

## **SAFETY PROCEDURES**

### **PURPOSE**

The purpose of this policy is to provide a basic awareness of safety and avoidance of injury on the job. While not every issue can be addressed in this manual, safety is everyones responsibility. When these basic procedures are adhered to the chances of injury will be minimized.

### **SAFETY PROCEDURES**

Safe Work Procedures are documented procedures for performing tasks. The purpose of a safe work procedure is to reduce the risk to health and safety in the workplace and reduce the likelihood of an injury by ensuring employees know how to work safely when carrying out the tasks involved in their jobs. Safety Procedures can be located on the Intranet under the applicable companies Employment Information/Handbooks.

### **GENERAL**

Heavy office equipment such as computers, monitors and copiers shall only be relocated authorized personnel. Moving of large and heavy objects alone could result in personal injury.

All on the job accidents and injuries must be reported to your supervisor and the Human Resources Manager immediately.

A written accident/injury report is required for all incidents. Please use the Accident/Injury Report form at the end of this section. All injuries other than first aid must have a Doctors authorization filed with Human Recourses to return to work.

Drug and alcohol use on any job site will not be tolerated and is grounds for dismissal. Should you indulge in alcohol prior to work or during lunch, do not go into the offices or trailers.

Personal space heaters can cause fires, so proper care and operation is important. Follow the manufacture instructions at all times. Keep combustible materials at a safe distance to prevent fires.

Keep work areas, cubicles and aisles clear of clutter for ease of egress during an emergency. Know where the closest exit is at all times. Know where to go in case of a tornado, or other severe weather.

### **OFFICE**

When performing your duties, care should be taken that you use the proper equipment. For instance, when putting up a drawing, a step stool or ladder should be used. DO NOT stand on swivel or tilt chairs to reach the top. Also, if the drawing is large have another person assist you.

Computers, copiers, printers, and plotters are to be maintained and serviced by either the manufacturer except for routine changing of toner and media. When you are changing toner and/or media, care should be taken to make sure the machine will not cycle. When running copies do not leave the top open, the light may cause injury to your eyes. Never disable any office safety interlocks.

## **ON SITE**

Upon arriving at a facility you must check in with the proper people to make them aware of your presence and intent. The Plant Engineering Manager or authorized plant representative for field checks, or the client representative. Never enter an area for which you are not authorized.

When at a facility for field checks you must adhere to all client requirements for eye, ear and foot protection. Upon entering any production facility you should become aware of your surroundings and be on alert for moving equipment and machines. You are to make sure your clothing is not too loose fitting as to get caught in moving machinery. Ties should be removed as well as loose jewelry such as necklaces and bracelets.

During the construction stage of a project the construction area will require personal safety equipment (hard hats, safety glasses with side shields and clear lenses, earplugs, and safety shoes). There are no exceptions. On projects that have a Site Safety Program all personnel shall be required to go through any Site Safety Orientation. Lockout procedures shall be followed during the course of any program. If there is not a Lockout Procedure in place by a Site Safety Program then you are to follow the SRI Lockout Procedure located on the Intranet under Employment Information/Handbooks.

Operating golf carts on the job site requires common sense (horseplay will not be tolerated). Do not have feet, legs or arms outside the cart at any time and do not have more people on the cart than it is designed to carry. All plants have speed limits and requirements for golf cart equipment such as flashing lights and audible signals. Please observe all the requirements. During construction there will be congestion throughout the plant and a lot of work going on overhead. Be aware of your surroundings.

Operating of construction equipment is forbidden. No employee may operate any construction equipment for any reason.

**INCIDENT REPORT**

This report should be completed and submitted to Human Resources immediately.

TYPE OF INCIDENT

INJURY     SAFETY ISSUE     PROPERTY DAMAGE / THEFT

DESCRIPTION OF INCIDENT:

Time of Incident \_\_\_\_\_ am / pm                      Date of incident \_\_\_\_\_

Exact Location of Incident

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Description of Events:

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Area/ Site Conditions:

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Action/tools and/or equipment contributing to the incident:

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Was associate performing assigned task?                       Yes     No  
Was associate in assigned work area?                             Yes     No  
Was the associate utilizing the proper safety equipment?     Yes     No

Property damaged or stolen (list property, equipment, tool no., owners name & address as necessary)

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MEDICAL TREATMENT

None                       on-site first aid only                       off-site medical treatment

First Aid Performed By \_\_\_\_\_

Specific Description of Injury and Treatment (ie. foreign body right eye, laceration left ring finger)

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WITNESSES:

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Contact Information \_\_\_\_\_

Was a statement taken?    \_\_\_No        \_\_\_Yes - attached

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Contact Information \_\_\_\_\_

Was a statement taken?    \_\_\_No        \_\_\_Yes - attached

ADDITIONAL COMMENTS:

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

Report completed by \_\_\_\_\_ Date \_\_\_\_\_

Immediate Supervisors Signature \_\_\_\_\_ Date \_\_\_\_\_