



SIGNATURE

EMPLOYEE SAFETY PROGRAM

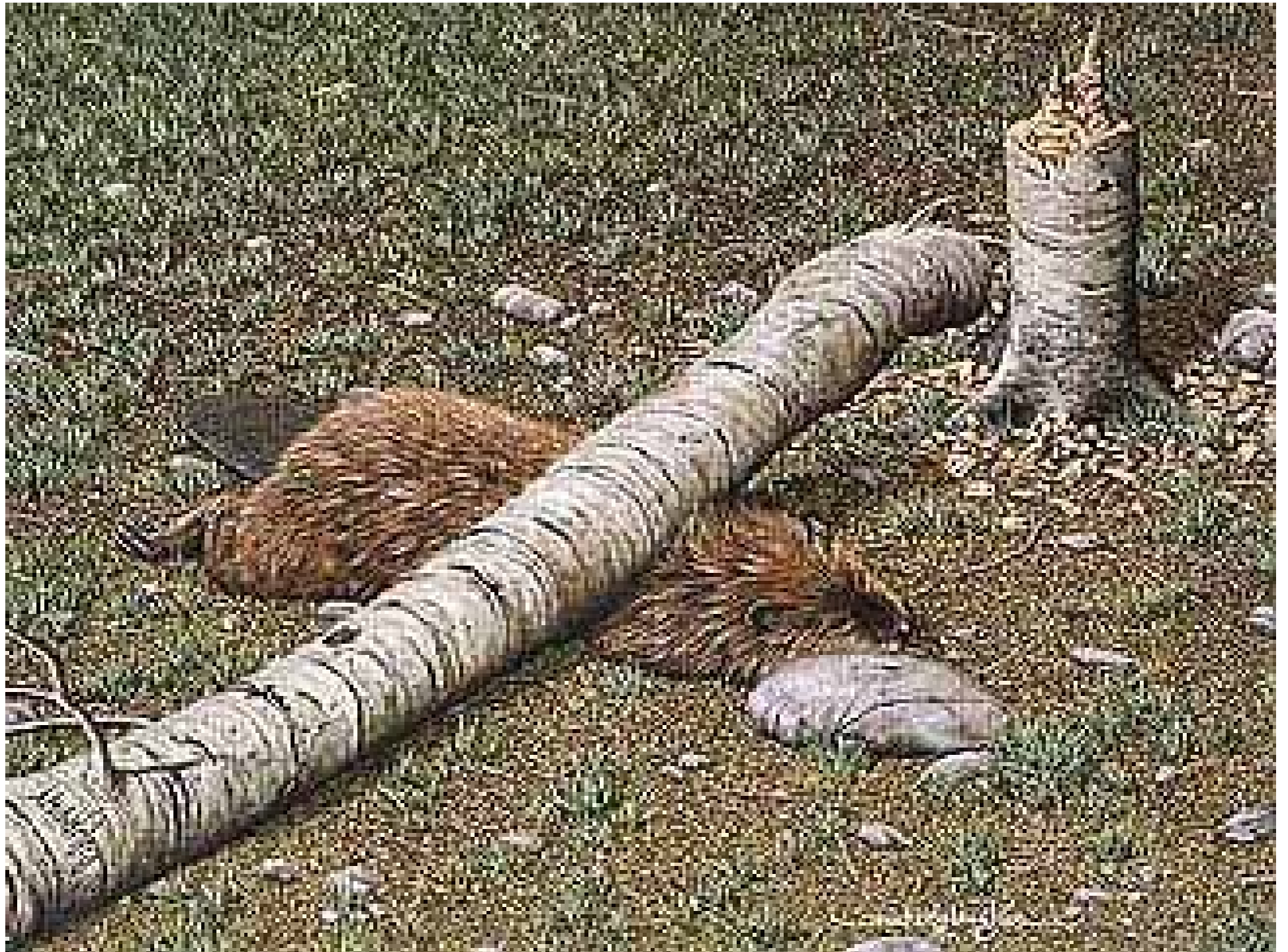
ORIENTATION AND TRAINING

“I HAVE YEARS OF EXPERIENCE”

“IT WON’T HAPPEN TO ME”

REGARDLESS OF:

- How many times you have performed the job task...
- How skilled you are - master of the trade or tools...
- How much experience you have...
- How long you have been doing the job...



Why a Safety Program?

- Prevent work related injuries and deaths.
 - 97% of all work related injuries are caused by employee actions.
 - 6,000 work related deaths each year in the United States.
 - 600 work related deaths each year in Texas.







Why a Safety Program?

*To send employees home the way
they came to work everyday.*

COMPANY SAFETY AND HEALTH POLICIES

Safety Policy

- SIGNATURE is committed to providing a safe workplace.
- Safety is equally important to the company as production and quality.

Responsibilities for Safety

All employees are responsible for accident prevention in the work place.

Each and every employee is responsible for safety in the work place.

REPORTING REQUIREMENTS

- Job Hazards and Unsafe Conditions:
 - Always report any identified job hazards and unsafe conditions to their supervisors immediately.
- Accidents and Injuries: (As Soon As Possible)
 - Any Injury, illness or suspected injury or illness of any magnitude.
 - Any Damage to machinery, equipment, vehicles, buildings or property.

Alcohol and Drug Policy

- Possession of or being under the influence of any alcoholic product or non-prescribed drug while on company property or in company vehicles will result in appropriate disciplinary action.
- Always notify your immediate Supervisor if taking any prescribed medications that can affect your ability to perform your job safely.

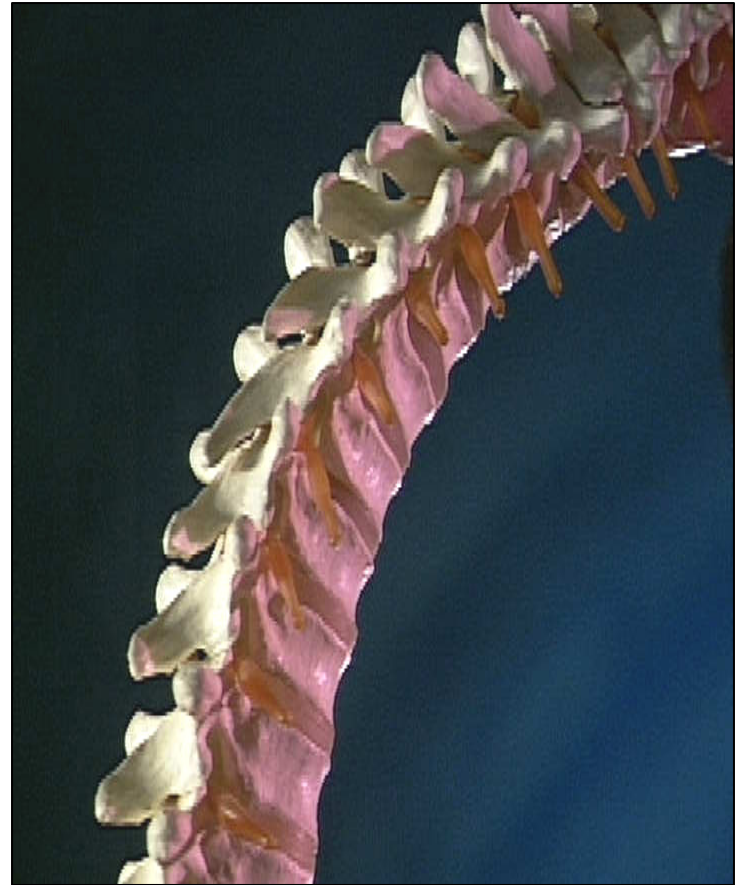
Back Injury Prevention



Safe Lifting Procedures and Techniques

Back Parts

- Vertebrae (back bone)
- Spinal cord
- Disks
- Muscles, ligaments, tendons

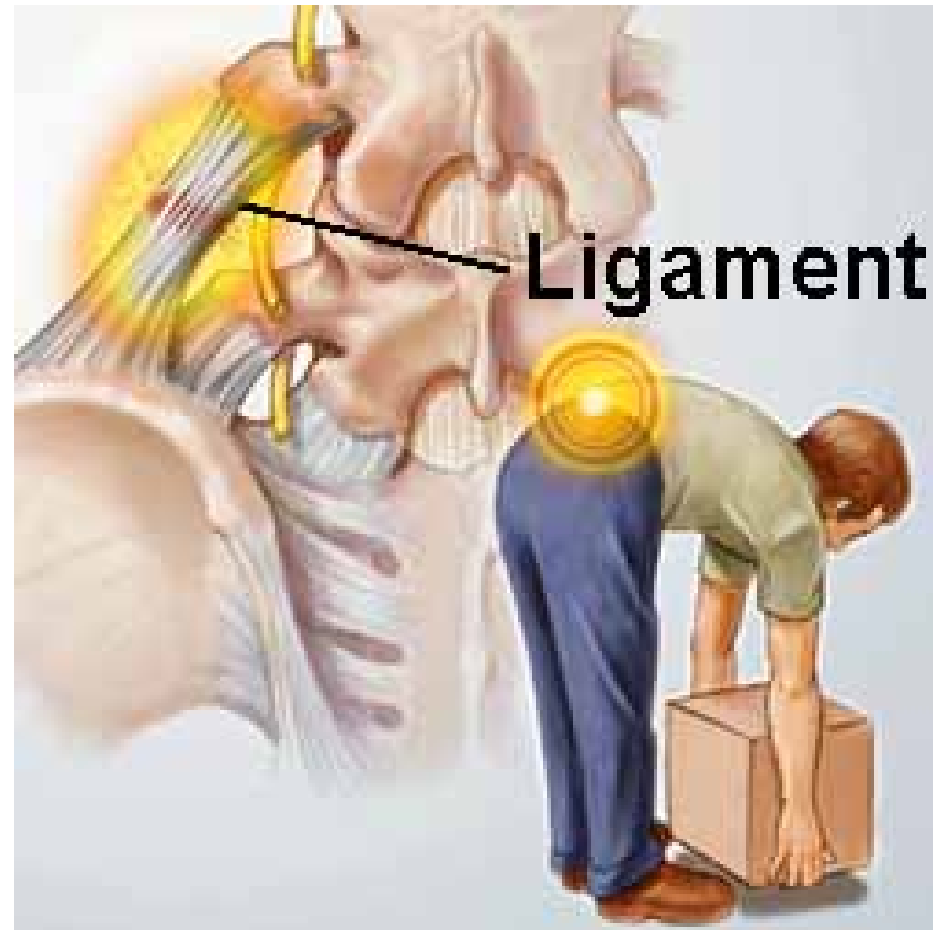


Causes of Back Injuries

- Improper lifting
 - Caused from arching the back or bending from the waist to lift putting the back in an unnatural alignment
- Poor posture
 - Not maintaining the natural S curve to the back and spine when sitting or standing
- Lack of conditioning or excess weight
- Degenerative conditions

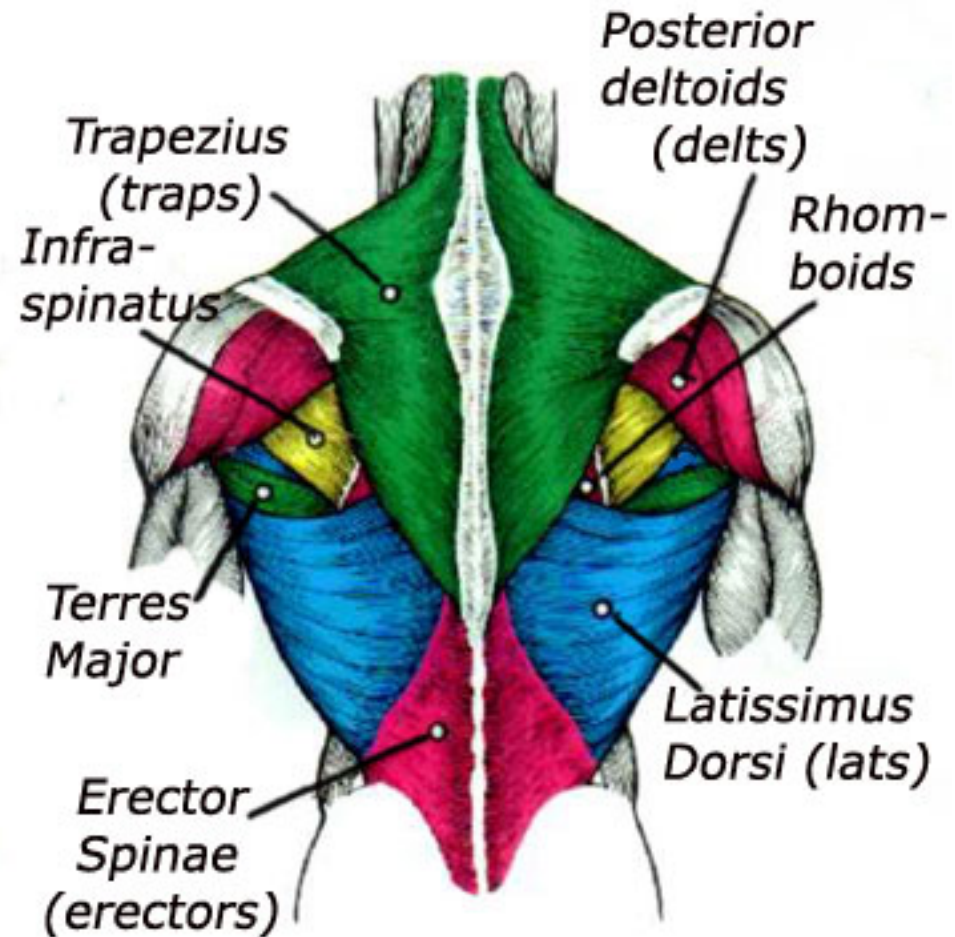
Types of Back Injuries

- Torn ligaments



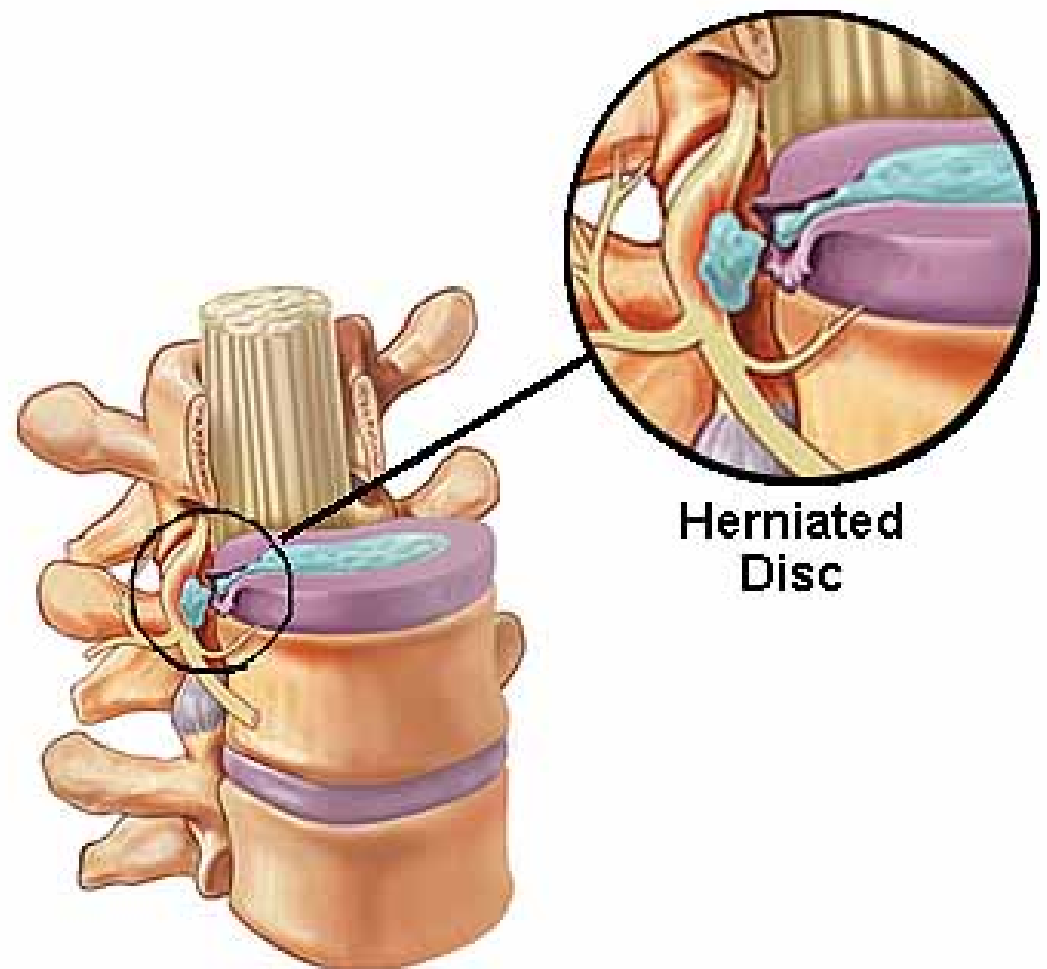
Types of Back Injuries

- Pulled or strained muscles



Types of Back Injuries

- Ruptured or herniated disks



Back Injury Prevention

- NEVER lift materials beyond your means of lifting safely.
- What is the amount of weight than an employee can lift safely?
 - It is different for everyone depending on physical condition, age, weight, and size

Back Injury Prevention

- Before each lift, ask yourself:
 - Do I have to lift the material or can I use a hoist, dolly, or other lifting device?
 - If I have to lift the material, is it within the weight that I can lift safely or do I need assistance from one or more coworkers?

Planning the Lift

- Size up the load
 - Test for weight
 - Shape and size
- Clear the path
 - Objects
 - Tight doorways or corners
- Unloading zone

Proper Lifting Technique

- Stand close with feet shoulder-width apart
- Squat by bending your knees and hips
- Keep your back as straight as possible
- Pull the load close to your body
- Stand up, lifting with your legs and not your back



Proper Lift



The wrong way!



The right way!

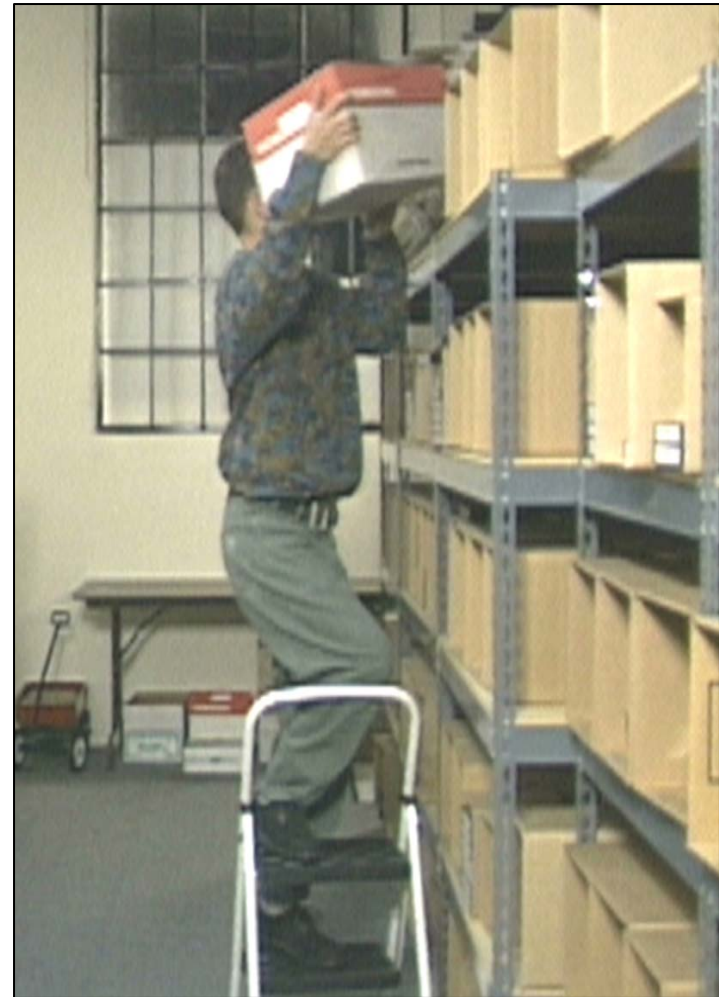
Proper Unloading

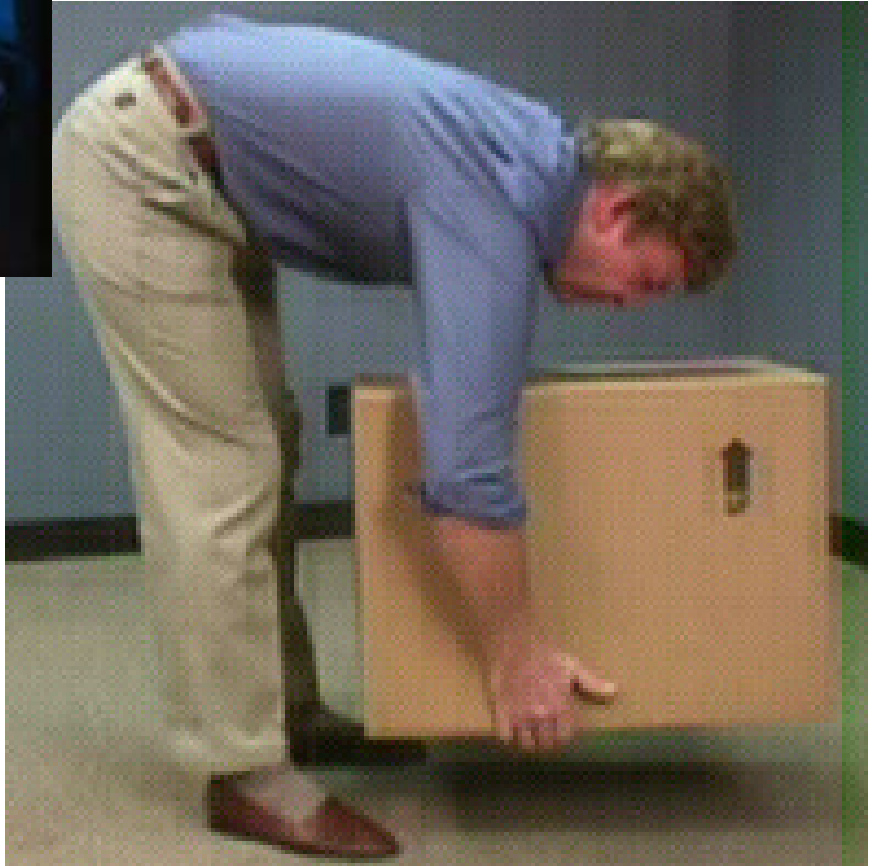
- Squat down with the load (reverse of lifting)
- Do not bend your back over the load



Overhead Loads

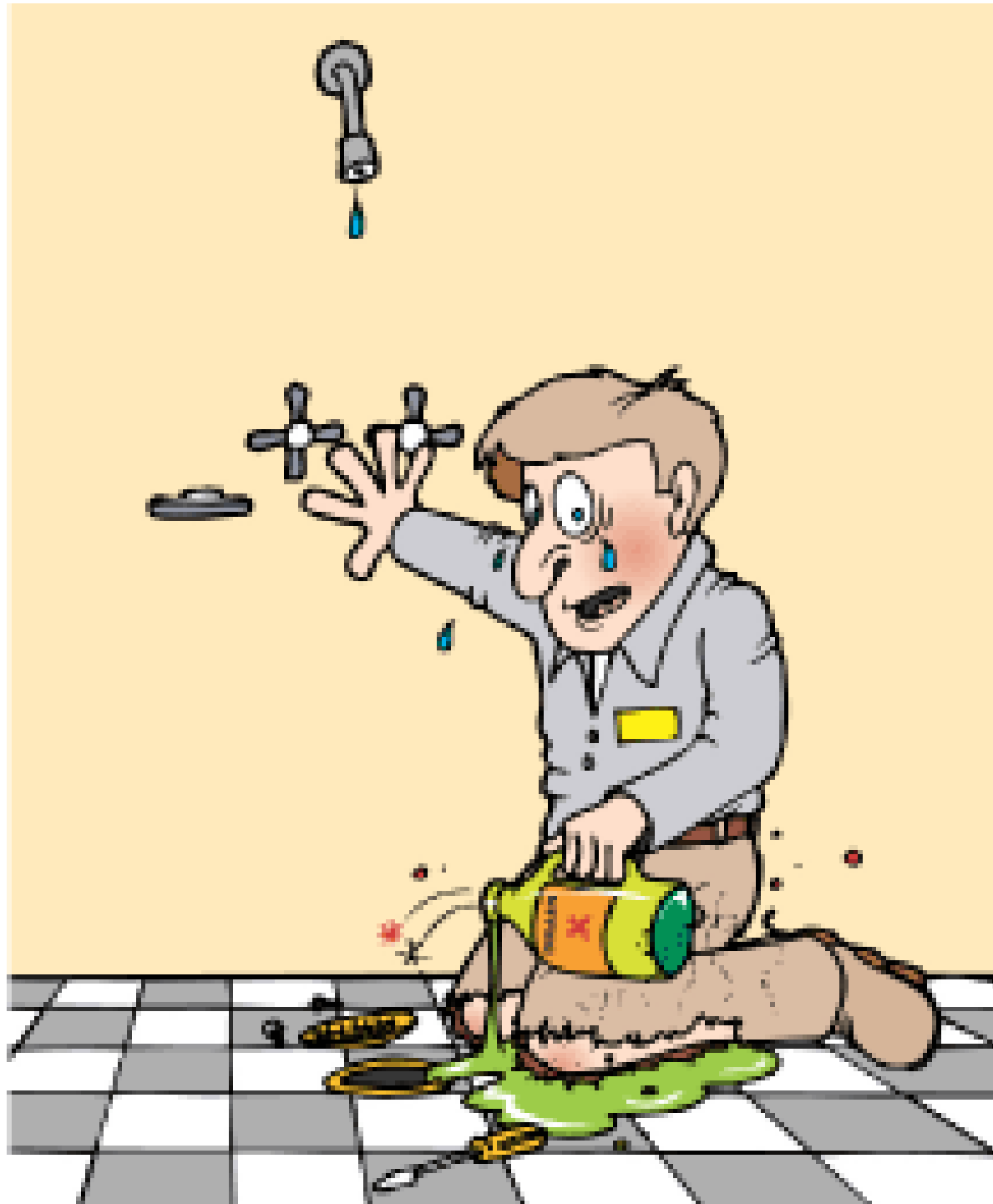
- Step up to where shoulders are level with the load
- Slide the load close
- Use your legs for lifting and support





HAZARD COMMUNICATION

**Safe Use of Chemicals and
Potentially Hazardous Materials in
the Workplace**



Container Labeling Requirements

- Often chemicals and hazardous materials are transferred from the original container to other containers (cups, cans, spray bottles, etc.) for use.
- Always ensure containers of chemicals and hazardous materials are labeled with the following information:
 - Product Name
 - Hazard Warnings



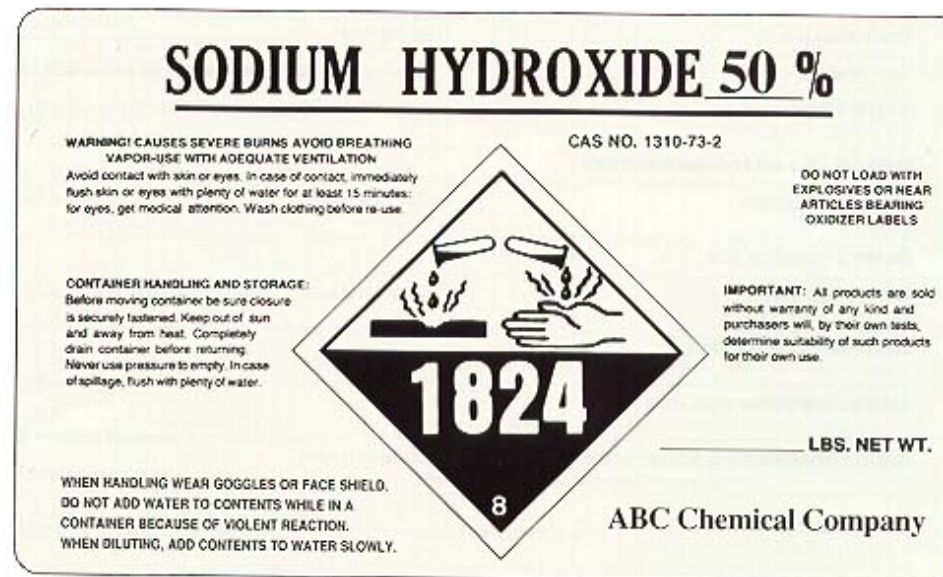
Container Labeling Requirements

- Common hazard warnings include:
 - Flammable
 - Combustible
 - Toxic
 - Poison
 - Corrosive
 - Irritant



Container Labeling Requirements

- Hazard warnings are located on original container labels and can be obtained from Material Safety Data Sheets (MSDS).





Read Warning Labels

- Always read and understand what the product is, what the hazards are and the proper safety measures and precautions that are required prior to using **ANY** product.



Ask your supervisor if you need assistance.

Material Safety Data Sheets (MSDS)

- Material Safety Data Sheets (MSDS) are chemical safety information:
 - Tells you about the chemical you are working with, what it can do to you and how to protect yourself and use the chemical safely.

Material Safety Data Sheet		U.S. Department of Labor	
May be used to comply with OSHA's Hazard Communication Standard, 29 CFR 1910.1200. Standard must be consulted for specific requirements.		Occupational Safety and Health Administration (Non-Mandatory Form) Form Approved OMB No. 1218-0072	
IDENTIFY (As Used on Label and 1st)		Note: Blank spaces are not permitted. If any data is not applicable, or no information is available, the space must be marked to indicate that.	
Manufacturer's Name	Emergency Telephone Number		
Address (Number, Street, City, State, and ZIP Code)	Telephone Number for Information		
	OSHA Program		
	Signature of Preparer (optional)		
Hazardous Ingredients/Identify Information			
Hazardous Components (Specify Chemical Name(s), Common Name(s))	OSHA PEL	ACGIH TLV	Other Levels Recommended % optional
Physical/Chemical Characteristics			
Boiling Point		Specific Gravity (if $d_4^{20} = 1$)	
Vapor Pressure (mm Hg)		Melting Point	
Vapor Density (air = 1)		Evaporation Rate (Evaporation Rate, Spread Area, etc.)	
Volatility in water			
Appearance and Odor			
Fire and Explosion Hazard Data			
Flash Point (Method Used)	Flammable Limits	LEL	UEL
Extinguishing Media			
Special Fire Fighting Procedures			
Unusual Fire and Explosion Hazards			
(Reproduce on back)			
OSHA 174, Sept. 1985			

Information on MSDS

- Product Name/Identity (I)
 - What is the chemical or product
- Manufacturer Contact Information (I)
 - Who made it/How to contact them
- Hazardous Ingredients (II)
 - What the Product is Made of
 - (PEL,STEL,TLV)

Information on MSDS

- Physical and Chemical Characteristics (III)
 - Specific Gravity (float or sink)
 - Vapor Density (rise or settle)
 - Appearance and Odor
- Fire and Explosion Data (IV)
 - Flash Point (vapors burn – not liquids)
- Reactivity Data (V)
 - Stabilization
 - Incompatibility

Information on MSDS

- Health Hazard Data (VI)
 - Routes of Entry into the Body
 - ✓ Inhalation
 - ✓ Ingestion
 - ✓ Skin
 - Health Hazards
 - ✓ Target Organs
 - ✓ Carcinogen (cancer causing)
 - Signs and Symptoms of Exposure
 - Emergency and First Aid Procedures

Information on MSDS

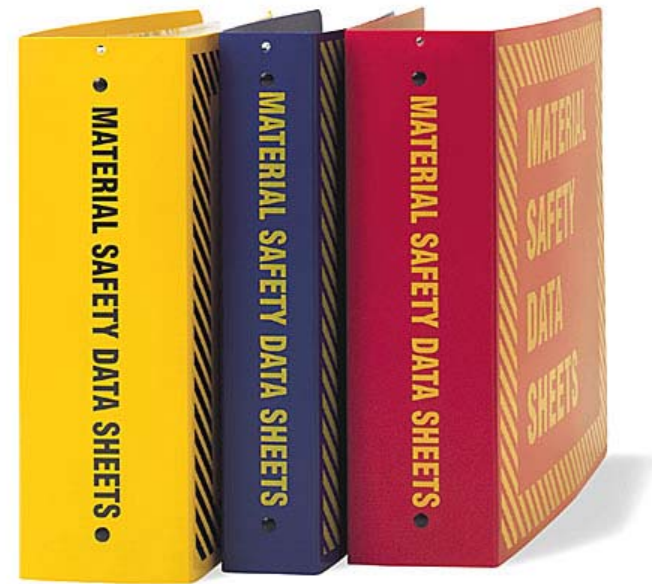
- Special Precautions(VII)
 - Storage
 - Spill Control
 - Waste Disposal
- Control Measures(VIII)
 - Ventilation
 - Personal Protective Equipment
 - Work Practices

The image shows a sample Material Safety Data Sheet (MSDS) form. The form is titled "Material Safety Data Sheet" and includes various sections such as "Section 1: Identification", "Section 2: Hazardous Ingredients", "Section 3: Composition/Information on Ingredients", "Section 4: First Aid", "Section 5: Fire Fighting", "Section 6: Accidental Release", "Section 7: Handling and Storage", "Section 8: Exposure Controls/Personal Protection", "Section 9: Physical and Chemical Properties", "Section 10: Stability and Reactivity", "Section 11: Toxicological Information", "Section 12: Ecological Information", "Section 13: Disposal", "Section 14: Transport Information", and "Section 15: Other Information". The form is filled with text and numbers, representing a typical MSDS document.

Location of MSDS

MSDS are available in these areas:

- Master Copy – Assigned Office
- Each vehicle has MSDS for commonly used products.



Personal Protective Equipment

*Always utilize safety equipment as required by
Material Safety Data Sheets.*

FLEET AND VEHICLE OPERATION SAFETY



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WRECKED

EXOTICS

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Qualification and Authorization

- Only authorized and qualified employees may operate company vehicles at any time.
- All employees and applicants are subject to verification of driving records at any time.
 - Always report any violations and accidents.

Qualification and Authorization

- Employees must maintain a driving record within the driver eligibility system of the company to maintain insurability.
- Unauthorized passengers are never allowed to ride in company vehicles.

Vehicle Inspection

- Each vehicle should be visually inspected prior to each shift by the operator of the vehicle.
- Vehicles that are not safe to operate will not be used.

Vehicle Operation

- Operators must obey all traffic laws as well as warning signs.
 - Speed limits
 - Turn and lane change signals
 - Complete stops
 - Yield right of way
 - School and work zones
 - Following distances

Vehicle Operation

- Seat belts must be worn at all times when operating vehicles.
- Operators must visually check all sides and behind the vehicle each time it is to be moved.
- Ensure that any external materials such as ladders are secure.
- Never operate a vehicle under the influence of drugs or alcohol.

Vehicle Operation

- Operators must always maintain at least a 2 second interval behind the car in front.
- Operators must have a visual of the rear tires of the vehicle in front touching the road when stopped behind a vehicle.
- Before proceeding at an intersection, operators must look left, right, forward, and left again.

Vehicle Operation

- Operators must yield to emergency vehicles and if possible move safely out of the way.
 - Do not violate traffic laws or warning signs to make way for emergency vehicles.
- Operators must not use cell phones or radios without hands free devices when operating vehicles.





ELECTRICAL SAFETY

Flexible Electrical Cords

- Must not be repaired with electrical tape.
- Insulation must be replaced to match the original insulation (heat shrink sleeve).



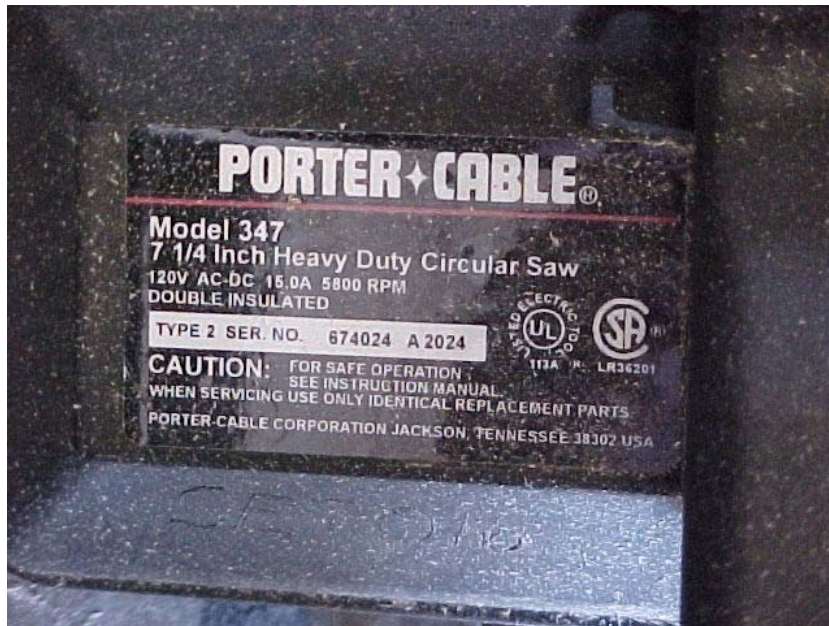
Flexible Electrical Cords

- Must be electrically grounded (3-prong plug into 3-prong receptacle)



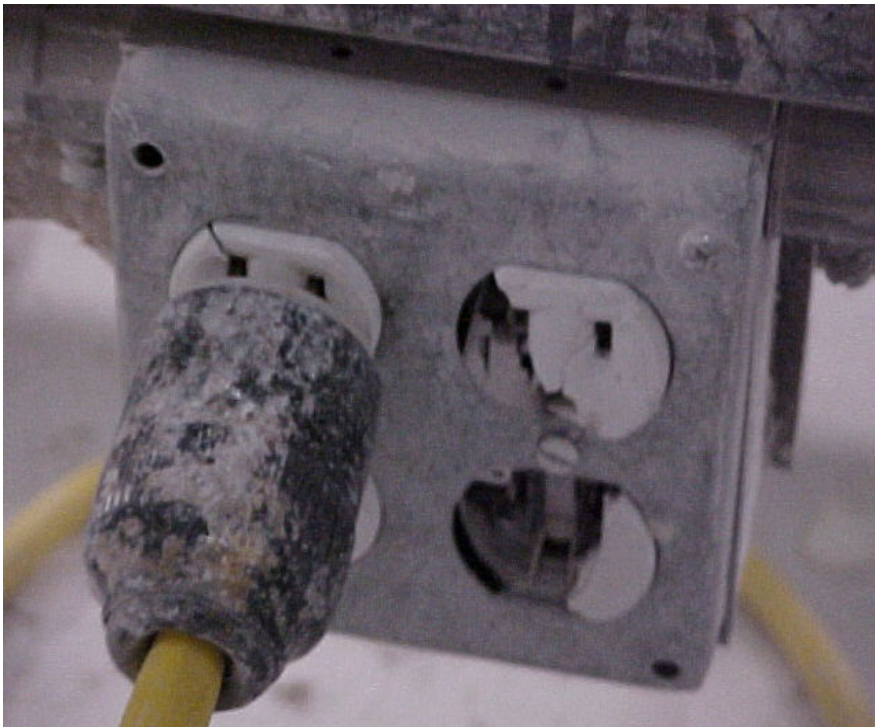
Flexible Electrical Cords

- Exception to grounding:
 - Tools and equipment listed and labeled as “double insulated” do not have to be electrically grounded.



Electrical Equipment and Fixtures

- Never use damaged or broken electrical fixtures.



**EQUIPMENT, MACHINERY,
AND TOOLS**

Equipment, Machinery, and Tools

- Equipment, Machinery, and Tool Operation:
 - Employees must never attempt to operate equipment, machinery, or tools unless they are trained and authorized to do so by a supervisor or company official.
 - Employees must never use or operate equipment, machinery or tools that are unsafe to use or operate.

Equipment, Machinery, and Tools

- Equipment, Machinery, and Tool Inspection:
 - Visually inspect equipment, machinery, and tools for electrical, guarding or other safety hazards or unsafe conditions prior to each use.
 - Check GFCI's on all electrical equipment for proper operation.

Equipment, Machinery, and Tools

- Equipment, Machinery, and Tool Guards:
 - Never attempt to remove or bypass any safety guard or barrier on any equipment, machine or tool unless proper lockout-tagout procedures are in place by an individual **AUTHORIZED** to lockout-tagout machinery or equipment.
 - Never operate equipment, machinery, or tools without safety guards in place.

Equipment, Machinery, and Tools

- Equipment, Machinery and Tool Safety:
 - Employees must never place hands, arms, or any part of their body in an area of equipment, machinery or tools where there are moving parts that can cause injury.
 - Loose clothing and jewelry must not be worn when operating equipment, machinery, or tools.
 - Long hair must be tied back when operating equipment, machinery or tools.

Equipment, Machinery, and Tools

- Lockout-Tagout, Out of Service:
 - Employees must never attempt to operate equipment that has been locked out or that has warning signs indicating “DO NOT START” or “DO NOT OPERATE”.

CAUTION

**THIS MACHINE
MUST BE
LOCKED OUT
PRIOR TO
SERVICING.**

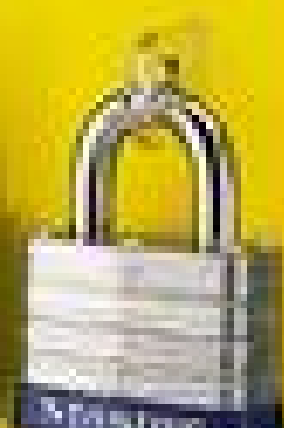
DANGER

**DO
NOT
OPERATE**

The locking tag
shall be removed by:

Name: _____
Title: _____
Department: _____
Date: _____

100-1000-1000



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HOUSEKEEPING

**Maintaining a Clean
and Organized Workplace**

Housekeeping

- The workplace and work vehicles must be kept in a clean and orderly condition at all times.



Housekeeping

- Ensure all spills are cleaned up immediately to eliminate slip hazards.



Housekeeping

- Always roll up and properly store any unused hoses, cords or cables keeping them away from walkways, stairs and aisles.



Food and Beverages

- Never store or consume food and beverages areas where they could be contaminated by chemicals.



FIRE PREVENTION

In the Workplace

Flammable - Combustible Liquids

- Flammable Liquid:
 - Flashpoint less than 100 F/37.8 C
- Combustible Liquid:
 - Flashpoint greater than 100 F/37.8 C
- Must be stored in proper containers with lids and covers closed at all times when not in use.
- Electrical and heat or spark producing equipment must be kept away from flammable liquids (at least 20 feet).



Flammable Liquids

- Containers of 5 gallons or greater must be electrically grounded and bonded (connected) during transfer from one container to another to control static sparks.

FIRE EXTINGUISHERS

Use and Limitations

Fire Extinguishers

- Only trained personnel should use fire extinguishers.
- Employees must be aware of fire extinguisher locations in their work areas/vehicles.
- Fire extinguishers may be used only for the intended purpose.
- Employees must **NEVER** put themselves or others at risk or danger to use a fire extinguisher to fight a fire.



Fire Extinguishers

Types of fire extinguishers:

- A - For use on combustible material fires.
- B - For use on flammable liquid fires.
- C - For use on electrical fires.
- D - For use on combustible metal fires.
- ABC - For use on all ABC type fires.

Fire Extinguishers

- Remove the unit from the designated location.
- Stand 10 to 12 feet from the base of the fire.
- Pull the pin.
- Aim the nozzle at the base of the fire.
- Squeeze the handle.
- Sweep from side to side.



PASS

Fire Extinguishers

- Limitations
 - Fire extinguishers are intended for use on small fires in the beginning stages only.

EMERGENCY PROCEDURES

Evacuation / Weather

Evacuation

- Always be familiar with emergency escape routes at the locations where you are working.
- Never return to an evacuated building for any reason until instructed to do so by a company official.



Weather

- Be alert and aware of impending severe weather near your work area.
- If required seek shelter in central areas of buildings away from windows and doors.
- Never leave the weather shelter area until instructed to do so by a company official.
- Report to your Franchise Office as soon as possible.

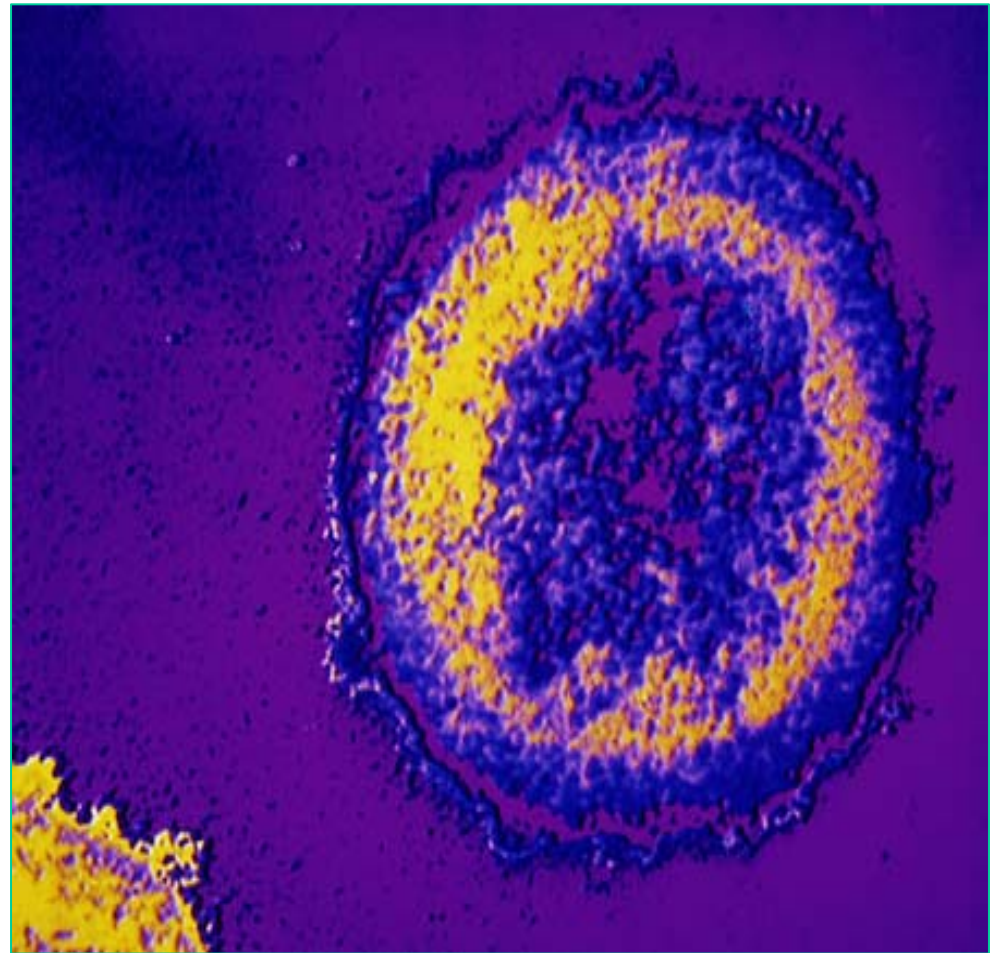
Bloodborne Pathogen Exposure Control

What is a Bloodborne Pathogen?

Microorganisms that are carried
in the blood that can cause
disease in humans

Common Bloodborne Pathogen Diseases

- Malaria
- Brucellosis
- Syphilis
- **Hepatitis B(HBV)**
- **Hepatitis C(HCV)**
- **Human
Immunodeficiency
Virus (HIV)**



Bloodborne Pathogens

- Controlling Exposure:
 - Practice “Universal Precaution” whenever there is a possibility of coming into contact with blood or body fluids.
 - “Universal Precaution” means that you should treat all blood and body fluids as potentially infectious and protect yourself accordingly.

Your Exposure Potential

- Work place injury
- Accidental contact with contaminated objects at assigned worksite
- Handling of any waste products that may contain blood.



Personal Protective Equipment (PPE)



- Latex or Nitrile gloves
- Goggles, Safety Glasses
- CPR Mouth Barriers
- Aprons
- Respirators

PPE Rules to Remember

- Always check PPE for defects or tears before using
- If PPE becomes torn or defective remove and get new
- Remove PPE before leaving a contaminated area
- Do not reuse disposable equipment

Hand Washing

- Wash hands immediately after removing PPE
- Use a antibacterial soap
- A hand sanitizer can be used but wash with soap and water as soon as possible.

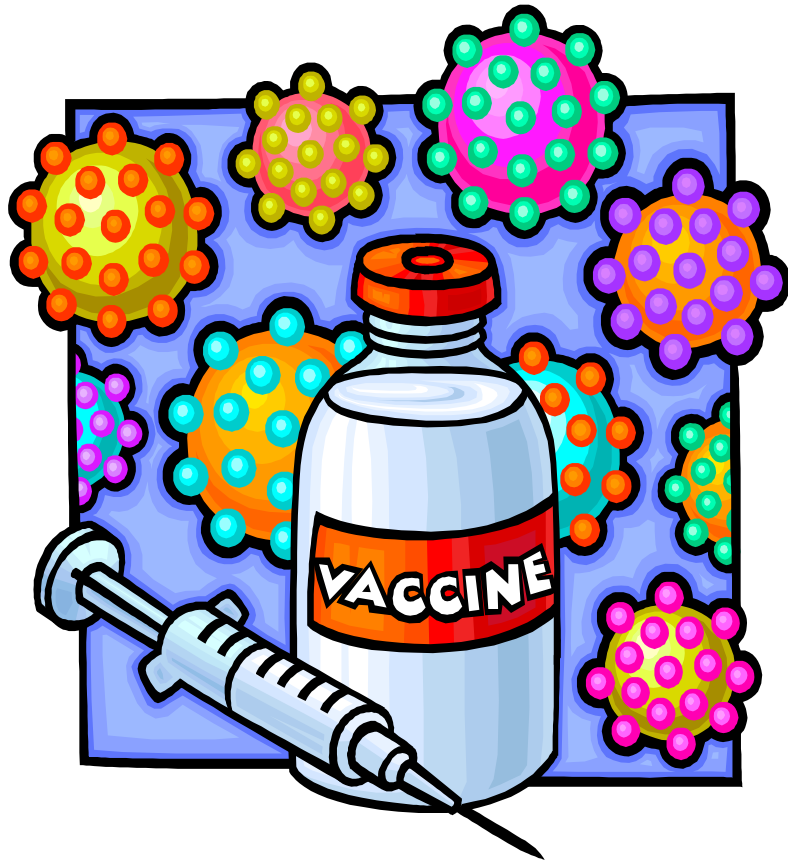


Post-exposure Evaluation

- Confidential medical evaluation
- Document route of exposure
- Identify source individual
- Test source individuals blood (with individuals consent)
- Provide results to exposed employee



Hepatitis B Vaccination



- Strongly endorsed by medical communities
- Offered to all employees
- Provided at no cost to employees
- Declination form

PERSONAL PROTECTIVE EQUIPMENT

Safety Glasses, Goggles

Gloves

Respirators

Clothing

Tyvek Suits

Safety Eyewear

- Ensure proper eye protection is selected for the job or task.
 - Safety Glasses
 - Prescription Safety Lenses
 - Chemical Splash Goggles
 - Face Shields



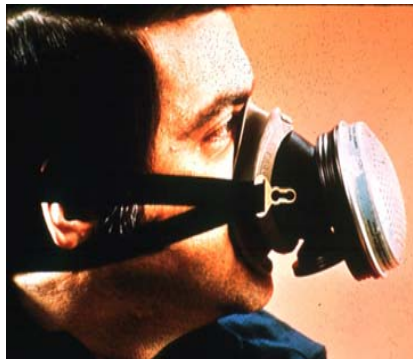
Protective Gloves

- Gloves are required when:
 - Recommended by MSDS Sheets for chemical use.
 - When handling materials or object with sharp edges.
 - When required by a particular job or task.
- Gloves should never be worn when operating equipment or machinery with moving parts that could allow the glove to become entangled.

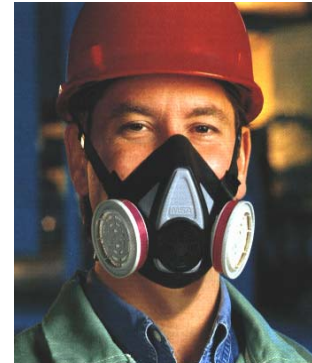


Respirators

Tight -Fitting Coverings



Quarter Mask



Half Mask



Full Facepiece



Mouthpiece/Nose Clamp
(no fit test required)

Filtering Facepiece (Dust Mask)

A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.



Service Life

The period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

End-of-Service-Life Indicator (ESLI)

A system that warns the user of the approach of the end of adequate respiratory protection; e.g., the sorbent is approaching saturation or is no longer effective.



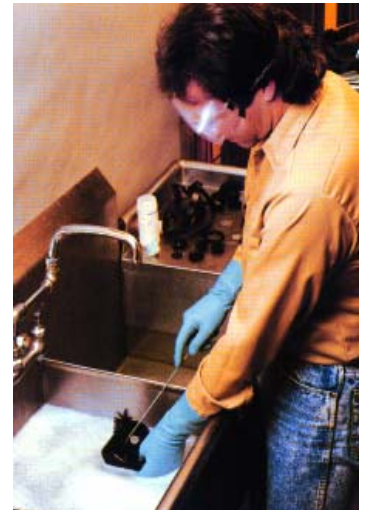
Qualitative Fit Test (QLFT)

A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.



Maintenance and Care

- Provide each user with a respirator that is clean, sanitary and in good working order
- Clean and disinfect at the following intervals:
 - as often as necessary when issued for exclusive use
 - before being worn by different individuals when issued to more than one employee
 - after each use for emergency respirators and those used in fit testing and training





- Respirators and dust masks may be used only by trained and authorized personnel.
- Respirators and dust masks must be stored in clean closed containers (usually plastic bags) when not in use.
- Respirators and dust masks must not be altered or changed from the original condition for use (do not cut headbands off).



Use and Care of PPE

- All Personal Protective Equipment **MUST** be:
 - Used as required and instructed
 - Maintained in clean, safe condition
 - Inspected daily by the user
 - Inspected periodically by supervisors
- Report damaged or defective personal protective equipment to your supervisor prior to use.

Questions???











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Conclusion

- Questions
- Sign Attendance record.
- Complete Review Sheet.