



## **Safety Handbook**

# SAFETY POLICY

## TO ALL PERSONNEL

It is our policy that every employee and all property is entitled to maximum protection from controllable hazards. This company is totally committed to safety and loss control and it is our intention that each employee shall work under the safest conditions possible. We will try to maintain a safe workplace and equipment that is free from recognized hazards. We will provide you with appropriate information, training supervision and personal protection equipment so that you can perform your job in a safe and proper manner.

We believe that most accidents can be avoided by using common sense and personal initiative. It is not our intention that you should perform any task that you believe to be unsafe. Supervisors in charge of each operation have been instructed to teach and guide employees unfamiliar with safe operations and practices. Many accidents occur when employees take short cuts and ignore established safety rules and regulations. It is not our intention that any employee should ignore established safety rules when performing their assigned task. ***ESTABLISHED SAFETY RULES AND REGULATIONS ARE TO BE FOLLOWED AT ALL TIMES.***

This company is responsible to comply with all safety regulations implemented by Federal, State and Local agencies. The information contained in this Safety Manual sets forth safety rules and procedures that are to be followed by all company employees. While this manual will help you recognize and avoid obvious hazards, it cannot cover all situations. When in doubt, you should consult your supervisor for guidance.

Each employee shall be responsible for their performance and adherence to our safety rules. Failure to do so can lead to disciplinary action or dismissal.

## GENERAL SAFETY RULES

The Company has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules and other safety rules as they apply to your job.

1. Report an injury to your supervisor the same day it happens. Once you have informed your job site supervisor, you are to contact Trademark directly and report the injury.
2. Report any observed unsafe condition to your job site supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work and may be subject to termination as outline in the Drug and Alcohol Policy.
5. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or the person has stopped breathing.
6. Appropriate clothing and footwear must be worn on the job at all times.
7. Where there exists the hazard of falling objects, an approved hard hat must be worn.
8. You should not perform any task unless you are trained to do so and are aware of the hazards associated with the task.
9. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition and worn when required.
10. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
11. The riding of a hoist hook, or on other equipment not designed for such purposes, is prohibited at all times.
12. Never remove or bypass safety devices.
13. Do not approach operating machinery from the blind side; make sure the operator can see you.
14. Learn where fire extinguisher and first aid kits are located.
15. Maintain a general condition of good housekeeping in all work areas at all times.
16. Obey all traffic regulations when operating vehicles.
17. When operating or riding in company vehicles, or using your personal vehicle for business purposes, the vehicle's seatbelt shall be worn.
18. Be alert to the hazards that could affect you and your fellow coworkers.
19. Obey safety signs and tags.

20. Always perform your assigned task in a safe and proper manner; do not take shortcuts.  
The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.
21. Climbing or working on ladders about 12 foot high is prohibited unless you wear a life line.
22. Working on roofs is prohibited unless you wear a life line.

## **EYE PROTECTION**

Within the workplace there exist hazards that could cause an injury to the eye. In certain instances, the resulting injury could result in blindness.

1. Employee should use eye protection when required to do so and where eye hazards are encountered.
2. The correct type of eye protection should be used for the conditions encountered. The safety glasses, goggles, and face shields should be properly worn, fit properly, not distort or limit vision, be cleaned on a regular basis and be constructed of tempered, impact resistant glass or plastic.
3. When required to wear eye protection because of exposure of chemicals, the employee is further advised that contact lenses should be removed if the eyes must be flushed out because of chemical contamination. The contact lenses should be removed during the flushing process and not before beginning the flushing process.
4. The employee should not be exposed to chemical hazards unless an approved eye wash station is available.
5. Employees should be trained in the proper use of eye wash stations and emergency showers.

## **MACHINE GUARDING**

1. Only equipment that is OSHA approved and that has all required guards should be purchased and used in the workplace.
2. Employees should be instructed to use provided machine guards and not remove them
3. Fixed machine guards for moving parts and point of operation protection devices should be inspected on a regular schedule.
4. Any machine which has a guard removed or is not in safe operating condition should be taken out of service until repaired or the missing guard(s) are replaced.
5. No employee should be allowed to operate any machine until the employee has been instructed in the machine's safe operation with all required guards in place.

## **HOUSEKEEPING & MAINTENANCE**

1. Work area should be kept free of objects on the ground or floor to reduce the hazard of slips and falls.
2. Oil and grease should not be allowed to remain on walking surfaces, but should be immediately cleaned up.
3. Oily rags should be placed in closed metal containers until disposed of.
4. Passageways, ramps, stairways should not be used for storage areas and should be kept clear at all times.
5. Work areas, exits and aisle spaces should not be used for storage areas and should be kept clear at all times.
6. Electrical cords should not run across walkways.
7. Specific storage areas should be established and all materials be stored using proper and safe storage methods.
8. Worn or frayed carpet, open seams, and curled edges should not be permitted.
9. There should be no loose floor tiles or mats.
10. Walking surfaces should be kept clear of debris, lint, dust, oil, paint or spray residue, granular materials, sand, mud, ice and other slippery, traction-robbing materials.
11. Standing water should not be permitted on any walking surface.
12. Adequate ventilation should be provided to prevent any accumulation of obnoxious fumes or flammable vapors.
13. Waste should be removed from the building on a regular basis and stored away from the building until picked up and disposed of.
14. Accumulations of ice and snow should be removed from parking lot areas and sidewalks on a timely basis to prevent slips and falls.

15. Exterior sidewalks and parking areas should be provided with adequate illumination.
16. All building exits should be properly marked and a means of emergency lighting should be provided within the building.
17. Boiler rooms, utility rooms and other similar type rooms should not be used for the storage of combustible materials. Combustible materials could fall or be tipped over and come into contact with a water heater or boiler flame.
18. Adequate lighting should be provided so that employees can perform their assigned task in safety.

I have read and understand Trademark's Safety Handbook. I agreed to abide by the policies and directives contained therein.

NAME (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

How did you hear about Trademark Employment Services?

- Facebook
- Craigslist
- Radio
- Employer Referral  
Employer's Name: \_\_\_\_\_
- Employee Referral  
Employee's Name: \_\_\_\_\_
- Other: \_\_\_\_\_