

SAFETY PLAN

1.0 Safety and Health Policy Statement

We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public and preserving Arab Diar Trad. & Cont. Co. assets and property.

At ADCO, our most valuable resources are the people who work for us. Injuries can be prevented. To achieve this objective, ADCO will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of ADCO property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

ADCO is sincerely interested in the employee's safety. The policy of ADCO is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which ADCO provides.

Yousaf Ali Ismail

Executive Manager

Arab Diar Trad. & Cont. Co.

Safety Education and Training Program

The primary objective of this program is to promote general safety practices and to explain to ADCO staff the need and importance of the safety on site and prevention of accidents. Safety should be considered as a matter of prime importance.

In order to achieve the above-mentioned objective, ADCO Top Management has put the following course of action into effect for

- Select the right man to the right job.
- Safety orientation of new employees.
- Educate employees explaining in detail the necessity and importance of personal safety and that of equipment.
- Maintain good housekeeping in all areas.
- Enforce safety rules and regulations.
- Organize accident prevention committee.
- Hazard elimination through systematic inspection, and use of protective gear and the right tools for an appropriate job.
- Strict adherence to the Client's prevention requirements that comply with Qatar Laws.

2.1 General Work Habits

☹☹	Reducing accidents means reporting to work physically and mentally rested, prepared to perform your job safely and properly.
☹☹	Always report any unsafe condition or unsafe act to your supervisor or to Environmental Health & Safety as soon as possible.
☹☹	Whenever you're performing your job, keep your mind on your work. Always keep your temper and thoughts under control.
☹☹	Report any injury to your supervisor as soon as possible.
☹☹	If you are taking a prescribed drug that may have a side effect, inform your supervisor before beginning the day's work.
☹☹	Use of illegal drugs or intoxicating beverages while at work (or reporting to work under the influence of these substances) may be cause for your dismissal.

EMPLOYEE SELECTION

We should always hire the appropriate man for the right job. Despite the fact that Labours shortage in some areas is acute, especially for skilled manpower, every effort is being made by the management to see to it that only physically fit workers are selected. This is one important fact for preventing accidents that our management has given a prime consideration. Good physical condition is of prime importance for employees under Qatar Climatic conditions, particularly vehicle and equipment operators.

2.2 EMPLOYEE ORIENTATION AND INDOCTORINATION IN SAFETY

Following the selection processing, the employee should be given a brief orientation of the company's safety policies. A brochure of safety rules, in addition to the orientation, will be given to each new employee before he is introduced to the supervisor.

The supervisor should then review the specified hazards and safety rules related to the employees assignment and introduce him to his fellow workers. Whenever possible place the new employee with an experienced worker who can aid him in promoting safety habits. After a few weeks a follow-up orientation should be conducted reiterating what has been previously said about the company's interest in accident prevention.

2.3 SAFETY TRAINING

ADCO is committed to instructing all employees in safe and healthy work practices. ADCO will provide training to each employee with regard to general, acceptable, safety procedures and to any hazards or safety procedures that are specific to that employee's work situation. In order to accomplish this, key personnel must be trained first before they can become competent instructors.

2.3.1 Training Will Occur When:

1. Upon Hiring
2. ADCO believes additional training is warranted
3. An employee is given a new job assignment
4. New substances, equipment, or new procedures are introduced which represent a new hazard
5. ADCO is made aware of a new hazard

2.3.2 Training Areas:

Employee training will consist of new employee orientation, periodic group meetings, and one-on-one training. The Safety and Health training provided to employees will include:

1. Employee Safety Handbook.
2. First Aid.
3. ADCO Safety and Health Policy.
4. ADCO Safety and Health Program.
5. Incident Reporting.
6. Hazard Communication.
7. Hazardous Material Spill Response.
8. Personal Protective Equipment requirements.
9. Fire Protection and Control.
10. Emergency Procedure.
11. Housekeeping.
12. Job Specific Hazards.

2.3.3 Craftsman Training

Daily safety contact of craftsman is one of the most effective ways of training our employees. Safety as part of construction can be emphasized here as the foreman explains the "what", "How", "Where", and "why", of the workers.

2.2.4 Supervisor/Foreman Training

Most of our foremen are selected from contracting crew and elevated to supervision on the basis of their craft skills. They also possess the certificate to take work permits. Regardless of whether the foreman has been promoted from the ranks, within the company or hired from outside, he must be given supervisory training and understanding of his responsibilities, both in accident prevention and direction of work. The following topics must be covered during the foreman's training.

1. Accident prevention organization.
2. Personal protection.
3. Housekeeping, sanitation and first aid.
4. Excavation and shoring.
5. Concrete construction/steel erection.
6. Traffic control.
7. Heavy equipment, motor trucks.
8. Tools-hand, power, pneumatic.
9. Work permits procedures.
10. Repair shops and garbage.



2.3.5 Training Documentation:

Employee Training will be documented using the form illustrated in the following:

Exhibition (1): Employee Safety Training Checklist

Employee Name: _____

Hire Date: _____

Position: _____

Trainer: _____

I acknowledge that I have been trained in the SAFETY AND HEALTH areas checked below, and agree to follow all ADCO Safety and Health Rules, Policies and Procedures.

Safety and Health Program

My right to ask questions, or report any safety hazards, either directly or anonymously without any fear of reprisal.

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The location of ADCO safety bulletins and required safety postings (i.e., summary of occupational injuries and illnesses, and Safety and Health Protection Poster).

.....

Disciplinary procedures that may be used to ensure compliance with safe work practices.

.....

Reporting safety concerns.

.....

Accessing the department safety committee.

.....



Incident Reporting and Reporting Occupational Injuries and Illnesses.

Hazard Communication

The potential occupational hazards in the work area associated with my job assignment.

.....

The safe work practices and personal protective equipment required for my job title.

.....

..... **Hazardous Material Spill Response**

..... **Blood borne Pathogen Response**

..... **Personal Protective Equipment**

..... **Employee Safety Manual**

..... **Emergency Procedures**

.....Others:

I understand the above items and agree to comply with safe work practices in my work area.

.....

Employee Signature

Date

I have trained the above employee in the categories indicated on this form.

.....

Trainers Signature

Date

2.0 Safety and Health Communication

2.1 COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

Communicating with employees regarding health and safety issues must be a two way street. It must consist of both employer-to-employee **and** employee-to-employer communications. Employees will be trained through the formal Safety and Health Program, new employee orientation, and training specific to new or current job assignments and/or hazards.

3.2 REPORTING OF SAFETY AND HEALTH HAZARDS

Generally, accidents result from unsafe acts and/or conditions. Key personnel should make it a standard practice to look for unsafe acts and conditions on every visit to the job, and to call these to the attention of the superintendent in-charge, demanding immediate correction. When conditions are extremely serious, and the lives of the workers are in jeopardy, they should be corrected at once.

ADCO has a system for the employee to report a hazard or unsafe condition. The employee should notify his immediate supervisor verbally of such hazard or condition. The “Safety Suggestion Form” will be sent to the employee’s supervisor or designated Safety Manager. A prompt and thorough investigation will be conducted of the situation.

3.3 POSTINGS

As a routine part of the Safety and Health Program, postings is required and therefore S&H manual will be prominently displayed in employee areas.

3.4 TRAINING

ADCO has training requirements designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job. These training requirements are described in greater detail in section (2) entitled EMPLOYEE SAFETY HANDBOOK

EMPLOYEE SAFETY HANDBOOK

All employees will be provided with an "Employee Safety Handbook" before they are to begin work and at the time of orientation. They are to read the handbook and acknowledge its receipt by filling out the second page of the hand book. This page will be removed from the handbook and placed in their personnel record.

3.6 SAFETY COMMITTEE

The Safety Committee will be composed of rank and file employees. The General Manager will appoint the Safety Committee Chairperson. The Safety Committee will function as an advisory body to develop and recommend to ADCO Management matters of policy and procedure affecting administration of ADCO Safety and Health Program.

The Committee will meet at a mutually convenient time, at the request of a member of the Committee, but not less than once every two months. The Committee is responsible for:

- 3.6.1 Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.
- 3.6.2 Reviewing and analyzing accident and property loss investigation reports for: accuracy and completeness (recommending follow-up investigation if necessary).
- 3.6.3 Provide recommendations for corrective action and provide consistency throughout ADCO operations.
- 3.6.4 Identification of accident problem or trend and determination of what order they should be given attention.

- 3.6.5 Reviewing safety and property inspection reports, job safety analyses, supervisor's safety observation reports, and employees' suggestions for:
- Possible changes in work practices or procedures.
 - Need for safety procedures.
 - Need for protective device or equipment.
 - Need for training.
- 3.6.6 Developing practical safety and property inspection procedures, and assisting in making inspections when requested by the Safety and Health Manager.
- 3.6.7 Keeping Managers informed of the progress of the Safety Program and informed as to the safety records of employees or segments of ADCO.
- 3.6.8 Assisting in developing the records and statistical data necessary to provide an accurate picture of ADCO safety problems.
- 3.6.9 Identify unsafe work practices and conditions and suggest appropriate remedies ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and causation, and or health and safety-related matters.
- 3.6.10 Maintain an open channel of communication between employees and management concerning occupational and environmental health and safety matters.
- 3.6.11 Provide means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, conditions, and practices.

3.7 SAFETY MEETING

Key personnel should meet to discuss accident prevention, study job layouts, determine plans and schedules, also emphasize requirements and elaborate procedures. Thorough inspection of job site and adjoining properties must be done and brief a supplemental safety program will be developed and distributed to supervisory personnel assigned to job site. The following types of meetings are the minimum requirement for the project crew.

3.7.1 Weekly safety meeting for supervisory personnel to review accidents that occurred during the previous week, take note of safety deficiencies and establish measures. Job hazards and contemplated control should be covered.

3.7.2 A ten minutes toolbox meeting must be held once a week under the direction of foreman and assisted by safety personnel. Accidents and near-accidents should be discussed and present action to prevent recurrence. Foreman will explain the safe way of performing job. From time to time Superintendents and other key personnel must also attend these meetings on rotation basis.

Safety Meeting Records must be kept spelling out the meeting important issues.

Exhibition (2): Safety Meeting Record

Job: _____

Department or Crew: _____ **Date:** _____

Safety Title: _____

Key Points:

1. _____
2. _____
3. _____
4. _____

Applications to Project:



Safety Reminders:

Employee Safety Recommendations:

Meeting Attended By:

Exhibition (3):

Safety Suggestion Form

NAME: _____

DATE: _____

(OPTIONAL)

DESCRIPTION OF UNSAFE CONDITION OR PRACTICE:

CAUSE OR CONTRIBUTING FACTORS:

SUGGESTION FOR IMPROVING SAFETY:

Draw a picture to describe situation:



3.8 GOOD HOUSEKEEPING

The required standard of housekeeping must be established on site and all personnel informed of this standard. Good housekeeping is a very important element in accident prevention. It must be the primary concern of our superintendents, supervisors and foreman. It should be carefully planned at the beginning up of the job and carefully supervised and followed up to the final clean up. Although this is the concern of all craftsmen and workmen. We must organize a regular clean-up crew to be responsible for maintaining a clean and orderly job site on a daily basis.

4.0 Hazard Identification and Communication

The purpose of a Hazard Identification and Communication Program is to provide employees with the knowledge and training necessary to understand and protect themselves and others from the items they use or exposed to.

This program applies to all work operations in ADCO where the employee may be exposed to **hazardous materials** under normal working conditions or during emergency situations.

The Safety and Health Manager is the program coordinator, acting as the representative of ADCO, who has overall responsibility for the program. The Safety and Health Manager will review and update the program as necessary. Copies of the written program may be obtained from the Safety and Health Manager.

Under this program, each employee will be informed of the contents of the Hazard Communication Standards, the hazardous properties of chemicals with which they will use, safe handling procedures, and measures to be taken to protect themselves from these materials. Employees will also be informed of the hazards associated with chemicals in unlabeled pipes.

4.1 **LIST OF HAZARDOUS MATERIALS**

The Safety and Health Manager will make a list of all hazardous materials and related work practices used in ADCO and will update the list as necessary. This list of chemicals will be found at all locations ADCO conducts business. This list also identifies the corresponding Material Safety Data Sheet (MSDS) for each chemical. Any new hazardous materials received by ADCO will have an MSDS document available for inspection before any employee uses the chemical. A master list of these chemicals will be maintained by, and is available from the Safety and Health Manager. The MSDS Master List form shown below will be used.

4.2 **MATERIAL SAFETY DATA SHEETS (MSDS'S)**

MSDS provide each employee with specific information on the chemicals used. The Safety and Health Manager will maintain a binder with an MSDS on every substance on the list of hazardous chemicals. ADCO Representative, the Safety and Health Manager will insure that each site maintains an MSDS for hazardous materials in that area and will be made readily available to any employee at every work site that contains chemical or any other hazardous materials.

Exhibition (4): MSDS Master List

MSDS Master List

Hazardous Material	Where On Sit	Date On Site	Date Off Site
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The Safety and Health Manager is responsible for acquiring and updating MSDS's. The Safety and Health Manager will contact the material manufacturer or vendor if additional research is necessary. The form on page 15 will be used to request hazardous information.

4.3 LABELS AND OTHER FORMS OF WARNING

The Safety and Health Manager will insure that all hazardous material in the work place are properly labeled and updated as necessary. Labels should list at least the hazardous material

identity, appropriate hazard warnings, and the name, and address of the manufacturer, importer, or other responsible party. The Safety and Health Manager will refer to the corresponding MSDS to assist each employee in verifying label information. Labels are required on portable containers.

4.4 NON-ROUTINE TASKS

When employees are required to perform hazardous, non-routine tasks (e.g., digging in tunnels, entering confined spaces, etc.), a special training session will be conducted to inform them of the hazardous material to which they may come into contact with, and the precautions to take to reduce and avoid exposure or danger.

4.5 TRAINING

Everyone who works with or is potentially exposed to hazardous hazards will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous material by the Safety and Health Manager. Whenever a new hazard is introduced, additional training will be conducted to address the new hazard and protective measures to be taken.

The training plan will emphasize these components:

- 4.5.1 Summary of the standard and this written program.
- 4.5.2 Chemical and physical properties of hazardous materials (e.g., flash point, reactivity, etc.) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- 4.5.3 Physical hazards of chemicals (e.g., potential for fire, explosion, etc.), health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

- 4.5.4 Procedures to protect against hazards (e.g. personal protective equipment required, proper use and maintenance, work practices, methods to assure the proper use and handling techniques, and procedures for emergency response).
- 4.5.5 Where Safety Sheets are located, how to read and interpret information and how employees may obtain additional hazard information.

4.6 CONTRACTOR EMPLOYEES

The Safety and Health Manager will advise outside contractors in person of any chemical or mechanical hazards that may be encountered in the normal course of their work on ADCO premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. Each contractor that brings hazardous material onto ADCO premises must provide ADCO with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these materials.

4.7 IDENTIFICATION OF WORKPLACE HAZARDS

Periodic, scheduled inspections will occur as a routine part of ADCO safety policy. The Safety and Health Manager will insure these inspections occur. The Safety Inspection Checklist will be used for this purpose.

Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting a "Safety Suggestion Form" to the Safety and Health Manager, or their immediate supervisor, without identifying themselves.

Employees must report immediately any unsafe condition or unsafe practice. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Failure to report any obvious unsafe situation may result in disciplinary action, up to and including termination.

The Safety and Health Manager will insure that Material Safety Data Sheets are present, up to date, and accessible at the appropriate locations. In addition, the Safety and Health Manager will assure that employees are trained in the Hazard Communication Program before beginning work



or changing job functions, and will continuously monitor the work site to assure employees follow safe work practices.

Exhibition (5): Material Safety Data Sheet Request Form

ARAB DIAR TRAD. & CONT. CO. (ADCO)

Date of Request: _____

Requestor's Name:

Product Description:

Full Label Name:

Manufacturer: _____

Distributor Name:

Address: _____

Telephone Number: _____

FAX: _____

Order Size: _____

5.0 HAZARD PREVENTION AND CONTROL:

ADCO shall undertake efforts as outlined in this section to correct or control potential hazards in a timely manner.

ADCO will implement methods to eliminate the hazard, and will implement procedures for safe work. Safe work will be done through training, correction of unsafe performance, and compliance through the disciplinary system.

5.1 IDENTIFIED SAFETY AND HEALTH CONCERNS:

All identified potential workplace safety and health hazards should be reported to the Safety and Health Manager, or a member of management. Situations that are unsafe, or posing as a safety and health hazard, will be reviewed and reported to management for corrective action.

5.2 NEWLY IDENTIFIED SAFETY AND HEALTH CONCERNS:

Anytime a new substance, procedure, equipment, or process is introduced into the workplace, which creates or is reported to create an unsafe condition or situation, the Safety and Health Manager will evaluate the substance, procedure, equipment, or process. Employees will have an opportunity to submit their recommendations and suggestions regarding new workplace hazards at any time.

5.3 HAZARDS WHICH CREATE A RISK OF IMMINENT HARM:

When a hazard exists which ADCO cannot control or abate immediately without endangering employees and /or property, all exposed personnel will be removed from the immediate area of

potential exposure, except those employees that are necessary to correct the hazardous condition. All employees involved in correcting the hazardous situation will receive appropriate training and/or instruction in how to do so. They will also be provided with the appropriate personal protective equipment.

5.4 HAZARDS WHICH DO NOT CREATE A RISK OF IMMINENT HARM:

Unless there are factors beyond ADCO reasonable control, such hazards are to be abated within 5 days or less.

5.5 HOUSEKEEPING:

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the potential for accidents and injuries. Each employee is responsible for keeping his work area neat, orderly, and free of any hazardous condition.

5.6 CORRECTING UNSAFE ACTS OR CONDITIONS

Key personnel should make it a standard practice to look for unsafe acts and conditions on every visit to the job, and to call these to the attention of the superintendent in-charge, demanding immediate correction. When conditions are extremely serious, and the lives of the workers are in jeopardy, they should be corrected at once.

Frequent inspection of the site should be made and a list of violation noted, for use and discussion at next safety surveys of the job site, safety committee should tour the premises on schedule at regular intervals.

5.7 ACCIDENT REPORTS AND RECORDS

The purpose of accident investigation is to provide information to the management so that preventive measures can be instituted to avert similar incident in future. Supervisor conducting the investigation should not view his findings from faultfinding angle. Injury and damage reports must promptly be made and circulated to all concerned for proper precautionary measures. A copy of this investigation report should be sent to the Safety Manager to ensure that follow-up measures are carried through.

All accidents including "near misses" should be investigated so that appropriate action to prevent recurrence can be made. More serious accidents should be detailed in narrative form.

5.7.1 Injuries at jobsite will be handled at site itself for minor first aids.

5.8 WORK PERMITS

ADCO must obtain the required Work Permits from governmental and other concern departments for any work to be carried out during each shift in any specified area. It must be ADCO responsibility to ascertain in advance, whether or not the work area is suitable for safe operation.

6.0 Personal Protective Equipment

6.1 PURPOSE

To establish the policy for employees to wear Personal Protective Equipment.

6.2 POLICY

ADCO is dedicated to providing a safe and healthy workplace. All employees are expected to do their part to achieve this goal. Employees can do the part by using the proper Personal Protective Equipment (PPE) provided to them.

Personal Protective Equipment will be provided, used and maintained in a sanitary and reliable condition where ever it is necessary to prevent injury. Personal Protective Equipment requirements include, but are not necessarily limited to the items below:

6.2.1 Protective Headwear (Helmets)

Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved helmet that meets the requirements of the Client

For all contracting work exposures, head protection is a must. Hard helmets must be worn at all times on the job site.

Protective headwear will be issued to the required employees. Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hardhat immediately.

Head Protection Regulations.

Head injuries are caused by falling or flying objects or by bumping worker's head against a fixed object. Hard hats are designed to do two things: resist penetration, and absorb the shock of a blow. They lessen injury because they are designed with a hard outer shell and a suspension system inside. When the people are working in an area where there is a possible danger of head injury from impact, or from falling or flying objects employee must wear his hard hats.

Hard hats fall into two types and three classes and are intended to provide protection against a specific hazardous condition. The types include:

Type 1 - Full brim, at least 1 ¼ inches wide.

Type 2- No brim, peak extending forward from the crown.

Class A - For general service, these hats provide impact and limited voltage protection. Mining, building construction, tunneling and lumbering are examples of industries that use Class A hard hats.

Class B - For utility service, this hat protects employee's head from impact and penetration from falling and flying objects & high – voltage shock & burn. It is mainly used during electrical work.

Class C - For special service, this hat is designed for light weight comfort and impact protection. They are used where there is no danger from electrical hazards.

6.2.2 Protective Eyewear

When there is an exposure to the eyes from flying objects, glare or liquids, protective eyewear is required. Protective eyewear is an approved safety eye protector or safety goggle, which meets the standards of the American National Standards Institute (ANSI Z87.1-1968).

When required, protective eyewear will be issued to the required employees.

Safety Glasses.

The most common type of protective equipment for the eyes is safety glasses. They may look like normal street wear glasses, but they have much stronger lenses, are impact resistant, and come in prescription or non-prescription forms. Safety frames are heat-resistant and stronger than street wear frames. They also help prevent lenses from being pushed into your eyes.

Safety glass also available with side shield guards. Semi side shield provide protection for the side of worker's eyes. Eye-cup side shield provide more thorough eye protection from hazards that come from the front, side, top or bottom.

Goggles

Goggles are very similar to safety glasses but fit closer to the eyes. They can provide additional protection in hazardous situations involving liquid splashes, fumes, vapors and dust. Some models can be worn over prescription glasses and others are made with fabric eye cups to provide better ventilation.

Full-Face Protection

Full – Face Protection is often required to guard against metal and chemical splashes. Face shield are available to fit over a hard hat or to wear directly on the head. A face shield should always be used with other eye protection such as goggles or glasses.

Note : **Care for eye protection**

Face & eye protection equipment must be kept clean and in good repair. The use of broken or visually defective face and eye contacts, in the event of any injury on the job.

6.2.3 Protective Feet wear

It must be an all time requirement for all employees to wear their safety shoes in good repair. Sneakers, Sandals, Flip-flops and shoes that have slits or have holes in them are not permitted on jobs site.

Safety Shoes. - Standard safety shoes have toes that meet testing requirements. Steel, reinforced plastic and hard rubber are used for safety toes, depending on their intended use. These shoes are worn in many construction jobs.

Sole Puncture Resistant Foot wear: – Puncture-resistant soles in safety shoes protect against hazards of stepping on sharp objects that can penetrate standard shoe soles. They are used primarily in general construction work.

Metatarsal Guards - Shoes with metatarsal or instep guards protect the upper foot from impacts. In these shoes, metal guards extend over the foot rather than just over the toes.

Add-On Foot Protection - Metatarsal guards and shoe covers can be attached to shoes for greater protection from falling objects. Strap-on wooden – soled sandals can be used for protection against the under foot hazards of acid, hot water, caustics, or sharp objects. Rubber spats protect feet and ankles against chemicals. Puncture – proof inserts made of steel can be slipped into shoes to protect against underfoot hazards. Strap-on cleats fastened to shores will provide greater traction.

6.2.4 Personal Protective Equipment for Hands.

Personal Protective Equipment (PPE) can help reduce the frequency & severity of hand & finger injury. Although fingers are harder to protect, they can be shielded from many common injuries. Personal protection is available in the form of gloves, mitts, finger cots, thimbles, hand pads, sleeves and hand lotions or barrier creams.

Gloves

Gloves are perhaps the most commonly used type of PPE. They provide protection to fingers, hands & some times wrists and forearms. Ideally, gloves should be designed to protect against specific hazards of a job being performed. Types range from common canvas work gloves to highly specialized gloves used in specific tasks.

Rubber, vinyl, or neoprene gloves are also used when handling caustic chemical like acid, cleansers, or petroleum products. Leather gloves or leather reinforced with metal stitching are useful for handling rough or abrasive materials. Metal mesh gloves are worn by workers who work with sharp knives.

Other PPE for Hands.

There many other type of hands protection.

Mitts are similar to gloves. But have a division for the thumb and one for fingers.

Hand pads protect the palm from cuts & friction. These pads also protect against burns. Heavier and less flexible than gloves or mitts, they should not be used for jobs requiring manual dexterity.

Thimbles protect the thumb or the thumb & first two fingers.

6.2.5 Hearing Protection

Hearing protection that is inserted in employee's ear must fit. Plain cotton is not acceptable protective device. Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals or dusts, spray painting, or other inhalation hazards.

Type of Respirators

There are different makes and styles of respirators, but all of them fall into one of two types. Air-purifying and atmosphere-supplying. Once it's determined that respirators are required, company will develop a work site-specific respiratory protection program that includes information on respirator selection, medical evaluations, fit testing, use schedules for respirator care, and procedures to ensure the effectiveness of the program.

Back Supports

When employees are exposed to heavy lifting or repetitive lifting, back support devices are required.

6.2.6 Protective Equipment for special use

Other personal protective equipment for specific usage must be taken into consideration as and when the need arises.

- B. Safety belts when working at elevated levels, which are not protected by handrails.
- C. Approved respiratory devices proper for hazards as dust, fumes, smokes, vapors, etc.

6.2.7 PHYSICAL PLANT SAFETY MANUAL

Hand & Power Tools



Always know how to properly use hand and power tools before starting the job by following operating instructions and using the proper accessories. If you are unfamiliar with how a tool operates or is to be used, get the advice and instruction of your supervisor or the Tool Room attendant as appropriate.

Tools should not be used for other than their intended use.

Keep all cutting tools sharp.

Tools shall be kept in a safe condition without broken or damaged parts.

Never use tools which have burred or mushroomed heads and never carry loose tools in your pockets.

If tools or equipment are found to be faulty, report them to your supervisor and return the equipment to the Tool Room or appropriate department for repair.

When possible, pull on a hand tool rather than push since it can slip and cause a serious cut or bruise.

Never leave hand tools lying around loose where they may fall on someone below.

Non-sparking, non-magnetic tools are provided for your use in the Tool Room. They shall be used in areas such as grain storage, sewers, steam tunnels, spray-paint booths, radar unit locations, and rooms with electromagnets.

Remember, use the right tool for the job.

Equipment & Machinery

Supervisors shall allow only properly trained employees to operate power equipment or machinery and shall give proper instructions in their safe operation.

All electrical equipment and machinery shall be properly grounded. Control switches shall be



properly located at the point of operations best suited to control the equipment.

components have stopped.

Should never adjust, repair, clean, or oil machinery or equipment while any of its parts are in motion. Use lock out switches to prevent accidental start-ups. Be sure all of the

Always replace guards after repairs have been made.

Always perform proper maintenance on all machinery and equipment to prevent premature failure or possible accident. Have all safety guards in place while testing repaired equipment.

Should regularly inspect for cracks, stretching, etc. on cables, chains, clamps, hooks, and other

equipment that are frequently placed under stress. Spreading, crimps, or cracks are warning signs of danger. If you feel the equipment is damaged or creating a possible hazard, report this to your supervisor immediately.

Tag-Out Procedure

A lockout device and universal "Danger" tag all energy-activating devices of machines or repair, or receiving routine maintenance.

The responsible trade should write the reason(s) operable on the tag and sign it before placing the equipment.

Before starting maintenance or repair, the checked to make sure all energy has been released or disconnected.



shall be placed on tools needing

the machine is not tag on the

equipment should be

Each trade should remove its tag after the equipment is repaired and notify affected personnel. When more than one trade is involved in repair or maintenance of such equipment, a compound locking device shall be used. Each trade involved shall apply their own lock and personal tag.

A lockout device and tag shall be placed on the junction box of stationary permanently-wired equipment with the energy activating device placed in the "off" position. This lockout/tag out procedure should reduce accidents caused by the unexpected start-up or release of energy.

The equipment shall not be put back in service until after the last trade removes its lock and tag.

Fire Protection

Learning the location of fire extinguishing equipment and fire alarms in your work areas is important. Do not cover or hide fire protection equipment and fire alarms from view. Sources of ignition, such as cigarettes, matches, portable heating equipment, unguarded light bulbs, etc., are prohibited in areas where explosives, flammable liquids or gases, or other combustibles exist. (i.e., near chemical exhaust outlets, flammable liquid storage areas, sump pump areas, and refueling areas)



Always obey "**No Smoking**" signs.

Never check for possible natural gas leaks with an open flame.



starting engines.

Flammable liquids shall be kept in approved safety cans for use in small amounts and for transportation. These containers shall be clearly labeled and stored in a separate, protected area. Refueling a small engine that is running or is hot can be dangerous and should be avoided. Always clean up spills that occur during refueling before re-

Rags that contain oils or solvents shall be kept in covered metal containers until they can be safely disposed of.

Welding Safety

Welding operations require that approved eye protection, welding shields and gloves be worn.



Acetylene and oxygen tanks shall be securely

fastened to a dolly or stand to prevent their falling or being knocked over. Acetylene tanks shall only be used while in an upright position. Welding and cutting operations shall be performed **only** by authorized personnel under proper supervision.

Proper fire extinguishers shall be immediately available. Localized ventilation shall be used when necessary.

Always use soapy water instead of matches to check for leaks in hoses, fittings, and valves in welding equipment. Proper eye protection shall be worn when observing welding or cutting operations, also when chipping slag. Material that has been recently welded should be marked **HOT** to avoid burns.

Oxygen acetylene torch units shall be lit with proper ignition equipment and not with matches or cigarettes.

Oil in any form shall be kept away from sources of oxygen.

Operations performed outside the shop shall be conducted ONLY after an inspection and an approval by the EHS Department. After the EHS Department has determined that the area is safe to weld, a welding permit shall be issued for that location, valid only for that day.

Compressed Gas Cylinders



Gas cylinders may contain up to 3,000 psi pressure. **Accidents have occurred** when the heads of these cylinders were broken off.

Valve caps must be in place on cylinders when not in use.

Storage of empty or full compressed gas cylinders shall involve the securing of every cylinder by an approved chain or webbing. Empty and full cylinders should be stored in separate areas or be separated by a fire wall.

Those cylinders in use shall be properly secured in an upright position and shall be transported only on cylinder carts. A cylinder valve should be opened slowly to avoid valve damage.

Electrical Safety

It takes very little electric current to kill-- of an ampere. With good contact, 115 voltage to cause death. There have been where voltage as low as 60 to 70 volts was

No electrical work should be performed done "cold."



less than one-tenth volts is sufficient fatal electric shocks involved.

"hot" when it can be

Switches, fuses, circuit breakers, and other control devices in areas where explosives or other flammable liquids or gasses exist shall be the type designed for use in these areas.

All electrical equipment should be periodically inspected.

Suitable means should be provided for identifying all electrical equipment and circuits, especially if two or more voltages are used on the same job.

All electrical tools and equipment should be properly grounded or be of the double-insulated type.

Spliced or damaged electrical cords shall not be used until properly repaired. Electrical cords on power tools and extension cords shall have heavy-duty rubber insulation.



Should never use electrical equipment when standing in or near water. In places such as bathrooms, kitchens, laundries, and out-of-doors, where a person having wet hands or standing on a wet surface is likely to touch objects that may be energized, a ground-fault circuit interrupter (GFI) shall be installed in the circuit to prevent electrical shock. Portable ground-fault circuit interrupters are available in the Tool Room for use in wet environments.

All exposed electrical wires should be considered "hot" or "live" until checked by the Electrical Department. Electrical repairs or electrical installations shall be made only by the Electrical Department.

Standing on metal ladders or wearing metal hard hats near high voltage electrical power can result in death or serious injury.

Ladders and Scaffolding

Although there is always a risk in working on elevated areas, it is a fact that the vast majority of accidents involving ladders result from the failure to exercise care. Proper training, as well as routine inspections and maintenance, can substantially reduce the number of ladder-related injuries.



Although there is always a risk in working on elevated areas, it is a fact that the vast majority of accidents involving ladders result from the failure to exercise care. Proper training, as well as routine inspections and maintenance, can substantially reduce the number of ladder-related injuries.

On any job requiring a ladder, use only approved sturdy ladders that you can place on a firm base. Inspect the ladder prior to EVERY use. Do not use ladders with structural defects; properly tag with "Do Not Use" and withdraw from service. Use a ladder only for the purpose for which it was designed (refer to manufacturer's labeling and recommendations). Use only non-conductive side rails around live electrical equipment. Wear protective clothing and rubber-soled shoes.

Carry ladders parallel to the ground. Tie ladders down securely when transporting.



Barricade traffic areas in the vicinity of ladder use, and lock, barricade or guard doorways in which a ladder is placed. Keep the area around the top and bottom of the ladder clear. Whenever possible, angle out the base one-fourth of the ladder's working length. The ladder should reach at least three feet above the landing.

Extension ladders shall be kept from slipping or tipping by tying off the ladder at the top and securing the ladder at the bottom. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.

Face the ladder while climbing and use both hands. Lift equipment and materials with a rope specifically for that purpose--don't carry the equipment up a ladder with one hand. Carry smaller tools in pouches around the waist. Do not load the ladder beyond its maximum intended load. Never allow more than one worker on the ladder at a time.

Never stand on the top two steps of any ladder or the top cap of a step ladder. This could cause you to become off-balance resulting in a fall. Do not stand on the back cross bracing. Always maintain at least three points of contact with the ladder (2 feet and 1 hand, or 2 hands and 1 foot should be in contact with the ladder at all times). Do not over-extend sideways; use the belt buckle rule: Keep your belt buckle positioned between the side rails at all times--this will maintain your center of gravity in the proper position. Do not move, shift, or extend the ladder while you are standing on it. Never walk a ladder.

Maintain ladders free of oil, grease and other hazards.

Scaffolding should be used if solid footing or a safe ladder is not available. Caster brakes should be set before an employee gets on a scaffold. If no brakes are available, another employee should be in position to secure the scaffold.

Scaffolding shall be secured at intervals of 15 feet to a solid support. Securing will be by wire, cable, chain or rope. Ladders, boxes, etc. should not be moved with employee(s) or materials on the scaffold.

Scaffolding shall not be moved until its height is reduced below 15 feet. Sufficient help shall be used to move the scaffold. A "watcher" shall be posted to watch for overhead obstructions as well as holes, etc. at ground level.

Guard rails and toe boards are required on any scaffold over five feet high.

Flooring shall be solid from side-to-side and secured in place with cleats.

It is your responsibility to keep all tools and materials away from the edges of the scaffold and platform openings.

Scaffolding over 50 feet high shall be inspected by the Environmental Health & Safety Department.

Emergency Procedures

If an injury requires professional medical attention, you have the option of receiving medical care from the Student Health Center or a physician of your choice. In either case, you must notify your supervisor as soon as possible so the health provider can be assured of payment arrangements. Medical attention/medication is paid by the University if the injury is **job-related**.

Accidents involving * **personal injury** * or property damage must be reported to your supervisor as soon as possible because he/she is required to file an accident report within 24 hours.

If an injury is minor, first aid equipment is available at several locations, including Physical Plant restrooms.

FIRST AID OR AMBULANCE

calm



Remain
in any emergency.

In any accident
where the person
injured is
unconscious, do

not move the person unless it is absolutely necessary.

The following procedures are the most basic first aid steps that are vital to know. Study, understand, and remember these life-saving steps:

- **Chemical Burns**
- **Bleeding**
- **Heart Attack**
- **Fire Procedures**
- **Tornado Procedures**

CHEMICAL BURNS

Flush the affected area with water for 10 to 15 minutes and remove or cut away clothing. Get victim to medical help.

BLEEDING

Proper steps are required to control excessive bleeding.

1. Direct Pressure: Cover wound with clean cloth available or your bare hand and apply direct pressure on the wound. Add bandages (more cloth) if blood soaks through, but do not take off any of the blood-soaked bandages. Keep a firm pressure on the bandage(s) until the person is transferred to someone more qualified.
2. Elevation: If other emergency care is necessary, while still applying pressure to the wound, try to elevate wounded limbs above the heart if you are sure there is no bone fracture.
3. A tourniquet should be used **only** as a last resort for critical emergencies such as an amputation.

HEART ATTACK SYMPTOMS

A person having a heart attack is often awake and can talk to you but feels chest pain or pressure. The most common symptom of a heart attack is severe pain or pressure in the center of the chest.

- The pain or pressure has been described as a feeling of fullness, squeezing or heaviness.
- The pain usually lasts for several minutes. Sharp, stabbing pain that lasts only a second or two is rarely heart attack pain.

Other symptoms may include breathlessness, nausea, clammy perspiration, dizziness, or back pain between the shoulder blades.

Work at Working Safely. (Consider of Employee Cerebral with Safety)

“Our Employer can provide employee with proper PPE but can not watch you all day to ensure you use it. PPE can be uncomfortable, cumbersome, and hot but those are only inconvenience compared to injury. It is employee responsibility to work safely so he or she go home to his or her family uninjured. Remember these safety tips before beginning each workday:”

Match your safety equipment to the degree of hazards.

Maintain your equipment in a reliable and sanitary condition and replace it if defective.



Make sure any safety device you use fits properly.

Never use street-wear eyeglasses and boots for protection. They were not designed for safety.

Never store your hard hat in your car window.

Don't take a chance with your eyes, feet, head or hearing. "It can not happen to me" is a dangerous thought that has been proven wrong again and again. Obtain proper protective equipment and wear it all times on the job.

Exhibition (6): Emergency Information Form

EMERGENCY INFORM	
[TO BE FILLED OUT & POSTED]	
CONTRACT NO.:	LOCATION:
FIRE:	
Telephone Fire Department:	_____
Nearest Alarm Box:	_____
Crime:	_____
Telephone Police:	_____
Injury/illness:	
Avoid infection of minor injuries; always get medical attention or skilled first aid , Employees who are First Aid and/or CPR Certified	
_____	_____
Doctor	_____
Office	Phone _____



Residence _____ Phone _____

Hospital _____

Address _____ Phone _____

Ambulance _____

Address _____ Phone _____

In all cases of Fire, Crime, Accident, or Sickness, promptly notify:

1. Name: ----- Office Phone: -----

Home Phone: -----

Mobile Phone:-----

2. Name: ----- Office Phone: -----

Home Phone: -----

Mobile Phone: -----

7.0 Property Maintenance

7.1 PURPOSE

To establish the policy for property maintenance.

7.2 POLICY

ADCO goal is to provide its customers and employees with a safe facility. The following guidelines will help management determine if needed repairs are necessary.

7.3 GUIDELINES FOR PROPERTY MAINTENANCE AND REPAIR:

Property maintenance and repair will be performed to meet the standards of:

7.3.1 Safety

7.3.2 Any applicable codes, including

- Occupational Safety and Health Administration (OSHA)
- National Fire Protection Association (NFPA) which include
 - National Electrolux Code
 - Flambe Liquides Code
 - Life Safety Code
 - National Fuel Gas Code
 - Uniform Fire Code (UFC)
 - Building Officials and Code Administrators International Building Code (BOCA)
- Americans With Disabilities Act (ADA)

Management must promptly, as appropriate, fix, repair, train employees, and/or give warnings of safety hazards. Management must promptly fix or repair any item necessary for the continued operation of the business. In the event an accident occurs, the Safety and Health Manager will fill out the **Liability Report Form** on the next page, and maintain a record thereof.

Exhibition (7):

Liability Report Form



Date: _____

Claimant's Name: _____ Age: _____ Phone: _____

Address: _____

Description of Occurrence: _____

Injuries: _____ Medical Care? YES NO

Ambulance? YES NO Hospital or Doctor: _____

Property Damage? YES NO describe same: _____

Is a Product Involved? YES NO Name and Size: _____



Name and Address of Manufacturer: _____

Did Claimant Slip, Fall, or Trip? _____ Was Area Inspected? YES NO

Foreign Matter or Debris Found on Floor? YES NO Describe: _____

Witnesses Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Photos Taken? YES NO Additional Remarks: _____

Report Prepared By: _____

8.0 Safety Inspection

ADCO designated safety supervisor will check that all safety requirements and guidelines are being followed strictly. He supposes to inspect all the areas before construction and rectify all the items, which does not comply with the safety procedures prior to start of work. He will be present throughout the contract period to inspect all on-going works, assuring that they are complying with the safety guidelines applicable to the specific work being undertaken. Safety inspector will assure that all workers are wearing all personal safety equipment like helmet, eyeglass, safety shoes etc., applicable to the work being undertaken.

8.1 SAFETY INSPECTION CHECK LIST

Inspected By: _____ Date: _____

(Mark N/A as appropriate)

8.1.1.1 Work Site Information

a) Are Safety Meetings conducted periodically? When was the last meeting?

b. First aid equipment properly stocked

c. Are work site injury records being kept?

d. Are emergency telephone numbers conspicuously posted?

e. Is the EMERGENCY INFORMATION form posted?

Describe Violation – Location – Remedy Taken

8.1.2 Housekeeping And Sanitation:

- a. Are emergency lights fully operational? _____
- b. General neatness of working areas _____
- c. Regular disposal of waste and trash _____
- d. Passageways and walkways clear _____
- e. Waste containers provided and used _____
- f. Sanitary facilities adequate and clean _____
- g. Adequate supply of water _____
- h. Adequate lighting _____
- i. Trash receptacle for drinking cups _____
- j. Are handrails and stair treads in good repair? _____
- k. Is smoking restricted to certain locations? _____
- l. Are electrical cords and plugs in good condition? _____

m. Are electric circuit breakers free of obstructions? _____

Describe Violation – Location – Remedy Taken

8.1.3 Fire Prevention:

- a. Fire instruction to personnel _____
- b. Fire extinguishers identified, accessible, and fully charge _____
- c. “No Smoking” signs posted and enforced we needed _____
- d. Good housekeeping _____
- e. Storage, use and handling of flammable liquids properly done _____
- f. Fire hazards checked _____
- g. Is gasoline contained only in UL listed containers? _____

Describe Violation – Location – Remedy Taken

8.1.4 Handling and Storage of Materials:

- a. Are materials properly stored and stacked? _____
- b. Are passageways clear? _____
- c. Shelves in stockrooms in good repair and properly anchored _____
- d. Stacks on firm footing, not too high _____

- e. Are employees lifting loads correctly? _____
- f. Are materials protected from weather conditions? _____
- g. Flammable liquids not stored in areas used for exits or stairways _____

Describe Violation – Location – Remedy Taken

8.1.5 Hand Tools:

- a. Proper tool being used for each job _____
- b. Neat storage, safe carrying _____
- c. Inspection and maintenance _____
- d. Electric tools are grounded _____

Describe Violation – Location – Remedy Taken

8.1.6 Personal Protective Equipment:

- a. Eye protection, if needed _____
- b. Respirators and masks, if needed _____
- c. Helmets, hoods, head protection _____
- d. Gloves, aprons, sleeves, if needed _____
- e. Hearing protection, if needed _____
- f. Safety belts and lifelines _____
- g. Coverall/Uniform is worn _____

h. Back support belts _____

Describe Violation – Location – Remedy Taken

8.1.7 Hazardous Materials:

- a. Are “Material Safety Data Sheets are Available on Request” signs posted in conspicuous locations? _____
- b. Is the hazardous waste inventory log maintained? _____
- c. Are hazardous waste storage areas inspected weekly? _____
- d. Is the hazardous material disposition log maintained? _____
- e. All containers clearly identified _____
- f. Proper storage practices observed _____
- g. Proper storage temperatures and protection _____
- h. Proper type and number of extinguishers nearby _____

Describe Violation – Location – Remedy Taken

Unsafe acts and/or practices observed

9.0 Emergency Action Plan

9.1 PURPOSE

To establish the policy and procedures regarding management's and employee's response to various emergency situations. Examples of an emergency are fire, tornado, earthquake, and bomb threat.

9.2 OVERVIEW

The procedures cover the following topics:

Fire Reporting and Response

Evacuation

First Aid

Robbery

9.3 POLICY

ADCO has developed plans that address emergency situations that may arise in ADCO locations and which may threaten human health and safety, and damages ADCO assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives:

Provide a means of notifying employees, customers and local authorities of an emergency situation.

Provide for a safe and orderly method of evacuation of employees and customers from ADCO premises.

Account for all employees who occupied ADCO premises at the time of evacuation, should one occur.

Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.

Provide training and needed information to those employees responsible for taking action in the event of an emergency.

Signs as required by ordinance, regulation, or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

Training on Emergency Action Plans will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the Safety and Health Manager.

Smoking is never allowed anywhere on ADCO premises during an emergency

9.4 **PROCEDURE**

I. Fire Reporting and Procedure:

If a fire alarm or alert is sounded or a fire is reported by an employee, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

a) Senior Management

1. Immediately notifies the Fire Department by dialing 999 or (where applicable) the local fire emergency number:
2. Gives ADCO name, address, and area where the fire is located.
3. Assigns an employee to wait for the fire department outside ADCO and direct them to the fire's location.

b) Employee

1. If trained in the use of fire extinguishers, may attempt to suppress a small fire, until relieved by the Fire Department or until it becomes apparent that the fire cannot be controlled by fire extinguishers.

Note: Employees should never attempt to control a fire, which endangers their health. They must immediately evacuate the area when it becomes apparent that the fire cannot be controlled or when conditions become more hazardous.

II. Evacuation:

a) Senior Management

1. Telephones the local emergency agency (for example, fire, police, hazardous materials team, etc.).
2. Makes the following announcement on the public address system, “Dears, ADCO is being temporarily closed. Please leave by the nearest exit immediately. Thank you”.

Make this announcement twice, and repeats it every minute or more frequently if needed.

3. Checks all areas of their respective departments, restrooms, and public areas to verify that employees and individuals are evacuated.
4. Secures all cash, checks, and charge documents in the safe if time permits.
5. Designates a safe area outside ADCO as a gating point for all employees. Takes a head count of employees to insure all were safely evacuated.

Note: Employees are not to re-enter the building. Management will notify the ranking fire or other emergency response official on the scene of a potentially trapped person and their approximate whereabouts.

6. Dismisses all non-essential employees.
7. Telephones the GM and/or DGM of ADCO and all other management personnel.

II First Aid:

If an employee / individual is injured, the initial responsibility of management is to provide the needed first aid or arrange for emergency medical response or professional medical care.

a) Senior Management:

1. Treats the injured individual using the supplies from ADCO first aid kit.
2. In the event an employee is seriously injured and requires professional medical care, drive the employee to a medical provider. If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation (call 997).

1. If indoors:

1. Take cover beneath a desk, table, bench or indoor ways, halls or against an interior wall.
2. Stay away from glass windows and glass doors, and away from containers having hazardous material stored.

1.b. If outdoors:

1. Move away from buildings and all structures, and all overhead electrical wires.
2. If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

Senior Management

1. Coordinates first aid efforts.
2. Turns on the radio to get emergency information from local authorities.
3. Check natural gas lines for leaks. If a leak is detected, shuts down the system.
4. Shuts off the electrical current at the main breaker box if Power has been interrupted.
5. Directs employees and individuals to a safe assembly area outside the building.
6. Takes a head count to insure all employees were safely evacuated.
7. Does not permit individuals to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

a) Senior Management

1. Call the Police
2. Call the General Manager of ADCO
3. Have all witness write everything they can recall.

10.0 Blood borne Pathogens

It is imperative that you photocopy these four pages and give them to all employees during a training session. All employees must be trained on the risk of blood borne pathogens and the proper handling of blood and other bodily fluids.

10. 1. WHAT EVERYONE NEEDS TO KNOW

Blood borne pathogens are microorganisms carried by human blood (and other body fluids) and cannot be seen with the naked eye. They can be spread through contact with infected blood. If they get into the bloodstream, an individual may become infected and sick.

Most personnel cannot reasonably anticipate coming into contact with blood during their day-to-day work duties. That's why it's imperative that all personnel understand the danger of exposure to blood borne pathogens and ways to minimize their risk.

Blood borne pathogens may be present in blood and or other materials, such as:

- body fluids containing visible blood
- semen and vaginal secretions
- torn or loose skin
- Blood borne pathogens can cause infection by entering the body through:
- open cuts and nicks
- skin abrasions
- dermatites
- acne
- mucous membranes of the mouth, eyes or nose

10. 2 Workplace Transmission

The most common blood borne pathogens are HIV, Hepatitis B, and Hepatitis C:

10. 3 Disinfecting Hard Surfaces and caring for Equipment

Although hard surfaces have not been found to be a means of transmitting HIV, it is good hygiene policy to clean any soiled hard surfaces thoroughly. To do this, scrub the surface to remove any soil and apply a germicide (like the bleach/water solution described above) to the equipment used. Mops should be soaked in this solution after use and rinsed thoroughly with warm water. The solution should be promptly disposed of down a drainpipe. Remove gloves and discard them in appropriate receptacles, and wash hands as described above.

10. 4 Laundry Instructions For Clothing Soiled With Body Fluids

It is important to remember that laundry has never been implicated in the transmission of HIV. To ensure safety from transmission of other germs, contaminated clothes must be laundered with soap and water to eliminate potentially infectious agents. The addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids may be washed separately from other items. Pre-soaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual, following the directions provided by the manufacturer of the laundry detergent. If the material can be bleached, add ½ cup of household bleach to the wash cycle. If the material is not colorfast, add ½ cup of non-chlorine bleach to the wash cycle. **It is good hygiene to treat all bodily fluids as infectious.**

- END OF SAFETY PLAN -