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Introduction

This is your personal copy of the Safety Policy and Guidelines for Employees. It explains our Safety Policy, general safety rules and regulations and your rights to Workers' Compensation Insurance Benefits if you are injured on the job.

As an employee of _____, you have the following rights:

To be advised of occupational safety and health hazards.

To receive training regarding safe working conditions, practices and use of personal protective equipment. Specific job-site training will be provided to our employees.

In order to make the work place safe for yourself and fellow employees you are responsible for complying with the following requirements:

1. To understand and utilize the safe practices for the general work area and for your assigned job.
2. To report all unsafe work conditions to your job-site supervisor immediately.
3. To comply with safe work practices and personal protective equipment requirements for your job.
4. To talk to your Supervisor about changes in your job duties when they differ from the ones you were hired to do.

We hope that you will never be injured. If you are injured, however, we want you to receive the best medical care without delay. If you delay in reporting an injury, we cannot do our part. Report all accident and near-miss accidents to your job-site supervisor. Report the accident even if medical treatment is not necessary. (No later than 24 hours from the time of occurrence).

Please read this guide carefully and use it as a reference tool for questions regarding safety and accidents.

Safety & Health Policy Statement

It is our policy that accident prevention is the number one priority in all phases of our operation and administration. It is the intention of management to provide safe and healthy working conditions and to establish and insist upon safe work practices at all times by all employees.

Federal and State Occupational Safety and Health Acts require that employers provide safe and healthy working conditions for all of their employees. We have an obligation to ensure that our employees are assigned to work places that are free of unsafe operations and/or hazards.

In order to meet these obligations, every staff member must undertake the responsibility of ensuring that employees are not knowingly sent to work areas that are unsafe or present an undue hazard to our employees.

Our goal is to achieve the greatest degree of freedom from accidents.

Job Assignments

Every employee needs to know and understand the following:

1. No employee is expected to undertake a job until they have received instructions and authorization on how to perform it properly.
2. No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties, if any.
3. We expect you to report all unsafe conditions encountered during your work.
4. Any work-related injury or illness suffered by you, must be reported immediately (no later than 24 hours from the time of occurrence) to your Supervisor.
5. Mechanical safe guards must be in place at all times
6. Machinery shut down for repair or maintenance must be locked out and/or tagged out in accordance with OSHA requirements. (Check with your job-site supervisor for instructions).

Employee Participation and Responsibility

It is your responsibility to follow all of our safety rules and procedures. Each employee is accountable for ensuring safety on the job. Listed below are a few tips to follow:

1. Know your job and always follow safe work practices
2. Recognize the hazards of the job and take precautions to ensure the safety of yourself and others.
3. Inform management of work place hazards.
4. Participate and cooperate in the overall safety program.
5. Use all personal protective equipment provided
6. Use the job-site first aid facilities, when available and practical. If first aid supplies are used, this qualifies as a reportable accident and must be recorded on an accident form.
7. Comply with all safety instructions given by job-site supervisors.
8. Obey all health and safety standards, warnings and signs
9. In the event of an injury or near-miss, report it immediately to the job-site supervisor (no later than 24 hours from the time of occurrence).

Prohibited Harassment

We are committed to providing a work environment that is free of discrimination. In keeping with this commitment, we maintains a strict policy of prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment of any form, including verbal, physical and visual.

If you believe you have been harassed by a co-worker or supervisor, you should promptly report the facts of the instance and the names of the individuals involved to a management team member. Supervisors should immediately report any instance of sexual harassment to management. The personnel office will investigate all such claims and take appropriate corrective action. If you have any questions concerning this policy, please feel free to contact our offices.

General Safety Rules

To reduce the risk of accidents in the work place the following general safety rules and procedures are preventative measures to be observed by all personnel.

It is our policy that all employees should familiarize themselves with these safety rules.

Your compliance with the General Safety Rules listed below will help you operate in the safest manner possible. These rules are the minimum guidelines for working safely. Your continued awareness and cooperation is a vital part of your job. It is your duty to apply these safety standards.

Before starting your job assignment, get a detailed verbal description of the duties you are to perform from your Supervisor. Do not perform any work you consider potentially dangerous to your safety or health, without first discussing it with your Supervisor.

If you are asked to change duties after you arrive at the job, call the Personnel Supervisor immediately. Do not change duties without our knowledge or approval.

Office Safety Rules

1. Know your job and follow instructions. If you do not know the safe way to do the job, ask your job-site supervisor.
2. If the office equipment is not working properly, turn the equipment off and report the malfunction to your job-site supervisor immediately.
3. Worn electrical wiring, overloaded outlets or defective equipment should not be used.
4. Do not stand on chairs, tables, or desks to obtain articles that may be out of reach. Use a ladder or stepstool.
5. Keep desk and file cabinet drawers closed when not in use to avoid tripping or striking.
6. Be careful to avoid injuring hands when using duplicating machines, copy machines, addressing machines, paper cutters, paper shredders or staplers.
7. Do not attempt to move office equipment or furniture. Ask your job-site supervisor arrange for any moving that is required.
8. If you are required to carry printed or other materials, the weight should be limited to 25 pounds or less. Always lift with your legs, not your back.
9. Carry large items so you have a clear visual path in the direction you are walking.
10. Use the handrail to give support and balance when using steps or stairs. Be particularly careful when wearing high heels. Do not run in client's building or property. Always keep to the right and approach corridor intersections carefully. Open doors slowly, using the handle or push plate. Do not go into rooms or stairwells that are not properly lit.
11. Do not obstruct pathways with materials or objects

12. Watch for and avoid conditions, such as objects or spilled liquids on floors or stairways, which are likely to cause falls.

13. Report all unsafe conditions to your job-site supervisor immediately. This includes broken furniture and defective office equipment.

Industrial Safety Rules

1. Always wear a hard hat in designated "hardhat" areas; wear safety glasses or goggles, safety gloves, safety belts, etc., where advised or mandatory. The client will provide these items. If not, contact your BSA Personnel Supervisor for instructions.

2. Wear safe work attire:

Shoes - Wear appropriate hard sole shoes; safety shoes are recommended. Shoes must be fully enclosed at the heel, toe and sides. Canvas or nylon sport-type shoes cannot be worn on any industrial assignments. Industrial shoes with hard toes must be worn on all jobs that require lifting.

Clothes - Do not wear loose fitting or baggy clothes around moving machinery. Loose ribbons, scarves, neckties and dangling jewelry are a safety hazard and must not be worn while working.

Hair- Long hair must be tied back behind the neck and shoulders to prevent entanglement with machinery.

3. Remove all jewelry before working around moving machinery or electrical equipment and while handling heavy objects.

4. If you are involved in any accident that results in personal injury, get first aid promptly, inform your job-site supervisor and call BSA immediately (no later than 24 hours from occurrence) to report the accident.

5. Do not operate any equipment which in your opinion, is not in safe operational condition. Call your BSA Personnel Supervisor for instructions.

6. Obey all job-site rules, government regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you. If you don't know - ask!

7. Do not engage in horseplay, scuffling, fighting or practical jokes, since these actions frequently cause serious injury and are not permitted on the job.

8. Do not distract or startle co-workers while they are Working.

9. Avoid unnecessary talking, shouting or other loud noises that may distract other employees from their work and create a safety hazard.

10. Always use the right tools and equipment for the job. Use them safely and only when authorized.

11. Be constantly alert for moving equipment and loads. Always stand clear of operating machinery and equipment.

12. When lifting, use approved lifting techniques (i.e. Bend your knees, grasp the load firmly, hold your breath and then raise the load, keeping your back as straight as possible). The lifting is done by straightening the legs.

Ask for help when it is necessary to lift or move any object which, because of its weight or shape, may be difficult for one person to handle safely. Limit your lifting to 50 pounds.

13. When working with lumber, remove or bend down all protruding nails.
14. Do not run in the building or across the property.
15. Keep all walking and working surfaces free from obstructions at all times.
16. Report all liquid and chemical spills to our job site supervisor immediately.

Workers' Compensation Insurance

Employees are entitled to Workers' Compensation benefits as defined by the various state Workers' Compensation laws.

Workers' Compensation laws generally provide medical treatment and payments while you are disabled from a work, related injury. Additional benefits may be available if the work-related injury results in permanent disability or death. The exact benefits will vary from state to state.

Policy For On-The Job Injuries

We are very concerned about your safety, so we have established the following company policies and procedures for you to follow if you are injured on the job.

To assure proper treatment, it is very important that we know about all injuries and near-miss accidents immediately. We cannot ensure timely treatment and assistance if we do not know about the injury. Our policy requires that you immediately notify your supervisor or management of your injury or near-miss accident (no later than 24 hours from time of occurrence). This is to ensure that you are not at risk of incurring additional harm. Reporting your injury also helps ensure that any unsafe condition in the work place is inspected. (A near-miss accident could be an indication of a condition that may cause serious injury to the next person who performs that task).

You must follow the steps outlined below in order to have your Workers' Compensation claim processed promptly:

1. Report the injury immediately to your job-site supervisor.
2. Call your Personnel Supervisor without delay (within 24 hours of occurrence). They will get the necessary accident information from you.
3. Seek the medical treatment you need. Depending on the type of the injury that you sustain, your job-site supervisor may either:
 - suggest first aid treatment at the job-site; or
 - refer or suggest a medical facility for treatment.
4. Do not treat yourself. Professional care, in a timely manner, is the best investment in recovery.
5. You may be asked for information about your injury by the physician or medical facility. In some situations, this information may be obtained from you at the job site, or by having

you fill out an Employee Accident Report Form. Your cooperation is very important in gathering this vital information.

We will coordinate the remaining claims procedure with our insurance carrier or claims administrator. You may call us with any questions regarding payments or returning to work.

Substance Abuse

We will take precautions to ensure the safety of our employees. These precautionary measures are worthless without your complete cooperation. You should become thoroughly familiar with these guidelines. Our substance abuse policy forbids employees from engaging in the sale, or other transaction involving narcotics, drugs and/or alcohol or any illegal or controlled substances and their possession and/or use on premises. Entry into our work location, including project sites, offices and vehicles, is conditional on the company's right to search the entrant's personal effects and vehicle for prohibited drugs and paraphernalia, alcoholic beverages or possession of firearms, weapons, explosives, and ammunition, or possession of unauthorized property or equipment.

We will utilize alcohol and drug screening programs to ensure compliance with this policy. All accidents or near-miss accidents may result in a drug and/or alcohol test.

Failure to follow safety guidelines while working for us or failure to heed any safety rules (even if not specified herein), may result in a documented notice of unacceptable behavior and may be grounds for immediate termination.

Purpose of Safety and Health Policy

The purpose of our policies are to help promote your safety on the job. Our policy is not intended to punish employees. The main purpose is to help maintain a safe workplace for you and your fellow workers.

This Safety and Health Policies and Guidelines publication is for your benefit. It is provided to help you work safely while in our employ. I

Read this Guide carefully. Then, sign the attached certification form indicating that you have received your personal copy and that you understand the information it provides. Detach and return it to your Personnel Supervisor or Authorized Agent. This document must be received in the office prior to any job assignment. It will become a part of your permanent employment record.

Remember, safety is your job too!

Certification

I certify that I have received a copy of the publication, Safety and Health Policies and Guidelines for Employees that includes safety policies, rules and guidelines. These have been reviewed with me and I understand and will be guided by them throughout my employment. I understand that violating these rules may endanger myself or others. I also understand that if I do not abide by these rules, I could be terminated.

In the event that I am injured while in the course of my work, I will report the injury to my job-site supervisor at once (within 24 hours).

I further understand that the sale or use of drugs and/or intoxicating beverages while employed is strictly prohibited. I understand that I may be tested for drugs and/or alcohol if I am injured on the job and go to a medical facility for treatment.

My signature certifies that I have received and understand these safety instruction and agree to abide by them.

Employee's Name (Print) _____

Employees Signature _____ Date _____

Employer Signature _____ Date _____

**“Safety and Health Policies and
Guidelines for Employees and Certification”**

SUBSTANCE ABUSE

Positive post accident drug test results may mean that our insurance carrier does not have to pay your medical bills. This is a result of Oklahoma law. It is also grounds for immediate separation. These medical bills then become your legal responsibility.

You hereby grant authorization for your work site employer to withhold from your pay check(s) any such charges.

Treatment at Workers’ Compensation clinics for non-workers’ compensation injuries and or sicknesses:

You are hereby notified and agree that in these instances, you are the legally responsible party. You must pay for these treatments. You authorize your work site employer to withhold from your pay check(s) amounts necessary to pay these bills which were not workers’ compensation injury/sickness claims.

My signature certifies that I understand the above stated addendum and I agree to abide by them, and grant authorization to them.

Employee’s Name (Print) _____

Employee’s Signature _____ Date _____

Employer Signature _____ Date _____