

TABLE OF CONTENTS

SAFETY POLICY STATEMENT	5
INJURY & ILLNESS PREVENTION PROGRAM	6
CODE OF SAFE PRACTICES	25
General Safe Practices	25
HAZARD SPECIFIC CODE OF SAFE PRACTICES	27
General Work Environment	27
Personal Protective Equipment & Clothing	27
Walkways	28
Floor & Wall Openings	28
Stairs & Stairways	28
Elevated Surfaces	29
Exiting or Egress	29
Exit Doors	30
Portable Ladders	30
Hand Tools & Equipment	31
Portable (Power Operated) Tools & Equipment	31
Abrasive Wheel Equipment Grinders	32
Machine Guarding	32
Electrical	33
Lockout Tagout: Control of Hazardous Energy	34
Welding, Cutting & Brazing	35
Arc Welders	36
Compressors & Compressed Air	37
Compressed Air Receivers	38
Compressed Gas & Cylinders	38
Material Handling	39
Industrial Trucks - Forklifts	39
Environmental Controls	40
Control of Harmful Substances by Ventilation	41
Flammable & Combustible Materials	41
Fire Protection	42
Hazardous Chemical Exposures	43
Hazardous Substances Communication	44
Transporting Employees & Materials	45
Emergency Action Plan	45
Infection Control	45
Ergonomics	46
Back & Lifting Safety	46
Housekeeping	47
Material Storage	49
Company Vehicles	50
Tire Inflation	50
Fueling	50
GENERAL SAFETY POLICIES & PROGRAMS	51
Hazard Identification & Risk Assessment	51
Inspections	58

Hazard Reporting	61
Risk Control	62
Standard Work Procedures	63
Safety Training	67
Incident & Accident Reporting	70
Incident & Accident Investigation/Follow-Up	72
Accident Statistics	74
Access to Employee Exposure & Medical Records	75
Modified Work Program	85
Engineering Controls	89
Equipment Preventive Maintenance	90
Purchasing Controls	91
Safety Rewards	92
Safety Performance Assessment	94
Training Courses	97
Drug & Alcohol Free Workplace	98
Workplace Violence Prevention	102
Disciplinary Program	109
Employee Evaluation Program	113
FIRST AID	117
BLOODBORNE PATHOGENS	121
PERSONAL PROTECTIVE EQUIPMENT	140
FALL PROTECTION – GENERAL INDUSTRY	153
HAZARD COMMUNICATION	157
ELECTRICAL SAFETY	167
ASSURED GROUNDING CONDUCTOR	196
LOCKOUT TAGOUT: CONTROL OF HAZARDOUS ENERGY	200
FIRE PREVENTION & SAFETY	209
EMERGENCY ACTION	215
HAND & POWER TOOLS	224
WELDING, CUTTING & HOTWORK	231
COMPRESSED GASES	248
SINGLE RIM SERVICING	259
DRIVING SAFETY	263
DEFENSIVE DRIVING MANAGEMENT	270
FORMS & CHECKLISTS	273
Notice of Access to Employee Exposure & Medical Records	274
Employee Request to Access to Medical Records	275
Hazard Assessment Form	276
Worksite Safety Inspection Form	277
Worksite Safety Inspection Form	278
Equipment/Vehicle Inspection Checklist	279
Hazard Report Form	281
Worksheet for Identifying Regulatory Requirements	282
Job Procedure Worksheet	283
Sample Standard Work Procedure	284
Discipline Policy	285
Disciplinary Action - Notice of Safety Infraction	286
Policy / Regulation Violation	287

Emergency Contacts.....	288
Basic Emergency & Post-Emergency Procedures	289
New Employee Safety Orientation Checklist.....	290
New Employee Orientation Acknowledgement Form.....	291
Checklist for Developing an On-the-Job Training Program	292
On-the-Job Training Record Form	293
General Safety Meeting Agenda	294
Pre-Job Safety Meeting Agenda	295
Initial Pre-Job Safety Meeting Checklist & Record Form.....	296
Safety Meeting Form.....	298
Supervisor's Report of Injury or Illness.....	299
Supervisor's Report of Injury/Exposure	300
Employee's Report of Injury/Exposure	301
Safety Committee Accident Investigation Report	302
Modified Work Policy Statement	303
Doctor Notification Letter – Modified Work.....	304
Physical Capabilities Worksheet – Modified Duty	305
Job Demands Analysis – Modified Duty.....	307
Modified Work Availability Notification.....	308
Safety Recognition Nomination Form.....	309
Engineering Safety Checklist	310
Company Passenger Vehicle Preventive Maintenance Schedule.....	311
Maintenance Record Form.....	312
Joint Worksite Health & Safety Committee Meeting Report Form.....	313
Purchasing Standards Table	314
Safety Awards.....	315
Safety Performance Assessment Form.....	316
Supervisor Skills Checklist	318
Training Record Form	319
Harassment Policy Statement.....	320
Employee Evaluation Form	321
Task Risk Analysis Checklist	322
Office Hazard Checklist.....	324
Personal Protective Equipment - Certification of Hazard Assessment.....	326
Hepatitis B - Vaccination Declination Form	327
Employee Consent to Hepatitis B Vaccine.....	328
Bloodborne Pathogens - Exposure Incident Investigation.....	329
Bloodborne Pathogens - Post-Exposure Evaluation and Follow-up Checklist	330
Hazard Communication - List of Hazardous Substances	332
Request for Material Safety Data Sheet (MSDS).....	333
Lockout Tagout Schedule	334
Procedure for Lockout Tagout Removal.....	335
Periodic – Annual Observation of Lockout Tagout Program	336
Annual Lockout Tagout Administrative Review	338
Sling Inspection Report.....	339
Welding & Cutting Safety Inspection Checklist	340
Hot Work Permit.....	344
Welder Maintenance & Inspection Report.....	345