



Because People Matter, Inc



SAFETY MANUAL

(Revised 9-5-2014)

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Injury Prevention Program

Philosophy Statement

It is the policy of Anderson Auto Group to provide an environment that is safe, secure and healthful for all employees and associates. Our company is committed to placing safety as a number one priority. Our objective is to provide training, policies, procedures and professional consultation that will reduce the number of injuries to an absolute minimum. Our goal is zero accidents and injuries.

Purpose of Injury Prevention Program

The purpose of this injury prevention program is solely designed to be used as a guide, and to provide clarification of safety policies and practices that are presently in effect. As condition of employment you are required to receive training on/or review a copy of the injury prevention program. This program should be used as a guide and tool that will enhance employer and employee health and safety.

Disclaimer & Employment-At-Will clause

Nothing in this injury prevention program in any way creates an expressed or implied contract of employment between Anderson Auto Group and its employees. Rather it is intended to foster a safer work place for everyone.

Anderson Auto Group at its sole and absolute discretion, without prior notice, at any time, may change, rescind, add or delete any policies or practices described in the injury prevention program.

Safety Committee

Anderson Auto Group shall endeavor to comply with all federal and state regulations that are designed to promote a safe work environment. Because such rules and regulations are extensive, each employee, supervisor, manager should consult with a member of the company's safety committee regarding questions affecting employee health and safety.

The safety committee is intended to assist the company to be making recommendations addressing safety and health hazards at each worksite. The safety committee shall include a mix of representatives of management and employees. All employees have an opportunity to be committee members.

The safety committee and management shall work together to establish rules and programs designed to promote safety. These rules and programs will be in compliance with all federal and state laws and will be made known to all employees. The safety committee shall, but not limited to:

- * Instruct new employees in all rules and guidelines that pertain to their work.

- *Provide Guidance for all employees on how to access & how to use the Safety Information & Training site contained within AAG Connect.

- *Provide first-aid equipment to all employees when required.**
- *Record all instances of violations and investigate accidents.**
- *Take an active role in supporting AAG Safety Inspections process including with Follow-up Action items.**
- *Support & Promote Anderson Auto Group Safety Suggestion Program.**
- *Bring forward unsafe job conditions as reported.**
- *Require all visitors to comply with all safety rules.**
- *Be aware of all safety requirements and plan all work activities to comply with safe working practices.**
- *Ensure prompt medical attention for any injured employee.**
- *Ensure all accidents are reported ASAP to management and an accident form is completed. Remind management serious accidents requiring medical treatment at a hospital or fatality must be reported to OSHA within 8 hours.**

Discipline/Employee Reprimand

***In order to be compliant with OSHA Anderson Auto Group will discipline its employees for not following safety procedures spelled out in this manual. Please note that no two safety incidents are a like & as such each will be reviewed on its own merit. Generally the progression of discipline will be as follows:**

***Verbal Warning:** This warning shall be given during an interview conducted by management. It is to inform the employee of the safety violation, hear the employee's position and discuss how to prevent the problem from occurring again.

***Written Warning:** A written warning is given by management informing the employee of the rule violation and is more serious than a verbal warning. One copy will be given to the employee and the other put in the employees personnel file. The employee shall acknowledge the warning by signing and dating the form.

***Disciplinary Suspension:** This is used to penalize employees for serious misconduct or repeated violations. A suspended employee will not work or receive wages while on suspension unless an investigation clears the employee of any wrong doing. The suspension will be on company letter head and document the infraction. Management may forego the proceeding steps if it deems it plausible.

****Termination:** Based on the seriousness of the violation, Management may forego the preceding steps and immediately terminate an employee. Examples of but not limited to include habitual negligence, acts that cause serious injury or property damage, gross negligence, reckless driving, driving under the influence of drugs and or alcohol, working while under the influence of drugs and or alcohol or failure to use PPE.

GENERAL POLICY

- 1. All employees of Anderson Auto Group shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor/employer.**
- 2. Supervisors shall work with their employees to ensure they understand & observe safety regulations and to ensure the safe conduct of the work and take action as necessary to ensure compliance.**
- 3. All Dept. Managers will provide employees with accident prevention Training on a monthly basis via Instructions, practice drills, and articles concerning workplace safety and health. This Training will be documented as to Dept, Date, and Subject & Signed by all in attendance, documentation will be kept by the People Resources dept.**
- 4. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons with symptoms of alcohol and /or drugs are encouraged to discuss personal or work-related problems with the Supervisor or People Resources.**
- 5. No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose the individual or others to injury.**
- 6. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and they shall report deficiencies. Approved protective equipment shall be worn in specified work areas.**
- 7. First Aid Kits will be available in each facility and in our Courtsey vehicles.**
- 8. Horseplay, scuffling and other acts that tend to endanger the safety or well-being of employees are prohibited.**
- 9. Work shall be well planned and supervised to prevent injuries when working with equipment, handling heavy materials and operating vehicles. When lifting heavy objects, employees should bend their knees and use the large muscles of the legs instead of the smaller muscles of the back.**
- 10. Workers shall not handle or tamper with electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor/employer.**
- 11. All injuries shall be reported promptly to a supervisor/employer so that arrangements can be made for medical and/or first aid treatment. First aid materials are located in designated areas – see store Evacuation Plan Maps for First Aid kit locations as needed, emergency numbers will be clearly posted in each dept, near all non-public phones & with the Receptionist.**
- 12. An accident will require the employee involved and their supervisor to fill out an accident investigation report and submit to management. These reports will be kept on file in the People Resource Office.**

GENERAL WORK ENVIROMENT

1. All work areas will be kept clean, sanitary and orderly.
2. All work surfaces will be kept dry and appropriate means taken to assure surfaces are kept slip-resistant.
3. All spilled hazardous materials and liquids will be cleaned up immediately according to proper procedures.
4. When cleaning up flammable liquids, always dispose of the rags in a metal container with a tight-fitting lid.
5. All work areas will be properly illuminated.
6. All pits or floor openings will be properly covered or guarded.
7. All aisles and walk ways will be kept clear and marked appropriately.
8. All exits will be clearly marked. They will be maintained so that they are never blocked or obstructed.
9. Employees shall observe and obey all posted caution/danger signs, barricades, and safety permit tags.
10. A clean Eye Wash station will be marked, maintained and sanitary at all times and a clear direct path will be maintained at all times. Monthly required inspection will be completed & signed, inspection form will be located next to the Eye Wash Station.
11. MSDS sheets will be readily available and each employee will be instructed on how to read and use them. Reveiw of MSDS/SDS forms will be done during the required & documented Monthly Dept. Safety meetings.
12. All employees will notify a supervisor and/or employer immediately of any safety concerns in the general work environment.

WORKPLACE FIRE SAFETY

1. Each workplace building will have at least two means of escape remote from each other to be used in a fire emergency and all employees will know where those exits are.
2. Fire doors will not be blocked or locked to prevent emergency use when employees are in the buildings.
3. Exit routes from the buildings will be clear and free of obstructions and properly marked with signs designating exits from the building.
4. Each workplace building will have a fire extinguisher and employees will be instructed on how to use them.
5. Fire Extinguishers will be checked monthly within each dept. by the employees of the dept..
6. Fire alarms will be checked by a qualified vendor on a schedule that meets local/state/fed. Requirements.
7. Access to fire extinguishers and fire alarms will be free of obstruction at all times.
8. Flammable liquids will be kept to a minimum and always kept in tightly sealed containers and stored in Flammable cabinets when not in use away from any heat/ignition source.
9. Electrical equipment is never to be operated near easily ignitable material or flammable liquids.
10. Smoking is prohibited inside all Anderson Auto Group Locations. Smoking may occur in designated outside areas that have been established & approved by Directional Leadership Team, please see People Resources for your stores Designated Smoking Areas.

11. Portable electric heaters are a major safety concern and as such must be controlled: units must be UL or ETL approved, cord must be damage free, be plugged directly into a wall socket & approved by the Stores Safety Committee before use.
12. Only one UL or ETL approved Power Strip with a max of 6 outlets & overload fuse protection per outlet is aloud.
13. Only UL & ETL approved extension cords maybe aloud. If extension cord is damaged in any way it may not be used. Extension cords may only be used to provide power on temporary basis only such as corded drill.



FLAMMABLE MATERIAL HANDLING

Flammable and combustible liquids (such as gasoline, oils, some caulks, greases, tars, oil-based paints and lacquers) cause class B fires.

Flammable and combustible liquids do not burn - rather it's their vapors that form burnable vapor-air mixtures. As a general rule, the lower the flash points of a liquid, the greater the fire and explosion hazard. Flash point is the lowest temperature at which a liquid gives off sufficient vapor to form a flaming mixture with air. Flash point can be found on Material Safety Data Sheets.

****Make sure that all class B combustibles are properly identified, labeled, handled, and stored. To lessen chance of a class B fire:**

1. Explosive liquids, such as gasoline, should not be used as cleaning agents.
2. Store gasoline and similar combustible liquids in approved and labeled containers in well-ventilated areas free from heat sources (such as lighted cigarettes, cigars or sparking equipment such as grinders).
3. Handling of all flammable liquids by hand containers should be in approved type safety containers with spring closing covers and flame arrestors.

4. **Bond and ground containers to prevent buildup of dangerous static charges.**
5. **Never store, handle, or use combustibles in or near exits, stairways, or other areas normally used for worker traffic.**
6. **Store, handle, and use Class B combustibles only in approved locations, where vapors can't reach any ignition sources, including heating equipment, electrical equipment, mechanical or electrical sparks, etc.**
7. **Know the locations of portable fire extinguishers rated for class B fires and how to use them. Water can't be used on flammable liquids, since the water being heavier than the liquid would sink and the flammable liquid would float.**

Disposal of Oily Rags

Spontaneous Combustion of Oily Rags

Do-it-yourself projects often involve using products with high VOC's (volatile organic compounds) which makes them flammable. Examples of these products are oil- based paints and stains, varnishes and polyurethane, paint thinners, etc. Oily rags have a long history of being a source of fire, because people are not aware that they have the ability to spontaneously combust and catch on fire. For a fire to exist, it needs heat, oxygen and fuel. Oily rags that get folded or balled up and tossed on the floor have the danger of going through a process that starts with oxidation. As the oil is drying on the rag, it produces heat, and air gets trapped in the folds or balled up portions. Heat and oxygen are combined in addition to the rag, which is usually made of combustible cloth that can become a source of fuel. Heat, oxygen and fuel are all that is needed to create a fire, which is why oily rags that are not disposed of properly can create a fire that people are not prepared for.

How to Dispose of Oily Rags

For somebody who uses oily rags on a daily or weekly basis, the oily rags should be placed in a listed oily waste container (steel fire proof container) and emptied by a private contractor.



EMERGENCY EVACUATION PLAN

Definition of Emergency: Fire, Hazardous Atmosphere, Severe Weather, Thunder Storms, Lightning Storms, Tornado, Floods, High Winds, Earthquake, Electrical Conditions, Terrorist, or Violent Activities and any other condition creating life threatening hazards. In the event of an emergency, stay calm, evaluate the conditions and think through your actions. If personnel are threatened:

1. Evacuate personnel immediately.
2. Contact Appropriate Emergency Agencies.
3. Contact your GM & Safety Committee Chair.

EVACUATION:

Determine whether EVACUATION is required: Do not hesitate to call/alert others if you believe that an emergency is occurring – *Your priority is to remove all personnel from hazardous or potentially hazardous areas.*

To initiate an evacuation, sound the emergency horn, located in each department with 3 short blows. Wait 5 minutes and sound the horn again. Repeat until all personnel are accounted for at the designated rally location. Subcontractors must meet at designated rally location for them only. All rally points will have a check in officer to verify that all associates are accounted for & report to the Store GM & Safety Committee Chair.

Note: If your Store has established an alternative evacuation plan, follow those instructions.

Upon becoming aware of an evacuation alarm, employees should **SHUT DOWN EQUIPMENT AND IMMEDIATELY EVACUATE THE BUILDING** using the closest exit. Do not delay evacuation to get personal belongings or to wait for co-workers. All doors should be closed as the last person passes through.

Employees are not authorized to fight fires, but to utilize fire protection equipment for the purpose of safe evacuation.

Supervisors should be the last persons to leave the area. Check in all closets, lavatories, and trailers to be sure that all personnel have evacuated.

Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance.

Upon exiting the building, personnel should report to a pre-determined location for a headcount. In the event of hazardous weather the employees will receive instructions to occupy a safe location.

If any employee is missing, an immediate report should be made to the supervisor in charge.

Employees should stay together in a group so that periodic updates on the situation can be issued.

The order to re-occupy the building will be issued by the acting GM, GSM or Service Manager in charge at the time with support from the Safety Committee.

Contact the Proper Emergency Agency:

- a. Emergency numbers will be posted at/near all non-customer facing phones & bulletin boards & with the Store Receptionist.
- b. Contact the Market Area Leader / GM

****MEDICAL EMERGENCY:** (chest pains, loss of consciousness, fall from a height, etc.)
Upon discovering a medical emergency, call 911.

Call (“911”) and report the nature of the medical emergency and location.

Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.

Send two persons (greeters) to the building entrance, to await the fire department.

Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.

****People Resources** will make any necessary notifications to family members of the person suffering the medical emergency.

WORKPLACE VIOLENCE:

Report the presence of Firearms or other Weapons to the GM & Safety Committee Chair immediately regardless of the threat.

Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to People Resources.

If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify People Resources the GM and stay away from the person exhibiting threatening behavior.

Depending upon the level of concern, the police department (911) should be called immediately.

Never attempt to confront any person exhibiting threatening behavior.

FIRST AID PROCEDURES

Minor First Aid Treatment kits are kept in several strategic areas in each store & are clearly marked. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor & People Resources Rep.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

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:

- **Inform your supervisor & People Resources Rep.**
- **Your supervisor & or People Resources Rep will assist with transportation, as necessary. Provide details for the completion of the accident investigation report.**

If you sustain a severe injury requiring emergency treatment:

- **Call for help and seek assistance from a co-worker. Co-worker will contact People Resources Rep & your supervisor.**
- **Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.**
- **Provide details for the completion of the accident investigation report.**

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance. Note: always wear gloves which are located in the First Aide Kits when treating someone to help prevent exposure to Blood Borne Pathogens.

WOUNDS:

Minor - Cuts, lacerations, abrasions, or punctures:

- **Wash the wound using soap and water; rinse it well.**
- **Cover the wound using clean dressing.**

Major: Large, deep and bleeding

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

BROKEN BONES:

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

BURNS:

Thermal (Heat)

- **Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.**
- **Blot dry the area and cover it using sterile gauze or a clean cloth.**

Chemical

- **Flush the exposed area with cool water immediately for 15 to 20 minutes.**

EYE INJURY:

Small particles

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

Large or stuck particles

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

Chemical

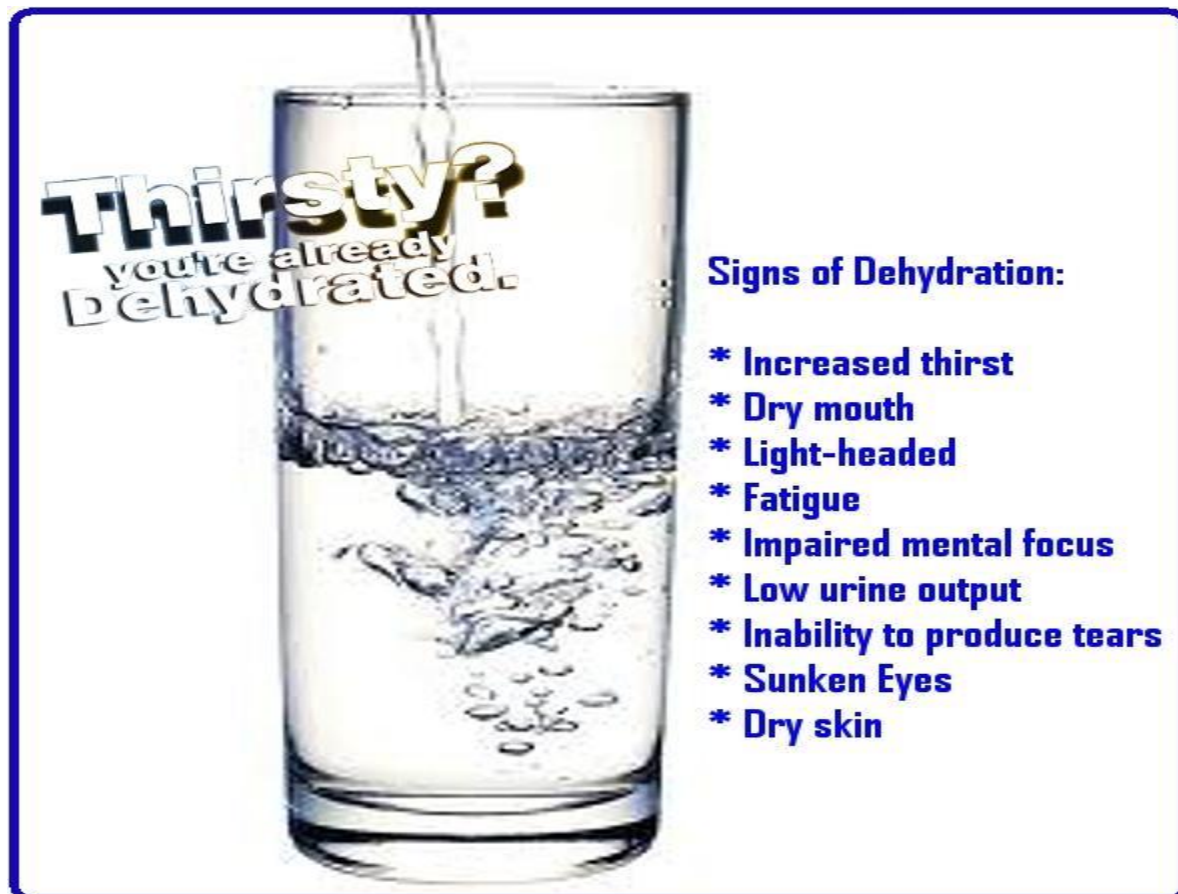
- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured their neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.



Signs of Dehydration:

- * Increased thirst
- * Dry mouth
- * Light-headed
- * Fatigue
- * Impaired mental focus
- * Low urine output
- * Inability to produce tears
- * Sunken Eyes
- * Dry skin

Blood borne Pathogen Exposure Control Plan

This plan has been developed to minimize and prevent exposure of employees to disease causing microorganisms in human blood. All employees who could be exposed to blood or infectious materials are involved in this program. The OSHA Blood borne Pathogens Standard applies to those persons who are first aid trained and those who would be exposed while not in a first aid capacity.

Blood borne Pathogens

Those agents, primarily viruses, present in human blood, semen, vaginal secretions, internal body fluids, and any body fluid contaminated with blood. Urine, feces and vomit are not considered infectious unless contaminated with blood. The two worst pathogens are considered to be HIV/AIDS and HBV (hepatitis B virus). Of these two, HBV is the most prevalent and most contagious, while HIV/AIDS can be fatal.

Hazards

HIV and HBV can be spread in the workplace by blood contact with an open wound, blood contact with mucous membranes or being stuck with a used hypodermic needle.

Clothing and other materials can become contaminated and can be sites for infection. An employee can be exposed by using improperly cleaned equipment where blood and/or body fluids are present, such as touching and removing blood soaked clothing or bandages. Someone away from the job can also be affected, such as spouse or garbage collector who comes in contact with the contaminated material.

Prevention

PPE (Personal Protective Equipment) must be used during administration of first aid or CPR (deposable rubber gloves, eye protection, and mouthpiece or airway device). These must be readily available on the job site.

Handling: once-used rubber gloves must be disposed of. Employees must wash their hands immediately after removal of disposable gloves. Equipment in contact with blood or body fluids must be washed immediately with soap and water.

Clothing and Articles: personal clothing and equipment must be cleaned, laundered, disposed of or replaced, if contaminated. Consider calling the local health department or other medical authorities for disposal assistance. Sharp objects must be placed in puncture-proof bags.

Housekeeping: All equipment and work areas exposed to blood or other bodily fluids must be cleaned with a disinfectant. All tarps and protective covers should be cleaned or replaced, if contaminated. Eating, drinking, smoking and applying contact lenses are prohibited in work areas where there is a possibility of contact with human blood or body fluids.

Hepatitis B Vaccinations: Any person who has had occupational exposure has the right to request a series of three injections. This must be offered within the first 24 hours of exposure. The employee

is not required to take the vaccination, but if he or she declines, then a declination form must be signed stating that decision. Forms will be located & maintained in the People Resources Office.

After Exposure and the Follow-up: the employee reports the exposure immediately to his supervisor. The supervisor writes down the method of exposure, and details of the incident. Personal data such as ID can be included in the medical file. Blood from the victim and the exposed person is collected and tested. Medically indicated treatment to prevent disease will be given to the employee. Counseling of the employee regarding results of the finding and documentation from the health care provider will be given to the employee. A record of illness of the employee after the incident shall be documented for one year by the employer.

Hazard Communication (HAZCOM) Program

This HAZCOM Program was developed to make employees aware of chemical hazards. Information is provided to employees about chemicals used on the job through a master list of chemical names, Material Safety Data Sheets (MSDS) / Safety Data Sheets kept on the job site in a booklet, proper labeling of containers, training for new employees and annual reviews for all employees.

The HAZCOM Program for this company is facilitated by an assigned member of the AAG Market Safety Team.

A complete list of any hazardous materials used on our job site is available in the following Depts: Service, Quick lane (if stand alone building), Parts Bodyshop & Detail. This list is maintained by Dept. Manager & updated as needed. Customers who request a copy of an MSDS / SDS must be provided for the product they are purchasing.

Information on hazardous materials found on the job site is available to any and all employees.

Hazardous material containers will be clearly labeled as to: contents, correct hazard warning or symbol, name and address or manufacturer. Labeling is not required for portable containers intended for immediate use.

TRAINING

1. New employees must attend a training session before working with hazardous materials. This training covers:
 - Information contained in MSDS
 - Physical and health hazards from the job site chemicals
 - How presence or release of material is detected
 - How to protect against hazards by PPE and special handling
2. All employees must receive annual refresher training in the above as well as immediate training if a new material is added or a new hazard is determined.
3. Supervisors must receive training adequate to answer employee questions and monitor job site hazards.

4. Any outside contractors will be advised of any hazards existing on the job site and the location of MSDSs. Proper labeling and MSDS for any chemical brought on the job site must be present. This will be verified by the manager of the dept. where the contractor is working or if a major facility project involving multiple depts. is going on it will be covered by the Safety Committee Chair.



HEAVY LIFTING PROCEDURES

1. Use proper body mechanics when lifting. Employees should bend their knees and use the large muscles of the legs instead of the smaller muscles of the back.
2. Twisting or standing off balance when lifting can cause back injuries.
3. Get help. Well planned and supervised work prevents injuries.



Lifting Safely

Tips for safe lifting:

Plan before you lift. Remove anything that is in the way. Pushing is easier than pulling. Pulling is easier than carrying. Lowering loads causes less strain than lifting.

Get help for heavy or bulky loads. Use equipment like a cart to help when possible.

Warm up your muscles with gentle stretches before you lift. This is very important if you have been sitting for more than 15 minutes before lifting.

Test the weight of the load first. Be sure that you can handle it safely. A big load of the same weight will put more strain on your body than a small load. Break your load into smaller or lighter loads.

Face the way you need to move. Avoid twisting or side bending. Turn your entire body. Place your feet wide apart to keep your balance.

Hold the load close to your body. Grip the load using your whole hand not just the fingers. Using your whole hand will give you the greatest grip area and strength. Balance your load evenly between both arms.

Lift with as straight a back as is comfortable. Tighten your abdominal (stomach) muscles. Bend your legs so they do the lifting.

Keep the load between shoulder and knee height. Avoid reaching.

Change your position and stretch to relax and rest your tired muscles. You need time to recover your strength between lifts to be able to work safely. Repeated and long lifts are the most tiring. Switch between heavy loads and lighter ones.

Plan where to set the load down. Place loads on raised platform. Leave enough room for your hands to grip the load. Avoid placing loads directly on the floor.

Rest more often when it is hot and humid.

Take more time to warm up your muscles when it is cold.

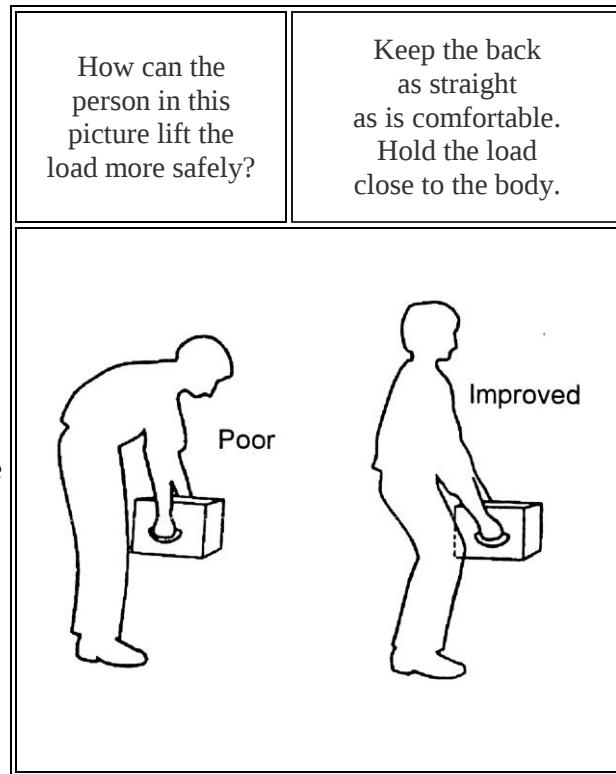
- **Take more breaks** if you are also using tools or equipment that vibrates.
- Face the way you need to move.
- Lift with as straight a back as is comfortable
- Hold the load close to your body.



How much can I lift safely?

There is no single safe weight for lifting. The answer depends on many factors

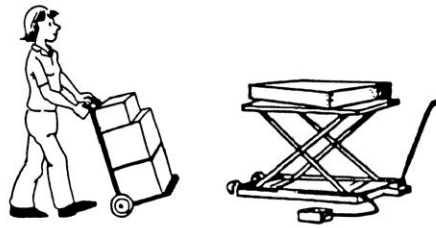
- height, weight, and age of worker
- fitness level, health problems and previous injuries
- size and shape of the load
- grip on the load
- distance between you and the load
- distance and the direction that you lift the load
- how often and how much time you spend lifting
- how often and how long are your breaks
- floor surface



Did you know that lifting is the most common cause of low back pain at work?

The employer's responsibility

The employer is responsible for safety and health in the workplace. OSHA requires that the employer ensure the safety, health, and welfare of all the workers in a way that is reasonably practical. This should be done in cooperation with the health and safety committee & Safety Manager. Employers can:



- provide adjustable tables for lifting at waist height
- provide mechanical aids, for example, dolly, hoist, forklift
- encourage workers to get help to move bulky and heavy loads or to make smaller loads.
- teach and regularly review safe lifting methods.
- schedule additional rest breaks for workers to relax tired muscles when lifting.

Slip, Trip and Fall Program

Most slips, trips and falls can be prevented



Slips, trips and falls are a major cause of accidents, both on and off the job. While some of these accidents are minor, others are serious – resulting in disabling injuries or even death. Many involve days away from work. You can prevent slip and fall accidents by paying close attention to what you are doing and where you are going.

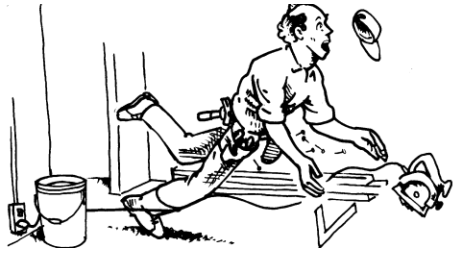
Also, be on the constant lookout for these hazards:

Obstacles in aisles and walkways, such as empty carts, boxes, electrical cords, hoses or trash

Be on the alert for hazards

1. Unsafe ladders or stairs
2. Uneven floor surfaces and rough outside terrain
3. Slippery surfaces, such as wet concrete; and ice at entrances and parking lots during colder weather
4. Poor lighting

If you spot any of these hazards, immediately correct them or report them to your supervisor.



Tips to prevent falls

1. Carefully inspect ladders before each use.
2. Check stairways for loose or missing railings, broken or slippery stairs, and clutter.
3. Wear shoes with nonskid soles, and don't run.
4. Don't stand on boxes or chairs in place of ladders.
5. Keep away from the edges of loading docks and other ledges.
6. Don't let objects you carry block your vision.
7. Make sure you have adequate lighting.
8. If you can't remove an obstruction, walk around it – not on it.
9. Wear proper clothing. Pants cuffs that are too long can catch on the heel of your shoe. Be sure your shoelaces are tied.
10. Use steps – don't jump!



Avoid Slipping and Tripping

1. Watch out for wet surfaces. Chemical spills, grease, oil, water and ice can result in dangerous walking conditions.
2. Immediately report chemical spills to your supervisor. Sand icy spots, and clean up other spills as you spot them.
3. Be wary of tile floors and recently polished floors. They can be very slippery.
4. Keep your work area clean. Don't store tools, pots, paint buckets, gasoline cans, packing material or other items on the floor.
5. Don't leave cords or water hoses in walkways or across doorways.
6. Always take a little extra time to sweep main walkways throughout the day. Debris and plant material can become slipping hazards.
7. Be careful of loose pants cuffs and other loose clothing you could trip over.

8. **Keep all drawers closed.**



More safety tips

1. **Don't be in a big hurry. Never run up or down stairs.**
2. **Always keep an eye out for potential hazards.**
3. **Use both hands when climbing a ladder. Keep at least one hand and both feet on it while you're working.**
4. **Use the handrails on stairs.**
5. **Don't carry heavier loads than you can handle. Keep your balance when you are carrying a load. And maintain a clear field of vision so you can see where you are going.**
6. **Put trash in its proper containers.**
7. **Immediately notify your supervisor of any cracks in the flooring, holes or other hazards in need of repair.**
8. **Be aware of the surface you are walking on. Some, such as outside terrain, can't be corrected. Take extra care when walking on these surfaces.**



Winter Weather

Traction on outdoor surfaces can change considerably when weather conditions change. Those conditions can then affect indoor surfaces as moisture is tracked in by pedestrian traffic. Traction control procedures should be constantly monitored for their effectiveness.

- Keep parking lots and sidewalks clean and in good repair condition.
- When snow and ice are present, remove or treat these elements.
- Call the assigned associates(s) for the season snow removal as needed & check with the Market Area Leader GM for current associate(s) responsible.
- Keep a log of snow and ice removal (Date & Time)
- In some extreme cases, it may be necessary to suspend use of the area.

SLIPS, TRIPS AND FALLS DO'S AND DON'TS

DO:

- Be on the constant lookout for such hazards as wet, slippery spots, and hoses or cords in walkways.
- Wear the appropriate work clothing, including shoes with nonskid soles.
- Pick up items that don't belong on the floor.

DON'T:

- Carry loads that are too heavy or loads that may block your vision.
- Use unsafe ladders or stairs, or run up and down stairs.
- Ignore potential hazards. Correct them or report them to your supervisor.

FALL PREVENTION/PROTECTION

Fall prevention means keeping accidents from happening. Using equipment like guardrails, stair rails, travel restraint systems, safety nets, (harnesses), self-retracting lifelines/lanyards and ladder safety devices help keep us from falling and avoid a hard landing if we do fall.

Fall Protection Work Plan

Fall Protection System Assembly and Maintenance

Fall protection systems will be assembled and maintained according to manufacturer's instructions when using a manufactured system. A copy of those instructions will be maintained for reference. Any fall protection system used will meet OSHA regulations. Assembly and maintenance

instructions unique to this worksite such as components, placement of systems, anchor points, areas where systems are particularly subject to damage, etc., are specified below.

Standard Guardrails must:

- be 39" to 45" above the work surface at top rail with midrail and toe board.
- be able to withstand 200 pounds of pressure on the top rail in any direction.
- not have significant deflection.
- be inspected regularly for damaged or missing components.

Note: A guardrail does not protect a person standing on a ladder, box, or other surface above the work surface.

Fall Arrest Harness:

- Must have anchor points capable of withstanding a 5000 pound shock unless a deceleration device in use limits fall to 2 feet, in which case a 3000 pound anchor point may be used.
- Free fall may not exceed 6'.
- A lower level may not be contacted during a fall.
- Lifelines must be placed or protected to prevent abrasion damage.
- Snap hooks may not be connected to each other, or to loops in webbing.
- Inspect components for deformation, wear, and mildew.

Positioning Belt:

- Employees must not be able to fall more than 2 feet.
- The anchorage must be able to sustain 4 times the intended load.
- Snap hooks must not be connected to each other, or to loops in webbing.

Fall Restraint Harness/Belt:

Anchor points:

- must withstand 4 times the intended load.
- must *always* prevent a free fall from the work surface. (Several alternate anchor points may be necessary to achieve this requirement.)
- Inspect components for deformation, wear and mildew.

Covers or Hatches must:

- Be able to support twice the weight of employees and equipment that would be on it at the same time or twice the maximum axle load of the largest vehicle that would cross it.
- Be secured to prevent accidental displacement.
- Be marked with the word "Cover" or "Hole".

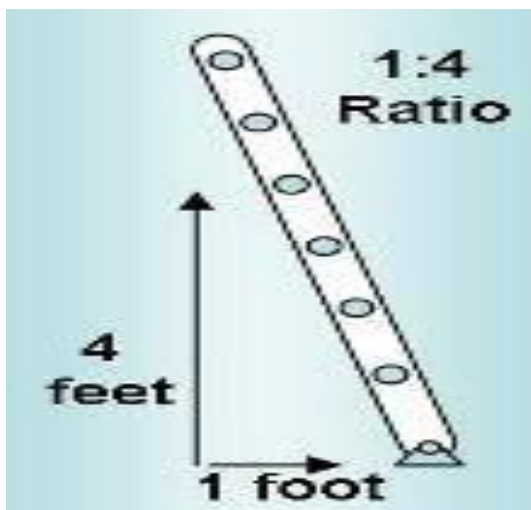
Emergencies and Injuries:

First Aid Trained Employee(s) On Site:

If a crew member is injured at elevation, the supervisor will evaluate the employee's condition and oversee or administer first aid. Emergency services will be called as needed. If an injured employee can't return to ground level, the employee will be brought down to a lower level by emergency services.

Ladders

1. Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs and defects.
2. Use a ladder that will reach the work. An extension ladder should reach 3 feet above the work level. Move your ladder with your work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far. When using an extension ladder, use the "4-to-1" Rule: For every 4 feet of height, move the bottom of the ladder 1 foot away from the building. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height.
3. Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raise one foot with blocks.
4. Never use an aluminum ladder in the vicinity of electrical lines and never use a ladder outdoors during inclement weather or on very windy days.
5. Carry tools and materials in proper carrying devices and keep your hands free for climbing. When climbing, always face the ladder.



ELECTRICAL

1. Electrical systems will be installed and maintained by a qualified electrician.
2. Electrical panels are readily accessible and labeled.
3. Circuit breakers and fuses are of the correct size.
4. Ground fault circuit interrupters installed where necessary.
5. Only extension cords and electrical tools which recognized by testing laborites are used.
6. Extension cords and electrical hand tools are discarded when damaged.
7. Maintain a clear space of at least 3 feet around all electrical panels & a clear path leading up to it.

Electrical Shock

Strange as it may seem, most fatal electrical shocks happen to people who should know better. Here are some electro-medical facts that should make you think twice before taking chances. It's not the voltage but the current that kills. People have been killed by 100 volts AC in the home and with as little as 42 volts DC. The real measure of a shock's intensity lies in the amount of current (in milli-amperes) forced through the body. Any electrical device used on a house wiring circuit can, under certain conditions, transmit a fatal amount of current. Currents between 100 and 200 milli-amperes (0.1 ampere and 0.2 ampere) are fatal. Anything in the neighborhood of 10 milli-amperes (0.01) is capable of producing painful to severe shock. Take a look at Table AI-1.

Readings		Effects
Safe Current Values	1 mA or less	Causes no sensation - not felt.
	1 mA to 8 mA	Sensation of shock, not painful; Individual can let go at will since muscular control is not lost.
Unsafe current values	8 mA to 15 mA	Painful shock; individual can let go at will since muscular control is not lost.
	15 mA to 20 mA	Painful shock; control of adjacent muscles lost; victim can not let go.

	50 mA to 100 mA	Ventricular fibrillation - a heart condition that can result in death - is possible.
	100 mA to 200 mA	Ventricular fibrillation occurs.
	200 mA and over	Severe burns, severe muscular contractions - so severe that chest muscles clamp the heart and stop it for the duration of the shock. (This prevents ventricular fibrillation).

As the current rises, the shock becomes more severe. Below 20 milli-amperes, breathing becomes labored; it ceases completely even at values below 75 milli-amperes. As the current approaches 100 milli-amperes ventricular fibrillation occurs. This is an uncoordinated twitching of the walls of the heart's ventricles. Since you don't know how much current went through the body, it is necessary to perform artificial respiration to try to get the person breathing again; or if the heart is not beating, cardio pulmonary resuscitation (CPR) is necessary.

Electrical shock occurs when a person comes in contact with two conductors of a circuit or when the body becomes part of the electrical circuit. In either case, a severe shock can cause the heart and lungs to stop functioning. Also, severe burns may occur where current enters and exits the body.

Prevention is the best medicine for electrical shock. *Respect all voltages*, have a knowledge of the principles of electricity, and follow safe work procedures. *Do not take chances*. All electricians should be encouraged to take a basic course in CPR (cardiopulmonary resuscitation) so they can aid a coworker in emergency situations.

Always make sure portable electric tools are in safe operating condition. Make sure there is a third wire on the plug for grounding in case of shorts. The fault current should flow through the third wire to ground instead of through the operator's body to ground if electric power tools are grounded and if an insulation breakdown occurs.

FIRST AID FOR ELECTRIC SHOCK:

Shock is a common occupational hazard associated with working with electricity. A person who has stopped breathing is not necessarily dead but is in immediate danger. Life is dependent on oxygen, which is breathed into the lungs and then carried by the blood to every body cell. Since body cells cannot store oxygen and since the blood can hold only a limited amount (and only for a short time), death will surely result from continued lack of breathing.

However, the heart may continue to beat for some time after breathing has stopped, and the blood may still be circulated to the body cells. Since the blood will, for a short time, contain a small supply of oxygen, the body cells will not die immediately. For a very few minutes, there is some chance that the person's life may be saved.

The process by which a person who has stopped breathing can be saved is called artificial ventilation (respiration). The purpose of artificial respiration is to force air out of

the lungs and into the lungs, in rhythmic alternation, until natural breathing is reestablished. Records show that seven out of ten victims of electric shock were revived when artificial respiration was started in less than three minutes. After three minutes, the chances of revival decrease rapidly.

Artificial ventilation should be given only when the breathing has stopped. *Do not give artificial ventilation to any person who is breathing naturally.* You should not assume that an individual who is unconscious due to electrical shock has stopped breathing. To tell if someone suffering from an electrical shock is breathing, place your hands on the person's sides at the level of the lowest ribs. If the victim is breathing, you will usually be able to feel movement.

Once it has been determined that breathing has stopped, the person nearest the victim should start the artificial ventilation without delay and send others for assistance and medical aid. The only logical, permissible delay is that required to free the victim from contact with the electricity in the quickest, safest way. This step, while it must be taken quickly, must be done with great care; otherwise, there may be two victims instead of one.

In the case of portable electric tools, lights, appliances, equipment, or portable outlet extensions, the victim should be freed from contact with the electricity by turning off the supply switch or by removing the plug from its receptacle. If the switch or receptacle cannot be quickly located, the suspected electrical device may be pulled free of the victim. Other persons arriving on the scene must be clearly warned not to touch the suspected equipment until it is de-energized.

The injured person should be pulled free of contact with stationary equipment (such as a bus bar) if the equipment cannot be quickly de-energized or if the survival of others relies on the electricity and prevents immediate shutdown of the circuits. This can be done quickly and easily by carefully applying the following procedures:

1. Protect yourself with dry insulating material.
2. Use a dry board, belt, clothing, or other available nonconductive material to free the victim from electrical contact. Do NOT touch the victim until the source of electricity has been removed.

Once the victim has been removed from the electrical source, it should be determined whether the person is breathing. If the person is not breathing, a method of artificial respiration is used.

CARDIOPULMONARY RESUSCITATION (CPR):

Sometimes victims of electrical shock suffer cardiac arrest or heart stoppage as well as loss of breathing. Artificial ventilation alone is not enough in cases where the heart has stopped. A technique known as CPR has been developed to provide aid to a person who has stopped breathing and suffered a cardiac arrest. Because you are working with electricity, the risk of electrical shock is higher than in other occupations. You should, at the earliest opportunity, take a course to learn the latest techniques used in CPR. The techniques are relatively easy to learn and are taught in courses available through the American Red Cross.

Note: A heart that is in fibrillation cannot be restricted by closed chest cardiac massage. A special device called a defibrillator is available in some medical facilities and ambulance services.

Muscular contractions are so severe with 200 milli-amperes and over that the heart is forcibly clamped during the shock. This clamping prevents the heart from going into ventricular fibrillation, making the victim's chances for survival better.

PERSONAL PROTECTIVE EQUIPMENT

- 1. Protective goggles or face shields will be worn where there is danger of flying particles or corrosive materials or there is a risk of eye injuries from punctures, abrasions, contusions or burns.**
- 2. When electrical or gas welding and or cutting a NIOSH approved welding helmet, heavy duty welding gloves, long sleeves and pants will be worn. Never look in the direction of another person who is welding.**
- 3. Gloves should be worn when moving, loading/unloading of stock or when handling any sharp or abrasive objects. Gloves should fit snugly and the proper glove should be worn for the job (rubber gloves for handling chemicals & leather gloves for handling sharp or abrasive objects).**
- 4. Personnel should wear work shoes or boots with slip resistant and puncture resistant soles.**
- 5. Do not wear rings, bracelets, watches or necklaces when working around moving machinery or electrical equipment.**
- 6. Hard hats will be worn whenever there is a hazard of falling material from above or the worker's head could come in contract with any type of electrical hazard.**
- 7. Hearing protection when working around potential noise sources and when noise levels exceed 90dBA. A useful "rule of thumb"—if you cannot hold a conversation in a normal speaking voice with a person who is standing at arm's length (approximately 3 feet), the noise level may exceed 90 dba.**
- 8. Respirators: Respiratory protection must be worn whenever you are working in a hazardous atmosphere. The appropriate respirator will depend on the contaminant(s) to which you are exposed and the protection factor (PF) required. Required respirators must be NIOSH-approved and possible medical evaluation and training must be provided before use.**

Hand Tools

Hand tools are non-powered tools. They include axes, wrenches, hammers, chisels, screw drivers, and other hand-operated mechanisms. Even though hand tool injuries tend to be less severe than power tool injuries, hand tool injuries are more common. Because people take everyday hand tools for granted, simple precautions for safety are easily forgotten.

The most common hand tool accidents are caused by the following:

- ➡ Failure to use the right tool
- ➡ Failure to use a tool correctly
- ➡ Failure to keep edged tools sharp
- ➡ Failure to replace or repair a defective tool
- ➡ Failure to safely store tools

IMPORTANT: Use the right tool for the job to complete a job safely, quickly, and efficiently.

Follow these guidelines for general hand tool safety:

1. Wear safety glasses whenever you hammer or cut, especially when working with surfaces that chip or splinter.
2. Do not use a screwdriver as a chisel. The tool can slip and cause a deep puncture wound.
3. Do not use a chisel as a screwdriver. The tip of the chisel may break and cause an injury.
4. Do not use a knife as a screwdriver. The blade can snap and cause an injury.
5. Never carry a screwdriver or chisel in your pocket. If you fall, the tool could cause a serious injury. Instead, use a tool belt.
6. Replace loose, splintered, or cracked handles. Loose hammer, axe, or maul heads can fly off defective handles.
7. Use the proper wrench to tighten or loosen nuts. Pliers can chew the corners off a nut.
8. When using a chisel, always chip or cut away from yourself.
9. Do not use a wrench if the jaws are sprung.
10. Do not use impact tools, such as chisels, wedges, or drift punches if their heads are mushroom shaped. The heads may shatter upon impact.
11. Direct saw blades, knives, and other tools away from aisle areas and other employees.
12. Keep knives and scissors sharp. Dull tools are more dangerous than sharp tools.
13. Iron and steel hand tools may cause sparks, which are hazardous around flammable substances. Use spark-resistant tools made from brass, plastic, aluminum, or wood when working around flammable hazards.

Improper tool storage is responsible for many shop accidents. Follow these guidelines to ensure proper tool storage:

1. Have a specific place for each tool.
2. Do not place unguarded cutting tools in a drawer. Many hand injuries are caused by rummaging through drawers that contain a jumbled assortment of sharp-edged tools.
3. Store knives or chisels in their scabbards.
4. Hang saws with the blades away from someone's reach.
5. Provide sturdy hooks to hang tools on.
6. Store heavy tools, such as axes and sledges, with the heavy end down.

Power Tools

Power tools can be extremely dangerous if they are used improperly. Each year, thousands of people are injured or killed by power tool accidents. Common accidents associated with power tools include abrasions, cuts, lacerations, amputations, burns, electrocution, and broken bones. These accidents are often caused by the following:

- Touching the cutting, drilling, or grinding components
- Getting caught in moving parts
- Suffering electrical shock due to improper grounding, equipment defects, or operator misuse
- Being struck by particles that normally eject during operation
- Touching hot tools or work pieces
- Falling in the work area
- Being struck by falling tools

When working around power tools, you must wear personal protective equipment and avoid wearing loose clothing or jewelry that could catch in moving machinery. In addition to general shop guidelines, follow these guidelines for working with power tools:

1. Use the correct tool for the job. Do not use a tool or an attachment for something it was not designed to do.
2. Select the correct bit, blade, cutter, or grinder wheel for the material at hand. This precaution will reduce the chance for an accident and improve the quality of your work.
3. Keep all guards in place. Cover exposed belts, pulleys, gears, and shafts that could cause injury.
4. Always operate tools at the correct speed for the job at hand. Working too slowly can cause an accident just as easily as working too fast.
5. Watch your work when operating power tools. Stop working if something distracts you.
6. Do not rely on strength to perform an operation. The correct tool, blade, and method should not require excessive force. If undue force is necessary, you may be using the wrong tool or have a dull blade.
7. Before clearing jams or blockages on power tools, disconnect from power source. Do not use your hand to clear jams or blockages, use an appropriate tool.
8. Never reach over equipment while it is running.

9. Never disable or tamper with safety releases or other automatic switches.
10. When the chance for operator injury is great, use a push stick to move material through a machine.
11. Disconnect power tools before performing maintenance or changing components.
12. Keep a firm grip on portable power tools. These tools tend to "get away" from operators and can be difficult to control.
13. Never leave chuck key in chuck.
14. Keep bystanders away from moving machinery.
15. Do not operate power tools when you are sick, fatigued, or taking strong medication.
16. When possible, secure work pieces with a clamp or vise to free the hands and minimize the chance of injury. Use a jig for pieces that are unstable or do not lie flat.

Guards

Moving machine parts must be safeguarded to protect operators from serious injury. Belts, gears, shafts, pulleys, fly wheels, chains, and other moving parts must be guarded if there is a chance they could contact an individual.

As mentioned before, the hazards associated with moving machinery can be deadly. Hazardous areas that must be guarded include the following:

1. Point of operation. Area where the machine either cuts, bends, molds, or forms the material.
2. Pinch/nip point. Area where moving machine parts can trap, pinch, or crush body parts (e.g., roller feeds, intermeshing gears, etc.)
3. Sharp edges.

There are three types of barrier guards that protect people from moving machinery. They consist of the following:

- ➡ Fixed guards
- ➡ Interlocked guards
- ➡ Adjustable guards

A fixed guard is a permanent machine part that completely encases potential hazards. Fixed guards provide maximum operator protection.

Interlock guards are connected to a machine's power source. If the guard is opened or removed, the machine automatically disengages. Interlocking guards are often preferable because they provide adequate protection to the operator, but they also allow easy machine maintenance. This is ideal for problems such as jams.

Self-adjusting guards change their position to allow materials to pass through the moving components of a power tool. These guards accommodate various types of materials, but they provide less protection to the operator.

IMPORTANT: Guards must be in place. If a guard is removed to perform maintenance or repairs, follow lockout/tagout procedures. Replace the guard after repairs are completed. Do not disable or move machine guards for any reason. If you notice that a guard is missing or damaged, contact your supervisor and have the guard replaced or repaired before beginning work.

NOTE: Hand-held power tools typically have less guarding in place than stationary power tools. Use extreme caution when working with hand-held power tools and always wear a face shield.

Welding and Cutting

Welding and cutting are two forms of hot metal work that require special safety considerations. Unless they are done in a designated shop area, welding and cutting are strictly prohibited without proper authorization.

Before conducting welding or cutting operations, inspect your equipment for the following:

1. Welding leads must be completely insulated and in good condition.
2. Cutting tools must be leak-free and equipped with proper fittings, gauges, regulators, and flashback devices.
3. Oxygen and acetylene tanks must be secured in a safe place.

In addition, follow these guidelines for most welding and cutting procedures:

1. Conduct welding and cutting operations in a designated area free from flammable materials. When welding or cutting is necessary in an undesignated or hazardous area, have someone nearby act as a fire attendant.
2. Periodically check welding and cutting areas for combustible atmospheres.
3. Take care to prevent sparks from starting a fire.
4. Remove unused gas cylinders from the welding and cutting area.
5. Keep hoses out of doorways and away from other people. A flattened hose can cause a flashback.
6. Mark hot metal with a sign or other warning when welding or cutting operations are complete.

Proper selection of personal protective equipment is very important when welding; make sure your welding helmet visor is dark enough to provide adequate protection. See the following table for OSHA regulations. Wear fireproof apron and gloves. In addition, take care to protect other people from the hazards of welding. For example, use a welding curtain to protect other people from UV radiation.

OSHA requirements - 1910.252:

Welding Operation	Shade Number
Shielded metal-arc welding - $\frac{1}{16}$, $\frac{3}{32}$, $\frac{1}{8}$ - inch	
$\frac{5}{32}$ - inch electrodes,	10
Gas-shielded arc welding (nonferrous) - $\frac{1}{16}$, $\frac{3}{32}$ - inch	
$\frac{1}{8}$, $\frac{5}{32}$ - inch electrodes,	11
Gas-shielded arc welding (ferrous) - $\frac{1}{16}$, $\frac{3}{32}$, $\frac{1}{8}$ - inch	
$\frac{5}{32}$ - inch electrodes, Shielded metal-arc welding	12
$\frac{3}{16}$, $\frac{7}{32}$, $\frac{1}{4}$ - inch electrodes	12
$\frac{5}{16}$, $\frac{3}{8}$ - inch electrodes	14
Atomic hydrogen welding	10-14
Carbon arc welding	14
Soldering	2
Torch brazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting, 1 to 6 inches	4 or 5
Heavy cutting, 6 inches and over	5 or 6
Gas welding (light) up to inch	4 or 5
Gas welding (medium) inch to $\frac{1}{2}$ inch	5 or 6
Gas welding (heavy) $\frac{1}{2}$ inch and over	6 or 8

There are three types of welders:

1. **AC Welders:** these welders are used for standard welding procedures. AC welders are powered by an electrical cord.
2. **DC Welders:** these are portable welders that are commonly used in manholes. DC welders have their own power supply.
3. **Wire-feed Welders:** these welders use inert gas for light metal work (e.g., stainless steel, aluminum, etc.)

Common hazards associated with welding include the following:

- ➡ **Electrocution**
- ➡ **Burns**

- ➡ UV radiation exposure
- ➡ Oxygen depletion
- ➡ Sparking

In addition to the general guidelines for welding and cutting, follow these specific guidelines for safe welding operations:

1. Make sure the welding area has a non-reflective, noncombustible surface.
2. Ensure that adequate ventilation and exhaust are available.
3. Be aware of electrocution hazards, particularly in damp conditions. Be sure that electrical cords are properly grounded. It is advisable for cords to pull down from an overhead pulley.

Cutting Guidelines

Gas welding and cutting equipment is often fueled by oxygen and acetylene gas cylinders. These tanks require special safety precautions to prevent explosions and serious injuries. Follow the safety guidelines below, and refer to the Laboratory Safety chapter in this manual for more information on gas cylinder safety.

1. Ensure that acetylene/oxygen systems are equipped with flame or flashback arresters.
2. Store acetylene bottles upright and secured.
3. Keep cylinder fittings and hoses free from oil and grease.
4. Replace defective or damaged hoses.
5. Do not tamper or attempt to repair cylinders, valves, or regulators.
6. Do not interchange regulators or pressure gauges with other gas cylinders.
7. Carefully purge hoses and torches before connecting a cylinder.
8. Set acetylene pressure at or below 15 psig. Always use the minimum acceptable flow-rate.
9. Never use a match to light a torch. Use an approved lighter.

HOT WORK

A permit will be required for all employees or contractors performing hot work. Hot Work includes electrical or gas welding, cutting, brazing, or similar flame-producing operations.

1. Welding leads must be completely insulated and in good conditions.
2. Cutting tools must be leak-free and equipped with proper fittings, gauges, regulators and flashback devices.
3. Oxygen and acetylene tanks will be stored upright in a secure location.
4. Conduct welding and cutting operations in a designated area free from flammable materials.
5. Ensure of adequate ventilation.
6. Repair or replace defective hoses before use.
7. Do not tamper or attempt to repair cylinders, valves or regulators.
8. Never light a torch with a match, use an approved lighter.

Floor Jack Safety

1. **Never use a hydraulic floor jack to move something heavier than it is designed for. Always check the rating of the floor jack. Then verify the vehicle weight is below the rating.**
2. **Make sure the pad is positioned under an area of the vehicle's frame or at one of the manufactures recommended lifting points.**
3. **Park the vehicle on a level surface preferably concrete.**
4. **Put the vehicle in park and apply the emergence brake and or use wheel blocks.**
5. **Never put yourself under the vehicle without the use of safety stands.**
6. **Before lowering the jack check the vehicle to make sure it is all clear visually and verbally.**

Automotive Lifts

1. **Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a car or truck into the service bay.**
2. **Position the lift arms, adapters and supports to the center of the lift out of the way of the car's tires before driving the vehicle into the service bay.**
3. **Do not stand in front of a vehicle being driven into the service bay.**
4. **Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.**
5. **Do not use wood or concrete blocks as a substitute for an extender.**
6. **Use wheel blocks to chock the wheels of any vehicle on a runway lift while the vehicle is on the lift.**
7. **Do not leave the controls unattended while the lift is in motion.**
8. **Do not block or "tie open" the lift's control while the lift is in motion.**
9. **Do not use the engine or transmission supports or stands as a substitute for jack stands.**
10. **If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.**
11. **Before you lower the vehicle, remove tool trays, jack, engine and transmission stands, and any other obstructions from under the vehicle.**
12. **Before removing the vehicle from the service bay, position lift arms and supports to the center of the lift away from the wheels of the vehicles.**
13. **Do not "tie down" or override the air or control valves of the lift.**
14. **Do not raise vehicle with anyone inside.**
15. **Use the lift to raise the vehicle about one foot off the ground, then moderately push the rear or front bumper of the vehicle to ensure that the vehicle frame is stably mounted on the lift support's contact pads.**
16. **If the frame of the vehicle is not firmly touching a support contact pad, or is slipping, immediately lower the vehicle and start over.**
17. **Once the vehicle is secure on the lift, lift the vehicle to the desired work height and visually check those contact points for misalignment before going under the vehicle.**
18. **As you raise the vehicle, you will hear a "clicking" noise which indicates that the lift's locking device is engaging. If you do not hear the "clicking" noise, stop the lift, fully lower the vehicle and use another lift. Place an "Out of Service" tag on the control switch of the**

damaged lift and do not use it.

19. If you will be working under a lift that will be positioned at a point below where the lift's locking device engages, place four jack-stands under the vehicle's frame or suspension for additional support before working under the vehicle.

20. Wear safety goggles when working underneath vehicles.

AUTO REPAIR TECHNICIANS

Shop Safety

1. Follow these steps when handling hot automotive parts that have been removed from vehicles:

a) Pick up the part using gloves, heat resistant pads or dry rags.

b) Place hot parts such as loose pipes, mufflers and shocks in metal containers that are labeled "Hot Metal Parts Only".

2. Wear safety glasses when working in the shop area.

3. Use a flexible exhaust hose to vent engine exhaust to the outside when the shop bay doors are closed.

4. Remove dust and shavings from drum lathes with a dust pan and broom or vacuum cleaner on a daily or job by job basis. Do not use your bare hands.

5. Dump gasoline and other liquid chemical waste into containers labeled "Flammable Waste" from containers labeled "Flammable".

6. Attach the pressure reducing nozzle that is labeled "Reduces Pressure to 30 psi" to the air hose when using compressed air to clean. Wear safety goggles when using compressed air to clean.

7. When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:

1) Press your thighs against fender by leaning into vehicle.

2) Grasp the object by lifting with both hands.

3) Keep the object close to body, with elbows close to body.

4) Turn body using feet, not twisting at waist.

5) Move the object to work bench and lower onto bench. Use arms to lower and do not bend at waist.

8. When examining under the dash, use inspection mirrors. Do not twist your body or maintain an awkward posture when trying to look under the dash.

9. Drape a shop rag over the radiator cap before venting or removing the cap from the radiator.

10. Wear gloves, safety goggles and a rubber apron when working in the battery charging area.

11. Direct engine hand tools away from rotating fan blades when the engine is running.

12. Before "running" the vehicle for an engine analysis, engage the parking brake and use wheel blocks to "chock" the wheels of the vehicle.

AUTO REPAIR TECHNICIANS

Vehicle Safety

1. Do not ride in the bed of pick-up trucks.
2. Turn headlights on when driving inside the shop area.
3. Do not drive over 5 miles per hour in the shop area.
4. Shut all doors and fasten your seat belt before moving the vehicle.
5. Obey all traffic patterns and signs at all times.
6. Maintain a 3-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicle.
7. Drive up the slope or down the slope; not across the slope.
8. Before leaving the vehicle, engage the parking brakes and chock the wheels.
9. Do not approach any vehicle until the vehicle stops and the driver exits.
10. Walk behind the vehicle and remove any equipment, tools or other pathway instructions before getting into the vehicle. Sound the horn to alert nearby coworkers before backing the vehicle.
11. Tie down, lash, or secure all materials and equipment being hauled in the bed of vehicles.
12. Stand clear of vehicles in motion.
13. Do not mount or dismount a moving vehicle.

Tire Service

1. Use the positive lock-down device to hold the wheel on the tire machine before you attempt to inflate the tire. If tire is mounted on a machine that does not have a positive lock-down device, perform inflation in a safety cage.
2. Use an extension air hose with an air pressure gauge to check the tire pressure. Do not inflate beyond 40 pounds of air pressure when trying to seat the beads. If both beads are not completely seated when pressure reaches 40 pounds, completely deflate the assembly, reposition the tire and/or tube on the rim, re-lubricate and re-inflate.
3. Inspect both sides of the tire to be sure that the beads are evenly seated.
4. After the beads are fully seated, adjust the tire pressure to meet the operating pressure labeled on the tire sidewall.
5. Replace a tire on a rim with another tire of exactly the same rim diameter designation and suffix letters.
6. Do not mount or use tires, tubes, wheels or rims that are split, cracked, cut or contain signs of other structural defects.
7. Wear leather gloves when removing rocks, glass and other foreign materials from the inside of the tire.

Hazardous Energy Control Program

Lockout Tagout

Identify tasks that may expose workers to hazardous energy.

- Identify and de-energize *all* hazardous energy sources, including those in adjacent

equipment. Lockout and tagout *all* energy-isolating devices to prevent in advertent or unauthorized reactivation or startup.

- Isolate, block, and/or dissipate *all* hazardous sources of stored or residual energy, including those in adjacent equipment.
- Before beginning to work, verify energy isolation and de-energization, including that in adjacent equipment or energy sources.
- After work is complete, verify that all personnel are clear of danger points before re-energizing the system.
- Hazardous energy control among work groups must be coordinated when multiple employers are involved in large projects and when shift changes occur during such activities. Outside contractors should work with the facility owner to make sure that an adequate hazardous energy control program is implemented specifically for contract workers.

Identify and label all hazardous energy sources.

Employers should use jobsite surveys to ensure that *all* hazardous energy sources (including those in adjacent equipment) are identified before beginning *any* installation, maintenance, service, or repair tasks. Hazardous energy includes mechanical motion, potential or stored energy, electrical energy, thermal energy, and chemical reactions. Energy-isolating devices such as breaker panels and control valves should be clearly labeled.

De-energize, isolate, block, and/or dissipate all forms of hazardous energy.

All forms of hazardous energy should be de-energized, isolated, blocked, and/or dissipated before workers begin *any* installation, maintenance, service, or repair work. The method of energy control depends on the form of energy involved and the available means to control it.

Energy is considered to be isolated or blocked when its flow or use cannot occur

To isolate or block energy, take the following steps:

- Disconnect or shut down engines or motors that power mechanical systems.
- De-energize electrical circuits by disconnecting the power source from the circuit.
- Block fluid (gas, liquid, or vapor) flow in hydraulic, pneumatic, or steam systems by using control valves or by capping or blanking the lines.
- Block machine parts against motion that might result from gravity (falling).
- Some forms of energy must also be dissipated after a system has been de-energized. System components such as electrical capacitors, hydraulic accumulators, or air reservoirs may retain sufficient energy to cause serious injury or death— even though the component has been de-energized, isolated, or blocked from the system and locked out.

Energy can be dissipated by taking the following steps:

- Vent fluids from pressure vessels, tanks, or accumulators until internal pressure is at atmospheric levels. However, do not vent vessels or tanks containing toxic, flammable, or explosive substances directly to the atmosphere.
- Discharge capacitors by grounding.
- Release or block springs that are under tension or compression.
- Dissipate inertial forces by allowing the system to come to a complete stop after the machine or equipment has been shut down and isolated from its energy sources.

Establish lockout/tagout programs requiring individually assigned locks and keys to secure energy control devices.

- Workers are assigned individual locks operable by only one key for use in securing energy control devices (breaker panels, control valves, manual over ride switches, etc.).
- Each worker maintains custody of the key for each of his or her assigned locks.
- Each lock is labeled with a durable tag or other means that identifies its owner.
- When work is performed by more than one worker, each worker applies his or her own lock to the energy-securing device. Scissors type hasps made of hardened steel are available to facilitate the use of more than one lock to secure an energy control device.
- All de-energized circuits and systems are clearly labeled with durable tags.
- The worker who installs a lock is the one who removes it after all work has been completed.
- If work is not complete when the shift changes, workers arriving on shift apply their locks before departing workers remove their locks.
- Because tags can be easily removed, they are not a substitute for locks. Workers are safest with a program that uses *both* locks and warning tags to prevent systems from being inadvertently re-energized.

Verify that all energy sources are de-energized before work begins.

Employers should establish and enforce company policies requiring workers to verify that all energy sources are de-energized before repair, maintenance or cleaning work begins. This verification should ensure that all energy sources (including stored energy) are controlled (that is, de-energized, isolated, blocked, and/or dissipated) before work begins. Appropriate testing equipment should be required as needed.

Inspect repair work before re-energizing the equipment.

To ensure that equipment will operate as expected when it is re-energized, employers should require qualified persons to inspect completed installation, maintenance, service, or repair work. The inspection should verify that installation, repairs, and modifications were performed correctly and that the correct replacement parts were used. When equivalent or updated parts must be substituted for original parts, the system may need to be modified. Re-energized equipment should be closely monitored for several operating cycles to ensure that it is functioning correctly and safely.

Make sure that all persons are clear of danger points before re-energizing the system.



MOBILE EQUIPMENT OPERATOR TRAINING

All equipment operators shall be trained how to operate the applicable equipment safely by a competent person. Training shall include:

- ☐ How to recognize, correct and avoid hazards.
- ☐ How to inspect the machine.
- ☐ How to perform function tests.
- ☐ Procedures to familiarize him/herself with the machine.
- ☐ Read the operators manual.
- ☐ How to safely perform assigned tasks.
- ☐ Observation of safe operation
- ☐ Confirmation the employee comprehends the training

EMPLOYEE TRAINING

Employees required to work near operating equipment shall be trained in the hazards associated with working near this equipment. They are to be informed how to maintain a safe distance from the equipment and where safe work zones are located.

EQUIPMENT INSPECTION

Equipment shall be inspected and function tests performed prior to each work-shift by the operator.

Any corrections required shall be reported to the supervisor immediately.

The equipment will be tagged out of operation until corrections/repairs are completed and the supervisor has authorized use.

A qualified mechanic shall perform a comprehensive inspection every 6 months. Documentation of this inspection shall be maintained with the equipment records.

Only qualified mechanics are authorized to perform any maintenance on equipment.

FORKLIFT SAFETY

- 1. All employees are to be properly trained before using any forklift. If an employee operates a forklift without proper training it will be grounds for dismissal.**
- 2. No unauthorized personnel are allowed to ride on any part of the forklift.**
- 3. Seatbelts must be worn at all times when operating a forklift.**
- 4. All employees are prohibited from standing or passing under elevated portions of trucks, whether loaded or empty.**
- 5. Safe distances must be maintained at all times from the edges of elevated ramps or platforms.**
- 6. A forklift must never be operated on uneven rough terrain. They are only to be used on smooth level surfaces.**
- 7. Operators are prohibited from driving up to anyone standing in front of a fixed object.**
- 8. Arms and legs are kept in the running lines of the forklift at all times.**
- 9. Loads are never to exceed the rated capacity of the forklift.**
- 10. When not in operation or parked forks are to be lowered to ground level. The parking brake must be on and key in the off position.**
- 11. Horseplay is strictly forbidden when operating a forklift.**
- 12. Trucks in need of repair should not be operated, reported to a supervisor for service and are removed from service immediately for repair.**

LOCKOUT/TAGOUT FOR ALL AUTOS

- 1. Autos will be shut down and placed in a zero state of energy.**
- 2. You will accomplish the above first parking on level ground and shutting down the engine and the key will be placed in your pocket (no one else should ever have access to the key). You will then set the parking brake and block the wheels. If welding or cutting with a torch is to be done then the battery must be disconnected. All hoist or truck beds must be in the down position. If this cannot be accomplished then chain or block the lifting device with a positive means of support. De-energize all electrical, gas and air systems. Release and block springs that are under compression or tension.**
- 3. Lockout/Tagout all forms of hazardous energy. Make sure only one key exists for each lock and only you hold the key. Verify by testing that all energy sources are de-energized.**

4. Inspect the repair work before removing the Lockout/Tagout.
5. Make sure only you remove the assign lock. It will be grounds for immediate dismissal if any other employee tries to remove a lock or start an engine that has been placed in Lockout/Tagout.
6. Make sure you and your employees are clear of any danger points before re-energizing the system.

Workplace Cell Phone Policy

Work interruptions are a distraction that can result in work errors or accidents. Cell phones are distracting not only because they require attention to operate but because the conversation itself engages the worker's mind on something other than the job at hand. For example a worker might loosen hearing or head protection to speak on the phone or remove their safety gloves to send a text.

OSHA laws have a general duty clause that requires employers to take steps to guard against known risks which could include use of cell phones on the job especially if you know it can cause a safety hazard.

Negligence Laws: A company may face liability for negligence when it fails to take reasonable steps to protect individuals from foreseeable risks and somebody gets hurt as a result. Failing to take reasonable steps might include allowing workers to do their jobs while talking on cell phones.

For the above reasons the following Cell Phone Policy will now be enforced.

Cell Phone Uses While Driving

Electronic devices such as cell phones, IPODS and PDA's can be a source of serious distractions while driving a motor vehicle. Motor vehicle crashes are the No. 1 cause of workplace death and the No. 1 cause of death for people ages 1-35, accounting for about 40,000 deaths each year in the United States.

The two major implications are the safety of the employees and the employer liability. Allowing employees to conduct business on cell phones while driving is to allow a four time increase in crash risk. Recent jury awards have ranged from \$2- \$22 million for accidents caused by drivers using cell phones.

For the above reasons the following Cell Phone Policy will be enforced.

Employees may carry personal cell phones with them on company time or while using company equipment, subject to the following restrictions:

- Prior to carrying personal cell phones during work hours, employees will inform their immediate supervisors.
- All employees who drive a company vehicle will be prohibited from talking or texting while they are driving the vehicle unless the phone is paired with a Factory Installed voice command system such as Ford Sync which provides a hands-free voice activated system for talking, voice to text is not allowed.
- Employees will be held personally and financially responsible for all damages and litigation in event of an accident involving company-owned equipment resulting from employees' use of cell phone.
- Anytime the company or supervisor receives a complaint or suspects that an employee is violating this policy, the company or that supervisor may require the employee to furnish cell phone records for time frame in question so that company can verify or negate the complaint or suspected abuse.
- Employees in violation of this policy may be subject to disciplinary action.

FUELING

1. No employee will fuel an internal combustion engine with flammable liquid while the engine is running.
2. Fuel caps will be replaced and secured before engine is started.
3. When fueling there will always be metal contact between the container and fuel tank.
4. There will be no handling or transfer of gasoline in an open container.
5. There will be no open lights, open flames, sparking or arcing equipment near fueling or transfer or fuel operations.
6. Smoking is prohibited in the vicinity of fueling operations.
7. There will be no fueling in buildings or other enclosed areas that are not specifically ventilated for this purpose.

COMPANY VEHICLE USEAGE

Anderson Auto Group requires that any operators of a company vehicle hold a valid driver's license and maintain a good driving record. Use of a company vehicle must be specifically authorized.

All drivers of company vehicles or hired non-owned vehicles are responsible for reporting any damage or deficiency immediately to the company management and company Safety Support Manager. Repairs, adjustments and maintenance can only be accomplished if the driver adequately documents and reports these items. Failure to report unsafe vehicle conditions can result in an

accident.

Employees operating or riding in company furnished vehicles or personal vehicles on official company business of Anderson Ford, are required to wear safety belts at all times. The driver should instruct the passenger(s) to fasten their safety belts before operating the vehicle.

Employees will never operate a vehicle under the influence, possession or consumption of drugs, including prescription drugs or alcohol.

Any accident involving company vehicles (including private, rented, or leased vehicles used on official company business for Anderson Ford) must be reported to the driver's supervisor or company management immediately. If the driver is unable to make a report, another employee who knows the details of the accident must make a report.

It is an Anderson Auto Group policy that employees should not admit to responsibility for vehicle accidents occurring while on official company business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier.

The state law requires that each driver involved in a vehicle accident must show his/her drivers license to police and other vehicle driver. The driver of Anderson Ford vehicle must obtain the name, address and driver's license number of other vehicle's driver, name of owner of other vehicle, and description of other vehicle from information on its vehicle registration. You should also get the name of other vehicle's insurance carrier and telephone numbers of other vehicle's owner and driver.

REPORTS

Anderson Ford insurance carrier for auto coverage requires us to report any auto loss or property damage to our insurance carrier as soon as possible. Only, by the immediate reporting of loss by our driver to your supervisor or company management can we comply with this requirement.

In addition, a description of damages is needed for completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to Anderson Ford or obtain the name and department of the investigating officer. A printed card titled "In Case of Accident" is kept in each official vehicle to assist in collecting required information.

In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in or attached to the vehicle (or other property) giving the driver's name, address and vehicle license number.

The driver of any Anderson Ford vehicle involved in an accident must also complete a company Motor Vehicle Accident Report and submit it to his/her supervisor within one workday of the accident.

The supervisor will interview the driver and complete the supervisor's portion of the written report. Within two workdays of the accident, the completed form and vehicle must be taken to your supervisor so that damages may be estimated and repairs scheduled.

Forms for obtaining appropriate information about an accident are carried in the vehicle or may be obtained from management. The GM & Safety Committee Chair will receive copies of all reports and will prepare any required OSHA reports and assist driver in the filling out and sending in of any required state accident reports.

FLEET SAFETY RULES

- Do not take chances. To arrive safely is more important than to arrive on time.
- Drivers should be mentally and physically rested and alert prior to each trip.
- Drinking of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs is prohibited.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.
- Traffic laws must be obeyed.
- Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
- Never attempt to exercise the right-of-way; always let the other driver go first.
- Keep to the right except when overtaking slow-moving vehicles or when getting into a position to make left turn.
- Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observed Timed Interval and Following Distance guidelines.
- Turn signals must be used to show where you are heading: while going into traffic and before every turn or lane change.
- Remember, signaling intentions neither gives the driver the right of way, nor guarantees a safe lane change:
- Slow down and watch for children in school zones.
- Vehicles are to be driven by authorized drivers only.
- Do not give rides to hitchhikers or strangers.
- Seat belts should be worn by drivers and passengers.
- Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering particularly. An unsafe vehicle should not be operated until repairs are made.
- Drivers must report all accidents immediately, as required by law and their company rules.
- Drivers must report all arrests and traffic convictions to their company. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.
- Other safe driving rules adopted by our company, prescribed by State or Local Laws or by the applicable D.O.T. Motor Carrier Safety Regulations must be adhered to.
- Comply with state laws regarding use of cell phones, smart phones or computers while driving.

DRUG FREE WORKPLACE

“Anderson Ford is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, Anderson Ford unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of drugs, alcohol, and/or other controlled substances. To ensure worker safety and workplace integrity Anderson Ford prohibits unlawful manufacture, distribution, dispensation, possession, or use of controlled substance by its employees or those who engage or seek to engage in business with Anderson Ford. Any employee found to be in violation of this policy is subject to disciplinary action up to and including termination from employment.” Reference our [**DRUG FREE WORKPLACE POLICY & Return-to-Work Process**](#) for details.

As an AAG employee I hereby testify that I have read and agree to comply with the terms as described in this official AAG Safety Manual document pertaining to safety standards as set forth. I declare my adherence to these standards & to Support the Creation of & Maintaining of a Positive Safety Culture as it relates to my role as an employee in any and all spaces owned by the Anderson Auto Group.

Employee Printed name & then Signature

date

Supervisor Printed name & then Signature

Please return this Signed Form to your People Resource Representative in a timely manner.