



Safety Training Guide

Developed by:
Integrated Claims Management,
Inc.

(To be kept by the Employee)

Notes:

A. General Safety and Health Training

1. These are general guidelines for use by the Manager/Supervisor(s) of this company in conducting new hire orientations.
2. This information is provided to the employee for his/her periodic review.
3. Training Guide.

(A-3-1) General Safety Rules (Employee's Responsibility)

1. Observe all company safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness, or property damage to my supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to my supervisor or Safety Committee representative promptly.
4. Observe all safety related hazard warning and "no smoking" signs.
5. Keep aisles, walkways, and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.

7. Keep all emergency equipment, such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Do not report to work under the influence of alcoholic beverages or illegal drugs, or consume them while on the company premises
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Remain in my own work areal unless I am instructed otherwise.
11. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
12. Walk at all times on company premises (no running) and do not take unauthorized short cuts.
13. Follow proper lifting procedures at all times.
14. Ride as a passenger in a vehicle, only if it is equipped with a seat belt.
15. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
16. Do not wear frayed, torn or loose clothing, jewelry or long unrestrained hair near moving machinery or other sources of entanglement, as well as around electrical equipment.

advising him/her that it's available to them at any time.

(A-3-12) Violence in the Workplace

Purpose: To provide to the employees a method of taking a hostile situation and either diffusing it or reducing it to eliminate any physical harm.

Procedures: The following guidelines have been recommended to assist in addressing violence in the workplace.

Prepare yourself in advance.

1. Know your exits. It is best to have at least two ways to get away in case one exit is blocked.
2. Be alert to what is going on around you. If a situation looks or sounds suspicious, leave or avail yourself to the coworker involved. Ask them if they need help.
3. Be mentally prepared in case a hostile situation occurs. Meet with your co-workers and discuss what you can do to protect yourselves in such situations.
4. Work out a signal among yourselves to let others know when you are in trouble and need help.
5. Review your position/facts. Do you know the person involved? Do they have a criminal history? Are they easily agitated? Intoxicated? On drugs? Should you take some special precautions?

2. Ensure walkways, access to machine controls and emergency escape routes are not blocked.
3. Keep floors or walkways in work areas as dry as possible.

(A-3-10) Proper Lifting Techniques

1. Assume a firm stance.
 - a. Feet Shoulder width apart.
 - b. Point toes out.
2. Bend at the knee, not at the waist.
3. Lift with your legs.
 - a. Leg muscles are stronger than back muscles.
 - b. Maintain a straight or natural back position.
4. Keep the load close to your body.
5. Lowering the load.
 - a. Keep back straight.
 - b. Bend at your knees.
 - c. Extend your arms to lower the load.

(A-3-11) A Description of the Company's Total Safety Program

The trainer will provide a brief overview of the company's safety program book; discussing the titles, informing the employee of it's location, and

17. Actively support and participate in the company's efforts to provide a safety and health program.

(A-3-2) How and When to Report Injuries

1. Report immediately to a supervisor or designated personnel the nature of the injury and all circumstances surrounding the incident.
2. Comply with instructions regarding seeking medical treatment:
 - a. Contact listed designated first aid employee for first aid treatment.
 - b. If the injury is serious enough for medical treatment outside this facility, transportation will be provided to the nearest medical facility.
3. Notify the medical provider that the injury occurred on the job and provide correct information regarding the incident and previous injuries.
4. Complete the Employer's Incident Investigation Report form with the designated supervisory personnel. If feasible, complete the form before seeking medical attention.
5. Maintain contact with the employer on a regular basis regarding recovery and release to return to work (either modified, light duty, or full duty).

- a. Bring to immediate supervisor a certification slip from the attending physician authorizing you to be off work.
 - b. Bring to immediate supervisor a certification slip from the attending physician authorizing return to regular work.
6. When released to return to modified work, contact the designated supervisory personnel and explore light duty work options. Abide by all work restrictions in order to avoid re-injury.
 7. When released to return to modified work, contact the designated supervisory personnel and explore light duty work options. Abide by all work restrictions in order to avoid re-injury.

(A-3-3) Location of First Aid Kits at Job Site

(A-3-4) The designated first aid, as provided and posted on the Safety Bulletin Board at Job Site

(A-3-5) How to report unsafe conditions and practices

1. Stop unsafe procedures or practices immediately
2. Report the information to your immediate supervisor

3. Report the information to the Safety Committee.

(A-3-6) The Use and Care of Personal Protective Equipment

1. Personal protective equipment will be worn as prescribed by the workplace Hazard Assessment, completed at the job site.
2. Selection, fitting and training will be completed by your supervisor/lead person.
3. Respirators will be worn for any shop operations according to the MSDS for the particular product being used or hazard encountered.

(A-3-7) Proper Actions in the Event of Emergency

1. Emergency Systems, as posted at job site.
2. Evacuation, as posted at job site.

(A-3-8) Disciplinary Action of Employees not Conforming to Safety Policies

1. Verbal reprimand.
2. Written reprimand with possible suspension.
3. Termination. Any serious violation may be cause for immediate termination.

(A-3-9) Housekeeping

1. Clean up after yourself in your work area.