WELCOME TO INDUSTRIAL MAINTENANCE & AUTOMATION, INC.

EMPLOYEE SAFETY HANDBOOK

VERSION DATE: October 1, 2014

Every employee is a part of the Industrial Maintenance & Automation, Inc. team and shares in the responsibility for creating and maintaining a safe and healthful environment for employees and customers, and preserving Industrial Maintenance & Automation, Inc assets and property.

At Industrial Maintenance & Automation, Inc. our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public and preserving Industrial Maintenance & Automation, Inc. properties and assets. To achieve this objective, an organized and effective Safety and Health Program must be carried out throughout our organization.

The Safety and Health Program will assist management and employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of Industrial Maintenance & Automation, Inc. property.

This handbook has been prepared in order to help familiarize you with certain Safety and Environmental Regulations and guidelines at Industrial Maintenance & Automation, Inc. This handbook is designed to give you some very basic information on a wide variety of issues and is not intended to fulfill all Safety and Environmental Training Requirements. Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the team, and we care about your safety.

Training requirements for each employee are determined by evaluating many different factors, including such factors as the type of work or tasks to be performed and the potential hazards involved in performing those tasks. In addition, workplace conditions and Regulations are continually changing and may make previous training obsolete or inappropriate. Therefore, employee-training sessions on a wide variety of topics are scheduled throughout each year in order to help ensure that each employee maintains or improves their Safety knowledge and skills.

Should disciplinary action be necessary for noncompliance of the Safety policies and procedures, the following will apply:

1. First Safety Violation: Verbal Warning
2. Second Violation: Written Warning
3. Third Violation: Written warning with up to 3 days off without pay.
4. If a fourth violation is obtained within any 12 month period Termination will be considered.

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Safety Policy

1. Industrial Maintenance & Automation, Inc. supports and endorses the purposes and goals of the Occupational Safety and Health Act of 1970. It shall be our policy to comply with applicable Regulations in order to insure safety in the workplace and prevent health hazards at our facilities.
2. No operation shall be carried out unless an adequate degree of safety can be insured. Safe operations are not necessarily guaranteed by large expenditures made in an attempt to avoid responsibility for acceptable risk.
3. The safety of personnel and property is a prime responsibility of managers and supervisors.
4. Every manager and supervisor is responsible for the observance of all laws, Regulations, and guidelines governing their area of responsibility as well as of all accepted rules of technology applying to the operations being carried out under their supervision.
5. Every employee must observe the safety rules and instructions applicable to the work place. Each person bears the responsibility for safety to the best of their knowledge and ability.

SAFETY EVERYWHERE, ALL THE TIME.

A safe work place is every employee's goal. Through everyone's efforts we constantly strive to improve safety techniques and reduce hazards.

You are urged to do your part in making a safer place to work for yourself and others. The overall safety program can be improved by properly using the safety equipment provided, by avoiding unsafe practices and acts, and by cooperating with your Supervisor.

Read and study all of the safety information in this manual. If you have any questions regarding procedures, do not hesitate to discuss the subject with your supervisor and others as appropriate.

Safety and Health Requirements

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

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

The following safety and accident activities will be adhered to:

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

Minor safety violations will be documented and a copy of the Safety Hazard Citation will become part of the employee's personnel record.

General Site Safety Information and Training Requirements

1. Accident Prevention Signs and Tags.
Reference - 29 CFR 1910.145(c) and ANSI # Z53.1

Signs and tags are used to notify people of potential risks or to give safety instructions. The regulation requires that certain colors, "wording", and, in some cases, "pictographs" are used for this purpose. The regulation concerning these accident prevention signs and tags uses, for the most part, a standard (ANSI no. Z53.1) or specifications that were developed by the American National Standards Institute (ANSI)

The following is a table of requirements for Accident Prevention Signs:

Major Word	Color		Pictograph	Meaning
	Background	Lettering		
DANGER*	Red	White or Black on White	Optional	Immediate danger, special precautions required.
WARNING*	Orange	Contrasting Color	Optional	Risk is between Danger and Caution.
CAUTION*	Yellow	Black or Yellow on Black	Optional	Possible hazards if precautions are not taken.
INSTRUCTION	Green	White or White on Green	Optional	Instructions such as required PPE follow SOP No. __, etc.
BIOHAZARD	Orange	Contrasting Color	Biohazard Symbol, if used.	Potential Biological Hazard to Humans.
RADIATION	Orange	Contrasting Color		

*** = Listed in descending order of risk.**
Note: Text usually follows the "major word" and indicates the hazard or necessary precautions.
Examples: DANGER - FLAMMABLE PROPANE or CAUTION - LOOKOUT FOR FORKLIFTS

Safety **"Signs**" such as these are for safety concerns only and are **not** intended to conflict with other sign, label, or placard requirements for such things as DOT, speed limits, highway, etc. However, it is expected that general information signs **should not** conflict with the requirements indicated in the above table and, therefore, should use other colors (example: a restroom sign should use colors such as white-on-black or brown-on-white, etc.).

Safety **"Tags"** follow the same concept as safety "Signs". Usually, "signs" are for general areas and "tags" are used for more specific jobs, equipment, or workers. "Major words" on safety "tags" are often followed by "signal" words that give additional information or instructions (example: DANGER - DO NOT OPERATE).

The above requirements are for basic safety signs and tags. There are other requirements for certain specific chemicals (example: Lead) and hazards (example: Radiation, Confined Spaces, etc.) which must also be followed. Be sure to check the applicable Regulations.

What you have just read in this section of the Employee Safety Handbook is to be considered your Specific training on this subject. This training teaches you to recognize that Safety Signs and Tags indicate that hazards are in the area and that precautions may be necessary before proceeding. If you install a safety sign or tag, then it must meet the requirements indicated in this section. If you, need safety signs, safety tags, or more information on this subject then contact

your Supervisor to ensure that the appropriate action is taken.

2. Asbestos.

Reference - 29 CFR 1910.1001(i)&(m)

Many years ago, Asbestos was commonly used in a wide variety of products, including such building materials as ceiling or floor tiles, adhesives, insulation materials, etc. Research has determined that exposure to Asbestos fibers under certain conditions and duration may result in serious illness or disease. Usually the hazard involves exposure to airborne Asbestos fibers or particles that are ingested into the lungs. The three most common forms of disease that are associated with exposure to Asbestos particles are:

-- Asbestosis: pneumoconiosis due to the affects of asbestos particles.
-- Lung Cancer
-- Mesothelioma: tumors/cancer from the mesothelial tissues (i.e. pleura in lungs).

To the best of our knowledge there is no asbestos containing materials on the site. Also, no asbestos containing materials are allowed on site.

3. Bloodborne Pathogens.

Reference - 29 CFR 1910.1030(g)(2)

Bloodborne pathogens are disease causing microorganisms (such as Hepatitis B Virus and Human Immunodeficiency virus) that may be found in blood and certain body fluids and tissues. They can be spread through contact with infected blood. If they get into the bloodstream, an individual may become infected.

Most personnel cannot reasonably anticipate coming into contact with blood during their day-to-day work duties, therefore, it's imperative that all personnel understand the danger of exposure to bloodborne pathogens and ways to minimize exposure risk.

Bloodborne pathogens may be present in blood and other materials, such as:

- body fluids containing visible blood
- semen and vaginal secretions
- torn or loose skin

Bloodborne pathogens can cause infection by entering the body through:

- open cuts and nicks
- skin abrasions
- dermatitis

- acne
- mucous membranes of the mouth, eyes or nose

The most common bloodborne pathogens are HIV, Hepatitis B and Hepatitis C:

HIV (AIDS)

HIV, the human immune-deficiency virus, attacks the body's immune system causing it to weaken and become vulnerable to infections that can lead to a diagnosis of acquired immune deficiency syndrome or AIDS.

HIV is transmitted mainly through sexual contact and sharing contaminated needles, but also may be spread by contact with infected blood and body fluids. HIV is NOT transmitted indirectly by touching or working around people who are HIV-positive.

Employees can reduce the risk of contracting HIV by not participating in "high risk" activities and using universal precautions when handling any blood or bodily fluids.

Hepatitis B

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

Hepatitis B is a serious, sometimes fatal disease caused by a virus that infects and attacks the liver. The virus is transmitted through direct contact with infected blood, semen or vaginal fluid. It is primarily spread through sexual contact. It can also be transmitted indirectly because it can survive on dried surfaces at room temperature for approximately a week. Contaminated surfaces are a major factor in the spread of Hepatitis B.

Employees can reduce the risk of contracting Hepatitis B by not participating in "high risk" activities, use universal precautions in the workplace and receiving the hepatitis B vaccination.

Hepatitis C

Hepatitis C is a serious, often fatal disease caused by a virus that infects and attacks the liver. This virus is primarily transmitted through blood-to-blood contact. There is a low risk of transmitting Hepatitis C through sexual contact. Hepatitis C cannot be transmitted by casual contact such as shaking hands or sharing bathroom facilities.

Employees can reduce the risk of contracting Hepatitis C by not participating in "high

risk" activities and using universal precautions in the workplace.

Guidelines for Handling Blood and other Bodily Fluids (universal precautions)

Many personnel are concerned that HIV may be spread through contact with blood and other body fluids when an accident occurs at work. It should be remembered that the risk of transmission of this virus depends on many factors, including the type of fluid contacted, the type of contact made, and the duration of the contact.

Very simply, it is **good hygiene policy to treat all spills of body fluids as *infectious*** in order to protect personnel from becoming infected with any germs and viruses. The procedures outlined below offer protection from all types of infection and should be followed routinely.

Whenever possible, employees shall wear disposable, waterproof gloves when they expect to come into direct hand contact with blood or body fluids (e.g. treating bloody noses, handling clothes soiled by incontinence, or cleaning small spills). Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily. Hands should always be properly washed after gloves are removed, even if the gloves appear to be intact.

If an employee has unexpected contact with body fluids, or if gloves are not available, the employee should wash the exposed area for at least 30 seconds with soap and water after the contact has ended. This precaution is recommended to prevent exposure to other pathogens, not just HIV. As has been discussed, blood, semen, vaginal secretions and blood-contaminated body fluids transmit HIV. Wiping a runny nose, saliva or vomit, does not pose a risk for HIV transmission.

Proper hand washing requires the use of soap and warm water while vigorously rubbing palms and fingers under a stream of running water for at least 30 seconds. If hands remain visibly soiled, more washing is required. Scrubbing hands with soap will suspend easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse your hands under running water and dry them thoroughly with paper towels or a blow dryer. When hand-washing facilities are not available, use a waterless antiseptic cleanser and follow the manufacturer's directions for use.

An EPA approved germicide or a solution of 99 parts water to 1 part household bleach (i.e. ¼ cup bleach to 1 gallon of water) will inactivate HIV and should be used to clean all body fluid spills from surfaces.

Although hard surfaces have not been found to be a means of transmitting HIV, it is

good hygiene policy to clean the surface thoroughly. To do this, scrub the surface to remove any soil and then disinfect with bleach solution or apply a germicide. Mops or other equipment used for cleaning should be soaked in the bleach solution after use and rinsed thoroughly with warm water. The solution should be promptly disposed of down a drain. Remove gloves and discard them in appropriate receptacles. Wash hands thoroughly as described above.

Laundry has never been implicated in the transmission of HIV. To ensure that other germs and viruses are not transmitted, contaminated clothes must be laundered with soap and water to eliminate potentially infectious agents. The addition of bleach will further reduce the number of potentially infectious agents. Clothing contaminated with body fluids should be washed separately from other items. Pre-soaking may be required for heavily soiled clothing. If the material can be bleached, add ½ cup of household bleach to the wash cycle. If the material is not colorfast, add ½ cup of non-chlorine bleach to the wash cycle.

4. Confined Space - Awareness.
Reference - 29 CFR 1910.146

Many workers around the world are killed each year in confined spaces because they do not recognize the hazards or take the proper precautions before entering or working in a confined space. A confined space can be as simple as a pit or manhole that is only a few feet deep or as complicated as a process vessel. Both of these situations can become a death trap. The hazards involved with entering a confined space may include such things as asphyxiation or engulfment, entrapment, explosion, etc.

There are no known confined spaces at this facility.

Regulations define a “Confined Space” as any space that meets the following (3) requirements:

-- The space must be **large enough for a person to enter** (“entry” means breaking the plane of the opening with the intent to enter the space); and
-- The space must have **a restricted means of entry/exit** (example: the space does **not** have a doorway or stairway for entry/exit that would comply with Life-Safety Codes; it only has a man way, culvert opening, manhole, etc.) and;
-- The space was **not designed for human occupancy**.

If you approach an area, piece of equipment, etc. that meets all 3 of the above requirements then it is considered to be a Confined Space and you are **not** to enter that space unless you have been specifically trained to do so.

REGULATIONS require **specific training** for anyone that enters, works in, monitors, or

supervises a Confined Space entry. The training involves such topics as PPE (Personal Protective Equipment), air monitoring, rescue monitoring and retrieval, lockout/tagout, etc. In addition, a permit may be required before you can enter any confined space.

Reading and reviewing this section of the Employee Safety Handbook is to be considered your awareness-level training on the subject of Confined Spaces. The information in this section will allow you to recognize Confined Spaces.

5. CPR (Cardio-Pulmonary Resuscitation).
Reference 29 CFR 1910.151/146/410

A few things to remember:

- You **must** be properly trained and certified before you can administer CPR.
- You **must** have a victim's permission before you can administer First Aid. Unconscious victims are always deemed to have granted their permission for assistance to be rendered.
- **Never** exceed the levels of your medical training when using CPR on a victim.
- If any individual requires CPR, then they have a **life threatening** injury or illness, arrange for immediate emergency care and transport (i.e. **Call 911**).

6. Cranes and Hoists.
Reference - 29 CFR 1910.179/180

Cranes are pieces of material handling equipment that allow movement in 6 directions (north- south, east west, and up down). Examples of cranes are jib cranes, truck cranes, & gantry cranes.

Hoists are pieces of material handling equipment that allow movement in at least 2 directions (normally up down). Hoists are often a part of a crane. Examples of hoists are monorails, chain hoists, electric hoists, come-along, winches, etc. The regulation requires an operator of a crane or hoist to receive special training before using the equipment. What you are reading in this section is only awareness training and does not authorize you to operate a crane or hoist. Unless you have had this special training **do not** attempt to use these pieces of equipment.

The following are some basic rules for those working near a crane or hoist even if you are not operating them:

- **Do not** walk under any load that is being moved. This may require that portions of a building be evacuated while loads are being lifted or moved overhead.
- **Do not** walk within the swing radius of a crane.

- **Do not** go beyond/around warning signs, barricades, etc. or ignore the operator's instructions.

7. Aerial Lift Safety Plan

Purpose

This written Aerial Lift Safety Plan establishes requirements to be followed whenever any of our employees work with an aerial lift at IMA. These requirements are designed to ensure that procedures are in place to safeguard the safety and health of all employees and to ensure that aerial lift safety training, operation, and maintenance practices are communicated to and understood by affected employees. It is our intent to comply with All OSHA standards.

We encourage all managers and supervisors, permanent and temporary employees, and contractors at this company to read and understand this Aerial Lift Safety Plan, and we welcome any and all comments or suggestions for improving it.

Administrative Duties

While we expect our managers and supervisors, employees, contractors, and others working for our company to be committed to our Aerial Lift Safety Plan, we have designated specific plan responsibilities below:

Before these entities begin their responsibilities, our company informs them each employee will be trained prior to using any equipment or tools.

Affected Lifts

Our Aerial Lift Safety Plan Administrator maintains a list of all aerial lifts used at IMA that are covered by this plan. The latest list is attached as an appendix to this written plan.

Design and Construction

Aerial lifts covered by this plan meet all design and construction criteria found in OSHA 1926.453.

Selection

Anyone about to purchase, rent, bring, or otherwise obtain an aerial lift for use in the workplace must contact the Plan Administrator. The Administrator will perform a tentative hazard evaluation of aerial lifts to choose from, which involves lift type and model, hazards, surfaces on which the lift will be used, necessary control measures, experience with various lifts purchased in the past, costs, and compliance with laws/regulations/voluntary consensus standards..

Then the Plan Administrator will help in selecting an aerial lift that has the proper attributes desired and that meets with All OSHA standards
. Once an aerial lift is selected for purchase, rent, or contract purposes, the purchaser/renter/contractor must complete. When the aerial lift arrives at the workplace, the purchaser/renter/contractor must ensure that it meets the attributes and legal specifications.

Hazard Evaluation

A comprehensive hazard evaluation is conducted by employee using the lift.

During hazard evaluation, Employee using the lift will determine overall condition of the lift. These determinations will be recorded for each aerial lift, along with the date, on pre-shift inspection sheet. Any necessary corrections will be recorded and dated and performed in adherence to the Modification and Repair and Maintenance sections of this written plan.

Once Employee using the lift has verified the completion of the hazard evaluation and any related corrections, the aerial lift may be put into service.

Safety and Protective Equipment

Fire Extinguishers

If any activity poses a fire hazard, proper fire extinguishers are kept in the immediate vicinity of each aerial lift. On-site supervisor is in charge of fire extinguisher selection and maintenance.

Fall Protection and Other Personal Protective Equipment

Any employee working from the following aerial lifts must use the personal fall arrest or fall restraint system selected and approved by our company for each aerial lift listed here: all. In these cases, the selected fall arrest or fall restraint system must be anchored to any designated anchor point or apparently substantial part of the aerial lift.

Safety Director is responsible for selecting and approving fall protection and other personal protective equipment (PPE) for persons affected by aerial lift operations, in accordance with OSHA 1926.104. These selections are recorded.

Employees will be required to wear fall protection and other PPE as specified in the operation manual for each aerial lift. The Plan Administrator has the authority to enforce the use of prescribed PPE.

Fall protection and other PPE will be provided to employees in the following manner: Each employee will be provided with a fall arrest system, hard hat, eye protection, and hearing protection upon

completion of training. The Plan Administrator shall ensure that proper PPE in the appropriate sizes is readily accessible or is issued without cost to employees.

All fall protection and other PPE will be cleaned, laundered, or disposed of by each employee is responsible for daily inspection of all PPE. It is the employee's responsibility to decommission faulty equipment at no cost to employees. PPE is cleaned at the following intervals:

PPE type:	Interval cleaned:

In order to assure the continued reliability of fall protection and other PPE, it must be inspected on a regular basis. The frequency of inspection is related to the frequency of use. Here are our frequencies for inspection:

PPE type:	Inspection:	Frequency:

PPE that fails an inspection or is otherwise found to be defective is removed from service and is discarded, repaired, or adjusted in accordance with the following procedures:

If a piece of an employee's PPE fails inspection; at that time the employee will inform his/her supervisor that they need new equipment. The on-site supervisor will tag the faulty equipment for disposal. The on-site supervisor will return the tagged equipment to the safety director and the safety director will dispose of the equipment.

Training

It is the policy of IMA to permit only trained and authorized employees to operate, inspect, maintain, or repair aerial lifts at any time. This policy is applicable, but not limited to, both frequent aerial lift operators and those who only occasionally have cause to use them.

Under no circumstances may an employee operate or perform inspections, maintenance, or repair of an aerial lift until he or she has successfully completed this company's respective training program. This includes all new operators and maintenance personnel, regardless of claimed previous experience. The following individuals receive training:

Training program and topics:	Training method(s):	Training instructor(s):	Person(s), team(s), or department(s):

Safety director will identify trainees in each set of new hires and make arrangements with departments to schedule the appropriate training. Safety director will also identify those existing employees who need retraining. Refresher training is provided annually by the safety department.

All instructors have a good command of the subject matter and have the instruction and experience necessary to demonstrate competent instructional skills. Their qualifications include:

Training instructor:	Qualifications:

Safety Director maintains records of individuals trained for aerial lift-related responsibilities.

Discipline

Constant awareness of and respect for aerial lift safety procedures and compliance with all safety rules are considered conditions of employment. Our company reserves the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the requirements of this Aerial Lift Safety Plan. All employees using a lift must adhere to 100% fall protection. Each operator must have a spotter on the ground at all times while the lift is in use.

Set Up and Shutdown Procedures

Failure to adequately set up and shutdown an aerial lift may lead to injury or fatality. Therefore, we follow procedures that address these hazards.

Ensure that the area is barricaded and free from tipping hazards.

At the end of each day ensure that all material is removed from the lift and the lift is plugged in for charging.

Operating Procedures

Aerial lifts can create certain hazards that only safe operation can prevent. That's why we use operating procedures. These procedures are located Each lift has a manufactures guidelines for safe operation.. Our general operating procedures are provided below:

not exceeding lift load limits; standing on the lift floor not the rails or edge of the basket; not sitting or climbing on the rails or edge of the basket; not wearing climbers; wearing fall protection that is attached to an anchor point suggested by the lift manufacturer; moving the lift with the platform down, outriggers stowed, and ladder lowered; moving at speeds consistent with conditions; keeping clear of obstacles and surface hazards while driving; keeping clear of overhead obstacles; using outriggers and stabilizing devices; ensuring ground/surface load limits can handle the weight of the lift; closing gates and ensuring rails are installed; keeping a safe distance from power lines; preventing cords from getting entangled with the lift; ensuring workers/objects are clear before lowering the lift; removing personnel from the lift should it become caught; making sure employees below the bucket are clear before drop starting a power saw outside the bucket; etc. You should comply with all manufacturer procedures.

Power Line Safety Procedures

Any overhead power line must be considered energized unless and until the person owning the line or the electric utility authorities tests the line and indicates that it is not energized and have visibly grounded it.

When operating near energized power lines, the operator must maintain a safe distance as follows: Reference OSHA [1910.269(l)(2) through (l)(10)]

Table R-6 through R-10 in [1910.269(l)(10)]

1910.269 App B. Working on Exposed Energized Parts. This appendix describes the derivation for the minimum approach distances.

Also when operating near energized power lines, employees standing on the ground Ensure that employees are never in contact with the lift while in use near energized equipment.. When an aerial lift device contacts an electrical conductor, the truck supporting the aerial lift device shall be considered as energized.

Battery Charging Procedures

Aerial lift batteries present a hazard because they contain corrosive chemical solutions, but may also emit highly explosive hydrogen gas during the recharging process. Proper gloves and goggles are used when handling batteries. Moreover, battery charging is performed in a well-ventilated area where no ignition sources are present.

Emergency Procedures

Accidents

Although our company works to prevent aerial lift accidents, upon the discovery of a lift-related accident, injury, illness, or near miss, an employee must cease operation and report it to his or her immediate supervisor or, if the injury is an emergency, one of the following emergency contacts may be made prior to contacting the immediate supervisor:

Emergency contact:	**Telephone number:**

The supervisor must notify the proper emergency contact, if necessary, and then notify the Plan Administrator. Our Administrator will then: contact the parties that need to be involved.

Fall Rescue Situations

In case of a fall spotter should call 911

Adverse Weather Conditions

Aerial lift work may not be performed when adverse weather conditions, such as thunderstorms, high winds, snow storms, and ice storms, would make the work hazardous even after the work practices required by this plan are employed.

Other Unsafe Conditions

If operators suspect a malfunction of an aerial lift or encounter an unsafe condition or hazard, they must cease operation and report it to their immediate supervisor. The lift may not be operated until the condition is corrected, proper training or instruction is obtained as needed, and the supervisor says it is safe to continue.

Inspection

The company seeks to prevent injuries and fatalities caused by aerial lift failures by establishing an inspection process that identifies and addresses aerial lift safety concerns. The inspections are based on the nature of the critical components of our aerial lifts and the degree of their exposure to wear, deterioration, or malfunction.

Any deficiencies discovered during inspections will be carefully examined by any faults that are found during pre-job inspection should be listed and the on-site supervisor will make the determination if the lift can be used, and he or she will determine whether they constitute a safety hazard. If so, these deficiencies will be repaired, or defective parts replaced, before the equipment can be used (see the Maintenance section of this written plan for details).

Initial Inspection

Our company inspects all aerial lifts to ensure they are capable of safe and reliable operation when initially set or placed in service and after any major repairs or adjustments or design modification. Equipment manger will be responsible for ensuring all repairs are correctly completed. Equipment manager is responsible for completing these inspections. Either the frequent or annual inspection checklist is used when performing initial inspections.

Pre-Start Inspection

Visual inspection and functional testing of all aerial lifts will be made at the start of each Day or shift to make sure they are in a safe operating condition. This inspection is the responsibility of the employee using the lift. A checklist for the pre-start inspection and testing of aerial lifts includes, but is not limited to, the following: Controls, safety devices, PPE, leaks, wiring/cables, missing/loose parts, wheels, markings, manual, outriggers/structures, guardrails, and other manufacturer-specified items.

Workplace Inspection

An inspection of the work area will be made prior to using an aerial lift to make sure there are no hazards. A checklist for the workplace inspection includes, but is not limited to, the following:

ground or floor conditions/slopes/load limits, obstructions, earth fills, overhead crushing hazards, electrical power lines, hazardous atmospheres, weather conditions, untrained bystanders, debris, etc.

Frequent Inspection

Frequent inspections of aerial lifts in regular service are performed by a certified technician. These inspections occur at the following intervals:

Type of aerial lift:	If the lift is in normal service, the inspection interval is every:	If a lift has been out of service for a period over that specified below, then inspection is required upon putting the lift back in service:

A checklist for frequent inspection of aerial lifts includes, but is not limited to, the following:

Annual Inspection

The annual inspection performed at least once every 12-13 months promotes safety by ensuring that a thorough, comprehensive inspection of lifts is performed to detect and address deficiencies that might not be detected in a frequent inspection. This inspection must be performed by certified technician. This inspection includes items the manufacturer specifies for annual inspection.

Other Inspections

Modification and Repair

Any aerial lift deficiencies determined to constitute safety hazards are serviced, adjusted, or repaired, or defective parts are replaced, promptly and before continued use. However, no modifications or alterations that affect the capacity, stability, safe operation, intended use, or mechanical, hydraulic, or electrical integrity of the lift may be made without the manufacturer's written approval. If such modifications or alterations are made, the capacity, operation, and maintenance instruction plates, tags, or decals must be changed accordingly. In no case may the original safety factor of the equipment or insulating value be reduced. Certified technician is qualified and responsible for making

modifications and repairs according to manufacturer instructions. Before beginning modification or repair work, the following precautions are met:

Equipment manger will be responsible for ensuring all repairs are correctly completed. is responsible for ensuring that aerial lifts are capable of safe and reliable operation after any major repair or design modification. Initial inspection as described earlier in this written plan will be followed for such purposes.

Note: If the lift manufacturer is not in business, a nationally recognized testing lab may approve a modification.

Maintenance

While defective parts may be found, we prefer to invest time and effort into the proper upkeep of our lift equipment, which results in day-to-day reliability. Keeping up with the manufacturer's recommended maintenance schedules, and completing the proper records, will also increase our equipment's longevity and enhance their resale value. Depending on the environment the lifts endure and their severity of use, equipment manager may or may not decide to increase maintenance frequencies. Certified technician completes any recommended "breaking in" maintenance whenever our company purchases aerial lifts. Equipment manager follows the manufacturer's operator instruction manual for daily maintenance. Periodic maintenance (completed monthly or less frequently) is done by certified technician in all cases.

When maintaining an aerial lift, the following general maintenance procedures must be met:ensuring that the employee performing maintenance is qualified in the type of aerial lift being maintained, following the aerial lift manufacturer’s instructions, following lockout/tag out procedures, lowering the lift to the lowest position or blocking, posting out-of-order signs during maintenance, using replacement parts that are identical or equivalent to the originals, replacing guards and reactivating safety devices after maintenance, removing maintenance equipment after maintenance activities, etc.

Specific maintenance procedures are as follows: for each aerial lift type based on the manufacturer’s recommendations and applicable regulations, or state that they are attached as appendices to this written plan.

Plan Evaluation

Although we try to eliminate as many problems as possible and encourage employee safe work practices, problems may occasionally arise in this Aerial Lift Safety Plan. Therefore, our Plan Administrator is responsible for evaluating and, as necessary, updating this written plan to maintain effectiveness. The evaluation, performed annually, includes: observing aerial lifts, examining accident and near miss records, examining other related records, and consulting employees.

8. Derricks.

Reference - 29 CFR 1910.181(b)(3)

Derricks are pieces of material handling equipment consisting of a mast held by a guy or braces and with or without a boom. Hoists are often a part of a derrick. It is unlikely a derrick will ever be on the site because cranes normally accomplish this type work both easier and less expensively today. However, the regulation requires an operator of a derrick to receive special training and be a designated operator before using the equipment. What you are reading in this section is only general training and does not authorize you to operate a derrick. Unless you have had this special training **do not** attempt to use these pieces of equipment.

The following are some basic rules for those working near a derrick even if you are not operating one:

-- **Do not walk** under any load that is being moved. This may require that portions of a building be evacuated while loads are being lifted or moved overhead.
-- **Do not** walk within the swing radius of a crane.
-- **Do not** go beyond/around warning signs, barricades, etc. or ignore the operator's instructions.

9. DOT Regulations.

Reference HM 181 and HM 126F

The Regulations require specific training for anyone, who prepares a container for shipment of hazardous materials, labels the shipment, completes the shipping papers, packages the container for shipment, or actually transports the shipment. Retraining is also required at least every 3 years. Certification of skills and documentation of the training and certification is required.

What you are reading in this section is only general information and does not authorize you to perform this type of work. Unless you have had the specific training **do not** perform these types of tasks.

10. Electrical Safety - Principles (Awareness Level) [Unqualified person].

Reference CFR 1910.331-332

Each person on the site is to be trained in the basic principles and hazards of electricity. Regulations identify two types of persons for electrical work. These people are called "unqualified" and "qualified". If the "unqualified" person is trained in the principles of electricity;

then, the "unqualified" person can be allowed to work with electrical equipment as long as they are not near or working on exposed energized parts of more than 50 volts or installing/repairing electrical equipment. A "qualified" person is trained in working safely near or at exposed energized parts and in proper installation and maintenance requirements (see the next section for details).

Under the right conditions, even a small amount of electricity can cause damage to property, injuries, or death. In addition, a low voltage electrical shock that may not cause direct injury may cause a person to jerk back. Such a jerking motion may result in slips, falls, inadvertent contact with other energized sources, etc.

The following basic safety rules are your general or awareness-level training for working with electrical apparatus as an **"unqualified"** person:

-- Electrical apparatus must be the specified type, properly inspected, and used correctly.
-- **Never** use defective electrical equipment. Tag it **"Out of Service"** and report it to your supervisor.
-- **Never** allow liquids to run/spill on an electrical receptacle or electrical equipment. Do **not** operate electrical equipment or allow electrical cords/cables to stand in wet areas.
-- If you have any electrical trouble, do **not** try to fix it yourself, call your supervisor to arrange for a properly trained person to make the repair. This includes but is not limited to the replacement of fuses.
-- All portable electrical tools and appliances must have a three-prong plug (ground wire in the power cable) **or** be double insulated.
-- **Never** leave any wires dangling. The ends should be taped or wire netted and wiring should be secured and properly housed in conduit, boxes, etc.
-- **Treat all electrical wires as if they were energized or "live" wires.** Do **not** touch dangling wires. **Immediately report them** to your supervisor.
-- Do **not** leave electrical cords/cables in aisles, walkways, etc. Run them overhead or cover them.
-- **Never** secure electrical wiring/cables with a non-insulated or conducting material.
-- Electrical equipment must be properly rated for the area and service. It must comply with all applicable NEC, NFPA, regulations and local Building Code requirements.

Warning: The training in this section does **not** allow you to work on or near exposed energized parts/equipment of 50 volts or more.

Caution: Also see section on Lockout/Tagout for more on the subject of de-energizing electrical equipment.

11. Electrical Safety - "Qualified person"

Reference - 29 CFR 1910.332(b)(3)/335

The Regulations require the employer to decide who is "**qualified**" to work on or near electrically energized exposed parts/equipment of **more than 50 Volts and/or** in proper installation and maintenance requirements of electrical systems and equipment. To "**qualify**" these workers, we consider their education, training, and past work experience. They then receive specific training in safe work practices, personal protective equipment, etc. before they are classified as "**qualified**".

What you are reading in this section is only general information and does **not** authorize you to perform any type of work on anything that is electrically energized. Do **not** perform these types of tasks unless you have had the specific training **and** Industrial Maintenance & Automation, Inc. has designated you as a "qualified" person.

All qualified individuals must have a permit for hot work. Protective clothing and arc flash gear shall be worn when working with live circuits.

12. Emergency Action Plans and Alarm System.

Reference - 29 CFR 1910.38/. 165

Regulations require that employers develop site-specific contingency plans to be used in the event of emergency situations. These plans include everyone that may be impacted by the emergency; including employees, visitors, contractors, property neighbors, etc. Also, these plans are to define such general guidelines as: who is responsible for which actions, the location and use of emergency equipment (alarm systems, fire extinguishers, chemical spill equipment, etc.), how to contact/dispatch Emergency Services or First-Responders, evacuation routes, evacuation assembly areas, etc.

The plans for this site include general guidelines for emergency situations such as **Emergency Evacuation, Fire, Chemical Spill/Releases, Severe Weather (i.e. Tornado, Earthquake, etc.), and Bomb Threats or Threats of Violence.**

Signs as required by ordinance, regulation, or law will identify emergency exist.

All employees are required to learn what their responsibilities are with regard to these plans, become familiar with the location(s) of alarm pull stations and emergency exits, and to perform their assigned tasks as quickly and safely as possible.

Training on Emergency Action Plans will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the Safety and Health Manager.

If hazardous materials are involved, disposal must be done in compliance with federal, state

and local environmental laws.

Smoking is never allowed anywhere on Industrial Maintenance & Automation, Inc. premises during an emergency.

Alarm/Alert Procedure

In the event of an emergency, regardless of the reason for the alarm or the severity of the fire, the first on the scene observer should contact Senior Management. If trained in the use of fire extinguishers, the observer may attempt to suppress a small fire until relieved by the Fire Department, or until it becomes apparent that the fire cannot be controlled by fire extinguishers.

Note: Employees should never attempt to control a fire which endangers their health. Immediately evacuate the area when it becomes apparent that the fire cannot be controlled or when conditions become more hazardous.

Senior Management will follow the below action plan immediately:

1. Notify the local emergency agency (e.g. fire, police, hazardous materials team, etc.) by dialing 911 (where applicable) or the local emergency number.
2. Gives Industrial Maintenance & Automation, Inc. name, address and area where fire or emergency is located at the site.
3. Assigns an employee to wait for the fire or emergency agency outside Industrial Maintenance & Automation, Inc. and direct them to the emergency's location.
4. Announces evacuation instructions over the public address system. "Ladies and Gentlemen, Industrial Maintenance & Automation, Inc. is being temporarily closed. We request that you leave by the nearest exit immediately. Thank you." Make this announcement twice, and repeat as needed, or as time permits.
5. If possible to do so without endangering health, check all areas of their respective departments, restrooms and public areas to verify that all individuals are evacuated.
6. If possible to do so without endangering health, secure all cash, checks and charge documents in the safe if time permits.
7. Once outside the building(s), proceeds **immediately** to the designated meeting area and take a head count of employees and visitors/contractors to ensure all were safely evacuated. Double check that all individuals are out of the building(s).
    a. **Note:** When one or more individuals are unaccounted for, **do not** re-enter the building(s) to conduct a search. Notify the ranking fire or other emergency response official on the scene and give the missing individual's approximate location.
8. Dismiss all non-essential employees.
9. **Do not** attempt to re-enter the building under any circumstances until emergency personnel have issued an **all clear**.
10. Immediately after the emergency, notify the President of Industrial Maintenance & Automation, Inc. and all other management individuals. Coordinate any salvage and repair

operations.

Emergency Evacuation Procedure:

All employees who receive an **Alert** to evacuate are to:

1. Immediately shut off any machinery, which could be dangerous if left operating unattended.
2. Vacate the building through the nearest emergency exit.
3. Close all office and hallway doors as you leave. **Do not lock them.**
4. Leave all lights on.
5. Once outside the building, proceed **immediately** to the designated meeting area.
6. **Do not** attempt to re-enter the building under any circumstances until emergency personnel have issued an **all clear**.

SEVERE INJURY OR ILLNESS

If an employee/individual is injured, the initial responsibility of management is to provide the needed first aid or to arrange for emergency medical response or professional medical care. The following steps are to be taken by Senior Management for an injured employee**/**individual.

1. Treat the injured individual using the supplies from Industrial Maintenance & Automation, Inc. first aid kit.
2. In the event an individual is seriously injured and requires professional medical care, drive the individual to a medical provider. If the individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation be calling 911.
3. Do not attempt a rescue if the rescuer's life will also be endangered in the attempt.

SEVERE WEATHER

Tornado

Management has designated storm shelter areas within the building(s) for employees and individuals. It will be stocked with a first aid kit or medical supplies and flashlights.

In the event of a **Tornado Watch**, Senior Management will follow the below procedures:

1. When notified of a tornado watch in the area, tune the radio to the National Weather Service channel to stay current on the storm progress.
2. Check to ensure that all storm shelter areas are unlocked and accessible.
3. Check to be sure that first aid kits or medical supplies and flashlights are stored in the storm shelter area.
4. If time permits, "X" the windows with tape or secure plywood to the outside of all

windows.

In the event of a **Tornado Warning**, Senior Management will follow the below procedures:

1. Inform all employees and individuals to take cover in storm shelter areas immediately.
2. Make the following announcement over the public address system. "Ladies and Gentlemen, the National Weather Service has issued a Tornado Warning for this area. Due to this warning, Industrial Maintenance & Automation, Inc. is being temporarily closed. **Please do not leave the building.** We request that you proceed to the storm shelter area(s) located in the [**name of location(s)**]."
3. Assigns someone to shut off the main gas and electrical systems.
4. If needed, coordinate first aid assistance to individuals.

Earthquake

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities.

In the event of an **Earthquake**, all employees should follow the below procedures:

1. If indoors, stay indoors. If outside, stay outside. In earthquakes most injuries occur as people are entering or exiting buildings.
    a. Indoors:
        (i) Take cover beneath a desk, table, bench or in doorways, halls or against an interior wall.
        (ii) Stay away from glass windows and/or glass doors. Stay away from containers which contain hazardous materials.
    b. Outside:
        (i) Move away from buildings and all structures. Move away from all overhead wires.
        (ii) If operating a vehicle, stop as soon as possible and stay inside the vehicle.

After an Earthquake Senior Management will follow the below procedures:

1. Coordinate first aid efforts.
2. Turn on the radio to get emergency information from local authorities.
3. Check natural gas lines for leaks. If a leak is detected, shut down the system and notify the local gas service company.
4. Shut off the electrical current at the main breaker box if power has been interrupted.
5. Direct employees/individuals to a safe assembly area outside the building.
6. Take a head count to ensure all employees have been safely evacuated.
7. **Do not** attempt to re-enter the building under any circumstances until authorities have issued an **all clear**.
8. Coordinate any damage and repair operations. Resume business as soon as possible.

Bomb Threat (including Suspicious Packages) or other Threats of Violence

If threat received:

1. Be calm and if a Bomb Threat or suspicious package has been received, then use the form in Appendix 1 to solicit and record information about the threat.
2. When the caller hangs up, **do not hang up the phone**. It might be possible to trace the call back to the source.
3. For any threat, immediately notify management and turn in the completed form.

In the event of a threat, Senior Management will follow the below procedure:

1. Call the local Police or Fire Department to report the incident. Follow all recommendations and instructions provided by either department.
2. If the Police or Fire Department declines to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan.

Do not touch any suspicious package or device.

Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to individuals and to get the robber out of the building as soon as possible. During a robbery, the Employees should follow the below procedures:

1. Be attentive and calm. Listen to the robber and do exactly as instructed.
2. Do give up any money/valuables as demanded.
3. Remain alert and try to remember as many details as possible (i.e. appearance, clothing, speech, etc.).
4. **Do not** make any sudden movements and if instructed lie calmly on the floor. **Do not** grab for the weapon or call for help. **Do not argue**.
5. If possible watch the robber's method and direction of escape.
6. As soon as possible after the robbery, write down all the details you can remember.

In the event of a threat, Senior Management will follow the below procedure:

1. Call the police.
2. Call the President of Industrial Maintenance & Automation, Inc.
3. Gather all witness statements to give to the police.

CHEMICAL SPILL/RELEASES

Management will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized or otherwise controlled at the time of release by employees in the immediate area or by maintenance personnel. If a chemical spill/release causes an emergency situation, Management will contact the appropriate local authorities (e.g. Fire Department/Local HAZMAT Response Team) to handle the emergency spill/release.

Also refer to the HAZWOPER section in this Handbook

13. Emergency Response Plan

Reference - 29 CFR 1910.38/120

The emergency response plan is addressed in each of the site's emergency action plans above per the type of emergency.

14. Fire Prevention Plan

Reference - 29 CFR 1910.38(b)(4)

Regulations may require that employers develop a written Fire Prevention Plan and train all employees. The training is to include such things as teaching the employees what the likely fire hazards are and what things have been done to protect the employees in the event of a fire emergency at the site. Some related information is in other sections of this handbook.

Fires and explosions are a constant concern in areas where flammable materials are used. Use extreme care to prevent flames or sparks from igniting these substances. Wherever possible, these materials should be handled in well ventilated areas.

1. When storing flammables, they must be in approved containers (special drums, tanks, safety cans, etc.) and stored per applicable NFPA, OSHA and Insurance storage requirements.
2. When transferring flammables, there must be ground continuity (so use grounding cables, clamps, etc.).
3. Combustibles may not be as easy to ignite as flammables, but combustibles will burn, therefore, they too must be properly stored and handled.

- Periodic Fire Prevention Inspections are conducted. These inspections check for such things as poor housekeeping, blocked fire extinguishers, blocked fire exits, storage in the stairwells, fully charged extinguishers, etc.
- "No Smoking" signs are posted and enforced where needed.
- Fire extinguishers are checked periodically.
- Whenever the fire sprinkler system is out-of-service due to maintenance or construction, certain specific precautions are put into place. Some of these precautions are notification to the Fire Department, our insurance carrier, and the

company that monitors the alarm system.

15. Fire Fighting (Incipient Stage).
Reference - 29 CFR 1910.156

Incipient stage fires may be "smoldering" debris or small fires (Rule of thumb is the fire can be extinguished with one hand held fire extinguisher). Under the right conditions, that small fire can begin spreading and become a blazing inferno. Incipient stage fires can easily be controlled or stopped through the use hand fire extinguishers. Fire extinguishers are located throughout the facility. Regulations mandate that **employees must be trained (in fire extinguishers and in extinguishing incipient stage fires) and authorized before being allowed to use any fire fighting equipment**.

This site's **general guideline to incipient stage firefighters** is if you can extinguish the fire with one extinguisher, do so, and then immediately notify Senior Management. Senior Management will assure an Incident Investigation is conducted and will arrange for a "Fire Watch" of the affected area if needed. If an incipient stage fire cannot be immediately controlled by a trained person using the hand held extinguisher(s), then Emergency Evacuation procedures should be immediately activated.

All employees are required to immediately notify their supervisor if any fire extinguisher is used / discharged, damaged, or is otherwise inoperable.

The following table lists the basic kinds of small hand held fire extinguishers and the types of fires on which they should be used.

Type of Extinguisher	Type of Fire
Water, water hose stations or soda acid.	**"A"** -Clothing, Wood, Paper, etc.
Carbon Dioxide, Halon, or dry chemical	**"B"** and **"C"** -Flammable liquids, electrical equip. etc.
"All purpose" dry chemical	"**A**", "**B**" & "**C**" as above
Sand or special powder	**"D"**, --metal, etc.
Notes: 1. Halon or equal media is recommended for use on electronic equipment. 2. Never use water type extinguishers on an electrical equipment fire.	

What you have just read in this section educates you in the types of fires and fire extinguishers. If you have not completed hands on fire extinguisher training, then you **are not** authorized to fight an

incipient stage fire.

16. First Aid.
Reference - 29 CFR 1910.151/146/410

- All injuries must be reported to your supervisor as soon as possible
- Injuries should also be reported to customer as required

A few things to remember:

- You **must** have a victim's permission before you can administer First Aid. Unconscious victims are always deemed to have granted their permission for assistance to be rendered
- If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transport (i.e. **Call 911**).
- It is the initial responsibility of management to provide the needed first aid or arrange for emergency medical response or professional medical card.
- Senior Management Treat the injured individual using the supplies from Jolley Electrical Contractors, Inc. first aid kit.

First Aid Training
Each employee will receive training and instructions from his/her supervisor on our first aid procedures.

Wounds:

Minor: cuts, lacerations, abrasions, punctures

- Wash the wound using soap and water, rinse well
- Cover the wound using a clean and if possible sterile dressing

Major: large and/or deep and bleeding

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

Broken Bones:

- Do not move the victim unless it is absolutely necessary
- If the victim must be moved, "splint" the injured area using wood, cardboard or rolled up paper/magazine as a splint
- Keep victim still and calm until medical help arrives

Burns:

Thermal (heat):

- Rinse the burned area and immerse it in cold water (note: do not scrub area or use ice water for immersion)
- Blot area dry and cover using sterile gauze or a clean cloth

Chemical:

- Immediately flush exposed area with cool running water for at least 15 minutes
- Refer to MSDS for further instructions

Eye injury:

Small particles:

- Do not rub your eye(s)
- Use the corner of a soft clean cloth to draw the particle(s) out, or hold the eyelids open and flush the eyes continuously with clean water

Large or stuck particles:

- If a particle is large or stuck in the eye, do not attempt to remove it
- Cover both eyes with a bandage
- Seek immediate medical attention

Chemical:

- Holding the eyelid open, immediately irrigate the eye(s) with water for at least 15 minutes
- Refer to the MSDS for further instructions

Neck and Spine injury:

- Do not attempt to move the victim
- Keep the victim warm, still and calm until medical help arrives

Heat Exhaustion:

- Loosen any tight clothing the victim is wearing
- Give the victim “sips” of cool water
- Make the victim lie down in a cooler place with the feet raised
- Keep the victim still and calm until medical help arrives

17. Hand and Portable Power Tool

Purpose

Industrial Maintenance and Automation (IMA) has developed this policy to ensure the safety of employees working with hand and portable powered tools and other hand-held equipment. This program is intended to comply with the Occupational Safety and Health Administration (OSHA) Standards contained in 29 CFR 1910.241-244.

Regulatory Reference

29 CFR 1910 Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment OSHA Publication 3080 – Hand and Power Tools

Scope

This policy applies to all IMA faculty and staff who may use hand and portable powered tools and equipment during the course of work. Faculty and staff must be able to use hand and portable powered tools and equipment safely and shall comply with manufacturer guidelines.

Responsibility

Environmental Health and Safety is responsible for:

1. Ensuring that hand and portable powered tool safety measures are in place according to this program and the applicable OSHA standards.
2. Maintaining training records.
3. Periodically evaluating program implementation.

Supervisors / Forman's are responsible for:

1. Ensuring that all hand and portable powered tools and other hand held equipment used at IMA are free from defects and are working and maintained properly.
2. Ensuring that tools are used in accordance with manufacturer recommendations.
3. Ensuring that all affected employees have been trained.
4. Ensuring that all affected employees comply with this program.
5. Taking damaged tools out of service immediately if they are defective.
6. Conducting periodic inspections of work areas.

Employees are responsible for:

1. Attending required training programs.
2. Inspecting hand and portable powered tools and equipment for defects or possible hazards prior to use.
3. Tagging any defective tools as out of service immediately.

4. Reporting any defects to their supervisor immediately.

Training and Recordkeeping

All employees shall be trained in the proper use of tools prior to using hand and power tools and other hand-held equipment. Employees shall be trained in the following:

1. Recognition of the hazards associated with different types of tools and the safety precautions necessary for use.
2. The PPE required during use.
3. The proper use of hand and power tools and other hand-held equipment.

Employees shall be retrained as necessary to maintain their understanding and knowledge on the safe use of hand and power tools and other hand-held equipment.

General Safety Requirements

Tools and equipment shall be kept in safe condition. The following help prevent hazards associated with the use of hand and power tools:

1. Keep all tools in good condition with regular maintenance.
2. Use the right tool for the job.
3. Inspect each tool for damage before use.
4. Never use damaged tools - take damaged tools out of service immediately.
5. Operate tools according to the manufacturers' instructions.
6. Use the proper personal protective equipment (PPE).

Guards

The exposed moving parts of power tools shall be guarded. Safety guards must never be removed when a tool is being used. Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded.

Machine guards must be provided to protect the operator and others from the following:

1. Point of operation.
2. In-running nip points.
3. Rotating parts.
4. Flying chips and sparks.

Personal Protective Equipment (PPE)

Employees who use hand and power tools and are exposed to the hazards of noise, vibration, falling, flying, abrasive, and splashing objects, or to harmful dusts, fumes, mists, vapors, or gases must be provided with the appropriate personal protective equipment.
The following considerations should be evaluated at a minimum in the selection and use of PPE when using hand and portable powered tools:

1. Safety glasses or goggles must be worn at all times when using hand and powered tools.
2. A face-shield may be used in addition to safety glasses or goggles to protect the face and neck.
3. Composite or steel-toe leather shoes should be worn while working with power tools to prevent injury from dropped tools.
4. Hearing protection is recommended when using power tools.

Before working with hand and power tools evaluate the job and consult with the on-site Forman to discuss potential issues. Always use the correct tool for the job.

Hand Tools

Hand tools are tools that are powered manually. Some examples of hand tools include anvils, axes, chisels, files, hammers, hand boring tools, planes, pliers, punches, saws, scissors, screw drivers, tin snips, and wrenches. Hazards associated with hand tools result from misuse and improper maintenance. To prevent injury, follow the guidelines listed below:

1. Hand tools shall be used for their intended purpose. For example, if a screwdriver is used as a chisel, the tip of the screwdriver may break and fly off, hitting the user or other employees.
2. Inspect tools for damage prior to use.
3. Hand tools shall be maintained in good condition free of damage. For example, wooden handles on tools, such as a hammer or an axe, shall be tight and free from splinters or cracks.
4. Bent screwdrivers or screwdrivers with chipped edges shall be replaced.
5. Always direct tools such as knives saw blades, etc. away from aisle areas and away from other employees working in close proximity
6. Knives and scissors must be sharp; dull tools can cause more hazards than sharp ones.
7. Cracked saw blades must be removed from service.
8. Wrenches must not be used when jaws are sprung to the point that slippage occurs.
9. Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads.
10. Iron or steel hand tools may produce sparks that can be an ignition source around flammable substances. Spark-resistant tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used.
11. Keep the work area and tools clean. Dirty, greasy tools and floor may cause accidents.
12. Tools shall be stored in a dry secure location.
13. Carry and store tools properly. All sharp tools shall be carried and stored with the sharp edge down. Do not carry sharp tools in a pocket.
14. Wear the proper personal protective equipment (PPE)

Power Tools

Power tools must be equipped with guards and safety switches. They can be hazardous when used improperly. Types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:

1. Read the owner's manual to understand the tool's proper applications, limitations, operation, and hazards.
2. Never carry a tool by the cord or hose.
3. Never yank the cord or the hose to disconnect it from the receptacle.
4. Keep cords and hoses away from heat, oil, and sharp edges.
5. Ensure tools are properly grounded; use Ground Fault Circuit Interrupter (GFCI) for corded tools.
6. Disconnect tools when not using them, before servicing and cleaning, and when changing accessories such as blades, bits, and cutters.
7. Keep all people not involved with the work at a safe distance from the work area.
8. Secure work with clamps or a vise, freeing both hands to operate the tool.
9. Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
10. Maintain tools sharp and clean.
11. Be sure to keep good footing and maintain good balance when operating power tools.
12. Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
13. Inspect tools for damage before each use. Remove all damaged portable electric tools from use and tag them: "Do Not Use."

Electric Tools

Electric tools may cause electrical burns and shocks. To prevent the user from electrocution, electric tools shall have a three-wire cord with a ground and be plugged into a grounded receptacle, be double insulated, or be powered by a low voltage isolation transformer to protect from burns and shocks. Three-wire cords contain two current carrying conductors and a grounding conductor. When an adapter is used to accommodate a two-hole receptacle, the adapter wire must be attached to a known ground. The third prong must never be removed from the plug.

Double-insulated tools are available that provide protection against electrical shock without third-wire grounding. On double insulated tools, an internal layer of protective insulation completely isolates the external housing of the tool.

The following general practices should be followed when using electric tools:

1. Operate electric tools within their design limitation.
2. Use gloves and appropriate safety footwear when using electric tools.
3. Store electric tools in a dry place when not in use.
4. Do not use electric tools in damp or wet locations unless they are approved for that purpose.
5. Keep work areas well lighted when operating electric tools.
6. Ensure that cords from electric tools do not present a tripping hazard.

Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders. Some hazards associated with pneumatic tools include noise, vibration, fatigue, and strains. Additional hazards are described below:

1. The greatest hazard is being hit by one of the tool's attachments or by a fastener used with the tool. Eye protection must be worn for employees working with pneumatic tools.
2. Pneumatic tools must be checked to ensure that they are fastened securely to the air hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool must also be used and will serve as an added safeguard.
3. If an air hose is more than 1/2-inch in diameter, a safety excess flow valve must be installed at the source of the air supply to shut off the air automatically in case the hose breaks.
4. When using pneumatic tools, a safety clip or retainer must be installed to prevent attachments such as chisels on a chipping hammer from being ejected during tool operation.
5. Pneumatic tools that shoot nails, rivets, staples, or similar fasteners and operate at pressures more than 100 pounds per square inch must be equipped with a special device to keep fasteners from being ejected, unless the muzzle is pressed against the work surface.
6. Airless spray guns that atomize paints and fluids at pressures of 1,000 pounds or more per square inch must be equipped with automatic or visible manual safety devices that will prevent pulling the trigger until the safety device is manually released.
7. Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.
8. Compressed air guns should never be pointed toward anyone. Workers should never "dead-end" them against themselves or anyone else.

Liquid Fuel Powered Tools

Fuel-powered tools are usually operated with gasoline. The most serious hazard associated with the use of fuel-powered tools is from fuel vapors that can burn or explode and also give off dangerous exhaust fumes. Fuel must be handled, transported, and stored only in approved flammable liquid containers, according to proper procedures for flammable liquids. Before refilling a fuel-powered tool tank, shut down the engine and allow it to cool to prevent accidental ignition of hazardous vapors. When a fuel-powered tool is used inside a closed area, effective ventilation and/or proper respirators

such as atmosphere-supplying respirators must be utilized to avoid breathing carbon monoxide. Fire extinguishers must also be available in the area.

Hydraulic Power Tools

The fluid used in hydraulic power tools must be an approved fire-resistant fluid and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The exception to fire-resistant fluid involves all hydraulic fluids used for the insulated sections of derrick trucks, aerial lifts, and hydraulic tools that are used on or around energized lines. This hydraulic fluid shall be of the insulating type.

The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

All jacks—including lever and ratchet jacks, screw jacks, and hydraulic jacks—must have a stop indicator, and the stop limit must not be exceeded. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack, and the load limit must not be exceeded.

A jack should never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up. Place a block under the base of the jack when the foundation is not firm, and place a block between the jack caps and load if the cap might slip.
To set up a jack:

1. The base of the jack shall rest on a firm, level surface;
2. The jack must be correctly centered;
3. The jack head must bear against a level surface; and
4. The lift force must be applied evenly.

All jacks must be lubricated regularly. Each jack must be inspected according to the following schedule: (1) for jacks used continuously or intermittently at one site—inspected at least once every 6 months, (2) for jacks sent out of the shop for special work—inspected when sent out and inspected when returned, and (3) for jacks subjected to abnormal loads or shock— inspected before use and immediately thereafter.
Operating Controls and Switches

The following hand-held power tools must be equipped with a constant-pressure switch or control that shuts off the power when pressure is released:

1. Drills.
2. Tappers.
3. Fastener drivers.
4. Horizontal, vertical, and angle grinders with wheels more than 2 inches in diameter;
5. Disc sanders with discs greater than 2 inches.

6. Belt sanders.
7. Reciprocating saws.
8. Saber saws, scroll saws, and jigsaws with blade shanks greater than 1/4-inch wide.
9. Other similar tools.

These tools also may be equipped with a "lock-on" control, if it allows the worker to also shut off the control in a single motion using the same finger or fingers.

The following hand-held power tools must be equipped with a positive "on-off" control switch, a constant pressure switch, or a "lock-on" control:

1. Disc sanders with discs 2 inches or less in diameter.
2. Grinders with wheels 2 inches or less in diameter.
3. Platen sanders, routers, planers, laminate trimmers, nibblers, shears, and scroll saw.
4. Jig-saw, saber, and scroll saws with blade shanks a nominal 1/4-inch or less in diameter.

The constant-pressure control switch should be regarded as the preferred device. Other hand-held power tools such as circular saws having a blade diameter greater than 2 inches, chain saws, and percussion tools with no means of holding accessories securely must be equipped with a constant-pressure switch.

Powder-Actuated Tools

Powder-actuated tools require special training and shall not be used at IMA without prior approval from IMA's Safety department.

18. Hazard Communications Program [also known as HazCom or RTK (Right-To-Know)].

Reference - 29 CFR 1910.1200

The Hazard Communication Program at Industrial Maintenance & Automation, Inc. is designed to provide employees and contractors with readily accessible information about hazardous materials that are present at our facility and to meet the requirements of the regulations Hazard Communication rule. Basic information is found on the labels on the chemical container. Detailed information can be obtained from the Material Safety Data Sheets (MSDS) for the material.

A hazardous material is defined as any chemical or substance that can cause harm to employee or environment as determined by manufacturer of the substance in question.

This program applies to all work operations in Industrial Maintenance & Automation, Inc.

where the employee may be exposed to hazardous substances under normal working conditions, or during emergency situations.

The following is our Hazard Communication Program:

- Each employee will be informed of the contents via the Employee Safety Handbook.
- Everyone who works with or is potentially exposed to hazardous chemicals will receive additional training on the Hazardous Communication Standard and the safe use of those hazardous chemicals by the Safety and Health Manager. Whenever a new chemical or hazard is introduced, additional training will be conducted to address the new hazard and protective measures to be taken.
- The Safety and Health Manager will make a list of all hazardous chemicals and related work practices, and will update the list as necessary.
- This list of chemicals will be available to all employees of Industrial Maintenance & Automation, INC. This list also identifies the corresponding Material Safety Data Sheet (MSDS) for each chemical.
- Any new hazardous chemicals received by Industrial Maintenance & Automation, Inc. will have a MSDS available for inspections before any employee uses the chemical.
- A master list of these chemicals will be maintained by, and is available from the Safety and Health Manager.
- The Safety and Health Manager will maintain a binder with an MSDS on every substance on the list of hazardous chemicals and will ensure that each site maintains an MSDS for any hazardous materials in that area. The MSDS sheets will be made readily available to all Employees at every work site.
- The Safety and Health Manager will ensure that all chemical containers have a proper updated label on the container. The label must include the chemical's identity (note: an identifier on the label must be the same as an identifier on the applicable MSDS), appropriate hazard warnings, the name and address of the manufacturer, importer or other responsible party, as well as an emergency contact phone number.

Employees will be trained on safe use of hazardous materials before being required to use in the course of daily work

19. HazWOPER - Awareness Level.
Reference - 29 CFR 1910.120(q)

HAZWOPER is the abbreviation for Hazardous Waste Operations (such as a RCRA site, superfund clean-up site, etc) and Emergency Response (to hazardous material spills and releases). Since our site is not a RCRA/Superfund site, that part of the regulation, waste operations, does not apply to us. However, the regulation requires us to decide how we would handle a hazardous material spill or release for the emergency response part of the regulation.

First, you need to understand that anyone can respond to and/or clean up a hazardous spill if

the spill is in their normally assigned work area (i.e. office area, etc.) and if all of the following conditions are met:

- The spill/release does not cause an 'emergency' condition, and
- They know the hazards of the material/incident, and
- They know how to control & clean up the spill, and
- They have the proper PPE, and
- They have the control & clean-up material

If the above conditions are not met a person trained to the HAZWOPER (Hazmat) - Technician level must respond/perform clean up.

All employees at this site are to be trained to what the regulation identifies as the HAZWOPER (Hazmat) - Awareness level. This means that you must have the following knowledge or skills:

- You can recognize a chemical spill or release as hazardous (by using your knowledge of the HAZ.COMM. /RTK Program training, etc.), and
- Know how to contact the proper personnel to respond in accordance with the site's Emergency Action Plan(s) as instructed in this Employee Safety Handbook (see section #11).

Therefore, you are now trained, but only to the "Awareness Level".

20. HazWOPER - Technician Level.
Reference - 29 CFR 1910.120(q)

See section above about the HazWoper regulation. It has been decided that we will not have anyone trained to the "Technician Level" at this site. If a spill/release occurs in a work area that the work area personnel cannot control and clean up, then the proper community HAZMAT team will be contacted to respond. That team will have qualified personnel trained to the Technician level.

***What you are reading in this section is only general information and does not authorize you to perform HAZWOPER - Technician Level work.*

21. Hearing Conservation/Noise Program.
Reference - 29 CFR 1910.95(I)&(k)

When working in an environment where there is excessive noise, continuous overexposure to high levels can cause a slow deterioration in hearing and ultimately permanent loss of some perception to sound. Regulations require that hearing protection be worn when sound levels

exceed certain decibel levels and/or certain duration of exposure. A good rule of thumb for determining the need for hearing protection is if you have to raise your voice to speak to somebody who is less than 3 feet away. In addition, regulations require that a hearing conservation program be implemented for employees that are exposed to 85 decibels 'A' scale Time Weighted Average (TWA) for an exposure duration of 8 hours per day.

There are no known hearing conservation areas at the Industrial Maintenance & Automation, Inc. site. Specific jobsites may, however, have areas that require hearing protection

***What you are reading in this section is only awareness information and does not authorize you to wear hearing protection or participate in the hearing conservation program. Unless you have had the specific training on the personal protective equipment and the hearing conservation program, do not use this equipment or enter hearing conservation areas.*

22. Incident Reporting and Investigation.

Reference - 29 CFR 1904

WHAT IS AN ACCIDENT/INCIDENT?

An accident/incident is any unplanned event, which may or may not result in injury, illness, property damage, etc. An injury or illness may be the result of an accident that produces harm to the body. Accidents do not HAPPEN - they are CAUSED - by human or equipment failure, or failure to plan, supervise, or perform work properly. Stop accidents before they stop you! No accident is a trivial matter - even the smallest one can be costly. Avoid accidents by knowing the hazards. Effective accident prevention requires each person to be continually alert in each step of each job, not just today - but every day. Experience tells us that about 75% of all accidents are caused by <u>unsafe acts</u> (i.e. people), while about 25% are due to unsafe conditions (e.g. equipment failures).

Fires, spills, injuries, illnesses, and other emergencies must be reported immediately and handled appropriately. (Note: See special instructions in this manual about Emergency Procedures.)

- Any accident or conditions that may cause an accident **must be immediately reported** to your Supervisor so that preventive measures may be taken. Industrial Maintenance & Automation, Inc. will investigate the cause of every accident and determine what steps are being taken to prevent its reoccurrence.
- If you are injured/ill **off**-the-job to the extent that the injury/illness may hinder your work, limit your ability to perform normal work tasks, or cause you pain or discomfort while at work, specifically report the injury to supervisor **before** you go to work.

When an employee is injured or becomes ill at work, he/she must **<u>immediately</u>** report the injury/illness to his/her Supervisor. If the work related injury or illness requires professional medical assistance, notify your supervisor and let him/her know **<u>before</u>** you receive this assistance.

- If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

Reporting an injury/illness.

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call to request emergency medical assistance.

Minor First Aid Treatment:

If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- notify your supervisor
- administer first aid treatment to injury or wound
- if a first aid kit is used, indicate usage on the accident investigation report
- provide details for the completion of the accident investigation report

Non-Emergency Medical Treatment:

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

- notify your supervisor
- proceed to the posted medical facility, your supervisor will assist with transport if necessary
- provide details for the completion of the accident investigation report

Emergency Medical Treatment:

If you sustain a severe injury requiring emergency treatment:

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

Worker's Compensation

Every state has a Worker's Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work related injury or illness. You are covered under Workers' Compensation. You may request Workers' Compensation benefits from your supervisor. Qualification for benefits is determined by the state, not Industrial Maintenance & Automation, Inc. Your responsibilities are to keep appointments, follow all doctor's instructions on and off the job, maintain

good communication with your supervisor, and to fully cooperate with all instructions you are given.

****Worker's Compensation provides wages at a lower pay scale than what you earn when working.**

23. Lockout/Tagout. (LOTO) [Often called "Controlling Hazardous Energy"]
Reference - 29 CFR 1910.147(c)(7)

A lockout/tagout system recognizes three types of personnel in the program. They are:

"Authorized" personnel: These people are capable of analyzing the machine/task, recognizing all the energy sources, and understanding how to shutdown the energy sources. They are authorized to use "Personnel Safety Locks & Tags". Authorized employees will be trained in the recognition of hazardous energy sources present at the location they work, the type and magnitude of the energy available in the workplace, and the methods/means needed for energy isolation and control. The Safety and Health Manager is responsible for verifying that training is completed as required by this program.

"Affected" personnel: are people who are not "authorized" to use the "Personnel Safety Locks & Tags", but work in the area where the equipment is being "locked out & tagged".

"Other" personnel: are neither "authorized" nor "affected" personnel, but are informed there is a "lockout & tagout" program so they are aware of the hazards & the programs methods.

Lockout/Tagout System:

-- **Tagout Procedure:** Danger tags (as well as other information tags) can be used by anyone to tagout equipment or areas to warn people of potential hazards. Danger tags are **not** to be used in lieu of "lockouts", but are to be used with personnel safety locks to prevent the energizing of equipment. Immediately report any "Out of Service" equipment or dangerous conditions to your Supervisor.
When used, danger tags must be:
- Completely filled out, and
- Signed and Dated, and
- Be secured

NOTE: Danger tags are available from your Supervisor.

-- **Lockout Procedure:** The "Lockout" procedure is used to prevent the unexpected startup of an energy source, which could injure someone. This includes such energy sources as electricity, steam, thermal, stored energy (example: springs), mechanical, chemical (flow), pneumatic, hydraulic, etc.

To prevent this energy source from starting while someone is in the “exposure/hazard” area doing such tasks as cleaning, servicing, adjusting, maintenance, etc.; the control device(s) for the energy source must be “Locked Out" and "Tagged Out". Lockout is accomplished by placing the energy control device(s) into the safe (off) position and applying a “Personnel” Safety Lock and Tag on the device(s).

Each person must “lockout & tagout” with his/her own "personnel” safety lock(s) & tags on **each** energy control device.

“Personnel” safety locks must be unique and easily identified.

A supply of “Personnel Safety Locks & Tags” is either kept in your work area or can be obtained from your Supervisor.

After reading this procedure, you are now trained to the **‘affected and/or other’ levels**. You are **not** trained to the "authorized" level. If you have a need to be trained to the "authorized" level, then **you are required** to immediately notify both your Supervisor so that arrangements can be made for the completion of the appropriate training and authorizations.

- Annual retraining is required for The 'Authorized' level.
- An annual review of the program is required and is to be documented.

NOTICE: If the machine's only energy is supplied by a flexible cord and plug, simply unplugging the machine & keeping the cord's plug in your possession (nearby & visible to you) is considered equal to a "personnel safety lock & tag".

NOTE: “Live Work” or “Hot Tap” will be necessary at times, but must be done by specialists (electricians, experienced welders, etc.) and with a written SOP (Standard Operating Procedure) or Permits with the alternate safe procedures in lieu of “Lockout”.

Lockout Procedure for Industrial Maintenance & Automation, Inc.

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance With This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Sequence of Lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

(2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

(6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

(8) The machine or equipment is now locked out.

Restoring Equipment to Service.

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

24. LPG/Propane Systems.

Reference - 29 CFR 1910.110(b)(16)

LPG/Propane is a flammable material. The regulations require anyone who installs, removes, operates or maintains a LPG or propane system to be properly trained on the hazards and the tasks they are to perform.

Our employees do not use LPG/propane on the site. Since LPG is not used at the site, training is not required.

It is possible that contractors working on our site would bring LPG systems onto the site. We will expect their workers to be properly trained per the regulations.

What you are reading in this section is only general information and does not authorize you to perform LPG/propane type work. Unless you have had specific training, DO NOT perform LPG tasks.

25. Machine Guarding.

Reference - 29 CFR 1910.212 & 213 & 217 & 218

According to regulations, “One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ongoing nip points, rotating parts, etc.”.

Guards are to be attached to the equipment or properly secured so as to adequately protect the personnel. Under no circumstances is anybody to attempt to clean, repair, service or reach into equipment while it is in operation. Train yourself not to grab a falling object, or something entering a machine accidentally. At no time shall anybody bypass, remove, or otherwise disengage a guarding mechanism to facilitate operations, maintenance or convenience without properly de-energizing the energy source and locking & tagging it out.

Moving parts (i.e. V-Belts, pulleys, shafts, rollers, gears, screws, feeder bars, etc.) shall be effectively guarded. If a guard is missing, do not utilize the machine, but do "tag-it-out" of service and notify maintenance.

26. PPE (Personal Protective Equipment).

Reference - 1910.132-138

PPE is your final defense to prevent a personal injury and illness. You must always wear the required PPE for the area and/or the job.

The regulations require Industrial Maintenance & Automation, Inc. to perform the following steps for our PPE program:

Step 1: Conduct a hazard assessment for the risks in the area or associated with the tasks of the worker.
Step 2: Based on the assessment, select the PPE required to be used.
Step 3: Communicate the selection to the affected employee.
Step 4: Train the affected employee as follows:
-- When & why to use the PPE
-- How to put the PPE on (don) and take it off (doff), adjust, wear it, & assure it fits
-- The limitations of the PPE
-- The proper care, maintenance, useful life, and disposal of the PPE
Step 5: Have each employee demonstrate an understanding of the training and the ability to use the PPE
Step 6: Require the employee to use the PPE where necessary.
Step 7: Retrain/re-certify as needed (due to changes in PPE, new hazards, worker demonstrates inefficiency, etc.).

Based on this, you must wear the PPE that you have been trained to use as required by the general site requirements, specific work procedures or instructions and any off site visits where the host site requires the use of certain PPE.

If you have not been trained and certified to use a particular type of PPE, do not use it until you are properly trained.

If you think you need PPE that is not available to you or that you have not been trained to use, then discuss this with your Supervisor.

What you are reading in this section is only general information and does not authorize you to use any PPE. Unless you have had the training for the specific PPE, then DO NOT use the PPE.

You have been provided with hard hats, safety glasses, hearing protection, safety vest, fall protection, foot protection, and arc flash equipment as needed and expected to utilize as required. Jobsite audits will be conducted to ensure all PPE is used and unaltered.

27. Powered Industrial Trucks [PIT] (example: forklifts, pallet trucks, sweepers, aerial lifts).

Reference - 29 CFR 1910.178(L) and 1910.66-67

Industrial trucks (such as forklifts, aerial lifts, etc.) **operators must be trained and evaluated for the specific truck to be used.** Operators of PITs must be evaluated initially and re-evaluated at least ever three years (even more frequently if operator is involved in significant PIT incidents, unsafe operations, or if conditions change such as different PITs, operating surfaces, etc.). These evaluations must be documented and certify the operator can safely operate the PIT.

The following are some of the rules, which everyone should be aware of if PIT's are operated on site:

- No passengers are allowed on PITs unless proper passenger facilities are provided on the PIT.
- Never step in the path of an approaching PIT.

What you are reading in this section is only general information and does not authorize you to perform operate a PIT. Unless you have had the specific training, then DO NOT operate the trucks/equipment. If you think you need to operate a PIT to do your job, then discuss this with your Supervisor.

28. Respiratory Protection.
Reference - 29 CFR 1910.134(a)(b)(e)&(f)

When effective administrative and engineering controls are not feasible to control atmospheric contaminants, appropriate respiratory protection shall be used to protect personnel.

Only persons that have been medically approved by an occupational medical professional are authorized to use respiratory equipment (i.e. filter/cartridge respirators, etc.).

IF YOU HAVE NOT BEEN TRAINED AND APPROVED BY MEDICAL STAFF, DO NOT ATTEMPT TO WEAR RESPIRATORY PROTECTION.

29. Site Safety Program.
Reference - 29 CFR 1910

Many aspects of the Site Safety Program deal with regulatory compliance issues that mandate certain actions. Other parts of the Program may not be regulatory in nature but may have been developed in response to site-specific Safety issues. Employers have a "general duty' or obligation to practice prevention and to correct unsafe situations in the workplace, even when there is not specific legislation that would mandate such action. Therefore, Site Safety Programs are usually the method or system used to develop controls, procedures, etc. within the workplace in order to prevent unsafe acts and conditions from occurring, to investigate incidents, and implement corrective actions after unsafe acts or conditions are discovered.

Ergonomics:

Communications, training, coaching, and documentation are the cornerstones of any effective and successful Site Safety Program. The program involves everyone on site; including all employees, visitors, contractors, vendors, etc.

The Safety topics listed below are included in the Safety Program at Industrial Maintenance & Automation, Inc.

A. Learn to think every job through in terms of safe practices until it becomes second nature. Check each piece of equipment and each job step separately and then together before proceeding.

B. Horseplay is strictly forbidden.

C. You are not expected to take unnecessary chances or to work under hazardous conditions. **Immediately report any unsafe acts or conditions to your Supervisor**. Suggestions to correct hazards are encouraged.

D. Before starting any job, be certain you have the necessary safety equipment and be sure that you receive and understand the instructions for the task.

E. Good housekeeping must be practiced. Keep your work place neat and clean. Have a definite place for materials and equipment, and keep them there when not in use. Don't leave any objects (boxes, paper, tools, etc.) on the floor where they could cause slips or falls.
Report worn or broken flooring, stair treads, handrails, furniture or other office equipment.

F. Use sidewalks, walkways, and pedestrian aisles where provided. Running is prohibited.

G. Smoking is forbidden except in designated areas. Smoking is not encouraged due to potential health hazards for both the smoker and other people that may be in the area.

H. Before working in another area, check with the Supervisor.

I. Always wear approved Personal Protection Equipment (PPE) when performing operations involving potential hazards. (NOTE: See special instructions in this manual about PPE.)

J. Hand Tool Safety:

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

K. Do not operate any equipment (fixed or mobile) unless you are authorized to do so.

L. Scaffolds must be designed to carry at least four times the anticipated loading. Platforms must be fully planked with adequate planks. Guardrails must be installed on scaffold platforms more than 4 feet high if platform is less than 45 inches at any dimension and 10 feet high regardless of size of platform. A trained, competent, authorized person must supervise scaffold erection.

M. All openings around pits, platforms, and trenches must be barricaded immediately. All

platforms over 4 feet high must be guarded with standard guardrails (toprail, midrail, and toeboard).

N. Grinding wheels must not be operated at a rate of speed in excess of the manufacturer's specification as the wheel may "explode". Check grinding wheels for cracks or defects before starting. Bench grinders tool rest must be adjusted within 1/8 inch of grinding wheel, but do not do so when the machine is in motion. Adjust tongue guards within 1/4 inch. Do not operate bench grinders without end plates. Operators of bench or portable grinders must wear safety glasses under face shields.

O. Ladders must be inspected for cracked siderails or broken rungs, loose parts, and other defects. Never paint a wood ladder because this may hide defects. All portable straight ladders must be equipped with safety shoes to prevent accidental slipping. Tie the ladder off at the top if working above 10 feet. A portable straight or extension ladder must be placed at a stable angle (about 1 foot from wall for each 4 feet of length). Ladders must extend at least 3' above the edge of the landing surface.

P. All containers which contain hazardous materials must be labeled per site's HAZCOM labeling program. (See section about Hazard Communications Program in this manual).

Q. Keep work spaces properly lighted; do not enter darkened areas without a light.

R. Mechanical aids (drum dollies, hand trucks) are the preferable means of lifting heavy objects whenever possible.

When manually lifting, keep the back straight, stand close to the load and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.

- Always inspect the area around the object and the route over which it is to be carried, making certain that there are no obstructions on the ground or floor on which you might trip or slip.
- Assure you are capable of moving the container weight. If you need help, ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails, black widow spiders or other things that may cause injury. Use gloves when handling rough or sharp materials.
- Lowering an object is essentially the reverse of lifting.

S. Remove broken glass from an area, and put in a proper container & label as broken glass.

T. Do not hurry across wet, icy or slippery areas. Avoid walking on icy patches where possible.

U. Watch where you are going when pushing or pulling a hand truck, and slow down at

corners. Do not walk backwards when pulling a truck. Always be able to stop without spilling the load. Hand trucks shall not be loaded to such a height as to obscure vision. Do not allow riders on the hand trucks. Park hand trucks at a spot where people will not stumble over them; leave handles in a vertical position. Two-wheeled hand trucks are normally to be pushed, not pulled, in order to avoid catching the heel of the operator.

V. Driveways, platforms, walks, stairways, or aisles must not be obstructed with any materials, such as ropes, hoses, cables, supplies, etc. Aisles and passageways must be marked or easily recognizable as such.

W. Storage must start on a level, firm foundation. The kind of material being stacked determines the size, shape, height and bulk of the pile. DO NOT ALLOW UNBALANCED STACKS.

X. Rules for Drivers of Industrial Maintenance & Automation, Inc. vehicles (i.e pickups, vans, etc.)

- Drivers must have a valid state driver's license.
- No person is to ride outside of the truck cabs on running boards, fenders, bumpers, etc.
  - Anyone riding in a truck bed must be completely seated inside the bed (i.e. not on the sidewalls).
- You must wear a seat belt.

Y. Throwing of items is prohibited. Hand it over, don't throw it.

30. Slings

Slings are lifting apparatus usually made from cable, chain, rope, etc. Never use worn or defective rope, chain, webbing or wire slings. If you have not attended the sites “sling” training program, do not use a sling. The regulations require that anyone allowed to use slings be properly trained in the type of sling and types of sling techniques to be used. Also, these employees are trained in the inspection and safety precautions for using slings.

What you are reading in this section is only general information and does not authorize you to perform this type of work. Unless you have had the specific training, DO NOT perform these types of tasks.

31. Trenching and Excavating (Permit Required).
Reference - 29 CFR 1926.650(b) & 651(k)

Many people are killed and injured each year in trenching and excavating tasks. Often, fatalities occur due to cave-ins. Regulations require much safety training to be completed prior to trenching and excavating operations as well as a "competent" person assigned to assure the operation is safe.

At our site, our personnel are not expected to perform trenching and excavating operations. Experienced and competent contractors with the appropriate training and equipment will perform these operations for the site. Our site maintenance staff will select these contractors and assure any necessary permits are used. The permits will allow the work to be completed safely by taking precautions for such things as locating nearby utility lines, re- enforcement of nearby structures, foundations, etc. and barricading & re-routing approaching ways, walkways, etc.

No employees of this site are to enter trenches or excavations. Respect all barricades and signs. Do not enter these work areas.

What you are reading in this section is only general information and does not authorize you to perform this type of work, so DO NOT perform these types of tasks.

32. Hot Work.
Reference - 29 CFR 1910.252 - 255(a)
*****All hot work requires permit***

Welding:

If it is necessary to perform “Hot Work” activities (such as burning, grinding, welding or cutting) the work should be done whenever possible in welding shop type areas, by properly trained personnel.

- All welding equipment must be checked prior to each use and a complete detailed inspection of such equipment must be done periodically.
- Prior to hot work the area must be monitored for flammable gasses
- Proper protective equipment should be used including, but not limited to, face shields and gloves.
- All welding should be done in an adequately ventilated location. If this is not possible additional ventilation such as fans may be required

- Remove any flammable materials if possible
- Have a portable fire extinguisher ready in case of fire
- A fire watch should be utilized if work is done less than 35' from flammable materials
- Pay attention to any fire protection systems in place and be aware of precautions for such system
- Welding curtains shall be utilized if the work is performed in a high traffic area
- Follow any further customer requirements for work

33. Wheels: servicing.

Reference – 29 CFR 1910.177©

Regulations require specific training and authorization before employees may remove or service single-piece or multi-piece-rim type wheels/tires for any mobile equipment (trucks, trailers, tractors, buses, etc.). This does not apply to removing or servicing wheels/tires of normal automobiles or truck tires designated as "LT".

For this site, we have decided that our site employees are not to remove or service any wheels/ tires covered by this regulation except those wheels/tires that are designated as "LT". All other types of wheels/tires must be serviced by outside contractors who have the proper training, tools, and expertise.

34. Drug and Alcohol Testing

***To maintain the safety and health of yourself and others on the jobsite Industrial Maintenance & Automation Inc. requires all employees to be subject to drug testing pre-employment. We also reserve the right to conduct for cause testing per customer requirements or at our discretion. Tests will be conducted after any accidents resulting in injuries or after significant property damage.*

***Random screening will be conducted on a monthly basis, with random selections being conducted during monthly safety meetings.*

35. Refusal to Work

In order to promote the safe completion of work all employees are subject to a refusal to work policy. This policy specifically grants the employee to refuse work that they deem unsafe and report the conditions to their supervisor, at which time the report will be investigated. If the site is deemed safe the employee is required to perform the work at that time, or if the site is unsafe, corrective actions will be taken to make the site safe before the employee is required to perform their duties.

36. Permit to Work

In the course of completing jobs it may become necessary to work in an area or job requiring permit.

**Examples of these include Hot Work, Lockout/Tagout, Confined Spaces, and others. Only trained employees qualified by training and certification to perform the work are eligible for a permit.

Permits shall include:

- Purpose of permit
- Location
- Duration of work
- Approvals
- Hazards of work
- Equipment to be used
- PPE required

37. Fall Protection

All employees performing work above 4' shall use fall protection. Fall protection will consist of OSHA approve guard rail systems or a provided harness and lanyard. All employees are required to complete a fall protection program prior to being issued a harness and lanyard. Fall protection equipment shall not be altered and inspected yearly for defects and replaced as needed. If fall protection is deemed necessary all hazards shall be identified and appropriate protection shall be utilized. Harnesses and lanyards shall be utilized on all powered lifts.

38. Medical Surveillance

If required by customer or if deemed necessary by management medical assessments will be conducted of employees. This shall include only what is needed to ensure that an employee can safely perform required tasks of the job.

39. Ladder Safety

If a ladder is required to access an area or perform work each ladder shall meet the following guidelines.

- Ladders shall be suitable for the job and of the correct length and inspected prior to use
- Secured at the top to a firm support
- If not securable have attendant at the bottom of ladder
- Fixed so that the top rung is at least 3 feet above the point of support.
- Placed ladders are not to be left unattended, remove when assignment is complete

- Follow correct procedures for erecting, maintaining and disassembling ladders
- No more than one worker at a time should be on a ladder
- Contractors should be aware of the maximum intended load-carrying capacities of ladders being used
- Metal spreader or locking device must be on extension ladders in order to hold the front and back sections open and secured

Additionally all ladders shall be kept clean and inspected monthly. If any ladder is found to not meet inspection, it shall immediately be taken from service.

APPENDIX NO. 1

Guide (checklist) for Bomb or Violence Threats

TELEPHONE - Bomb Threat Check List

Be Calm! Be Courteous! Listen, do not interrupt the caller! Check appropriate boxes.

Person Receiving Call Time Date

Type Call ☐ Local ☐ Long Distance ☐ Phone Booth ☐ In Plant	Caller's Sex ☐ Male ☐ Female ☐ Adult ☐ Juvenile	Type of Voice ☐ Deep ☐ Loud ☐ Raspy ☐ High ☐ Drunk ☐ Pleasant
Type Speech ☐ Fast ☐ Slow ☐ Distinct ☐ Lisp ☐ Stutter ☐ Nasal ☐ Slurred ☐ Other ☐ Distorted	Type Accent ☐ Local ☐ Not Local ☐ Foreign ☐ Race	Type Manner ☐ Calm ☐ Angry ☐ Rational ☐ Irrational ☐ Coherent ☐ Incoherent ☐ Deliberate ☐ Emotional ☐ Righteous ☐ Laughing
Type Language ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Other: _____	Background Noises ☐ Factory Machines ☐ Mixed ☐ Arguing ☐ Office machines ☐ Music ☐ Trains ☐ Street Traffic ☐ Quiet ☐ Voices ☐ Party Atmosphere ☐ Planes	

KEEP CALLER TALKING!! PRETEND YOU ARE HAVING DIFFICULTY HEARING!!
IF CALLER SEEMS AGREEABLE TO CONTINUE CONVERSATION, ASK QUESTIONS LIKE THE FOLLOWING:
When will the bomb go off? Certain Hour _____ Time Left _____
Where is the bomb located? Building _____ Area _____ Kind of bomb _____
If the building is occupied, tell caller that detonation could cause injury or death.
Where are you now? _____
How do you know so much about the bomb? _____
What is your name and address? _____
Did caller seem familiar with site? ☐ Yes ☐ No

☐ ☐

MAIL OR SUSPICIOUS PACKAGE - Bomb Threat Check List

1. When, where, how, and by whom was the package found or delivered?
   _____
2. If the package was hand delivered, describe the delivery person. Sex: ___, Height: _____, Weight: _____, Race: _____, Hair color: _____, Hair style: _____, Eye color: _____ Facial Hair: _____, Scars/Tattoos/Distinguishing marks or features, etc. ____ _____
3. Describe the delivery person's clothing: pants, shirt, jacket, hat, shoes, gloves, colors, patterns, name brands, condition (dirty, torn, very neat, etc.), etc.: _____
   _____
4. Describe the delivery person's vehicle: Car, Truck, Van, Motorcycle, Bicycle, etc. _____ Color: Make: Model: Year: Tag#: State: Distinguishing marks, bumper stickers, damage, etc. _____
5. Did the Delivery Person say anything", If so, what were the exact words? _____
6. Did the person have an accent? _____ Describe: _____

Write out messages in their entirety and any other comments on back of this page.

ACTION TO TAKE IMMEDIATELY - AFTER CALL - SENIOR MANAGEMENT

APPENDIX NO. 2:
HANDBOOK SIGNATURE FORM

I have read the Industrial Maintenance & Automation, Inc. "Employee Safety Handbook" and I am thoroughly familiar with its content.

Handbook Version/Date (see bottom of this page):
_____

Signature: _____ Date: _____

NOTE: This page is to be signed as proof of awareness training. This signed page will be placed in the employee's training record file.

Topics covered in this Handbook:

Section or Topic:

1. Accident Prevention Signs and Tags	20. HazWOPER – Technician Level
2. Asbestos	21. Hearing Conservation / Noise Program
3. Bloodborne Pathogens	22. Incident Reporting and Investigation
4. Confined Space Awareness	23. Lockout / Tagout – LOTO
5. CPR	24. LPG / Propane Systems
6. Cranes and Hoists	25. Machine Guarding
7. Aerial Lifts	26. PPE (Personal Protective Equipment)
8. Derricks	27. Respiratory Protection
9. DOT (see 29, CFR 1910.109)	28. Site Safety Program
10. Electrical Safety – Unqualified Personnel	29. Slings
11. Electrical Safety – Qualified Personnel	30. Trenching and Excavating (Permit Required)
12. Emergency Action Plans and Alarm Systems	I. Welding, Cutting, or Brazing
13. Emergency Response Plan	31. Wheels and Servicing
14. Fire Prevention Plan	32. Drug and Alcohol Testing
15. Fire Fighting (Incipient Stage)	33. Refusal to Work
16. First Aid	34. Permit to Work
17. Hand and Portable Power Tools	35. Fall Protection
18. HAZCOM/RTK (Right To Know)	36. Medical Surveillance
19. HazWOPER – Awareness Level	37. Ladder Safety

Section or Topic:

APPENDIX

- No. 1 – Bomb / Violence Threat Checklist
- No. 2 – Handbook Signature Page

Hazard Communication Program – HazCom

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I. INTRODUCTION

As part of IMA's overall safety and health program, a chemical hazard communication program has been established. The Hazard Communication Program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

II. OBJECTIVE

The objective of the Hazard Communication Program is to prevent occupational injuries and illnesses related to chemical exposure by educating employees about workplace chemical hazards.

III. SCOPE

The Hazard Communication Program applies to all work areas where hazardous chemicals are known to be present both under normal conditions and in a foreseeable emergency. The Operations Coordinator has the responsibility for overall coordination of the Hazard Communication Program. The Safety Director has the responsibility to administer and implement the program at IMA.

The Hazard Communication Program has four major components:

- Container labeling and other forms of warning;
- Material Safety Data Sheets (MSDSs);
- Employee education and training;
- Written program and chemical inventory

IV. HAZARDOUS CHEMICALS

The definition of "hazardous chemicals" as given by OSHA is "any chemical which is a physical hazard or health hazard".

Chemical physical hazard characteristics include substances which are:

- combustible,
- compressed gases,
- explosive,
- flammable,
- organic peroxides,
- oxidizers.
- pyrophoric, and

- unstable (reactive) or water reactive

Chemical health hazard includes substances which are:

- toxic or highly toxic,
- irritants,
- sensitizers,
- carcinogens, and those with
- target organ effect

Further explanation hazardous chemicals can be found in Appendix A of the Hazard Communication Standard.

V. HAZARD COMMUNICATION PROGRAM

This written Hazard Communication Program outlines and describes how the following information will be organized and transmitted:

A. List of hazardous chemicals known to be present in the workplace.

B. Information on precautionary labels and other forms of warning for known hazardous chemicals in the workplace.

C. Material Safety Data Sheets (MSDSs) for known hazardous chemicals in the workplace.

D. Methods used to provide employee information and training.

E. Methods used to inform employees of hazards of non-routine work.

F. Methods used to inform contractor employers of any hazardous chemicals to which contractor employees may be exposed.

Guidance for developing and maintaining the written program is provided by the Operations Coordinator.

The Hazard Communication Program is available for review by all employees upon request to their supervisor.

VI. CHEMICAL INVENTORY LIST

The Safety Director has the responsibility to maintain an inventory list of known chemicals in the workplace. Any changes to the inventory list should be approved by the Operations Coordinator.

The chemical inventory list is available to employees during their work shift and is located in their work

area. Refer to Material Safety Data Sheet section for specific location(s).

Employees who have questions about the chemical inventory list should contact their immediate supervisor.

See Appendix for the inventory of chemicals.

VII. PRECAUTIONARY LABELING

A. Containers in the Workplace

The On-site Foreman has the responsibility to insure all known hazardous chemicals present in the plant display, in English, a precautionary label stating:

- Identity of the hazardous chemical(s)
- Appropriate hazard warning(s)

In the event of an improperly labeled hazardous chemical container, a proper label will be requested, by telephone and letter from the chemical supplier. Failure of a supplier to correct labeling deficiencies within 60 days will result in suspension of use of the affected product.

All labels on incoming chemicals must not be defaced in any way. Observation or other detection of defaced labels must be immediately reported to supervision so appropriate labels can be applied.

B. Portable Containers

All portable containers of hazardous chemicals require labeling. The exception to this policy is that portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from a labeled container, and are intended only for the immediate use by and remain the constant control of the employee who performs the transfer. All other portable containers and usage will require labeling. Employees who have questions about portable container labeling should contact their immediate supervisor. The employee who uses the portable container is responsible for placing the label on the container, and the Restaurant Manager is responsible to see that labeling is done.

C. Update and Review

The Operations Coordinator is responsible for reviewing the labeling system annually and updating if necessary. Changes in the labeling system will be transmitted to affected supervisors and employees.

Employees who have questions about the precautionary labeling system should contact their

immediate supervisor.

VIII. MATERIAL SAFETY DATA SHEETS (MSDSs)

A. MSDS Format

MSDSs are written or printed material concerning product hazard determination, which are prepared and distributed with chemicals by chemical manufacturers and distributors. MSDSs are written in English and contain the following information:

- Identity of the chemical as provided on the container label;
- Physical and chemical characteristics of the material;
- Physical hazards of the material;
- Health hazards of the material;
- Primary route(s) of entry;
- Exposure limits, Threshold Limit Value (TLV), OSHA Permissible Exposure Limit (PEL), or supplier recommended limits;
- Whether or not the material or components have been found to be a potential carcinogen by the International Agency for Research on Cancer (IARC), National Toxicology Program (NTP), or by OSHA;
- Applicable precautions for safe handling and use;
- Applicable control measures;
- Emergency and first-aid procedures;
- Date of preparation or date of last change;
- Name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party, who can provide additional information.

B. Obtaining MSDSs

On all Purchase Requisitions for any chemicals, the on-site foreman will verify: "MSDS on file," or "MSDS required," or "material exempt."

The operations coordinator is responsible for obtaining MSDSs for the company. A MSDS should be available for every hazardous chemical listed on the inventory list.

In the event a MSDS is not available, the operations coordinator will use the following procedures to obtain MSDSs:

1. The supplier will be contacted by telephone and letter, and all correspondence and communication documented as proof of effort to comply.

2. If a supplier should not satisfy the first written request within 30 days, a second written request for a MSDS should be sent to the supplier and the Department of Labor will be contacted if MSDS is not received within 15 days.
3. All requests to suppliers and the Department of Labor including letters and telephone calls must be documented and maintained on file.

C. Review of MSDSs

The operation coordinator is responsible for reviewing all incoming data sheets for new and significant health/safety information. Any new information will be transmitted to Restaurant Managers so appropriate measures can be taken to inform affected employees.

If deficiencies exist or additional information is needed concerning MSDSs, the chemical manufacturer or supplier will be contacted to obtain necessary information.

D. MSDS Maintenance

The Safety director is responsible for maintaining the MSDSs.

The MSDSs for chemicals and the chemical inventory list are maintained by supervisors in a notebook titled "Hazard Communication Program". These are accessible to employees during each work shift. Notebook locations can be found in Appendix E.

If MSDSs are not available or new chemicals in use do not have MSDSs, employees should contact their immediate supervisor.

A master copy of the MSDSs and inventory list will be maintained by the operations coordinator.

E. New/Trial Chemicals

The operations coordinator must approve all new/trial chemicals before use by employees. A MSDS must be reviewed before the chemical is used. A new chemical purchase request form should be completed by the requestor and sent to the operations coordinator prior to employee use of a new chemical.

F. Hazard Determination

IMA relies upon the hazard determination and Material Safety Data Sheet supplied by the chemical

manufacturer or distributor to determine the hazards of all chemicals bought, used or stored in the facility.

Employees who have questions about Material Safety Data Sheets should contact their immediate supervisor.

IX. EMPLOYEE TRAINING AND EDUCATION

Effective employee training and education is the most critical component of the hazard communication program. A properly conducted training program will insure that employees are aware of hazards in the workplace and appropriate control measures to protect themselves.

The Safety Director coordinates the employee training and education program for the company.

A. Program Outline

All employees who work in areas where hazardous chemicals are used and/or maintained and those who may be exposed in an emergency are involved in the employee training and educational program. The program is presented in two phases:

1) General Information Training
   a) Explanation of the Hazard Communication Standard;
   b) Location and availability of written hazard communication program;
   c) Operations in the work area where hazardous chemicals are present;
   d) General introduction of chemical hazards, labeling and Material Safety Data Sheet (MSDSs);
   e) Each employee will receive information describing how they can work safely with chemical hazards. General information training is administered by the Restaurant Manager during the initial orientation.

2) Specific Hazard Training
   a) Location of hazardous chemicals in the work area;
   b) Discussion of methods and means of determining/detecting the presence/ release of hazardous chemicals in the work area;
   c) The chemical physical and health hazards in the work area;
   d) Explanation of internal labeling system;
   e) Hazards associated with piping systems;
   f) Review of appropriate work practices, personal protective equipment and emergency procedures;
   g) Access to safety and health information;
   h) Work area list of hazardous chemicals and Material Safety Data Sheets;
   i) How to obtain additional information.

Specific hazard training is administered by the immediate supervisor. As a training aid, the following material is used:

- Audio-visual presentation: Orientation Program
- Written material: Chemical Safety Training Sheet

All employees who receive general information and specific hazard training sign a training sheet as documentation.

B. Re-Assigned/Transferred Employees

Employee's Re-Assigned/Transferred to other work areas will undergo a review of specific hazard training in their new work area. The operations coordinator is responsible for scheduling and insuring that this retraining session is conducted by the immediate supervisor, and initiated on the first day of employment in a new work area.

C. New Hires

Whenever a person is hired for employment, hazard communication training and education will be provided at the time of their initial assignment.

New Employee training will be provided by the operations coordinator as part of new employee orientation at the time of initial employment and prior to handling hazardous chemicals.

New hires will sign an Employee Orientation Sheet.

D. New Hazard

There are three ways in which a new hazard may be introduced:

1. A new hazardous chemical may be brought into the workplace;
2. A current hazardous chemical in use may expose additional employees in the same work area;
3. A former non-hazardous chemical may begin to be used in a manner that is hazardous.

Whenever a new hazard is introduced, the immediate supervisor is responsible for providing specific hazard training to all affected employees prior to the introduction of the hazard.

The Safety director can provide assistance and guidance with new hazard training. Employees will be required to sign a new chemical training sheet.

X. NON-ROUTINE WORK

Occasionally employees will be asked to perform non-routine work, which can be defined as work not normally performed by an employee during the normal course of job duties. Example of non- routine work could be, but not limited to:

- Confined space entry work;
- Floor stripping/coating;
- Building and structural repair;
- Welding and cutting operations;
- Intensive maintenance activities during plant shutdowns;
- Breaking and opening piping systems;
- Using internal combustion engines in enclosed areas.

The following procedures will be used when employees perform non- routine work:

A. Safety director will determine the need for non- routine work and the hazards associated with the work. The operations coordinator can provide assistance to determine the hazards involved.

B. The immediate supervisor will train the employees performing the non-routine work of the hazards associated with the work and of procedures/permits to follow. The training should be given each time prior to employees performing non-routine work.

Employees share in the responsibility by ensuring their immediate supervisor knows that non-routine work will be performed.

Employees should contact their immediate supervisor with questions concerning non-routine work.

XI. CONTRACTORS

It is IMA's policy that when contractors are working on company property they must comply with all OSHA standards and requirements, where applicable. The Hazard Communication Standard requires all contractors working on company property to be informed by the safety director concerning applicable workplace hazardous chemicals which the contractor's employees may be exposed to while performing their work and of appropriate protective measures. This information is provided so contractor employers can properly train their employees. In addition, the contractor will inform the operations coordinator about hazardous chemicals that the contractor brings onto IMA property so that precautions can be taken.

The following procedure is utilized with contractors, prior to the contractor's employees beginning work on company property.

A. Individual Restaurant Managers

Responsibilities:

1. Include with the request for a quote for projects requiring on-site work by contractor employees, a general letter of notification that contractor employees may be exposed to hazardous materials.
2. Obtain along with the vendor's quotation and forward to the operations coordinator, a signed acknowledgement of contractor hazard notification.
3. Forward all requests for further hazard information to the operations coordinator.
4. Minimize exposure of contractor employees to hazardous materials.

B. Chemical Inventory

The on-site foreman will determine and list what hazardous chemicals the contractor's employees may be exposed to while performing their work.

C. Material Safety Data Sheets

The contractor employer will be provided with the list of hazardous chemicals the contractor's employees may be exposed to while performing their work and the availability of Material Safety Data Sheets, which list appropriate protective measures. A copy of the form signed by the contractor employer will be maintained by operations coordinator.

D. Contractor Supplied Chemical Inventory

The contractor employer will provide, in writing, a list of chemicals with Material Safety Data Sheets the contractor will bring onto company property.

The operations coordinator will review the chemical list and MSDSs provided by the contractor and will notify the supervisor of the area where the contractor is working of the potential exposure and appropriate protective measures.

E. Documentation

All contacts with contractors concerning hazardous communication shall be documented and filed.

XII. AUDIT

A. Hazard Communication Program Annual Review

The Hazard Communication Program will be audited at least annually by the operations coordinator. A report will be generated from the review audit and sent to each Department Manager and the Plant Manager.

B. Health Hazard Audits

The Chemical Inventory List will be used for auditing specific chemical hazards. The Restaurant Manager is responsible for following up to see that supervisors take corrective action concerning recommendations resulting from the audit.

Appendix (Fill in appropriate data)

NOTICE TO EMPLOYEES

MATERIAL SAFETY DATA SHEETS (MSDS) are available for your inspection at the

Operations coordinator's office

- Contact Lacey Hayes to see the MSDS.

These Data Sheets contain the following information about the chemicals in your work place.

1. Name
2. Hazardous Components in the chemical products
3. Properties of the chemicals
4. Materials to avoid while using these chemicals
5. Health Hazards/Routes of Exposure
6. Emergency Procedures: Fire Hazards/Spill Procedures
7. Protective Methods (Personal Protective Equipment)

*TO BE POSTED IN EMPLOYEE WORK AREAS

Revision Date: 10-1-2014