

EMPLOYEE SAFETY MANUAL



Delta Community Action Foundation, Inc.

SAFETY POLICY STATEMENT

As a Delta Community Action Foundation, Inc. employee, you are a valuable asset to the company. The policy of Delta Community Action Foundation, Inc. is to provide a working environment free of uncontrolled hazards in support of its goal in providing a safe and healthy workplace. We want, and expect, you to perform your job in a safe manner in response to the circumstances that may arise during the course of your employment.

INTRODUCTION

This manual contains safety policies developed to control the risks associated with company operations. It is understood that it is impossible to attempt to write a rule for every future work scenario. Therefore, while many policies are detailed in this manual, others dealing with your specific job responsibilities may be given to you by your supervisor or their designee specific to the recognized job tasks at hand. This manual has been designed for a single purpose to assist you in avoiding workplace injuries or illness.

Please note that violations of company safety policies or unsafe practices could result in severe and painful injury, as well as termination of employment. Compliance with company safety policies is a condition of employment. Failure to follow either established company policies or supervisor's directions subject the employee to the company's disciplinary procedures.

Careful inspections and monitoring are necessary if employees are to reduce the hazards that contribute to accidents and injuries. Study and know your Safety Manual. Remember, **no hazard is too small to correct.** Your careful attention can prevent workplace injuries.

Questions and requests for additional information relative to the contents of this manual should be directed to your immediate supervisor. Regardless of what section of this manual, any rule or regulation shall apply to any work condition, work area, or office in which a potential hazard may exist.

If you have a suggestion that could reduce the potential for accidents in your work operations and would make your place of employment even safer, please talk with your supervisor. Remember, at Delta Community Action Foundation, Inc., accident prevention is a part of every employee's job.

REMEMBER

You are responsible for safety!

SAFETY RESPONSIBILITY

1. MANAGEMENT RESPONSIBILITIES

Every employee of Delta Community Action Foundation, Inc. is responsible for their own personal safety. This begins with company management and extends throughout the organization. Company Management is responsible for providing a safe work site and adequate supervision of its operations.

This includes, as applicable, the provision of tools and equipment, proper safety equipment/clothing, training, and on-site direction. In addition, management is responsible for implementing the following:

- a. Initiate and evaluate safety program
- b. Periodic inspections.
- c. Ensure that prompt preventative and corrective action is taken on unsafe conditions/actions.
- d. Ensure that all accidents are investigated and reported.
- e. Review reports of accidents and ensure appropriate corrective actions are taken.

2. SUPERVISOR'S RESPONSIBILITIES

The Supervisor of each department is responsible for the establishment of an effective safety program within their department.

- a. Promote safety awareness and encourage a proper safety attitude by example.
- b. Train all employees in the safest way to do their jobs, and point out where hazards exist.
- c. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.
- d. Conduct frequent safety inspections of all work areas and operations in order to improve housekeeping, eliminate unsafe conditions, and encourage safe work methods.
- e. Take prompt corrective action whenever unsafe conditions and unsafe actions are observed.
- f. Investigate and report to management all accidents and incidents involving company personnel and/or property.
- g. Review work change practices and newly purchased equipment for potential risks being introduced into the operations.
- h. Inform employees regarding disciplinary policy for violations of safety policies, and take appropriate action when warranted.

SAFETY RESPONSIBILITY

3. **EMPLOYEE RESPONSIBILITIES**

- a. Follow company safety practices, policies, procedures, and specific supervisor instructions.
- b. Report unsafe conditions and practices to the supervisor.
- c. Keep work areas clean and orderly at all times.
- d. Use all safety equipment required for your job.
- e. Only operate equipment you have been authorized and instructed to safely use.
- f. Learn to lift and handle material properly, use your legs and not your back, grasp each load firmly, and keep your back straight as possible while lifting.
- g. Ask for help when lifting heavy or large items.
- h. Remember – all horseplay is prohibited.
- i. Report all accidents/incidents immediately to the supervisor.
- j. If injured get medical treatment.

4. **IF YOU HAVE AN ACCIDENT**

- a. All accidents/incidents, no matter how slight, shall be reported immediately to your supervisor. Prompt reporting will ensure proper treatment (if required) and a rapid correction of unsafe conditions or behavior causing or contributing to the accident.
- b. The supervisor will arrange for emergency transportation, if required. If necessary, the supervisor will accompany the injured employee.
- c. The supervisor and employee must complete the Delta's accident report forms as soon as possible and route as directed.
- d. First aid and CPR shall be performed only by trained personnel.
- e. All employees will follow established Bloodborne Pathogens procedures.

EMERGENCY ACTION PLANS

Emergencies (fire, severe storms, bomb threats, etc.) require immediate action by all employees and visitors. The Following emergency action plans have been developed with supervisors/managers or their designee responsible for monitoring and overseeing the evaluation/activities.

Supervisors/Managers or designee for their respective areas will:

- Direct actions of personnel
- Be familiar with the location of fire extinguishers
- Be aware of individuals who have first aid or CPR training
- Be aware of individuals that will need special assistance during building evacuation and make arrangements to assure their safety
- Familiarize employees with evaluation route
- Ensure their building area is clear
- Account for personnel after building evacuation

1. FIRE EVACUATION

- a. When the fire alarm sounds, turn off all equipment and walk to the nearest stairway/exit out of the building (do not use elevators).
- b. Assemble away from the building at the manager's designated area.
- c. Assist persons with special needs to designated areas (persons unable to use stairs should wait in the stairwells for Fire Department rescue).
- d. Managers or their designee will account for all individuals from their areas. Employees will remain outside until the all clear is given.

2. SEVERE STORM - TORNADOES

In severe weather, you are safer in the building than in the open. Therefore, you should not leave the building during these events. You should move to the designated storm shelter in your work area if the need arises.

3. BOMB THREATS

While some bomb threats are hoaxes, each one must be treated seriously. The receiver of the bomb threat should attempt to obtain as much information as possible regarding the threat. The incident should be reported immediately to your supervisor. Evacuation procedures are the same as a fire evacuation.

VIOLENCE IN THE WORKPLACE

Violence in the workplace by customers and/or co-workers is becoming more common. For this reason, it is the policy of Delta Community Action Foundation, Inc. that physical violence or the threat of violence, even in joking manner, is not appropriate in the workplace and may result in disciplinary action.

Agency employees are to report all violence or threats of violence to their supervisors and/or manager at the earliest opportunity. Report the actual behavior or threats that were made. Give the facts of where and when the incident happened, who witnessed it, and what was said.

Any employee who observes anyone with a weapon on the premises shall report the observation immediately to their supervisor and/or manager at the earliest opportunity.

ERGONOMICS

Depending on the physical demands of your job, changes in the physical layout or actual work procedures may be required to minimize your risk of cumulative trauma type injury. These changes can only come about as a result of your communication of any work related conditions that can be resolved through an ergonomic evaluation of your work area/practices. At the time, modifications will be made, as appropriate, with the understanding that you will support these changes.

RECORDKEEPING

Documentation is a critical component of any effective safety effort. As such, the following records will be developed and maintained in company files:

- a. Employee training records
- b. Certifications
- c. Accident/Incident reports
- d. Hazard identification and correction actions
- e. Signed acknowledgements
- f. DOT required records
- g. Equipment inspection/certifications
- h. OSHA 300A

DRUG AND ALCOHOL POLICY

The company has a vital interest in maintaining a safe and efficient workplace for its employees, clients, and the public at large. The use of alcohol, illegal drugs, and/or performance impairing drugs can cause avoidable injuries to employees, damage to property, and productivity losses. Drinking alcoholic beverages or possessing and/or using illegal substances during working hours is prohibited. Any employee reporting to work while under the influence of alcohol or illegal substances shall be subject to disciplinary action and termination of employment. Delta Community Action Foundation, Inc. has a Zero Tolerance workplace policy.

If an employee is taking prescription medication under a doctor's direction, which may impair their ability to perform their job in a safe and effective manner, they will inform their supervisor of this circumstance for possible temporary re-assignment.

Delta Community Action Foundation, Inc. implements the drug testing procedures required by law with the Federal Transit Administration for Transit Program employees who are involved in the performance of safety sensitive functions as defined by 49 CFR Part 655. Implementing for such employees a drug and alcohol testing procedure for pre-employment, post accident, random, and reasonable suspicion.

GENERAL POLICIES FOR ALL OPERATIONS

You should be familiar with and practice safe methods of doing your job. If in doubt, ask your supervisor!

Illness and/or extreme fatigue may affect your ability to perform your job safely. You are responsible for monitoring your personal physical condition, taking appropriate actions to ensure that you receive adequate rest, and that medications do not impact your job performance.

Horseplay of any kind is strictly forbidden. Employees who willfully engage in horseplay are subject to the company's disciplinary procedures up to, and including, termination.

Clean and orderly work areas and equipment are a requirement for both accident and fire prevention. Take the time to keep your work area clear of unnecessary materials, tools, and/or equipment.

GENERAL POLICIES FOR ALL OPERATIONS

Continued

Smoking is prohibited outside of designated "Smoking Areas". Smoking areas must be 25 feet away from all agency entrances. Always obey "NO SMOKING" signs.

When smoking, use ash containers. Never toss matches or butts into trash containers.

Firefighting equipment is to be properly located and marked. Keep a three-foot radius area around fire extinguishers and electrical panels clear of materials and stored equipment. In an emergency situation this equipment needs to be readily accessible. All employees should know the location and how to use the equipment.

First aid kits are provided in certain work areas for your protection. They are to be used only until adequate medical attention can be obtained.

Report all accidents, all hazardous conditions, and all hazardous actions and/or practices to your supervisor.

All exits and stairways shall remain open and free of obstructions.

Chairs, wastebaskets, cords, etc., shall not be left in walkways or where they will create a tripping hazard.

Paper clips, rubber bands, etc., shall not be thrown or left on floors, landings, or stairs.

Only ladders or self-locking step-stools of an approved design are to be used for access to high shelves or files.

Never climb on chairs, boxes, or file cabinets.

Only approved, grounded electrical extension cords shall be used. All extension cords, when not in use, must be unplugged, coiled, and properly stored.

Lifting and other material handling shall be performed using proper lifting techniques and include the assistance of other personnel when necessary. When using lifting equipment (hoists, cranes, dollies, etc.), the equipment will be checked for proper condition and operation prior to actual loading.

Report all defective equipment such as chairs, worn electrical cords, or inoperative machines/equipment to your supervisor.

MACHINERY/EQUIPMENT

Operator's shall be thoroughly familiar with the safe operation of any machinery they are to use.

Eye protection must be worn when operating or working near machinery such as saws, drills, etc.

Floors around machines must be kept clean to prevent slipping hazards and kept free from debris.

Make visual checks for unsafe conditions before starting any machinery or equipment.

Do not start equipment/machines without a visual check to ensure work area is clear. All guards must be in place before and while operating the equipment/machinery.

Do not leave any equipment/machines running while unattended. Always operate machinery in a safe manner.

Loose clothing, long hair, and/or jewelry shall not be worn by personnel who work around or near moving machinery or equipment.

Any defective equipment must be reported to the supervisor immediately.

The main power supply disconnect must be locked and in an off position while any repair work is being performed.

HAND TOOLS

Hand tools are to be used only for the purpose for which they are designed. They will be inspected regularly and replaced as required.

Tools with broken, loose, or splintered handles shall not be used.

Do not leave tools on overhead work areas where they pose a potential risk of injury or interfere with other work in progress.

Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.

Tools should be carried in a tool box. Avoid scattering tools around the work area.

PORTABLE POWER TOOLS

Never use portable power tools without checking for both proper safeguard operation, (e.g. safety on pneumatic nail gun and spring loaded guard on skill saw) and electrical continuity. Questionable items should be inspected and tested by qualified personnel. Always report defects or minor shocks on any piece of equipment.

Any electrical equipment or cord without a ground prong intact shall not be used.

Ground fault circuit interrupters (GFCI's) shall be used in all wet locations.

Electrical cords should be protected from damage by oil or wear and not left in aisles where they may be run over by trucks or other equipment or cause a tripping hazard. Never run an electrical cord through a doorway.

Shut off any sparking motors or over heating equipment. Report the condition to supervisor at once.

LADDERS

Do not use chairs, boxes, or other objects in lieu of approved ladders.

Ladders must be regularly inspected before use. All defective ladders (weakened, broken or missing steps, broken side rails, etc.), must be tagged, removed from service and reported to the supervisor immediately.

All portable ladders shall have non-skid bases.

Extension ladders - The ladder should be one foot out for every four feet up. The ladder should also extend at least three feet above the roofline and be tied off at the top.

When using a step-ladder longer than ten feet high, another person must hold the ladder.

Use both hands when ascending and descending ladders, and always face the ladder.

Only one employee is to use a ladder at any time.

Do not climb higher than the second step from the top of a step-ladder. Do not climb straight ladders higher than the third step from the top.

Do not use metal ladders near energized electrical circuits.

MATERIALS HANDLING AND STORAGE

Employees shall evaluate the object(s) to be lifted prior to attempting the lift. Get help or divide the load, and always utilize proper body mechanics when lifting.

Lifting aids such as portable cranes, hand trucks, skids, hoists, or power lift trucks should be used to move heavy objects whenever possible.

When lifting objects, employees shall lift by keeping the back as straight as possible, bending the knees, and lifting with the leg muscles.

Work gloves should be worn when handling heavy or rough objects.

Suitable foot protection is required when there is a potential risk of foot injury.

When moving materials on hand trucks or dollies, push rather than pull whenever possible.

Check all ropes, cables, and chains prior to use as lifting aids to insure they are in good working condition.

Do not stand under loads which are suspended by ropes, chains, or cables. Stand clear when ropes, cables, and chains are under tension.

Stack materials/containers securely using cross tier or pyramid methods.

Damaged containers should be isolated for evaluation prior to storage or use.

Floors and all walkways must be kept clear at all times.

All protruding nails, etc., must be bent over or removed as soon as possible.

Adequate lighting shall be provided for all work areas.

Flammable liquids shall be stored in accordance with acceptance guidelines for each liquid.

MOTOR VEHICLE OPERATION

In recognition of the high risks associated with motor vehicle operation, the company has implemented the following requirements:

- All employees who drive Delta Community Action Foundation, Inc. vehicles must have a valid Oklahoma driver's license, operator, commercial, or chauffeur's license, as required for the equipment being operated.
- Employees are required to obey all Oklahoma traffic regulations. Costs for violations of traffic laws are the responsibility of the employee.
- Seat belts will be worn at all times when vehicle is in motion according to State of Oklahoma law.
- Concentrate on driving. A good driver dismisses all worries or anger when entering a vehicle.
- Cell phones will not be used while the vehicle is in motion. When a call is to be made or received, pull off of the roadway at a safe location and complete the call. This restriction also applies to texting!
- Employees must report all vehicle accidents as required by City and State Accident Reporting Procedures. If involved in an accident, notify your supervisor immediately.
- Obtain all necessary information and facts about the accident, including names of witnesses, if any.
- Always limit vehicle speed so there is clear space and time for an emergency stop. At high speed, drivers have less time to think and act in an emergency and a far greater distance is required to stop.
- Reduce speed in dense traffic. Adjust speed for adverse visibility and weather conditions.
- Use appropriate signals well in advance of any action.
- Use extra caution and slow vehicle when approaching children at play or passing through school zones.
- Keep alert at railroad crossings. Make sure you have a clear view of the tracks.

Motor Vehicle Operation continued

Company employees will not operate, nor instruct other employees to operate an unsafe vehicle or equipment.

Employees will not wear headsets, ear buds, or earphones while operating Agency vehicles.

Articles, tools, equipment, etc., placed in cars, vans, or truck cabs shall be stored in such a manner as not to interfere with the proper operation of the vehicle. Any equipment or materials being transported in the bed of a truck must be secure or tied down.

FIRE EXTINGUISHERS

Fire extinguishers are not to be blocked by storage or equipment.

A clear three-foot radius should be kept around fire extinguishers or electrical panels. In an emergency situation this equipment needs to be readily accessible.

Adequate emergency fire extinguishers shall be in appropriate locations and adequately marked.

Each employee should know the location of the fire extinguishers and how to use them.

Use:

Class A - on ordinary combustibles such as wood, cloth, paper, and rubbish.

Class B - on flammable liquid fires.

Class C - on electrical fires.

In case of fire:

- a. Don't panic or get excited.
- b. Contact proper authorities at once.
- c. Remember your part in organized fire drills and do your job well.
- d. Know the exact locations of nearest exits and an alternate exit.
- e. Walk, don't run, to the nearest exit. Above all, do not crowd or push others.
- f. In an emergency, forget about your personal belongings. Your life and lives of others are more important.



DELTA COMMUNITY ACTION FOUNDATION, INC.

308 SW 2nd Street
Lindsay, OK 73052
Tel: (405) 756-1100 Fax: (405) 756-1104

Karen Nichols
Executive Director

Safety Policy/Procedures Acknowledgement

To Management:

By my signature below, I acknowledge that:

- 1. It is my understanding the Foundation Safety Handbook as set forth by the Delta Board of Directors is available to me online at www.deltacommunityaction.org and a printed copy is in each Delta Community Action location. I understand it is my responsibility as a Foundation employee to read the Safety Handbook and follow the policies set therein.**
- 2. I agree to abide by the provisions in the policy/procedures and any other supplements provided.**
- 3. I have been trained for my job. I fully understand the physical requirements of my job. I have received training in and do understand proper lifting and moving techniques, which, I am expected to use in moving or lifting objects.**
- 4. I have been informed and do fully understand that any injury claimed by me while on the job must be documented by an Accident Investigation Report filed immediately by me after my injury. I understand that unless an Accident Investigation Report is completed immediately and signed by me, the company may doubt the validity of the injury. Every injury occurring on the job, regardless of its severity, must be documented by an Accident Investigation Report.**
- 5. I have been informed and I understand that I am not encourage to lift or move any object by myself unless I know that I can safely lift or move the object by myself. If I believe there is no one readily available to assist me in lifting or moving, I am to wait until I can obtain assistance before moving or lifting.**

Employee's Signature

Witness Signature

Printed Name

Printed Name

Dated: _____

Dated: _____