST AID STAFF

At least two employees per shift should be trained in first aid and cardiopulmonary resuscitation (CPR) techniques. However the number of first aiders should be assessed by the distribution of employee population.

Procedures should be established to inform employees who the certified first aid responders are, and where they are employed in the plant.

FIRST AID FACILITY

In small plants, a fully stocked standard first aid kit coupled with an adequately trained first aid staff can be sufficient to handle most first aid cases.

In larger plants, a separate room is desirable. This should be centrally located, and accessible to most employees. The area should be quiet, adequately illuminated, ventilated, located near an exit, and equipped with hot and cold running water. If the latter is not available, bottled water may be substituted.

FIRST AID EQUIPMENT

The quantity of first aid equipment will vary according to plant size. However, the following is suggested basic equipment:

- Industrial first aid kit
- Straight back chair
- Telephone
- Stretcher chair
- Covered waste receptacle
- Bandage scissors
- Tweezer or splinter forceps
- First aid log/bound notebook
- American Red Cross first aid manual
- Disposable gloves
- One way valve mask (for CPR)

For first aid rooms, the following should be included:

- Sink with hot and cold running water (including an eyewash attachment)
- Treatment chair
- Small desk
- Cot with blankets and pillows
- Supply cabinet
- Magnifying light
- 10" stainless steel emesis basin
- 12" stainless steel round basin
- Dispensers for soap, towels, paper cups, and cleansing tissue
- Wheelchair
- Leg rest (step stool)
- Bulletin board for emergency numbers

FIRST AID SUPPLIES

Individual packaged (unit) supplies are more convenient than bulk quantities, since these are designed for single use. Bulk supplies can become soiled and deteriorate with time.

The first aid supplies should be reviewed with the consulting physician. Oral medications and other remedies in the first aid supplies should be retained only with specific written approval from the consulting physician.

A list of current supplies should be maintained, with suggested first aid supplies including:

- Small and large adhesive bandages
- Liquid soap
- Two 40" triangular bandages
- Cotton applicators
- Antiseptic (preferably not colored Merthiolate)
- Two inch gauze roller bandage
- Stretch roller gauze (Kerlix or Kling)
- Gauze compressors (2"x2", 3"x3", 4"x4")
- Large gauze compressors for pressure dressings (5"x9")

Chemical cold pack
Paper towels and cups
Tongue depressors
Assorted size safety pins
Cleansing tissue

RECORDING OF FIRST AID CASES

All first aid cases should be recorded on a daily first aid log. Necessary information should include:

Name and department of ill or injured person
Date and time of injury
Description of illness or injury
Disposition of emergency case (referred to the doctor, hospital, home, or returned to work)
Initials or name of the first aider

Emergency Preparedness Procedure

In the event of fire, explosion, chemical spill or release, weather emergency, or any other emergency, it may be necessary to quickly evacuate the facility in a safe and orderly manner.

To provide for safe evacuation management shall develop and document an emergency evacuation preparedness plan to assure the safety of all employees, visitors, contractors, and vendors in the facility in the event of an emergency.

Procedures to include in this plan include:

- Equipment shutdown and start up for equipment requiring several steps to shutdown and secure

- Posting of emergency phone numbers

- Evacuation plans and assembly areas identified

- Employee and contractor training parameters

- Annual training drills planned and conducted

- Procedures to update the plan with appropriate training

- Monthly inspection to assure access and egress remains clear, unobstructed and operable.

WHAT TO DO IN THE EVENT OF SEVERE WEATHER

TORNADOS

Whether at home or at work, here is some basic information and procedures to follow:

Tornado Watch – conditions are favorable to produce tornados: be alert and watch for changes in the sky. Your supervisor or his designee is responsible for monitoring weather conditions.

Tornado Warning – a tornado has been sighted in your area: the supervisor or his designed should see that all employees take cover in the center ground floor portion of the building away from glass windows. DO NOT go outside to see the tornado, take cover immediately. Never get in an automobile and try to flee the storm, most tornados travel at over 70 miles per hour. If you live in a mobile home, go to a storm shelter or permanent type building.

If you are in a vehicle and see a tornado approaching, abandon the vehicle and go to a basement or a permanent building to the interior section at or near the ground floor or lie on a flat surface away from the vehicle. Avoid ditches as they can quickly fill with water. The tornado will break windows in order to equalize the pressure between the outside and inside of the home so it is important to stay away from windows.

HURRICANES AND FLOODING

In the event that a flood warning or hurricane warning is posted, the management will make a decision as to whether operations will continue. In most cases, unless imminent danger is apparent, operations will be in progress.

In the event of flooding, never drive into standing water with a vehicle and evacuate to higher ground, if possible. Never walk in floodwater as the force of the water can suddenly increase and pull you under. Also, be aware that manhole covers on roadways can float out leaving the street sewer uncovered with the potential that someone could fall in.

FIRES

In the event of a fire, evacuate the area. If you are trained to use extinguishers and if the fire is not too large, attempt to put the fire out. Make certain that you or another employee calls the fire department. There will be designated area for each branch office of work site for employees to assemble. Make certain you go there and are accounted for.

EMPLOYEE ACKNOWLEDGEMENT

THIS IS TO CERTIFY that I have on this day completed the company's orientation and training program. In addition, I have received a set of **SAFETY RULES** which I will read. I will be guided by these rules while in the employ of this Company.

I understand that it is a requirement of my employment that in case I am injured while in the course of my work, I will immediately report the injury to my supervisor and obtain the necessary First Aid or Medical Treatment.

_____ Date

_____ Employee Name (Please Print)

_____ Employee Signature

Job Orientation Guide

Company: Craftsmen Contractors Employee: _____
 Trainer: _____ Hire Date: _____
 Date: _____ Position: _____

This checklist is a guideline for conducting employee safety orientations for employees new to Craftsmen Contractors. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Incident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting injuries.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out incident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of firefighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy (site specific)	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Supervisor's Signature: _____

Date: _____ Employee's Signature: _____

Employee Warning Report

Employee's Name _____

Date of Warning _____

Branch _____

Issued by _____

Type of Violation Safety Other

**Craftsmen
Contractors
Statement:**

Signature _____

Employee Statement (check the appropriate statement)

I agree with the Company's statement

I disagree with the Company's statement, for the following reasons (state below)

I have entered my statement of the above matter.

Employee Signature _____ Date _____

Witness Name _____ Signature _____

I would like to receive a copy of this statement for my records.

Please be aware that this report will be kept in your personnel file.

Craftsmen Contractors, LLC
Job Site Evaluation

Customer: _____

Job Site Address: _____

Person in Charge: _____ Phone#: _____

Scope of Project: _____

What phase of the project are we presently in? _____

What is next? _____

1. Describe the environment of the project:

PPE in use by Craftsmen Contractors personnel:

Hard Hats Safety Glasses/Googles Steel Toe Boots Gloves Welding Shields Leathers

Other _____

2. Is there any special safety equipment required? No ___ Yes ___

What? _____

3. Are there any hazardous chemicals or materials on site? No ___ Yes ___ If so, do we have a list? _____

4. Did our employees receive an on-site safety orientation? Yes ___ No ___

5. Are our employees operating any moving equipment? Yes ___ No ___

If so, do they have proper training/certification? Yes ___ No ___

6. Is the equipment in safe working condition? Yes ___ No ___

7. Have our employees been given instructions on what to do in case of an accident? Yes ___ No ___

1. General Housekeeping: Satisfactory ___ Unsatisfactory ___

2. Decks or walking areas clean and clear: Yes ___ No ___

3. Aisles and Escape Routes clearly marked? Yes ___ No ___

4. Are employees working off the ground on an elevated platform? Yes ___ No ___

If so, is fall protection required? Yes ___ No ___ If yes, is it being used? Yes ___ No ___

5. Overhead activities safe for those below? Yes ___ No ___

6. Machine guards in place? Yes ___ No ___

7. Safety guards and equipment functioning properly? Yes ___ No ___

Please note any safety issues found and steps necessary to remove any hazardous conditions at this work site: _____

Craftsmen Contractors representative conducting evaluation _____ Date _____

Craftsmen Contractors, LLC
Accident Report

Injured Worker's Last Name		First Name		Social Security Number			
Date of Birth	Date of Hire	Telephone Number		IW Address:			
Specific Location where injury/accident occurred				Occupation			
Treating Physician/Medical Facility & Phone Number				Date of this report			
Nature of Injury (be specific):							
Person who transported employee							
Will this be a lost time injury?		No <input type="checkbox"/>	Yes <input type="checkbox"/>	Is injury work-related?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Was a Drug Test performed?		No <input type="checkbox"/>	Yes <input type="checkbox"/>	Lite Duty Work Available		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Injury Details							
Date and Hour of Injury				Date and Hour Reported to Craftsmen Contractors			
Month	Day	Year	Time	Month	Day	Year	Time
			a.m. p.m.				a.m. p.m.
Date and Hour Last Worked				Normal Working Hours			
Month	Day	Year	Time	From		To	
			a.m. p.m.		a.m. p.m.		a.m. p.m.
Who was the injury reported to?							
Describe in detail how the accident occurred (what happened and how it happened):							
Witnesses (List name & phone #):							
Name of Craftsmen Contractors Rep. Completing Form				Signature of Branch Manager			

Craftsmen Contractors, LLC

Witness Statement

To to completed by witness to accident only

Injured Employee's Name _____ Date of Accident _____

Name of Witness _____ Phone# _____

Home Address of Witness _____

City _____ State _____ ZIP _____

Location of Accident (Name of Jobsite) _____

What was your job title at the time of accident? _____

Were you in the area where the accident occurred? Yes No Circle one

Did you see the accident occur? Yes No

If yes, describe fully how the accident occurred including events that led up to the accident:

Describe the injuries to the injured worker (body parts) _____

In your estimation, what could have been done to prevent the accident? _____

What is the name of your On-the-Job Supervisor? _____

Did your jobsite supervisor witness the accident? Yes No

Signature of Witness _____ Date _____

Branch Manager Review _____ Date _____

Craftsmen Contractors, LLC
Employee's Report of Injury

To be completed by employee only

Employee's Name: _____

Date of Birth _____ Home phone # _____ Cell# _____

Home Address: _____

City _____ State _____ ZIP Code _____

How long employed with Craftsmen Contractors? _____ Occupation _____

Location of Accident? _____

Date of Accident _____ Time of Accident _____

What were you doing at the time of the accident? _____

Describe fully how the accident occurred _____

Describe bodily injury (be specific about body part(s) affected) _____

Name of your jobsite supervisor? _____

Did you report the accident to your job site supervisor? Yes No

If yes: Date _____ Time _____

Please give names of any witness(es): Name _____ Phone # _____

Name _____ Phone # _____

Did you report the injury to Craftsmen Contractors? Yes No If Yes, Date _____
Time _____

Who at Craftsmen Contractors did you report your accident to? _____

Do you require medical attention? Yes No If Yes, Inform your Craftsmen Contractors office.

Signature of Employee _____ Date _____

Please give this form to your Craftsmen Contractors local office.

Craftsmen Contractors, LLC

ACCIDENT INVESTIGATION

To be completed by Craftsmen Contractors staff personnel only

Injured Worker's Name _____ Date of Accident _____ Time _____

Location where accident Occurred _____

IW Job Title _____ IW Length of time on this job assignment _____

What was IW doing when injury occurred? _____

What machine or tool was being used? _____

How did the injury occur? _____

Nature and extent of injury/illness and property damage (be specific) _____

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS		
_____ Horseplay	_____ Improper Guarding	_____ Poor Housekeeping
_____ Improper Dress	_____ Failure to Lockout	_____ Operating w/o Authority
_____ Improper PPE for job	_____ Failure to Secure	_____ Poor Ventilation
_____ Failure to use PPE	_____ Carelessness	_____ Improper Lifting technique
_____ Unsafe Equipment	_____ Lack of training/skill	_____ Unsafe Conditions
_____ Other (Please Explain)		

Recommendation/Actions to prevent Reoccurrence _____

Witnesses to the accident (Get Witness Statements from each one) _____

Did employee report incident to on-the-job supervisor? Yes No JS Name _____

Job Supervisor's Title _____ Date & Time Reported to JS _____

ADDITIONAL COMMENTS _____

Craftsmen Contractors Representative Completing Report _____ Date _____

EMAIL COMPLETED REPORT TO SCallais@CRAFTSMENCON.NET

Craftsmen Contractors, LLC
EMPLOYEE SAFETY MEETING SIGN IN

DATE: _____

TIME: _____

CONDUCTED BY: _____

TITLE: _____

SUBJECT DISCUSSED: _____

SIGNATURES OF EMPLOYEES:

APPROVED BY: _____

DATE: _____

INSTRUCTIONS: Make your meetings brief - 5 to 10 minutes. Cover only one subject. Use an object to focus the attention of the employees. Involve them in the talk.