

Willdan Safety Plan – Outline

Company Overview and Accountability:

Purpose:

Safety is good business and we expect all employees to follow common sense safety practices outlined in this document when on job sites, in the office or traveling. Safety reflects Willdan's commitment to work quality, effective management, cost reduction, job efficiency, supervision, and work force, thereby contributing to the success and most important your well-being. This document serves to provide information to keep Willdan employees safe.

The program contained in WES safety manual has been established to accomplish the following:

1. Protect and promote the health and safety of employees, customers and others who may be affected by WES business activities.
2. Comply with all pertinent regulatory obligations.
3. Assure the safety, health, and loss control programs are given the proper priority and attention, and are achieving the required results.
4. Ensure safety and health of employees and customers.

Goals:

1. Promote a safety culture at Willdan by providing and assuring that appropriate health and safety programs exist, and are in practice by Willdan employees.
2. Assure all managers and employees have received orientation, instruction and training in health, safety and environmental protection matters.
3. Control health hazards in the workplace and assure that employees are informed of hazards and how to protect themselves from exposure.
4. Employees must be knowledgeable and trained on current Willdan corporate safety practices, standards and requirements which include those set forth by OSHA.
5. Minimize health and safety risks by providing safe and healthy work environment, preventing unsafe acts and controlling exposure to health and safety hazards in the workplace.

Roles and Responsibilities:

Safety Committee Function:

- a) Establish and oversee compliance company safety standards, practices, policies and procedures
- b) Encourage communication between employees and management.
- c) Serve as an oversight committee on all issues relative to safety and health.
- d) Meet regularly to ensure ongoing compliance and evolution of safety standards, practices, policies and procedures in response to new information and incidents.

Employee:

Speak up if you see unsafe behavior or feel uncomfortable about something. Do not sacrifice safety for anything. Safety must be considered an integral part of your job. THE WORLD'S BEST



KNOWN SAFETY EQUIPMENT CANNOT PREVENT ALL INJURIES AND WILL NEVER REPLACE A KNOWLEDGEABLE AND CAREFUL PERSON.

- a) The direct responsibility of all employees is that no job should be performed without including following safety practices and procedures
- b) Employees have the responsibility to ensure that they follow safety rules and precautions to protect themselves, fellow workers and others.
- c) Employees must:
 - a. Read and acknowledge that they understand WES's Safety and Health, Drug Policies.
 - b. Observe all safety rules and regulations (i.e. WES Safety and Health, Drug Policies and the OSHA safety Standards, and all other state and local requirements).
 - c. Attend Safety Meetings conducted by WES.
 - d. Use and maintain all personal safety devices provided.
 - e. Maintain and properly use all tools under your control.
 - f. Correct all unsafe conditions and practices and report them along with all near misses to your supervisor for discussion in the weekly meeting. (There will be no retaliation or discipline against any employee reporting unsafe practices and/or unsafe conditions.)
 - g. Report any injury resulting in loss of consciousness, loss of time, or the inability to perform the duties of your regular job to your supervisor and document the incident



Willdan Safety Plan

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Safety Contact List:

- Safety Manager: Jared Strebel
- Azusa Safety Contact: Ian Villazana
- Oakland Safety Contact: Shafi Amoni
- San Diego Safety Contact: Jared Strebel

Training

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance. OSHA has both federal and state requirements for employees and employers.

Types of training that exist

The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. This is a voluntary program and does not meet training requirements for any OSHA standards. Employers are responsible for providing additional training for their workers on specific hazards of their job as noted in many OSHA standards.

Through this program, workers can attend 10-hour or 30-hour classes delivered by OSHA-authorized trainers. The 10-hour class is intended for entry level workers, while the 30-hour class is more appropriate for workers with some safety responsibility such as supervisors. There are four types of classes to choose from: Construction, General Industry, Maritime, or Disaster Site.

Willdan Training Requirements

Willdan requires employees who perform site audits and/or those who are regularly handling or near site equipment to receive training on OSHA 10-hour Outreach Training Program for the General Industry. Supervisors and Safety Managers are required to receive OSHA 30-hour Outreach Training Program for the General Industry. Willdan will also hold mandatory monthly safety briefs as reminders for employees to stay safe in the workplace. Additional trainings may also be held as a result of incidents or to review particular cases.

Resources

<https://www.osha.gov/dte/outreach/index.html>
<https://www.osha.gov/Publications/osha2254.pdf>
https://www.osha.gov/dte/training_policy.html





Electrical Safety:

Only qualified persons shall repair, test, or connect (other than plug in) electrical equipment. All hand tools should be visually inspected for damage, upon use. Do not operate any type of electrical equipment while standing in water or wearing wet clothing. Electrical equipment shall be de-energized and locked and tagged out before any electrical work is performed.

Policy on installing loggers or using volt meters on electrical equipment:

Willdan's employees are not permitted to open electrical panels, install loggers, check voltages etc. Employees must coordinate with site personnel to have someone who is qualified to work with electrical equipment and authorized by the client perform this work. Furthermore, Willdan employees are required to maintain a safe distance from electrical equipment when work is being performed and are not permitted to physically assist with this type of work. The ONLY Exception to this policy is when Willdan employees have received proper training certifications, have the necessary equipment and are explicitly authorized by Willdan's engineering and safety managers. All certifications must be current and all equipment used must meet electrical safety standards pertaining to their proper use.

The voltage of the electricity and the available electrical current in regular businesses and homes has enough power to cause death by electrocution. Even changing a light bulb without unplugging the lamp can be hazardous because coming in contact with the "hot", "energized" or "live" part of the socket could kill a person.

All electrical systems have the potential to cause harm. Electricity can be either "static" or "dynamic." Dynamic electricity is the uniform motion of electrons through a conductor (this is known as electric current). Conductors are materials that allow the movement of electricity through it. Most metals are conductors. The human body is also a conductor. This document is about dynamic electricity.

Electric current cannot exist without an unbroken path to and from the conductor. Electricity will form a "path" or "loop". When you plug in a device (e.g., a power tool), the electricity takes the easiest path from the plug-in, to the tool, and back to the power source. This is also known as creating or completing an electrical circuit.

Electrical Injuries

People are injured when they become part of the electrical circuit. Humans are more conductive than the earth (the ground we stand on) which means if there is no other easy path, electricity will try to flow through our bodies.

There are four main types of injuries: electrocution (fatal), electric shock, burns, and falls. These injuries can happen in various ways:

- Direct contact with exposed energized conductors or circuit parts. When electrical current travels through our bodies, it can interfere with the normal electrical signals between the brain and our muscles (e.g., heart may stop beating properly, breathing may stop, or muscles may spasm).
- When the electricity arcs (jumps, or "arcs") from an exposed energized conductor or circuit part (e.g., overhead power lines) through a gas (such as air) to a person who is grounded (that would provide an alternative route to the ground for the electrical current).
- Thermal burns including burns from heat generated by an electric arc, and flame burns from materials that catch on fire from heating or ignition by electrical currents or an electric arc flash. Contact burns from being shocked can burn internal tissues while leaving only very small injuries on the outside of the skin.



- Thermal burns from the heat radiated from an electric arc flash. Ultraviolet (UV) and infrared (IR) light emitted from the arc flash can also cause damage to the eyes.
- An arc blast can include a potential pressure wave released from an arc flash. This wave can cause physical injuries, collapse your lungs, or create noise that can damage hearing.
- Muscle contractions, or a startle reaction, can cause a person to fall from a ladder, scaffold or aerial bucket. The fall can cause serious injuries.

Preventing Electrical Injuries and Additional Safety Tips

- Identify the electric shock and arc flash hazards, as well as others that may be present.
- Treat de-energized electrical equipment and conductors as energized until lockout/tagout, test, and ground procedures are implemented.
- Keep equipment such as ladders, cranes, man-lifts, and scaffolds away from power lines and live electrical wires.
- Know where the breakers and boxes are located in case of an emergency. Do not block access to circuit breakers or fuse boxes.
- Use the right tools for the job.
- Only use tools that are in good repair.
- Isolate equipment from energy sources.
- Assume that all overhead wires are energized and have high voltage.
- Never touch a fallen overhead power line.
- Inspect portable cord-and-plug connected equipment, extension cords, power bars, and electrical fittings for damage or wear before each use. Repair or replace damaged equipment immediately.
- Be aware that unusually warm or hot outlets may be a sign that unsafe wiring conditions exists.
- Unplug any cords or extension cords to these outlets and do not use until a qualified electrician has checked the wiring.
- Do not use outlets or cords that have exposed wiring.
- Do not use portable cord-and-plug connected power tools with the guards removed.
- Do not touch a person or electrical apparatus in the event of an electrical accident. Always disconnect the power source first.

Lock Out – Tag Out Procedure

The following procedure describes lock out – tag out requirements. Willdan employees should be aware of lock out – tag out procedures to ensure that when assessing, working with or around equipment that has the potential to inflict injury or electrocution, that the equipment is energized and locked out – tagged out.

1. Before work is performed on, in, or near equipment, circuits and /or controls which cause bodily injury by contact with electrically energized parts, by accidental start-up of machinery, by release of acids, corrosives, flammable or other hazardous materials or electrical circuits shall be de-energized, valves shall be closed, pressures shall be bled off, hazardous materials shall be drained from lines and/or vessels when necessary.
2. Once it has been determined that all equipment, circuits and systems have been rendered safe for work, the appropriate tags and locks shall be placed on equipment, circuits, and/or controls



associated with electrical disconnects, valves and wherever else required to prevent the accidental start-up of the equipment, circuits or systems being worked on.

3. Method for tagging and/or locking out equipment or control systems. The following is a basis for implementation of job-site lock-out/tag-out procedure. In many instances, particular requirements will dictate variances from this procedure, however, any change or variance must be viewed with caution and possible contingencies accounted for at all times.
 - a. Identify Equipment. Determine which equipment is involved with work to be performed.
 - b. Determine Availability. Project supervision, if necessary in conjunction with customer/client representatives, will make available systems and equipment, and must ensure that normal operation of associated equipment will not interfere or cause activation of systems or equipment to be worked on.
 - c. De-Energized Equipment. Place all electrical disconnects in the off position and/or close all valves which have the capability of energizing the equipment, controls, and systems.
 - d. Lockout Equipment. After de-energizing and/or closing of valves, the individual(s) who will accomplish the work will place a lockout mechanism in such a way as to prevent the operation of or energizing the equipment controls and/or systems.
 - e. Check for Safety. The supervisor in charge of the work to be performed will physically inspect the equipment, systems, and/or controls prior to the actual work operation taking place. The supervisor will also make certain, through the use of testing equipment, all switches and/or systems are physically inoperative, that all fluid pressures are bled off, that all stored electrical charges (i.e., static, capacitance, etc.) are discharged, and if necessary all hazardous materials are drained and removed from the immediate work area.
 - f. Removal of Lockout Mechanisms. After each portion of the work is completed, the individual who places the lockout mechanism will be responsible for its immediate removal. If, in the case where more than one work operation is being performed on a piece of equipment, system, or controls, it will be necessary for each individual to remove their lockout mechanism immediately after their work task has ended. The last individual to remove their lockout mechanism must notify the supervisor in charge that all work has been completed. It will then be the responsibility of that supervisor to ensure that indeed all activities have been completed prior to the release of the equipment and/or system for normal operation.
 - g. Removal of the Tag-out Mechanisms / Re-Energizing. The individual who places a lockout mechanism on an electrical, disconnect, valve, or control system is the only one who is permitted to remove it. However, if an individual forgets to remove the lockout mechanism, all attempts must be made by the appropriate supervisor to contact the individual to arrange for lockout mechanism removal. If the individual is unavailable, only then after the physical inspection has determined that all work has been completed and the safety of equipment, systems, or controls is ensured, can the lockout mechanism be removed.
 - i. When re-energizing equipment a qualified person must make test and visual inspection to verify locks, electrical, jumpers, cords, grounds, and other related devices have been removed.
 - ii. When removing the lock-out/tag-out mechanism/re-energizing employees must be made aware the locks and tags have been removed in that particular work area.
 - iii. There must also be a visual inspection to determine no one is in the area and everyone is clear of all energized circuits, controls, and equipment.



Arc Flash

An arc flash is an undesired electric discharge that travels through the air between conductors or from a conductor to a ground. The resulting explosion can cause fires and serious harm to equipment and people.

The temperature of an arc flash may exceed 35,000 degrees Fahrenheit, which is capable of vaporizing metal and sending a blast of plasma and molten metal in all directions with extreme force. The higher the voltage, the higher the risk. Damage is caused both by the explosion of the arc flash and by the heat radiating from the blast. The results are often violent and when a human is in close proximity to the arc flash, serious injury and even death can occur.

Arc flash can be caused by many things including:

- Dust
- Dropping tools
- Accidental touching
- Condensation
- Material failure
- Corrosion
- Faulty Installation

Three factors determine the severity of an arc flash injury:

- Proximity of the worker to the hazard
- Temperature
- Time for circuit to break

Because of the violent nature of an arc flash exposure when an employee is injured, the injury is serious – even resulting in death. It's not uncommon for an injured employee to never regain their past quality of life.

Typical Results from an Arc Flash:

- Burns (Non FR clothing can burn onto skin)
- Fire (could spread rapidly through building)
- Flying objects (often molten metal)
- Blast pressure (upwards of 2,000 lbs. / sqft)
- Sound Blast (noise can reach 140 dB – loud as a gun)
- Heat (upwards of 35,000 degrees F)





Understanding the Arc Flash Warning Labels Each piece of equipment operating at 50 volts or more and not put into a de-energized state must be evaluated for arc flash and shock protection. This evaluation will determine the actual boundaries (i.e. prohibited, limited, restricted etc.) and will inform the employee of what PPE must be worn. Once the evaluation is complete an Arc Flash Hazard warning label must be affixed to the equipment and readily accessible to employees who may work on the energized equipment

Burns and Scalds Safety

Burns are injuries caused by heat (e.g. fire), electricity, chemicals, light, radiation or friction. The severity of burns is measured with four levels. Scalds occur where burns are created by hot liquids (like boiling water, steam, or oil heated for cooking). These are generally first or second-degree burns.

Examples of burns include:

- **first-degree burns** (superficial burns) like mild sunburn affect only your outer layer of skin. Your burn site may be red, painful, dry, but generally has no blisters
- **second-degree burns** (partial thickness) that are often caused by scalds, flames or when you touch hot objects. Your burn site will appear red, blistered, wet and shiny, swollen and painful. These burns often appear white and are at risk of infection
- **third-degree burns** (full thickness) where your outer, and inner layers of skin (that is the dermis) are destroyed. Third-degree burns may also damage your underlying bones, muscles, and tendons. The

burned skin is stiff and white, black, yellow or brown, dry and leathery and painless because the nerve endings have been burned. These burns are often caused by scalding liquid, prolonged contact with a hot object, corrosive chemicals, and contact with fire or electricity. You may need skin grafts, surgery and intensive care to prevent infection.

Examples of how to minimize risk:

- Wear the required protective equipment when dealing with steam or hot liquids.
- Listen for any unusual noises or sounds coming from the equipment and stay alert.
- Always use a buddy system when dealing with dangerous equipment.
- Start-up and shutdown are the biggest risks, make sure you follow the correct procedures and ask for help if you are unsure.
- Make sure the equipment is up to date.
- Locate the emergency exit in case of any incident. Make sure the exit route is clear of any possible obstruction.
- Follow any other safety procedures listed for the equipment or by the site personnel.

Personal Protection Equipment:

Personal Protective Equipment is one of the most effective means of protecting yourself from hazards that are directly related to the task being completed.

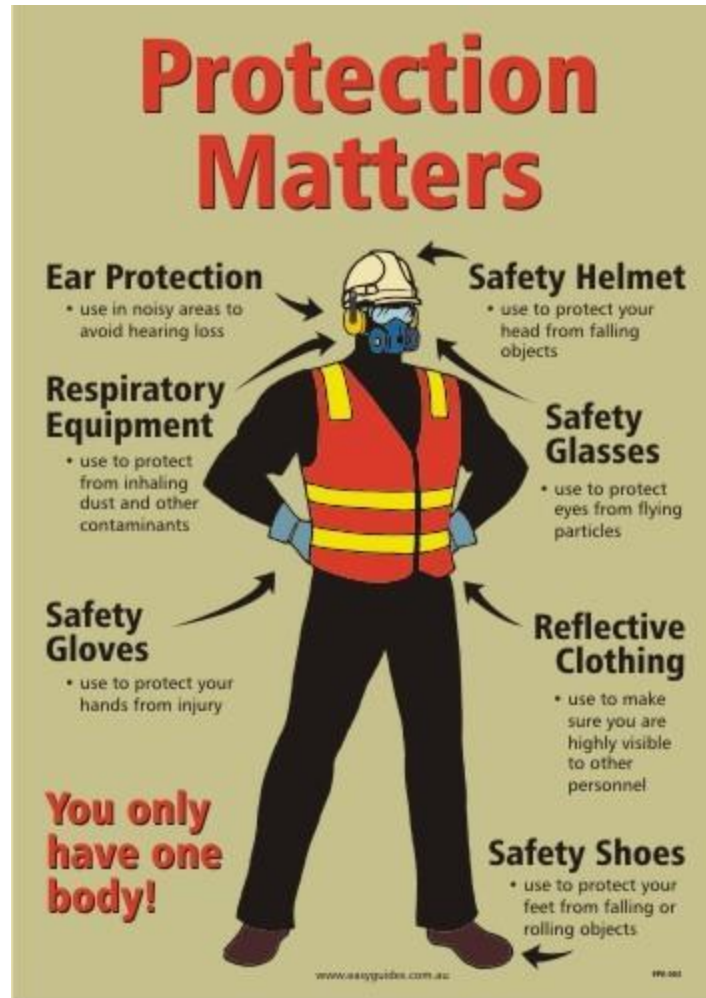
Eye Protection

Eye injuries are one of the most frequent causes of injury. The following are the requirements for wearing eye protection.

Eye protection is required on all projects in the area when the following conditions exist:

1. All types of hammers, saws, chipping tools, brooms, grinders, impact tools, and drills, chemicals, hazardous substances such as insulation, concrete mix, and other substances which create hazardous dust, mists, and fumes, including concrete pouring, dry packing, and grouting.
2. Employees, visitors, and vendors who are in the immediate area of the above operations will also be required to wear eye protection gear.
3. Approved eye protection, such as safety glasses, face shields, burning goggles, welding helmets, chemical goggles, will be provided and is required on all activities where the potential of any eye injury exists.





Head Protection

Hard hats are to be worn correctly, at construction zones or as required by the facility/customer, or where the possibility of damage to the head from impact of falling objects exist.

Hearing Protection

All employees required to work in an area where the noise is above the acceptable sound levels will be issued and required to wear hearing protection.

Since conditions are changing constantly in the area where you work, an easy rule of thumb to follow for the use of hearing protection is: "IF YOU HAVE TROUBLE UNDERSTANDING CONVERSATION WITH SOMEONE THREE TO FIVE FEET AWAY FROM YOU, BECAUSE OF THE SURROUNDING NOISE, YOU ARE REQUIRED TO OBTAIN HEARING PROTECTION." Types of hearing protection include expandable foam plugs, pre-molded, reusable plugs, canal caps, earmuffs and other devices.

Foot Protection

Safety-toe footwear should be worn in any work environment where the feet can be exposed to being crushed by heavy objects. When going on site audits, footwear should be closed-toe and protect the whole foot with no exposed skin.

Hand Protection

Hand protection comes in many different forms, sizes, materials, and in many cases, intended for a specific type of job. Make sure that when choosing gloves that you select the correct size and type for the job intended. Gloves are designed for use in different environments such as chemical, biological, temperature extremes, metal, wood, etc.;

Clothing

1. Full-length trousers shall be worn.
2. Shirts with a minimum of tee-shirt length sleeves shall be worn.
3. Gloves shall be worn where protection is needed against concrete, rough or sharp objects, hot materials, caustic or abrasive material, or chemicals which could harm the skin.
4. Tank tops, shirts cut off at the midriff, cutoffs, sweatpants, moon boots, sandals, sneakers, jogging shoes, etc., are prohibited. Subcontractors and visitors are required to maintain the same dress code.

Fall Protection

1. A full body harness with a shock absorbing lanyard will be worn when working on unprotected, elevated platforms 6-feet above solid ground or above a temporary work platform or floor.
2. 100% tie off is required when working at or above six (6) feet. Compliance with this rule will require the use of two lanyards, life lines, or static lines.

Ladders

1. An employee shall not use a ladder that has broken, loose, or cracked rungs, side rails or braces. If such conditions are noted, remove from service and notify the facility/customer so that the ladder may be repaired or replaced.
2. Ladders must be well secured at the top and of sufficient length to extend not less than 36 inches above any platform or landing for which they serve.
3. Employees shall not work on or above the third rung of an extension ladder or on the top two steps of a ladder. In that way the "belt buckle rule" will be in place, allowing the body to always stay inside the rails of the ladder.
4. Step ladders shall only be used in a fully open position.
5. When ascending or descending ladders, employees shall have hands free to grip the sides or rungs with both hands, and shall always be facing the ladder.
6. Ladders shall never be used as a platform, runway, or scaffold.



Confined Spaces

1. Is a space large enough and so configured that an employee can barely enter and perform assigned work?
2. Has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, or piles)
3. Is not designed for continuous employee occupancy.
4. Is four or more feet in depth.

PERMIT REQUIRED CONFINED SPACE

A confined space that has one or more of the following characteristics.

1. Contains or has a potential to contain hazardous atmosphere.
2. Contains a material that has the potential for engulfing any entrant.
3. Has a configuration that an entrant could be trapped or asphyxiated.
4. Contains other recognized serious safety or health hazards.

ENTRY WITHOUT A PERMIT, ATTENDANT, OR A NON-PERMIT CONFINED SPACE

Confined spaces may be entered without the need for a written permit or attendant when the following conditions are not present. The space is determined not to be a permit requested confined space. This is determined when the following factors exist.

1. Oxygen in not less than 19.5 percent or more than 23.5 percent.
2. Toxic gasses are not present and if they are, the space ventilation can be mechanically maintained.
3. The space is not such, that the entrant could be trapped or asphyxiated.
4. Contains no other recognizable safety and health hazards.
5. Once the above has been determined, using the Confined Space Pre-Entry Check List, a permit is not required. Post a sign at the entrance stating either of the following:

CAUTION – CONFINED SPACE – ENTRY PERMIT NOT REQUIRED

DANGER – CONFINED SPACE ENTRY PERMIT REQUIRED

To check for toxic gases and oxygen deficiency, use an enrichment monitor that samples O₂ LFL, LEL, and PPM. The oxygen levels must be no less than 19.5 percent or more than 23.5 percent of permissible levels of LFL, LEL and PPM. Check OSHA Part 1926.

Driver & Vehicle Safety

1. All current employees who drive on company business must provide WES with a current motor vehicle record (MVR). It is a WES policy and requirement for employment that every employee position with driving duties requires an MVR meeting the grading requirements stated below. This MVR policy applies both to drivers of company owned vehicles as well as employees using personal vehicles in the course of WES Company business.
2. MVRs will be examined prior to the start of employment and at least annually thereafter. Any job offers made to an employee-candidate for a position with driving duties shall be contingent upon a current MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.
3. The standards for MVRs are as follows:



- a. All operators must have a valid driver's license for at least three years.
- b. No employee will be authorized driving duties with a "borderline" or "poor" MVR. MVRs will be graded based on the criteria table, as minimum requirements.
- c. Driving records must remain "acceptable" or "clear", as graded on the criteria table, for continued employment in positions with driving duties.

Each driver is responsible for the actual possession, care and use of an WES company vehicle and personal vehicle when used for WES business. Therefore, a driver's responsibilities include, but are not limited to the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
2. Obey all traffic laws.
3. The use of seat belts and shoulder harness is mandatory for drivers and passengers.
4. Adhering to manufacturer's recommendations regarding service, maintenance and inspection.
5. Vehicles should not be operated with any defect that would prevent safe operation.
6. Attention to and practice of safe driving techniques and adherence to current safety requirements.
7. Restricting the use of vehicles to authorized driver only (for company vehicles).
8. Reporting the occurrence of moving violations.
9. Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the company Safety Director.

ACCIDENTS INVOLVING COMPANY VEHICLES

In the event of an accident:

1. Do not admit negligence or liability.
2. Do not attempt settlement, regardless of how minor.
3. Get name, address and phone number of injured person and witness if possible.
4. Exchange vehicles' identification, insurance company name and policy numbers with the other driver.
5. Take a photograph of the scene of accident if possible.
6. Call the police if injury to others is involved. You may want to call police even if there are no injuries.
7. Complete the accident report in your vehicle.
8. Turn all information over to your Safety Director within 24 hours.

PREVENTABLE ACCIDENTS

1. A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.
2. Classification of preventable accidents:
 - a. Following too close.
 - b. Driving too fast for conditions
 - c. Failure to observe clearances.



- d. Failure to obey signs.
- e. Improper turns.
- f. Failure to observe signals from other drivers.
- g. Failure to reduce speed.
- h. Improper parking
- i. Improper passing.
- j. Failure to yield.
- k. Improper backing.
- l. Failure to obey traffic signals or directions.
- m. Exceeding the posted speed limit.
- n. Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

IF YOU ARE INVOLVED IN AN ACCIDENT:

1. **Stop at Once!** Check for personal injuries and send for an ambulance, if needed. Do not leave the scene, but ask for the assistance of bystanders.
2. **If Fire or Smoke is Present**, evacuate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the tracks.
3. **If Fire, Smoke or Spilled Fuel is Present**, send for the fire department. Do not leave the scene; ask a bystander to call the fire department. If possible, use a spill kit to absorb the spill.
4. **Protect the Scene.** Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.
5. **Secure Assistance** of the police whenever possible. Record names and badge numbers.
6. **Record Names, Addresses and Phone Numbers** of all witnesses, whether injured and driver(s) and their passengers. Record vehicle license numbers.
7. **Do Not Argue!** Make no statement except to the proper authorities. Sign only official police reports. Do not make statements regarding the operating condition of your vehicle and do not admit to fault.
8. **Report the Incident to Your Dispatcher/Supervisor IMMEDIATELY** after first aid has been given, authorities have been notified, the scene has been protected and you are able to do so.
9. **Complete the Incident Report** at the scene as thoroughly as possible. Exchange insurance information only with other involved driver(s).
10. **If You Strike an Unattended Vehicle** and cannot locate the owner, leave a note with your name and phone number, get the vehicle description VIN number and license plate number.

Types of Hazards in The Workplace:

The following are examples of typical hazards you may encounter in the workplace:

- **Chemicals** are used in every aspect for a workplace. Chemicals that the trades worker might use can be different than chemicals an office worker uses. However, if you are not trained on proper usage, storage and safety procedures for chemicals, then you are putting yourself in danger.



- **Electrical cords** can pose a hazard if they are damaged or frayed. This hazard can be reduced by inspecting electrical cords and removing damaged cords at once.
- **Ergonomic issues** can exist at workstations if proper adjusting has not been completed. Items like your chair, keyboard, mouse, monitor, etc. can potentially cause harm if the task is not fitted to the user. Additional information and assistance can be provided by Human Resources.
- **Fire and explosion hazards** can exist at any location with storage of large amount of combustibles, flammable solids or liquids and explosive material;
- **Furniture** and the layout of the furniture can pose a hazard if not properly placed or arranged in your office. Problems that furniture can cause are blocked or difficult means of exit, and tripping hazards.
- **Hand powered tools and equipment** can pose many hazards if not used properly. Always use the correct tool for the task intended. These types of tools can cause pinch hazards, lacerations, punctures, and contusions if not used correctly.
- **Housekeeping** is the number one accident prevention action and is everyone's responsibility in the workplace. Keeping the floors clear from tripping hazards, cleaning the break room or lunch area, not overfilling your waste basket, and reporting broken or damage equipment are all components of good housekeeping;
- **Office equipment** (copiers, paper cutters, shredders) can pose a real hazard if you are not trained on how to maintain the equipment. Examples of hazards that office equipment can pose are hot surfaces, sharp parts, and pinch points (areas were body parts can become caught);
- **Slips, trips, falls** are one of the leading causes of injuries in the workplace. The probability of them occurring can be reduced by practicing good housekeeping. If you see something on the floor that can cause a person to slip, trip and fall, pick it up. If the hazard on the floor is a substance that you need help with, block off the area to keep people from entering and contact your supervisor.

Preventing Slips, Trips and Falls

Slips, trips, and falls are the leading injury causing events in any workplace. It is also one of the most avoidable injuries in a workplace. Simple steps, like good housekeeping and being aware of your surroundings, can help reduce your chances of becoming injured by a slip, trip, or fall.

- Level surfaces can cause tripping hazards if you are not aware of your surroundings. Even though the surface is level, other objects such as curbs, planters, speed bumps and other protrusions can still be present;
- Elevated surfaces - standing on chairs, working on a ladder, falling up or down stairs are examples of elevated surfaces that can cause an injury;



- Parking lots with curbs, parking wheel stops, oil patches, and loose gravel or asphalt can all cause tripping and slip hazards in a parking lot;
- Transition surfaces, such as street to curb or smooth surface to rough surface like rocks, gravel and sand;
- Electrical cords, furniture, chairs, boxes and other miscellaneous items can create tripping hazards in aisles;
- Walk with caution on wet surfaces as they may have become increasingly slippery when they are wet with any type of substance;
- Use the handrail when provided to help maintain balance while both ascending and descending stairs. Also use handrails while carrying items in your other hand;
- Report unsafe conditions to your supervisor or EH&S as soon as they are noticed. Don't assume that just because you saw it and did not get hurt, that someone else will have the same luck;
- Hold on to something solid when attempting to sit or while you stand from a sitting position;
- Use approved step stools and ladders in the workplace. If the ladder seems damaged or does not fit the task at hand, don't attempt to do the task until you have located a different ladder. Report all unsafe ladders to your supervisor;
- Wear the most appropriate shoes for your work environment. When going on site audits, footwear should be closed-toe and protect the whole foot with no exposed skin
- Wipe up spills as soon as they are noticed. If you are required to leave the area to get supplies or call for additional help, attempt to block off the area to prevent others from entering the area;
- Always walk, don't run. Awareness is the key to preventing injuries.

Office Safety

Ergonomics

Ergonomics is defined as fitting the workstation or task to the worker by modifying or redesigning the job, workstation, tool or environment. Workstation design can have a big impact on employee's health and well-being. There are a multitude of discomforts which can result from ergonomically incorrect computer workstation setups. The most common complaints relate to the neck, shoulders, and back. Others concern the arms and hands and occasionally the eyes. For example, poor chairs and/or bad postures can cause lower back strain; or a chair that is too high can cause circulation loss in legs and feet. Certain common characteristics of Video Display Terminals (VDT) have been identified and associated with increased risk of musculoskeletal problems. VDT considerations should include:

- Design of the workstation;



- Nature of the task;
- Repetitiveness of the job;
- Degree of postural constraint;
- Work pace;
- Work/rest schedules;
- Personal attributes of individual workers.

The key to comfort is in maintaining the body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close

Back Injury Prevention

Proper lifting techniques are critical to back safety, but perhaps more important is proper planning. Before you lift that box, or tool, or piece of equipment, take a moment to consider your action:

- Do you need to lift the item manually?
- How heavy is it?
- Where are you moving the item from?
- Where are you moving it to?
- What route do you have to follow?

Many times the item you are moving could be moved with a piece of equipment - a dolly, a hand truck, or a forklift. Consider using mechanical help wherever possible. If the item needs to be moved manually, and it is heavy and/or awkward, ask for help. When using mechanical help, remember to push, do not pull. When moving an item from a hard-to-reach place, be sure to position yourself as close to the load as possible. Slide it out to get it closer, and be sure that you have adequate room for your hands and arms. Be aware of adjacent obstructions, on either side, above and below the load. Think about where the item will be placed once you've lifted it – remember plan ahead.

Most back injuries are avoidable if employees make the correct lifting choices. Moderation and balance are important considerations in care and maintenance of your back. By correcting proportions of strength, flexibility, and overall quality of life you can eliminate or minimize back injuries. You need to exercise, eat right, and stretch as often as possible to help prevent injuries, and to recover more quickly if you do get injured.

Most back injuries can be attributed to one of these five causes:

- Posture;
- Body mechanics/work habits;
- Stressful living;
- Loss of flexibility;
- Poor conditioning.

Use Proper Lifting Techniques

Also consider that not all back injuries are a result of sudden trauma - most are cumulative in nature, where a repeated minor injury has flared up, or continued use of a heavy tool in the same position has



caused pain, or a great deal of time is spent in the same position. Familiarize yourself with, and practice these techniques when lifting items on the job and at home:

- Plan your lift;
- Stand with your feet apart, alongside the object to be lifted;
- Squat down, getting as close to the load as possible;
- Get a good grip on the object;
- Lift with your legs, not your back;
- Keep the object close to your body;
- Center the weight over your feet;
- Avoid twisting.



Electronic Office Equipment Hazards

• Unsafe/Non-Approved Equipment

All poorly maintained or unsafe, poor quality, non-rated (Underwriters Laboratory) coffee makers, radios, lamps, space heaters, etc. (often brought in or provided by employees) should not be used. Such appliances can develop electrical shorts creating fire and/or shock hazards. Equipment and cords should be inspected regularly, and a qualified individual should make repairs.

• Live Parts Unguarded

Wall receptacles should be designed and installed so that no current-carrying parts will be exposed. All receptacle cover plates should be kept tight to eliminate the possibility of shock. All broken and/or cracked cover plates, as well as any unsafe electrical conditions should be reported to Management immediately.

• **Working on “Live Equipment”** Disconnect electrical equipment before cleaning, adjusting, or applying flammable solutions. If a guard is removed to clean or repair parts, replace it before testing the equipment and returning the equipment to service.

• Blocking Electrical Panel Doors

If an electrical malfunction should occur, the panel door, and anything else in front of the door will become very hot. Electrical panel doors should always be kept closed, to prevent “electrical flashover” in the event of an electrical malfunction and nothing can be stored within 30" of the panels.

- **Recommendations**

Based on these hazards it is important that all staff understand how to properly operate electronic office equipment. Reading and following operation instructions are essential, but so is communicating restrictions. In particular, all staff must understand the appropriate response when a piece of equipment malfunctions. For instance, a paper jams in a photocopier. Reaching into a copier to retrieve a piece of jammed paper can result in burns or even electrocution. Certain materials such as plastic transparency sheets should not be used in some copiers. At the end of the day, be sure to power down all electrical equipment

