

# **New Employee Safety Orientation Handbook**

This Safety Orientation Handbook has been prepared to introduce you to the policies and procedures used to maintain and improve a safe and healthy work environment. Your immediate supervisor will be providing you with additional job specific safety training and information about the facility in which you will be working. We expect and encourage you to ask questions when you are unsure.

## **Think Safety and Stay Safe**

### ***A Message from Management***

As a new employee of A2Z Personnel you are a valuable asset to our company. I wish to take this opportunity to express to you our continual commitment to safety. A commitment to providing a safe workplace for all A2Z Personnel's employees is our continuing goal. Each employee has an important role to play in meeting this goal: Zero Accidents & Zero Injuries. Each employee must assume their responsibility for full cooperation in preventing accidents. Safety, production and quality go hand in hand. A2Z Personnel is committed to your safety. I ask you to do the same.

### ***Safety Policy***

The Management of *A2Z Personnel* believes it is essential to assure a safe and healthy workplace for all Employees. Therefore, it is our policy that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of A2Z Personnel's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to our employee's immediate supervisor, as well as to A2Z Personnel as soon as possible.

Under no circumstances, except emergency trips to the hospital, should an employee  
 ...be sent home without reporting an injury.  
 Violating safety rules is never a smart move, they are put in place to protect you. An **unsafe condition** is a situation where the work place hazards have not been eliminated or controlled. These include conditions such as slippery floors, improper lighting, and exposed machine hazards.

## **Safety Rules for All Employees**

It is the policy of A2Z Personnel that everything possible will be done to provide protection from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following general safety rules will apply:

1. Immediately Report to your Supervisor and management at A2Z Personnel:
  - all Work Injuries and Illnesses
  - all Unsafe Acts or Unsafe Conditions
  - all Property Damage or Near Miss Accidents
2. Only Authorized and Trained Employees may:
  - operate, repair or adjust machinery and equipment
  - work on or near Exposed Energized Electrical Parts or Electrical Equipment
  - enter a Confined Space.
  - use or dispense chemicals
  - use Forklifts or other vehicles
3. All Employees must:
  - know the location of all Fire and Emergency Exits.
  - keep exits, fire extinguishers and emergency equipment clear of all obstacles.
  - Use seatbelt in all vehicles
  - follow all safety rules and precautions
  - not bring firearms, weapons or explosives on company property
  - not use, possess, sell or be under the influence of illegal drugs
  - not misuse prescription drugs
  - not be under the influence of alcohol on Company Property or while "on duty".

4. All company held medical records, such as hearing tests, required physical examinations, etc., are available for your review. Please arrange an appointment with the Safety Coordinator to review your Medical File.

## **Hazard Communication**

If you are assigned a job that involves use of chemicals, you will be provided training by your supervisor. Some chemicals are explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. To avoid injury and/or property damage, persons who handle chemicals in any area of the Company must understand the hazardous properties of the chemicals with which they will be working. All employees who use hazardous chemicals will be required to demonstrate that they can:

- Understand and use Material Safety Data Sheets (MSDS)
- Safely use the material including proper use of Personal Protective Equipment
- Conduct necessary procedures for emergencies
- Use the eye-wash and or drench shower system
- Safely evacuate the area in the event of an emergency

## **General Chemical Safety**

**General safety precautions that must be observed when working with chemicals:**

- Keep work area clean and orderly.
- Use proper safety equipment.
- Label containers with identity of contents and hazard warnings.
- Store incompatible chemicals in separate areas.
- Substitute less toxic materials whenever possible.
- Limit volume to the minimum needed.
- Provide means of containing chemical spills.
- Obtain and read the Material Safety Data Sheets.

## **Hazards of Chemicals**

### **Poisons**

Poisons can cause a toxic reaction within the body. Exposure to poisons should be avoided. Practice proper chemical safety habits and wear proper protective clothing.

### **Flammables**

Flammable material can ignite and cause fires. Vapors from flammable material can cause explosions when there is a heat or spark source. Most flammable chemicals also have a health risk involved.

### **Corrosives**

Corrosive liquids can cause chemical burns of the skin. Corrosive vapors can cause severe lung or eye damage. Physical effects of corrosive material may be instant or appear even several hours after exposure.

### **Explosives**

Extreme caution and care must be used when handling, using and storing these materials. They present a great danger to health and life.

### **Oxidizers**

This type of material assists in making combustion (fire) much more violent. Obviously these materials must be kept separate from flammable and combustible materials.

### **Radioactive Materials**

These materials should only be handled and controlled by trained personnel. If you have not been specifically trained you must stay clear of these materials. Do not touch, move or open any containers of radioactive material.

### **Cancer Causing Agents**

These are materials which have been found to cause cancer in man or animals. It is important to eliminate all exposure to these types of material. The cancerous effects may not show up for 10 to 20 years after exposure.

PPE (personal protective equipment) as needed to work safely with the chemical. If PPE is needed, specific recommendations, such as air purifying respirators, gloves, or chemical safety goggles, may be listed. Look for this information in sections with titles such as "Exposure Controls" or "Protective Equipment"

## **Avoid Slips, Trips and Falls**

Slips, Trips and falls can be prevented by using caution and awareness. The following simple rules are some examples which will help you avoid slips, trips and falls.

1. Wear soled footwear with grip treads
2. Walk at a normal pace, do not run or hurry.
3. Keep a clear view of your route of travel.
4. Be aware of your surroundings.
5. Do not climb on machinery
6. Stay in authorized walkways

## **Hearing Conservation**

Conservation of hearing is an important preventative measure. To reduce hearing loss, use ear plugs as necessary.

### **Loud noise affects your hearing**

The damage done by noise depends mainly on how loud it is and how long you are exposed to it. Noise may "tire out" the inner ear causing temporary hearing impairment. With continual exposure to high noise levels the ear may become permanently damaged.

### **Rules and Procedures**

All Employees shall properly wear hearing protection while working in or traveling through any area that is designated a High Noise Area. The following rules will be enforced:

Personal stereos, such as Walkmans, etc., will not be permitted in any operating area of company property.

Hearing protectors as needed should be provided by client companies.

Hearing protectors will be properly worn at all times, except in offices, break rooms, rest facilities.

### **Where Hearing Protection Must Be Worn**

Hearing protection must be worn at all times in high noise areas. These areas are marked by word and/or picture signs. Generally, if it is noisy, wear hearing protection.

### **Use and care for hearing protectors**

All hearing protection must fit properly and be clean and free of defects. If the hearing protection that you are issued wears out or breaks, request new protection from your supervisor. Inspect your hearing protection before each use. Keep it clean and it will last longer and provide better service.

## **Personal Protective Equipment (PPE)**

If needed, the client company is responsible for providing the necessary PPE for all jobs. Supervisors will ensure that all Employees wear PPE properly and are adequately trained in their use, limitations and other procedures. PPE will be used whenever a hazard cannot be removed by engineering means.

### **PPE Rules**

1. All Employees must use required PPE.
2. PPE must be approved by Management and meet applicable Standards.
3. Damaged or worn PPE will not be used.
4. PPE will be maintained to prevent abnormal wear.
5. Client company owned PPE will be returned at the end of each shift.

## **Control of Blood borne Pathogens**

### **What is a Blood borne Pathogen**

Basically a Blood borne pathogen is any disease that can be transmitted from one person to another by body fluids such as blood. HIV (Aids), Hepatitis, or any of many viruses and bacteria are examples of Blood borne pathogens. To control these pathogens we follow several simple rules if we are exposed to any body fluids.

Wash all exposed areas before and after providing first aid

Use PPE appropriate for first aid situations

Treat all body fluids and soiled items as contaminated. Dispose in Red Bio-Hazard Bags

Clean up spills of body fluids with antibacterial solutions

Immediately report all suspected exposure to blood or any body fluids to your supervisor.

## **Electrical Safety**

Only qualified maintenance personnel are authorized to do any work on any electrical equipment. Do not touch electrical equipment or attempt repairs. If you see a potential electrical hazard, inform your supervisor immediately. A voltage as low as 30 volts can kill you.

**Powered Electrical Equipment** is defined as cord or plug-type electrical devices which includes the use of flexible or extension cords. Examples of portable electrical equipment include powered hand tools, powered bench tools, fans, radios, computers, etc. The following safety rules apply to powered electrical equipment.

1. Handle in such a manner as to not cause damage. Power cords may not be stapled or otherwise hung in a way that may cause damage to the outer jacket or insulation.
2. Visually inspected for damage, wear, cracked or spilt outer jackets or insulation, etc., before use or before each shift. Any defects; such as cracked or split outer jackets or insulation must be repaired, replaced or placed out of service.
3. Check the compatibility of cord sets and receptacles for proper use. Ground type cord sets may only be used with ground type receptacles when used with equipment requiring a ground type conductor.
4. Attachment plugs and receptacle may not be altered or connected in a way that would prevent the proper continuity of the equipment grounding conductor. Adapters may not be used if they interrupt the continuity of the grounding conductor.
5. Only electrical equipment that is double insulated or designed for use in areas that are wet or likely to contact conductive liquids may be used.
6. Do not touch electrical equipment with wet hands. Personal protective equipment must be used when handling electrical equipment that is wet or covered with a conductive liquid.
7. Locking-type connectors shall be properly secured after connection to a power source.
8. Extension cords shall be three-prong grounded type. Electrical cords shall not be run through doorways, windows, holes on floors or ceilings. Proper hard conduit is required to pass electrical cables through walls, ceilings and floors.

## **Lockout & Tag out**

When equipment is to be worked on, maintenance personnel will LOCKOUT and TAGOUT all sources of energy associated with that equipment. This is to protect the maintenance worker and anyone nearby. Only qualified maintenance workers are allowed to work on equipment so only

they are authorized to Lockout and Tag out equipment. If you see a Lock or Tag...DO NOT TOUCH THE LOCK, TAG, EQUIPMENT OR CONTROLS

## ***Emergency Plans & Actions***

### ***Emergency Actions***

**Injury / Illness:** Report all accidents, injuries or illnesses to your immediate supervisor and A2Z Personnel. Do not attempt First-Aid unless you are trained.

**Fire or Chemical Release:** Notify any Supervisor and other employees. Stand clear of the area. Exit the Plant and go to your designated assembly area.

**Evacuation:** Remain calm. Do not run. Know the evacuation routes from your building. Follow supervisor's instructions for exiting the area.

### ***Reporting Accidents, Injuries, Violations, or Near-Misses***

All employees are required to report all accidents, injuries, safety violations and near-misses to their supervisor and A2Z Personnel. This is an important part of our safety program. To eliminate hazards we must be aware of them.

### ***Warm-up Exercises***

Many tasks require physical endurance and involve repetitive motions. The following exercises are designed to stretch and loosen the muscles that you will be using on the job. If any of the exercises cause discomfort STOP that exercise and consult your doctor or ask your supervisor for direction.

ALL EXERCISES ARE TO BE DONE S-L-O-W-L-Y

1. Neck Flex and Extension: SLOWLY tip your head forward so that your chin touches your chest then SLOWLY tip your head back as far as is comfortable. Repeat 5 times.
2. Neck Rotation: Tuck your chin to your chest. Slowly turn your head to the left then right. Do not raise your chin, keep it tucked down. Repeat 5 times.
3. Shoulder Flex: Clasp your hands together. Inhale as you raise your arms up over your head as far as possible with the palms pointing up. Exhale as you bring your arms down behind your neck. Repeat 5 times.
4. Shoulder Circles: Place your hands on top of your shoulders and make circles as big as possible with your elbows. Go 5 times in one direction and the 5 times in the other.
5. Low Back Flex: Sit in a chair with your knees shoulder width apart. Tip the chin to the chest, put arms between knees. SLOWLY lean forward and touch the floor. Repeat 5 times.

6. Back Extension: Standing with feet shoulder width apart, put your hands on your hips and lean back as far as possible, arching your back in the process. Repeat 5 times.

Sincerely,



Susan Devlin  
President