

EMPLOYEE SAFETY HANDBOOK

To All Employees of _____:

As a Company, we want to state clearly our commitment to providing a safe and healthy work environment for all employees. It is our firm conviction that maintaining a safe work environment requires documented specific guidelines for safe operations and adherence by all associates to those guidelines.

Because of this you will see sustained efforts across our facilities regarding safety. The Corporation's approach to safety is beyond a safety program. Our commitment is to maintain a culture that includes safety as a foundation block affecting all employees.

Each person in the Corporation must be held accountable to practice safe work behaviors. This results in a safe work environment for all employees.

The policies and guidelines included in this Employee Safety Handbook have been developed and are enforced to assure that safe behaviors continue.

In order to comply with the designation of responsibilities as outlined in this handbook we have established a safety organization comprised of safety committees at each location and a steering committee located at our corporate headquarters. This organization is vested to complete the following tasks:

- Establish, implement and maintain an effective injury and illness prevention program at each facility.
- Establish a system for identifying and evaluating workplace hazards, including scheduled and unscheduled inspections to identify unsafe conditions and work practices.
- Provide methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner.
- Continually improve the safety program with respect to the overall facility safety as well as the hazards specific to each associate's job assignment.
- Maintain a system for communicating with associates on safety matters, including provisions designed to encourage associates to inform the employer of hazards at the work site without fear of reprisal.
- Implement systems for ensuring associates comply with safe and healthy work practices, which must include corrective action.

Workplace Safety Mission Statement

Safety is our number one core value. A safe and healthy environment can only be realized by adherence to basic safety principles, sound management practices and compliance with applicable federal, state and local codes, laws and standards.

We are uncompromising in our commitment to the health and safety of our employees, subcontractors, customers, and community. _____ makes every reasonable effort to promote, create and maintain a safe and healthy workplace by providing safeguards against injury or hazards through proper maintenance of equipment, materials, facilities and associate training.

Workplace Safety Vision Statement

_____ is committed to setting the standard in occupational safety, industrial hygiene, and workplace risk management for our industry and being the safest, most stable, and most rewarding place to work for the benefit of all of our employees, our subcontractors, our customers, and the communities in which we live and work. Together, we will THINK, COMMUNICATE, and WORK SAFELY, every minute, every hour, and every day.

Signed

Name & Title

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Company Safety Rules

_____ intends to provide a safe and healthy work environment. To do this, we must constantly be aware of conditions in each individual's work area that can produce injuries. No employee is required to work at a job that is not safe or healthful. Employee cooperation in detecting hazards, and in turn controlling them, is a condition of employment. The following general rules and procedures govern all employees and all company operations.

General Directives

All employees of _____, by law, Occupational Safety and Health Act of 1970 Section 5 (b), shall follow these safety rules and practices. Employees must inform their Supervisor immediately of any situation beyond their ability or authority to correct.

Supervisors must insist that employees observe and obey every safety rule, regulation and order as necessary for the safe conduct of the work and shall take such action necessary to obtain compliance.

Only qualified and licensed employees may operate any piece of equipment.

Space Heaters are not allowed in either the warehouse or office areas.

Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Anyone suspected of being under the influence may be required to submit to testing. A positive test for alcohol and/or drugs will result in termination.

No one shall knowingly be permitted, or required, to work while his or her ability or alertness is so impaired by fatigue, illness or other cause that might necessarily expose the individual, or others, to injury. This includes the use of headsets, Bluetooth devices, cell phones (except for business purposes) or any other listening device that may impair the alertness of the associate due to reduced hearing on the warehouse floor.

Work shall be planned and supervised to prevent injuries in all work processes, particularly when working with equipment and handling materials.

You can become immune to the dangers; warning sounds can blend with the noise of the work shift.

Parking Lot

- The speed limit is 5 mph unless otherwise posted.
- Only one parking spot per vehicle (parked within the white lines, not on the line).
- Music has to be kept low so emergency sirens can be heard.
- You may back into a parking space but cannot backup through the parking lot.
- Anyone being dropped off or picked up must follow the same rules.
- Do not throw trash out into the lot.

- You may not drive thru the parking lot in reverse.
- Do not park in Handicap parking unless you have turned in a doctor's note or registration for it.
- No parking in Visitors' parking places.
- At no time are vehicles allowed to park or drive around to the dock area.
- Vehicles cannot be left in the parking lot overnight unless authorized by Management.

Facility Access

General

- All entrances or exits to the facility must be through Security Controlled access.
- I.D. badges must be used for entry.
- There will be NO jumping from dock doors and NO entry/exit through dock doors.
- Dock doors are to remain closed at all times unless a truck is present at the door.
- There will be NO exits through emergency exit doors unless an emergency is believed to exist.
- You must report any unauthorized entry/exit that you see to your supervisor.
- Only shipping and receiving leads or supervisors may control trucker's access. Truck drivers must be escorted at all times or remain in the designated area.
- Conversation with visitors through dock doors is prohibited.
- Associates can not transfer badges and/or keys to another associate without prior authorization from the Facility Manager.
- Lost keys or badges must be reported immediately to management.

Shipping / Receiving

- Unauthorized Access to Shipping/Receiving Docks is prohibited.
- All Drivers MUST remain in their trucks or in designated areas.
- Prior to granting access to the dock area, company identification must be examined, authorization for pickup or delivery must be verified and reason for access must be obtained.
- Anyone granted access must be accompanied by _____ personnel at all times.
- Anyone granted access must sign in on the access logs and wear a visitor badge in clear site AT OR ABOVE THE WAIST.
- Always ensure the driver has chocked or locked the trailer before entering.

Lunch Room

- It is everyone's responsibility to keep the cafeteria clean.
- No open containers in refrigerators or cabinets.
- Food being placed in the microwave needs to be covered.
- Food left in a microwave will be discarded.
- All food and drink products are to be consumed in the designated break areas.

- Water is the only consumable product permitted on the warehouse floor.
- Only containers with a closeable spout are permitted in the warehouse.
- All food, drinks and containers will be thrown out weekly.
- All lunch boxes / containers must be taken home each day. Lunch boxes left for 3 consecutive days will be thrown out.
- Do not stack lunch boxes or containers on refrigerators or vending machines as this creates a fire hazard due to overheating.

Housekeeping

- Pick up any loose boards or pieces of wood.
- Loose boards need to be put in dumpsters, not trash cans.
- Keep shrink-wrap, box straps, bands and tape off the floor.
- Keep your work area neat and clean.
- Never climb into a trash can, dumpster or the compactors.

Electrical

- Extension cords are for temporary use only or may be used on portable equipment.
- You cannot connect multiple extension cords or surge protectors together. Only one surge protector per outlet.
- You may not use any cords that are damaged.
- Stay where you are in the event of a power failure. If it lasts more than a few minutes follow your local policy. Equipment drivers are not to drive anywhere.
- Nothing may block an electrical outlet or panel box.
- Any new work stations requiring electrical connections must be approved by Maintenance prior to setup.

For more about electrical safety, see the **Electrical Safety Policy**.

General Warehouse Safety

Safety Procedures

- All workstations must have a 28" open path for emergency escape routes.
- Nothing may block an electrical outlet or panel box. Maintain a 36" clearance around all electrical panels.
- Never stack supplies on electrical transformers.
- Anyone wearing loose clothing or jewelry will not be allowed to work around a powered conveyor belt or the skate rollers.
- No high-heeled shoes are permitted in the facility. Soles must not exceed 1¾ inches in height. The back of the shoe must completely cover the heel. Sandals and open toe shoes are prohibited.
- All tobacco products must be used in designated smoke areas. Cigarette butt littering is strictly prohibited anywhere on the property and may result in loss of outside privileges.
- Space heaters are strictly prohibited.

- All motorized equipment must be parked in designated areas and turned off at the end of the work day.
- Don't drive motorized equipment to break or lunch areas. Leave them in the department's designated area.
- The emergency exit path in the bulk racks must be marked properly and open at all times.

Box Cutters

- Personnel Pocket/utility knives are not permitted in the facility.
- Always cut away from your body.
- Keep the blade retracted when not in use.
- Never use your hand to hold plastic when cutting with the other hand. Put something solid behind the plastic.
- Don't cut with dull blades.
- Don't cut straps straight across, cut at an angle. Example / or \
- Dispose of used Box Cutter Blades in designated used Blade Waste Receptacles.
- Do not put box cutters in the same container with used blades.
- Don't use a bent box cutter, ask for a new one.
- Box cutters are to be retracted and stored in a location that is table height or below.

Tape Guns

- Always pull the tape gun away from your body.
- Keep tape from building up on the cutting edge.
- Don't use a tape gun that is too loose.
- Do not stretch the tape if it will not cut.
- Broken tape guns should be sent to maintenance for repair.

Skids and Pallets

- Never stand on or walk across a skid.
- Do not stand skids on end.
- Do not use broken skids for anything.
- Pallets cannot have any overhang front to back.
- No more than 2" overhang side to side.
- Skids must be 28" apart or butted together.
- Place broken boards in dumpsters, not trash cans.
- Stack empty skids in assigned areas.
- No Pallets stacked over 10 high.

Common Hazards

- Getting clothing, supplies or tools caught in moving parts.
- Being struck by material flying or falling from a moving conveyor.
- Potential electrical problems from overload.
- Trying to remove stuck material from moving conveyors.
- Not using the E-Stop when working on the belt.

Pedestrian Safety

- Where provided, employees should always walk within the walkways.
- All pedestrians are prohibited from walking through the racking area.
- Do not enter an aisle where equipment is operating.
- Cutting through racks is prohibited. Never duck under a rack to get to the other side.
- Never walk under the raised part of any lift truck, even if it is empty and never park any thing under a raised lift truck.
- Never assume the lift truck operator knows you are there. Make yourself known and make eye contact.
- Keep a safe distance from the lift truck and pay attention.
- Running, skipping, hopping and jumping are not allowed in the facility.

Safe Lifting

- Lift a corner to get a sense of its weight and to check for shifting.
- Make sure you have plenty of room to lift the object properly.
- Make sure nothing is blocking your surfaces.
- Avoid slippery or uneven paths.
- Stand as close to the load as possible. Face it squarely.
- Lift slowly and steadily, using your legs, not your back.
- Hold the load close to your body, between your shoulders and waist.
- Keep your back straight or slightly arched.
- Walk slowly and maintain firm footing.
- Use your feet to change directions. Avoid twisting at the waist.
- Move as close as possible to where you want to place the object.
- Bend your knees, not your waist.
- Avoid twisting and bending at the waist. Keep your head up.
- Let go only when the object is down and hands & toes are clear.
- Any lifting over 35 pounds requires 2 people.

Equipment Safety

Motorized Equipment

- Motorized equipment shall not be driven up to anyone standing in front of a fixed object.
- No cell phone use while operating any type of motorized equipment.
- No use of headsets while operating any type of motorized equipment.
- Motorized equipment will be used on slow speed and the horn sounded when passing the pick/pack areas and workstations in all departments.
- Only one person at a time is allowed on motorized equipment.
- Only licensed operators can operate motorized equipment.
- Stop and sound your horn when exiting any row.
- Lower the forks of the forklift to the ground when not in use.
- Motorized equipment may not operate in aisles while associates are working in them.
- You cannot double park at the end or beside an aisle.
- Exit the vehicle properly. Do not jump from the vehicle.
- Properly use safety harnesses and lanyards. The proper use of tether and harnesses is strictly enforced. To learn more about harnesses and lanyards see the **Powered Equipment Procedure – Fall Protection Section**.
- Horns must be sounded prior to coming to an intersection or emerging from storage racks into a cross aisle.
- In case of power failure, stop your motorized equipment immediately.
- Do not exit the vehicle while it is in motion.

For more information on Motorized Equipment, see the **Powered Equipment Procedure**

Conveyor Safety

- All associates are to be trained on E-stop procedures.
- Do not operate the conveyor if guards or safety devices are missing or damaged.
- No loose or torn clothing.
- Long hair must be tied back at all times when in the warehouse.
- Do not place hands or any body part in direct contact with the conveyor belt or rollers while the belt is operating or stopped.
- Never try to retrieve items that are stuck while the conveyor is moving.
- Never ride, sit or step on a conveyor.
- Never overload a conveyor.
- Keep the area around the start and stop switches clear.
- Never perform maintenance on a conveyor while it is running and without Lock Out/Tag Out properly applied.
- Never place hands on or in an energized conveyor.

Conveyor Belt Conditions: When to Call Maintenance

- Belt fray—the unraveling of the edge of the belt.

- Do not cut or use a utility knife on the conveyor belts.
- Belt lacing missing - the metal clamps holding two pieces.
- Belt pin missing - where the lacing is coming apart on the edge.
- Belt worn out - boxes slip going up or down an incline.
- Tracking - belt is not running in the middle of the conveyor.
- Belt slipping - belt will not move the product because it is too loose.
- Sound of belt - belt has a whining sound, the roller may not be turning.
- Bulge in belt - product can get caught under the belt.
- Belt is wet or has oil on it.

Rolling Ladder

- You must have three [3] points of contact when climbing or descending a rolling ladder.
- They are – Left Hand, Right Hand, and a Foot.
- The Wheels **MUST BE LOCKED** before climbing and stay locked while you are on the ladder.
- **NO** skateboarding- (pushing and jumping on while the ladder is rolling).
- Keep the ladder to the side of the rack you are working on.
- Stay to the center of the stairs and platform; leaning to one side can cause tipping.
- Only **ONE** person on a ladder.
- The ladders are not for transportation of product. There are weight limits on the label of the ladders.
- Exceeding these limits can cause tipping.
- All accident and injuries must be reported to your supervisor **IMMEDIATELY!**

Pallet Jacks

- No riding, standing or sitting on the jacks.
- Pallet jacks not in use (being pulled) need to be fully lowered and the handle turned to the side.
- Do not park jacks in a fire lane or walk ways.
- Pallet jacks are to be parked in the designated area when not in use. Never leave it behind someone.
- Do not run over or drag debris with the wheels.

Packaging

- When packing or repacking, 25 to 35 pounds is the maximum.
- Cartons in the racks must be taped shut or the flaps cut. No box flaps hanging out into the aisle.

Hazard Communication

- You may not bring Household cleaning products into the Facility without prior approval from the Facility Manager.
- All containers must be labeled by the manufacture or with an in-house label. In-house labels must be approved by the Regional EHS Manager.
- You may not reuse empty chemical containers with anything other than the product it was intended for.
- Any new products being used by a department must be added to the online inventory list and the SDS Book.
- Safety Data Sheets are in a Master file and responsibility is outlined in procedure **Facility HazComm**. Locations of these files are specific to each location and are also defined in the **Facility HazComm procedure**.

How the SDS is filed in the Binder

- Index by Product Name
- Index by Department of use

Information on the SDS

- Product Identifier (Code and Name)
- Supplier Identification (Address, Emergency Phone Number)
- Hazard Pictogram (9 Possible)
- Signal Word (Danger or Warning)
- Precautionary Statements (Statements to minimize hazard)
- First Aid (Directions)
- Fire Fighting (Directions)
- Hazard Statement (Nature of the hazard)
- Supplemental Information (Directions for use, weight, expiration date, lot number)

For more information on SDS sheets and how to read them, see the **Facility HazComm Procedure - Appendix 1**.

Workplace Violence

Workplace violence covers physical violence, threats, harassment, abuse, bullying and intimidation.

To learn more about _____ safety concerning Workplace Violence, see the **Emergency Action Plan – Workplace Violence**

Warning Signs

- Direct or verbal threats of harm
- Intimidating, belligerent, harassing, bullying, or any other inappropriate and aggressive form of behavior

- Numerous conflicts
- Bringing weapons to work or making references to guns
- Statements indicating desperation over family, financial or other problems

If a Person of Concern is Outside the Facility

- The Police and Security (if applicable) are to be called immediately.
- No one is to go outside or approach the person.
- All entry doors and dock doors are to be locked down.
- All associates are to stay clear of the windows and doors.

If an Unknown Person Appears at a Dock Door

- All associates are to stay clear of the door.
- If the person remains at the door, notify management.

If a Person with a Weapon Gains Entry to the Facility

- All able persons are to call 911.
- Put cell phones on vibrate.
- If possible, position yourself for access to an exit.
- All office doors are to be locked.
- Do not make any sudden moves.
- Do not come out of a safe place unless you recognize the voice that is asking you to. If unsure, call 911 to ask if the police are the ones giving you the instructions.

Evacuation Procedures

- See your facility's **Emergency Action Plan**.

Fire or Smoke

- Contact your supervisor to sound the fire alarm.
- Notify those in immediate danger.
- Never use a fire extinguisher on a fire that is large enough to frighten you or if you do not have an escape route.
- Never use an extinguisher without sounding the alarm first.
- Do not prop any fire doors open.
- Alarm tests, where installed, are done semi annually.

Suspicious Mail

- If you receive a suspicious letter or package, handle with care.
- Do not shake or bump the package.

- Do not open, smell, touch, or taste the contents of the package.
- Leave the item and walk away.
- Inform people in the immediate area.
- Treat it as suspect. Contact your supervisor immediately.

Inclement Weather Policy

_____ has an obligation to its clients and customers to fulfill their order. It is critical that associates understand this commitment and do everything to meet it.

In the event of inclement weather, associates should make every effort to report to work but should not risk personal safety.

If an associate cannot arrive at work on time due to inclement weather, the associate should notify his/her supervisor and plan to arrive at work as soon as possible. Associates who are tardy due to inclement weather may be excused from the standard corrective counseling policy per management's discretion.

If an associate is prohibited from coming to work at all due to inclement weather, the associate must contact his/her supervisor as soon as possible so that appropriate arrangements for coverage can be made.

In the event of a business delay or closing, please watch your local news channel for information regarding your scheduled shift.

Accident / Injury Reporting Procedures

All work related accidents or injuries must be reported immediately during working or non-working hours!

- Immediately means – Stop what you are doing and go report it now.
- Reporting can only be done by – reporting to Human Resources, a Supervisor or your Safety Administrator.
- Under no circumstances should you wait until the next working day to report an injury even if the facility is closed. We still need to get you to a medical facility for evaluation.
- If an ambulance takes you from this facility, we will place the Injury Report Packet between your elbow and waist on your left side. We will also tell the medic's where we are putting the packet.
- In accordance with _____'s Drug Free Workplace Policy, drug and alcohol testing is required post-accident/injury on ALL accident/injuries where drugs or alcohol could be a contributing factor
- If you are cut by a box cutter or tape gun, please bring it with you when you report it. Only associates trained in BBP should clean possibly infected areas and equipment.

- Please let your lead or Supervisor know if you become sick in a trash can. Do not dump it into a dumpster or the compactor. Only associates trained in BBP should clean possibly infected areas and equipment.

Transitional Work Policy

Employees are expected to participate in the _____ transitional Work program. To learn more about the program, see the **Transitional Work Policy**.

Transitional Work:

- brings employees back to work in a timely manner, aiding in their recovery,
- will be meaningful to the employee and the workplace,
- is to last no more than 90 days in duration, unless an extension of up to 60 days is received prior to expiration of the initial 90 days,
- will only be entered into upon review of all applicable medical documentation.

Worker's Compensation Overview

Employees shall immediately report any personal injury or damage to property to their supervisor, no matter how trivial, regardless of the amount of damage and irrespective of cause or fault. The steps in the WC process are as follows:

- Employee immediately reports the incident to their supervisor.
- Supervisor obtains appropriate medical care for the injured employee.
- Injured employee submits to a drug test.
- Complete the Worker's Compensation Form and either call, fax or email to the MCO to report the claim within 24 hours for all states except Ohio.
- Monitor the situation and help get the injured employee back to work.

In Ohio

- Employee immediately reports the incident to their supervisor.
- Employee completes the first two sections of the BWC First Report of Injury Form as completely as possible.
- The Injury Reporting Packet contains a worker's compensation I.D. card. Show this card to each medical provider that treats your work-related injury.
- Injured employee submits to a drug test.
- Seek treatment from approved BWC medical providers.
- Monitor the situation and help get the injured employee back to work.

For more information on worker's compensation, see the **Worker's Compensation Policy**

Employee Failure to Comply

All Employees are expected to adhere to established safety rules. Failure to follow _____'s safety rules will result in disciplinary action.

EMPLOYEE SAFETY HANDBOOK

Location Safety, Health, Environmental & Security Programs	Initial (Trainee)	Date	N/A
GENERAL Employee Safety Policy			
GENERAL Safety Equipment			
GENERAL How to Handle Emergencies: Emergency Action Plan and flip book			
EMERGENCY Medical/First-Aid			
EMERGENCY Emergency Telephone Numbers			
EMERGENCY Ambulance			
EMERGENCY Fire			
EMERGENCY Fire Prevention Plan			
EMERGENCY Evacuation Procedures & Maps			
EMERGENCY Police			
EMERGENCY Bomb Threats			
EMERGENCY Workplace Violence			
EMERGENCY Earthquakes			
EMERGENCY Lightning/Severe Weather			
EMERGENCY Tornadoes			
EMERGENCY Explosions			
EMERGENCY Chemical Spills			
POLICY Lock Out/Tag Out			
POLICY Accident, Injury & Illness Reporting			
HAZMAT Hazardous Waste Management			
PROGRAMS Personal Protective Equipment (PPE) Program			
PROGRAMS Machine Safeguarding Program			
PROGRAMS Motorized Equipment Safety			
LOCATION Emergency Shelter			
LOCATION SDS Sheets			