RS ELECTRIC CORP SAFETY MANUAL

I_____ have received an RS Electric Corp Safety Manual. It is my responsibility to take proper management of this manual and return it to the office from time to time for updates and revisions or by the request of the Safety Manager.

The policies of this manual are to be upheld at all times and fully understood by the Holder of this manual.

Signature: _____

Date: _____

SECTION 1

RISK CONTROL ORGANIZATION

RISK CONTROL ORGANIZATION

GENERAL

The basic functions of any management team are planning and controlling. Risk Control must be included under these two categories if the ultimate objectives of lowered operating costs and accident reduction are to be attained. Failure, in to many instances, to give sufficient attention to planning and controlling is largely responsible for high accident frequency rates. It has been proven that whenever the same thought and effort are put into a Risk Control Program as are put into other essential programs of successful operations, accident frequency rates drop significantly.

A viable safety program requires a specific management commitment to a compatible program of accident prevention and loss control. Commitment, prevention and control is the foundation of all serious efforts that reduce accidents and injuries. The promotion of occupational safety and health can produce improved quality and productivity as well as humanitarian benefits.

PLANNING THE RISK CONTROL PROGRAM

Once the management has become convinced of the need to control accident losses, the planning program is the first step along the road to Risk Control.

Planning begins with management's written commitment to risk objectives. The key management personnel should meet and agree that they sincerely want an effective Risk Control Program and are accordingly willing to expend the necessary effort toward its attainment. When this decision has been made, management should decide who is to head this program, how it is done, and to whom the supervisory staff is to report for this line function. Following this decision, a concise statement of safety policy should be passed down through supervisory level to all personnel involved in the overall operations. It is highly important management be completely dedicated to this program. They must show a positive and lively interest by personal example and through personal contacts. A management representative should be specifically assigned the responsibility of coordinating loss control activities. The individual selected should report directly to a company official and be a communication link between senior management and the supervisors.

DEVELOPING THE PROGRAM – THE PROCEDURAL MANUAL

With the policy statement as a foundation, the accident prevention program should be developed in detail. The result will be a step-by-step procedural manual. It will cover the way the program functions. However, it does not need to detail the multitude of safety rules that may apply to each operation.

Before this manual is put into final form and distributed, key management people should carefully review it to determine it is practical, workable plan so they can and will lend their complete backing and support.

10 Steps to Reducing Comp Costs

1. Understand how the system works – Learn how your experience mod is calculated and what factors affect your mod.

2. Keep a record of premiums, audits, and losses. This will help in determining if your modifications and classification are correct.

3. Have your agent project your experience mod for the upcoming year. This will help in budgeting and monitoring your progress.

4. Emphasize safety and loss prevention – This process needs to start from the top down. Safety committees, claim review procedures, and problem identification can go a long way in reducing or avoiding claims in the first place. Incentive programs are also effective.

5. Implement stringent hiring procedures – Check backgrounds of all potential employees and hire the very best. Be sure to comply with ADA.

6. Assign a company doctor – When a doctor understands your business and what you expect, you are less likely to be taken advantage of. This also ensures the employees are receiving quality care.

7. Develop return to work programs – The longer an employee is away from work, the less likely he will return.

8. Show concern for injured workers – Keep in contact with them to see if you may help them with anything.

9. Root out fraud – Make employees aware of the fines and consequences in filing a fraudulent claim.

10. Lobby for a better system – Use your influence to help reform workers comp lawa and regulations.

ASSIGNMENT OF RESPONSIBILITY

Line management must be responsible for results in the Risk Control Program. For example, the president is responsible for the company. The supervisors are responsible for their respective departments. Safety Committee members should serve as assistants, aiding the supervisors in discharging their responsibilities for accident prevention.

RESPOSIBILITY OF THE SUPERVISOR

1. The supervisor shall be responsible for the safety of the employees working under his direction, and for the safety of the general public in connection with his work. The authority and responsibility for the action necessary to prevent accidents is an integral part of his job.
2. A "job briefing" shall be held prior to starting a job to acquaint employees with an unfamiliar type of work or procedure. An estimate of potential hazards should be made at these briefings and provisions made to supply needed safety equipment.
3. The supervisor shall plan the work, giving consideration to the dangers involved and to whether the employee and the employee's clothing, tools, materials and safety deices are proper and adequate for doing the work in a safe manner. He shall instruct the employees under his supervision how to do the work in a safe manner and assure himself they understand and follow instructions. Special instructions shall be given to new employees or other employees who may be assigned new duties.
4. The supervisor shall issue instructions as may be required to safely meet local conditions for which rules are not provided in this Safety Manual.
5. When work is being performed under conditions, which may constitute special hazards, consideration shall be given to the need for designating an employee to render emergency assistance as needed. This employee may perform other duties, but his primary responsibility shall be to render emergency assistance if needed.
6. When it is necessary for a supervisor to leave the job he shall designate an employee to be in charge of the job during his absence.
7. The supervisor shall be responsible for having necessary approved equipment, such as warning signs, barricades, guards, handrails, and lights properly placed when and wherever needed.
8. If a difference of opinion arises with regard to the meaning or application of any of these rules, or as to the means necessary to carry them out, the decision of the employee's supervisor shall be followed.
9. When new equipment, construction standards, methods of procedure, etc. are introduced into the Company operations and in the opinion of the supervisor introduce new hazards requiring new or revised safety rules and practices, the supervisor shall develop and apply such necessary rules. The supervisor shall invite safety suggestions and comments from other employees.

RESPONSIBILITY OF THE INDIVIDUAL

1. It is the responsibility of each employee to perform his assigned duties as to provide:
    A. Safety to himself.
    B. Safety to his fellow employees.
    C. Protection of the public.
    D. Protection of Company property.

2. Each employee is expected to keep himself fully informed of the contents of the appropriate sections of the Safety Manual and apply it to his work.

3. Employee is expected, as part of his job, to take an active part in the Company's safety program and apply it in his everyday work.

4. If an employee is in doubt as to the safe performance of work assigned to him, he shall request instructions from his supervisor or another qualified person.

5. Employee clothing (including shoes and gloves) shall meet the reasonable requirements of his duties. Supervisor shall caution employee of hazards which might result from carelessness in the employee's choice of clothing. Where exposure to hazards such as harmful rays or poisonous plants may be expected, employee shall wear shirt with long sleeves.

6. Employee shall avoid wearing clothing, jewelry, footwear, or other apparel which may endanger his own or other's safety.

7. Before attempting work under conditions which appear to be unsafe, the employee shall report the conditions to the person in charge.

8. Unsafe conditions or unsafe acts by employees or non-employees, which may affect the Company, shall be reported by the employee to his supervisor.

9. It is not practical to include safety rules to meet all conditions. The supervisor shall issue instructions as may be required to safely meet local conditions for which rules are not provided in the Safety Manual. In the absence of specific instructions from the supervisor, the employee must use his best judgment in doing work safely.

PERSONAL CONDUCT

1. Each employee shall comply with Company safety and health standards and all rules, regulations, and orders which are applicable to his own actions and conduct. Violations shall be considered sufficient grounds for disciplinary action.

2. Employee is expected to be alert and businesslike in his work, courteous and considerate in all his contacts.

3. Employee shall perform his work in a safe and thoughtful manner and be on the alert for the possibility of unseen danger or developments. Employee is not expected to unnecessarily sacrifice his own, or others safety in the performance of his duties.

4. Use, distribution, or being under the influence of alcohol or illegal drugs will not be permitted during working hours, lunch or break times, or while operating Company property.

5. Practical joking or horseplay while on the job is prohibited.

6. An employee shall not distract the attention or another worker from his job until it is determined no danger will result there from.

7. Employee shall not use compressed air or other compressed gasses for cleaning his clothing because of the dangers of flying particles and the possibility of forcing air through his pores into the bloodstream.

PHYSICAL FITNESS

1. An employee, who is unable to perform his duties safely because of illness, the effect of medicines and drugs, or other disability, shall promptly report his condition to his supervisor.
2. After absence from work because of illness or injury, an employee may be required by department head to take a physical examination by the company designated physician to determine his fitness for duty. He shall also have written release from his doctor. If he was under a doctor's care prior to being examined by a designated physician.
3. Injuries to employees shall receive prompt first aid attention.
4. If in the case of a personal injury accident, in which a proper first aid report has been submitted subsequently, while the employee is off the job, the services of a supervisor or other responsible Company authority to obtain authorization for attention by a Company designated physician or hospital.
5. In the case of a critical injury, not of the critical nature, but requires the services of a physician, the injured employee should be taken to the nearest physician.
6. In the case of a critical injury, the supervisor or Human Resource Director should be notified and the injured employee taken to the hospital.

SAFETY COMMITTEE MEETING

These meetings should be held at least on a monthly basis. Members should review accidents that occurred during the prior month, note safety deficiencies, and establish necessary corrective measures. Work to be done, including hazards, contemplated controls, protective devices, and training required is the responsibility of the safety committee. Special subjects to be covered at weekly meetings should be discussed at this time. The safety committee consists of representatives from management and supervisors.

THE SAFETY COMMITTEE

The purpose of the Safety Committee
- Establish a Mission
- Set Goals
- Define Objectives
- Set Task Priorities
- Evaluate the Committee Program

Safety Committee Personnel
- Be Prompt
- Limit Subjects
- Take minutes
- Everyone participates

Safety Committee Personnel
- Chairperson (The Safety Director)
- Secretary (appointed by the Safety Director)
- First Level Supervisor (appointed by the Safety Director)
- Employees (appointed/selected by the Safety Director)

Safety Committee Meeting Agenda
- Call meeting to Order
- Review Old Business
- Review Accidents, including near misses
- Review Checklists
- Discuss New Machinery and New Production Methods
- Prioritize Committee Recommendations
- Set Date and Time for Next Meeting

GRINDERS, PORTABLE

Portable grinding machines must be firmly or securely mounted on substantial safe foundations in order to prevent severe vibration. Use portable grinders as bench grinders only when:

1. Securely clamped in place with band clamps.
2. There is ample clearance between the wheels and bench.
3. Equipped with standard wheel and arbor end guards and tool rests.

Portable Grinders Right angle head or vertical portable grinder requirements:

1. Cover the grinding wheel with a guard and allow maximum exposure of 180 degrees.
2. Locate a guard between the operator and the wheel.
3. Locate a guard to deflect broken pieces of the wheel.
4. Keep the work rest adjusted within 1/8 inch of the wheel. Keep the adjustable tongue on the topside of the grinder within 1/4 inch of the wheel.
5. Provide the individual on/off switches for each grinder and ensure that the grinder is grounded. Permanent grinders should be connected to their electrical supply system with metallic conduit or other permanent hard wire.
6. Provide a dust collection system to grinders if the operations produce large amounts of dust.

Personal Protective Equipment

1. Your job may require you to wear personal protective equipment. These items will be issued to you to protect your health and safety. The responsibility to wear and maintain them is yours.
2. Safety glasses must be worn when in designated areas. RS Electric Corp provides safety glasses. Remember being blind towards one eye protection can result in being blind to the world.
3. Hearing protection must be worn in designated areas. Generally if you cannot speak in your normal tone at arms length to your fellow worker, you should wear hearing protection.
4. Hard hats must be worn in designated areas, when required on the job sites, or when work is going on overhead.
5. Safety shoes are required. Tennis shoes are not allowed on job sites.
6. Safety belts must be worn when working higher than six feet above the ground. In an area which is not protected by handrails or when working from suspended scaffolds. RS Electric Corp provides employees with safety belts.

Assured Equipment Grounding Conductor Program

RS Electric Corp maintains that no employee shall use any equipment, which does not meet the requirements of the procedures established herein:

These procedures will apply to those jobs using temporary electric power, which is not a part of the permanent building.

The purpose of this program is to ensure the proper installation, maintenance, inspection and testing of equipment grounding conductors in construction sites in order to minimize injuries due to electrical ground faults.

INSTALLATION

Equipment grounding conductors shall be installed as follows:

1. All 120 volt, single phase, 15 and 20 ampere receptacles shall be grounded by connection to the equipment grounding conductor of the circuit supplying the receptacles in accordance with the applicable requirements of the National Electric Code.
2. All 120 volt flexible cord sets (extension cords) shall have an equipment grounding conductor which shall be connected to the grounding contacts of the connector(s) on each end of the cord.
3. The exposed non-current-carrying metal parts of 120 volt cord and plug connected tools and equipment that are likely to become energized shall be grounded in accordance with the applicable requirements of the National Electric Code.

VISUAL INSPECTION

The employees shall be instructed that each cord set, and any equipment connected by cord and plug, except cord sets and receptacles which are not exposed to damage, shall be visually inspected by the user before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indication of possible internal damage. Equipment found damaged or defective may not be used until repaired.

All receptacles, cords and tools shall be marked with the tape used to designate the period for which the inspections and test were conducted. Note: As testing of all receptacles, cord sets, cord and plug connection equipment cannot be accomplished overnight; such tests may commence 2 weeks prior to the end of the quarter and continue for 2 weeks into the following quarter. During this interval either color shall be deemed acceptable.

FIRE PREVENTION

1. Smoking is permitted only in areas designated by the Senior Management of RS Electric Corp.

2. All smoking materials shall be extinguished in ashtrays or designated receptacles.

3. Cigarette butts and ignition sources should not be disposed of in trash cans.

4. All extension cords, electrical cords should be examined on a routine basis to make sure that they are in good working condition. All frayed electrical cords should be noted and reported.

5. Heat producing equipment such as pots, ovens, and portable heaters should be unplugged at the end of each workday.

6. Flammable and combustible substances should be stored away from ignition sources such as pilot lights, heat radiating sources such as ovens, or portable heaters.

7. The office area and lunchroom shall be kept clean and free of unnecessary combustible materials.

8. Portable fire extinguishers can be used for small fires. Employees should familiarize themselves with the operation and location of fire extinguishers in their work areas. In most cases, fire extinguishers are operated by pulling a safety pin on the handle and aiming the nozzle at the base of the fire while squeezing the trigger.

9. If an emergency situation develops a Supervisor should be told immediately so the appropriate action can be taken and the fire department notified.

10. Office employees shall exit the building in an emergency situation in an orderly manner and assemble in the vacant lot across the street. A supervisor will make a head count to ensure all employees are present. The management official will indicate when it's clear to re-enter the building.

DRIVER SAFETY PROGRAM

Half of all accidental deaths in the U.S. are caused by motor vehicles. The greatest cause of job related fatalities in the U.S. is the motor vehicle. The safety of our employees and the protection of the property of others is a concern of RS Electric Corp. This Driver Safety Program was developed to assure this safety and protection.

SUPERVISION

Effective supervision of drivers is essential to effective administration of personnel regardless of the size or type of ability to manage people, to enforce the safety policy, to plan, assign and direct work and to train and evaluate personnel. To these skills the fleet supervisor must add these responsibilities.

Selection and training drivers.
Identifying and retraining problem drivers.
Accident investigation.
Accident review meetings.
Selection and inspection of equipment.

Employee Selection

Accident control for your fleet begins with the selection of your drivers. Only the most qualified drivers should be selected, both for full time and part time drivers.

Employees are often responsible for operating expensive equipment and handling valuable or hazardous cargo. Employee selection must begin with well defined requirements for each job that includes the duties of the job, the physical and mental skills, experience with similar jobs, job knowledge and attitude towards safety should be considered.
The following criteria will be used to determine the acceptability of drivers:

1. Questionable Drivers
    a. Two at fault accidents in the last three year period.
    b. Four moving violations in the latest three year period.
    c. One at fault accident and three moving violations in the latest three year period.
    d. Any driver who has a past driving record, regardless of time, that indicates unsafe or irresponsible driving habits.
2. Unacceptable Drivers
    a. Three at fault accidents in the latest three year period.
    b. Five moving violations in the latest three year period.
    c. Any combination of at fault accidents and moving violations totaling five or over.
    d. A DUI conviction.

EMERGENCY PREPAREDNESS PLAN

INTRODUCTION

An emergency of a large scale is not an expected occurrence. Safety precautions can only reduce the chances of emergencies, not eliminate them. However, if an emergency occurs, quick action must be taken to minimize the risk. This quick action must be based on a specific emergency action plan.

Emergencies occur in various forms, both man-made and natural. Emergencies might affect the surrounding community. Anticipating possible emergencies and planning your response ahead of time is the most important aspect of emergency preparedness.

The RS Electric Corp Policy for reacting to emergencies such as:

1. Serious injury to RS Electric Corp employees.
2. Serious injury to another party caused by RS Electric Corp employees.
3. Major loss of RS Electric Corp equipment or property belonging to the owner, Subcontractor, or the public-is as follows:
    a. See that the injured are cared for
    1. The first concern at an accident scene, regardless of its seriousness, is care of the injured.
    b. Request the necessary emergency response team, Paramedics, and/or Fire Department-Foreman.
    c. Protect other people and property.
    d. Notify the RS Electric Corp Director-foreman & coordinator.
    The safety coordinator will notify the appropriate officer of the affiant, and the president of RS Electric Corp, and our insurance carrier.
    No statements, descriptions or accounts shall be released to any party, No statements, descriptions, or accounts shall be released to any party, Insurance Company, vendor, lawyer, subcontractor, or owner without authorization from the RS Electric Corp President and the RS Safety Director.
    e. Notify General Foreman & Safety Coordinator.
    f. Notify RS Electric Corp Safety Coordinator, & Project Manager-foreman.
    g. Keep the press and news media as far away as possible from the scene.
    h. When the press and television media arrives-
        1. Make no statement, other than an accident has occurred.
        2. **The only person to make a statement for RS Electric Corp. Will be the designee of the President of the Company**.
    i. Notify the employee's nearest relative-
    Superintendent or foreman.
    1. Use the employee acknowledgement form.

j. After all the injured are cared for, begin your investigation immediately-Superintendent, foreman and safety coordinator.

1. Preserve the scene as it was after the accident.

2. Obtain the identity of all people who might have information.

A. Record their names, crafts, and company worked for.

3. Confiscate all materials involved-tools etc.

4. Take photographs of the incident.

A. general uses of photographs

1. Orientation to the scene of the accident.

2. Record of the detail of injury & damages.

3. Record of relative positions of large numbers of items or damage fragments.

5. Evidence of deterioration, abuse and lack of proper maintenance.

6. Location of parts, or other evidence, overlooked during early stages of investigation.

7. Marking Photographs-

A. Following information:

Date Taken _____

Job _____

Photo of _____

Taken by _____

All photographs will be sent to the RS Electric Corp Coordinator.

8. Distribution of photographs:

1. No photograph shall be released to any party, insurance company, vendor, lawyer, subcontractor, or owner without prior authorization from the RS Electric Corp Safety Coordinator.

K. Fill out the proper accident report and forward to the RS Electric Corp Human Resource Coordinator.

Job Specific-Maybe different for each job.

Safety Coordinator_____

President_____

Affiliate Vice President _____

RS Abatement_____

RS Electric Sheet Metal_____

RS Electric _____

Insulation & Accessories_____

Human Resource Coordinator_____

OR AS MAY BE POSTED ON EACH JOB

Evacuation Plan

If an emergency arises where the buildings at RS Electric Corp need to be evacuated, the evacuation plan is as follows:

1. An evacuation order will be given over the PA System by Senior Management employees.
2. Designated employees will be instructed to shut down or disconnect all energy Sources, such as electricity, pneumatic sources of energy, natural gas supply and all other possible sources of energy.
3. All employees will evacuate the building without delay using the nearest exit.
4. Maps illustrating the evacuation routes shall be posted in the lunch room.
5. When the evacuation, of the buildings are complete, all employees shall assemble in _____.
6. Supervisors will perform a head count of their department and submit

Tornado Plan

1. The Safety Coordinator will monitor the Weather Service for pertinent information and warning notices.
2. When a weather warning is received, the PA system will be used to convey the information to the employees.
3. All employees shall assemble in _____ Keeping away from the windows. Employees should get under tables or benches if possible. Protect your head and face.
4. Employees that are unable to assemble in the specified area should go to interior hallways or along walls always from large windows and under sturdy work benches if possible. Protect the head and face.
5. The “ALL CLEAR” signal will be given over the PA system.

WRITTEN HAZARD COMMUNICATION PROGRAM

Purpose

One of the major goals of the Occupational Safety and Health Administration (OSHA) is to regulate industries to promote safe work practices in an effort to minimize the incidence of chemically related employee illnesses and injuries. Relative to this goal, OSHA has enacted the Hazard Communication Standard, codified as 29 CFR 1910.1200. The purpose of the Hazard Communication Standard is to establish uniform work place requirements for the communication of hazards and hazardous chemical information to all potentially exposed employees.

RS Electric Corp has implemented this written Hazard Communication Program to meet the letter and intent of the OSHA Hazard Communication Standard. The objective of this written program is to effectively disseminate data on the safe handling of hazardous chemical in the workplace to all appropriate personnel and to outline their rights and responsibilities under the OSHA Hazard Communication Standard. This program will be available upon the request to all employees and their designated representatives.

Responsibility Profiles

There are four major "categories of responsibility" that are essential to the effective implementation of the facility's Hazard Communication Program. These are:

The "Right to Know" Coordinator
Department/Facility Managers and Supervisors
Hazard Communications Training Instructors
The Facility's Employees

The following sections define the roles played by each of these groups in carrying out the program. (through out this written program, employees with specific "Right to Know" responsibilities are identified. If, because of promotion or other reasons, a new employee is assigned any of these responsibilities, the "The Right-to-Know" Coordinator is to be notified of the change, so records can be updated.)

Hazard Communication Training Instructor

The Hazard Communication Training Instructor will be responsible for the education and training of all personnel who are expected to or handle hazardous substances. Activities falling under the direction of the trainer include:

1. Maintaining an up-to-date list of RS Electric Corp personnel (in conjunction with the management of RS Electric Corp.)
2. Developing suitable training programs utilizing the methods identified in the Education and Training.
3. Scheduling periodic training seminars for affected employees.
4. Maintaining appropriate training documentation such as sign-in sheets, quizzes, manuals, etc.
5. Periodically reviewing the training program with the Department Supervisors to include appropriate new information.

The “Right to Know” Coordinator will also act as the Hazard Communication Trainer for RS Electric Corp.

Employees

As with the activities at RS Electric Corp, our employees have the most important role in the Hazard Communication Program, for the ultimate execution of the program rests in their hands. In this role they must:

1. Know which chemicals in their work area are hazardous chemicals for their work area.
2. Attend the Hazard Communication Training Session conducted by the "Right to Know" Coordinator.
3. Become familiar with the information on the MSDS'S for the hazardous chemicals in their work area.
4. Observe all the handling precautions noted on the MSDS'S and as discussed in the training sessions.
5. Inform Facility/ Department Supervisors:

Before performing a non-routine task in which hazardous chemicals are involved.

When encountering hazardous chemicals in the work area, which are either not labeled properly, not identified in the inventory listing, or do not have an MSDS in the "Right to Know" Compliance Manual.

Hazardous Determination

In general, RS Electric Corp has elected to rely on the data contained on the manufacturer's Material Safety Data Sheet for evaluating the hazards associated with any chemical processed, used, or stored on-site. In the event an MSDS is not available from the manufacturer or supplier, or the information on the MSDS is insufficient, the following information will be used for the proper evaluation of a chemical or substance in the work place. Any chemical, chemical mixture or material shall be considered hazardous for the purpose of the Hazard Communication Program when evaluation of the available chemical data demonstrates that the substance meets any of the following criteria.

TOXIC: A chemical falling within any of the following categories.

A Chemical that has an LD (50) of more than 200 mg/kg but not more than 1000 ,g/kg of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with bare skin of albino rabbits weighing between two and three kg each.

A chemical that has an LD (50) or more than 50 mg/kg but not more than 500 mg/kg of body weight when administered orally to albino rats weighing between 200 and 300 grams each.

A chemical that has an LD (50) in air of more 200 PPM but not more than 2000 PPM by volume of gas or vapor, or more than 2mg per liter but not than 20mg per liter of mist, fume, or dust when administered by continuous inhalation for one hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

TARGET ORGAN EFFECTS: The following is a target organ categorization of effects which may occur due to chemical exposure. This categorization of effects is not intended to be all inclusive.

Hepatoxins: chemicals which produce liver damage.
Nephrotoxins: chemicals which produce kidney damage.
Neurotoxins: chemicals which produce their primary toxic effects on the nervous system.
Agents which act on blood or hematopoietic system: decrease hemoglobin function; deprive the body tissues of oxygen.
Agents which damage (mutations) and effects the reproductive capabilities including chromosomal damage (mutations) and effects on fetuses (teratogens). Cutaneous hazards: chemicals which affect the dermal layer of the body.
Eye hazards: chemicals which affect the eye or visual capacity.

TOXIC AND HAZARDOUS SUBSTANCES: A CHEMICAL IS CONSIDERED HAZARDOUS IF:

It is listed in 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA); or

It is listed in “Threshold Limit Values for Chemical Substances, and “Physical Agents in the Work Environment”, American Conference of Governmental Industrial Hygienists (ACGIH) (latest edition).

References:

In addition to the MSDS, or in its absence, the following sources will be used, as available, to evaluate health and physical hazards:

Product Bulletins from the manufacturer or supplier.

The condensed Chemical Dictionary.

The Merck Index.

ACGIH: Documentation of TLV'S.

Material Safety Data Sheet Acquisition

Here at RS Electric Corp, the Right-to-Know Coordinator has the responsibility of working with Risk Control Systems to maintain up to date MSDS records.

All manufacturer's, importers, or distributors that supply chemicals or products containing chemicals to RS Electric Corp have been contacted by the Right to Know Coordinator in order to obtain Material Safety Data Sheets (MSDS'S) for those chemicals. All of the MSDS for this area are kept in file in the Right to Know Compliance Manual. Review of the MSDS records will be conducted periodically.

A form which can be sent to a manufacturer or supplier to request copies of MSDS'S is included at the end of the HAZCOM section of this manual.

Container Labeling

In general, RS Electric Corp will rely on manufacturers and suppliers to appropriately label all incoming containers they deliver in accordance with the OSHA standard. However, we recognize that the following materials are exempt from the Hazard Communication Labeling requirement, and will therefore accept these materials for delivery without the labeling required by the Standard.

1. Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. 136 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under the Act by the Environmental Protection Agency.

2. Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device, including materials intended for use as ingredients in such products (e.g. flavors and fragrances) as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.,) and regulations issued under that Act, when they are subject to the labeling requirements under that Act by the Food and Drug Administration.

3. Any distilled spirit (beverage alcohol) wine, or malt beverage intended for non industrial use, such as terms are defined in the Federal Alcohol Administration ACT (27 U.S.C.201 et seq.,) and regulation issued under that Act, when they are subject to the Labeling requirements of that Act by the Bureau of Alcohol Tobacco, and Firearms.

4. Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively when subject to a consumer Product Safety Commission.

Labeling Requirements

RS Electric Corp recognizes that the minimum amount of information required by the Hazard Communication Standard for container labels are:

1. Identity of the hazardous chemical (s) contained there in.
2. Name and address of the chemical manufacturer, importer, distributor or other responsible party.
3. Appropriate hazard warnings.

At RS Electric Corp, The Right-to-Know Coordinator is responsible for seeing that incoming containers of potentially hazardous chemicals are checked to ensure that labeling covering these requirements is affixed.

In-House Labeling Guidelines

We also recognize that RS Electric Corp is responsible for labeling “in-house”, secondary containers. “The Right to Know” Coordinator is responsible for seeing that these containers of materials which are used or produced exclusively within this facility are labeled using the following guidelines:

1. When hazardous materials are transferred from original containers to secondary containers, each secondary container contents, appropriate hazard warnings and recommended personal protective equipment.
2. Labels are of prominent size and firmly attached to the container in such a location as to be easily read and not obstruct other labels or create a hazardous handling situation.
3. Stationary vessels, tanks, or pipes, which contain hazardous materials, have clearly affixed labels, signs or placards which identify the container contents and have the appropriate hazard warnings.
4. “Empty” containers are not reused for other than the original contained substances unless the original labels are removed or defaced and a new label is attached to identify the new contents and associated hazard warnings.

RS Electric Corp are aware that labeling is not required for portable containers into which hazardous materials are transferred when the material is intended for use within the same work shift.

And it remains under the immediate control (at all times) of the employee who performed the transfer. However, RS Electric Corp will label even these “single use” containers whenever possible.

NOTIFICATION OF ON-SITE CONTRACTORS

To inform contractors working on-site at RS Electric Corp of the potential hazards present at RS Electric Corp, a form announcing compliance with the Hazard Communication Standard, as well as the possible hazards in the workplace, will be given to all outside contractors. A form designed to be used to notify contractors is included at the end of the Hazcom section of this manual. In addition to giving this form to the contractor, a copy will be kept in our files.

Prior to conducting any on site work, the contractors will be given access to the RS Electric Corp Written Hazard Communication Program so that they may review it. They will also be given access to the Hazardous Substance List (s) and MSDS'S for the areas in which they will be working.

We will require that all contractors disclose all the hazardous materials they intend to bring into the facility and provide Material Safety Data Sheets on those substances.

The "Right to Know Coordinator" has been designated as liaison between RS Electric Corp and these contractors and will provide and obtain all the information discussed above.

NON-LABELED PIPES AND NON-ROUTINE TASKS

There are no piping systems in use at RS Electric Corp which carry hazardous chemicals.

There are no non-routine tasks performed at RS Electric Corp which involve hazardous chemicals.

HAZARDOUS CHEMICAL LISTS

A HAZARDOUS Chemical List has been compiled for RS Electric Corp from inspection and inventories conducted during the period of _____ (Date). Additional inspections and inventories will be conducted periodically to assure the accuracy of this list. In general, RS Electric Corp will rely on the Material Safety Data Sheets (MSDS) information provided by the manufacturer or supplier to determine if a specific chemical or product is to be included in the "Hazardous Chemical List". In situations where no data is available, the hazard determination procedure outlined in the 'Hazardous Determination" section of this plan will be used as a method of evaluation.

The following classes of materials are, however, excluded from the hazard determination Requirements contained with this program as provided by OSHA (Ref. 29 CFR 1910.1200 (b) (6) and, therefore, have been included on the Hazardous Chemical List.

Any Federal regulated hazardous waste
Tobacco or Tobacco products

Wood or Wood Products
Articles
Food, drugs or cosmetics intended for personal consumption by employees while in the work place

The Hazardous Chemical List for RS Electric Corp can be found at the end of the Right to Know Compliance Manual. Recognizing that significant "employee right" under the Standard is to receive a copy of their list, the Hazardous Communications Coordinator is responsible for making sure that all employees requesting copies of the list receive them within 5 five working days of the date the list is requested. To make sure that employees have "workplace access" to this list, copies of the Hazardous Chemical List are kept at appropriate locations throughout RS Electric Corp along with copies of MSDS"S for chemicals used in the surrounding work areas (see the MSDS Central File section of this manual for a listing of locations).

MATERIAL SAFETY DATA SHEETS CENTRAL FILE

Based on the Hazardous Chemical List compiled, as a result, the inventory at RS Electric Corp (described in the previous section). Material Safety Data Sheets (MSDS'S) For the hazardous chemicals used at RS Electric Corp, were requested from our suppliers as described in the "MSDS Acquisition" section of this plan. MSDS'S have been set up in.

A procedure assuring that MSDS'S are received for all hazardous chemicals used at RS Electric Corp has also been created and can be found on the following pages.

Copies of the MSDS'S for all the Hazardous Chemical List can also be found following this section. Copies of the list and appropriate MSDS'S are kept in the following locations throughout RS Electric Corp so as to have the MSDS'S accessible to employees in their place of work.

Location of MSDS Manuals

_____

_____

_____

RS Electric Corp recognizes that one of the important "employee rights" under the Standard is to obtain copies of MSDS'S upon request for chemicals they work with. To be as responsive to this right as possible, the Hazardous Communications Coordinator has been given the responsibility of furnishing employees of RS Electric Corp with copies of MSDS'S, that they request, within five working days of the date of the requested.

MATERIAL SAFETY DATA SHEET RECORD KEEPING PROCEDURES

We recognize that it is very important that RS Electric Corp has a Material Safety Data Sheet for each potential hazardous substance we use. That is one reason that we periodically compare the List to hazardous chemicals used in our facility with the materials that we actually use.

The procedure below is followed as part of our normal operations in order to make sure that we have Material Safety Data Sheets for all materials that we use in the facility.

1. For any shipment of a potentially hazardous substance that received is received at RS Electric Corp, the Hazardous Communications Coordinator checks to see if a Material Safety Data Sheet.
2. If there was an MSDS received with the shipment, the Hazardous Communications Coordinator checks to see if we have an existing copy of an MSDS for that chemical, they will determine whether the MSDS received with the shipment should supersede the one that is on file, and take appropriate action.
    a. If new do have existing MSDS for the substance, no further action is required.
    b. If we do not have an existing MSDS for that substance, the Hazardous Communications Coordinator requests that MSDS from the supplier of that chemical.

We recognize that one of our employees major “rights” under these regulations is to obtain copies of MSDS’S we use the form in the Forms section of this manual to document this request and provide copies of the needed MSDS’S to the requesting employee.

MATERIAL SAFETY DATA SHEETS

The material Data Sheets (MSDS) in this section are arranged in the following order:

Alphabetically, by the name of the chemical.

EDUCATION AND TRAINING

TRAINING PROGRAM

Under the Hazard Communications Program, RS Electric Corp has instituted an employee education and training program regarding the handling of hazardous chemicals in the workplace. All personnel who are exposed to chemical hazardous chemicals in the trained at the time of the initial assignment, and whenever circumstances in the work place change involving the addition of a new hazard, or new hazardous chemical. This education and training program will be given to all of our employees at least annually, to keep their knowledge in these areas current. Additionally, all new employees will be trained as part of our new employee "orientation program" so that they are adequately prepared to deal with the chemicals they will be using in their new jobs.

The topics covered in the educational program will include, but not limited to, all of the following subjects:

1. The Hazard Communication Standard.
2. Employee Rights under the Standard.
3. The locations and contents of the Hazard Communication Program and "Right to Know" Compliance Manual.
4. Hazardous Material List for RS Electric Corp.
5. Physical and health hazards associated with the types of hazardous chemicals identified ion the list.
6. Methods and observations which can be used by employees to detect the presence of hazardous chemicals in the work area.
7. Recommended work practices which employees can use to protect themselves from exposure, including the use of appropriate personal protective equipment.
8. How to read and interpret container labeling information.
9. How to read and interpret container labeling information.
10. Emergency procedures and first aid required an accident involving a hazardous chemical.
11. Review of the "Terminology" used in the Hazardous Communication Program including that found on MSDS's.

The education and training presentations make use of several training techniques including, but not limited to:

Classroom type atmosphere with personal instruction.

Videotape programs.

Training Manuals / employee handouts.

Employee review sessions.

These activities are being conducted/overseen by the Right to Know Coordinator.

TRAINING SCHEDULING AND DOCUMENTATION

To facilitate the training of all employees, as well as document the training process, RS Electric Corp has developed several tools for use in these areas. A tracking system has been created that will perform the following tasks:

List all employees needing Right to know training.

Indicate when this training has taken place.

This system used for the forms on the following page.

Letter to outside contractors

To: All Contractors

From: RS Electric Corp

Subject: OSHA Hazard Communication (Right to Know)

A list has been developed of all hazardous materials in use at RS Electric Corp. Copies of this letter and the Manual Safety Data Sheets (MSDS) for these hazardous materials are available to you and your employees in compliance with the OSHA Federal Hazard Communications Standard.

Please be advised that you are required to submit to RS Electric Corp an MSDS for any hazardous product that you plan to bring into our work place. These MSDS'S must be submitted before the material is brought into our facility. Your cooperation in this matter is required by law and appreciated.

Very Truly Yours,

SECTION 6

ENERGY CONTROL PROGRAM

ENERGY CONTROL PROGRAM FOR
RS ELECTRIC CORP

Implementation Procedures

The following steps have been taken by RS Electric Corp to implement and effectively manage this Energy Control (Lock Out/Tag Out) Program.

Organization and Preparation	Date Begun	Date Completed	Target Complete Date
Compliance Manual completely reviewed, including OSHA Standard	_____	_____	_____
Potential Helpers identified	_____	_____	_____
Target dates set for completion of tasks	_____	_____	_____
Project reviewed Management	_____	_____	_____
Taking an Equipment Inventory			
"Helpers" selected	_____	_____	_____
Facility divided into "sections".	_____	_____	_____
"Inventory Packets" (a list of machines and the forms used to record pertinent information about each machine) put together	_____	_____	_____
Each section assigned to one or more "helpers."	_____	_____	_____
Training/Kick off meeting conducted	_____	_____	_____
Master "tracking" list set-up	_____	_____	_____
IDENTIFYING ENERGY SOURCES AND ISOLATION DEVICES			
Helpers selected:	_____	_____	_____
Facility divided into sections	_____	_____	_____
Inventory Packets (a list of machines and the forms used to record pertinent information about each machine) put together.	_____	_____	_____

TASK

Each section assigned to one or more “helpers”.

Training/Kick off meeting conducted.

Master “tracking” list set-up.

Developing Energy Control Procedures.

Equipment falling under OSHA’S Exception Rule identified.

General Procedure for exempted equipment completed.

Specific procedures for all non-exempted equipment completed.

Procedures distributed to all necessary personnel.

Acquiring Lock Out/Tag Out "Devices"

Types and sizes of devices needed in your facility identified.

Source of Supply for devices located.

Devices checked against compliance criteria?
Uniquely identifiable
Durable
Standardized
Substantial and difficult to remove
Identify the employee using the device
Contain hazard warnings and other information in clear and appropriate language

Adequate quantities of selected devices obtained.

Procedures developed for distributing and retrieving devices from employees.

Like many protect facilities, RS Electric Corp uses a significant number of powered machines and equipment. These machines help us by making us more efficient and productive. Working with this equipment can be dangerous, especially when it's being serviced or adjusted.

To help protect our employees from injury in these situations, as well as comply with OSHA control of Hazardous Energy Standard (the "Lock out/Tag out" Standard), RS Electric Corp has created an Energy Control Program. This program does several things:

1. Identifies all powered machinery in the facility.
2. Identifies all sources of energy and "energy isolation devices" (such as switch panels, etc.)
3. Provides proper procedures for shutting down, locking and tagging out, and restarting powered equipment.
4. Describes how RS Electric Corp trains employees regarding the Energy Control Program and proper Lock Out/Tag Out Procedures, and records information about that training.

For that purpose of Lock Out/Tag Out, employees fall into three categories. It is important for each employee to know what category he is in. An employee can fall into more than one category, depending on his activities and job duties. Consult your supervisor if you have any questions. If you have any questions regarding this, consult your supervisor. The categories are as follows:

Authorized Employee - A person who locks or implements a tag out system procedure on machines or equipment so they can perform servicing or maintenance on machines.

Affected Employee - An employee whose job requires him to operate or use machine or piece of equipment on which servicing or maintenance is performed under lock out or tag out, or whose job requires him to work in an area where this type of servicing or maintenance is being performed.

Other Employees - Employee whose work operations take them into areas where Energy Control Procedures may be used.

If you have any questions as you read through Lock out/Tag out section do not hesitate to consult your supervisor. If there are terms unfamiliar to you, you may want to consult the "Glossary of Terms" at the end of this section.

Powered Equipment Inventory
As a major part of our Energy Control Program, RS Electric Corp conducted an initial "inventory" of the powered equipment in our facility. This inventory was completed on _____ (date).

All powered equipment used in the facility was identified during this inventory. The energy source for each piece of equipment as well as the Lock Out/Tag Out device needed to perform complete Lock Out/Tag Out on each piece of equipment was also identified.

We recognize this inventory list does change from time to time. To make sure it is updated correctly whenever equipment is modified, new equipment is brought into the facility is expanded; the list for the appropriate area is reviewed and updated if necessary.

Also, these lists are reviewed during the annual inspection of our Energy Control Program.

The actual Powered Equipment Inventory lists are located at the end Lock Out/ Tag Out section. They should be copied and filled out as necessary.

Energy Sources and Energy Isolation Devices
RS Electric Corp conducted an initial "inventory": of Energy Sources and Energy Isolation Devices in our facility. This inventory was completed on_____ (date).

We realize this inventory list does change from time to time. To make sure it is updated correctly whenever equipment is modified, new equipment is brought into the facility, the facility is expanded, or our energy systems are modified or added to, the appropriate list is reviewed and updated if necessary. Also, these lists are reviewed during the annual inspection of Energy Control Program.

The actual inventory lists are located at the end of the Lock Out/ Tag Out section. They should be copied and filled out as necessary.

As part of our inventory process for is identifying equipment and energy sources/ isolations devices, we also identified the devices needed to lock or tag out each item. We assembled this information to determine which type of Lock Out/Tag Out Devices, as well as the sizes and quantities of each type, we needed to have on hand. These devices, along with their locations, have been listed on the following pages.

The need for certain types or quantities of Lock Out/Tag Out Devices, will change from time to time. To make sure this list is revised appropriately, it is reviewed whenever equipment or Energy Isolation Devices are modified, when new equipment is installed, or our sources of energy are modified or updated.

To maintain good control over our Lock Out/Tag Out Devices, a standardized procedure has been implemented for obtaining and returning these devices at central locations. Each central location has been implemented for obtaining and returning these devices at central locations. Each central location has been set up with its own 'Lock Out/Tag Out' devices log. Employees needing Lock Out/Tag Out devices must record the devices they are taking, the date and time when they receive the devices, and sign the log to indicate they have the devices in their possession. When the employees are finished using the devices, they are returned to the central locations and the return date and time noted.

Lock Out/Tag Out Devices

The following lists show all Lock Out/Tag Out devices used by RS Electric Corp, as well as the location of the devices. As much information as possible, has been provided about each device, including dimensions, color, etc.

Lock Out/Tag Out Device	Location
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Energy Control Procedures

Lock out is the preferred method of isolating machines or equipment from energy Sources. It is the policy at RS Electric Corp that all equipment capable of accepting lock out devices will be locked-out and tagged whenever it is undergoing servicing or maintenance. If any equipment exists in our facility that will not accept lock out devices, we will use tag put procedures and devices when working on equipment.

OSHA regulations require any equipment that has undergone major repair, renovation, or modification after October 31, 1989, or any new equipment installed after that date, must accept lock out devices. To assure compliance with this portion of the regulation whenever new machines are installed or major repairs or modifications are performed to our equipment, checks are made to make sure that equipment will accept a lock out device.

There are two types of ENERGY Control Procedures. The first is a "General" procedure, which we use when the equipment and situation qualify for this "exemption" in the OSHA regulations. To qualify for this exemption, the following elements must exist:

The equipment has no potential for stored or residual energy after shutdown.

The equipment has a single energy source, which can be readily identified and isolated.

The equipment is isolated from the energy source and locked out when the equipment is worked on.

A single lock out device will achieve a locked out condition.

The lock out devices will be under the exclusive control of the authorized employee performing the work on the equipment.

Servicing the equipment does not create other hazards for other employees.

There have been no accidents involving unexpected activation or movement of the equipment during previous servicing.

The equipment in our facility that, under the appropriate circumstances, can be locked or tagged out using General procedure is listed on the following page.

EMPLOYEE TRAINING

1. "AUTHORIZED" EMPLOYEES - are trained in three areas:
    a. Recognition of Hazardous Energy Sources.
    b. Ability to identify the type and magnitude of energy available in the facility.
    c. The methods and means necessary to isolate and control this energy

2. "AFFECTED" Employees - Trained in the purpose and the use of the facility's Energy Control Program for equipment they operate or equipment located in areas in which they work.
3. "OTHER" Employees (whose work operations are in areas where Energy Control Program may be used). These employees are trained regarding the appropriate Control Program, as well as the fact they are prohibited from attempting to restart or re-energize equipment, which is locked or tagged out.
4. AUTHORIZED, AFFECTED AND OTHER EMPLOYEES - Are trained regarding the limitations of tags when tag-out systems only are used.

In addition to providing initial training to all categories of employees listed above, both "authorized" and "affected" employees are re-turned in the following situations.

1. When job assignments change.
2. When there is a change in equipment they operate or the processes that they are involved with which resents a new hazard.
3. When there is a change in Energy Control Program affecting employees.

Our employees are also re-trained periodically to keep their knowledge "up-to-date" or whenever any employee is discovered deviating from established Energy Control Program. At the end of the Lock Out/Tag Out Section there are lists of the trainers who are conducting our Energy Control Program "trainers" who are conducting our Energy Control Program training sessions and the areas they are responsible for training.

Additionally, employees who received Energy Control Program trainers are listed, along with the dates of their initial training and any re-training they have gone through.

SECTION 7

CONFINED SPACE

IMPLEMENTATION PROCEDURES

The following steps have been taken by our company to implement and effectively manage this Confined Space Entry Program:

Description	Due Date	Done Date	Initials
Designate a facility "Confined Space Entry Coordinator" with responsibility for overall management of the Energy Control Program			
Set up a "Confined Space" Committee			
Hold Periodic Reviews of the "Confined Space" Program			
Survey the facility for Confined Spaces			
Design a profile for each Confined Space			
Classify the type of each space			
Certify the type of each space			
Conduct inventory of equipment for working in Confined Spaces			
Train employees			

PERMIT REQUIRED CONFINED SPACE PROGRAM

ORGANIZATION

As with many other companies and institutions, we have Confined Spaces within our facility. These spaces are integral to our operations. However, we recognize that sometimes it may be dangerous when employees must enter the spaces to perform maintenance, cleaning or to perform other types of work.

To help protect our employees from accidents and injury in these situations, as well as to comply with the OSHA Permit required Confined Spaces Standard, we have created a Permit require Confined Space Program.

To oversee the development of this program, as well as make sure it is carried out on an ongoing basis, we have set up a Confined Space Coordinator.

Specifically, the Confined Space Coordinator's responsibilities are as follows:

Oversees the development of our facility's Permit required Confined Space Program.
Assigns responsibilities within the program to selected employees, as needed.
Reviews any Confined Space Entry Operations when there is reason to believe the program did not provide employees with adequate protection.
Revises the Program to correct any deficiencies that are found to exist.
Reviews the Program at least annually and revises it as necessary, to ensure that employees are adequately protected from Confined Space Hazards. (The dates of these reviews are recorded on the following page.)

PERMIT REQUIRED CONFINED SPACE PROGRAM REVIEWS

To keep our Permit required Confined Space Program current, and make sure it protects our employees from Confined Space hazards, our Confined Space Coordinator reviews the program on at least an annual basis.

CONFINED SPACE INFORMATION

We recognize that gathering information and doing other preparation is essential to developing our program. In fact, we feel that it is so important that we have incorporated these preparatory steps into the program itself. This allows us to have a single document addressing all the Confined Space activities at our facility.

The first thing we did was to survey our facility, identify any Confined Spaces, and create a "profile" of each space describing it's location, what type of space it is, entrances ands exits, existing hazards, and so on. This information was compiled and listed using the forms on the following pages. The confined Space Entry Coordinator was responsible for seeing that this work was performed and that the information is kept up to date.

As part of this effort, any hazards associated with the space were identified and evaluated (performing testing when necessary for things such as oxygen content, toxic contaminants, etc.). We also determine what steps would be needed to isolate the space. (Such locking or tagging out equipment, installing "blanks" in piping etc.).

This information was noted on each space's "profile". Acceptable entry conditions were determined for each space and the actions that needed to be taken to obtain these conditions (such as inverting or ventilating the atmosphere, purging or flushing the space, etc.) were also noted on the profile.

CLASSIFYING THE SPACES

At the same time, with all the information we had accumulated we were able to apply OSHA's definitions of the three types of Confined Spaces covered by the regulation and determine exactly what type of space each of our spaces was:

Non-Permit

Atmosphere Hazards Only

Permit Required

The classifications were then recorded on each Confined Space Profile. If the space was determined to be a "Non-permit Space" the form on the following page was completed for that space and forwarded to the confined Space Entry Coordinator for future reference.

The confined Space Entry Coordinator was then given the responsibility for classifying any new Confined Spaces that are created in our facility, as well as to periodically review our "Non-Permit" spaces if there are changes in their use or configuration that might increase the hazards to employees entering the spaces (entrants).

Recognizing that employees need to be constantly aware of the "Permit-required Spaces" in our facility, we then assigned the Confined Space Entry Coordinator to implement an on going program to post warning signs at the entrances to each of these spaces, as well as lock or seal any spaces where Confined Space operations would be conducted by outside contractors rather than by our employees.

WARNING SIGNS AND ENTRY BARRIERS

The following Warning Signs and Entry Barriers (such as guard rails, roping, warning tape, etc.) are available in our facility for use during Confined Space entry operations. In addition to the equipment itself, the location within the facility is listed below. After entry operations have been completed, it is returned to its original location.

COMMUNICATION SYSTEMS AND EQUIPMENT

The following Communications Systems and Equipment are available in our facility for use during Confined Space entry operations. In addition to the equipment itself, the location within the facility is listed below. After entry operations have been completed, performed before it is returned to its original location.

PERSONAL PROTECTIVE EQUIPMENT

The following Personal Protective Equipment is available in our facility for use during Confined Space entry operations. In addition to the equipment itself, the location within the facility is specified. After entry operations have been completed, all equipment must be cleaned/decontaminated and any necessary maintenance performed before it is returned to its original location.

EMERGENCY RESCUE INFORMATION

At the same time, we were working to determine how we would handle any emergencies that occurred during our Confined Space operations. The Confined Space Entry Coordinator is assigned the responsibility of working on these considerations and decided that we would use an "in-house" rescue team, backed up by off site rescue services.

ENTRY PERMITS

The Confined Space Coordinator adopted a Standard "Entry Permit" format that was appropriate for our exposures. We chose the permit on the following page for several reasons.

First, it covers all of the information required by OSHA in their Permit required Confined Spaces Standard. Second, it sets this information up in format that is easy to fill out as well as easy to read. Third, it presents the information in what we feel is a logical order so that it will be easy for our employees to work with.

The Coordinator felt that it was exceedingly important to have a well designed Entry Permit, since the Permit "guides" both the Entry Supervisor as well as our other employees through the company's Confined Space operations.

EMPLOYEE TRAINING

The following outline provides a listing of information that should be given to employees as part of the training required by OSHA's Permit-Required Confined Spaces Standard.

CONFINED SPACE ENTRIES ARE NEVER ROUTINE, EVEN THOUGH IT MAY SEEM THAT WE:

Wear the same personal protective equipment.
Run the same tests.
Work with the same crews.

BUT THE CONDIITONS CAN BE DIFFERENT EVERY TIME

Low oxygen levels.
Gas leaks.
Toxic Fumes.
All can be dangerous.

A WRITTEN "ENTRY PERMIT" IS REQUIRED TO WORK IN SPACES THAT HAVE THE FOLLOWING CONDITIONS:

Existence or potential existence of a hazardous atmosphere.
Materials capable of engulfing a worker.
A configuration hat could trap or asphyxiate a worker.
Any other serious hazard to safety or health.

THE BEST WAY TO AVOID THESE HAZARDS IS TO DO ALL WORK FROM OUTSIDE THE CONFINED SPACE.

Not always practical.
Many maintenance/repair jobs are require entry.

IF A FACILITY HAS HAZARDOUS CONFINED SPACES THAT MUST BE ENTERED, A WRITTEN 'PERMIT SPACE ENTRY PROGRAM MUST BE DESIGNED TO:

Regulate Entry.
Control Permit Space hazards.

YOU SHOULD REVIEW YOUR FACILITY PERMIT SPACE ENTRY PROGRAM.

Know where you can find a copy.

WARNING SIGNS WILL BE POSTED AT ENTRANCES TO ALL PERMIT SPACES.

Advising that a written Permit is required for entry.
May advise that the space is completely off limits.

ENTRY PERMIT FORMS ARE DESIGNED BY YOUR EMPLOYER.

Given to Entry Supervisor to fill out.
The supervisor becomes responsible for safety during entry operations.
The supervisor must sign the Permit before entry begins.

CONFINED SPACE ENTRY TRAINING MUST BE PROVIDED TO ALL INVOLVED EMPLOYERS.

Entry Supervisor.
Attendant (monitors activity)
Entrants (do the work)

ALL WORKERS MUST BE WELL VERSED IN THE ASPECTS OF SAFE ENTRY.

Appropriate procedures.
Potential hazards.
Safety Equipment.

IF DESCENT INTO A STRATIFIED ATMOSPHERE OCCURS:

Air must be tested 4 feet ahead of Entrant's travel.
Also must be tested 4 feet to each side.
Entrant's rate of progress must accommodate probe's.
Sampling speed and detector response.

SOMETIMES A SPACE CANNOT BE ISOLATED FOR TESTING:

Often too large.
Or part of a continuous system (such as a sewer).
Testing still must be done to the extent feasible.
Continuous monitoring must be done if entry takes place.

IF YOU WORK SEWERS OR SIMILAR SYSTEMS, YOUR FACILITY MAY EMPLOY SPECIAL GUIDELINES FOR ENTERING THESE SPACES.

EXISTING /POTENTIAL ATMOSPHERE HAZARDS MUST BE ELIMINATED CONTROLLED FOR ENTRY TO TAKE PLACE IN ANY SPACE.

The supervisor must arrange for continuous, forced air ventilation.
Respirators or SCBAs may also be required.

NEVER VENTILATE SPACES WITH PURE OXYGEN.

Dramatically increases chances for fire/explosion.

IF HAZARDS EXCEED LIMITS SPECIFIED IN THE PERMIT:

Space must be evacuated.
Permit must be canceled.

SUPERVISORS MUST ALSO BE AWARE OF NON-ATMOSPHERIC HAZARDS

Materials that could cause engulfment.
Heavy moving machine parts.
Other hazards.

LOCK OUT/TAG OUT PROCEDURES MUST BE FOLLOWED WHEN APPROPRIATE.

Cut off all sources of potential harmful energy.
Shut down moving parts

GLOSSARY OF TERMS

The following terms are important to the understanding of "Confined Space Entry".

Acceptable Entry Conditions: The conditions that must exist in a permit space to allow and to ensure that employees involved with a Permit required Confined Space Entry can safely enter into the work within the space.

Acute Effect: An Adverse effect on a human or animal body, with severe symptoms developing rapidly and coming quickly to a crisis. Examples include dizziness, nausea, skin rashes, and inflammation, tearing of the eyes, unconsciousness, and even death.

Airline Respirator: A respirator that is connected to a compresses breathing air source by a hose of small diameter. The air is delivered continuously or intermittently in a sufficient volume to meet the wearer's breathing requirements.

Asphyxiant: A vapor or gas which can cause unconsciousness or death by suffocation (lack of oxygen). Most simple asphyxiants are harmful to the body only when they become so concentrated that they reduce oxygen in the air. In addition, some chemicals like carbon monoxide function as chemical asphyxiants by reducing the bloods ability to carry oxygen. Asphyxiation is one of the principal potential hazards of working in Confined Spaces.

Attendant: An individual stationed outside one or more permit spaces who monitors the authorized Entrants and who performs all attendants duties assigned in the employer's Permit Space Program.

Authorized Entrant: An employee who is authorized by the employer to enter a Permit Space.

Blanking or Blinding: The absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Capable of being Locked Out: An energy-isolating device will be considered to be "capable of being locked out" in either of the two following situations. If it is designed with a hasp or other attachment to which a lock can be affixed. If it has a locking mechanism built into it. Energy isolating devices will also be considered to be "capable of being locked out" if lock out can be achieved without having to do the following.

Dismantle, re-build or replace the energy-isolating device.
Terminally alter its energy control capability.

Dissipate (Stored Energy): Allowing stored energy to run down or be used up after shutting off the primary energy source.

Double block and Bleed: The closure of a line, duct pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent in the line between the two closed valves.

Emergency: Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the Permit Space that could endanger Entrants.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:

A manually operated electrical circuit breaker.
A disconnect switch.
A manually operated switch by which the conductors or circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently.

A slide grate.
A slip blind.
A line valve.
A block.
Any similar device used to block or isolate energy.

The following devices are not considered to be energy isolating devices:

Electrical
Mechanical
Hydraulic
Pneumatic
Chemical
Thermal
Other Energy

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can be aspirated to cause death by filling or plugging the respirator system, or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry: The action by which a person passes through an opening into a Permit-required Confined Space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the Entrant's body breaks the plane of an opening into the space.

Entry Permit: The written or printed document that is provided by the employer to allow and control entry into a Permit Space.

Entry Supervisor: The person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a Permit Space where entry is planned, or authorizing entry and overseeing entry operations, and for terminating entry.

Note: An entry Supervisor also may serve as an attendant or as an authorized Entrant, as long as that person is trained and equipped for each role he or she fills. Also, the duties of Entry Supervisor may be passed from one individual to another during the course of an entry operation.

Explosive: A chemical that causes a sudden, almost instantaneous release of pressure, gas, or heat when subjected to shock, pressure, or high temperature.

Exposure: Being actually subjected to a hazardous chemical or situation by virtue of physical proximity or other means.

Eye Protection: Recommended safety, glasses, chemical splash goggles, face shields, etc., to be utilized when working with hazardous materials.

Fahrenheit: A scale for measuring temperature. On the Fahrenheit scale water boils at 212 and freezes at 32.

Flammable Limits: The range of gas or vapor concentration in the air that may ignite or explode if an ignition source is present.

Flammable Gas: (1) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen percent (13%) by volume or less: or (2) a gas that at ambient temperature and pressure, forms a range of flammable mixtures with air, wider than twelve percent (12X) by volume, regardless of the lower limit.

Flammable Liquid: Any liquid having a flash point below 100 F (37.8 C) excepts any mixture having components with flash points of 100 F (37.8 C) or higher, the total for which make up ninety-nine percent (99%) or more of the total volume of the mixture.

Flammable Solid: A solid, other than a blasting agent or explosive, as defined in 29 CFR 1910 (a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard.

Flash Point: The temperature at which a liquid will give off enough flammable vapor it will ignite if an ignite source is present.

Fume: Airborne dispersion consisting of minute solid particles arising from the heating solid body, such as lead. This heating is often accompanied by a chemical reaction, such as oxidation.

Hand Protection: Specific type of gloves or other hand protection required to prevent harmful exposure to hazardous materials.

Hazardous Material: Any chemical which is a physical hazard or a health hazard?

Hazardous Ingredients: The hazardous substances that make up a mixture.

Retrieval System: The equipment (including a retrieval line, chest or full body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from Permit Spaces.

Respiratory System: The breathing system: includes the lungs and air passages (trachea or "windpipe," Larynx, mouth and nose) to the air outside the body, for example, inhalation, ingestion, injection, and circulatory supply.

Routes of Entry: The means by which material may gain access to the body, for example, Inhalation, ingestion, injection, and circulatory supply.

Self-Contained Breathing Apparatus (SCBA): A respiratory protection device, containing its own independent supply of breathable air.

Skin Absorption: Ability of some hazardous chemicals to pass directly through the skin and enter the bloodstream.

Stored Energy: Energy that remains in a machine or piece of equipment once that machine has been "turned off" and isolated from its source of energy. Stored Energy may be contained in devices such as:

Springs
Fly Wheels
Capacitors
Pressure Systems
Hydraulic
Air
Gas
Steam
Water

Stored energy is sometimes also referred to as "Residual" energy.

Supplied Air Respirators: Airline respirators or self-contained breathing apparatus.

Tag Out: The placement of a tag out device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated.

Tag Out Device: A prominent warning device, such as a tag and its means of attachment, which can be securely fastened to an energy-isolating device in accordance with an established procedure. This device must indicate that the energy-isolating device is removed.

Teratogens: A substance or agent to which exposure of a pregnant female can result in malformation in the fetus. An example is thalidomide.

Testing: The process by which the hazards that may confront Entrants of a Permit Space are identified and evaluated. Testing includes specifying the tests that are to be performed in the Permit Space.

Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized Entrants and to determine if acceptable entry conditions are present immediately prior to and during, entry.

Toxic Substance: Any substance which can cause acute or chronic injury to the human body, or which is suspected of being able to cause diseases or injury under some conditions.

Toxicity: The sum of adverse effects resulting from exposure to a material, generally by the mouth, skin, or respiratory tract.

Vapor: The gaseous form of a solid or liquid substance as it evaporates.

Ventilation: Circulating fresh air to replace contaminated.

Verify: To check or assure that an action has been taken or that an expected result of that action has been attained.

The following instructions are for the correct use of forms involved in the PPE Hazard Assessment.

I. Hazard Assessment worksheet

A. Make a copy of the worksheet for each area or department surveyed during assessment.

B. Provide findings of assessment on worksheet.

II. PPE Certification of Hazard Assessment

A. This page should be copied, completed and signed after the workplace assessment has been accomplished.

III. PPE Training Worksheet

A. This page should be copied and a copy distributed to each affected employee during training.
B. Each employee must complete and sign the training form.
C. The individual performing the training must complete and sign the form.

IV. Training Quiz

A. This page should be copied, (without the answers of course) and distributed to each employee.

V. PPE Inspection Form

A. This form should be copied, completed, and signed whenever inspections are performed on PPE.

PPE CERTIFICATION OF HAZARD ASSESSMENT

The _____ Company has performed the hazard assessment of the workplace to necessitate the distribution and use of PPE. The assessment was performed by _____ who is the _____ for the company.

It was discovered during the survey certain PPE is necessary to protect the following body areas for safe job performance.

- ☐ Eyes
- ☐ Face
- ☐ Head
- ☐ Hands
- ☐ Feet

The proper PPE has been purchased and provided to the affected employees. The necessary training on PPE shall be provided top include proper wear, disposal, care, etc.

_____
(Employer Representative)

Comments: _____

_____

_____

_____

GUIDELINES FOR EMPLOYEE SAFETY AND HEALTH

EVERY BUSINESS ORGANIZATION, regardless of size, should have an employee health program. Safety must be an integral part of daily activities. Employee safety and health should not be left to chance. Everyone in the organization is responsible for assuring safe working conditions and practices.

	RESPONSIBILITIES	DUTIES
MANAGEMENT	Safety begins with management commitment and participation. They must set goals, establish accountability and become involved. Leadership cannot be delegated. A poor safety record is a management problem.	Communicate safety commitment and policy. Attend company safety functions. Review accident reports and safety activity. Set a good example.
SAFETY COORDINATOR	Responsible for the program. It may be a part time position, but time must be devoted to safety activity. A committee may perform this function.	Develop educational programs. Arrange for training new employees. Develop written safety rules. Assure compliance with government regulations. Arrange for workplace inspections. Investigate accident causes. Provide First Aid facilities. Provide periodic reports for management.
SUPERVISORS	Supervisors must build safety into the work process, and be alert for safety and health problems.	Train new employees. Retrain present employees. Make inspections. Prepare accident reports. Enforce safety rules. Correct unsafe acts and conditions.
EMPLOYEES	Workers must learn the hazards of their jobs and abide by the safety rules. The program requires the wholehearted support of those it was designed to protect.	Abide by the safety rules. Report hazardous conditions. Communicate safety to other employees.

WHEN AN ACCIDENT OCCURS

When an employee has reported an accident or illness, it is important to take the steps listed below. These steps are important to prevent the accident from happening again, to protect the employee and to protect the company. They are designed to enable the company to put the employee back to work as soon as possible.

At the time of the Accident:
1. First take care of the injury. Ensure the employee gets proper first aid and medical treatment, if necessary.
2. If the employee needs to see a medical professional, the company has the right to send the employee to the professional of their choice. Fill out the Return to Work Authorization Form and give it to the employee to give to the physician, if possible. Also give the employee the Injury Instructions (both forms are found at the back of the Supervisor's manual). If it is not possible to give the employee the forms before they leave, send them to the employee as soon as possible.
3. Notify the Safety Coordinator. The Safety Coordinator should note the accident in the OSHA log.
4. Take immediate action to correct any unsafe acts or conditions that caused the accident. Under no circumstances should another employee be allowed to repeat those actions or be exposed to those conditions.

WITHIN 24 HOURS:
1. Make a report of the accident using the Report of Occupational Injury and Illness form included in the forms section of this manual. Both the employee and their supervisor should fill out the reports and submit them to the Safety Coordinator for review by the Safety Committee.
2. Notify your insurance carrier and fill out a "First Report of Injury: form (provided by the carrier).
3. Call the employee. Keep them informed of what to expect from the company and the insurance carrier. Ask about the treatment received, the employee's special needs and concerns, and let them know the company is committed to the employee's care and recovery.
4. Follow up with the physician. Discuss the employee's job duties, options for returning them to work and any light duty restrictions.
5. The employee should be returned to work as soon as possible, under the light duty if necessary. If they return under light duty policy, fill out the Return to Work Agreement Form.

While the employee remains away from work, monitor progress with the employee and physician at least every two weeks.

ACKNOWLEDGED BY: _____ Date: _____

NEAR MISS INCIDENT REPORT

A near miss incident is one where something occurred which could have resulted in bodily injury or property damage. Anyone may submit a Near Miss Report.

Date: _____ Department: _____

Briefly state what happened and where:

_____

_____

_____

What do you suggest be done to prevent this from happening again?

_____

_____

_____

_____

With 5 being the most serious, list how likely this is to happen again. 1 2 3 4 5

With 5 being the most likely, indicate the likelihood this would result in personal injury. 1 2 3 4 5

Please route to:

Department Supervisor:
Plant Manager
Safety Coordinator

INJURY INSTRUCTIONS

We regret that you have been injured and want you to return to work as soon as possible.

IMPORTANT

Please follow the instructions below so we may pay for all medical bills related to your injury:

1) Go to: **Company Doctor _____**

You're General Practitioner_____

Emergency Room _____

They will treat you and send the bills to us. Any related bills should be forwarded to our office. If you are unable to return to work, the doctor will inform you. He will also release you to go back to work when you are able.

2) If you are off work more than one day, call our office daily so we know how you are doing. If there is anything we can do to help in your recovery, let us know.

We want you to come back to work!

Contact: _____

Phone: _____

RETURN TO WORK AND LIGHT DUTY JOB POLICY

If you become ill or injured as a result of a job related accident, you will be missed by other employees working in your department. Employees have a responsibility to return to work at the earliest possible time, consistent with your health and safety.

We will actively see return disabled employees covered by workers compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider.

If necessary, a temporary job may be provided for you that are within your physical capabilities, consistent with company needs. Even working partial capacity will assist your fellow workers in completing the work. Efforts will be made to return you to your previous job, when possible.

Listed below are some examples of light duty jobs which we can have available for you to do, depending on your injury, capabilities, and company needs.

_____

_____

_____

_____

_____

_____

_____

_____ _____ _____

Owner/Officer Signature Title Date

RETURN TO WORK AGREEMENT

Employee Name: _____

RS Electric Corp agrees that the following represents the restrictions, which you are able and have agreed to return to work as of _____ (date).

The restrictions are:

_____

_____

_____

_____

RS Electric Corp will not require you to perform any tasks beyond those restrictions. If you are asked to do so by any employees or agents, please decline. They may not be aware of the restrictions shown above.

By signing below, you agree and verify that you will not do anything beyond the noted restrictions either here at work, beyond the work site, at home, or at recreation until such time as the doctor has released the restrictions and RS Electric Corp has been notified to that effect.

_____

Signature - Employer

_____

Signature - Employee

_____

Date

RETURN TO WORK
AUTHORIZATION FORM

Our company has a transitional work program, which provides temporary jobs that injured employees should be able to safely perform during the recovery period. Completion of this form will allow us to identify an appropriate assignment for this employee. Thank you for your cooperation and prompt response.

Employee _____

Company Contact _____

Phone _____

Date _____

Applicable shift
Duration_____

Diagnosis _____

Work Related Non- Work Related

Submit claim to: _____

Treatment: _____

Disposition: _____

Return to work (no limitation) _____

Return to work date (with limitations) From_____ to _____

Unable to work date (with limitations) From _____ to _____

Return to Clinic on _____

Prognosis: _____

Referral to Consult/Doctor _____

Date/ Time _____

EMPLOYEE ACKNOWLEDGEMENT
OF SAFETY RESPONSIBILITIES

I have read and understand the attached Company Safety Policy and Procedures Handbook and its corresponding rules and regulations. I understand that the final responsibility for safety rests with the individual employee and that I am responsible accountable to follow all safety precautions and rules to protect myself, my fellow workers, and the image of RS Electric Corp. I further understand that the violation of these rules or the act of not wearing any required personal protective equipment while working could result in disciplinary action being taken up to and including termination of my employment with RS Electric Corp.

_____ _____

Employee Signature Date

_____ _____

Witness Date

HAZARD COMMUNICATION TRAINING OUTLINE

JOB SITE TRAINING GUIDE

Before any employee starts to work they should receive:

a. An explanation of the Written Hazard Communication Program.
b. An explanation of the OSHA Standard.
c. Training in understanding Material Safety Data Sheets.
d. A review of the MSDS'S for specific material the employee will be using.
e. Made aware of the location of the communication systems and all emergency phone numbers.
f. Details and explanation of labeling system.
g. Methods of detecting the presence or release of hazardous chemicals:
h. Physical and health hazards of hazardous chemicals in the work place.
i. Measures that can be taken to protect employees from hazardous chemicals:
    1. Work Practices
    2. Personal Protective Equipment
    3. Engineering Controls
    4. Appropriate Emergency Procedures, including First-Aid and Spill/Leak procedures.

Training Documentation for Hazard Communications Standard
Notice: This should be completed by every employee before their initial work assignment.

1. I have received training and understand how to read the Material Safety Data Sheets (MSDS) and container labels regarding hazardous products.
2. I understand that I am required to review MSDS'S for any material I am using for the first time.
3. I know where the MSDS'S for my work are kept and understand that they are available to me for review.
4. I understand that I am required to follow the necessary precautions outlined to be taken in the MSDS'S when working with covered products including the use of protective equipment.
5. I know where emergency phone numbers and communication systems are and the location of medical, fire, and other emergency supplies.
6. I know who my supervisor is in case of emergency.
7. I am aware of my right to obtain copies of the Hazardous chemical list. Written Program. Standards and MSDS'S.

_____ _____ _____

Employee Signature Date Job Location

BLOODBORNE PATHOGEN PROGRAM TRAINING OUTLINE

Before an employee starts work in a job classification in which they may come into contact with human blood or other potentially infectious materials which may result in possible exposure to blood borne pathogens to they should receive:

A. Access to a copy of the regulatory text of the Blood borne Pathogens Standard and an explanation of its contents.
B. A general explanation if the epidemiology (characteristics) and symptoms of blood borne diseases.
C. An explanation of how blood borne pathogens are transmitted.
D. A review of this facility's Exposure Control Plan and how an employee can obtain a copy of the written plan.
E. An explanation of how blood borne pathogens are transmitted.
F. A review of methods that will prevent or reduce exposure to blood borne pathogens such as work practices and the use of personal protective equipment.
G. Information of the use of personal protective equipment including the basis of selection, types available, location, proper use, removal and handling decontamination and disposal.
H. Review of labels and signs required under the standard.

I have received the above information.

_____ _____ _____

Employee Signature Date Location

BLOODBORNE PATHOGEN PROGRAM TRAINING OUTLINE

Since first aid or similar may arise at any time, **all employees** should receive a brief explanation of the following areas concerning their possible exposure to and precautions for Blood borne Pathogens.

A. Access to a copy of the regulatory test of the blood borne Pathogens Standard and an explanation of its contents.
B. A review of their facility's Exposure Control Plan and how an employee can obtain a copy of the written plan.

C. Information of the use of personal protective equipment including the basis of selection, types available, location, proper use, removal and handling, and decontamination and disposal.

I have received the above information.

_____

Employee Signature

PERSONAL CONDUCT

1. Each employee shall comply with Company safety and health standards and all rules, regulations, and orders, which are applicable to his own actions and conduct. Violations shall be considered sufficient grounds for disciplinary action.
2. Employee is expected to be alert and businesslike in his work, courteous and considerate in all his contacts.
3. Employee shall perform his work in a safe and thoughtful manner and be on the alert for the possibility of unseen danger or developments. Employee is not expected to unnecessarily sacrifice his own, or others safety in the performance of his duties.
4. Use, distribution, or being under the influence of alcohol or illegal drugs will not be permitted during working hours, lunch or break times, or while operating Company property.
5. Practical joking or horseplay while on the job is prohibited.
6. An employee shall not distract the attention of another worker from his job until it is determined no danger will result there from.
7. Employee shall not use compressed air or other compresses gasses for cleaning his clothing because of the dangers of flying particles and the possibility of forcing air through his pores into the bloodstream.

PHYSICAL FITNESS

1. An employee, who is unable to perform his duties safely because of illness, the effect of medicines and drugs, or other disability, shall promptly report his condition to his supervisor.
2. After absence from work because of illness or injury, an employee may be required by department head to take a physical examination by the company designated physician to determine his fitness for duty. He shall also have written release from his doctor, if he was under a doctor's care prior to being examined by a designated physician.
3. Injuries to employees shall receive prompt first aid attention.
4. If in the case of a personal injury accident, in which proper first aid report has been submitted subsequently, while the employee is off the job, the services of a physician are required as a result of the accident, the employee should contact his supervisor or other responsible Company authority to obtain authorization for attention by a Company designated physician or hospital.
5. In the case of an injury, not of the critical nature, but requires the services of a physician, the injured employee should be taken to the nearest physician.
6. In the case of a critical injury, the supervisor or Human Resource Director should be notified and the injured employee taken to the hospital.

EMPLOYEE TRAINING

Many people do not realize the difference between training a worker and providing instructions. While both are necessary, there is a difference. Employees should be given instructions, by telling them how a job should be done. After that, on the job training is usually needed. Because of the daily contact with each employees, the supervisor has the best opportunity to train each person. As the supervisor explains the job at hand, he can also stress safety is an important part of the process.

When a new piece of equipment arrives, or there has been a major modification on an existing piece of equipment it is a good idea to explain the safety aspects of the operation. This can be done by a qualified representative from the equipment supplier or the maintenance department.

At the start of any new operation involving changed conditions, it is worthwhile to get the employees together and explain the work in detail and the hazards and controls. This is especially important if the work is of an unusual nature not normally performed by the employees involved.

ATTITUDE DEVELOPMENT IN RISK CONTROL

On the premises people can do almost anything if they want to, it follows that attitudes govern actions of people. Outstanding safety records have been made when an attitude has been developed and maintained throughout the organization that everyone is committed to the idea of performing accident free work. If management is truly enthusiastic about accident prevention and instills this spirit in its supervisory staff, the feeling will catch on all down the line. The same holds true for an indifferent attitude. The initial rule in development of good attitudes is setting the right example.

Management and supervisory personnel must follow established safety rules without exception. There must be continued support of the program by both management people say and what they do. Managers and supervisors must lead by example. A basic incentive in developing good attitudes is maintaining the working areas clean, orderly fashion. Poor housekeeping quickly destroys the positive attitudes necessary to keep the work place safe. Attitude is the main theme of all Safety Meetings presentations. This message combined with your example puts the employee into the right attitude about safety.

Correcting unsafe acts or conditions

Generally, accidents result from two sources: unsafe acts and unsafe conditions. Managers and Supervisors should make it a standard practice to look for unsafe acts and unsafe conditions on every visit to the work area and demand immediate correction will be made. Normally, corrective action should be completed by following the chain of command. However, when a safety violation is serious and lives are in jeopardy, immediate action is called for.

The goal is to get employee to appoint where they also recognize the risks they are about to take. This comes back to the importance of a positive attitude.

Purpose and Organization

The major goal of our company is to minimize the incidents of illness and injury experienced by our employees. Because we recognize that some of the work that we do has the potential to expose our employees to lead, we have committed ourselves to doing as much as is practically possible to protect them from lead overexposure. To attain this objective we have created this written Lead Exposure Compliance Program that follows the requirements laid out by OSHA in their Lead Standards.

To oversee the development of this program, as well as make sure it is carried out on an on-going basis, we have set up a "Lead exposure Compliance Committee." This committee is composed of the following individuals:

1. Lee Sunderman
2. Curtis Wandfluh
3. Cris Ray
4. Site Foreman

Specifically, the Committee's responsibilities are as follows:

1. Oversees the development of our written "Lead Exposure Compliance Program"
2. Assigns responsibilities within the program to selected employees, as needed.
3. Oversees the implementation of the Compliance Program.
4. Conducts a frequent and thorough inspection of our job site to make sure that our Compliance Program is protecting employees from excessive lead exposure.
5. Reviews any of our operations when there is reason to believe that the program did not provide employees with adequate protection.
6. Revises the program to correct any deficiencies that are found to exist.
7. Reviews the program at least every six months to ensure that employees are adequately protected from lead exposure.

LEAD EXPOSURE COMPLIANCE PROGRAM

FOR

RS ELECTRIC CORP

Head, Eye, Face, and Foot Protection Criteria

Criteria for Protective Helmets:

- **A.** Protective helmets purchased after July 5, 1994 shall comply with ANSIZ89-1986 "American National Standard for Personnel Protection"-Protective headwear for Industrial Workers-Requirements which is incorporated by reference or shall be demonstrated to be equally effective.
- **B.** Protective helmets purchased before July 5, 1994 shall comply with ANSI standard "American National Standard Safety Requirements for Occupational and Educational Eye and Face Protection" which is incorporated by reference, or shall be demonstrated by the employer to be equally effective.

Criteria for Protective Eye and Face Devices:

- **A.** Protective eye and face devices purchased after July 5, 1994 shall comply with ANSI Z87.1-1989, "American National Standard Practice for Occupational and Education Eye and Face Protection" which is incorporated by reference, or shall be demonstrated by the Employer to be equally effective.
- **B.** Eye and Face protective devices purchased before July 5, 1994 shall comply with ANSI "USA Standard for Occupational and Educational Eye and Face Protection" Z87.1-1968, or shall be demonstrated by the employer to be equally effective.

Criteria for Protective Footwear:

- **A.** Protective footwear purchased after July 5, 1994 shall comply with ANSI Z41-1991 "American National Standard for Personal Protection-Protective Footwear", which is incorporated by reference or shall be demonstrated by the employer to be equally effective.
- **B.** Protective Footwear purchased after July 5, 1994 standard "USA Standard for Men's Safety-Toe Footwear", Z41.1-1967, which is incorporated by reference or shall be demonstrated by the employer to be equally effective.

Selection Procedures for Hand Protection:

- **A.** As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types.
- **B.** The work activities of the employee should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.
- **C.** In Order to properly select gloves for protection against chemical hazards, the toxic properties of the chemicals must be determined, in particular, the ability of the chemical to cause local affects on the skin and/ or pass through the skin.

D. For mixtures and formulated products (unless specific test data are available) a glove should be selected on the basis of the chemical component with the shortest breakthrough time.

E. Employees must be able to remove the gloves in such a manner as to prevent skin contamination.

UNSAFE ACTS	**UNSAFE CONDIITONS**
1) Operating without Authority _____	1) Inadequately guarded _____
2) Operating unsafely _____	2) Unguarded _____
3) Disabling Safety Devices _____	3) Defective Tools or Equipment _____
4) Using unsafe equipment _____	4) Unsafe Design or Construction _____
5) Unsafe loading, placing, mixing, _____	5) Hazardous arrangements _____
6) Taking unsafe position _____	6) Unsafe Illumination _____
7) Working on moving equipment_____	7) Unsafe ventilation _____
8) Distraction, testing, horseplay _____	8) Unsafe clothing _____
9) Not using PPE _____	9) Inadequate instructions or rules _____
10) Failed to follow instructions or rules____	10) Basic cause or contributing cause _____

Follow up Action (include actions, assignments, completion dates)

_____

_____

_____

_____

Date_____ Signature of Safety Coordinator _____

Remember…

Be mindful of the hazards in your work area…know how to recognize them.
Once hazards are identified, know how to select appropriate Personal Protective Equipment.

Know where PPE is kept in your facility.

Do not use lightweight equipment, like "Bump caps" when heavier gear is needed.
Respirators are especially important…know which filters can protect you from different hazards.

Clean and store your Personal Protective Equipment after each use.
Check PPE periodically for damage or wear…repair it when necessary.

QUIZ

1. True or False…Leather or metal mesh gloves provide the best protection when working with sharp tools? _____True _____ False

2. Soft rubber sole safety shoes are best on what surfaces?
   Only concrete—Dry surfaces—Wet Wood

3. True or False…In most cases hard hats and bump caps are interchangeable?
   True _____ False_____

4. The best protection from chemical splashes is _____?
   Safety Glasses –Goggles—Visors

5. Canal Caps are examples of what type of ear protection?
   Disposable plugs—Reusable plugs—Earmuffs

6. The initials SCBA stand for what?
   Safety Contained Breathing Apparatus
   Scrubbed Chemical Breathable Air
   Self contained Breathing Apparatus

7. Cartridge Air Filters are labeled and color-coded to provide what information?
   What model of respirator they can be used with.
   What substances they filter out.
   How long they are good for.

PPE EMPLOYEE TRAINING WORKSHEET

Date: _____

Position of Employment: _____

Employee Name: _____

PPE Required: _____

1. Employee has been informed when PPE is necessary.
   _____Yes _____No

2. Employee has been informed of what type PPE is necessary.
   _____Yes _____No

3. Employee understands and can demonstrate how to properly wear and adjust
   _____Yes _____No

4. The limitations of PPE are explained and are understood by employee.
   ____Yes _____No Training included _____

5. The proper care, maintenance useful life and disposal of PPE is clearly understood and demonstrated by employee.
   _____Yes ____No Training Included _____

I _____, have received training on PPE from
Employee

_____, and through this training clearly understand

How to properly wear, maintain, adjust and dispose of such equipment.

Retraining is required when there are:
1. Changes in the workplace that render previous training obsolete.
2. Changes in the types of PPE to be used renders training obsolete.
3. Inadequacies in an affected employees knowledge or use of assigned PE indicates

that the employee has not retained the requisite understanding or skill.

RETURN TO WORK AND LIGHT DUTY PROGRAM

Returning the injured employee to work as soon as possible has a positive effect on both the employee and the company. The employee is reminded that they are an important part of the operation and the company does not want to lose a valuable trained, employee. Getting the employee back to work as soon as possible is also an effective way to reduce worker's compensation claims.

There are many levels of injuries. The more serious the injury, the higher the chances, that the employee will suffer psychological and morale problems. The employee may fear losing a significant amount of income and even losing his job. The company representative should discuss the employee's worker's compensation benefits and, as much as possible, the future of their job. It is important that the employee be put at ease as is possible, the future of their job. It is important that the employee be put at ease and assured that they have a future with the company.

Employees should be notified of the Return to Work Policy when they are first hired and should be told that the company will make reasonable accommodations to put them back to work if they have been injured. They should also be given a list of light duty jobs.

Some injuries may require time away from work for recuperation. In these cases, the company should work out a schedule to return the employee to work between the company, the employee, the physician, and insurance provider. The company should advise the parties involved of the Return to Work Program and the availability of light duty work. Usually, having the employee go back to work, even if its light duty work, is preferable to having the employee take time off work.

It should be noted that often the company has the right to stop insurance payments if the employee is released to light work and refuses it.