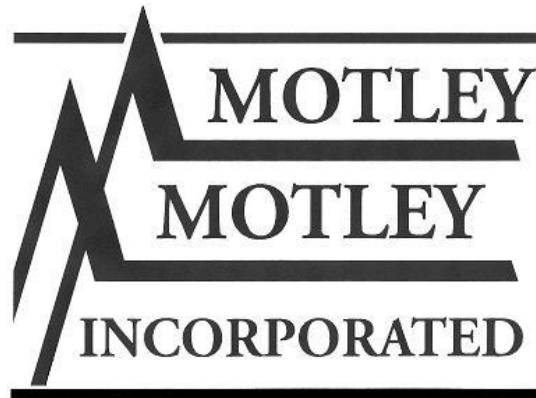


# **Safety & Health**

## **Accident Prevention Program**



**Motley-Motley, Inc.**

*6901 SR 270*

*Pullman, WA 99163*

*509-872-3511*

**Pre-Mix Inc.**

*6901 SR 270*

*Pullman, WA 99163*

*509-872-3511*

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## **Safety Program Endorsement and Statement**

We at Motley-Motley, Inc./Pre-Mix, Inc. are committed to working with our employees to provide a safe workplace. It is our policy that employees should report unsafe conditions and will not perform work tasks if it is considered unsafe. We all play an equal part. Everyone must report any/all incidents, injuries, and unsafe conditions to their supervisors. We have established a protocol for this purpose and expect to see our mission of minimizing workplace injuries and incidents fulfilled.

All employee recommendations to improve safety and health conditions are encouraged and will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions and analysis of unsafe work practices. Your ideas and involvement with fulfilling the program goals and objectives will be expected.

The primary responsibility for the coordination, implementation, and maintenance of Motley-Motley, Inc./Pre-Mix, Inc. workplace safety program has been assigned to:

Name: Frank J. Motley

Function/Title: Safety Coordinator

Title: President

Telephone: 509-872-3511

Senior management will be actively involved with our work force in establishing and maintaining an effective safety program. Our safety coordinator and other members of our management team will participate with us or each department's employee representative in ongoing safety and health program activities by:

- Promoting both employee and safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating safe work practices expectations.

This is intended to reiterate Motley-Motley, Inc./Pre-Mix, Inc. management's commitment to, involvement in, and expectations of providing our employees a safe and healthful workplace. Our workplace safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our company focus will hold all employees accountable for safety performance equal with quality and production expectations.

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(Signed by/Title)

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(Date)

## **Safety Coordinator Responsibilities**

We have designated Frank J. Motley as our company safety coordinator with duties and responsibilities contained within this policy.

Our safety coordinator has the responsibility and authority to carry out our safety program. The primary duties and responsibilities of Frank J. Motley, safety coordinator, include, but are not limited to:

1. Formulate, administer, evaluate, and prepare appropriate adjustments to our safety/health and property protection program.
2. Make (minimum) monthly reports to management on safety program progress, including strategic plans for reducing injury and incident frequency and severity.
3. Maintain current incident record system, make incident reports, investigate incidents, and make sure that timely corrective action is taken. Management must be regularly informed of progress on corrections and benchmark achievements.
4. Assist in training all employees in safety and health matters. Coordinator will maintain records of new employee safety orientation and all ongoing training programs. Training program elements and schedule will be based both on regulatory compliance and reduction in incidents and their costs.
5. Perform hazard surveillance and supervise safety inspections and surveys made by our safety committee and others to discover and correct unsafe work practices before they cause accidents.
6. Make certain that federal (i.e., OSHA, EPA, DOT, etc.), state, and local laws or codes are brought within compliance.
7. Initiate and maintain safety-related communications in meetings and correspondence, and conduct activities that will stimulate the interest and maintain the accountability of employee safety.
8. Work with our safety committee to help them understand their role and responsibilities.
9. Coordinate Loss Prevention consulting activity and support provided by the Loss Prevention Services and Claim departments.
10. Coordinate prompt claims reporting and return-to-work activities with our insurance carrier and our preferred doctors. We will utilize our disability management plan for return to work and transitional duty task design to help manage our injuries.

## **Safety Committee - Organization and Responsibilities**

Frank J. Motley as our safety committee chairperson, will help coordinate an effective plan to reduce workplace injuries and illnesses.

The primary function of our safety committee is to create and maintain injury prevention as a primary goal in our company. Our safety committee will be made up of at least one management representative and the remaining will be combined supervisors and workers. There will be a representative from each department. Membership will be rotated periodically to give more employees an opportunity to participate. It is our objective to have monthly meetings or more if the committee deems it necessary. We will establish a calendar of meetings and agenda and distribute to all members at least one week prior to the meeting. (Notice of meetings will be sent to each member of the committee and top management.) Principle activities and responsibilities include:

- Review incident investigation reports and near misses that have occurred in the past month to help determine what corrective actions can be taken to prevent recurrence.
- Assist in the development of base line safe work performance expectations and work practices.
- Coordinate training programs to maintain employee knowledge and skill in safety.
- Individually promote safety activities and set good examples in the areas where they work, as well as respond to employees concerns and complaints in the area of safety and health.
- Keep records of committee meetings so that progress can be maintained and management kept well-informed.
- Assist new employees in becoming competent and familiar with company safety practices.
- Encourage prompt claims reporting and help to identify return-to-work opportunities with our Insurance carrier and our treating physicians or specialists.
- Coordinate safety education and program alterations based, in part, on needs identified from audits and regular evaluations and investigations that reveal areas needing improvement.

## **Report of Safety Committee Meeting**

Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_

Attendees (Please print name/title of department on separate sheet)

Subjects Covered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incidents Reviewed/Status of Employees or Injured Party(ies): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hazard Survey Findings and Priorities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans for Future Meetings and Safety Improvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Training Needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Safety Coordinator: \_\_\_\_\_

Copies of this report go to:

1. Safety Committee File and Members
2. Safety Coordinator
3. Management Representative
4. Supervisors
5. Employee Bulletin Board or Uniform Announcement

## **Supervisor Safety Responsibilities**

Each of our supervisors has an important responsibility for safety in their respective areas. They are the primary contact and have immediate control over their employees. No other function within our organization has the same unique opportunity to coach its employees and make an impact on their safe work performance.

Employees respond to what they perceive as their job expectations. Our supervisors must show by example (with their attitudes and actions) that they support our safety program. This leadership will help our employees understand that safety is a necessary part of their work. Each supervisor should understand their responsibilities for safe working conditions and the performance of safe work practices within their department and throughout the facility.

### Primary duties

Our supervisors' responsibilities and duties will include, but are not limited to:

- **Hiring:** Follow our company's hiring practices in accordance with the "Americans With Disabilities Act" (ADA). Select only qualified employees within the scope of their job expectations and capabilities.
- **Orientation:** Be sure that each new employee is well versed in the basic needs and expectations of the tasks they are to perform. Review each item of our employee safety orientation with each new employee. Sign and have the employee sign their orientation checklist acknowledging their understanding of the items on the form. Retain these forms in our personnel files. These should be reviewed after the probation period has ended, or when the employee has achieved proficiency, or to determine additional training needs.
- **Safety "Rules":** Give detailed instructions for safe job performance by explaining the inherent hazards and safety precautions when assigning new or transferred employees to new jobs. Provide ongoing coaching to assure that safe work performance is maintained and unsafe work practices are corrected and eliminated.
- **Observing Work Performances:** Identify and correct any unsafe condition and identify any unsafe action observed. Use appropriate coaching techniques to correct unsafe work behavior consistent with our safety culture and philosophy. In cases of clear circumvention of a safe work expectation, the supervisor may deploy our disciplinary protocol.
- **Enforcement:** Check to see that personal protective equipment, such as hard hats, safety glasses, is used where/when required. Provide employees with safe tools, facilities, and equipment to perform their jobs.
- **Participate and Demonstrate:** Set good examples of our safety program philosophy in your actions, attitudes, and messages. Actively participate in safety promotional activities to demonstrate management's commitment to the safety program.
- **Involvement:** Personally supervise all hazardous work or work that is new or unusual.
- **Inspect and Monitor:** Regularly inspect and maintain the work environment to assure that good housekeeping practices are followed and that mechanical failures are minimized.
- **Incident Reporting and Follow-up:** Promote prompt claims reporting and prepare for possible work modifications for recovering employees with our insurance carrier and our treating physicians, utilizing their disability management program. This is addressed under the Incident Investigation and Injury Management program area.
- **Commitment:** Carry out the mission and objectives of our safety and health program to create a safety culture and reduce the costs of injuries and incidents.

## **Hiring and Training**

Our workforce is our most valuable and most important asset. We want to select qualified employees. Once hired, through training and education is paramount to understand our objectives and the safest, most productive way to do your job.

### **Prospective employees**

- Each prospective employee will fill out an employment application.
- Each prospective employee will receive a personal interview either by our human resources department or the supervisor.
- A phone call reference check will be made of the prospective employee's previous employers. Background security checks will be routine evaluations for money and high security-sensitive positions.
- If the prospective employee will be expected to drive a company vehicle or drive their own vehicle on company business (even occasionally), they must fill out the auto section of the employment application. State motor vehicle reports will be required and reviewed. Motley-Motley, Inc./Pre-Mix, Inc. will obtain Motor Vehicle Reports for all new prospective employees. These reports will be provided to Motley-Motley, Inc. / Pre-Mix, Inc. by a third party administrator. Currently, we are using DAC Services for this service.
- Physical exams will be required for all commercial driver license holders. These exams are required by Washington and federal state laws. It is required by all commercial drivers license holders to comply and update physical examination cards.
- Job descriptions will be updated each year with input from each supervisor. They must reflect the actual critical job demands, as well as cognitive skills employees must have to hold a given position. The safety committee, ergonomics team, and/or workers compensation coordinator must provide input and approval to the process of upgrading job descriptions. Our treating occupational physician must also be consulted to provide essential detail into the final description. These will then be used to base future physical exams and work re-entry criteria from workplace injuries for modified duty adjustments.



## **New Employee Safety Orientation and Training**

A key element in our safety program is the initial training of employees. They need to know the company safety program, policy, and rules to begin to develop the proper safety attitude and work procedures immediately. This also demonstrates management's interest in their well-being.

The following areas are to be covered in the new employee orientation:

- Safety program endorsement and commitment of Motley-Motley, Inc./Pre-Mix, Inc. including the role employees play, their responsibility, and how these are enforced is also explained.
- Company safety expectations of the workforce, supervisors and management; how employees and management representatives are held accountable for safe work performance.
- Specific job safety requirements as they affect each individual department and task.
- Incident reporting procedures, including the need for prompt reporting and follow-up.
- Injury management and transitional duty plan for recovering employees of workplace incidents by following the disability management model from our insurance carrier.
- Safety organization and functions, including the person in charge, members of the safety committee, their function, and how incidents are investigated.
- Specific personal protective equipment (PPE) requirements.

- Orientation tour of our operation.
- Review of the company emergency disaster preparedness plan and medical information, including what employees do in case of emergency and from who they will seek help, cover, evacuation, alarms, etc.
- Review of fire alarm procedures, and location of fire extinguishers, and the steps to follow in case of fire or related evacuation procedures.
- First-aid procedures: use of first-aid responders as a primary contact, practice of bloodborne pathogen protection, spill and hazardous waste cleanup and disposal, etc.

### **Job specific training by supervisors**

Each supervisor must acquaint new employees with the nature of their work, specific safety features and requirements, general safe work expectations for the department, and introduce the new person to other employees. On-the-job training, with an experienced employee should include key points, as well as hazards and how to avoid them.

The employee safety orientation checklist should be completed by the supervisor and placed in the employee's file to document this important phase of initial job training. The supervisor needs to follow up to check key points and the employee's competency.

Attendance at scheduled safety training classes should be documented in a training roster indicating the date, instructor, topics covered, and a list of participants.

## **New Employee Safety Orientation Checklist**

This is a brief, itemized summary of topics to cover with each new or transferred employee prior to having that employee start work:

	<b>Covered</b>	<b>Competency</b>
• LOCATION/USE OF FIRST AID and RESPONDERS/FACILITIES	_____	_____
• COMPANY SAFETY POLICY and THEIR ROLE IN THE PROGRAM	_____	_____
• USE, CARE, AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT (Protective shoes, glasses/prescription eyewear, ear protection, respirators, gloves, etc.)	_____	_____
• SPECIFIC SAFETY EXPECTATIONS IN YOUR DEPARTMENT (Explain the specific precautions and the reasons for these rules)	_____	_____
• MATERIAL HANDLING /LIFTING TECHNIQUES AND BODY MECHANICS	_____	_____
• USE OF MACHINE SAFEGUARDING, HAND TOOLS, AND MECHANICAL MATERIAL HANDLING EQUIPMENT	_____	_____
• DEFENSIVE DRIVING, COMPANY EXPECTATIONS, AND RESPONSIBILITIES	_____	_____
• FIRE SAFETY PRECAUTIONS (Designated smoking areas, control of flammable/combustible materials, etc.)	_____	_____
• LOCATION AND USE OF FIRE EXTINGUISHERS AND EVACUATION PLANNING	_____	_____
• WHAT TO DO IF YOU SPOT A HAZARD OR UNSAFE WORK PRACTICE	_____	_____
• WHEN AN INCIDENT OCCURS (Injury or property damage) (Reports, investigations, obtaining medical treatment, returning to work, follow-up, etc.)	_____	_____

I acknowledge that information on the above subjects was furnished to me during my orientation.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ Dept. \_\_\_\_\_

I have instructed the above-named employee in the fundamentals of safety practices.

SUPERVISOR'S SIGNATURE \_\_\_\_\_ Dept. \_\_\_\_\_

***Sign and return immediately to our human resources office following the employee's date of hire or transfer into your department.***

## **Safe Work Performance Expectations**

### **Employee responsibilities**

We expect our employees to follow all objectives for safe work performance and be responsible for their own actions and conduct. OSHA requires that we furnish employees a place of employment “free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees.” Our workers also play a significant role in the success or failure of our program.

### **Primary expectations**

Employee responsibilities for safety include the following:

- Practice good safe, work habits and follow all safety mandates, company expectations, and regulations. Do not operate equipment without the necessary safety features in place and in working order.
- Wear and maintain appropriate safety equipment as required by your supervisor.
- Maintain equipment in good condition with all safety features in place when in operation. Keep your area in good housekeeping order.
- Report all injuries and incidents to your supervisor immediately.
- Participate in safety by attending meetings or submitting good suggestions for improvement.

### **General safety expectations**

All Motley-Motley, Inc./Pre-Mix, Inc. employees are expected to perform their jobs to the best of their ability as well as perform them in a safe manner. It is critical that employees do not circumvent safety features and safe work behaviors that can cause them or others to be at risk. All accidents are preventable. We must each carry out our safety responsibility. We each share a common goal and these are our expectations of each person working at Motley-Motley, Inc./Pre-Mix, Inc.

- Follow the safe job procedures established by your supervisor. Perform only those jobs to which you have been assigned and properly instructed.
- Wear the protective equipment required for your job, as established by your supervisor. Be certain that protective equipment is kept clean and in good repair.

Report damaged equipment immediately for replacement or repair. *Do not perform your task without the appropriate protection.*

- Report unsafe work practices and/or unsafe conditions immediately.
- Report all incidents immediately. Summon first aid as soon as possible when injuries demand prompt attention. First aid will be administered only by our trained first responders. Contact any supervisor in all cases to utilize our company's first responders attention. No employee shall attempt to remove foreign objects from someone's eyes, ears, or face. Our treating medical provider is located at Pullman Memorial Hospital and must be contacted immediately for the removal of any foreign object. Contact will be made via the first-aid responder to the clinic who will assist with the incident investigation.
- Keep all mechanical safeguards in position during operation. Refer to our company policy and department/equipment-specific lockout/tagout procedure when maintenance or setup is underway. Place the equipment in the “off” position when removing materials, jams, or performing minor maintenance or adjustments. Render idle machines unusable by locking the disconnect.
- Avoid leaving unattended machines running unless set up on a continuous mode and fully guarded so that no one can gain access to the hazardous areas of the machine. This only applies to our computerized machines or others intended to operate continuously in a safe mode.
- Do not operate equipment for which you have not been trained or authorized. If you have questions about the safe operation of a machine, contact your supervisor immediately. *Under no circumstances should machines be used in an unsafe manner or with safety features missing, malfunctioning, or circumvented.*
-

Do not remove or adjust machine guards installed over the point of operation, power transmission, or moving parts, unless authorized to make adjustments and repairs. Appropriate precautions must be used according to our company lockout/tagout procedures. Safeguards must not be circumvented unless appropriate equivalent safety features are in use.

- Serious injury can result when excessive pressure is used for personal cleaning or cooling over 30 psi. Only compressed air for equipment operation can be above 30 psi.
- Keep all fire protection equipment, exits, and suppression equipment clear of obstructions, supplies, or equipment, etc.

***The following are job-specific safe work expectations and are minimum guidelines to help you avoid injury. This list is not all-inclusive. This list is intended as a summary of “best safety practices.” You will be expected to practice them regularly and commit them to habit. This is a prerequisite to your continued employment, as well as your own safety.***

### **Hand Tools**

- Storing tools on benches, near machines, on floors, and on ladders are causes of serious injuries. Return tools to their appropriate storage place immediately after use.
- Keep tools clean and free of grease and dirt. Clean tools work better and last longer. Poorly maintained tools may cause severe injuries if they fail during use. This can also create a fire hazard if left to accumulate over time. Have defective tools repaired and cleaned to keep in good-working condition when needed.

### **Lifting and Carrying**

- Do not lift awkward or heavy materials alone. If in doubt, contact your supervisor to get someone to help you or utilize mechanical lifting devices to assist. Be sure you fully understand how to operate the mechanical lifting and hoisting equipment before you start.

- Do not use flammable or combustible solvents in open, unlabeled containers. Store all flammable materials in UL listed or FM approved safety containers with appropriate grounding and bonding to avoid the buildup of static electricity during dispensing. Refer to the fire safety section for more detail on solvent handling and storage.
- Riding on any material handling equipment without the appropriate safety cage or structural equipment intended for that use is prohibited and will be grounds for disciplinary action.

- Inspect the object to be moved for sharp corners, nails, and other projections that may cause an injury. Check out the container or object to make an intelligent decision as to your capabilities and limitations for making a lift. Seek help if in doubt. Look for a weight indicator or a capacity rating to determine how much you will be lifting.
- Whenever possible, keep your back straight and bend at the hips and knees to place your body directly over the load to be lifted. Use your stronger leg muscles to do the lifting; not your weaker back muscles. This is the single best prevention method to use when the object allows you to bend this way.
- When two or more workers are “team lifting,” decide what route to use and how the object will be handled. Keep in step and have signals for changing directions, stopping, placing objects, etc.
- For heavier objects that demand hoists, lifts, or cranes to assist, utilize only well-maintained and appropriate slings and chains for the load to be transported. Check for defects and visual signs of fatigue in the slings and hoist components before attempting a lift. Report all signs of potential problems to your supervisor and the maintenance director at Motley-Motley, Inc./Pre-Mix, Inc. to obtain a replacement part or sling.

*Do not compromise a safe lift by using damaged hoists or slings, even for a short-term transport. We have many replacements available to use if components are in question.*

### **Material Storage**

- Provide a safe, stable base with a solid, level surface free of potholes and imperfections. Barrels and other materials that may roll or slide should be checked at the base for stability and tied to vertical structural supports when toppling is a risk. Lock materials by cross tying between layers so there are no unsteady stacks within the pile. Piles should also be stepped back to assure stability.
- Maintain adequate aisle space. Leave enough room for powered trucks, fire equipment, and workers to get to the pile. Materials, especially bar stock, should not protrude beyond the face of the pile into the paths of persons, lift trucks, or pickers.
- Pile to a safe height so that the stack will remain steady and the floor load limit is not exceeded. Be certain to maintain a minimum three foot clearance around electrical panels and service entries.

### **Machine Operations**

- When you have turned off a machine for repairs or adjustment, use lockout devices and tags to make sure machines will not unintentionally re-activate. Never clean, repair, or adjust any machinery while in operation. Procedures in our company lockout/tagout program should be followed when conducting any repair, setup or maintenance on machinery or equipment.
- Keep machinery clean and free of tools, rags, scrap, etc. Keep the area dry around machines and free of tripping hazards. Use "oil dry" or spill pigs when containing floor spills. Report these conditions to your supervisor.
- Keep fingers away from points of operation and other exposed moving machine parts.
- Do not wear jewelry or loose clothing when operating machinery. If gloves are required for protection, contact your supervisor to suggest alternatives. Machines can sometimes pull in gloves and cause severe injuries.

- Do not work with any defective equipment, especially with malfunctioning safeguards. This is a very dangerous situation and must be reported to your supervisor immediately.
- All machines will have guards in place before that machine is put into operation. The guards will be adjusted according to the operation required. Guards will only be removed when required for setup or repair.
- All belt-driven equipment must have guards around pulleys, gears, spindles, belts, shafts, sprockets, and any moving parts that expose employees to an unsafe condition.
- All power machines with hazardous moving parts shall be guarded. All other special equipment will be guarded in accordance with the manufacturer's instructions.

### **Powered Industrial Lift Truck Operation**

- Operate a lift truck at a safe speed at all times. Speed limits are posted throughout the plant and must be followed. Also, speed limits are based on the type of cargo, aisle space, and pedestrian traffic. Trucks must travel at a speed that will allow them to stop safely in case of an emergency. The speed limit set in the plant is the maximum for ideal conditions.
- Trucks must stop at blind intersections and before passing through doorways. All operators should be well trained in the use of recognizing traffic flow and areas of congestion. Use the convex mirrors at strategic intersections or blind spots to locate hazards not easily visible in many areas of the facility.

- Never transport loads which are unstable or above the rated capacity of the vehicle. Refer to the rated load on the placard of the lift truck. Any use of counterweights to alter the lift trucks lifting capacity is strictly prohibited.
- Truck operators must sound the horn or bell when approaching pedestrians. However, sounding a warning does not give operators the right-of-way. Proceed slowly until pedestrians are clear.
- Avoid traveling on lift trucks with fork tines up. Use the tilt control to bring load over the drive wheels, to stabilize the load. Always back down a ramp in low gear when fully loaded.
- Only licensed and certified operators are authorized to operate a lift truck or powered industrial material handling device. Paul Kramer has a specialized training program and certification process for operating industrial lift trucks and devices.

### Ladders

- For any overhead work near electrical sources, use an appropriate ladder for the task (fiberglass, plastic, or wood). Metal ladders must not be used when working on or near electrical circuits.
- Straight or extension ladders should have safety feet or cleats. Stabilize them with lashing at the top and blocks at the bottom.
- Use ladders only on a stable base and not on boxes, barrels, or other insecure footings.
- Step Ladders more than 10 feet high should be held by another worker. Don't step on the two highest rungs.
- When straight ladders are used to climb onto a work platform, extend at least 3 feet above the landing or roof area.
- Make certain the ladders are in good-working condition and the joint between the side rail and step are tight. Ladder fasteners (i.e., rivets, nuts, bolts, screws) must be secured in place and in good-working condition. Ladder movable should be parts operating freely without binding or undue play.
- Remove defective ladders from service and tag "*Dangerous, Do Not Use.*"
- Use portable step ladders with uniform space of 12 inches; parallel and level when the ladder is in this position.
- Use portable rung or cleat ladders positioned so that the horizontal position from top support to the foot

of the ladder is one-quarter of the working length of the ladder.

- Ladders should be inspected for defects (missing cleats, cracked rungs, broken spreaders, etc.) before use.
- Position ladders away from doors unless door is blocked, locked, or guarded to prevent it from striking ladders. Provide a second worker to support the bottom or warning signs and barricades nearby.
- All portable rung ladders with reinforced rails must have metal reinforcement on the underside.
- Use stepladder steps (not rear brace supports) for foot placement when climbing.

### Housekeeping

- Return tools and other equipment to proper storage place after use.
- Dispose of oily rags, old paint cans, and other containers that have held flammable liquids in the appropriate receptacle.
- Throw debris and scrap in proper labeled waste containers. Do not place combustibles or flammables in open containers. Use self-closing lid containers (FM and UL listed) to avoid potential fires from spontaneous combustion. Dispose of infectious waste and materials that have been used to clean up blood or other potentially infectious materials in the appropriate red containers marked with the biohazard label. This is consistent with the bloodborne protection plan of our company. Refer to that section for more information.
- Pick up tripping hazards such as nuts, nails, pieces of wire, waste materials, etc., and dispose of them promptly.
- Practice good housekeeping within your work area. Everyone must look after their own area, as well as report areas in need of attention to your supervisor or a member of the safety committee.

### Fire

- Report ALL first-aid and fire hazards immediately. When contacting 911 or the local response team for help, be sure to give the operator specific information including the location of a fire and refer to the emergency response plan for prompt evacuation.
- Follow the fire-fighting program throughout all phases of work to assure that effective firefighting equipment is available immediately and designed

to effectively meet all fire hazards as they occur.

- Storage of materials shall not obstruct exits. Materials shall be stored with due regard to their fire characteristics (e.g., oily rags will be stored in a closed metal container by themselves). Clearance of at least 36 inches shall be maintained for lights, heating units, and electrical boxes.
- When practical, objects to be welded, cut, or heated shall be moved to a designated safe location. If the object to be welded, cut or heated cannot be moved, positive means shall be taken to confine the heat, sparks, and slag and to protect the immovable fire hazard from them.
- All extinguishers must be prominently placed, labeled for use and kept clear of obstructions at all times so they are accessible in a fire emergency. If a fire extinguisher is used or has been discharged, it should be reported to your supervisor immediately. All extinguishers must be inspected for integrity and charging capability monthly and the tag should reflect that inspection. Fire extinguishers shall be conspicuously located and readily accessible at all times, and be maintained in operational condition.
- Fire extinguishers shall be inspected on a monthly basis and the tag must bear the date and verification of the inspection. We will be contracting with a local company to recharge and test the units each year.
- When an alarm sounds, go to the nearest fire exit, per our company evacuation plan. Observe the instructions of your supervisor or the designated fire coordinator in your area. Do not try to take personal belongings with you.
- “No Smoking” signs shall be enforced in all areas where hazardous substances are stored or used and any other areas where posted.

#### **Flammable and Combustible Liquids**

- Only approved containers will be used for the storage and handling of flammable and combustible liquids. Flammables, including gasoline, will be stored in approved safety cans. Under no circumstances will gasoline or other high flash-point flammables be utilized as cleaning solvents in this establishment.
- When not in use and at the end of the work day, all flammable liquid containers will be placed in the flammable liquids storage cabinets.
- Leakage or spillage of flammable or combustible liquids shall be cleaned up immediately and disposed of properly within federal regulations.

- There shall be no smoking, open flame, or use of flammable or combustible liquids in the area of storage. All employees must observe company restrictions on where and when smoking is acceptable. Failing to practice these rules will result in disciplinary action.
- Isolate all combustible and flammable materials and solvents from possible ignition sources such as open flames, heated surfaces, explosives, electric arcs and sparks, mechanical sparks, static electricity, and self-heating materials. In short, all energy sources (mechanical, electrical, chemical, thermal, radiation) should be considered as potential ignition sources.

#### **Electrical Safety**

- Treat all electrical circuits and equipment as live and do not attempt to adjust or repair any unless it is part of your job description and regular job assignments. Bring observed hazards and maintenance needs to the attention of your supervisor or the maintenance personnel as soon as possible. Also, contact the safety director if a severe safety hazard exists.
- De-energize all electrical circuits before completing any work on live lines or equipment. Remember, even low voltage can kill.
- Follow all company lockout/tagout procedures when repairs are underway or when employees are in danger zones. Be sure to keep machines or powered equipment in a “zero energy state” when performing service or setup.
- Keep covers to all electrical fixtures and wiring in place at all times, unless temporarily removed for servicing by authorized persons, and only after isolating all energy sources.
- Do not attach flexible cords to a wall, ceiling, door, or other structural or building surface.
- All permanent wiring must be installed in rigid conduit. Flexible wiring (extension cords) may be used, but only for temporary energy supply. This is considered both a fire and personal safety hazard.
- Do not use metal ladders near electrical installations or when working on electrical equipment.
- Use only proper electrically grounded or double insulated power tools in our operations. Metal housed tools must utilize the three-prong ground pin.
- Never use spark producing equipment in hazardous atmospheres or locations where volatile processes are conducted or performed.

- Never use electrical equipment in wet or damp areas unless the equipment is approved for use in these areas and suitable PPE is utilized.

**Restricted Work**

Get the approval of your supervisor before doing the following types of work (unless authorized):

- Changing the operation or removal of any safety device. Under no circumstances is anyone to circumvent safety features without equal

protection. Only trained and authorized persons are to attempt such activities, and must undertake the same protocol as others to assure optimum safety.

*These work performance requirements are established in the interest of protecting lives and property. All employees are asked to follow these rules to help safeguard themselves and their coworkers.*



## **Incident Investigation**

### **Response and Forms**

An incident investigation should be accomplished following every accident.

The purpose of investigating an incident is to determine the incident cause so that similar accidents can be prevented.

It is the responsibility of the supervisor to make an immediate report of every incident and "near miss." The supervisor usually knows more about the accident than anyone else, and it is up to the supervisor, in most cases, to put into effect whatever measures may be adopted to prevent similar incidents.

Each investigation should be made as soon after the incident as possible. A delay of only a few hours may allow important facts to be destroyed or removed.

It is the purpose of incident investigation to obtain factual information so that the cause can be determined and incident recurrence prevented, not to fix blame.

The following are items which should be covered in the supervisor's incident investigation:

- **Describe injuries (or property damage)**

Cover what injuries were sustained by employees or others and/or damage to equipment, vehicles, or materials. Examples might be:

- "particle in eye,"
- "left arm broken,"
- "right index finger amputated,"
- "strain in lower right side of back,"
- "drove over bicycle."

- **What was involved during the incident?**

Cover the items involved in the incident and how it occurred. Examples may be:

- "grinding tool on grinder without safety glasses or guard,"
- "standing on three boxes to change light bulb,"
- "boxes slipped and employee fell,"
- "feeding unguarded power press,"
- "employee was loading boxed canned goods on truck,"
- "backing out of customer's driveway."

- **How was the incident caused?**

Describe unsafe act, unsafe condition, or defective equipment or material. This should cover the specific cause of the incident. Examples may be:

- "failed to have eye shield on grinder and to wear safety glasses,"
- "employee stood on boxes instead of ladder,"
- "power press was not guarded and employee was feeding press by hand instead of using hand-feeding tool,"
- "lifted and piled boxes improperly,"
- "failed to look before backing."

- **How can this be prevented in the future?**

Cover corrective action to prevent recurrence of the accident. Examples can be:

- "personal protection has been purchased for persons using the scrap grinder, and employees need to be instructed on use of safety glasses with a sign to be posted enforcing the use of this protection";
- "checked to see that ladders were available, will instruct employees on use of ladders at next safety meeting";
- "will guard machine and provide hand-feeding tools";
- "will instruct employees on proper lifting at next safety meeting and review instructions to employees before they begin job";
- "driver has been instructed to check behind the vehicle before backing, have someone assist while backing or avoid situations which require unnecessary backing".

## **Managing the Incident Scene**

An accident scene is a chaotic place, particularly when injuries are involved. The supervisor will take charge of the site and direct any response activities.

It is important to remember that two concerns take priority at any accident scene:

- Care and treatment of the injured.
- Elimination or control of remaining hazards.

### **Treat the injured first**

The care and treatment of the injured will take first priority at the scene. However, when hazardous conditions at the scene present an immediate threat to the health or safety of anyone, including rescue workers, eliminating or controlling the hazard should take priority.

When injuries are encountered at an accident scene, the supervisor should make sure that proper emergency help has been summoned and the victims are given any necessary first-aid. If emergency providers are already on the scene, the supervisor should make sure they receive whatever cooperation they need to get the job done. Only authorized first-aid personnel should be administering first-aid treatment. This includes trained employees, emergency medical technicians (EMTs), paramedics, and medical personnel.

### **Control remaining hazards**

After an accident, conditions at the site can remain hazardous. If anything at the scene still presents a danger, restrict access to the area until the hazard has been eliminated or controlled. If there is any uncertainty about conditions at an accident site, do not take chances, keep people out of the area until no danger remains.

### **Isolate the site to protect people and preserve evidence**

Keep the area from being disturbed until it has been inspected. A common way to handle this is to use a brightly colored marking tape, rope, cones, barricades, or other types of signs to outline the restricted area. If none of these are available, employees may be posted around the site to keep people out of an area.

# Supervisor's Incident Investigation Report for Workplace Injuries

(Sample #1)

1. Name of employee \_\_\_\_\_ Age \_\_\_\_\_
2. Occupation \_\_\_\_\_ Dept. & No. \_\_\_\_\_
3. Date of incident \_\_\_\_\_ Time \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_
4. Place of incident \_\_\_\_\_
5. Witness(es) \_\_\_\_\_
6. Did you authorize first-aid or doctor? ☐ Yes ☐ No  
Name and address of doctor \_\_\_\_\_
7. Did injured leave work? ☐ Yes ☐ No When \_\_\_\_\_
8. Did injured return to work? ☐ Yes ☐ No When \_\_\_\_\_
9. Describe nature and extent of injuries \_\_\_\_\_
10. Describe incident \_\_\_\_\_
11. Accident causes (mark those that apply)

## Physical Sources

- ☐ Poorly maintained tools or equipment
- ☐ Poor housekeeping, slippery floor, or tripping hazards
- ☐ Unguarded equipment
- ☐ Crowded work conditions
- ☐ Poor storage practices
- ☐ Personal protection and clothing not adequate for hazards
- ☐ Insufficient lighting or ventilation
- ☐ Cold or hot temperatures
- ☐ Other contributing conditions

\_\_\_\_\_  
\_\_\_\_\_

## Unsafe behaviors

- ☐ Inadequate instructions
- ☐ Did not use assigned personal protective equipment
- ☐ Did not follow rules or instructions
- ☐ Circumvented safety features
- ☐ Used poorly maintained tools and machinery
- ☐ Failed to follow established procedures and work practices
- ☐ Unable to physically perform work
- ☐ Other contributing behaviors

\_\_\_\_\_  
\_\_\_\_\_

12. Describe actions to take to avoid recurrence: \_\_\_\_\_  
\_\_\_\_\_

13. Signatures:

14. Prepared By: \_\_\_\_\_  
(Supervisor)

Reviewed By: \_\_\_\_\_  
(Person Responsible for Safety)

\_\_\_\_\_  
(Manager)

Date: \_\_\_\_\_

*(Must be completed within 24 hours of incident)*  
**- Company Use Only -**

**EMPLOYEE INJURY REPORT FORM...****To be completed by the employee involved/injured**

Report Date: \_\_\_\_\_

Employee's Name:	Department:	Years in Department: _____	Years _____
Employee's Supervisor:		Years Doing Task Causing Injury: _____	Years _____
		Date Reported to Supervisor:	

What was the time of the incident? \_\_\_\_\_ PM \_\_\_\_\_ AM

What was the time and date you first reported the injury? \_\_\_\_\_ PM \_\_\_\_\_ AM Incident Date: \_\_\_\_\_

To whom [name and title] did you first report the injury? \_\_\_\_\_

Why did you first report the injury to other than your supervisor? \_\_\_\_\_ N/A \_\_\_\_

Are you left-handed or right-handed? Right-handed ( ) Left-handed ( ) Either ( )

Describe in detail the accident. Include equipment name(s) & type, material being processed or handled, materials dimensions, material's weight, exact accident location, what you were doing when the incident occurred, injury body area (left, right, or both) and body part, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If equipment was involved in the incident, was it equipped with adequate guards? Yes ( ) No ( ) N/A ( )

(a) Safeguards in place, used, and in good condition? Yes ( ) No ( ) N/A ( )

(b) Properly adjusted protecting bystanders and operators? Yes ( ) No ( ) N/A ( )

(c) Hands and fingers kept clear of point of operation and other hazards? Yes ( ) No ( ) N/A ( )

Was the equipment being serviced at the time of the incident? Yes ( ) No ( )

Did the equipment jam or malfunction at the time of the incident? Yes ( ) No ( )

If yes to either of the previous 2 questions, was appropriate Lockout/Tagout performed? Yes ( ) No ( )

Explain in more detail the situation as you saw it: \_\_\_\_\_

**Witness Information**

First Name	Last Name	Middle or Initial	M/F	Age	Relationship to injured worker?
_____	_____	_____	_____	_____	_____ ( ) None

Names of other possible witnesses:

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

In your opinion:

(a) In your opinion, does the work procedure need to be changed? Yes ( ) No ( ) Don't Know ( )

(b) In your opinion, is there a better way/tool of doing the job? Yes ( ) No ( ) Don't Know ( )

If yes, what would you suggest? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is true and correct to the best of my knowledge.

Date of certification \_\_\_\_\_

## **Incidents Involving Non-Employees**

### **Step I - Care for the Injured Person**

1. Take necessary precautions to ensure that no one else is injured and that injured person is safe from additional injury.
1. Arrange for First Aid or any other Necessary Emergency Treatment (Note - Do not promise to take care of any medical or hospital bills).
1. Make the injured person as comfortable as possible.
1. Secure injured person's version of accident.

### **Step II - Secure the Names of Witnesses**

1. Gather the names, addresses, telephone numbers, and account of accident of others in vicinity. Please remember that a person may witness an accident with any of their five senses. An impartial witness is more credible than an employee.
1. Gather the names, addresses, telephone numbers, and account of accident of employees. It is important to have the witness reports created in advance. The reports can help generate the pertinent information by prompting the witnesses to the kind of information needed to complete the investigation.
1. Get two or more employees to inspect the scene of the accident and fill out witness reports on what they saw.

### **Step III - Evaluate the Premises Condition**

1. Analyze and evaluate the premises where the incident occurred for:
  - Noteworthy problems in flooring, equipment, or hazards in immediate area
  - Cleanliness and general housekeeping
  - Water and/or moisture (find source of moisture and remedy immediately)
  - Any objects near the injured person
  - If the person was injured by falling objects, determine whether the objects were improperly stored or maintained.
  - If equipment involved in injury, determine whether equipment was operating properly.
1. Fill out a maintenance report.
3. Preserve pre-incident cleaning/maintenance/repair records for the area or equipment involved.
4. Take photos of area (**note:** Do not start investigating the accident scene until after the injured person has been cared for and removed from the area.)

## **Key Points to Remember**

### **Don't ...**

- Apologize for the accident
- Argue with the injured party about the cause of the accident
- Reprimand an employee at the scene of an accident
- Offer to pay all medical expenses
- Admit responsibility (responsibility is often a legal conclusion that parties at the scene are not competent to make)

- Mention Insurance
- Discuss the accident with anyone other than parties within your organization that need the information. Only discuss the accident with outside parties upon the recommendation of your legal counsel.
  - Permit investigators to take pictures at the scene without supervision and management approval.

**Do...**

- Go to the scene of the accident at once.
- Show your concern for the injured parties health and safety.
- Secure the scene so that others are not injured.
- Act courteously.
- Act professionally.
- Inspect scene closely.
- Get all essential details.
- Report the accident to our insurance carrier at your earliest convenience, no matter how slight the injury.

**Contact the [Safety Department] at Motley-Motley, Inc./Pre-Mix, Inc. when a non-employee incident has occurred for the appropriate investigation to commence.**

Topic	OK	Work Needed	N/A
<b><i>Housekeeping</i></b>			
Smoking area designated, well maintained?			
Floors and aisles clear of waste, debris, scrap or spills?			
Metal waste cans for oil soaked rags?			
Shelving and stock storage well kept?			
Trailer chocks provided and used?			
Weeds/combustibles removed next to building (over 20')?			
<b><i>Stairways/Ladders</i></b>			
Treads, railings secured?			
Portable ladders appropriate for use?			
q <i>Good condition?</i>			
q <i>Safety feet?</i>			
Fixed ladders equipped with side cages, rails or special devices?			
<b><i>Fire Protection</i></b>			
Extinguishers visible, unobstructed, inspected, tagged, and charged?			
Fire alarm tested and drills performed regularly?			
Exits clear, marked visibly, unlocked?			
Panic hardware or door alarms provided and in working order?			
Emergency evacuation routes posted with clear orientation/origin points?			
Fire doors and aisles maintained, well located, unobstructed?			
Flammable liquids stored, handled and dispensed in a safe manner?			
Emergency lighting maintained, exits illuminated for emergencies?			



Topic	OK	Work Needed	N/A
<b><i>Electrical Hazards</i></b>			
Minimum 3' clearance maintained in front of electrical panels?			
Extension cords for temporary use only?			
q <i>Hard wired, fixed equipment?</i>			
Explosion-proof wiring and fixtures provided where necessary (per NFPA)?			
q <i>Well maintained?</i>			
q <i>Covered?</i>			
Switches/junction boxes covered?			
q <i>Exposed wires/connections?</i>			
Evidence of frayed electrical cords or exposed fixtures?			
q <i>Polarity checked?</i>			
Portable electric tools grounded and polarized?			
q <i>Used near fire hazards?</i>			
GFCIs provided within 3' of water sources?			
q <i>Functioning properly?</i>			
Switches/fixture overheating?			
q <i>Hot panels or equipment evident?</i>			
Fuse/breaker/cord size appropriate for use?			
q <i>Amperage rating checked?</i>			
Grounded connections provided?			
q <i>Well maintained?</i>			
q <i>Three prongs intact?</i>			
Motors and compressors kept free of excessive grease/oil or dust?			
<b><i>Heating/Ventilation</i></b>			
Units checked annually by qualified contractor?			
q <i>Certificates on file?</i>			
Gas or electric sources shut off when not in use?			
q <i>Verified?</i>			
Clearance at least 3' for combustibles?			

Topic	OK	Work Needed	N/A
<b><i>Machines/Equipment</i></b>			
Bystander/operator protection provided on all machines/equipment within 7' from floor level?			
All electrical equipment on recorded inspection schedule?			
q <i>ID problems?</i>			
Safety glasses/face shields worn together on grinders?			
q <i>Tool rest 1/8"?</i>			
Safety distance maintained and verified for each die/operation?			
Safety features in place for operators and set-up persons?			
Lockout/tagout procedure utilized for die setup and equipment repair?			
Disabled equipment locked/tagged?			
Additional moving parts protected from employee contact?			
<b><i>Welding Operations</i></b>			
Compressed air/acetylene cylinders safely stored, handled, and labeled?			
Fuel lines/torches protected with anti-flashback/back flow protection?			
Multi-purpose extinguisher located nearby for emergency use?			
Welding helmets equipped with tinted lenses?			
q <i>Safety glasses used also?</i>			
Protective flame retardant clothing used during welding?			
Hot work permits and/or fire watch used when not in booth confines?			
<b><i>Personal Protection Equipment</i></b>			
First-aid responders available on each shift?			
q <i>Trained and authorized?</i>			
Appropriate first-aid supplies maintained?			
q <i>Inventory sheet and checkout for prescribed drugs utilized?</i>			
Blood borne pathogen protection and facilities used per company protocol?			
Hearing protection used in accordance with hearing conservation program?			
Hard hats provided where needed?			
q <i>Has hazard assessment been done?</i>			
Safety glasses used? Side shields used?			
q <i>Prescription users protected?</i>			
Gloves/aprons for protection against cuts, chemicals?			
q <i>Barrier creams?</i>			
Employees eating/drinking near toxic materials or solvents?			
q <i>Canteen used?</i>			
Respiratory protection used consistent with OSHA 1910.134 (5/98 req.)?			

Topic	OK	Work Needed	N/A
<b>Material Handling</b>			
Only certified operators use forklifts?			
q Forklifts well maintained per OSHA?			
Mechanical lifting devices instead of manual handling?			
q Trained workers?			
Storage system reduces need for manual handling?			
Mechanical assistance for picking materials?			
Awkward physical movements and high force or repetitive tasks?			
<b>Motor Vehicle Safety</b>			
Motor vehicle records checked for all drivers?			
q Measured against criteria?			
Safe driving expectations communicated and observed?			
Vehicles well maintained?			
q Inspection and PM program used?			
Emergency kits and accident reporting forms stored in vehicles?			
<b>Crime, Cash Handling, and Security Protection</b>			
All building openings protected from access?			
Stock stored away from visibility and theft access?			
Effective night lighting (inside/outside) provided over inventory/high \$ items?			
Closing/lockout protocol observed?			
q Keys controlled by management?			
Cash on hand not over \$50?			
q Procedure for large bills to safe?			
Parking lot/exterior well maintained and lit?			
q Snow/ice removal?			
q No holes?			
Visitors not allowed in production area without management/PPE?			
<b>General Items</b>			
Emergency phone numbers posted?			
q Incident reporting protocol in place?			
OSHA summary posted?			
q Safety committee minutes posted?			
Hazard reporting plan posted and used?			
q Kept current?			

**Job Hazard Analysis Guide (Form)****J OB:**

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**ANALYSIS BY:**

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**DATE:**

---

**DEPARTMENT:**

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**COMPANY:**

---

**SECTION:**

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**TITLE OF PERSON WHO DOES J OB:**

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**REVIEWED BY:**

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Sequence of Basic J ob Steps	Potential Hazards	Recommended Safe J ob Procedure
Required and/ or recommended personal protection equipment:		Approved by: