

Employee Safety Guide



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Loading Materials

Load material carefully on vehicles so that no portion will project over the side or fall off in transit. All material must be securely fastened before the vehicle is moved.

Driving

- Only authorized employees with a valid driver's license may operate a vehicle.
- Observe all traffic rules and normal courtesies on the road.
- Do not enter restricted areas or areas with closed gates.
- Park only in approved areas. Do not block roadways, accesses, fire lanes, or fire hydrants.
- Seat belts must be worn when vehicle is in motion.

Fire

- Observe all building rules about smoking; thoroughly extinguish all smoking materials before leaving the smoking area.
- Keep combustible materials away from coffee makers, heaters, and other appliances.
- Immediately report any potential fire hazards to your onsite supervisor or Chipton-Ross, Inc. Safety Manager.

If fire breaks out:

- Pull the fire alarm.
- Call 911 and immediately exit the building.
- Know the exits and evacuation procedures for your building; know your re-assembly area, and check-in location following the evacuation.
- Do not attempt to shut down circuits controlling electrical equipment or electrically driven machinery unless authorized to do so.
- Know where the fire extinguishers are and how to use them. Extinguishers using water must not be used on electrical lines or equipment.

First Aid

If faced with an emergency, remember these important steps:

- Remain with the victim and have someone else call 911.
- Only move the victim if there is a threat of further injury.
- Carefully examine the victim and begin Cardiopulmonary Resuscitation (CPR), mouth-to-mouth resuscitation, if needed, but do not administer care if it is beyond your ability.

Back Injuries

Incorrect lifting causes the greatest number of on-the-job injuries. Follow these safe lifting suggestions:

- Bend your knees, keep your back nearly straight, and lift with your leg muscles, keeping the item close to your body. If the load is too heavy to lift, ask for help.
- Minimize the lifting effort by moving slowly and smoothly.
- Lift without twisting. Turn your feet, not your hips or shoulders.
- Start a high lift at waist height, change your grip, bend at the knees, and push up with the legs.
- While carrying, keep clear of obstructions.
- If an item is too large, heavy, or unwieldy, ask for help.
- To set something down, reverse the above lifting techniques.

Falls

- Clean-up small spills (water or coffee) and pick up dropped office supplies (paper clips, pens) at once.
- Report loose floor tiles, snagged carpeting, or uneven walkway surfaces to your onsite supervisor, then walk carefully until they are repaired.
- Wear shoes that fit properly, have non-slip soles, non-flapping shoes, or without broken heels.
- Don't carry so many things that it becomes difficult to see over them.
- Walk, don't run, and don't change direction suddenly.
- Keep walkways clear (don't use as temporary storage areas).
- Don't climb on chairs or other items not designed for climbing.
- Don't tilt your chair in dangerous positions.
- Take one step at a time and watch each step, don't turn to speak.
- Always use the handrail.

Work Area

If you use a computer for more than 25% of the day, follow these precautions to prevent fatigue:

- To reduce muscle strain, keep the most frequently used material and equipment within easy reach.
- Keep typing material close to your monitor to prevent unnecessary head movement.
- Work in a well-lit area. Use a glare screen or turn your monitor away from strong natural light to avoid glare.
- Place your monitor slightly lower than eye level.
- Place keyboard elbow height and use a wrist rest to keep the wrist at finger level, not lower or higher. This relieves stress from the carpal tunnel area and other tendons/nerves in the wrist and hands.
- Use an adjustable chair, with armrests and lower back support, allowing for comfortable posture while sitting.
- Use an adjustable keyboard, footrest, and monitor.

Most importantly, take short breaks. Take a few moments to stretch, focus your eyes off the screen, or take a short walk away from the workstation. Close your eyes for 30-60 seconds and breathe deeply to relax your muscles. Shift positions frequently. Vary your work routines; try to mix non-computer work with computer work.

Integration Clause

This Safety and Injury Prevention Guide contains policies and practices of the Company in effect at the time of publication. The Company reserves the right to revise, modify, or add to any and all policies, procedures, or work and safety rules stated in this guide, except for the policy of at-will employment or any policy protected by law. However, any such changes must be in writing and must be signed by the President of the Company.

No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

Employees who willfully disobey or who are repeatedly negligent to the safety program procedures will be subject to disciplinary action up to and including termination. Severity of disciplinary action is based on the degree of infraction(s). The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations that are different from those presented here.

Standards of Safe Conduct

- All employees should follow the safe and practical standards in this guide and report all unsafe conditions or practices to your supervisor **AND** to Chipton-Ross's Safety Manager.
- Follow all safety rules specific to your work site.
- All employees should observe and obey every rule, regulation, and order necessary to provide the safest working environment. Chipton-Ross, Inc. will take every action necessary to obtain compliance.
- Employees are given accident and injury prevention instructions through training on the job. If you feel you have not been trained properly, notify Chipton-Ross, Inc. immediately.
- Anyone known to be under the influence of alcohol and/or drugs will not be allowed on the job in that condition.
- No one will knowingly be permitted or required to work while their ability or alertness is impaired by fatigue, illness, or other cause that may unnecessarily expose themselves or others to injury.
- Employees should check to see that all guards and other protective devices are in their proper place and adjusted, and should report any deficiencies to their supervisor immediately.

If You Are Injured On the Job

At the **onset** of discomfort or pain, you **must** notify your immediate supervisor **AND Chipton-Ross, Inc.** at (310) 356-2880. The purpose of early intervention is to prevent discomfort from becoming a potentially disabling injury. With early medical evaluation, a complete recovery is possible. You must:

- Notify Chipton-Ross, Inc. within eight (8) hours of any injury to ensure proper care where you will be directed to either onsite first aid or a medi-cal facility specializing in work related injuries. You must see this physician first.
- A claim form will be sent to your home; you are to complete and return it within three (3) days keeping a copy for yourself. Failure to complete and return this form may affect the right to receive benefits.

Immediately report any injury no matter how minor to Chipton-Ross, Inc.. Reporting injuries helps to ensure that unsafe conditions in the workplace are corrected immediately.

Machinery or Equipment Operation

Supervisors are responsible for instructing employees in equipment procedures and to take appropriate action if a procedure is violated. Employees are not to operate, repair, or test machinery, electrical apparatus, or other equipment unless it is part of their assigned duties.

Machine guards and other safety devices must not be removed except for making repairs, lubricating, or cleaning, and then only by authorized persons and must be replaced before starting machinery. Any person who removes or induces another employee to remove or render any machine guard inoperable may under law, be terminated, imprisoned, and/or fined.

Lockout/Tagout/Blockout

Any machine can pose a hazard which may include the removal of machine guarding with the continued presence of energy. Machines must be de-energized prior to servicing and *Lockout/Tagout/Blockout* procedures must be followed. Equipment that has been locked out, tagged out, and/or blocked out should not be re-energized.

Ladders and Scaffolds

- Employees are not to be involved in any aspect of the erection and/or dismantling of scaffolding. Employees must utilize fall protection consisting of a 5-point body harness and lanyard with locking snap hook and soft stop when working at six feet or higher, except for ladders or platforms with appropriate guardrails. Only ladders of appropriate size and in good condition should be used. Use non-metallic ladders for electrical work.
- Never use a damaged or defective ladder.
- Portable ladders must be equipped with safety feet, metal spikes, or spurs, as appropriate for the particular use. If the ladder cannot be made stable as equipped, securely anchor the bottom to prevent slipping. Also secure the top of portable stands and extension ladders to a firm support to prevent unexpected movement.
- Hold on to the ladder with both hands when climbing up or down. Always face the ladder when ascending or descending.
- When erecting a ladder against a wall, the feet should be placed at a distance of one-quarter the length of the ladder away from the wall it will lean against. Be sure the ladder extends at least three (3) feet above the level to be reached.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second step from the top on a stepladder.
- Never use makeshift or defective scaffolds. If a scaffold is required to perform your duties, ask your supervisor to see that safe scaffolding is provided.
- Use barricades where ladders must be used in traffic aisles. Do not place ladders where they can be accidentally knocked over or struck.

Electrical

- Make sure equipment is grounded and never bypass a safety interlock device.
- Only qualified, authorized employees can work on energized equipment.

Respiratory Protection

- Dust masks are for protection for non-toxic dust. Whenever toxic vapors may contaminate the breathing air, a chemical cartridge respirator or self-contained breathing apparatus must be used under the direction of your supervisor. If you believe that such equipment is necessary for your job, notify your supervisor immediately.
- You must have completed a special medical examination and be trained prior to the use of any respiratory protective equipment except dust masks.
- Do not exchange equipment with fellow employees!
- Maintain the equipment in a sanitary condition and store it properly when not in use.

Hearing Protection

If a job requires exposure to noise that is considered excessive or uncomfortable, **ask your supervisor for protective equipment.** Even if the noise level is not considered harmful and protective equipment is not required, it should be made available at your request.

In locations where hearing protection is required, it will be provided and you will be instructed in its use. You are responsible for using it properly and keeping it clean and working efficiently.

Eye Protection

- Know where the eye wash fountains and safety showers are located in your work area and how to use them.
- Approved eye protection (safety glasses with side shields, goggles, or face shields) is mandatory where posted. Eye protection is required when performing or assisting in any operation where there is danger of injury to the eyes. When in doubt, ask your supervisor about required eye protection.
- Never try to remove a foreign body from your eye or the eyes of another employee. The affected employee must report to their supervisor immediately, so appropriate medical treatment can be provided.
- Employees with vision in only one eye must wear approved eye protection at all times.
- Wearing contact lenses is prohibited while working in environments with harmful exposure to materials or light flashes, except when special precautionary procedures have been approved for the protection of the exposed employee.
- All persons (visitors, contractors, consultants, vendors) entering a designated eye protection area of a facility must wear eye protection.

Storing Materials

- Store material so that it will not fall or obstruct access to doors, aisles, or emergency devices, such as fire hydrants, extinguishers, stretchers, control valves, or electrical switch boxes.
- A minimum of an 18" clearance must be maintained between top of storage and ceiling sprinkler deflectors.

Work Clothing

- Wear appropriate clothing for your job classification and duties.
- Wear gloves when handling material that exposes injury to hands.
- Do not wear loose/ragged clothing, jewelry, watches, or neckties around moving machinery, electrical connections or when handling materials.
- Wear substantial shoes/boots where there is risk of foot injury. Sandals, tennis, cloth shoes, or open-toed shoes are not acceptable.
- Hard hats must be worn in all areas with overhead exposures. Employees working near moving equipment must keep long hair tucked under their head covering. Bump caps may be required.
- Personal headset radios are not permitted.
- Safety aprons may be required. The use of kneepads may also be necessary.

Material Handling Equipment

- Only designated, trained, and/or certified employees can operate industrial trucks, tractors, motorized hand trucks, and lift trucks.
- No riders are permitted upon material handling equipment without passenger seats.
- Do not ride on loads being carried by lifting equipment.
- Loads must be secure before equipment can be moved.
- Extreme caution should be exercised at all blind intersections.
- Obey site speed limits in all areas.