

# SAFETY POLICY MANUAL



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# **SECTION 1**

## **INJURY AND ILLNESS PREVENTION PROGRAM**

### **WRITTEN PLAN**

This manual is the written Safety Plan for Hi-Speed Industrial Service (Hi-Speed). It is used to alert employees to the hazards at the workplace and inform them of what to do to offset these problems. This manual is intended to provide a basic level of information or orientation to employees prior to reporting to the office or work location. It is not intended to be a substitute for training. Employees will receive training geared to their particular job requirements and work facility. This program is to be used only to supplement training and as initial orientations program.

The objectives of Hi-Speed Industrial Service (Hi-Speed) Safety Program include:

- Better quality, content and consistency of employee orientation at Hi-Speed's Client facilities and work locations;
- Provide guidance to better prepare employees for their work; and
- Reduce injury rates and improve performance

### **INTRODUCTION TO OUR PROGRAM**

State and Federal law, as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Hi-Speed Industrial Service to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas which might produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to his/her health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

### **SAFETY FIRST PRIORITY**

The personal safety and health of each employee of Hi-Speed is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence it is given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

### **INDIVIDUAL COOPERATION NECESSARY**

Hi-Speed Industrial Service maintains a safety and health program conforming to the best

practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires cooperation in all safety and health matters, not only of employer and employee, but employee and all co-workers (including those from other companies at the worksite.) Only through cooperation, can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

## **SAFETY PROGRAM GOALS**

The objective of the Hi-Speed Industrial Service Safety Plan is a safety and health program which will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

## **SAFETY POLICY STATEMENT**

It is the policy of Hi-Speed Industrial Service for accident prevention to be considered of primary importance in all phases of operation and administration. It is the intention of Hi-Speed management to provide safe and healthy working conditions. It also desires 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 for each supervisor to make the safety of all employees an integral part of his/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 needing help should be assisted. Everyone is responsible for the housekeeping duties pertaining to their jobs.

Every injury occurring on the job, even a slight cut or strain, must be reported to management and/or the Responsible Safety Manager as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

## **SAFETY RULES FOR ALL EMPLOYEES**

It is Hi-Speed's policy to do everything possible to protect its employees from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on everyone's part. If an employee is injured, positive and prompt action must be taken to see 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 rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the immediate supervisor on the job, and, if corrective action is not taken immediately, a senior manager. If corrective

action is not taken immediately, a governmental authority with proper jurisdiction over such practices should be notified. Utilize safe work practices and procedures in performing all tasks. When in doubt as to any work procedure or safety practice, consult your supervisor.

2. The Safety Manager is responsible for implementing these policies by insisting employees observe and obey all rules and regulations necessary to maintain a safe work place, work habits and practices. Hi-Speed Industrial Service has a designated Safety Manager who is responsible to the President on all matters relating to safety and health. It is the Safety Manager's duty to ensure all employees receive training in the safe performance of their job.
3. Be familiar with emergency procedures regarding fire, evacuation or other emergencies at the work place. Be prepared to take appropriate action in the event of such an emergency.
4. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area. Maintain a safe work area that is clean, orderly and hazard-free. Report to your supervisor any procedure, practice or condition that you consider unsafe.
5. Suitable clothing and footwear must be worn at all times. Do not wear shoes with thin or torn soles. Do not wear open toe shoes or sandals.
6. Personal protection equipment (hard hats, respirators, eye protection, etc.) will be worn whenever needed. Use personal protective equipment (PPE), safety equipment and materials required for the work. PPE is available in the shop areas at Hi-Speed and may be checked out for project use. If project personnel require special or specific PPE not presently available at Hi-Speed Industrial Service, contact Safety Manager to review the use requirement of the PPE to be ordered.
7. All employees will participate in a safety meetings conducted by their supervisor.
8. Hi-Speed's Drug and Alcohol Abuse Policies address the possession or use of alcohol or illegal substances and impairment by drugs or other substances. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job. There will be no consumption of liquor or beer on the job.
9. Unauthorized possession or use of lethal weapons on Hi-Speed or client property is prohibited.
10. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well being of other employees are prohibited. Practical jokes are prohibited.
11. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment. Use the proper tools, equipment and materials for the job.

12. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes which might expose the employee or others to injury.
13. Employees should be alert to see all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Safety Manager.
14. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
15. Immediately report all accidents and injuries to your supervisor. All accidents to persons and equipment, no matter how small, must be reported to Hi-Speed management. All injuries should be reported so arrangements can be made for medical or first aid treatment.
16. When lifting heavy objects, use the large muscles of the leg instead of smaller back muscles.
17. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
18. Smoking is prohibited inside Hi-Speed office buildings. Employees must be informed and obey project site "No Smoking" regulations. Smoking may be permitted in areas specifically designated "Smoking Area."
19. Each driver of a Hi-Speed owned, leased or rented vehicle is expected to operate the vehicle in a safe manner, use provided safety devices, and report any malfunction in the vehicle or safety device. Compliance with Hi-Speed Vehicle Safety Rules is required. Both the driver and passenger(s) are required to use the safety equipment in the vehicle.
20. Each employee and/or operator of equipment on a Hi-Speed project is expected to operate the equipment in a safe manner, use provided safety devices, and report any malfunction in any equipment or in any safety device.
21. Understand and comply with all environmental requirements and reporting procedures.
22. Hi-Speed Industrial Service does everything it can to provide a safe workplace. However, when an employee works at a site other than the Hi-Speed Office, conditions may exist which are out of the control of this company. Should one of our employees see a potentially hazardous condition, they should and must report it to the situation to their supervisor. At these times employees should continue to carry out their duties: as described in this manual, based upon the Hi-Speed's specific operating procedures, and in accordance with any training provided by Hi-Speed Industrial Service.

## EMPLOYEE COMPLIANCE

This written plan contains incentives designed to promote employee participation in the safety program. These incentives are not part of your regular compensation and are not intended to discourage you from reporting accidents.

## AGREEMENT TO PARTICIPATE

Every employer is required to provide a safe and healthful workplace. Hi-Speed Industrial Service is committed to fulfilling this requirement. A safe and healthful workplace is one of our highest priorities.

The information in this manual constitutes a written ***injury and illness prevention program***. While Hi-Speed cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious.

Study these safety guidelines. Discuss the workplace situation with your supervisor. Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation.

By signing the acknowledgment at the end of this handbook, each employee promises to read and implement this ***Injury and Illness Prevention Program***. If you don't understand any policy, please ask your supervisor to explain it to you.

## ACCIDENT FREE WORKPLACE

To help us meet our goal of an accident free workplace, safety and accident records are part of or employee incentive program. Each employee is judged on safe work habits. Also considered is awareness of hazards and bringing them to the attention of their supervisory or the appropriate Safety Official. Consideration for fellow workers and visitors to the workplace is also a consideration.

## EMPLOYEE SAFETY SUGGESTION BOX

Employees are encouraged to make safety suggestions. Any suggestions will be discussed during the safety meeting.

## TRAINING

Employee safety training is another requirement of an effective ***injury and illness prevention program***. Hi-Speed Industrial Service is an active trainer and will attempt to provide training for all aspects of company activities, machinery and equipment.

## SAFETY AND HEALTH TRAINING

Training is one of the most important elements of any injury and illness prevention program. This training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the ***injury and illness prevention program*** into action.

Training is required for both supervision and employees. The content of each training class will vary, but each class will attempt to teach the following:

1. The success of Hi-Speed's ***injury and illness prevention program*** depends on the actions of individual employees as well as a commitment by the company.
2. Each employee's immediate supervisor will review the safe work procedures unique to an employee's job, and how these safe work procedures protect against risk and danger.
3. Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the personal protective equipment in good condition.
4. Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are vested with special duties concerning the safety of employees. Supervisors are key figures in the establishment and success of Hi-Speed's ***injury and illness prevention program***. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

## PERIODIC SAFETY TRAINING MEETINGS

Hi-Speed Industrial Service has a safety meeting every month. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review the content of the injury prevention program, special work site hazards, serious concealed dangers and material safety data sheets (MSDS). Each month the Safety Manager will review a portion of Hi-Speed's safe work practices contained in this manual, or other safety related information. When new practices or procedures are introduced into the workplace, there will be a thorough review for safety.

A sign-up sheet will be passed around each meeting, and notes of the meeting distributed afterwards. A copy of the notes will be placed in the personnel file of each employee who attends the meeting. Employee attendance is mandatory and eligible for compensation unless part of an official state approved training program or pre-employment requirement.

These meetings may or may not count toward Continuing Education credits for any professional designation or trade requirement.

## EMPLOYEE RESPONSIBILITY FOR TRAINING

Teaching safety is a two way street. Hi-Speed can preach safety, but only employees can practice safety. Safety education requires employee participation. Every month a meeting of all employees will be conducted for the purpose of safety instruction. The employees will discuss the application of Hi-Speed's ***injury and illness prevention program*** to actual job assignments. They will also read and discuss a section of the manual and review application of general safety rules to specific situations.

The following general rules apply in all situations:

1. An employee should not undertake a job appearing to be unsafe.
2. An employee is not expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.
3. An employee should not use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
4. All mechanical safeguards must be kept in place.
5. Employees must report any unsafe conditions to his/her supervisor and the Safety Manager.
6. Any work related injury must be reported to a member of management at once.
7. All personal protective equipment must be used when and where required. It also must be properly maintained and replaced when necessary.

## COMMUNICATION

Hi-Speed Industrial Service has a commitment to communicate to all employees their pledge to safety and to make sure employees are familiar with the elements of the safety program.

## ACCIDENT PREVENTION

It is Hi-Speed's policy to provide a safe, clean workplace and maintain sound operating practices. Concentrated efforts shall produce safe working conditions resulting in efficient, productive operations. Safeguarding the health and welfare of employees cannot be addressed too strongly.

Accident prevention is the responsibility of all of us. Management at all levels shall be responsible for continuous efforts directed toward the prevention of accidents. Employees are responsible for performing their jobs in a safe manner.

The observance of safe and clean work practices, coupled with ongoing compliance of all established safety standards and codes, will reduce accidents and make our company a better place to work.

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow employees and to the company. You are expected to observe safe practice rules and instructions relating to the efficient handling of your work.

Employee responsibilities include the following:

1. Know and obey safe practice rules.
2. Report all unsafe conditions or equipment to your supervisor immediately.
3. Don't take chances.

4. Ask questions when there is any doubt concerning safety.
5. Report all injuries immediately, no matter how slight the injury may be.
6. Don't tamper with anything you do not understand.
7. Incorporate safety into every job procedure.
8. Know what disciplinary action may result from a violation of the safety rules.
9. Caution fellow employees when they perform unsafe acts.
10. Don't remove safety devices or signs.

## **ACCIDENT PREVENTION POSTING POLICY**

A copy of this manual is available or posted in the work area.

## **SAFETY AUDITS**

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, Hi-Speed hopes to avoid similar problems in the future. Therefore, when there is an accident, as well as during review of past accidents, you will be requested to participate in a safety audit interview. During the interview, questions are asked about the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely, plus volunteer personal observations and suggestions for improved workplace safety.

Based upon the study of past accidents and industry recommendations, a safety-training program will be implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accident and injury situations in the future. Work rules will be reviewed and modified based upon these studies.

In addition to historical information, workplace safety depends upon observation. Your supervisor is responsible for inspecting our working area daily before and while you work. This does not mean you are not responsible for inspecting the workplace also. Each day before you begin work, inspect the area for any dangerous condition. Inform your supervisor of anything significant, so other employees and visitors are advised. You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check than to go ahead and possibly cause an injury to yourself or others.

Management must provide written notice to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employees, management is required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen (15) days, or immediately if such danger would cause imminent harm, unless the danger is removed.

Just identifying a problem is not sufficient. The danger must be reported to the appropriate supervisor and the Responsible Safety Manager, who then will correct the problem. If the danger cannot be corrected, all employees will be warned to take protective action so the danger will not

result in injuries.

## **WORKPLACE INSPECTIONS**

In addition to the examination of records and reports, workplace safety inspections will occur every month, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and Hi-Speed Industrial Service code of safe work practices.

## **RECORDS**

Hi-Speed maintains records of employee training, hazard identification and abatement, and accident investigation.

## **OSHA RECORDS REQUIRED**

Copies of required accident investigations and certification of employee safety training are maintained by the Responsible Safety Manager. Written reports are maintained on each accident, injury, or on-the-job illness requiring medical treatment. A record of each injury or illness is entered on OSHA Log and Summary of Occupational Injuries, Form 300. Supplemental records of each injury are maintained on OSHA Form 101, or Employers Report of Injury or Illness, Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, until April 30<sup>th</sup>, on OSHA Form 300. These records are maintained for five (5) years from the date of preparation.

## **HI-SPEED INDUSTRIAL SERVICE STATEMENT ON SAFETY**

Hi-Speed Industrial Service strives to maintain a safe place to work and to employ safe workers. It is the employee's responsibility to conduct your work in a safe, responsible manner. Immediately report all accidents occurring on company premises to your supervisor.

## **GENERAL STATEMENT ON SAFETY**

Each employee has an individual responsibility to prevent accidents. It benefits all employees, and the company, for you to report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. The company encourages you to report your concern either to your immediate supervisor or to a member of the Safety Committee. The supervisor will take immediate action to investigate the matter.

## **APPENDICES OF SPECIFIC SAFETY POLICIES**

In the following section (Section 2) are specific safety policies that apply to specific procedures, processes, and circumstances. These policies are incorporated into Hi-Speed's Basic Safety Policy Manual, and are to be acknowledged and complied with.

# EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the Hi-Speed Industrial Service Safety Policy Manual, as well as the following appendices containing specific safety policies. I further understand all the contents are subject to change at any time. **I have read this manual, I understand it, agree to adhere to the policies listed, and all questions I had were answered.**

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

To be signed by each employee - the original of this Acknowledgment Page is to be kept in the employee's personnel file.

## SAFETY POLICY MANUAL

Hi-Speed Industrial Service

