

# **SAFETY MANAGEMENT PROGRAM**

## **TABLE OF CONTENTS**

### **LETTER TO EMPLOYEES**

### **FUNCTIONS OF THE SAFETY MANUAL**

#### **I GENERAL SAFETY PROGRAMS**

- I - 1 Reporting Work Related Accidents and/or Illnesses
- I - 2 Safety Rules
- I - 3 Employee Conduct and Work Rules
- I - 4 Workplace Violence
- I - 5 Safety and Security Inspections
- I - 6 Employee Safety Orientation and Annual Retraining
- I - 7 Safety Committee Organization and Responsibilities
- I - 8 Safety Committee Operating Guidelines
- I - 9 Safety Committee Member Responsibilities
- I - 10 Safety Inspections
- I - 11 Accident Investigations
- I - 12 Employee Request for Equipment/Property Corrections
- I - 13 Job Hazard Training New Equipment/Rebuilds
- I - 14 Preventive Maintenance Program
- I - 15 Subcontractor Safety Agreements

#### **II FORKLIFT SAFETY PROGRAM**

- II - 1 Forklift General Rules
- II - 2 Forklift Basic Principles of Operation
- II - 3 Forklift Pre-Shift Inspection
- II - 4 Forklift Rules for Safe Operation
- II - 5 Forklift Material Handling Procedures
- II - 6 Forklift Preventive Maintenance
- II - 7 Forklift Operator Required Training

#### **III HAZARDOUS ENERGY CONTROL PROGRAM**

- III - 1 Lockout/Tagout Program
- III - 2 Lockout/Tagout Procedures
- III - 3 Lockout/Tagout Training and Annual Retraining

#### **IV HAZARD COMMUNICATION**

- IV - 1 Hazard Communication Program
- IV - 2 Hazard Communication Training
- IV - 3 Hazard Determination Program

## TABLE OF CONTENTS

### V EMERGENCY PLANS

- V - 1 Medical Emergency and Evacuation Plans
- V - 2 Fire Safety Program
- V - 3 Bloodborne Pathogens Exposure Control

### VI PERSONAL PROTECTIVE EQUIPMENT/PREVENTIVE PROGRAMS

- VI - 1 Respiratory Protection Program for Use of Respirators
- VI - 2 Back Injury Prevention Rules
- VI - 3 Smoking
- VI - 4 Smokeless Tobacco
- VI - 5 Hearing Conservation Program

### VII SAFETY RECOGNITION PROGRAM

- VII - 1 Safety Incentive Program

### VIII WORKERS' COMPENSATION

- VIII - 1 Workers' Compensation Program
- VIII - 2 Light Duty Return to Work Program

### IX THE OCCUPATIONAL SAFETY AND HEALTH ACT

- IX - 1 OSHA Compliance

### X FLEET SAFETY

- X - 1 Pretrip Inspection and Driver Inspection Report
- X - 2 Driver Selection
- X - 3 Driver Training
- X - 4 Driver Responsibilities
- X - 5 Drug Free Workplace
- X - 6 Alcohol and Drug Testing
- X - 7 Fleet Accident Reporting
- X - 8 Fleet Accident Procedures
- X - 9 Fleet Safety Committee
- X - 10 Fleet Accident Frequency Rates

### XI FORMS

- XI - 1 New Employee General and Safety Orientation Schedule
- XI - 2 Employee Safety Orientation Checklist
- XI - 3 Annual Employee Safety Retraining
- XI - 4 Safe Work Methods
- XI - 5 Location/Equipment Report

## TABLE OF CONTENTS

### XI FORMS

- XI - 6 Quarterly Inspection Checklist
- XI - 7 Management Safety Inspection Follow-up
- XI - 8 Accident Investigation Report
- XI - 9 Employee Request for Equipment Property Corrections
- XI -10 Job Hazard Training Form
- XI -11 Cover Letter to Subcontractor
- XI -12 Subcontractor's Safety Agreement
- XI -13 Forklift Pre-Shift Inspection Checklist
- XI -14 Forklift Operator Written Test
- XI -15 Forklift Operator Operational Test
- XI -16 Lockout/Tagout Machine Equipment Operation List
- XI -17 Lockout/Tagout Training/Retraining Certification
- XI -18 Hazardous Communication Right to Know Program Test
- XI -19 Hazardous Communication Training/Retraining Record
- XI -20 Hazardous Chemicals Inventory List
- XI -21 Hepatitis B Vaccination Declination Form
- XI -22 Annual Hearing Conservation Program Evaluation
- XI -23 Hearing Conservation Program Training/Retraining Record

### XII FLEET FORMS

- XII- 1 Pre-Trip Inspection
- XII- 2 Driver Vehicle Inspection Report
- XII- 3 Record of Past Driver Experience and Drug/Alcohol Test
- XII- 4 Request for Motor Vehicle Report Release
- XII- 5 Medical Examination Report
- XII- 6 Driver Safety Training Checklist
- XII- 7 Driver Road Test Examination
- XII- 8 Medical Examiner's Certificate
- XII- 9 Trip Record Report
- XII-10 Vehicle Accident Report
- XII-11 Supervisor's Report of the Accident Investigation
- XII-12 Courtesy Information Card