

# Savard Labor & Marine Staffing, Inc.

## Total Loss Control Safety Manual

### Introduction of the Safety Process:

This is an Occupational Safety and Health manual that will be used as the basis to execute our Accident Prevention Program for Savard Labor & Marine Staffing, Inc. This Manual will be used as a road map to assist this organization in implementing our Loss Prevention Program. To increase the probability of success in controlling our insurance cost, we must take ownership of the Safety and Claims Management Programs. Preventing workplace and patron injuries is the responsibility of every employee.

### Purpose:

This Manual has objectives used to create a **Safety Culture** with **PRIDE**:

- **P**revent injuries to the Company's most valuable asset, our workers.
- **R**educe the cost of Workers' Compensation over the long-term.
- **I**ncrease productivity of the organization, as injuries are distractions.
- **D**ecrease the potential of OSHA fines.
- **E**ffectively Compete.

The following format is used in this manual to communicate safety work practices.

- Purpose
- Scope
- Responsibility
- Development, Maintenance, and Implementation Process

### Purpose:

- The purpose of the Savard Labor & Marine Staffing, Inc. Occupational Health and Safety Manual is to provide employees with general guidelines for preventing accidents. It is not an exhaustive source document but rather an approach to safety.
- The manual brings together information that will assist employees and supervisors carry out their responsibility in ensuring a safe environment at Savard Labor & Marine Staffing, Inc. for visitors, contractors, and employees.

### Scope:

- The information and requirements given in this Manual are applicable to all areas of the company and represent only minimum standards.
- This Occupational Health and Safety Manual contains the objectives, policies, standards, and procedures that pertain to all employees.

## **Responsibility:**

- All personnel will be held accountable for the implementation of their respective provisions of this safety manual. The on-site manager is responsible for implementing this plan.

The effective control of insurance cost requires **continuous focus and review** of the two major areas: Hazard Recognition and Employee Safety Education.

## **Purpose:**

We will make every decision with the following core values in mind:

## **Core Values:**

- ° We believe that the safety of employees is of utmost importance, along with quality, production, and cost-control.
- ° Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. The following principles support this philosophy: -
- ° All injuries and accidents are preventable through establishment and compliance with safe work procedures.
- ° The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level. –

This general company safety philosophy has been developed to reflect and communicate the proactive safety attitude maintained at Savard Labor & Marine Staffing, Inc. The company will comply with appropriate safety and security laws and regulations such as those established by:

- \* The Occupational Safety and Health Act (OSHA),
- \* The EPA (Environmental Protection Agency),
- \* The DOT (Department of Transportation), and
- \* All other applicable federal, state, and local safety and health regulations.

## **Scope:**

The following pages contain information that when adopted, executed and monitored, has the potential to reduce workplace injuries and cost. It is the primary duty of all management and supervisory personnel to know, implement and enforce all safety and health rules to prevent injury and illness.

**Eighty (80%) of all accidents are caused by unsafe acts.** The other 20% are caused by unsafe conditions. This reinforces the ideal that we must focus on changing behaviors through safety education to eliminate unsafe acts.

The goal of this activity is to create a **Safety Culture**. A safety culture is where the workforce knows, through the consistent activities of management, that a high level of **safe behavior is expected** and that work place injuries are a negative event to the corporation that will not be tolerated. **This is a process whereby we move employees from complacency to involvement and onto empowerment where it is known that they have a duty and responsibility to prevent injuries to themselves and others.**

**Responsibility:**

Top management must consistently focus attention on the **frequent communication** of the organizations desire to maintain a safe workplace and communicate the hazards, the controls and the ramifications of losses to the workforce.

**Accountability** of supervisors is fundamental to this programs success. What management permits it condones. What management measures- gets done. Supervisors and Managers have the best opportunity to correct hazards and unsafe behavior.

Risk, the chance of economic loss, is an intangible and top management must attempt to educate workers on the benefits to the organization from maintaining a safe workplace.

It is the policy of Savard Labor & Marine Staffing, Inc. to provide a safe and healthy work environment for all employees, visitors, and contract employees.

Our annual goal is zero lost time cases and a reduction of injuries by 50%.

This Safety and Health Manual has been prepared in an effort to prevent injuries and illnesses from work related causes. It is directed toward the control of all types of hazards encountered in the performance of operational duties.

**Employer/Employee Responsibilities:**

The employer's obligation is to provide a safe and healthful work environment. This can be achieved through training and information-provision to all levels of employees regarding proper work practices and safe operating practices. It is the employee's obligation to remain vigilant and act in a responsible manner at all times.

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## Top Management Roles and Responsibilities

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- 1) Develop, sign and distribute the enclosed Safety Mission Statement.
- 2) Designate a Safety Director and communicate it to organization.
- 3) Initiate the Safety Committee and hold quarterly planning meetings.
- 4) Initiate frequent communication of safety messages to workforce.
- 5) Provide budgeted money and resources for safety and claims programs.
- 6) Establish guidelines for new worker screening and hiring.
- 7) Require all worker's to sign the Company Safety Policy.
- 8) Educate and hold Managers accountable for safety performance.
- 9) Identify loss sources from loss runs and industry guidelines.
- 10) Obtain and implement the Hazard Control techniques to mitigate identified hazards.
- 11) Document the education of the Hazard Control techniques to all employees exposed.
- 12) Develop a rapport and working relationship with our Work Comp carrier.
- 13) Monitor results and take appropriate corrective action.

The Code of Federal Regulations (CFR) 1926 Sec. 21 Subsection B paragraph 2 states:

***The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposures to illness or injury.***

## Announcement of the Safety Process

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To: All Employees

From: President, Safety Director

This is a reminder that we have in place an active and viable safety/loss prevention program. This will help us to prevent workplace injuries to our employees and customers. You may know insurance is a costly expense to Savard Labor & Marine Staffing, Inc. By reducing our cost we can compete more aggressively with our competitors- which means more business for the Company and job security for our valued employees.

As you probably realize, injuries to employees are non-productive and painful events for workers' and families. As managers, we are responsible for the safe performance of our staff.

We will focus on two major areas to:

- 1) Develop, implement and monitor a comprehensive Safety & Health program titled **Total Loss Control (TLC)**.
- 2) Develop, implement and monitor an Injury Management Program titled **Concerned About Recovery of Employees (CARE)**.

Therefore, I am calling on you to become familiar with these programs and to implement these programs. It is imperative that we are proactive by recognizing and eliminating hazards in our workplace. It is equally important to get injured workers back to work as soon released by the Company doctor so they can return to productive lives. I will be sending out more information on this topic in the very near future. I welcome any questions you may have.

I know we can do it!

## Savard Labor & Marine Staffing, Inc. Safety Mission Statement

Workplace safety is vital to the long-term success of our Company. Our workers' are our most important asset and their safety health and well-being is considered to be the most important activity of management. **All accidents can be prevented** through the use of hazard identification, hazard remediation, employee safety education and safety process monitoring.

Our goal is Zero Accidents!

We take our responsibility very seriously and require you, our most valued asset, our employees, to work in a safe manner at all times.

### **Management Responsibility:**

We will make every reasonable effort to provide and maintain a safe and healthy workplace. We will provide the training needed for you to do your job safely. We will provide the appropriate tools and machinery for you to work safely. It is our intention to go beyond basic compliance with all state and federal safety regulations.

### **Supervisor Responsibility:**

The Safety Director and Supervisors have the full support of management to carry out all provisions of the Safety Program. They have the duty and responsibility to implement the safety program, act as competent personnel, provide safety training, identify and correct unsafe conditions, monitor employee behavior to identify unsafe acts and take corrective action.

### **Employee Responsibility:**

Employees have the responsibility to follow all posted, written and spoken safety rules. Employees have a duty to know and understand the safety rules of your job and a requirement to immediately report unsafe conditions to Supervisors.

All Employees of Savard Labor & Marine Staffing, Inc. will be reviewed on and held accountable for safety performance. To that end, we require that our employees use good sense and sound judgment in the performance of their duties. We encourage, expect and value input to improve our safety program.

Sincerely,

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Jill Savard

## **Safety Directors Roles and Responsibilities**

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### **Purpose:**

To be successful every corporate process needs a leader to execute the requirements of the process. With the total support of the President, the Safety Director has the role of safety program developer, organizer, implementer and educator to the organization.

### **Scope:**

The Safety Director will be given the time, tools and budget to facilitate the prevention needs of the organization. The Safety Director will be held accountable for the performance results of the Safety program.

### **Responsibility:**

Accountability is the act of reviewing performance to determine if appropriate results have been delivered. The Safety Director executes the intention of the safety mission. Safety Director duties include:

- Review and maintain all safety and health records.
- Develop, Communicate and monitor the Company Safety Program.
- Educate Supervisors to teach workers safety.
- Develop a consistent Company wide method of communication.
- Identify the hazards of the organization and develop prevention method.
- Safety Meetings- distribute, present literature and document attendance.
- Review Accident Investigations, confirm corrective efforts in place.
- Develop Measurement tools to monitor results.

### **Communication of safety rules is accomplished by:**

- Discussion during New Hire Orientation
- Ongoing Safety Education
- Postings throughout the facility
- Annual refresher training
- On the spot corrections of hazards by Supervisors
- Disciplinary Action Reports

## **Announcement of the Safety Director**

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Date:

To: All Employees

From: President

Ref: Safety Director

Dear Valued Employees,

In our ongoing effort to create a safe work environment, I am very pleased to announce that Jamie LeBlanc has accepted the position of Safety Director. As Safety Director it will be their responsibility to develop, implement and monitor the safety programs that are needed to prevent injuries in our company. Also, they will be responsible for OSHA compliance and the implementation of the required OSHA standards. In addition the Safety Director will work with our Workers' Compensation Insurance Company to see that we are doing all that we can to reduce our Workers' Compensation insurance cost.

I ask you to work with Jamie LeBlanc in this new role so that we can keep our workforce safe and healthy. As stated in our Safety Policy, you have a role and responsibility in the safety performance of Savard Labor & Marine Staffing, Inc. If you see hazards that can injure people, bring it to the Safety Directors' attention. If you need training, let the Safety director know. If you witness an unsafe act or conditions, again we need to know so we can correct it.

**SAFETY = Safety Assures Future Employment to You!**

## Announcement of the Safety Committee

From: President

Dear valued employees,

In our ongoing effort to establish and maintain a safe workplace for you, our greatest asset, we have developed a Safety Committee to direct the safety activity of the organization. There will be several permanent members and several revolving members on the Safety Committee. Revolving members serve a one year term. The duties of Safety Committee members are to:

- 1) Act as an Advisory Board to the Safety Director.
- 2) Review Injury Data, Near Miss Reports and Accident Investigations.
- 3) Review Lost Time Claims to expedite return-to-work.
- 4) Set Safety Goals for the coming Quarters to impact safety performance.
- 5) Review the implementation of safety education on company hazards.
- 6) Review hazard self-inspections reports.
- 7) Review and take action on any safety program weaknesses.

The Safety Committee will consist of a balanced mix of individuals who can improve our safety performance. The following employees will make up to safety committee:

### Permanent members

- 1) President, Jill Savard
- 2) Safety Director, Jamie LeBlanc
- 3) Revolving Members:
  - 1) One Manager
  - 2) One Staff Employee \_\_\_\_\_
  - 3) One Employee \_\_\_\_\_

Volunteers are welcomed as well as suggested topics for discussion.

The Safety Committee will meet Quarterly on the following dates:

- 1<sup>st</sup> Quarter \_\_\_\_\_  
2<sup>nd</sup> Quarter \_\_\_\_\_  
3<sup>rd</sup> Quarter \_\_\_\_\_  
4<sup>th</sup> Quarter \_\_\_\_\_

## Safety Committee Meeting Report

Date:

Meeting Agenda:

Review of past business  
Review of current business

Topics Discussed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Action to be taken and by whom and by when:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Next meeting date is: \_\_\_\_\_

Minutes will be posted, distributed to employees and filed in Safety Manual.

<b>Printed Name</b>	<b>Title</b>	<b>Signature</b>
1:		
2:		
3:		
4:		
5:		
6:		
7:		
8:		

## Supervisors Roles and Responsibilities for the Safety Process

### **Purpose:**

Supervisors are the key to the success of our Safety Program because you work on a daily basis in the actual environment that hazards exist. Therefore, you have the best opportunity to identify hazards and correct it immediately.

**A Hazard is any condition that increases the probability of an injury.**

### **Scope:**

OSHA requires *Competent Personnel* on worksites. A Competent Person is defined as one who is capable of identifying existing and potential hazards in the work environment and has the authority, ability and resources to take corrective action to eliminate the hazard.

### **Purpose:**

### **Responsibility:**

Supervisors have the responsibility to implement and guide the safety activities of Savard Labor & Marine Staffing, Inc. Responsibilities of Supervisors:

- 1) Educate New Workers; see New Worker Orientation Training Section
- 2) Explain and enforce the Company safety rules and discipline Policy
- 3) Obtain Signature on Employee Safety Responsibility Pledge Statement
- 4) Educate workers on required use of Personal Protection Equipment (PPE)
- 5) Document all Safety and Injury communications.
- 6) Obtain signatures on No Accident Certification- see enclosed
- 7) Identify and eliminate hazards -see Self Inspection Checklist enclosed.
- 8) Observe actual work activity of workers to identify unsafe behaviors.
- 9) Hold and document Safety Meetings monthly.
- 10) Identify hazards in the workplace.
- 11) Take corrective action to eliminate hazards.

## Supervisor Commitment to the Safety Process

### **Purpose:**

As a Supervisor for Savard Labor & Marine Staffing, Inc. you are the first line of management.

### **Scope:**

You have the authority and responsibility to carry out the Safety Missions of Savard Labor & Marine Staffing, Inc. One of our primary missions is to ensure a healthy and safe work environment for our valued employees. You are a Competent Person as you have the ability and experience to identify hazards which is any condition that increases the possibility of an injury or loss.

Also, you have the authority to correct unsafe and unhealthy conditions in the workplace.

### **Responsibility:**

It is the responsibility of Supervisors to consistently perform the following safety actions:

- Provide pre-job planning of safety needs
- Enforce all general and specific safety rules
- Inspect the work area for hazards and correct unsafe conditions
- Correct unsafe behaviors
- Enforce the usage of Personal Protection Equipment
- Discipline workers, in writing, for safety rule infraction
- Require fall protection at work over 6 feet in height
- Require equipment to be locked-out and tagged out prior to service
- Investigate all accidents or near misses in writing
- Suggest safer methods to achieve production
- Bring unsafe situations to the attention of the Safety Director
- Hold and document safety meetings
- Advise and document safety rule infractions of sub-contractors

You are responsible for the safety of your workers and sub-contractors.

I understand that workplace safety is part of my responsibilities. I will enforce the company safety rules to create and maintain a safe workplace.

Printed Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Employee Roles and Responsibilities for the Safety Process**

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### **Purpose:**

This document is written to inform employees that they have an integral part in the safety process. The primary responsibility of the employees of Savard Labor & Marine Staffing, Inc. is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

### **Scope:**

As a condition of employment, employees MUST become familiar with, observe, and obey Savard Labor & Marine Staffing, Inc. rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

### **Responsibility:**

Before beginning special work or new assignments, an employee should review the work area, tools, equipment and processes for hazards.

If an employee has any question about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do this job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

No employee is ever required to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

I understand my role in workplace safety.

Printed Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Safety Meeting Report Form

## Safety Meeting Report Form

**Topic:** \_\_\_\_\_

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

**Presenter:** \_\_\_\_\_

**Location:** \_\_\_\_\_

By signing below, I certify that I have been educated on this company's safety rules and requirements. I certify that I understand the safety rules and requirements and that I have had a chance to ask questions. Furthermore, I agree to abide by these safe operating rules. I understand that safe behavior and conduct is a condition of my employment. **By signing below, I certify that I have not been injured during my work shift.**

<i>Printed Name</i>	<i>Signature</i>
1.	
2.	
3.	
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17.	
18.	

## Hazard Analysis

We have reviewed our operations and identified the following hazards and control techniques:

<b>Review of Industry Standards:</b>	<b>Hazard Control Technique</b>
Injuries form Overexertion	Proper Lifting education
Injuries from Driving	Proper Driver Safety Education
Injuries for forces to the body	Proper PPE used
Use of Chemicals	Implement Hazard Communication
Impact to worker body from operations	Implement PPE Program
<b>Review of Loss Runs</b>	<b>Hazard Control Technique</b>
Response to First Aid Incidents	First Aid Access and Education
<b>Review of Operations</b>	<b>Hazard Control technique</b>
Potential for fire due to operations	Fire prevention education
General hazards of the Workplace	Ongoing safety education

### **Program Reinforcement (Positive)**

#### **Purpose:**

Program needs to have reinforcement to keep the intentions of management on the forefront of Supervisors and Employees minds. This is the accountability portion of the program where all employees are held responsible for there actions. **A reinforcement program brings validity to the safety program.**

#### **Scope:**

This program applies to all employees

#### **Responsibility:**

In our continued effort to create and maintain a safe workplace and to reward those individuals who conduct themselves in a safe and professional manner, we have adopted a Safety Incentive program.

This program seeks to encourage workers to stay focused on Safety which will prevent injuries and lower our insurance cost which allows us to compete. The Safety Incentive Program will be one of the following:

- 1) End of year Bonus based on profit
- 2) Quarterly incentive
- 3) Monthly Drawing

## **Disciplinary Action /Safety Rule Violation Policy**

### **Purpose:**

Savard Labor & Marine Staffing, Inc. seriously the safety and health our most valuable asset, our employees. We strive to provide an environment that fosters safety which protects you from injury. All levels of discipline action short of discharge should include counseling and perhaps retaining with a clear goal in mind of favorably modifying the employee's future behavior. The stepped discipline approach should never preclude decisive action, when necessary, in cases involving immediate threats to life, limb, property, or in cases where customer relations, public relations, or the Company itself is threatened by the employee's actions. With that in mind, we have instituted a Safety Rule Violation Policy.

### **Scope:**

This policy applies to all employed persons of Savard Labor & Marine Staffing, Inc. The Company has the exclusive right to administer appropriate disciplinary action, including discharge, to offending employees. Generally, a documented stepped discipline approach is warranted whenever a policy, work rule, or safety rule violation occurs. However, very serious and/or offenses may result in immediate discharge of the employee.

### **Responsibility:**

All employees have the responsibility to follow all written and spoken safety rules. If you are observed or if we discover through an investigation that you violated a Safety Rule or created an unsafe condition or did not correct an unsafe condition, appropriate disciplinary action will be taken.

### **General Policy:**

The discipline policy includes the following levels of action:

- **1st offense** Verbal warning—documented in writing by supervisor or location manager, but administered in an informal setting. Documentation is placed in employee's file.
- **2nd offense** Written warning—documented in writing by the manager with the original to the employee and a copy to the employee's file.
- **3rd offense** Suspension—days away from work without pay. The number of days away from work will be decided by the supervisor in conjunction with management. Also documented in writing and placed in employee's file.
- **4th offense** Discharge—documented in writing, signed by the manager, and placed in employee's file.

The following are examples of just cause for discharge:

- Unsatisfactory job performance
- Excessive absenteeism or Reporting late for work or excessive tardiness
- Failure to report an accident to his/her immediate supervisor upon being injured.
- Disregard of Company safety policies and/or industry safety practices.
- Fighting, horseplay, or other disruptive activities on Company/Customer premises.
- Refusal or failure to perform assigned work or to comply with written or verbal instruction of a supervisor.
- Violation of Substance Abuse Policy and/or related safety rules.
- Possession of weapons or explosives on Company premises, in Company vehicles, or in customer facilities.
- Theft, misappropriation, or deliberate damage of property of employees, Company, or customers.
- Misrepresentation or other fraudulent action.
- Misuse or removal without proper authorization of Company or customer lists, blueprints, models, records, or any confidential information.
- Neglect of duty including leaving post of duty without just cause or permission and sleeping on duty.

**Safety Rule Violation Discipline Report**

Employee Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Action to be taken: ( ) Warning ( ) Suspension ( ) Dismissal

**Nature of Incident:**

- 1. ( ) Tardiness
- 2. ( ) Excessive Absences
- 3. ( ) Insubordination
- 4. ( ) Dishonesty
- 5. ( ) Theft (stealing)
- 6. ( ) Improper Conduct
- 7. ( ) Housekeeping
- 8. ( ) Carelessness
- 9. ( ) Neglect of Duty
- 10. ( ) Failure to Report/Accident/Incident
- 11. ( ) Failure to Follow Instructions
- 12. ( ) Fighting on Company Premises
- 13. ( ) Unsatisfactory Job Performance
- 14. ( ) Violation of Drug/Alcohol Policy
- 15. ( ) Violation of Safety Rules
- 16. ( ) Destruction of Company Property
- 17. ( ) Possession of Weapon
- 18. ( ) Other \_\_\_\_\_

**Supervisor's Remarks**

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I have read this report:

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Above offense(s) have been noted and are now a part of the employee personnel file.**

**Additional Remarks:**

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## **Monitoring of the Safety Process**

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### **Purpose:**

Any gap between expectations and actual experiences must be measured and reduced. We have set certain safety performance goals and we will spend the time to see if the activity to accomplish the goal is having the desired result.

### **Scope:**

The review of the Safety Process applies to all polices on workplace safety, driver safety property loss prevention, and related programs.

### **Responsibility:**

The measurement of the performance of the safety process is chiefly the responsibility of the Safety Director with input from top management and Supervisors.

### **Review Actions:**

- Review that safety meeting being held and documented with reports filed
- Review paperwork on new workers safety orientation
- Review Accident Investigation Reports to ensure that corrective action taken to prevent recurrence
- Review Disciplinary Action Reports to ensure Supervisors are correcting unsafe behavior?
- Review Hazard Inspection Reports to ensure they are being conducted with corrective action implemented.
- Meet with top management to discuss safety budget, trends and needs.
- Review the Loss Runs/Claims reports from the Workers' Compensation to identify trends of loss?
- Meet with the insurance carrier loss control personnel to access risk.
- Review the Company Experience Modification Factor Worksheet for reductions
- Maintain and review the OSHA 300 Log of Injuries and Illnesses
- Review Employee and Supervisor Report Cards to identify poor performers.

## Access to Medical Records

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**From: Safety Director**

**To: All Employees**

**Subject: Access to Medical Records of Employee Exposure**

The Occupational Safety and Health Administration (OSHA) in section 29 CFR OSHA 1910.1020 provides employees and their designated representatives a right of access to relevant exposure and medical records.

Each employer is responsible for assuring compliance with this section, but the activities involved in complying with the access to medical records provisions can be carried out, on behalf of the employer, by the physician or other health care personnel in charge of the employee's medical records.

Employees can request a copy of their medical records and relevant exposure record by contacting their supervisor.

I understand that I have been given information on my rights to access any and all medical information obtained by my employer.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **General Health and Safety Policies**

### **Purpose**

Our company's policy is that all employees be provided with a safe and healthful place of employment. Identification of hazardous conditions may be accomplished at the planning and design stage, as a result of workplace inspections, or by employee reports.

### **Scope:**

All recognized safety and health hazards shall be eliminated or controlled as quickly as possible, subject to priorities based upon the degree of risk posed by the hazards. The preferred method of hazard abatement shall be through application of engineering controls or substitution of less hazardous processes or materials.

### **Responsibilities:**

Management, supervisors and employees are responsible for following all safety program requirements and safety practices. If procedures or practices are identified as needing changes, these changes shall be accomplished through normal management review practice

### **Hazard Reporting:**

Identification and reporting of potentially unsafe or unhealthful working conditions is the responsibility of all employees. All employees are encouraged to report unsafe or unhealthful working conditions to their immediate supervisor who will promptly investigate the situation and take appropriate corrective actions. Supervisors will contact the Safety Office for assistance as necessary. Supervisors will keep the reporting employee informed of all actions taken. Any employee may submit a written report of an unsafe or unhealthful working condition directly to the Safety Office.

### **Signs and Tags:**

Signs and tags are not intended as substitutes for preferred abatement methods rather, they are additional safety guidance and increase the employee's awareness of potentially hazardous situations.

Tags are temporary means of warning all concerned of a hazardous conditions or defective equipment. Tags are not to be considered as a complete warning method, but should only be used until a positive means can be employed to eliminate the hazard; for example, a "Do Not Start" tag is affixed to a machine and is used only until the machine can be locked out, de-energized, or inactivated.

**Danger Signs** shall be used where an immediate hazard exists and specific precautions are required to protect personnel or property. The sign shall be of red, black, and white colors.

**Danger Tags** shall be placed on a damaged ladder or other damaged equipment, and immediate arrangements made for the ladder/equipment to be taken out of service and sent to be repaired.

**Caution Signs** shall be used to warn of a potential hazard or to caution against unsafe practices, and to prescribe the precaution that will be taken to protect personnel and property from mishap probability. The sign shall be of yellow and black colors.

**Radiation Signs** shall be used to warn of radiation hazards and of special precautions that will be taken. "Radiation" signs shall use the conventional radiation warning colors of magenta on a yellow background.

**Exit Signs** shall be utilized to clearly identify the means of egress from a buildings or facility. Where the exit is not apparent, signs shall have an arrow indicating the direction of the exit.

**Biological Hazard Warning Signs** shall be used to signify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, experimental animals, etc., which contain or are contaminated with viable hazardous agents. The symbol on these signs shall be the standard fluorescent orange or orange-red color.

### **Housekeeping:**

All places of employment including outside areas should be kept as clean as possible of debris, trash, scrap, spills or other extraneous materials which could create a health hazard or cause an accident. Proper layout, spacing and arrangement of equipment, facilities, and machinery are essential to good housekeeping, allowing orderly operation and avoiding congestion.

Maintain the floor of every work area so far as practicable, in a dry condition. Where wet processes are used, maintain drainage and provide removable false floors, platforms, mats, or other dry standing places. When necessary or appropriate, provide waterproof footwear.

### **Emergency Eyewash Facilities:**

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 shall be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities shall be located where they are easily accessible to those in need.

## General Safety Rules

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### Purpose:

General Safety Rules are basic and fundamental rules to communicate to the employees what is expected for safe job performance.

### Scope:

The following rules are General Safety Rules that apply to all personnel at all times. In addition to these Rules, other rules and exposure specific training will be provided to protect the health and well being of our workforce.

### Responsibility:

You have a duty and responsibility to obey these and all rules issued by SAVARD LABOR & MARINE STAFFING, INC. Failure to do so will result in disciplinary action up to and including termination.

- 1) No Horseplay or fighting allowed.
- 2) No firearms or weapons of any kind allowed on Company property
- 3) Report all unsafe conditions to your supervisor immediately.
- 4) Wear seatbelts at all times.
- 5) Keep work areas clean and free of debris.
- 6) No alcohol or drugs will be used or allowed on Company property.
- 7) Report all injuries **Immediately** to your Supervisor.
- 8) Ask for training if unfamiliar with any task.
- 9) Use lifting equipment or get help for loads over 35 lbs.
- 10) Do not remove or bypass any guard on any piece of machinery.
- 11) Only authorized and trained employees may repair or adjust machinery and equipment.
- 13) Only trained employees may dispense or use chemicals.
- 14) Keep work areas clean and aisles clear. Do not block emergency exits.
- 15) Smoking is permitted only in the designated "Smoking Areas".
- 16) Use appropriate Personal Protection Equipment (PPE) as needed.
- 17) Any spill of food or liquid must be cleaned up immediately.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary Action, up to and including Termination, will be used to assure rule enforcement. If you are not sure how to complete a job or task safely or have any questions, ask your Supervisor. I have read and understand these General Safety Rules. I will obey these and all other written or spoken safety rules.

Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Hazard Inspections**

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### **Purpose:**

Inspection of work areas and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Safety Audits also help to identify the effectiveness of safety program management and can be used as a guide to assure regulatory compliance and a safe workplace.

### **Scope:**

Hazard Inspections are required for all of our operational areas to identify and remediate hazards that could cause injury and/or property damage.

### **Responsibilities: Management**

- Design and schedule audit and inspection procedures for all work areas, processes and procedures.
- Conduct routine audits and inspections using below format.
- Ensure audits are conducted by employees who understand the various safety programs and policies

### **Supervisors**

- conduct informal daily safety inspections and ensure all unsafe conditions are corrected
- conduct documented weekly inspections and ensure all unsafe conditions are corrected

### **Corrections**

All safety deficiencies found during audits and inspections should be corrected as soon as possible. Documentation of corrections should be made on the audit or inspection sheet. And conditions that present a hazard are to be corrected or controlled immediately.

### **Types of Inspections**

**Supervisor Hazard Inspections** are conducted and recorded. This documented inspection provides a focus to ensure current hazard controls are still effective, equipment is in safe condition and safe work practices are in use. The inspection sheet is forwarded to the Safety Manager for review and logging to track corrections.

**Equipment Inspections** all equipment should be inspected prior to use to ensure it is good working order and will function when needed. Examples and frequencies are:

- Fire Extinguisher Inspections - Monthly
- Safety Equipment Inventories - Monthly
- Respirator Inspections- Before / After Use (Monthly at a minimum)

**Records** of audits and inspection will be maintained in accordance with the requirements of the specific programs. As a minimum, the last two program audits will be kept on record. Routine inspection records will be maintained on a most current basis. Records of deficiency corrections will be maintained for one calendar year from date of correction.

# Hazard Inspection Report

Work Site: \_\_\_\_\_ Job No: \_\_\_\_\_

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

Use a **√** to mark condition as acceptable and an **X** to mark condition as unacceptable.

Line through areas that do not apply to your worksite.

	M	T	W	T	F	Action Taken
<b>1. Job Information</b>						
• OSHA poster posted?						
• Clean water with cups and trash can available?						
• Emergency Response numbers posted?						
• First Aid Kit stocked and available?						
• Tool box talks up to date?						
• Work areas properly signed and barricaded?						
• Haz Com – MSDS’s on site?						
<b>2. Housekeeping: Slip, Trip and Falls</b>						
• General neatness of work area?						
• Projecting nails removed or bent over?						
• Waste containers provided and used?						
• Passageways and walkways clear?						
• Cords and leads off of the floor?						
• Rebar protruding has caps?						
<b>3. Fire Prevention</b>						
• Adequate fire extinguishers checked and accessible?						
• Flammables in “approved” containers?						
• No Smoking posted enforced near flammables?						
• At least one 2 A rated fire extinguisher provided for each 3,000 square foot of protected area?						
<b>4. Electrical</b>						
• Extension cords have ground prongs and no frayed insulation?						
• Ground fault circuit interrupters used?						
• Terminal boxes equipped with covers?						
• Temporary lighting has bulb cage protection?						

<b>5. Hand, Power &amp; Powder Actuated Tools</b>						
• Hand tools inspected regularly?						
• Guards in place on machines?						
• Right tool being used for job at hand?						
• Operators of powder actuated tools licensed?						
• Are cords frayed?						
<b>7. Ladders</b>						
• Ladders extend at least 36" above the landing?						
• Ladders are secured to prevent slipping, sliding or falling?						
• Ladders with split or missing rungs taken out of service?						
• Extension ladders angle 4'(up) 1'(out)?						
• No step at top two rungs of stepladder?						
<b>10. Material Handling</b>						
• Materials are properly stored or stacked?						
• Slings tagged and inspected?						
• Employees are using proper lifting methods?						
• Tag lines are used to guide loads?						
• Proper number of workers for each operation?						
• Materials stored at least 6 feet from hoist ways or inside floor openings, and 10 feet from building perimeter?						
• Aisles and passageways kept clear?						
• Trash chute used for discarding debris outside of buildings at elevations of 20 feet or greater?						
<b>11. Welding &amp; Burning</b>						
• Gas cylinders stored upright?						
• Fuel and oxygen separated (20 feet or 1 hr rated wall)?						
• Burning/welding goggles or shields used?						
• Fire extinguishers are nearby?						
• Hoses are in good condition?						
<b>12. Mobile Equipment</b>						
• Back-up alarms operational?						
• Operator competent?						
• Equipment and machinery exhaust vented to reduce Carbon Monoxide exposure?						
<b>16. Personal Protective Equipment</b>						
• Hard hats are being worn?						

• Safety glasses are being worn for flying particles?						
• Respirators are used when required?						
• Hearing protection being worn as required?						
• Traffic vests being worn?						
• Gloves available and used?						
• Knee pads used as needed?						
• Chemical/splash proof goggles used with chemicals?						
• Dust mask used as needed?						

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Inspector:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**This form should be completed daily and returned to the Safety Director.**

## Job Safety Analysis

Competent Person: \_\_\_\_\_ Date: \_\_\_\_\_ Job Name: \_\_\_\_\_

Evaluate the hazards of the work that you will be performing and implement a control technique.

<b>Permits</b>		<b>Welding</b>	<b>Hazards Environmental</b>
	Required	Flashburns	Electrical Shock
	Hot Work	Spark Containment	Heavy Objects
	Entry Permit	Shields	Hot/Cold Surf or Mat
	All Conditions Met	Grounding	Inadequate Lighting
	Signed Off When Complete	Water Hose	Line Breaking
	Other	Fire Extinguisher	Noise
<b>Personal Protective Equip (PPE)</b>		Fire Blanket	Poor Access/Egress
	Rubber Gloves	Fire Watch	Sharp Objects
	Leather Gloves	Sewer Cover's	Other
	Special Purpose Gloves	<b>Overhead Work</b>	<b>Hazards/Chemicals</b>
	Slicker Suit	Barricades	Chemical Burn Shin/Eye
	Acid Suit	Signs	Flammable
	Rubber Boots	Hole Cover	Ingestion
	Mono Goggles (vented/non vented)	Handrail	Inhalation
	Face Shield	Other	Skin Contamination
	Respirator	<b>Electrical</b>	<b>Hazards/Body</b>
	Ear Protection	Try start/stop switch	Pinch Points
	Safety Harness	GFCI Test	Slip-Trip Potential
	Burning Goggles	Assured Grounding	<b>Other Work in Area</b>
	Other	Extension Cord Inspection	Others Working Overhead
	Current Inspection	Forklift	PPE Due to Other Work
	Proper Tools for the Job	Mobile Crane	<b>Confined Space</b>
	Good Tool Condition	Load Chart	Possible hazards within the confined space
	Other	Angle	First signs of exposure
<b>Emergency Equipment</b>		Crane	How to summons help
	Fire Extinguishers	Chainfall	How to track personnel
	Safety Shower	Proper Rigging Practices	Entering & exiting the confined space
	Evacuation Route	Manual Lifting	Maintain contact with all entrants by voice or visual Remain at entry point assume no duties will take you from there.
	Other	Condition of Equipment	
		Operator Certificate	
		Critical Lift	
<b>Access</b>			
	Scaffold (property inspected____)		
	Ladder (tied off____)		
	Manlift		
	Personnel Basket (inspected __)		
	Operator Training		



## Performance Evaluations – Employee Report Card

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

The following topics should be scored every six months to measure expected performance to actual performance in critical areas:

Score each item	Exceeds Expectations	Above Average	Average	Below Average	Weak
<b>General Topics:</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1) Shows up to work dressed appropriately					
2) Shows up to work on time					
3) Displays a professional and positive attitude					
4) Shows up when scheduled					
5) Adapts to change					
<b>Production Performance:</b>					
6) Level of work activity					
7) Produces acceptable work					
8) Brings ideas to supervisors attention					
9) Works as a team player					
10) Handles assigned task					
<b>Safety Performance:</b>					
11) Follows safety rules					
12) Wears appropriate PPE					
13) Identifies and corrects hazards					
14) Participates in safety meetings					
15) Any at fault injuries					
16) Any Disciplinary notices					
17)					
18)					
19)					
20)					
<b>Total of each column</b>					

Add all rows = Score out of 100 = \_\_\_\_\_

## Performance Evaluations – Supervisor Report Card

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

The following topics should be scored every six months to ensure actual performance meets or exceeds actual performance in critical areas:

Score each item	Exceeds Expectations	Above Average	Average	Below Average	Weak
<b>General Topics:</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1) Shows up to work dressed appropriately					
2) Shows up to work on time					
3) Displays a professional and positive attitude					
4) Brings ideas to managements attention					
5)					
<b>Production Performance:</b>					
6) Plans work to be done					
7) Addresses issues to enhance production					
8) Reviews quality performance					
9) Works well with others					
10) Communicates well					
11)					
<b>Safety Performance:</b>					
12) Sets an example for others					
13) Enforces safety rules					
14) Identifies and corrects hazards					
15) Enforces PPE					
16) Documents safety meetings					
17) Investigates Accidents					
18) Identifies Job needs					
19)					
20)					
21)					
<b>Total of each column</b>					

## **Short Service Employee**

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### **Purpose:**

Statistics indicate that new workers, those on the job less than 6 months are involved in 37% of all injuries but make up only 25% of the labor force. For that reason extra attention should be given to new workers so that they know and understand the company safety rules and culture.

### **Scope:**

This Short Service Employee Rule is applicable to all new hires and from the first day or work until the end of the sixth month of employment.

### **Responsibility**

Supervisors have the responsibility to mentor the new worker and to guide them to understand and use appropriate safety and health rules.

A Short-service employee will:

- Wear a hard hat that is green
- Not be assigned to hazardous tasks
- Be given additional instructions as needed
- Be monitored by experienced employee
- Be monitored by closely by their supervisor

**Employee Authorization to STOP work**

I, the undersigned, employee of this company

Acknowledge the following:

I have been given the authorization to **STOP** any work activity at any time that presents a danger or hazard to me, my co-worker or the public.

Every employee has the right and the responsibility to **STOP** any unsafe acts or conditions that are present, or have the potential of developing into an unsafe situation. I can get involved, question and rectify any activity without fear of reprimand or retaliation for looking out for myself, fellow employees' or the public's safety and welfare.

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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