



SkillsetGroup
Injury & Illness
Prevention
Program

Latest Version
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Program Introduction

At SkillsetGroup, our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving SkillsetGroup properties and assets. Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be adhered to throughout the entire organization to be effective.

The Injury and Illness Prevention Program will assist management and employees in controlling hazards which will minimize employee and customer injuries, damage to customer's property and damage to SkillsetGroup property.

ALL EMPLOYEES WILL FOLLOW THIS PROGRAM.

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the team, and we care about your safety.

Accident Investigations & Reports

A primary tool used by SkillsetGroup, to identify the areas responsible for accidents occurring in the workplace is a thorough a properly completed accident investigation. The company safety manager and/or location managers will conduct the accident investigation and when possible, immediately correct any identified hazards associated with the accident.

Upon completion of the accident investigation, the report will be reviewed by the company safety manager and the safety committee to determine the cause and necessary corrective actions.

A satisfactory accident report will answer the following questions: What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.

1. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data is analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
2. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the Company Safety Manager and the supervisor on the project, as well as top management. Once a solution has been adopted, it is everyone's responsibility to implement it.
3. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Commitment & Responsibilities

Introduction to Our Program: State and federal law as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of SkillsetGroup to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Employees must inform their supervisors immediately of any situation beyond their ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority: The personal safety and health of each employee of SkillsetGroup is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health in keeping with the highest standards.

Individual Cooperation Necessary: SkillsetGroup maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

Safety Program Goals: The objective of SkillsetGroup is an Injury and Illness Prevention Program (IIPP) that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of SkillsetGroup that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of SkillsetGroup's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to management and/or the responsible Safety Officer as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When employees have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Company Safety Manager

This written plan gives the identity of the person who is responsible for the safety program. This person must be someone of sufficient authority to implement the program. In addition to other titles, this person is called the Company Safety Manager.

Designated

In accordance with SkillsetGroup Injury and Illness Prevention Program, the Company Safety Manager is the designated individual with responsibility and authority to do the following in the name of SkillsetGroup:

1. Develop and implement rules of safe practices.
2. Develop and implement a system to encourage employees to report unsafe conditions immediately.
3. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence.
4. Instruct supervisors in safety responsibilities.
5. Develop and implement a program of employee safety education.
6. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to notice of serious concealed dangers.
7. Maintain records of training, periodic inspections, corrective actions and investigations as required by law.

The Company Safety Manager for SkillsetGroup is _____. SkillsetGroup will inform every person of the name of the Company Safety Manager and post his or her name and telephone/office number on the bulletin board where all other safety information is routinely maintained.

Duties: Overall responsibility and authority for implementing the injury and illness prevention program is vested in the Company Safety Manager. Management fully supports the Company Safety Manager. As part of the job, the Company Safety Manager will supplement this written injury and illness prevention program by: establishing workplace objectives and safety recognition programs; working with all government officials in both accident investigation and safety inspection procedures; maintaining safety and individual training records; encouraging reporting of unsafe conditions and promoting a safe workplace. Some of these responsibilities will be delegated to departmental managers and supervisors for implementation.

Hazard Assessment & Control

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, SkillsetGroup hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, employees may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety.

Based upon the study of past accidents and industry recommendations, a safety training program has been implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents.

In addition to historical information, workplace safety depends on workplace observation. Supervisors are responsible for inspecting working areas under their control before and during the shift. Employees are responsible for inspecting the workplace also. Each day, before employees begin work, they must inspect the area for any dangerous conditions. Inform supervisors of anything significant, so other employees and guests are advised. Employees may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust workplace behavior to avoid any danger or hazards. If the significance of this written communication is unclear, contact the supervisor and review planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Managers must provide written notice to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employees, managers are required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated.

Merely identifying the problem is not sufficient. The danger must be reported to the appropriate supervisor and the Company Safety Manager, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.

Workplace Inspections: In addition to the examination of records, work place safety inspections will occur periodically, when conditions change, or when a new process or procedure is implemented. Inspections will be conducted at various locations, based on risk exposure.

Safety & Health Training

Training is one of the most important elements of any Injury and Illness Prevention Program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the Injury and Illness Prevention Program into action.

Training is required for both supervisors and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

1. The success of the SkillsetGroup Injury and Illness Prevention Program depends on the actions of individual employees as well as a commitment by the Company.
2. Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
3. Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
4. Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of SkillsetGroup's Injury and Illness Prevention Program. They have primary responsibility for implementing the Injury and Illness Prevention Program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace and shall investigate accidents according to the accident investigation policies contained in this manual.

Periodic Safety Training Meetings: Periodic safety meetings at various client company locations will be performed. The purpose of the meetings is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and safety data sheets. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting. Employee attendance is mandatory and is compensable, unless part of an official state approved training program or pre-employment requirement.

Employee Responsibility for Training: Teaching safety is a two-way street. SkillsetGroup can preach safety, but only employees can practice safety. Safety education requires employee participation.

Remember, the following general rules apply in all situations:

1. No employee should undertake a job that appears to be unsafe.
2. No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.

3. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
4. Mechanical safeguards must be kept in place.
5. Employees must report any unsafe conditions to the job site supervisor and the Company Safety Manager.
6. Any work-related injury or illness must be reported to management at once.
7. Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

Training must include SkillsetGroup's health and safety orientation for new employees, plus any additional training specific to the nature of hazards on the job; employees must complete this training before they can work unsupervised.

OSHA and other federal regulations spell out several specific health and safety training requirements for special hazards. These include, but are not limited to, hazard communication for exposure to hazardous substances, asbestos exposure, respirator use, hearing conservation, confined space hazards, and certification for using material in moving equipment such as forklifts and overhead cranes. Employees who do hazardous work, such as working with high-voltage power supplies, or who are members of building emergency teams are required to have CPR and First Aid certification.

Managers should identify training needs for the job classifications for which they are responsible. Please refer to specific chapters in this manual for further information on training requirements. Consult with the Company Safety Manager about other training needs and requirements.

Training not provided by the Company Safety Manager, such as on-the-job training, is the responsibility of the hosting employer, and/or SkillsetGroup on-site manager. This includes information on procedural changes or system modifications that impact safety. The responsible Safety Officer provides several health and safety training courses, technical assistance on training needs, and resources to help supervisors fulfill their training responsibilities.

ALL health and safety training must be documented. Supervisors must note the participants' names and employee numbers, topics discussed, instructor(s), and date. Supervisors are responsible for maintaining training records. A copy of this information should be sent to the Company Safety Manager training/education coordinator for inclusion in SkillsetGroup training data base.

Safety & Health Requirements

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

1. Drinking alcohol, and/or drug abuse prior to or during working hours
2. Fighting
3. Theft
4. Willful damage to property
5. Failure to wear Personal Protective Equipment
6. Removing and/or making inoperative safety guards on tools and equipment
7. Removing barriers and/or guardrails and not replacing them
8. Failure to follow recognized industry practices
9. Engaging in dangerous horseplay
10. Failure to notify SkillsetGroup of a hazardous situation

The following safety and accident activities will be adhered to:

1. Report all injuries immediately to your supervisor
2. Notify your supervisor should you become ill while on the job
3. Inform your supervisor if you have a disability or physical handicap
4. Never move an injured or ill person, unless to prevent further injury

Accident & Incident Reporting

It is important that you report all accidents and incidents that result in injury, illness, or damage (however slight), to your supervisor immediately. SkillsetGroup can learn how to prevent them from occurring in the future. It is SkillsetGroup responsibility to investigate each incident, and your responsibility to report them when they occur.

First Aid and Medical Treatment: SkillsetGroup provides a First Aid Kit on the premises. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work-related injury or illness that requires professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

First Aid Procedures and Instructions: In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

EMERGENCY PHONE NUMBERS

Safety and Health Manager: _____ Poison Control: _____

First Aid: _____ Fire Department: _____

Ambulance: _____ Police: _____

Medical Clinic: _____

Clinic Address: _____

Minor First Aid Treatment

First aid kits are stored in the _____. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- * Inform your supervisor.
- * Administer first aid treatment to the injury or wound.
- * If a first aid kit is used, indicate usage on the accident investigation report.
- * Access to a first aid kit is not intended to be a substitute for medical attention.
- * Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- * Inform your supervisor.
- * Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- * Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- * Call for help and seek assistance from a co-worker.
- * Use the emergency telephone numbers and instructions posted in your work area to request assistance and transportation to the local hospital emergency room.
- * Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

WOUNDS:

- * Minor: Cuts, lacerations, abrasions, or punctures-
 - > Wash the wound using soap and water; rinse it well.
 - > Cover the wound using clean dressing.
- * Major: Large, deep and bleeding
 - > Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
 - > Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- * Do not move the victim unless it is absolutely necessary.
- * If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

- * Thermal (Heat):
 - > Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
 - > Blot dries the area and covers it using sterile gauze or a clean cloth.
- * Chemical:
 - > Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

- * Small Particles
 - > Do not rub your eyes.
 - > Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.
- * Large or stuck particles
 - > If a particle is stuck in the eye, do not attempt to remove it.
 - > Cover both eyes with bandage.

* Chemical

> Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY: If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

* Loosen the victim's tight clothing.

* Give the victim "sips" of cool water.

* Make the victim lie down in a cooler place with the feet raised.

Workers' Compensation

Every state has a Workers' Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work-related injury or illness. You are covered under Workers' Compensation. You may request Workers' Compensation benefits from your supervisor. Qualification for benefits is determined by the state, not SkillsetGroup your responsibilities are to keep appointments, follow all doctors' instructions on and off the job, maintain good communication with your supervisor, and to fully cooperate with all instructions you are given.

Workers' Compensation provides wages at a lower pay scale than what you may earn by working

MODIFIED WORK PROGRAM: This program allows employees to recuperate in accordance with the nature of their injury and allows the employee to return to their job as quickly as possible and to contribute once again to the organization. The Safety Coordinator and Claims Administrator will work together to institute this modified work program within the companies.

1. All employees who have suffered an industrial injury and have been placed on a modified work status will be accommodated with a position that will not exceed the imitations set by the attending physician. when applicable

NOTE: ANY EMPLOYEE WHO CHOOSES NOT TO TAKE THE LIGHT-DUTY POSITION OFFERED TO THEM WILL NOT BE PAID ANY WAGE COMPENSATION!!!!

2. Injured employees are eligible for light-duty effective the first day after physician's release. Contact the office for information on beginning your modified work position.
3. Wages for modified work will be paid at the discretion of the company. Any supplemental wages will be paid out on a 30-day schedule by the Workers Compensation insurance carrier.

Safety Rights & Responsibilities

You're Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- * The right to a safe work-place free from recognized hazards
- * The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- * The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- * The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- * The right of freedom from retaliation for demanding your safety rights.

You're Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

- * Reporting all injuries and illnesses to your supervisor, no matter how small.
- * Always following the safety rules for every task you perform,
- * Reporting any hazards you see.
- * Helping your co-workers recognize unsafe actions or conditions they cause.
- * Asking about the safety rules you are not sure about.

Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. The following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

GENERAL SAFETY RULES:

- * Read and follow the safety notices and other information that is posted.
- * Observe and follow all safety instructions, signs, and operation procedures.
- * Help your fellow employee when they ask for assistance or when needed for their safety.
- * Never participate in "horseplay". Horseplay that results in injury is often not covered by Workers' Compensation.
- * Clean up spills immediately.
- * Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- * Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, reflective vests, proper footwear, etc., as necessary.
- * Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- * Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor's approval.

FIRE SAFETY:

- * Report all fire hazards to your supervisor immediately.
- * Firefighting equipment shall be used only for firefighting purposes.
- * Smoking is not permitted at any time in the areas where "No Smoking" signs are posted.
- * Do not block off access to firefighting equipment.
- * Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- * In the case of a fire, your first consideration must be the safety of all persons. Then attention should be directed to the protection of property.
- * Change clothes immediately if they are soaked with oil, gasoline, and paint thinner or any other flammable liquid.
- * Know how to report a fire and how to turn on a fire alarm if installed.
- * Know the location of all fire extinguishers, and how to use them.
- * Know the fire exits to be used in an emergency.

HAND TOOL SAFETY:

- * Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- * Defective tools must not be used.
- * Do not carry sharp hand tools in clothing.

- * Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.
- * **Hammers.** Use eye protection at all times.
- * **Screwdrivers.** Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- * **Wrenches.** In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.
- * **Handsaws.** Saws that are sharp and rust free are less likely to bind or jump. Insure the object being cut is secured tightly to a flat surface.

PROTECTIVE EQUIPMENT:

- * Approved eye protection (safety glasses with side shields, goggles, etc.) must be worn at all times when the risk of eye injury is present. It is important to check with your supervisor to assure compliance.
- * Proper foot wear must be worn at all times.
- * Wear protective clothing and equipment as required by your job classification to protect against hazards at hand. These include, but are not limited to, dust masks, hard hats, eye protection, respirators, ear protection, reflective vests, etc.

MATERIAL HANDLING SAFETY RULES:

- * When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- * When lifting heavy objects, utilize a two-wheeled dolly, or, ask for assistance from another employee.
- * Inspect the object you are going to lift for sharp corners, nails, insects, or other things that may cause injury.
- * Use gloves when handling rough or sharp materials.

HOUSEKEEPING:

- * Do not place materials in aisles, stairways, or any designated path of travel.
- * Stack material at a safe height so that material will not fall if bumped. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- * Place all trash or scrap in places provided. Clean up all spills immediately.
- * Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- * Smoking is permitted only in designated areas. Use ashtrays for disposing of butts. Do not throw butts on the floor.

General Lockout/Tagout

The purpose of this program is to provide general information related to the control of hazardous energy (lockout/tagout), as well as precautions taken to adequately protect the employees of SkillsetGroup.

Primary Employer

It is the duty and responsibility of SkillsetGroup to ensure the secondary employer has implemented and enforces a written lockout/tagout program, when applicable. SkillsetGroup will review the client's written program to ensure it is in accordance with all State and Federal regulations. Affected employees will be made aware of the specific hazards and risks associated with their duties, prior to performing assigned duties.

Authorized Employee: A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on the machine or equipment. An affected employee becomes an authorized employee when the employee's duties include performing servicing or maintenance.

- * All maintenance personnel are issued a suitable lock (or locks). The lock has the individual worker's name and identification on it. Each worker will have the only key to his/her assigned lock.
- * Tags must be legible and understandable by all authorized employees, effected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
- * Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
- * The machine operator is informed before the power is turned off. The worker checks to be sure that no one is operating the machinery BEFORE turning off the power. Sudden loss of power could cause an accident.
- * Steam, air and hydraulic lines should be bled, drained and cleaned out. There should be no pressure in these lines or in reservoir tanks.
- * Any mechanism under load or pressure, such as springs, should be released and blocked.
- * Each person performing repairs/maintenance on the machinery shall utilize lockout/tagout procedures. Each lock must remain on the machine until the work is completed. Only the worker who placed the lock should remove his/her lock.
- * All energy sources which could activate the machine must be locked out.
- * The main valve or main electrical disconnect must be tested to be sure that power to the machine is off.
- * Electrical circuits must be checked by qualified persons with appropriate and calibrated electrical testing equipment. An electrical failure could energize the equipment, even if the switch is in the off position. Stored energy in electrical capacitors should be safely discharged.
- * CAUTION: Return disconnects and operating controls to the off position after each test.
- * Attach accident prevention tags which state the reason for placing the tag, date and time the tag was placed, name of the person placing the tag, how he/she may be contacted. No one removes the lock without proper authority.

Affected Employee: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

- * Each affected employee will be instructed in the purpose and use of the secondary employer's energy control procedures.
- * Unauthorized employees are prohibited from attempting to restart/reenergize machines or equipment which are locked out or tagged out.
- * When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- * Tags may evoke a false sense of security, never assume that a tagged-out machine has been properly de-energized.

NOTE: Additional exposure specific training will be provided by the secondary employer along with the policies and procedures regarding their lockout/tagout program, prior to performing assigned duties.

Hazard Prevention & Control

SkillsetGroup shall undertake efforts as outlined in this section to correct or control potential hazards in a timely manner.

SkillsetGroup will implement methods to eliminate the hazard, and will implement procedures for safe work. Safe work will be done through training, correction of unsafe performance, and compliance through the disciplinary system.

Identified Safety and Health Concerns: All identified potential workplace safety and health hazards should be reported to the Safety and Health Manager, or a member of management. Situations that are unsafe or posing as a safety and health hazard will be reviewed and reported to management for corrective action.

Newly Identified Safety and Health Concerns: Anytime a new substance, procedure, equipment, or process is introduced into the workplace, which creates or is reported to create an unsafe condition or situation, the Safety and Health Manager will evaluate the substance, procedure, equipment, or process. Employees will have an opportunity to submit their recommendations and suggestions regarding new workplace hazards at any time.

Hazards Which Create a Risk of Imminent Harm: When a hazard exists which SkillsetGroup cannot control or abate immediately without endangering employees and /or property, all exposed personnel will be removed from the immediate area of potential exposure, except those employees that are necessary to correct the hazardous condition. All employees involved in correcting the hazardous situation will receive appropriate training and/or instruction in how to do so. They will also be provided with the appropriate personal protective equipment.

Hazards Which Do Not Create a Risk of Imminent Harm: Unless there are factors beyond SkillsetGroup reasonable control, such hazards are to be abated within 5 days or less.

Housekeeping: Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the potential for accidents and injuries. Each employee is responsible for keeping his or her work area neat, orderly, and free of any hazardous condition.

Emergency Action Plan

Purpose: The purpose of this section is to establish the policy and procedures regarding management's, and employee's response to various emergency situations. Examples of an emergency are fire, tornado, earthquake, and bomb threat.

Overview: The procedures cover the following topics:

1. Fire Reporting and Response
2. Evacuation
3. Tornado Preparation and Emergency
4. Bomb Threat
5. First Aid
6. Hazardous Material Spill
7. Earthquake
8. Robbery

Policy: SkillsetGroup has developed plans that address emergency situations that may arise in SkillsetGroup locations and which may threaten human health and safety, and damages SkillsetGroup assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives:

1. Provide a means of notifying employees, customers and local authorities of an emergency situation
2. Provide for a safe and orderly method of evacuation of employees and customers from SkillsetGroup premises
3. Account for all employees who occupied SkillsetGroup premises at the time of evacuation, should one occur
4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals
5. Provide training and needed information to those employees responsible for taking action in the event of an emergency

Signs as required by ordinance, regulation, or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

Training on Emergency Action Plans will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the Safety and Health Manager.

Smoking is never allowed anywhere on SkillsetGroup premises during an emergency

If hazardous materials are involved, disposal must be done in compliance with federal, state, and local environmental laws.

Procedure

I. Fire Reporting and Procedure: If a fire alarm or alert is sounded or a fire is reported by an employee, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

* Senior Management

1. Immediately notifies the Fire Department by dialing 911.
2. Gives SkillsetGroup name, address, and area where the fire is located
3. Assigns an employee to wait for the fire department outside SkillsetGroup and direct them to the fire's location.
4. Announces evacuation instructions to everyone occupying the building.
5. Once outside SkillsetGroup, takes a head count of employees to insure all were safely evacuated. Double checks that all individuals are out of SkillsetGroup premises. Note: When one or more employees are unaccounted for, employees are not to re-enter the building to conduct a search. Notify the ranking fire or other emergency response official on the scene and their approximate location.
6. Immediately after the fire, notify the President of SkillsetGroup and all other management individuals. Coordinate any salvage and repair operations.

* Employee

1. If trained in the use of fire extinguishers, may attempt to suppress a small fire, until relieved by the Fire Department or until it becomes apparent that the fire cannot be controlled by fire extinguishers. Note: Employees should never attempt to control a fire, which endangers their health. They must immediately evacuate the area when it becomes apparent that the fire cannot be controlled or when conditions become more hazardous.

II. Evacuation:

* Senior Management

1. Telephones the local emergency agency (for example, fire, police, hazardous materials team, etc.).
2. Makes the following announcement on the public-address system, "Ladies and Gentlemen. SkillsetGroup is being temporarily closed. Please leave by the nearest exit immediately. Thank you." Make this announcement twice, and repeats it every minute or more frequently if needed.
3. Checks all areas of their respective departments, restrooms, and public areas to verify that employees and individuals are evacuated.
4. Secures all cash, checks, and charge documents in the safe if time permits.
5. Designates a safe area outside SkillsetGroup as a gathering point for all employees. Takes a head count of employees to insure all were safely evacuated. Note: Employees are not to re-enter the building. Management will notify the ranking fire or other.

emergency response official on the scene of a potentially trapped person and their approximate whereabouts.

6. Dismisses all non-essential employees.

7. Telephones the President of SkillsetGroup and all other management personnel.

III. Tornado Preparation and Emergency: Prior to any tornado emergency, Management will designate safe shelter areas within the building for employees and individuals. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:

- * The lowest floor, preferably a basement
- * Interior spaces- rooms with no walls on the exterior
- * Areas supported by secure, rigid structural frame members
- * Short roof spans

SkillsetGroup safe shelter area is located _____. It will be stocked with a first aid kit or medical supplies and several flashlights.

Senior Management

1. A Tornado Watch means that conditions are right for severe thunderstorms and possible tornadoes to develop. When notified of a tornado watch in the area, Senior Management will tune the radio to the National Weather Service channel to stay current on the storm progress.
2. Checks to ensure that all safe shelter areas are unlocked and accessible.
3. Checks to be sure that medical supplies and flashlights are stored in the safe shelter area.
4. If time permits, "X" the windows with tape or secure plywood to the outside of windows.

Tornado Warning Procedures

* Senior Management

1. A Tornado Warning means a tornado has been seen or detected by radar. Senior Management will inform all employees and individuals to take cover in shelter areas immediately.
2. Makes the following announcement on the P.A. System: "Ladies and Gentlemen. The National Weather Service has issued a Tornado Warning for this area. Due to this warning, SkillsetGroup is being temporarily closed. Please do not leave the building. We request that you proceed to the shelter area(s) located in the name of location(s)."
3. Assigns someone to shut off the main gas and electrical system.
4. Afterwards, coordinates first aid assistance to individuals.

IV. Bomb Threat: When someone calls, and says there is a bomb in the building, the following steps will be performed:

* Employee (Receiving Threat)

1. Keeps the caller on the line as long as possible. Asks them to repeat the message. Tries to write down every word spoken by the caller.
2. Asks the caller where the bomb is located and when it will go off.
3. Tells the caller that the building is occupied and detonation of a bomb could result in the death and injury to innocent people.
4. Pays particular attention to background noises, such as music playing, engine noises, etc.
5. Listens to the voice, male, female, voice quality, accent, and speech impediments.
6. When the caller hangs up, do not hang up the phone! Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

* Senior Management

1. Calls the local Police or Fire Department to report the Incident. Follows all recommendations and instructions provided by either department.
2. If the Police or Fire Department declines to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan. Do not touch any suspicious device or package.

V. First Aid: If an employee / individual is injured, the initial responsibility of management is to provide the needed first aid or arrange for emergency medical response or professional medical care.

* Senior Management

1. Treats the injured individual using the supplies from SkillsetGroup first aid kit.
2. In the event an employee is seriously injured and requires professional medical care, drive the employee to a medical provider. If any individual is not mobile or has a life-threatening injury or illness, arrange for emergency care and transportation (call 911).

VI. Hazardous Material Spill: Management will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, Management will contact the appropriate local authorities, such as the Fire Department.

VII. Earthquake: All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities.

A. During an Earthquake:

1. If indoors, stay indoors; if outdoors, stay outdoors. In earthquakes, most injuries occur as people are entering or leaving buildings.

i. If indoors:

- 1) Take cover beneath a desk, table, and bench or in doorways, halls or against an interior wall.
- 2) Stay away from glass windows and glass doors, and away from containers having Hazardous material stored.

ii. If outdoors:

- 1) Move away from buildings and all structures, and all overhead electrical wires.
- 2) If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

B. After an Earthquake:

*** Senior Management**

1. Coordinates first aid efforts.
2. Turns on the radio to get emergency information from local authorities.
3. Check natural gas lines for leaks. If a leak is detected, shuts down the system, and notifies the local gas service company.
4. Shuts off the electrical current at the main breaker box if Power has been interrupted.
5. Directs employees and individuals to a safe assembly area outside the building.
6. Takes a head count to insure all employees were safely Evacuated.
7. Does not permit individuals to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

VIII. Robbery: In the event a robbery occurs; the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

*** Employee**

1. Be attentive and calm. Listen to the robber and do exactly what he/she asks you to do.
2. Do give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
4. If possible, watch the robber's method and direction of escape.
5. Expect foul/strong language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact. Do not grab for the weapon or call for help.
8. Do not argue.
9. After the robbery, write everything down.

*** Senior Management**

1. Call the Police.
2. Call the President of SkillsetGroup.
3. Have all witnesses write everything they can recall.

Progressive Discipline Program

In order for SkillsetGroup to function efficiently, we have established rules which govern how the employees, managers and all other agents of SkillsetGroup are to behave on the job, and how they are to perform their official duties. When people disobey these rules, or behaves in a manner that is not acceptable to SkillsetGroup, it is necessary to discipline them. Maintaining discipline and good order is an essential element in making SkillsetGroup profitable and successful.

SkillsetGroup has adopted a progressive discipline plan. That means that repeated violations of the same rules will result in increasingly harsh disciplines and finally, punishment.

Verbal Warning: The first violation of a policy or rule will result in a Verbal Warning. Verbal Warnings will be given by an employee's immediate supervisor. The warning will be given to the employee verbally as soon as possible following a transgression of rules or policies. Supervisors will document the following information about the incident:

- * Name of the employee being reprimanded
- * Time, date, location of the offense
- * What happened
- * Which policies or rules were not followed and the results
- * Time and date supervisor gave the employee the Verbal Warning

After this documentation has been signed and dated by the supervisor, it will be forwarded to the Personnel Department for inclusion in the employee's personnel record. If no further violations of the same type are recorded in the employee's personnel file, records of verbal warnings will be removed from the file after 3 years.

Written Warning: The second violation of a policy or rule will result in a Written Warning. Written Warnings will be prepared by immediate supervisors within 24 hours following a transgression of rules or policies. Supervisors will document the following information about the incident:

- * Name of the employee being reprimanded
- * Time, date, location of the offense
- * What happened
- * Which policies or rules were not followed and the results
- * Time and date supervisor gave the employee the verbal warning
- * Employee's rebuttal or explanation of extenuating circumstances
- * Goals for changing employee's behavior and a time frame in which to complete those goals

After this documentation has been signed and dated by the supervisor and the employee, a copy will be forwarded to the Personnel Department for inclusion in the employee's personnel record. The employee will also be given a copy of this documentation. If no further violations of the same type are recorded in the employee's personnel file, records of Written Warnings will be removed from the file after 5 years.

Suspension: The third violation of a policy or rule will result in a Suspension. Suspensions will last three working days, and time will be unpaid. The suspension will begin on the first working day following the initiation of the suspension. Suspensions will be prepared by immediate supervisors within 24 hours following a transgression of rules or policies. Supervisors will document the following information about the incident:

- * Name of the employee being reprimanded
- * Time, date, location of the offense
- * What happened
- * Which policies or rules were not followed and the results
- * Time and date supervisor notified the employee of the suspension
- * Start and end dates of the suspension
- * Employee's rebuttal or explanation of extenuating circumstances
- * Goals for changing employee's behavior and a time frame in which to complete those goals

After this documentation has been signed and dated by the supervisor and the employee, a copy will be forwarded to the Personnel Department for inclusion in the employee's personnel record. A copy will be forwarded to the Payroll Department by Personnel. The employee will also be given a copy of this documentation. Because of the serious nature of Suspensions, they will become permanent records in the employee's personnel file, and will never be removed.

Termination: The fourth violation of a policy or rule will result in Termination. Terminations will be effective upon notification of the employee involved. Terminations will be prepared by immediate supervisors within 24 hours following fourth transgression of rules or policies. Supervisors will document the following information about the incident:

- * Name of the employee being reprimanded
- * Time, date, location of the offense
- * What happened
- * Which policies or rules were not followed and the results
- * Time and date supervisor notified the employee of the termination
- * Employee's rebuttal or explanation of extenuating circumstances

When it is possible, employees who are to be terminated will be informed in person. The Personnel Manager or his designated representative will be present when notifying an employee that he has been terminated. If an employee cannot be informed in person, the Personnel Manager will ensure that the employee is notified via Certified Mail. After appropriate documentation has been signed and dated by the supervisor and the employee, a copy will be forwarded to the Personnel Department for inclusion in the employee's personnel record. A copy will be forwarded to the Payroll Department by Personnel. The employee will also be given a copy of this documentation. Notices of termination will become permanent records in the employee's personnel file, and will never be removed. Employees who are terminated from SkillsetGroup under the Progressive Discipline Program are not eligible for re-hire.

Heat Awareness

General information: This section is an excerpt from the California Code of Regulation Title 8, Subchapter 7. General Industry Safety Orders, Group 2. Safe Practices and Personal Protection, Article 10. Personal Safety Devices and Safeguards §3395. Heat Illness Prevention. It has been developed to raise awareness and provide all workers with basic knowledge of the dangers related when working in areas with higher than usual temperatures. As the primary employer, SkillsetGroup will ensure the secondary or host employer has taken the appropriate steps, in accordance with state and federal OSHA regulations, to implement and manage a heat awareness or heat injury prevention program. **Additional exposure specific training will be provided by the secondary or host employer, along with the enforcement of a Heat Awareness or Heat Illness Prevention Program, prior to performing assigned duties.** This written program will be available in the office for review by any interested employee.

Primary Employer:

(1) It is the duty and responsibility of SkillsetGroup to ensure clients, if required, are implementing a written Heat Illness Prevention Program. A copy of the clients Heat Illness Prevention Program will be obtained as part of the application process and maintained on file. Affected employees for those locations will be made aware of the hazards and risks associated to heat related illness prior to being placed to work.

(2) When the ambient temperature exceeds 95 degrees or higher, the primary employer will conduct spot checks to ensure there is adequate amounts of water per employee as well as accessible shade. During these spot checks SkillsetGroup will ensure the job the Forman will increase the number of water breaks and provide a 10-minute cool-down rest period every 2 hours. The Forman shall also remind workers throughout the shift to drink water and remain properly hydrated.

Host Employer:

(1) Shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the employer shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. In addition to shade, it is the responsibility of the host employer to provide ample amount of potable drinking water per employee i.e. water bottles, igloo container with ice cold water, paper cups, etc.

(2) Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest

- (a) shall be monitored and asked if he or she is experiencing symptoms of heat illness
- (b) shall be encouraged to remain in the shade
- (c) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade

(3) If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the employer shall provide appropriate first aid or emergency response according to subsection (3) of this section.

(4) High-heat procedures. The employer shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

(a) Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.

(b) Observing employees for alertness and signs or symptoms of heat illness. The employer shall ensure effective employee observation/monitoring by implementing one or more of the following:

(i) Supervisor or designee observation of 20 or fewer employees

(ii) Mandatory buddy system

(iii) Regular communication with sole employee such as by radio or cellular phone

(iv) Other effective means of observation

(c) Designating one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.

(d) Reminding employees throughout the work shift to drink plenty of water.

(e) Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

(f) Supervisors or designee will also conduct periodic checks, at least once every hour, to ensure ample amount of water is available whether it is restocking water bottles in a cooler, restocking of ice, or refilling igloo containers with cold water to ensure everyone is properly hydrated.

Emergency Response Procedures:

(1) Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor or emergency medical services when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable. If an electronic device will not furnish reliable communication in the work area, the employer will ensure a means of summoning emergency medical services is available.

(2) Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided.

- (a) If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness
 - (b) If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the employer must implement emergency response procedures
 - (c) An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with the employer's procedures
- 3) Contacting emergency medical services and, if necessary, transporting employees to a place where they can be reached by an emergency medical provider.
- (4) Ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- (5) In addition to contacting the proper medical response services, the secondary or host employer will also contact SkillsetGroup to inform us of any employee/personnel that has been subject of a heat related injury i.e. heat exhaustion, heat stroke. Working with the secondary or host employer, SkillsetGroup will take the appropriate steps and reporting procedures as mandated by local, state, and federal regulations.

Acclimatization:

- (1) All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- (2) An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

Training:

- (1) Employee training. Effective training in the following topics shall be provided to each supervisory and non-supervisory employee by the host employer before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:
- (a) The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
 - (b) The employer's procedures for complying with the requirements of this standard, including, but not limited to, the employer's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation
 - (c) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties
 - (d) The concept, importance, and methods of acclimatization pursuant to the employer's procedures

- (e) The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness
- (f) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers
- (g) The employer's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
- (h) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- (i) The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate

(2) Supervisor training. Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be provided to the supervisor:

- (a) The information required to be provided by section (1)(a) above
- (b) The procedures the supervisor is to follow to implement the applicable provisions in this section
- (c) The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures
- (d) How to monitor weather reports and how to respond to hot weather advisories

Hazard Communication Program

General Information: In order to comply with OSHA's Hazard Communication Standard, 29 CFR 1910.1200, the following Written Hazard Communication Program has been established for SkillsetGroup. The purpose of this program is to provide employees with basic knowledge, prior to assignment. Additional exposure specific training will be provided by the host employer, prior to performing assigned duties. This written program will be available in the office for review by any interested employee.

Container Labeling: The host employer will verify all containers received for use will:

- * Be clearly labeled as to the contents;
- * Note the appropriate hazard warning;
- * List the name and address of the manufacturer.

The host employer will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels, which have a block for identity and blocks for the hazard warning. For help with labeling, please see the safety/health officer. The following is a recommended generic label format:

WARNING or CAUTION or DANGER
Substance Classification (caustic, oxidizer, cancer-causing, etc.)
Chemical and/or Product Name (must be same as name on MSDS/SDS)
In-house Part Number (if applicable)
Hazardous Components
Warning Signs of Over-Exposure (e.g., nausea, headache, dizziness, etc.)
First Aid Information and Phone Number
SEE SAFETY DATA SHEET FOR MORE INFORMATION

All information for labels should come from the supplier's original label and/or from the MSDS/SDS. The host employer will review the company's labeling system and update as required.

Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS): The host employer is responsible for obtaining and maintaining the data sheet system for the company or workplace. The host employer will review incoming data sheets for new and significant health/safety information. When a new hazardous substance is to be brought into the worksite, the host employer will review the toxicity information before the final decision is made to acquire the substance and determine whether a less toxic substance can be used and whether additional engineering controls and personal protective equipment will be needed.

Copies of MSDS's/SDS's for all hazardous chemicals to which employees may be exposed will be kept at the work-site location. MSDS's/SDS's will be available to all employees in their work areas, for review during each work shift. If MSDS's/SDS's are not available, or new chemicals in use do not have MSDS's/SDS's, immediately contact the Company Safety Manager

Employee Training and Information: The host employer is responsible for exposure specific employee training. Brother and Sister Staffing will ensure that all elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:

- * An overview of the requirements contained in the Law
- * Chemicals present in their workplace operations
- * Location and availability of the written hazard program; MSDS's/SDS's, and Labels
- * Physical and health effects of the hazardous chemical
- * Methods of detecting an employee's exposure, such as air sampling, biological monitoring, visual or odor identification, warning properties of the hazardous chemicals, and any necessary standard industrial hygiene techniques
- * Employee rights
- * How to read labels and review MSDS's/SDS's, to obtain Appropriate hazard information
- * Emergency procedures such as first aid, evacuation, or 911
- * How employees can protect themselves by preventing or reducing exposure to hazardous chemicals through the use of control or work practices and personal protective equipment
- * Training records should be kept for 30 years after employee termination, to protect the company, if questions arise in the future about possible health effects from employee exposure to hazardous chemicals

After attending the training class, each employee will sign a form to verify that they attended the training, received the written materials, and understood Company policies on Hazard Communication.

Prior to a new chemical hazard being introduced into any section of this workplace, each employee of that section will be given information as outlined above. Also, if any employee is transferred into a new area where exposures to hazardous chemicals can occur, that employee will receive additional training.

The host employer is responsible for ensuring that MSDS's/SDS's on the new chemicals are available.

Hazardous Chemicals Inventory: The host employer is responsible for implementing this section. A list of all known Hazardous Chemicals used by employees. Further information on each noted chemical can be obtained by reviewing Safety Data Sheets located at the work-site location.

Employee Training on GHS

What is GHS?

GHS is a system that's been created by the United Nations for standardizing the classification and labeling of chemicals throughout the world.

Why GHS?

To have a worldwide approach to classifying and communicating chemical hazards.

- Definitions of hazards
- Specific criteria for labels
- Same format for safety data sheets

Overview - Training will cover

- Hazard Classification Process
- Defining Hazards
- Physical, Health, Mixtures

Label Elements

- Pictograms
- Signal Words
- Product identifier
- Supplier Identification
- Hazard Statements
- Precautionary Statements

New SDS Format

What is MSDS?

A Material Safety Data Sheet (MSDS) is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program.

What is SDS?

A Safety Data Sheet (SDS) is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program.

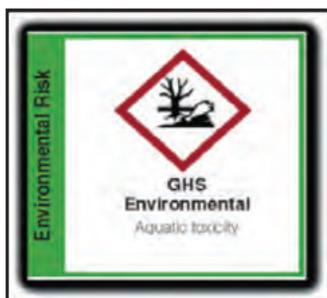
Hazard Classification Process

- * "Identify" relevant data regarding the hazards of a substance/mixture;
- * "Review" the data to determine the hazards associated with the substance /mixture
- * "Decide" whether to classify as a hazardous substance/mixture and the degree of hazard.

Defining Hazard Classification

- * Chemical/Physical
- * Health
- * Mixtures
- * Environmental (hazards Not OSHA Mandatory)

Pictograms



Signal Words

Alert the user of potential hazard(s) and is determined by the hazard class and category of the chemical.

“Danger”

- for the more severe hazards

“Warning”

- for the less severe hazards

Product Identifier

Name/number used for a hazardous chemical on a label or in the SDS, which allows you to locate it quickly.

- chemical name.
- a product name.
- other unique identifier

Supplier Identification

The chemical manufacturer, importer or other responsible party's

- Name
- Address
- Telephone Number

Product Identifier

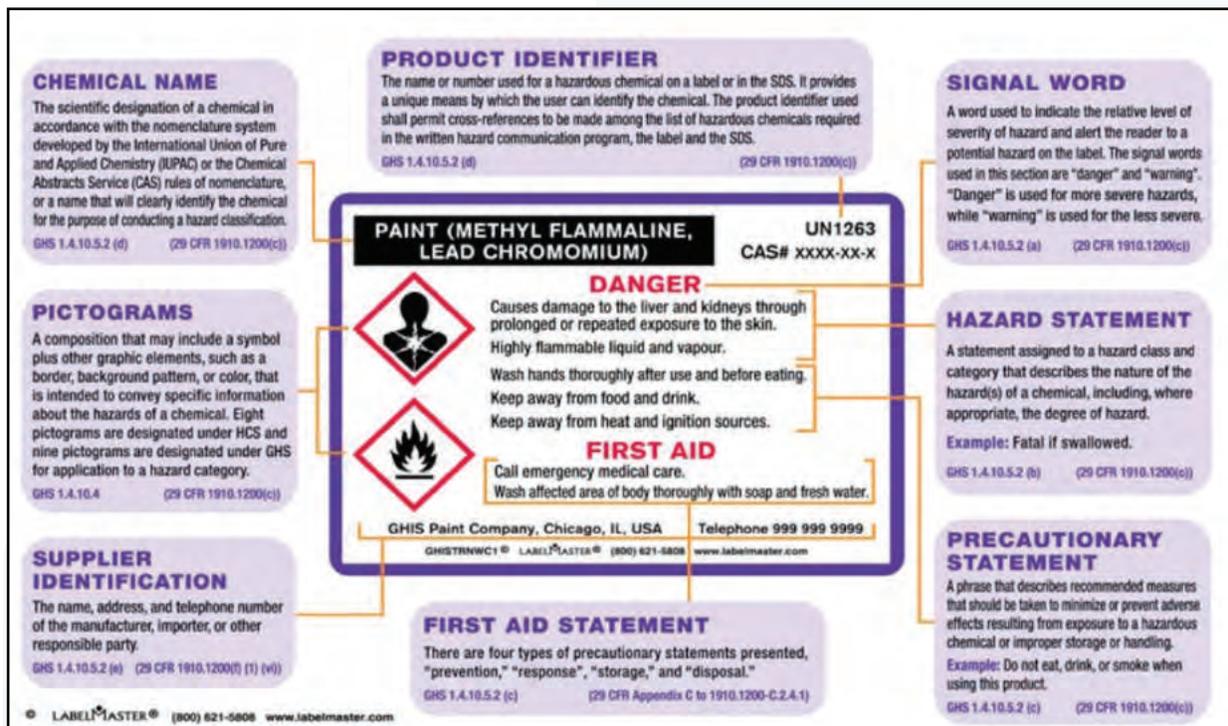
Describes the nature of a chemical's hazard(s) and the degree of the hazard(s).

- Example for Flammable liquids
 - Extremely flammable liquids and vapor
 - Highly flammable liquid and vapor
 - combustible liquid

Precautionary Statements

- Provides measures to be taken in order to minimize or prevent adverse effect from physical, health or environmental hazards.
- First aid is included in precautionary information
- Prevention, Response, Storage, Disposal
- Examples:
 - Only use non-sparking tools
 - Keep container tightly closed
 - Use with explosion-proof equipment
 - Wear splash protection for face
 - Wash hands after handling

What 6 Elements must be shipped container labels have?



New Safety Data Sheet (SDS) Format



1. Identification
2. Hazard(s) Identification
3. Composition/information in ingredients
4. First-aid measures
5. Fire-fighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection (PEL, TVL, OEL)

9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal considerations
14. Transport information
15. Regulatory information
16. Other information

You will have a mix of MSDS and SDS formats for some time. Manufacturer deadline to update to SDSs is June 1, 2015. Many will likely miss the deadline.

Hazard Communication Training Certificate

I have received Hazard Communication Training as described in OSHA's Hazard Communication Standard (29 CFR 1910. 1200). The training was conducted on _____ and covered the following topics.

Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Law
- Chemicals present in their workplace operations
- Location and availability of our written hazard program, MSDS's/SDS's, and Labels
- Physical and health effects of the hazardous chemicals
- Methods of detecting an employee's exposure such as air sampling, biological monitoring, visual or odor identification, warning properties of the hazardous chemicals, and any necessary standard industrial hygiene techniques
- Employee rights
- Location of MSDS's/SDS's and list of hazardous chemicals
- Refresher training must be given at least once each year
- How to read labels and review MSDS's/SDS's to obtain appropriate hazard information
- Emergency procedures such as first aid, evacuation, or 911
- How employees can protect themselves by preventing or reducing exposure to hazardous chemicals through the use of control or work practices and personal protective equipment
- Steps the company has taken to prevent or reduce exposure to hazardous chemicals by employees
- Training records should be kept for 30 years after termination to protect the company if questions arise in the future about possible health effects from employee exposure to hazardous chemicals

Employee Name

Employee Signature

Trainer Signature

(Remove and retain this sheet in the Employee's Personnel File)

Company Injury & Illness Prevention Program Acknowledgement

Employee Acknowledgment and Agreement to Participate in the Company Injury and Illness Prevention Program (IIPP).

Every employer is required to provide a safe and healthful workplace. The Company is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of the Company.

Employees have the following obligations:

- Study the policies and rules contained in the company IIPP.
- Discuss workplace situations with your supervisor.
- Attend all company sponsored training and safety meetings.
- Read all posters and warnings.
- Listen to instructions carefully.
- Follow the employee safety rules.
- Participate in accident investigations as requested.
- Accept responsibility for the safety of others.

The signatures below, document that the above orientation was completed on the date listed. Both the employer and the employee accept responsibility for maintaining a safe and healthy work environment. If you are unclear of any of the polies within the IIPP, please ask your supervisor for clarification. Failure to follow safety policies and rules is grounds for immediate termination.

Employee Name

Employee Signature

Trainer's Name

Trainer's Signature

Date

(Remove and retain this sheet in the Employee's Personnel File)

(Put this as the last page in your manual)
Injury and Illness Prevention Program
Review & Updates

DATE: _____
DESCRIPTION: <u>Manual review</u>
SIGNATURE: _____

DATE: _____
DESCRIPTION: _____
SIGNATURE: _____

DATE: _____
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