



**COMPLIANCE SOLUTIONS & CONTRACTING**

Putting your plan to action to insure satisfaction..

A photograph of a construction worker wearing bright yellow safety pants with reflective silver stripes and a dark jacket. The worker is holding a shovel with a wooden handle and a metal head, which is positioned over a large, dark, rectangular object, possibly a piece of machinery or a large brick. The background is blurred, showing another person in green safety gear.

We work closely with our clients to meet project deadlines while maintaining budget requirements and client expectation. We're proud to be a Dynamic Contracting Service in the Boise area, and willing to go the extra mile whenever and wherever we're needed. Contact us today to get in touch with our team of experienced professionals.

# Employee Handbook

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# COMPLIANCE SOLUTIONS & CONTRACTING

## EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION

To: Department Managers  
Supervisory Personnel  
Employees  
Applicants for Employment

RE: Equal Employment Opportunity/Affirmative Action

Objective: To obtain qualified employees consistent with position requirements;  
to seek, employ, promote, and treat all employees and applicants for  
employment without discrimination as to race, color, religion, sex, age,  
handicap, or national origin.

It is the policy of Compliance Solutions & Contracting to give equal opportunity to all qualified person without regard to race, color, religion, sex, marital status, age, handicap, or national origin.

All employment practices are to provide that all individuals be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualification and treated equally in these and all other respects without regard to race, color, religion, sex, marital status, age, handicap or national origin

It shall be considered the responsibility of every supervisory employee to further the implementation of this policy and ensure conformance by their subordinates.

Supervisory personnel as well as those responsible for hiring new employees must take all necessary action in the elimination of possible discrimination towards employees and applicants for employment with Compliance Solutions & Contracting. In all categories and levels of employment and employee relations.

Responsibility for seeing that this policy is continuously followed has been assigned to John Blake. The designated official shall work with monitoring the progress being made.

Signature: Cheryl Teague



As an employee with Compliance Solutions & Contracting / Bar 7, LLC I agree to the following  
Cell Phone Safety and use policy:



**Bar 7, LLC.**

### **Company Cell Phones**

- Employees provided with company cell phones must respect that these phones are meant for business purposes.
- Employees are encouraged to use their company cell phones sparingly when it comes to personal calls and texts.
- Employees must not make international calls using their company cell phones, unless those calls are explicitly for business purposes.
- Employees understand that the company cell phones are property of the company, and are therefore revocable at any time.

### **Cell Phone Use in the Office**

- Personal cell phone calls are to be kept a minimum during office hours, and must never disrupt the work of the employee or those around him/her.
- Employees must avoid loud or distracting ringtones, and should instead keep their phones on silent or vibrate whenever possible.

**USE OF A COMPANY OWED CEL PHONE IS PROHIBITED DURING THE OPERATION OF ANY COMPANY VEHICLE. VIOLATION OF THIS RULE MAY BE ROUNDS FOR DISSMISAL. DRIVING WHILE TEXTING AND/OR TALKING ON THE PHONE IS INCREDIBLY DANGEROUS, EVEN IN YOUR OWN PERSONAL VEHICLE.**

**I have read, understand and agree to comply with the above conditions of this agreement.**

Employee Name (Print):	Date:
Employee Signature: <b>INFORMATION ONLY</b>	

All Employees operating a company owned vehicle agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of an employees privilege to operate vehicles or termination under some circumstances.



**Bar 7, LLC.**

- Employee must maintain a proper and current drivers license for the type of company vehicle they are operating and notify management immediately if they no longer have a valid license.
- Employee will notify the company of any citations received while operating a company vehicle.
- Employee must follow generally accepted safe driving practices and obey traffic regulations.
- Employee is responsible for maintaining a MVR within established company guidelines.
- Employee will ensure that all occupants of a company owned vehicle are properly wearing safety belts while the vehicle is in motion.
- Employee authorizes the company to obtain and review the motor record of the employee.
- Employee is responsible for ensuring that the vehicle is properly maintained. This includes having the vehicle serviced at regular service intervals by a qualified mechanic.
- The vehicle may be used for non-business use in accordance with the conditions outlined in this agreement. The Employee agrees to operate the vehicle in such a manner that will not expose the company to excessive liability or risk.
- Spouses may operate company vehicle if over the age of 25. The personal use privilege is not extended to children, parents, siblings or any other person.
- Company vehicles are not to be used for family vacations.
- Employee is responsible for any parking or traffic violations while operating a company vehicle.
- Employee must report all accidents immediately to foremen or supervisor.
- Employee will be responsible to pay any deductible in the event an accident is deemed avoidable.
- Employee will not make any modification or add equipment to any company vehicles.
- No hitchhikers are allowed in company vehicles.
- Vehicles are not to be loaned to any employees not allowed to operate vehicles.
- Towing of mobile homes, travel trailers, or any type of recreational or utility trailer is prohibited.
- Employee is responsible for parking in safe and legal areas.
- The use of alcohol and controlled substances prior or during operating vehicle is prohibited.
- Any hazardous substances, chemicals or dangerous goods are prohibited from being carried in company vehicle.

This authorization may be terminated by the company at any time.

**I have read, understand and agree to comply with the above conditions authorizing me to drive a company vehicle.**

Employee Name (Print):	Date:
Employee Signature:	<div style="border: 2px solid blue; border-radius: 15px; padding: 10px; text-align: center; font-weight: bold; font-size: 1.2em; color: blue;">             INFORMATION ONLY           </div>

By accepting and using the CSC/BAR 7 Credit Card, I hereby agree to the following terms and conditions:



**Bar 7, LLC.**

- Use of this card will be restricted only to business purposes. I understand that use of this card for any expenses that are not strictly business-related is cause for immediate revocation of the card and disciplinary action up to and possibly including termination of my employment with CSC/BAR 7.
- I understand that I am responsible for the direct payment of all expenses due on the CSC/BAR 7 Credit Card and that I need to submit an approved Travel & Expenses form to the company's Account Payable department in order to be reimbursed for such business expenses.
- I agree to pay all balances due to promptly and in accordance with the issuing credit card company's terms and conditions. If CSC/BAR 7 receives notice from the credit card company that the balance on my card is past due, I understand that CSC/BAR 7 has the right to immediately revoke my cardholder privileges. I further agree that CSC/BAR 7 has the right to withhold from my paycheck any amounts due on my company credit card if I fail to meet payment obligations. I understand that such event may be considered cause for termination of my employment with CSC/BAR 7.
- Upon termination of my employment with CSC/BAR 7, I agree to promptly return the company card. I also agree to pay all amounts due to the issuing credit card company prior to my termination with CSC/BAR 7. If I fail to meet such payment obligations, I hereby authorize CSC/BAR7 to deduct amounts due from my paycheck to the extent necessary to satisfy my obligations thereunder.

This authorization may be terminated by the company at any time.

**I have read, understand and agree to comply with the above conditions of this agreement.**

Employee Name (Print):	Date:
Employee Signature: <b>INFORMATION ONLY</b>	



& Contracting

# **Employee Safety Handbook**

A Guide to Safety Policies  
and  
Procedures

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## Commitment to Safety

Compliance Solutions & Contracting recognizes that our employees are what drive the company to success. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Compliance Solutions & Contracting's employees will take into account the intent of this policy. No duty, not matter what its perceived result, will be deemed more important than employee health and safety.

Compliance Solutions & Contracting is strongly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, community, and Compliance Solutions & Contracting.

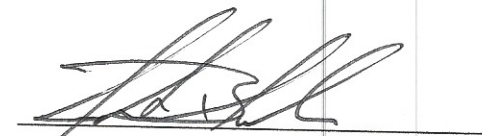
Employees are encouraged to report any unsafe work practices or safety hazards encountered on the jobsite. All accidents or incidents are to be immediately reported to the supervisor or foreman on duty.

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

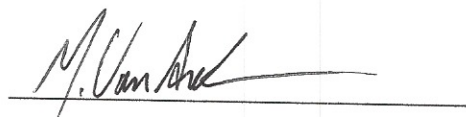
Compliance Solutions & Contracting will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Compliance Solutions & Contracting subscribes to these principles.

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

All employees at Compliance Solutions and Contracting must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy.



Owner- John Blake



Safety Coordinator- Mike Van Artsdalen

## **Employee Safety Responsibilities**

The primary responsibility of each employee of Compliance Solutions & Contracting is to perform his/her duties in a safe manner in order to prevent injury or harm to themselves or others.

As a condition of employment, employees must become familiar with, observe, and obey Compliance Solutions & Contracting's rules and policies for health and safety. Additionally, employees must learn the approved safe practices and procedures that apply to their work.

Before beginning a project, employees should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he/she is under instruction to **NOT** begin the task until he/she discusses the situation with their supervisor. Together, they will determine the safe way to complete the task.

**IF**, after discussing a safety situation with the supervisor, an employee still has questions or concerns, he/she must contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes to be unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

## **General Safety Rules**

### **Conduct**

Employees are required to work in an injury-free manner, displaying a professional work behavior. Conduct that places the employ or others at risk, or which threatens or intimidates others is forbidden. Horseplay, practical jokes, etc., are forbidden.

### **Drug and Alcohol**

Use and/or possession of illegal drugs or alcohol on company property or company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

### **Housekeeping**

You are responsible to keep your work area and equipment clean and safe at all times. Put tools and equipment away where you got them as you are finished with them.

### **Injury Reporting**

All work related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Compliance Solutions & Contracting provides transitional return to work jobs for employees injured at work. Transitional work is meant to allow the injured or ill employee to heal under doctor's care while he/she remains productive. Employees are required to return to work immediately upon release.



## **Off-Site Safety**

Employees of Compliance Solutions & Contracting are required to follow all safety and security procedures during off-site visits.

If your contact person does not advise you regarding safety hazards, consider the following:

- Emergency exit locations
- Look where you are walking to avoid any trip, slip, or fall hazards. When using stairs maintain three point contact. (Hand on rail, feet on stairs)
- When visiting construction sites, eye protection, hearing protection, and hard hats required. This equipment will be in the possession of Compliance Solutions & Contracting employee and not provided by the client.
- Wear shoes/boots that support your feet and are slip resistant.
- Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

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

When working at a customer's location or jobsite, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

## **Safety Orientation Training**

Compliance Solutions & Contracting is committed to providing safety and health related orientation and training for all employees at all levels of our company. CSC will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

- Company specific accident and incident data
- Hazards associated with the work area
- Hazards associated with a specific job or task
- Operation of specific equipment
- Personal protective equipment
- Emergency procedures
- Employee accident reporting requirements
- Any OSHA required training not included or addressed above

## **Periodic Inspections**

It is the policy of CSC that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.



## **Incident Reporting**

- 1) Any work-related injury or suspected injury must be reported immediately to your supervisor, Job Site foreman and Human Resource. A First Report of injury form must be completed. Failure to promptly report an injury may result in disciplinary action.
- 2) Human Resources will issue a claim number for the injured employee to take to the treating medical practitioner.
- 3) After each practitioner appointment, the employee must report to his/her supervisor and H.R. to review their progress.
- 4) Compliance Solutions & Contracting provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
- 5) An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

## **Return to Work Program**

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to work-related conditions. We believe that such absences cost both CSC and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Compliance Solutions & Contracting has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Our company wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assigned. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

## **Employee Procedures**

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Compliance Solutions & Contracting will not accept a general note stating that you are only to be off work.
- Under this program, temporary light duty work is available for up to 60 days while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond 60 days, up to a maximum of 6 months, will be evaluated on a case-by-case basis.

- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your nonbeing eligible for full disability benefits under the workers compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences CSC approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/ Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## **Emergency Action Plan**

### **General Emergency Guidelines**

- Stay calm and think through your actions
- Know the emergency numbers
- Fire/Police/Ambulance -911
- Internal Emergency Number- John Blake 208.869.9311
- Safety Coordinator - Mike Van Artsdalen 208.871.8695
- Know where the exits are located
- In the event of any emergency, do not take elevators; use the stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring
- First aid supplies and emergency equipment are located in the foreman's pickups for use by those who are authorized and properly trained.

### **Evacuation**

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the jobsite. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through.



- Supervisors should be the last persons to leave the area. Check the jobsite to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other conditions, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a jobsite or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to the shelter.

## **Fire Safety**

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call 911 to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - P=Pull the safety pin
  - A=Aim the nozzle at the base of the fire
  - S=Squeeze the operating lever
  - S=Sweep side to side covering the base of the fire

\*When using a fire extinguisher, always stay between the fire and an exit; Stay low and back away when the fire is extinguished.

\*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

## **Medical Emergency**

- Upon discovering a medical emergency, call 911
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any body fluids.
- Send two persons to the entrance to await the fire department. One person should call and hold and elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

## **Severe Weather**

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately inform all employees

- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

## **Sexual Harassment Policy**

Compliance Solutions & Contracting does not tolerate harassment of our job applicants, employees, clients, guest vendors, customers, or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcomed sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individuals or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

- 1) Tell the harasser that his/her actions are not welcome and they must stop, if you feel comfortable enough to do so.
- 2) Report the incident immediately to your Manager, the H. R. Manager, or the Employee Relations, Department.
- 3) Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Compliance Solutions & Contracting's obligation to investigate and act upon reports of such harassment.



## **Workplace Violence**

- Any employee who feels that he/she has been threatened should immediately report their concern to the supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have any reason to believe that events in your personal life could result in acts of violence and work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

## **Access to Employee Exposure and Medical Records**

Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by our company upon request.

## **Vehicle Use Policy**

To : All drivers of Compliance Solutions & Contracting

Effective: 11/25/14

- This policy applies to:
  - Vehicles owned, leased, or rented to Compliance Solutions & Contracting
  - Personally owned vehicles driven by employees on behalf of CSC.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Compliance Solutions & Contracting.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Compliance Solutions & Contracting business:

- Your Personal Auto Liability insurance is the primary payer. Compliance Solutions & Contracting's insurance is in excess of your coverage.
- Compliance Solutions & Contracting is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.

- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to CSC as soon as possible.

## OSHA Compliance Programs

### Hazard Communication

- 1) All Compliance Solution & Contracting employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
- 2) Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. The MSDS collection should be located in the foreman's pickups. Employees are free to utilize the MSDS as needed.
- 3) General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with the chemicals. Use double layer clothes or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately rinse it/them out with clean, cool water for 15 minutes. Be sure to report injury immediately.
  - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.
- 4) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - a. **Fire** (red background color) - will the material burn?
  - b. **Health** (blue background) - is the material dangerous to my body
  - c. **Reactivity** (yellow background) - is the material dangerously unstable?

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

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

### Blood Borne Pathogens

- 1) Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
- 2) Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
- 3) In the event of a person losing bodily fluids, stay away from the area and warn others to do the same. You can still stay close to the ill/injured person to support them, just be sure to stay out of contact with any bodily fluids.



- 4) In the event that you find spilled bodily fluids, syringes, or other medically contaminated materials, do not attempt to clean it by yourself. Call Human Resources immediately for instructions.

## **Personal Protective Equipment (PPE)**

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a. **Safety Glasses** – must be worn at all times in designated areas.
- b. **Hard Hats** – must be worn at all times in designated areas.
- c. **Reflective Safety Vest** – must be worn at all times in designated areas.
- d. **Gloves** – must be worn at all times when handling sharp or rough stock, welding, or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- e. **Hearing Protection** – required in areas where noise exposure is more than 90dBA (85dBA if already have experienced a hearing loss).
- f. **Protective footwear** – must be worn at all times (boots).

## **Confined Space**

Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmospheric, or entrapment hazards.

## **Respiratory Protection**

- 1) Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained the company's respiratory protection program.
- 2) Inspect respirators for cracked or worn parts before and after each use and after cleaning.
- 3) Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.
- 4) Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
- 5) Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
- 6) Store respiratory equipment in a clean and sanitary location.

## **Fire Prevention & Electrical Safety**

### **Fire Prevention**

- 1) Smoking is only allowed in designated exterior smoking areas.
- 2) No candles or open flames are allowed within the office facility.
- 3) Contractors performing hot work must contact John Blake for approval.
- 4) Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time.

- 5) No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

## **Electrical Safety**

- 1) With the exception of independently fused multi-tap cords for computers, extension cords are not allowed in office areas.
- 2) Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
- 3) Turn electrical appliances off with the switch, not by pulling out the plug.
- 4) Turn all appliances off before leaving for the day.
- 5) Never run cords under rugs or other floor coverings.
- 6) Any electrical problems should be reported immediately.
- 7) The following areas must remain clear and unobstructed at all times:
  - Exit doors
  - Aisles
  - Electrical panels
  - Fire extinguishers

## **General Safety Precautions**

### **Lifting**

- 1) Plan the move before lifting; ensure that you have an unobstructed pathway.
- 2) Test the weight of the load before lifting by pushing the load along its resting surface.
- 3) If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, heavy equipment, or get assistance from a coworker.
- 4) If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworkers.
- 5) Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- 6) Face the load.
- 7) Bend at the knees, not at the back.
- 8) Keep your back straight.
- 9) Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- 10) Hold the object as close to your body as possible.
- 11) While keeping the weight of the load in your legs, stand to an erect position.
- 12) Perform lifting movements smoothly and gradually; do not jerk the load.
- 13) If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- 14) Set down the objects in reverse manner of which you picked them up.
- 15) Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- 16) Never lift anything if your hands are greasy or wet.
- 17) Wear protective gloves when lifting objects that have sharp or jagged edges or corners.



## **Ladders & Stepladders**

- 1) Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
- 2) Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
- 3) Keep ladder rungs clean and free of grease. Remove buildup of materials such as dirt or mud.
- 4) Do not place ladder at a blind corner or doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- 5) Do not place ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- 6) Allow only one person on the ladder at a time.
- 7) Face the ladder when climbing up or down it.
- 8) Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
- 9) When performing work on a ladder, face the ladder and do not lean backwards or sideways from the ladder. Do not jump from ladders or stepstools.
- 10) Do not stand on tables, chairs, boxes, or other improvised climbing devices to reach high places. Use the ladder or stepstool.
- 11) Do not stand on the top two rungs of any ladder.
- 12) Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- 13) When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
- 14) Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- 15) Do not move a rolling ladder while someone is on it.
- 16) Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- 17) Do not carry items in your hands while climbing a up or down a ladder.

## **Housekeeping**

- 1) Do not place materials such as boxes or trash in walkways and passageways.
- 2) Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
- 3) Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
- 4) Do not store or leave items on stairways.
- 5) Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- 6) Do not block walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being seen.
- 7) Straighten or remove rugs or mats that do not lie flat on the floor.
- 8) Remove protruding nails or bend them down into the lumber using a hammer.
- 9) Return tools to their storage place after use.
- 10) Do not use gasoline for cleaning purposes.
- 11) Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

# **Job-Specific Safety Precautions**

## **Heavy Equipment Operations**

- 1) No passengers are permitted on heavy equipment.
- 2) Keep window and windshields clean.
- 3) Do not use heavy equipment if the horn or backup alarm does not work.
- 4) Turn off the engine before leaving the machine unattended.
- 5) Do not jump off or onto any heavy equipment.
- 6) Keep heavy equipment in gear when going down grade. Do not use neutral.
- 7) Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
- 8) Do not operate backhoes, power shovels and other heavy equipment within two feet from the edge of an excavation.
- 9) Do not use a bucket or other attachments for a staging or temporary platform for workers.
- 10) Do not operate a backhoe over or across underground utilities that are marked by paint, flagged, or staked.
- 11) Set Swing brake of a backhoe bucket arm when moving the vehicle to and from the digging site.
- 12) Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

## **Crane Safety**

- 1) Do not use load hooks that are cracked, bent or broken.
- 2) Do not use the cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
- 3) Passengers are not permitted to ride inside the operator's cab of a truck crane.
- 4) Keep crane windows clean. Do not use a crane if its windows are broken.
- 5) Do not exceed the rated load capacity as specified by the manufacturer.
- 6) Do not operate a crane on soft ground without using cribbing and mats.
- 7) Fully extend outriggers before attempting a lift.
- 8) Stay outside the barricades of the posted swing radius.
- 9) Do not perform any crane refits or modifications without the manufacturer's approval.
- 10) Do not leave the crane unattended with a hoisted load.
- 11) Do not hoist loads over people.
- 12) Do not drive on the road shoulders.
- 13) Wear high visibility vest when working as a signalman.
- 14) Only follow the signals of the person designated to give you signals when operating a crane.
- 15) Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

## **Sling Safety**

- 1) Do not use chain slings if links are cracked, twisted, stretched or bent.
- 2) Do not shorten slings by using make-shift devices such as knots or bolts.
- 3) Do not use kinked chain.
- 4) Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the item that is being loaded.



- 5) Wear work gloves when handling rough, sharp-edged or abrasive chains, cable, ropes, or slings.
- 6) Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.
- 7) Do not place your hands between the sling and its load when the sling is being tightened around the load.
- 8) Lift the load from the center of hooks, not from the point.

## **Labor Personnel Safety**

- 1) Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
- 2) Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
- 3) Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
- 4) Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
- 5) Do not work outdoors during lightning storms
- 6) Drink plenty of clear liquids during your breaks.
- 7) Take breaks in shaded areas on hot days.

## **Scaffold Safety**

- 1) Follow the manufacturer's instructions when erecting the scaffold.
- 2) Do not work on scaffolds outside during stormy or windy weather.
- 3) Do not climb on scaffolds that wobble or lean to one side.
- 4) Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
- 5) Do not use any scaffold tagged "Out of Service."
- 6) Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
- 7) Do not work on platforms or scaffolds unless they are properly planked.
- 8) Do not use a scaffold unless guardrails and all flooring are in place.
- 9) Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
- 10) Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid-rail and the toe-board or planking.
- 11) Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
- 12) Do not climb the cross braces for access to the scaffold. Use the ladder.
- 13) Do not jump from, to, or between scaffolding.
- 14) Do not slide down cables, ropes or guides used for bracing.
- 15) Keep both feet on the decking. Do not sit or climb on the guardrails.
- 16) Do not lean out from the scaffold. Do not rock the scaffold.
- 17) Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
- 18) Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
- 19) Do not move a mobile scaffold if anyone is on the scaffold.
- 20) Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

## **Hazardous Materials**

- 1) Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
- 2) Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
- 3) Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- 4) Do not use chemicals from unlabeled containers or unmarked cylinders.
- 5) Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
- 6) Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
- 7) Do not smoke while handling chemicals labeled "Flammable."

## **Machine Safety**

- 1) Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
- 2) Replace guards, before starting the machine, after making adjustments or repairing the machine.
- 3) Do not try to stop a piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
- 4) Do not wear loose clothing, jewelry, or ties in the machine shop.
- 5) Read and obey safety warnings posted on or near any machinery.
- 6) Long hair must be contained under a hat or hair net, regardless of gender.

## **Power Saws**

- 1) Wear the prescribed personal protective equipment such as goggles, gloves, dust masks, and hearing protection when operating the power saw.
- 2) Turn the saw power switch "off" before making measurements, adjustments or repairs.
- 3) Keep your hands away from the exposed blade.
- 4) Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- 5) If the saw becomes jammed, turn power switch of the saw to "off" before pulling out the incomplete cut.
- 6) Do not alter the anti-kickback device or blade guard.

## **Abrasive Cut-Off Saws and Chop Saws**

- 1) Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
- 2) Allow the saw to return to its stored position before removing the cut material from the table.
- 3) Lay the material squarely and solidly down before sawing it.
- 4) Use a clamp to secure cylindrical materials to the saw "table" before cutting.
- 5) Do not use the abrasive cut off saw for grinding or sharpening any tool or material.



## **Drill Press**

- 1) Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
- 2) Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
- 3) Remove the chuck key before turning on the power.
- 4) Clamp small pieces of stock that are to be drilled in the drill vise or to the work bench.
- 5) Do not wear rings, wristwatches or gloves when working with the drill press.
- 6) Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
- 7) Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
- 8) When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

## **Grinders & Grinding Wheels**

- 1) Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
- 2) Do not use a grinding wheel that has chips, cracks, or grooves.
- 3) Do not use the grinding wheel if it wobbles. Tag it "out of services."
- 4) Adjust the tongue guard so that it is no more than 1/4" from the grinder wheel.
- 5) Adjust the tool rest so that it is no more than 1/8" from the grinding wheel.
- 6) Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
- 7) Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
- 8) Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
- 9) Grind on the side of the wheel only when it is mad for side grinding.
- 10) Turn the grinder off when you have finished working with it and remain at the machine until it has completely stopped turning.

## **Portable Grinders**

- 1) Do not use a portable hand held grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the on position.
- 2) Do not use a portable grinder if the grinding wheel guard is missing.
- 3) Do not clamp a portable grinder in a vice to use it as a bench grinder.

## **Pneumatic & Hydraulic Tools**

- 1) Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
- 2) Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
- 3) Do not use tools that have handles with burrs or cracks.
- 4) Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
- 5) Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
- 6) Disconnect the tool from the air lines before making any adjustments or repairs to the tool.

## Electrical Powered Tools

- 1) Do not use power equipment or tools on which you have not been trained.
- 2) Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives, and grinders.
- 3) Do not use cords that have splices, exposed wires, or cracked or frayed ends.
- 4) Do not carry plugged in equipment or tools with your finger on the switch.
- 5) Do not carry equipment or tools by the cord.
- 6) Disconnect the tool from the outlet by pulling on the plug, not the cord.
- 7) Turn the tool off before plugging or unplugging it.
- 8) Do not leave tools that are "On" unattended.
- 9) Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- 10) Do not operate spark inducing tools such as grinders near containers labeled "Flammable."
- 11) Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- 12) Do not use extension cords or other three pronged power cords that have a missing prong.
- 13) Do not use an adapter such as a cheater plug that eliminates the ground.
- 14) Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- 15) Do not drive over, drag, step on or place objects on a cord.
- 16) Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- 17) Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- 18) Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

## Hand Tool Safety

- 1) Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- 2) Tag worn, damaged or defective tools "Out of Service" and do not use them.
- 3) Do not use a tool if the handle surface has splinters, burrs, cracks, or splits.
- 4) Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- 5) When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- 6) Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels, or files in your pocket unless the tool or your pocket is sheathed.
- 7) Do not perform "make-shift" repairs to tools.
- 8) Do not throw tools from one location to another or from one employee to another.
- 9) Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

## Forklift Safety

- 1) Only employer authorized personnel may operate forklifts.
- 2) Do not exceed the forklift lift capacity (refer to the lift capacity plate on the forklift).
- 3) Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.



- 4) Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- 5) Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- 6) After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- 7) Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- 8) Drive at walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- 9) Approach railroad tracks at a 45 degree angle.
- 10) Do not drive over objects in your pathway.
- 11) Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
- 12) Steer wide when making turns.
- 13) Do not drive up to anyone standing or working in front of a fixed object as a wall.
- 14) Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
- 15) Obey all traffic rules and signs.
- 16) Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- 17) Do not exceed a working speed of five miles per hour and slow down in congested areas.
- 18) Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
- 19) Drive in reverse and use a signal person when your vision is blocked by the load.
- 20) Look in the direction that you are driving; proceed when you have a clear path.
- 21) Do not use bare forks as a man-lift platform.
- 22) Do not load pallets of wood that are not banded on to the forklift.
- 23) Do not drive the forklift while people are on an attached aerial lift platform
- 24) Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
- 25) Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
- 26) Raise the forks on additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- 27) Do not attempt to turn around on the ramp.
- 28) Do not use "Reverse" to brake.
- 29) Lower the forks completely, turn off the engine, and set the parking brake before leaving the forklift.

## **Compressed Gas Cylinders – Storage and Handling**

- 1) Do not handle oxygen cylinders if your gloves are greasy or oily.
- 2) Store all cylinders in the upright position.
- 3) Place valve protection caps on gas cylinders that are in storage or not in use.
- 4) Do not lift cylinders by the valve protection cap.
- 5) Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
- 6) Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
- 7) Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
- 8) If a cylinder is leaking around valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

## **Hand Truck Safety**

- 1) When loading trucks, keep your feet clear of the wheels.
- 2) Do not exceed the manufacturer's load rate capacity. Read the capacity plate on the hand truck if you are unsure.
- 3) Place the load so that it will not slip, shift, or fall. Use the straps, if they are provided, to secure the load.
- 4) For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
- 5) Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- 6) Push the tongue of the hand truck all the way under the load that is to be moved.
- 7) Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- 8) Push the load so that the weight will be carried by the axle and not the handles.
- 9) If your view is obstructed, ask a spotter to assist in guiding the load.
- 10) Do not walk backward with the hand truck, unless going up ramps.
- 11) When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- 12) Move hand trucks at a walking pace.
- 13) Store hand trucks with the tongue under a pallet, shelf, or table.

## **Welding/Cutting/Brazing**

- 1) Obey all signs posted in the welding area.
- 2) Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
- 3) Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
- 4) Use the red hose for gas fuel and the green hose for oxygen.
- 5) Do not use worn, burned or cracked hoses.
- 6) Do not use oil, grease or other lubricants on the regulator.
- 7) "Blow out" hoses before attaching the torch.
- 8) Ignite torches with friction lighters only. Do not use a cigarette lighter.
- 9) Do not change electrodes with bare hands; use dry rubber gloves.
- 10) Bleed oxygen and fuel lines at the end of the work-shift.
- 11) Do not wear contact lenses when welding.
- 12) When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, an apron, and boots.
- 13) Wear clothing made of cotton, wool, or non-synthetic fibers.
- 14) Use the welding screen to shield other employees from flying slag and intense light.
- 15) Before welding place the floor fan behind you to keep welding fumes away from your face.
- 16) Do not use a torch on any container that is labeled "Flammable" or "Combustible."

## **Electric Arc Welding**

- 1) Obey all signs posted in the welding area.
- 2) Use the welding screen to shield other employees from flying slag and intense light.
- 3) Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.
- 4) Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.



- 5) Do not change electrodes with bare hands; use dry welder's gloves.
- 6) Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

## **Spray Painting**

- 1) Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
- 2) Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
- 3) Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
- 4) Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as paint spray booths or rooms.
- 5) Perform all spray painting operations in the spray booth or room.
- 6) Do not point the spray gun toward any part of your body or at anyone else.
- 7) Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

# Bar 7, LLC.

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## Drug Free Workplace Policy

12 January 2018

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# Policy Statement

In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on drivers engaged in the transportation industry, **Bar 7, LLC.** has a responsibility to its drivers and to the public at large to see that its commercial vehicle operators are both drug and alcohol free while on duty. This responsibility comes in light of studies showing that drivers who are under the influence of drugs or alcohol while on duty are more likely to cause accidents and injuries, both to themselves and to co-workers, as well as to the public at large. Therefore, **Bar 7, LLC.** (hereafter referred to as "the company") is implementing this Drug and Alcohol Free Workplace Policy, including within its provisions those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382 and Part 40.

## INTRODUCTORY PROVISIONS

### Implementation Schedule

This policy will become effective **February 27, 2018**, and will apply to all prospective and current drivers of this company who are required to obtain a commercial drivers license (CDL) in order to operate a commercial vehicle for this company (hereafter referred to as "drivers").

### Possession, Use, or Distribution of Illegal Drugs

The possession, use, purchase, sale, or distribution of illegal drugs (meaning those drugs for which there is no generally accepted medical use; i.e. marijuana, cocaine, methamphetamine, PCP) or drug paraphernalia by an employee in a company vehicle, at a job site, on company property, or during work hours, is strictly prohibited. Any employee violating this prohibition will be terminated.

The company also has a prohibition against employee use of illegal drugs off the worksite. For the purposes of this policy, illegal drugs refer to substances the **Federal Government** deems illegal. An individual state's action to legalize a federally illegal substance has no effect on our drug free workplace policy. An employee's off the job use, manufacture, purchase, possession, sale, or distribution of illegal drugs, or drug paraphernalia that results in criminal charges being brought against the employee will result in the employee being requested to submit to drug testing and may result in the employee being suspended from work without pay. Any employee convicted of a criminal drug statute will be terminated from employment.

Any unauthorized use of a legal substance to alter your state of mind is prohibited. These substances include anything that an employee may use to supplement illegal drug use or to mimic the effects of drug use. Employees found participating in these activities will be subject to termination.

### Drivers' Use of Alcohol

The company is committed to ensuring that its drivers do not operate a commercial vehicle while under the influence of alcohol. Therefore, drivers of this company are not to consume alcohol within four (4) hours of reporting to work. Drivers are not to report to work or remain at work

while having a blood alcohol concentration (BAC) of .02 or greater. Drivers are also prohibited from using or possessing alcohol while on duty without company approval.

## **Questions Regarding This Policy**

The company designates the Director of Safety as the person responsible for answering driver's questions relating to this policy. A copy of this policy will be made available to all drivers.

## **Self-Referral**

Drivers who feel they may be drug or alcohol dependant and who identify themselves as such will be encouraged seek treatment for that dependency. The company will provide informational assistance in locating professional substance abuse counseling to any driver who requests it.

Drivers who undergo drug or alcohol rehabilitation will do so at their own expense (with the exception of those expenses covered by the company insurance program), on their own time, or during a non-paid leave of absence approved by the company. Arrangements may be made to allow a driver to use accrued vacation or sick leave during any such leave of absence.

Drivers who demonstrate successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test. Any driver returning to work after such treatment will be expected to comply with all aspects of this Drug Free Workplace Policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result or to avoid taking a drug test when requested to do so under the terms of this policy.

## **DRUG OR ALCOHOL TESTING REQUIRED OF DRIVERS**

### **Pre-Employment Testing**

All prospective drivers will be tested for the presence of illegal drugs prior to their driving a commercial vehicle for this company.

All prospective drivers must disclose to the company any previous employers for whom they have worked as a CDL driver within the previous two (2) years. The company will then request from those employers information regarding any incidents where the prospective driver has tested positive for illegal drugs or alcohol, or refused to test, within the previous two (2) years. In the event the company receives information from a former employer that the prospective driver has tested positive for drugs or alcohol within the previous year, that prospective driver will not be offered employment, or his/her conditional employment with the company will be terminated. Any driver who is found to have previously tested positive for illegal drugs or alcohol and who is hired by the company must show that he/she has been evaluated by a Substance Abuse Professional and was found to be not drug or alcohol dependent. It will be the company's responsibility to ensure that any required follow-up tests of such drivers are conducted as required by DOT regulations.

### **Random Testing**

All drivers will be subject to random drug and alcohol testing. Random testing selections will be unscheduled and will be made by a scientifically valid method of selection where every driver is

equally subject to being tested. Random testing for alcohol will take place prior to, during, or immediately following a driver's duty time.

### **Post-Accident Testing**

A driver operating a company-owned commercial vehicle that is involved in a DOT reportable accident will be tested for both illegal drugs and alcohol as soon as practicable. A reportable accident means an accident that results in a fatality, or where someone involved requires medical treatment away from the scene, or where one of the vehicles is towed, **and** where a citation is issued to the driver in connection with the accident. Alcohol testing will be administered within two (2) hours of the accident where possible, but in no case later than eight (8) hours. Drug testing will be administered within 32 hours of the accident.

Any driver required to be tested under this section must remain readily available for such testing and may not consume alcohol within eight (8) hours of the accident or until he/she has been tested for alcohol. A driver involved in an accident requiring a drug and alcohol test must notify the company contact of the accident as quickly as possible and comply with those instructions given him/her regarding the taking of a drug and alcohol test.

### **Reasonable Cause Testing**

The company will require a driver to be tested for alcohol and/or illegal drugs if the driver's physical appearance or pattern of behavior gives the company reason to believe the driver may be impaired. The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. The supervisor/s making the observation must be trained in detecting and responding to drivers who may be under the influence of drugs or alcohol.

### **Baseline Testing**

In initiating the provisions of this Drug Free Workplace Policy, the company will require all drivers to submit to testing for the presence of illegal drugs as soon after the effective date of this policy as is deemed appropriate.

## **SPECIMEN COLLECTION PROCEDURES/TEST RESULT NOTIFICATION**

### **Submission of an Adulterated or Diluted Specimen**

If the collection monitor determines that an employee has submitted an adulterated or diluted specimen, that specimen will be discarded and a second specimen will be requested. It will be the second specimen that will then be tested. If the request for a second specimen is refused the collector will inform the company of the employee's refusal to submit an acceptable specimen. Such refusal will result in either a prospective employee not being offered employment or a current employee being terminated with the company.

### **Drug / Alcohol Specimen Collection Procedures**

All testing for drugs will be done by the testing of a driver's urine specimen. All such testing for drivers will utilize the split specimen collection procedure. Under that procedure, each driver will

have his/her urine specimen sealed in two separate containers with both containers being sent to a SAMHSA certified laboratory for testing.

If a driver's first specimen tests positive that driver may request, within three (3) days of the positive notification, that the split specimen be tested at a second SAMHSA laboratory. This second test will be done at the driver's expense unless the second test comes back negative. During the time the second specimen is being tested the driver will be suspended without pay. Any driver that tests negative on their split specimen test will be given back pay for the duration of their suspension and will be reimbursed the cost of the second test.

Any driver who is given an alcohol test will be given an initial test and, if they test above .02 BAC, a confirmation test will be performed no sooner than 15 minutes after the first test. The confirmation test will be done by an approved breath testing device.

### **Notification of Test Results**

This company has arranged that all drug test results will be forwarded to the company contact through Minert & Associates, Inc., as the representative of the Medical Review Officer (MRO). Prior to the company being informed that a prospective or current driver has tested positive for illegal drugs, the driver will be offered an opportunity to personally discuss the positive drug test with the MRO. The MRO will follow up on such information as is appropriate. Any driver who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified, the driver's test result will be reported as negative.

If the MRO finds no reason to doubt the validity of the positive test, that result will be conveyed to the company contact as well as the identity of the drug. If the driver cannot be located, the MRO, or his representative, may request that the company arrange for the driver to contact the MRO as soon as possible to discuss the results of the positive test. The MRO will communicate a positive result to the company without discussing the result with the driver if the driver expressly declines the opportunity to discuss the results of the test, or if the driver is instructed by the company to contact the MRO yet fails to do so within five (5) days of that notification.

### **Refusal**

An employee may not refuse to take a drug or alcohol test when requested to do so consistent with the terms of this policy. Such a refusal will be considered equivalent to their testing positive. An employee will be considered as refusing to test if they:

- 1) expressly refuse to take a test when so requested;
- 2) fail to provide an adequate breath, saliva, or urine sample without a valid explanation; or,
- 3) engage in conduct that clearly obstructs the testing process.

### **Effect of Testing Positive for Drugs or Alcohol**

Any prospective driver who tests positive for the presence of illegal drugs will not be hired. Any current driver who tests positive for the presence of illegal drugs or alcohol will be terminated from employment with the company.

For purposes of this policy, a driver tests positive for alcohol when that driver's blood alcohol concentration (BAC) is .04 or above.

If a driver tests between .02 and .039 BAC, that driver will not be allowed to operate a commercial vehicle for this company for 24 hours from the time of the test. A driver who twice tests between .02 and .039 BAC will be treated as having tested positive for alcohol.

### **Conclusion**

The terms of this Drug Free Workplace Policy are intended to produce a work environment where drivers are free from the effects of drugs and/or alcohol. Drivers should be aware that the provisions of this policy may be revised when necessary. The company anticipates that by implementing the provisions of this Drug Free Workplace Policy its drivers will enjoy the benefits of working in a safer and more productive work environment.

  
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**Bar 7, LLC. Representative**

Feb 27 2018  
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**Date**



