



# Health and Safety Policy

(18)

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Approved By:	

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## **1. Objective**

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- 1.1 The *ADfilm* Health and Safety Policy is designed to comply with the Standards of the Occupational Safety and Health Administration (OSHA) and to maintain a safe and injury free and illness free workplace.
- 1.2 A copy of the OSHA Safety and Health Standards 1910 is available for all employees to use and reference.
- 1.3 Compliance with the following Health and Safety Policy and all items contained therein is mandatory for all *ADfilm* employees.
- 1.4 The authorization and responsibility for enforcement has been given primarily to the Management team.
- 1.5 Supervisors, Managers, Lead Persons and members of the Safety Committee share in the responsibility as well.

## **2. Policy**

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- 2.1 It is company policy that accident prevention be a primary concern of all employees, subcontractors, vendors and customers.
- 2.2 This policy is also important for the prevention of wasteful, inefficient operations and damage to property and equipment.

## **3. Applicability**

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- 3.1 This Health and Safety Policy applies to all *ADfilm* employees, regardless of position within the company.

- 3.2 Every employee is expected to comply with the Health and Safety Policy, as well as OSHA Health and Safety Standards.

#### **4. Implementation**

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- 4.1 This Health and Safety Policy supports six fundamental means of maximum employee involvement:
  - 4.1.1 Management commitment to health and safety.
  - 4.1.2 Effective job safety training for all categories of employees.
  - 4.1.3 Job hazard analysis provided to all employees.
  - 4.1.4 Employee involvement with all aspects of safety.
  - 4.1.5 Audio and/or visual safety presentations.
  - 4.1.6 Various incentive awards for exemplary safety performances.

#### **5. Management Commitment**

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- 5.1 Management will be actively involved with employees in establishing and maintaining an effective Health and Safety Policy.
- 5.2 This Health and Safety Policy will be incorporated as the standard practice for this organization.
- 5.3 Compliance with the safety rules will be required of all employees as a condition of employment.
- 5.4 The following policy statement serves to express management's commitment to and involvement in providing employees with a safe and healthful work place.

#### **From the President:**

The health and safety of each employee is a major responsibility. It is my firm belief that profitability at the expense of injured employees is not acceptable and that the health and safety of each employee in this company must take precedence over all other considerations.

Although we have a Safety Manager, this responsibility cannot be delegated to a single individual. All employees must share this obligation, both for themselves and for their fellow workers. Managers, Supervisors and Lead Persons are to be held accountable to ensure each and every operation is conducted in a safe manner.

In support of this belief, health and safety policies have been established. These policies insure that all employees receive the maximum protection possible. Each day every employee should leave here in the same physical condition as when they arrived at the start of their shift.

Although many of our policies are based on Occupational Safety and Health (OSHA) Standards, our policies may go beyond these standards in order to provide the best working environment possible. Each and every employee, from the newest employee to the president, are required to follow these policies and are responsible for ensuring all unsafe conditions and operations are immediately corrected or reported to the proper individual.

In the event that an employee is injured, this company will do everything in its power to insure adequate medical care is provided and return the employee to work at the earliest opportunity. All injuries and near misses are to be reported immediately to the proper individual no matter how small or insignificant. Every injury or near miss will be investigated promptly and thoroughly by the Manager and/or Supervisor and the employee(s) involved. The goal of any investigation is preventing the same or similar accident from reoccurring.

In addition to preventing physical pain and suffering, a safe work environment will help *ADfilm* remain profitable, thus allowing our company family to continue into the future with a clear sense of pride, satisfaction and purpose. With the help and dedication of each employee, we can achieve this.

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Dennis M. Liebman  
President  
*ADfilm* LLC.

9/25/06

**6. Safety Committee** [Table of Contents](#)

- 6.1 A safety committee has been established as a management tool to recommend improvements to our workplace safety program.
- 6.2 It also serves to identify corrective measures needed to eliminate or control recognized safety and health hazards.
- 6.3 It will monitor the entire facility for safety violations and/or nonconformance.
- 6.4 Members will work as one towards achieving the goals of the [Safety Process Scorecard](#).
- 6.5 [Health and Safety Committee Policy](#)

**7. Health and Safety Training** [Table of Contents](#)

- 7.1 Workplace health and safety orientation begins on the first day of initial employment or job transfer.
- 7.2 Health and safety orientation will cover:
  - 7.2.1 This Health and Safety Policy.
  - 7.2.2 All Policies and Procedures of the Health and Safety Policy that are applicable.
  - 7.2.3 The general safety rules.
- 7.3 Each and every employee will have access to a copy of this policy.
- 7.4 Job-Specific Training. Managers, Supervisors, Lead Persons and/or Lead Operators will:
  - 7.4.1 Initially train employees on how to perform assigned job tasks safely.
  - 7.4.2 Give employees verbal instructions and specific directions on how to do the work safely.

7.4.3 Occasionally observe employees performing work to ensure the work is being performed safely and according to the terms of this policy.

7.4.4 Review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

7.5 Periodic Retraining of Employees:

7.5.1 On safety rules, policies and procedures.

7.5.2 When changes are made to this Health and Safety Policy.

7.5.3 After the occurrence of a work-related injury caused by an unsafe act or work practice.

7.5.4 When a Manager, Supervisor or Lead Person observes employees displaying unsafe acts, practices or behaviors.

7.6 [Employee Safety Training Matrix](#)

## **8. Administration**

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8.1 This Health and Safety Policy will be carried out according to the guidelines established in this policy, the Occupational Safety and Health Standards and other related procedures.

8.2 Each Manager, Supervisor and Lead Person will be responsible for:

8.2.1 Meeting all of the requirements of the Health and Safety Policy.

8.2.2 Maintaining an effective accident prevention effort within their area of responsibility.

8.2.3 Ensure that all accidents are thoroughly investigated and reported in a timely manner to:

- Chief Operating Officer
- General Manager
- Human Resource Manager

- Maintenance Manager

## 9. Reporting of Safety Hazards Contents

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- 9.1 All employees are required to report any recognized safety hazards to Managers, Supervisors, Lead Persons and/or a member of the safety committee.
- 9.2 Employees are also encouraged to submit safety improvement ideas (recommendations or suggestions). This can be accomplished in any of the following means:
  - 9.2.1 The safety improvement form on the computer system.
  - 9.2.2 The safety suggestion box by the time clock.
  - 9.2.3 Verbal communication to a member of management
  - 9.2.4 Verbal communication to a safety committee member.
  - 9.2.5 On a Safety Audit Checklist.
  - 9.2.6 On a 5S audit.
- 9.3 Any safety hazard reported will be immediately investigated.
- 9.4 All safety improvement ideas will be investigated and a written response using the [Safety Improvement Idea Report](#) will be returned to the employee submitting the idea within 24 hours of receipt.
- 9.5 Safety improvement ideas should be completed within one month depending on the complexity and/or severity of the idea.
- 9.6 All Safety Improvement ideas will be recorded on the [Safety Improvement Log](#).

## 10. Job Safety Hazard Analysis – Under Construction Table of Contents

## 11. First Aid Procedures Contents

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- 11.1 Portable First Aid kits are stored in the following locations:
  - 11.1.1 On the center wall facing the Coating Department to the west of the east high speed door.
  - 11.1.2 On the East side of the Production Office.
  - 11.1.3 In the Supervisors Office
  - 11.1.4 In the Maintenance Managers Office.
  
- 11.2 Stationary First Aid kits are located in the following locations:
  - 11.2.1 On the North side of the Main office.
  - 11.2.2 On the South wall of the computer storage area (To the North of 1517 Coater).
  - 11.2.3 In the Maintenance Shop.
  - 11.2.4 Between Titans #71 and #72.
  
- 11.3 Select employees will be trained in First Aid and CPR for the purpose of being a First Responder in this facility while they are in the facility.
  - 11.3.1 First Responders will also be trained on the [Bloodborne Pathogens Policy](#).
  - 11.3.2 First Responders will be offered the Hepatitis B vaccination at no charge to them.
  - 11.3.3 [Trained Medical First Responders](#)
  
- 11.4 Because of the threat of infection and infectious diseases, it is very important that only First Responders or personnel trained in First Aid, and subsequently trained thoroughly on the [Bloodborne Pathogens Policy](#); administer first aid to other individuals.
  
- 11.5 Minor First Aid Treatment. If you sustain an injury or are involved in an accident requiring minor first aid treatment:
  - 11.5.1 Inform your Manager, Supervisor or Lead Person
  - 11.5.2 Administer first aid treatment to the injury or wound or request a first responder to do so.

- 11.5.3 If a first aid kit is used, indicate usage on the accident investigation report.
- 11.5.4 Access to a first aid kit is not intended to be a substitute for medical attention.
- 11.5.5 Provide details for the completion of the accident investigation report.

11.6 Non-Emergency Medical Treatment. For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

11.6.1 Inform your Manager, Supervisor or Lead Person.

- Lead Person will then have to notify a Manager or Supervisor.

11.6.2 Proceed to the posted medical facility. A Manager, Supervisor or designee will assist with transportation.

11.6.3 Provide details for the completion of the accident investigation report.

11.7 Emergency Medical Treatment. If you sustain a severe injury requiring emergency treatment:

11.7.1 Call for help and seek assistance from a co-worker.

11.7.2 Notify a First Responder immediately so they can administer care.

- [Trained Medical First Responders list](#)

11.7.3 Designate someone to call 911 and request emergency medical treatment. Make sure the person calling 911 has the following information:

- The nature of the injury.
- The person who is injured and their approximate age.

- The severity of the injury.
- The address of this location which is 8035 Lake Winds Drive, Oak Harbor.
- Give them an approximate location to approach or tell them which side of the building they will want to go to.

11.7.4 Designate someone to wait outside to direct the ambulance crew to the injured person's location.

11.7.5 Provide details for the completion of the accident investigation report.

## 12. First Aid Instructions

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12.1 In all cases requiring emergency medical treatment, immediately call or have a co-worker call 911 to request emergency medical assistance.

12.2 If assistance is needed, notify a First Responder.

12.2.1 Only personnel actively certified in First Aid shall perform duties of the First Responder.

- [Trained Medical First Responders list.](#)

12.3 Wounds

12.3.1 Minor: Cuts, lacerations, abrasions or punctures

- Wash the wound using soap and water
- Rinse wound well.
- Cover the wound using clean dressing.

12.3.2 Major: Large, deep and/or bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or clothe.
- Keep pressure on the wound until medical help arrives.

- If unable to control bleeding apply direct pressure to the primary artery feeding the injured area.

#### 12.4 Broken Bones

- 12.4.1 Do not move the victim unless it is absolutely necessary.
- 12.4.2 If the victim must be moved, splint the injured area using a board, cardboard or rolled newspaper as a splint.

#### 12.5 Burns – Thermal (Heat).

- 12.5.1 Rinse the burned area, without scrubbing it and immerse it in cold water.
  - Do not use ice water.
- 12.5.2 Blots dry the area and cover it using sterile gauze or a clean cloth.

#### 12.6 Burns – Chemical

- 12.6.1 Flush the exposed area with cool water immediately for 15 – 20 minutes.

#### 12.7 Eye Injury – Small Particles

- 12.7.1 Do not rub eyes.
- 12.7.2 Use the corner of a soft clean cloth to draw particles out or hold eyelids open and flush the eyes continuously with water.

#### 12.8 Eye Injury – Large or stuck Particles

- 12.8.1 If a particle is stuck in the eye, do not attempt to remove it.
- 12.8.2 Cover both eyes with bandages.

#### 12.9 Eye Injury – Chemical

12.9.1 Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

#### 12.10 Neck and Spine Injury

12.10.1 If the victim appears to have injured their neck or spine, or is unable to move their arms or legs, do not attempt to move the victim unless it is absolutely necessary.

12.10.2 With your hands, keep the victim's head stationary ensuring that the head will not move until emergency medical services arrive.

#### 12.11 Heat Exhaustion

12.11.1 Loosen the victim's clothing.

12.11.2 Give the victim "sips" of cool water.

12.11.3 Have the victim lie down in a cooler place with the feet raised.

12.11.4 Place cool wet towels on the back of the victim's neck, on the forehead and on the shoulders.

### **13. Reporting of Injuries**

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13.1 All Employees, Supervisors and Managers will be held accountable for filling out an Accident Investigation Report immediately after an injury occurs, even if medical treatment is not required.

13.1.1 [Form 18-14.5.8 - Accident Investigation Report - Employee Statement](#)

13.1.2 [Form 18-14.5.7 – Accident Investigation Report](#)

13.1.3 Notice must be made at or near the time of the injury and on the same day of the injury.

13.2 Employees must report the injury immediately to a Manager, Supervisor or Lead Person.

13.2.1 Lead Persons will notify a Manager or Supervisor at their earliest convenience by verbal communication, e-mail, voicemail or providing them with the Accident Investigation Report.

13.2.2 A casual mentioning of the injury will not be sufficient.

13.3 Failure to report an injury immediately is a violation of the Health and Safety Policy and is subject to disciplinary action up to and including termination.

## 14. Accident Investigation

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14.1 When an accident occurs, determine the appropriate medical attention:

14.1.1 If the accident or illness is serious or life threatening:

- Call for help and seek assistance from a co-worker.
- Notify a First Responder immediately so they can administer care.

- [Trained Medical First Responder list.](#)

- Designate someone to call 911 and request emergency medical treatment. Make sure the person calling 911 has the following information:
  - The nature of the injury.
  - The person who is injured and their approximate age.
  - The severity of the injury.
  - The address of this location which is 8035 Lake Winds Drive (Lake Winds Industrial Park), Oak Harbor.

- Give them an approximate location to approach or tell them which side of the building they will want to go to.

- Designate someone to wait outside to direct the ambulance crew to the injured person's location.

14.1.2 If the accident or illness is not life threatening but requires more than simple first aid:

- Transport the individual to Magruder Hospital in Port Clinton
  - Employee is not to drive themselves to the hospital. A licensed co-worker can transport.
- Send [Form 18-14.1.2 – Post Accident Drug Screen and Alcohol Test](#) with the person transporting the victim to the hospital to give to the hospital staff.

14.1.3 If the accident or illness requires First Aid:

- Have an actively certified First Responder administer care.

14.2 The Manager, Supervisor or Lead Person of the Department where the accident occurred will conduct the accident investigation.

14.3 The Human Resource Manager is responsible for ensuring the Accident Investigation is completed thoroughly.

14.4 The Safety Manager is responsible for ensuring that any recommendations or suggestions to prevent a re-occurrence are investigated and remedies completed.

14.5 **Accident Investigation Procedure** - must be followed by the person performing the Accident Investigation:

14.5.1 Once medical treatment is obtained for the employee, secure the area.

14.5.2 Do not disturb the area unless a hazard exists.

- 14.5.3 Take pictures of the area showing the equipment and/or area causing the injury trying to capture all pertinent components.
- 14.5.4 If necessary take appropriate actions to clean up the area of the incident following the guidelines set forth in the [Bloodborne Pathogens Policy](#).
- 14.5.5 Implement temporary control measures to prevent any further injuries to employees.
- 14.5.6 Review the equipment. Operations and processes to gain an understanding of the accident situation.
- 14.5.7 Complete [Form 18-14.5.7 – Accident Investigation Report](#).
- 14.5.8 Have injured employee complete [Form 18-14.5.8 – Accident Report – Employee Statement](#).
- 14.5.9 If there were any witnesses to the accident have them complete [Form 18-14.5.9 – Accident Witness Report](#).
- One report per witness.
- 14.5.10 Once report is finished counsel employee using [Form 18-14.5.10 – Counseling Report](#).

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## **15. Regulatory Policies** – Click on the individual policy to view.

### 15.1 [Bloodborne Pathogens](#)

#### 15.1.1 Policy Attachments

- [FORM 18-15.1-11.1 – Exposure Determination Form](#)
- [FORM 18-15.1-11.2 – Exposure Incident Checklist](#)
- [FORM 18-15.1-11.3 – Exposure Incident Report](#)
- [FORM 18-15.1-11.4 – Exposed Individual Medical Release Form](#)

- [FORM 18-15.1-11.5 – Source Individual Medical Release/Refusal Form](#)
- [FORM 18-15.1-11.6 – Health Care Provider Form](#)
- [FORM 18-15.1-11.7 – Hepatitis B Vaccination Declination Form](#)
- [LIST 18-15.1-11.8 – Trained Medical First Responders List.](#)

## 15.2 [Confined Space Entry Program Policy](#)

### 15.2.1 Policy Attachments

- [FORM 18-15.2-10.1 – Confined Space Entry Permit](#)

## 15.3 [Emergency Action Plan](#)

## 15.4 [Energy Control Policy](#)

### 15.4.1 Policy Attachments

- [PROCEDURE 18-15.4-7.1 – Coater 1517](#)
- [PROCEDURE 18-15.4-7.2 – Coater 1517 – Cleaning](#)
- [PROCEDURE 18-15.4-7.3 – Coater 1734](#)
- [PROCEDURE 18-15.4-7.4 – Coater 1734 – Cleaning](#)
- [PROCEDURE 18-15.4-7.5 – Coater 1884](#)
- [PROCEDURE 18-15.4-7.6 – Coater 1884 – Cleaning](#)
- [PROCEDURE 18-15.4-7.7 – Conweb, Titan and Adfilm Slitters](#)
- [PROCEDURE 18-15.4-7.8 – Small Line Slitters](#)
- [PROCEDURE 18-15.4-7.9 – Arrow Unwind – 1734](#)
- [PROCEDURE 18-15.4-7.10 – Designex Unwind – 1517](#)
- [PROCEDURE 18-15.4-7.11 – Core Cutters](#)
- [PROCEDURE 18-15.4-7.12 – Trash Compactor](#)

- [REFERENCE 18-15.4-7.13 – Energy Control Policy Glossary](#)
- [POLICY 18-15.4-7.14 – Safe Electrical Work Program Policy](#)
- [FORM 18-15.4.4.1-6.6 – Annual Employee Evaluation](#)

## 15.5 [Fire Prevention Plan](#)

### 15.5.1 Policy Attachments

- [FORM 18-15.5-7.1 – Fire Risk Survey](#)
- [FORM 18-15.5-7.2 – General Fire Prevention Checklist](#)
- [FORM 18-15.5-7.3 – Exits Checklist](#)
- [FORM 18-15.5-7.4 – Flammable and Combustible Material Checklist](#)

## 15.6 [Fire Protection](#)

## 15.7 [Hand and Portable Power Tool and Equipment](#)

## 15.8 [Hazard Communication Policy](#)

### 15.8.1 Policy Attachments

- [INDEX 18-15.8-9.1 – Material Safety Data Sheet Index](#)

## 15.9 [Personal Protective Equipment \(PPE\)](#)

### 15.9.1 Policy Attachments

- [FORM 18-15.9-6.1 – PPE Hazard Assessment](#)
- [FORM 18-15.9-6.2 – PPE Hazard Assessment Form](#)

## 15.10 [Powered Industrial Trucks](#)

### 15.10.1 Policy Attachments

- [FORM 18-15.10-12.1 - Aerial Lift Operator Evaluation Form](#)
- [FORM 18-15.10-12.2 - Forklift Operator Evaluation Form](#)
- [FORM 18-15.10-12.3 - Forklift Daily Inspection Form](#)
- [FORM 18-15.10-12.4 - Gas Forklift Daily Inspection Form](#)
- [FORM 18-15.10-12.5 - Scissor Lift Daily Inspection Form](#)
- [FORM 18-15.10.12.6 – Aerial Lift Daily Inspection Form](#)

### 15.11 **Occupational Noise Exposure** – Under Construction

#### 15.11.1 Policy Attachments

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### 15.12 [Cutting and Welding Policy](#)

#### 15.12.1 Policy Attachments

- [REFERENCE 18-15.12-8.1 – Filter Lens Shade Number Guide](#)
- [REFERENCE 18-15.12-8.2 – Basic Rules for Oxyacetylene Welding](#)
- [REFERENCE 18-15.12-8.3 – Welding Health Hazards](#)

### 15.13 **Machine Guarding** – Under Construction

#### 15.13.1 Policy Attachments

## 16. [Drug Free Work Place Policy](#) [Contents](#)

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16.1 ADfilm LLC participates in a Drug Free Workplace Policy which applies to all employees including Supervisors and Management.

16.2 Attachments:

16.2.1 [FORM 18-16-13.1 Last Chance Agreement](#)

16.2.2 [FORM 18-16-13.2 Observed Behavior Form](#)

16.2.3 [FORM 18-16-13.3 Random Drug Test](#)

16.2.4 [FORM 18-16-13.4 Reasonable Suspicion Drug Test](#)

## **17. [Return To Work Program](#)**

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17.1 Attachments

17.1.1 [FORM – Appendices and Forms](#)

17.1.2 [JOB 1 – Forklift Driver](#)

17.1.3 [JOB 2 – Coating](#)

17.1.4 [JOB 3 – Floor Scrubber](#)

17.1.5 [JOB 4 – Doctor Tray Cleaning](#)

17.1.6 [JOB 5 – Core Cutter](#)

17.1.7 [JOB 6 – Make Boxes](#)

17.1.8 [JOB 7 – Small Line Slitter Operator](#)

17.1.9 [JOB 8 – Shipping and Receiving](#)

17.1.10 [JOB 9 – Inventory](#)

17.1.11 [JOB 10 – Quality](#)

17.1.12 [JOB 11 – Coater Station Monitoring](#)

17.1.13 [FORM – Blank Activity Description Template](#)

## **18. [Notifications](#)**

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18.1 In the case of serious injury/illness or death.

18.1.1 After the injured person has been taken to the hospital, the following people shall be contacted:

- Chief Operating Officer
- General Manager

- Human Resource Manager
- Safety Manager
- Maintenance Manager
- Department Manager

18.1.2 Complete an Accident Investigation.

- See Section 14 – Accident Investigation.

18.2 In case of an inspection by an OSHA Inspector.

18.2.1 Notify the following people that an OSHA Inspector is on site:

- Chief Operating Officer
- General Manager
- Human Resource Manager
- Maintenance Manager

18.2.2 It is the responsibility of all employees to make the Inspector's visit as pleasant and timely as possible.

18.2.3 Answer all questions as accurately and honestly as possible.

## **19. Recordkeeping Procedures**

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19.1 The Human Resource Manager will control and maintain all employee accident and injury records.

19.2 Records are maintained for a minimum of five years following the end of the year to which they relate and include:

19.2.1 Log and Summary of Occupational Injuries and Illnesses as required by 29 CFR 1910

19.2.2 Accident Investigation Reports

19.2.3 Workers' Compensation Notice of Injury Reports

## 20. General Safety Rules

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- 20.1 Some of the other safety rules are covered in the individual policies such as:
- Personal Protective Equipment Policy
  - Hazard Communication Policy
  - Hand and Portable Power Tool and Equipment
  - Powered Industrial Trucks
  - Occupational Noise Exposure
  - Cutting and Welding Policy
- 20.2 Compliance with applicable federal, state, county, city, client and company safety rules and regulations is a condition of employment.
- 20.3 *ADfilm* LLC is a tobacco free premises therefore no tobacco shall be anywhere in the facility or on company premises.
- 20.3.1 Violation of this safety rule is subject to the disciplinary policy and grounds for immediate termination.
- 20.4 Firearms, alcoholic beverages or illegal drugs are not allowed to be on company property or in company vehicles at any time.
- 20.4.1 Violation of this safety rule is subject to immediate termination.
- 20.5 Machinery that is running and/or in production must be attended at all times.
- 20.6 Warning signs, barricades and tags will be used to the fullest extent and shall be obeyed.
- 20.7 Steel-toed shoes are required in all areas of manufacturing, storage and shipping/receiving.
- 20.8 Loose clothing of any nature is not permitted to be worn by any person working on or around active equipment.

- 20.9 Shirts must be tucked in around the waist or have a banded waist.
- 20.10 Sleeved sweatshirts or shirts must be buttoned or rolled up and fit snugly.
- 20.11 No open or loose hooded sweaters or jackets (may be tucked in).
- 20.12 No loose strings on sweaters, shirts or jackets.
- 20.13 Hair, length of more than 4 inches, must be restrained by a hair net, hat or appropriate device.
- 20.14 Rubber bands may be worn around the arms and/of legs to secure clothing.
- 20.15 No dangling jewelry.
- 20.16 Running and/or horseplay is strictly forbidden.
- 20.17 Clean up spilled liquid, oil or grease immediately.
- 20.18 Housekeeping

- 20.18.1 Keep all floors free of debris at all times.
- 20.18.2 Do not place materials such as boxes, cans or trash in walkway and/or passageways.
- 20.18.3 Do not store or leave items on stairways.
- 20.18.4 Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- 20.18.5 Do not block the walking surface of elevated platforms, such as the Coater oven walkways and 1517 electrical panel walkway, with any object.
- 20.18.6 Return tools to their storage place when not in use.
- 20.18.7 Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

#### 20.19 Lifting Procedures

- 20.19.1 Plan your move before lifting; ensure that you have an unobstructed pathway.
- 20.19.2 Test the weight of the load before lifting by pushing the load along its resting surface.
- 20.19.3 If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

- 20.19.4 If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
- 20.19.5 Position your feet 6-12 inches apart with one foot slightly in front of the other.
- 20.19.6 Face the load
- 20.19.7 Bend at the knees, not at the back.
- 20.19.8 Keep your back straight.
- 20.19.9 Secure and maintain a firm grip on the object using your hands and fingers.
- 20.19.10 Hold the object as close to your body as possible.
- 20.19.11 While keeping the weight of the load in your legs, stand to an erect position.
- 20.19.12 Perform lifting movements smoothly and gradually.
- 20.19.13 Do not jerk the load.
- 20.19.14 If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- 20.19.15 Set down objects in the same manner as you picked them up, except in reverse.
- 20.19.16 Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- 20.19.17 Never lift anything if your hands are greasy or wet.
- 20.19.18 Wear protective gloves when lifting objects that have sharp corners or jagged edges.

## 20.20 Machine Guarding

- 20.20.1 Replace all guards before starting machines.
- 20.20.2 Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
- 20.20.3 Read and obey safety warnings posted on or near any machinery.

## 20.21 Electrical Safety

- 20.21.1 Do not use extension cords or any power cord that has the ground prong removed or broken off.
- 20.21.2 Extension cords are only to be used for temporary power such as for a drill, saw, vacuum or etc.
- 20.21.3 All electrical cabinet covers and doors shall be secured and closed at all times unless Maintenance personnel are working inside of them.
- 20.21.4 Only authorized Maintenance personnel are to reset tripped or faulted breakers and replace fuses.
- 20.21.5 All electrical panels and access ports shall have an electrical hazard sticker on it and the highest rated voltage that is inside of the panel or access marked on the outside.
- 20.21.6 Any frayed or cracked cords or cords with exposed wires need to be repaired immediately or removed from service.
- 20.21.7 All electrical panels are required to have at least 3 feet of clearance in front of them.

## 20.22 Office Safety

- 20.22.1 Close drawers and doors immediately after using them.
- 20.22.2 Keep doors in hallways fully opened or fully closed.
- 20.22.3 Open only one file cabinet drawer at a time.
- 20.22.4 Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
- 20.22.5 Put heavy files in the bottom drawers of file cabinets.
- 20.22.6 Use the handle when closing doors, drawers and files.
- 20.22.7 Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
- 20.22.8 Carry pencils, scissors and other sharp objects with the tips pointing down.
- 20.22.9 Position hands and fingers on the handle of a paper cutter before pressing down on the blade.

- 20.22.10 Keep the paper cutter handle in the closed or locked position when it is not being used.
- 20.22.11 Do not use paper cutting devices if the finger guard is missing.
- 20.22.12 Do not use frayed, cut or cracked electrical cords.
- 20.22.13 Do not plug multiple electrical cords into a single outlet.
- 20.22.14 Do not use extension or power cords that have the ground prong removed or broken off.
- 20.22.15 Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
- 20.22.16 Turn power switches off or unplug office equipment before adjusting, lubricating or cleaning them.
- 20.22.17 Do not use fans that have excessive vibration, frayed cords or missing guards.
- 20.22.18 Do not place floor type fans in walkways, aisles or doorways.
- 20.22.19 Use the handrail when ascending or descending stairs.
- 20.22.20 Do not store or leave items on stairways or walkways.
- 20.22.21 Do not stand on furniture to reach high places.
- 20.22.22 Do not kick objects out of your pathway; pick them up or brush them out of the way.
- 20.22.23 Do not jump from ladders or step stools.
- 20.22.24 Do not block your view by carrying large or bulky items; use a hand truck or dolly or get assistance from a fellow employee.
- 20.22.25 Do not tilt the chair you are sitting in on its back two legs.
- 20.22.26 Use a ladder or step stool to retrieve or store items that are located above your head.

## 20.23 Cranes and Hoists

- 20.23.1 Do not use hoists for anything they are not intended for.

- 20.23.2 Do not use hoists that have damaged hooks, chains or electrical components.
- 20.23.3 Do not leave a hoist unattended if there is a load on it.
- 20.23.4 Do not hoist loads over people.
- 20.23.5 Do not stand under a suspended load.
- 20.23.6 Slings must be inspected before each use and documented on [FORM 18-20.23.6 - Sling Inspection Form](#)

#### 20.24 Home Safety

- 20.24.1 AD*film* management strongly urges its employees to follow these safety rules at home and away from this facility.
- 20.24.2 It is also recommended that employees wear seatbelts when operating or occupying a motor vehicle.

## 21. **Enforcement of Safety Policy**

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- 21.1 Disciplinary action will be taken against any employee who violates a specific safety policy, procedure, regulation and/or rule.
- 21.2 Any violation of a safety policy, procedure, regulation and/or rule can result in suspension or immediate termination.
- 21.3 Generally, the following disciplinary actions will be taken:
  - 21.3.1 First offense – Employee may receive a documented verbal warning.
  - 21.3.2 Second offense – Employee may receive a written warning.
  - 21.3.3 Third offense – Employee may receive a three day unpaid suspension.
  - 21.3.4 Fourth offense – Employee may be terminated.

21.4 It is understood that ADfilm LLC is not restricting itself to the above rules and regulations. Additional and/or changes in rules and regulation as dictated by OSHA, or any other regulatory and/or enforcement entity will be updated in this policy and conveyed to all employees either through training or postings.

**22. Policy Review and Revision**

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22.1 The designee listed on the [Safety Policy Review Matrix](#) shall review the Safety Policies they are responsible for at least annually for necessary changes.

22.1.1 Review all applicable attachments along with the review of the policy.

22.1.2 Document review on the Review and Revision Log for each individual policy.

22.2 Any procedural changes to the policy will require updated training with all effected employees. Editorial changes do not require updated training.

22.3 Review and Revision Log for the Health and Safety Policy

Date	Action	Initials	Revisions?	Revision Training Completed Date
12/4/09	Implementation of Policy	KRW	NA	NA