

New Hire Safety Orientation

June 2013

Training Objectives

- Enable new employees understand the minimum environmental, health and safety policies, rules, regulations, and procedures developed by All Star for all its businesses, projects, services etc.
- Understand the benefits for abiding by this standards and the consequences for non compliance

Welcome Statement

Dear employee,

You are welcome to All Star. We thank you for your safe attitude and we urge you to keep up this good practice as we strive to make a better and safer workplace...

Bill and Ken Stolte

Authority and Accountability

- **All Star I & E Inc.** accepts the responsibility for providing resources and guidance for the development and implementation of the safety and health program
- The Safety Manager is responsible and will be held accountable for the overall implementation of the working plan
- He also has the authority to approve or carry out disciplinary actions against those that violate policies, procedures or rules
- Employees of **All Star I & E Inc.** are responsible and will be held accountable for providing this company with commitment to safety

EHS Policy

ALL STAR I & E is committed to:

- Ensuring a safe working environment to its employees;
- Using environment friendly technologies in the execution of its activities;
- Developing a systematic approach to EHS management designed to ensure compliance with the legislation
- An efficient use of materials and energy in the provision of our services;

- Undertake our services in a socially responsible manner;
- Continuously improve our EHS performance through set targets, appraisals, performance reporting and reward accordingly;
- Upholding EHS principles no matter how critical business activity seems to be;
- Promoting an EHS culture in which employee involvement is optimal
- All our subcontractors shall abide by our EHS, local and federal laws

Purpose and Scope

Purpose

- Comply with the standards of OSHA
- Endeavor to maintain a safe and injury/illness free workplace.

Scope of Application

- Applies to all employees of All Star I & E Inc. regardless of position within the company

Responsibilities

Supervisors (Managers, Superintendents, Foremen):

- Ensure proper communication of All Star I & E EHS rules to employees and any contractor personnel
- Ensure that employees and contractors have all necessary and appropriate resources and training to safely perform their jobs
- Promptly correct any discovered unsafe conditions
- Conduct routine safety and environmental inspections
- Investigate all injuries, incidents and near misses
- Document and keep regular safety and environmental meetings

Employees

- Comply fully with all published safety standards, work rules and regulations during the execution of their job.
- Report all injuries, incidents and near misses immediately to a supervisor, to the Safety Manager or main office
- Assist in any incident investigation when required
- Actively participate in Safety Meetings
- Review and understand the contents of this handbook and subsequent safety publications

Employee Involvement

Safety Meetings

- All Star I & E shall maintain accurate records of all meetings associated with the EHS program of the company

Meeting records include:

- the date
- speakers' name
- list of attendees and their functions
- topics discussed

Reporting of Hazards and Unsafe Conditions

- Safe workplace through early detection and identification of hazardous conditions and unsafe practices. Then develop action plan
- Site Inspection
 - ✓ 1 WSI/lead man/job
 - ✓ 5 WSI/Supervisor/Month
 - ✓ 1 STOP/ Employee/ Week
 - ✓ 1 EHS audit/quarter

Safety Records

OSHA Recordkeeping

All Star I & E shall maintain records of all work related injuries and illnesses of its employees using the following forms:

- OSHA 300, Log of Work-Related Injuries and Illnesses
- OSHA 301, Injuries and Illnesses Incident Report or equivalent
- OSHA 300A, Summary of Work-Related Injuries and Illnesses
- Record of first aid or other non-recordable accidents/incidents on the REN

Safety Training

Health and Safety Training

- Hazards associated with the work area
- Hazards of the job or task assignment
- Emergency procedures
- Personal protective equipment
- Hazard communication
- Specific equipment operation training
- Employee reporting requirements
- Accident Investigation (Supervisors)
- Confined space entry
- Log out /Tag out
- Any federal required training not included above

HAZCOM Training

- A summary of standard and a written program;
- Hazardous chemical properties including visual appearance, odor and the method that can be used to detect the presence or release of hazardous chemicals;
- Physical and health hazard associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards including the use of personal protective equipment, work practices and emergency procedures;
- The location of MSDS, how to understand their content, and how employees may obtain and use appropriate hazard information.

Review Questions

Q: Jake is a green hand and has been assigned to mount cam-locks in the OSDH. Jake comes up to you (fellow electrician) to find out who can give him the training and equipment to safely perform this job. Who do you advise?

- a. Another Electrician
- b. B&E Safety Manager
- c. Supervisor
- d. Safety committee member

Risk Analysis

Employees

- Identify activities that require JSA
- Prepare full JSA
- Propose Control measures
- Continuous review of activities requiring risk assessment

Supervisors

- Review work requiring risk assessment/ JSA
- Review written risk assessment
- Participate in JSA when needed
- Review safe method proposed to undertake the job

Potential Hazards & Controls

Potential Hazards and Risk Factors	Control Measures
Excessive noise levels	Use hearing protection.
Knife cuts and scrapes	Be cautious and use your gloves.
Pinching and Crushing of fingers	Place crampers on stable surface when in use. Use heavy duty gloves and discuss the risk with other workers.
Electrical shocks and Electrocutions	Check voltage of every connection using a meter. Do not test or operate without verification. Assume that all cables are energized. Follow the LOTO procedure.
Slips, trips or falls	Use nonskid shoes. Always watch foot placement and move slowly if the area seems slippery or has other trip hazards.
Struck by overhead loads	Never work/walk under suspended loads. Always have your hard hat on when working below others.
Equipment damage	Follow the manufacturer's procedure or best practices.
Burns from hot surfaces	Use long sleeved shirt and gloves when working around hot equipment.
Twist and bending with a load	Avoid twisting. Rather, always make turns. Observe the best practice for picking up loads in this handbook.

Accident Reporting

INJURY

- Fill out the REN
- Shall be reported near time and on same day
- Casual information is not sufficient
- Failure to report constitutes a safety violation
- In an OSHA visit, supervisor shall inform Safety Manager ASAP.

Serious Injury/ Death

- I.E. taken to hospital
- Supervisor informs Safety Manager/office
- Collect details of accident
- Prepare and submit incident report within 24hrs

Accident Investigation

- Employees shall report how, when, where, what caused & with who they worked at the time of accident occurred.
- Employee cooperation is required
- Supervisors shall collect info on the accident with the aid of the investigation kit
- Opinions shall not be written

- Safety Manager shall conduct the accident investigation
- Report shall be documented and kept in the office
- Investigations are to find out the facts, not to fix the blame
- Corrective action shall be developed

Review Question

Q: According to the principles of risk analysis, to minimize hazards, Clint must do all except?

- a. Identify risks
- b. Prepare full JSA
- c. Continuous review of risk assessment
- d. Develop a plan to implement JSA

Smoking, Firearms, Alcohol and Substance Abuse

Smoking Policy

- to provide rules for smoking while on the job.
- to ensure safe work practices when considering the need to smoke while on the job
- to ensure safe work environment to all employees
- See Page 16 of handbook

- **All Star I & E Inc.** is a drug and arm-free work environment (see page 17)
- Firearms, alcoholic beverages or illegal drugs are not allowed on company property or premises at any time
- Being under the influence or in possession of drugs or alcohol is ground for **IMMEDIATE TERMINATION**

Return to Work Process/ Fit for Duty

Return to Work

- All employees returning to work after an accident that resulted in restricted work days or days away from work shall present a copy of the physician's note stating that the employee is apt to return to full duty to the Safety Manager and Office Administrator

Review Question

Q: Ben is a good worker and works best after 4 shots of Jack Daniels. We are on a hard bid job and Ben is one of the few who knows what the customer wants. Ben shows up drunk but willing to work. Since the other two good hands cannot be reached, is it ok to use Ben, since he did a good job last time while drunk?

- a. Agree
- b. Don't agree
- c. Don't know

General Safety Rules

- Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment
 - Rules address behaviors and work practices that can lead to accidents and injuries
 - Each employee shall follow:
 - Patterson's 6 cornerstones for life
 - Shell's 12 lifesaving rules
 - Supervisors shall enforce rules
- Dressing for safety
 - Safe lifting practices
 - Suspended loads
 - Fall protection
 - Fire protection/prevention
 - Electrical safety rules
 - Vehicle safety rules
 - Ladders, stairways, scaffold
 - Lock out/ Tag out
 - Confined space
 - Emergency evacuation
 - Machine & hand tool safety...

HAZMAT

- OSHA Standard 1910.1200 "Hazard Communication is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning these hazards is transmitted to employers and employees

These includes:

- Flammables/combustibles
- Hydrogen Sulfide
- Battery acids
- Other chemicals

HAZCOM shall include:

- MSDS
- Labels

Review Question

Q: In the safety meeting this morning, you were told to smoke only in designated areas. However, the storm is very strong and blowing over the designated smoking area, Julio decides to take a smoke behind the flammable cabinet, where he is safe from the storm. Is this a safe action?

- a. Yes
- **b. No**
- c. Don't know

Disciplinary Policy

- The disciplinary policy applies to all employees of this company
- Violations of company or safety rules, regulations, or procedures will be documented by filling out a Written Warning on the employee
- Safety violation notice(s) shall be issued to anyone on the jobsite violating the safety rules by any superintendent in charge or Safety Manager

- Verbal Warning shall be written and documented
- Written Warning shall be documented and signed by the employee or another witness
- Disciplinary leave of up to 3 days can be issued in some cases
- Termination shall depend on gravity of violation or repeated violations
- 3 violations in a 6 month period shall be terminated

Acknowledgements

- Please sign and date the last 2 pages
- Return one signed copy to the Safety Manager

Thanks for your time!