COMPANY NAME

SAFETY ORIENTATION MANUAL

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1. OBJECTIVE

The objective of ***Company Name*** Safety Orientation Program is to comply with the Occupational Safety and Health Administration's (OSHA) Standards and to minimize employee injury. Our policy is to take a proactive approach to employee safety through quality hiring, job hazard analysis, administrative controls, PPE and training. We take pride in our facilities and our employees. This manual is designed to provide an overview of ***Company Name's*** safety rules, guidelines and policies.

2. SCOPE

The policies of this manual cover all ***Company Name*** employees. All new hires will be required to read this manual at the time of their employee orientation. Additionally, supervisors should review these policies with their staff at least annually to ensure continued adherence. Copies of this program are available in ***Department*** for review by all employees.

3. POLICIES

Working safely and promoting safety is expected of each employee during their employment at ***Company Name***. Any employee that willfully disregards safety regulations, policies and/or procedures, or that bypasses or attempts to bypass safety features on equipment will face disciplinary action up to and including termination.

a. Training

   All employees shall receive proper training for their work areas or jobs. Employees are expected to "actively participate" in their training to the fullest extent possible. Training could be in many possible forms such as videos, on-the-job training, classroom instruction, demonstrations, study/quizzes, etc. Employees requiring certification for specific jobs or duties will be given the necessary training and will be required to maintain valid certification, as long as required, for their job assignment.

b. Safety Meetings

   An effective safety and health program requires the cooperation of both the employer and employees. Safety meetings and training sessions will be held as needed to ensure new or updated safety information is provided to all employees in a timely manner. Employees must attend all meetings as required by their immediate supervisor.

c. Basic Safety Rules

   i. Employees should know how to properly perform their assigned task. If unsure, they should contact their supervisor immediately before continuing any work.

ii. Employees should assess work areas and equipment before beginning work to identify any hazards. Corrective action must be taken to eliminate such hazards if found.
iii. Work areas should be kept clean and organized. Walkways and paths should be free of any clutter or storage.
iv. Use tools for their intended purpose only.
v. All tools and equipment should be properly cleaned and stored after use.
vi. Machinery, tools, material or equipment which are unsafe or not in proper working order must be identified as unsafe by tagging or locking the controls to render them inoperable or be physically removed from the site
vii. Spills or other causes of a wet surface should be immediately cleaned-up and dried to prevent slips and falls.
viii. Proper lifting techniques should be used at all times.
ix. Proper use and care of Personal Protective Equipment is mandatory. All necessary equipment will be provided by ***Company Name*** at no charge to the employee.
x. Employees should wear appropriate clothing for their job. All jewelry and rings must be removed before working in, on and around equipment.
xi. Hard hats are required by all personnel, at all times, while in construction zones.
xii. Horseplay is never allowed while "on the clock" or on company grounds.

4. RESPONSIBILITIES

To maintain a safe work environment, everyone must take an active role. ***Company Name's*** responsibilities include providing the necessary resources (money, equipment, employees, etc.) to ensure all employees are able to perform their duties safely. It is then up to the employees to do their part. A multi-stream flow of communication is vital to keep everyone informed of safety rules, needs and changes.

a. Management
    i. All management personnel should lead by example. Safety rules should not only be enforced, but also followed.
    ii. Management is ultimately responsible for all safety issues and the compliance of this and other ***Company Name*** safety policies by employees.
    iii. Management should be very active in the relaying of information to supervisors and employees from outside contractors, suppliers, and management.
    iv. Management shall maintain all necessary records as required.
    v. Oversee Multi-Employer Worksite requirements. (See Section 5)
b. Supervisors
    i. Supervisors will meet the required qualifications to be considered a "competent person". They will be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees and have authorization to take prompt corrective measures to eliminate them.
    ii. Supervisors must be thoroughly knowledgeable in all areas of safety.

iii. Supervisors will make frequent and regular inspections of the job sites, materials, and equipment.
iv. Supervisors shall have the authority to shutdown equipment for any safety reason.
v. Supervisors should know the cause, severity and cost associated with all accidents in their area.
vi. Supervisors must provide specific training as needed to new employees. Additionally, new training should be provided to all employees whenever a process is changed or new equipment is introduced.
vii. Supervisors must communicate with management and employees, ensuring all necessary safety information is presented and understood by everyone.

c. Employees
   i. All employees are responsible for complying with ***Company Name***'s rules and procedures.
   ii. Employees are responsible for having a safety attitude and developing safe work habits.
   iii. Employees must report any accident or near accident to their immediate supervisor.
   iv. Employees must report any unsafe equipment or unsafe work conditions to their supervisor.
   v. Employees need to be aware of the many different types of equipment that are utilized at the worksite. Such equipment might include forklifts, aerial lifts, bulldozers, excavators, and backhoes. Specific training on every piece of workplace equipment may not be required, but every employee should be cognizant of the characteristics and movements of the equipment. Only employees qualified by training or experience will be allowed to operate equipment and machinery.

5. Multi-Employer Worksite

a. ***Company Name*** is consistently engaged in Multi-Employer Worksites. Management personnel will be responsible for working with other on-site employers to create a safe and healthy work environment. This will entail the use of safety pre-planning activities to understand each employer's legal liabilities, safety duties and responsibilities at the Multi-Employer Worksite. A two-step process will be utilized to achieve these steps.
   i. Define the types of employers that will be at the worksite. OSHA categorizes employers into four groups: Controlling, Creating, Exposing, and Correcting. Employers can be classified and cited for more than one type.
   ii. Determine employer's obligations for the categories they fall under.
b. ***Company Name's*** Multi-Employer Worksite Policy, located in ***Department***, should be referred to for additional information concerning this issue.

6. FIRST AID

Employees should know what to do in an emergency. First aid is temporary care administered until trained emergency medical help arrives. First aid can prevent death or additional injuries if properly administered. Employees should never attempt to perform any first aid for which they are not properly trained. Employees should know the location of all first aid kits, the location of any first aid stations (eye wash or emergency shower) and who is CPR trained at the worksite. Employees should call ***Number*** immediately in case of an emergency and notify their immediate supervisor as soon as possible. Employees must follow the rules and regulations as stated in the company's Bloodborne Pathogens Policy.

7. RECORD KEEPING

As required by OSHA, ***Company Name*** maintains records on all work-related fatalities, injuries and illnesses. To ensure we comply fully with the law, employees need to report any and all accidents or near accidents to their immediate supervisor. By keeping accurate records we can provide a safer work area for all employees.

8. ALCOHOL, TOBACCO, AND DRUG USE

Company Name is a drug free company. We perform drug testing on all new employees and employment with the company is contingent upon a negative/clean test result. Random drug testing is also performed and continued employment is contingent upon a negative/clean test result. The use of alcohol and drugs is strictly forbidden before work or on company premises. Tobacco use is allowed only in designated areas and only on break periods. Employees must inform their supervisor of any prescribed medicine use required by a physician. Prescribed medication must not impair employee's ability to work safely. For additional information please refer to the company policy on Alcohol, Smoking and Drug Use.