

2009

# INJURY AND ILLNESS PREVENTION PLAN

Associated Students, Incorporated  
California State University, Long Beach

Revised: September 2008



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## **SAFETY POLICY**

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### **Safety Policy Statement**

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The management of Associated Students, Incorporated (ASI) believes the safety of its employees is of primary importance and accident prevention must be considered in all phases of operation and administration. It is our intention to provide safe and healthy working conditions for our employees and comply with Federal, State, and local safety and health standards.

### **Safety First Priority**

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The personal safety and health of each ASI employee is our first priority and will take precedence over operating productivity. No employee is required to work at a job known to be unsafe or dangerous to his or her health. Management will provide or establish administrative, mechanical, and physical controls necessary for employee's safety and health and will require that employees follow the policies established in this IIPP. Management will take disciplinary action if any employee disregards established safe work practices.

### **Safety Policy Goals**

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The goal of ASI's safety program is to reduce the number of occupational related injuries and illnesses to a minimum. The program will be reviewed annually and revised as necessary in an ongoing effort to achieve this goal.

## **IDENTIFICATION OF PLAN ADMINISTRATOR**

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The following persons are responsible for implementing the Injury and Illness Prevention Program for ASI.

<b>NAME</b>	<b>TITLE</b>
Debra Gammage-Wilson	Human Resources Manager

## **RESPONSIBILITIES**

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### **Individual Cooperation**

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Safety and health in our organization must be a part of every operation and every employee's responsibility. To be successful, this program requires the cooperation of management and employees in all matters concerning health and safety. Each employee bears ultimate responsibility for working safely.

### **Management**

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Associated Students, Incorporated (ASI) is committed to providing a safe and healthful workplace. It is a basic requirement that managers and supervisors make the safety of each employee an integral part of his or her regular management duties. Specific management responsibilities are to:

1. Provide active leadership by participation, example, and a demonstrated interest in safety programs.
2. Be familiar with the safety program and ensure its effective implementation.

3. Be aware of safety considerations when introducing a new process, procedure, machine, or material to the workplace.
4. Support programs and committees whose function is to promote safety and health.
5. Review serious accidents or “near misses” that had the potential for serious injury or property damage to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

## Human Resources

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The Human Resources Manager is responsible for implementing, maintaining, and directing the standards and policies which comprise the IIPP. Specific duties are to:

1. Set goals and objectives for health and safety.
2. Coordinate the health and safety activities.
3. Review and evaluate the results of the health and safety program and activities.
4. Keep current information on local, state, and federal safety and health regulations.
5. Plan, organize, and coordinate safety and health training.
6. Provide direction on safety issues to supervisors and other appointed safety personnel.
7. Assist in incident investigations and ensure that appropriate action is taken to prevent recurrences.
8. Review employee safety suggestions on a frequent basis and take appropriate action on suggestions or hazards reports.
9. Maintain records pertaining to the safety program.
10. Keep management informed.

## Supervisors

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Our supervisors are the foundation of the safety program. Their responsibilities are to:

1. Set a good example by working safely and encouraging safe habits.
2. Be familiar with company safety policies, programs, and procedures for maintaining a safe workplace.
3. Be familiar and comply with health and safety requirements of staff prior to starting work at the job site.
4. Be familiar with potential jobsite safety and health hazards exposures.
5. Know the codes and procedures for maintaining a safe workplace and be able to explain them to employees.

6. Ensure that machines and equipment are maintained in safe operating condition.
7. Provide appropriate safety training to employees prior to the assignment of duties.
8. Monitor employees for correct and safe job performance.
9. Consistently and fairly enforce company safety policies.
10. Investigate injuries to determine cause and then take action to prevent reoccurrences.
11. See that injuries are treated immediately and referred to the Human Resources office to ensure prompt reporting to the insurance carrier.
12. Inspect work areas to identify unsafe conditions or work practices. Use company self-inspection checklists as required.

## Employees

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Working safely is a condition of employment. Employee responsibilities for safety include the following:

1. Adhere to safety policies, regulations, and procedures of ASI.
2. Wear appropriate personal protective equipment as required.
3. Maintain equipment in good condition with guards in place when in operation.
4. Report work-related injuries and illnesses immediately to a supervisor.
5. Encourage co-workers to work safely.
6. Report unsafe acts and conditions to a supervisor.
7. Know that disciplinary action may result from a violation of the safety policies.

## Subcontractors

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Subcontractors of ASI must know and obey the same safety policies as our employees. In addition, subcontractors will:

1. Immediately inform an ASI representative of potentially hazardous operations or substances at a worksite.
2. Immediately inform an ASI representative of any accidents or incidents that involved (or had the potential to involve) serious injury or property damage.
3. Ensure that their employees are adequately trained for the tasks they perform and have been trained in appropriate safety procedures that meet or exceed the standards of ASI.
4. Know that their contract may be voided and work stopped if their employees are found to be in violation of ASI's safety rules and policies.

## COMPLIANCE

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ASI has various methods to ensure that employees comply with this IIPP.

### Safety Recognition/Incentive Program

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The incentive program has been developed to acknowledge employees and departments who demonstrate safe work practices. Some incentives may include:

- Safety certificates
- Acknowledgment in Newsletter

Management strongly believes that a clean, safe, and healthy environment should be provided for all employees. Every reasonable precaution has been taken to provide the employees with a safe place to work. We have a strong commitment for training when an employee is first hired and retraining periodically when appropriate.

### Performance Evaluations

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Safety performance will be a part of each employee's annual performance evaluation. Elements considered will include compliance with safety policies, knowledge of safe work procedures, attendance, and participation in safety meetings and training, and avoidance of injuries. Supervisors will be further evaluated on their ability to identify and assess potential safety hazards, maintain a safe work site, and monitor employee's safety performance.

### Re-Training

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Employees who violate safety policies or have careless and dangerous work habits will be re-trained on general and specific safety rules until they can demonstrate proper work procedures. Re-training is mandatory for employees who are injured or cause a near miss incident due to using improper procedures, taking shortcuts, ignoring established policy, or other violations of this IIPP.

### Disciplinary Procedures

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Employees who fail to comply with safety policies will be subject to disciplinary action up to and including dismissal. Supervisors will follow the normal disciplinary procedures as follows:

1. First offense: verbal counseling. Must be documented in writing on the Counseling Action Form (CAF) and filed in the employee's personnel file.
2. Second offense: first written warning – outlining nature of offense and necessary corrective action. Must be documented in writing on the Counseling Action Form (CAF) and filed in the employee's personnel file.
3. Third offense or a separate disciplinary action resulting from a serious violation: second written warning and/or suspension without pay for 3 days. Must be documented in writing on the Counseling Action Form (CAF) and filed in the employee's personnel file.
4. Dismissal- Certain violations of ASI's safety policies are considered intolerable and may result in immediate dismissal, without benefit of the outlined progressive discipline procedures. Must be documented in writing on the Counseling Action Form (CAF) and filed in the employee's personnel file.

Supervisors will be subject to disciplinary action for the following reasons:

1. Repeated safety rule violations by their staff.
2. Failure to provide adequate employee training prior to job assignment.
3. Failure to report accidents and provide medical attention to employees injured at work.
4. Failure to control unsafe conditions or work practices.
5. Failure to maintain good housekeeping standards and cleanliness on the job site.

Supervisors who do not maintain high standards of safety on the job site will be subject to disciplinary action up to and including dismissal.

## COMMUNICATION

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### Two-Way Communication

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Two-way communication is vital for an effective safety program. Management will provide employees with safety training and information concerning potential hazards in the workplace. Employees must participate in safety training and report dangerous conditions or potential hazards to management.

### New Hire Orientation

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All new employees will receive a new hire orientation that will include an acknowledgement that they have read this IIPP and ASI's Code of Safe Practices. Employees will also receive any required personal protective equipment during the orientation. Following the orientation, new hires will receive additional job-specific training from their supervisor. All training will be documented.

### Safety Committee

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Our company safety committee will be comprised of a least one representative from each of the following groups: supervisors, labor, and management. All Safety Committee meetings will be documented. They will meet not less than quarterly, or more often if necessary, and review the following:

1. Minutes of the previous meeting
2. Unfinished business of the previous meeting
3. Results of worksite safety inspections
4. Accident investigation reports and corrective actions taken
5. Accident trends
6. Safety recommendations submitted by others (employees, insurance carrier, fire department, Cal OSHA etc.)
7. Alleged hazards identified by others

## Safety Meetings

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### Department Safety Meetings

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Safety meetings are a primary method to provide safety and health information to employees. The information will be presented in a manner understandable to each employee. Departmental safety meetings will be held monthly, or as needed, at times and places to be announced. Attendance is mandatory. Employee attendance and discussion topics will be documented.

### Worksite Meetings

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Supervisors and shift leads will conduct informal worksite meetings before a job begins. The primary purpose of worksite meetings is to inform employees of potential hazards or exposures specific to the project site. These meetings will include a discussion of:

1. General safety topics
2. A discussion of general hazards associated with a project site (such as toxic substances handled or produced)
3. A discussion of hazards specific to the job (such as heavy lifting)
4. Required personal protective equipment (PPE)
5. The location of Material Safety Data Sheet (MSDS) binders, fire extinguishers and other safety equipment
6. How to report an emergency from the worksite and the proper emergency procedures

Documentation of these meetings will include topics discussed, names of those attending, dates, and any employee comments or concerns.

### Distribution of Safety Information

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The distribution of safety information through handouts, newsletters, bulletins, postings, or other written means is a primary method to provide safety and health information to employees. Safety information is posted on the employee bulletin boards. Employees are encouraged to discuss safety information with their supervisors and co-workers, and share it with family members as well.

### Workplace Safety and Health Training Programs

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Occasionally, ASI will sponsor an in-house seminar or training program on a special health and safety topic, or pay for employee attendance at an off-site program. Selected training topics will be pertinent to specific safety issues at various ASI worksites. Employees are encouraged to suggest topics that interest them.

### Other Methods of Communicating Safety Information

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Relevant safety information is posted on all employee bulletin boards. This may include general safety information, work safe posters, and reminders, or specific information related to a particular area or operation.

A copy of this IIPP is available on request to all employees during normal work hours or may be accessed on the ASI website at [www.csulb.edu/divisions/students/asi/administration/asi\\_policies.html](http://www.csulb.edu/divisions/students/asi/administration/asi_policies.html).

Each work area will keep copies of applicable safe work practice codes, Material Safety Data Sheets, or other information as necessary. Employees who wish to review this manual should contact the ASI Human Resources Office.

All employees will receive a copy of the Code of Safe Practices and other pertinent safety information. Employees will sign and return an acknowledgment form agreeing to participate in the ASI safety program as a condition of employment.

## Employee Communications

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Employees should immediately report all unsafe conditions or equipment. Forms for reporting unsafe conditions are available at the Human Resources Office or from supervisors or shift leads at the worksites, although these forms are only for convenience and need not be used. Employees may report potential hazards verbally or in writing to any supervisor or manager. Obviously, if there is an emergency or immediate danger to workers or equipment, employees should report the situation the quickest way possible. Employees may submit written reports anonymously if they prefer. No employee will be disciplined or suffer reprisals for reporting a safety hazard.

## Safety Suggestions

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Safety recommendations from employees are encouraged. We have established a Safety Suggestion Box to make it easy for any employee to report a safety hazard or make a suggestion to improve safety and health conditions in the workplace. A Safety Suggestion Box is located in the lobby near the Human Resources Office, USU 2<sup>nd</sup> Floor, Room 232 and on the 1<sup>st</sup> Floor, Facility Services break room.

The Human Resources Manager is responsible for maintaining the Safety Suggestion Box and reviewing its contents periodically. Urgent items will be acted upon immediately, and any actions taken will be reviewed by the Human Resources Manager and added to the agenda for the next Safety Committee meeting. Non-urgent items may be deferred for review and action at the next Safety Committee or general department meeting.

The Human Resources Manager or the Safety Committee will respond, in writing, to the person making a suggestion or reporting a hazard, indicating actions taken or current status of each recommendation.

Safety suggestions or hazard reports may also be submitted anonymously.

## SAFETY TRAINING

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ASI will instruct all employees, (including managers and supervisors) in general safe and healthy work practices and provide job-specific training to control potential hazards and exposures specific to each employee's job assignment. Our training goal is safe employee work habits and attitudes. It is critical that new workers understand work policies and procedures prior to being assigned a job. Managers and supervisors are responsible for providing safety training to their staff at the work site.

## General Safety Meetings

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A general safety training meeting will be held at a place and time announced in advance. Training will also be provided when:

- The Injury and Illness Prevention Program is first established
- An employee is first hired
- An employee is given a new job assignment

- A new substance, process, procedure or equipment is introduced to the workplace or there are changes to the work environment
- Existing safety policies need reinforcement
- Whenever management is made aware of new or previously unrecognized hazards
- Supervisors need to be familiarized with the safety and health hazards to which their employee may be exposed

All training will be documented.

## Job Instruction Training

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ASI is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee. All training will be documented on the forms provided.

Managers, supervisors, and lead workers will be trained at least twice per year on various accident prevention topics. Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Cal/OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the Code of Safe Practices and required to read and sign for it.
3. All custodians and cooks will receive training at safety meetings held at the job site.
4. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
5. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace.
6. Whenever ASI is made aware of a new or previously unrecognized hazard.
7. Whenever management believes that additional training is necessary.
8. After all serious accidents.

9. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Contents of safety program

## Documentation of Training

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All training will be documented on one of the following three forms.

- Employee Safety Contact Report
- New Employee Safety Orientation
- Safety Meeting Report

The following training method should be used. Actual demonstrations of the proper way to perform a task are very helpful in most cases.

- **Tell them** how to do the job safely
- **Show them** how to do the job safely
- **Have them tell you** how to do the job safely
- **Have them show you** how to do the job safely
- **Follow up** to ensure they are still performing the job safely

## HAZARD ASSESSMENT

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### Worksite Inspections

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Worksite safety inspection checklists have been created using applicable Title 8 General Safety Orders and other information that applies to our operations. Worksite safety inspections are an essential part of hazard control and an important management tool because they provide defensible proof of an active safety program and allow consistent application of safety standards over numerous and varied worksites. During the worksite inspections, ASI will emphasize identifying potential hazards or exposures that can cause accidents, injuries, or illness. Hazards identified during the inspections shall be corrected as soon as possible.

The following individuals will make periodic, planned inspections of assigned work areas:

- Facility Maintenance Supervisor
- Facility Maintenance Technician

Planned inspections will be made at least quarterly. A planned safety inspection will also be made whenever there are significant changes to the worksite. These will include:

- Start of a new work phase
- Introduction of new equipment, processes, or substances

All planned safety inspections are documented on ASI's self-inspection form.

Occasionally, management or supervisors may also make unannounced safety inspections.

## Employee Participation

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Each employee is responsible for continuous, ongoing inspection of the workplace. Be alert for general and specific hazards associated with the work, and unsafe practices or violations of safety policies by other workers. All employees may correct a co-worker who is working unsafely or not following established policies. Employees are encouraged to participate in formal and informal hazard inspections. Any employee may generate a report of unsafe conditions at any time without waiting for an "official" safety inspection.

## Permits

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Work permits are a method to communicate hazards and job preparation requirements to ensure safe work conditions in specific situations. Permits are required on some worksites before *any* work is undertaken and are always required for certain work situations, such as confined space entry. The job supervisor or lead worker is responsible for obtaining permits.

No work requiring a permit will be started until the permit is obtained and all permit conditions are completed. All employees on the job will read the permit, discuss the conditions with the supervisor, and show they understand and agree to comply with the permit conditions by signing the back. Any new workers who come onto the job once it has started must also read the permit, discuss the conditions with the supervisor, and sign the permit. Permit requirements will remain in effect until the job is finished.

Supervisors will conduct an inspection at the beginning of each shift to ensure that permit conditions remain in place and will continue to conduct periodic inspections throughout the course of the job. Employees who fail to comply with permit conditions are subject to disciplinary action up to and including immediate removal from the job site and termination.

Written permits must remain at the job site and be available to ASI employees and/or client representatives.

## Other Methods of Hazard Assessment

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Accidents, injuries, illnesses, and "near-misses" are investigated using procedures established in this plan. Causes of incidents are identified and corrected.

Employees are encouraged to report unsafe conditions and equipment or make safety suggestions. These are evaluated by the Human Resources Manager and the department supervisor and corrections are made as necessary.

Supervisors regularly monitor their work areas and correct or report potential safety hazards.

## **CORRECTION OF UNSAFE CONDITIONS**

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### **Serious Hazards**

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Serious hazards pose an immediate threat to employee safety or health. When a serious hazard is identified, the work will be immediately stopped and employees will inform a supervisor. If the supervisor deems the condition an imminent hazard, the hazard will be immediately corrected or the job stopped and employees removed from harm until corrective measures are taken. Those employees necessary to correct the hazard will be provided the proper tools and safety equipment to minimize their exposure to harm.

### **Non-Serious Hazards**

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Non-serious hazards do not pose an immediate threat to employee safety or health, but could pose a risk through repeated employee exposure or equipment failure during an emergency. Examples might include a blocked electrical panel or a broken eye-wash station. When identified, potentially hazardous conditions will be corrected immediately, if possible. Employees unable to correct potentially unsafe conditions themselves must report them immediately to a supervisor who will attempt to correct the hazard. Hazards that cannot be immediately corrected will be documented on a Hazard Correction Report Form by the supervisor. A copy will be forwarded to the Human Resources Manager for review and then forwarded to a designee or department supervisor for action, as applicable. They will set a target correction date based on

- the probability and severity of an injury or illness resulting from the hazard
- the availability of needed equipment, materials, and/or personnel
- time for delivery, installations, modification, or construction
- completion of employee training

The designee or department supervisor will review and ensure correction of the hazard or delegate responsibility for its correction, and follow up to ensure the correction is made. All corrective actions, and the dates they are taken, will be noted on the Hazard Correction Report Form and forwarded to the Human Resources Manager.

### **Action Plans**

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When corrective action for an unsafe condition or work practice cannot be completed immediately or will involve multiple steps, the supervisor, or other designated individual, will develop an action plan for its abatement. The action plan will include the name of the individual responsible for correcting the hazard and an estimated completion date. A copy of the action plan will be forwarded to the Human Resources Manager and the Associate Director, USU.

## **ACCIDENT INVESTIGATION**

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### **Purpose**

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An accident or “near miss” is a signal that there is a problem in the workplace. The primary goal of the accident investigation program is to prevent future incidents by identifying the root cause of the accident and using that knowledge to correct the problem. Additionally, the information is used to prepare reports required by Federal and State law, and the Workers’ Compensation Insurance carrier. These reports are critical in establishing ASI’s liability under the law.

## Policy

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ASI will carry out a thorough investigation of accidents and near misses. Supervisors have primary responsibility for investigating accidents including:

- OSHA recordable accidents
- Vehicle accidents
- Incidents involving equipment damage
- Spills of hazardous materials
- Fires
- Near misses that had the potential to cause injuries or property damage

Accidents involving fire, death, serious injury, or extensive property damage will be investigated jointly by the supervisor, management, and representatives of outside agencies such as the insurance carrier.

## Investigation Procedure

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When an employee is injured at work, emergency action must be taken to administer first aid, obtain professional medical attention as soon as possible, and protect other employees and equipment. The Human Resources Manager or designee must then investigate the circumstances of the accident. The following procedures are effective when investigating accidents.

1. **GO** to the scene of the accident.
2. **PROVIDE** first aid or emergency medical care. Call 911 if an injured person is unconscious, bleeding profusely, is in great pain, or shows signs of shock or heart attack. If you are uncertain if someone is severely injured, call 911.
3. **CONTROL** access to the scene. People milling around can destroy physical evidence or information necessary for an accurate and complete investigation. They may also get in the way of emergency responders and expose themselves to uncontrolled hazards. Rope off or barricade the area or have someone stand guard. If possible, contain the hazard to prevent further damage or injury.
4. **TALK** with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
5. **LISTEN** for clues in the conversations around you. Unsolicited comments often have merit.
6. **ENCOURAGE** people to give their ideas for preventing a similar accident.
7. **ANALYZE** possible causes for unsafe conditions, unsafe practices.
8. **CONFER** with interested persons about possible solutions.
9. **WRITE** your accident report giving a complete, accurate account of the accident.
10. **FOLLOW UP** to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.
11. **PUBLICIZE** corrective action taken so that all may benefit.

An effective accident report will contain as a minimum a detailed answer to the following questions:

1. What was the employee doing? Explain in detail the activity of the employee at the time of the accident.
2. What happened? Indicate in detail what took place, Describe the accident, the type of injury, and if the employee was wearing appropriate safety equipment, etc.
3. What caused the accident? Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
4. What can be done to prevent a similar accident? Indicate corrective action to prevent recurrence.

The accident report must be submitted to the office no later than 24 hours after the accident. Each supervisor must keep an adequate supply of the Supervisor's Report and the Employee's Report forms, which may be obtained from the office. In addition, all serious incidents and near misses on ASI's property must be reported immediately to the Human Resources Manager.

## **RECORD KEEPING**

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All actions taken to implement and maintain this program shall be documented and maintained at the Human Resources Office. These records include:

- Scheduled and periodic safety inspection reports
- Reports of unsafe conditions and corrective actions taken
- Safety and health training for each employee
- Accident investigation reports
- Safety meeting reports
- Safety Committee reports
- Safety information distributed to employees
- Cal/OSHA 300 Logs

All documentation will be maintained indefinitely.

## **MISCELLANEOUS**

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The following specific programs are part of the overall safety and health effort. Each has its own written program and falls under this injury and illness prevention program.

- General Safety Rules
- Emergency Action Program
- Substance Abuse Policy
- Personal Protection Equipment Policy
- Hazard Communication Program

This Program is hereby approved on September 26, 2008:

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Debra Gammage-Wilson, Human Resources Manager

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Richard Haller, Executive Director

## APPENDIX A

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### Code of Safe Practices

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- 1) **Conduct:** Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in a safe manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
- 2) **Drugs and Alcohol:** Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
- 3) **Housekeeping:** The following areas must remain clear of obstructions:
  - Aisles/exits
  - Fire extinguishers and emergency equipment
  - All electrical breakers, controls, and switches
  - Eye wash/safety showers

You are responsible for keeping your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

- 4) **Injury Reporting:** Work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries may result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor paperwork (pertinent to your claim) that you received at the appointment.

When possible, ASI provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release by their physician.

- 5) **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a) Safety Glasses – must be worn wherever there is danger from flying objects or liquid splash.
  - b) Hard Hats – must be worn at all times in designated areas.
  - c) Gloves – work gloves must be worn when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss). Hearing protection is strongly recommended whenever working around loud equipment or in a noisy environment.
- 6) **Equipment Operation:** You must specifically be trained and authorized by your supervisor to operate the following:
  - Company vehicles
  - Power tools,

- a) Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.
- b) Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.
- c) Never reach into an operating machine or moving machine part.

7) **Ladders:**

- a) Inspect all ladders prior to each use;
- b) Ladders must be placed on secure footing;
- c) Only one person is allowed on a ladder at a time;
- d) Never stand on the top two steps of a stepladder;
- e) Always maintain 3-point contact when working on ladders;
- f) Never reach beyond arm length when working on a ladder; and
- g) Never use metal ladders when working on or around electrical equipment.

- 8) **Lockout/Tagout** – Only authorized and trained employees are allowed to work on electrical equipment. Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER - DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, “Keep your hands off.”

9) **Hazard Communication:**

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - FIRE** (red background color) - will the material burn?
  - HEALTH** (blue background) - is the material dangerous to my body?
  - REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

-0 Minimal      -1 Slight      -2 Moderate      -3 Serious      -4 Severe

- b) A Material Safety Data Sheet (MSDS) must be obtained for all chemicals purchased or brought on site. You have a right to access MSDSs – ask your supervisor.
- c) Follow all label and MSDS instructions – including amount instructions.
- d) Do not mix chemicals unless authorized to do so.
- e) Keep all chemicals in closed containers.
- f) Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
- g) Wear required Personal Protective Equipment and minimize contact with the chemical.
- h) Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.

#### 10) Emergencies:

- a) In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.
- b) Upon discovering a fire, alert others in immediate danger and contact your supervisor.
- c) When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.
- d) Do not attempt to fight any fire which is uncontained, too hot, too smoky, if your path of escape will be blocked or if you are too frightened.
- e) To use a fire extinguisher, remember **PASS**:

P = Pull (the safety pin)

A = Aim (at the base of the fire)

S = Squeeze (the lever)

S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low,
  - Keep yourself between the fire and an exit,
  - Do not turn your back on a fire, and
  - Immediately report the use to your supervisor.
- f) Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

#### 11) Company Vehicles and Driver Safety:

- a) Only employees authorized by ASI are permitted to operate ASI vehicles.
- b) No 'side trips' or personal use of company vehicles are permitted.
- c) Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- d) All local and state traffic regulations and signs must be followed.
- e) No unauthorized riders, hitchhikers, etc., are allowed.
- f) All moving violations resulting in points being assigned to your license must be reported to your supervisor.
- g) Driving while under the influence of alcohol or other drugs is forbidden.

Employees driving their personal vehicles on company business must follow steps 'c – g,' shown above.

#### 12) Electrical Safety:

- a) Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.
- b) Report all electrical problems and suspected problems to your supervisor.
- c) All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- d) Inspect all plugs, cords, and portable equipment prior to use.
- e) Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.

- f) Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.
- g) Any personal electrical devices must be approved by ASI prior to use.

13) **Lifting:**

- a) If you need help moving material, request assistance.
- b) When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- c) When you turn holding an object, move your feet, and do not twist.

14) **Staying Safe** - Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

***These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including dismissal.***



# Associated Students, Incorporated

## New Employee Safety Orientation

The following items will be verbally covered with each new employee by the Foreman on the first day of their employment.

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Job Site: \_\_\_\_\_ Position: \_\_\_\_\_

Instruction has been received in the following areas.

- 1. Code of Safe Practices.\*
- 2. Hazard Communication (chemicals) Employee Training Handbook.\*
- 3. Driving Safety Rules.\*
- 4. Safety rule enforcement procedures.
- 5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY.
- 6. Proper method of reporting safety hazards.
- 7. Emergency procedures and First Aid.
- 8. Proper work clothing & required personal protective equipment.
- 9. List all special equipment, such as lifts, employee is trained and authorized to use.

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

\*Give a copy of these items to the employee.

I agree to abide by all company safety policies and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action and possible dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Employee  
Signed \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor

## Employee Acknowledgement Form

Associated Students, Incorporated (ASI) is firmly committed to your safety. We have established this plan to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Associated Students, Incorporated. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to applicable federal, state, local, and Associated Students, Incorporated policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Associated Students, Incorporated will make a reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards. Additionally, Associated Students, Incorporated subscribes to these principles:

1. Accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Associated Students, Incorporated in higher regard with customers, and increases productivity. This is why Associated Students, Incorporated will comply with the safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing a safe workplace for employees. Consequently, the management of Associated Students, Incorporated is committed to allocating and providing the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Associated Students, Incorporated will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Associated Students, Incorporated must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Associated Students, Incorporated employee safety handbook. I have read and understood the policies, programs, and actions as described, and agree to comply with these set policies.

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Employee Signature

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Date