



## **DELTECH FURNACES 2016 SAFETY PROGRAM**

# Deltech, Inc.

## >> Safety Policy

It is the policy of Deltech, Inc. that the safety of its employees, customers, and visitors is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. Deltech, Inc. requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the organization's policy manual.

The designated safety coordinator – Deltech's Production Lead - is the primary contact for safety-related matters. All employees will receive an orientation to the safety policy and rules upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to these concerns within five business days.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator, our Engineering Manager (J.J. Stevenson) and I will participate with you in ongoing safety and health program activities.

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

### Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the organization's safety rules at all times

The goal for 2016 is to reinstitute Deltech's formal safety program. The plan to achieve the goal will include reviewing and updating Deltech's existing written plan; implementing a new employee safety orientation and training program; implementing regular safety training for all employees.

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Deltech, Inc.

## >> Safety Coordinator Responsibilities

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Bryan Smith is the designated safety coordinator for Deltech, Inc. and is the primary contact for safety-related matters. All employees are encouraged to bring any unsafe conditions or practices to his attention. He will respond to concerns within five business days.

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### THE PRIMARY RESPONSIBILITIES OF THE SAFETY COORDINATOR ARE TO:

- Oversee implementation of the organization's safety program.
  - Lead by example.
  - Coordinate the new employee orientation and safety training programs.
  - Integrate safety into the day-to-day activities of all employees.
  - In conjunction with the Engineering Manager and President, annually review the organization's safety policy and safety rules and update as necessary.
  - Recommend actions to reduce the frequency and severity of accidents and illnesses.
  - Assist the organization in complying with government standards concerning safety and health.
  - Conduct accident investigations, including hazard identification and corrective actions.
  - Conduct periodic safety inspections to identify unsafe conditions and practices and determine remedies.
  - Make recommendations to management on matters pertaining to safety.
  - Facilitate the development and maintenance of job hazard analyses.
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**President signature:**

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**Date:**

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**Safety Coordinator  
signature:**

\_\_\_\_\_

**Date:**

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Deltech, Inc.

## >> New Employee Safety Orientation Checklist

Employee name: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

### SAFETY CHECKLIST ITEMS/RULES

The new employee and his/her supervisor must initial the following items.

	Employee	Supervisor
1. I have read and someone has explained to me the organization's safety policy, and I understand how my actions can impact its safety goals.		
2. I understand the roles and responsibilities of the company's safety coordinator.		
3. I have read and someone has explained to me the safety rules for the organization and any rules specific to my job position.		
4. The company disciplinary policies have been explained to me.		
5. I have read and signed the New-Employee Designated Provider Notification Letter and understand I must report all injuries to my supervisor immediately.		
6. I understand that if I am injured, I must actively participate in the accident investigation in order to prevent future incidents.		
7. I have received and understand the procedures in case of emergency, including the action plan, evacuation routes and designated meeting location for employees.		
8. I understand the purpose of hazard communication and know the location of the safety data sheets (SDSs) file.		
9. I understand that I will have specific training regarding any tasks that I am expected to perform.		
10. I understand that I am <b>not</b> authorized to use any tools or equipment until I have received formal on-the-job training, testing and approval.		
11. I know where the first aid station and kits are located.		
12. I have been shown the job site facilities (if applicable).		
14. I understand that I am required to wear steel toed shoes or boots at all times. I understand that I am required to wear safety glasses, hearing protection, a dust mask or respirator, and nitrile or leather gloves as required by the assigned task and/or environmental factors.		

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

These safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed by this organization. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance.

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### GENERAL RULES:

**ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor immediately. Falsification of records, including employment applications, time records or safety documentation, is not tolerated.

**HAZARD REPORTING:** Notify any supervisor of any unsafe condition and/or practice.

**ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol is allowed on the work site. Employees must notify their supervisor if they are taking any prescription drugs that might affect their judgment.

**DRIVING:** While driving a vehicle owned by the organization or driving your own vehicle for business purposes, obey all traffic laws and signs at all times. Wear your seat belt at all times. Do not drive over the posted speed limits, and NEVER text and drive.

#### FORKLIFT

- Employees must wear seat belts when operating a forklift.
- Do not allow passengers to ride on the forklift unless a passenger seat with seat belt is available.
- Do not use a forklift to elevate workers unless an approved elevating platform is properly attached to the mast and forks.

**LIFTING:** When you are required to lift an item, always seek mechanical means (forklift, lift table, pallet jack, etc.) first. If an item must be lifted manually, please refer to the detailed lifting safety rules before performing the task.

**FALLS:** Do not stand on furniture to reach high places; always use a ladder or a step stool of adequate height.

Use handrails when ascending or descending stairs or ramps.

When working above a lower level (4 feet in general industry, 6 feet in construction) with unprotected sides, edges or openings, protect yourself by use of guardrails or an approved personal fall-arrest system (e.g., lanyard, harness, anchor point). More specific rules must be reviewed and training must be completed prior to performing work above a lower level.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE):

Appropriate PPE must be worn at all times. PPE will be allocated and training completed as necessary based on each job task. Training requirements and specific PPE are listed in detail in the job-specific safety rules. However, every production employee is required to wear steel toed shoes or boots both on Deltech and customer premises.

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### EQUIPMENT MAINTENANCE

- Only authorized personnel may work on equipment.
  - Authorized personnel must follow the proper lockout/tagout procedures.
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### ANGLE, PORTABLE and DIE GRINDERS AND SANDERS

- Always wear safety goggles or other eye protection when using these tools.
- When grinding always keep guard in place.
- Use only grinding wheels having a maximum operating speed at least as high as "NO LOAD RPM" marked on the tool's nameplate. This precaution also applies to any accessory on any tool.
- Before using, inspect recommended accessory for cracks or flaws. If a crack or flaw is evident, discard the wheel!
- When starting the tool with a new or replacement wheel installed, hold the tool in a well-protected area and let it run for one minute. If the wheel has an undetected crack or flaw, it should burst in less than one minute.
- Never start the tool with a person in line with the wheel. This includes the operator.
- Always use guards with depressed-center or flaring cup grinding wheels.
- Clean your tool out periodically.
- When using a 3 wire sander or grinder on job sites where arc or resistance welding is being performed, the cord set on this tool could be damaged by heavy welding currents using the cord as a parallel return path. To maintain the protection the ground wire provides, the cord should be inspected frequently.

### ARC WELDERS

#### ***Burn Prevention***

- Wear protective clothing – leather (or asbestos) gauntlet gloves, hat and high safety-toe shoes. Button shirt collar and pocket flaps, and wear cuff-less trousers to avoid entry of sparks and slag.
- Wear helmet with safety goggles or glasses with side shields underneath, appropriate filter lenses or plates (protected by clear cover glass).
- Avoid oily or greasy clothing. A spark may ignite them.
- Hot metal should never be handled without appropriate gloves.
- Ear plugs should be worn when working in a confined space.
- Flammable hair preparations should not be used by persons intending to weld or cut.
- PROTECT EYES FROM EXPOSURE TO ARC. Never look at an electric arc without protection.
- Welding helmet or shield containing a filter plate shade no. 9 or denser must be used when welding. Place over face before striking arc.
- Protect filter plate with a clear cover plate.
- Cracked or broken helmet or shield should NOT be worn.
- Cracked, broken or loose filter plates must be replaced IMMEDIATELY.
- Flash goggles with side shields MUST be worn under the helmet to give some protection to the eyes should the helmet not be lowered over the face before an arc is struck.
- Provide face shields for all persons who will be looking directly at the weld.
- See that all persons working in the area are wearing flash goggles.
- Before starting to weld, make sure that the screen flaps or bay doors are closed.

### ***Toxic Fume Prevention***

- NEVER ventilate work area with oxygen.
- Lead, cadmium, zinc, mercury, and beryllium bearing and similar materials, when welded (or cut) may produce harmful concentrations of toxic fumes. Adequate local exhaust ventilation must be used, or each person in the area as well as the operator must wear an air-supplied respirator. For beryllium, both must be used.
- Metals coated with or containing materials that emit toxic fumes should not be heated unless coating is removed from the work surface, the area is well ventilated or the operator wears an air-supplied respirator.
- Gas leaks in a confined space should be avoided. Leaked gas in large quantities can change oxygen concentration dangerously. Do not bring gas cylinders into a confined space.
- Do not weld where chlorinated solvent vapors can be drawn into the welding or cutting atmosphere or where the radiant energy can penetrate to atmospheres containing even minute amounts of trichlorethylene or perchlorethylene.
- Generator engine exhaust must be ventilated to the outside air. Carbon monoxide can kill.

### ***Shock Prevention***

- Exposed hot conductors or other bare metal in the welding circuit, or ungrounded, electrically-HOT equipment can fatally shock a person whose body becomes a conductor. DO NOT STAND, SIT, LIE, LEAN ON, OR TOUCH a wet surface when welding without suitable protection.
- Fully insulated electrode holders should be used. Do NOT use holders with protruding screws.
- Fully insulated lock-type connectors should be used to join welding cable lengths.
- Terminals and other exposed parts of electrical units should have insulating covers secured before operation.
- Electrode wire becomes electrically HOT when the power switch of gas metal-arc welding equipment is ON and welding gun trigger is pressed. Keep hands and body clear of wire and other HOT parts.
- Safety devices such as interlocks and circuit breakers should not be disconnected or shunted out.

### ***Fire and Explosion Prevention***

- Causes of fire and explosion are: combustibles reached by the arc, flame, flying sparks, hot slag or heated material; misuse of compressed gases and cylinders; and short circuits.
- Be aware that flying sparks or falling slag can pass through cracks, along pipes, through windows or doors, and through wall or floor openings. Sparks and slag can fly 35 feet.

### ARC WELDERS -Fire and Explosion Prevention continued.

- Keep equipment clean and operable, free of oil, grease, and (in electrical parts) of metallic particles that can cause short circuits.
- If combustibles are in area, do NOT weld or cut. Move the work if practicable or move the combustibles at least 35 feet away from reach of sparks and heat.
- Walls touching combustibles on opposite sides should not be welded on (or cut). Walls, ceilings and floor near work should be protected by heat resistant covers or shields.
- After work is done, check that area is free of sparks, glowing embers, and flames.
- An empty container that held combustibles, or that can produce flammable or toxic vapors when heated, must never be welded on or cut.
- Hollow castings or containers must be vented before welding or cutting. They can explode.
- Never weld or cut where the air may contain flammable dust, gas or liquid vapors (such as gasoline).
- Do not overload arc welding equipment. It may overheat cables and cause fire.
- Loose cable connections may overheat or flash and cause a fire.
- Never strike an arc on a cylinder or other pressure vessel. It creates a brittle area that can cause a violent rupture or lead to such a rupture later.

### *Compressed Gas Equipment*

#### **Pressure Regulators**

- Regulator relief valve is designed to protect only the regulator from overpressure; it is not intended to protect any downstream equipment. Provide such protection with one or more relief devices.
- Never connect a regulator to a cylinder containing gas other than that for which the regulator was designed.
- Remove faulty regulator from service immediately for repair (first close cylinder valve).
- Do NOT attempt repair. Send faulty regulators to manufacturer's designated repair center.

#### **Cylinders**

- Cylinders must be handled carefully to prevent leaks and damage to their walls, valves, or safety devices.
- ICC or DOT markings must be on each cylinder.
- Use only cylinders with name of gas marked on them; do not rely on color to identify gas content. NEVER deface or alter name, number or other markings on a cylinder.
- Empty cylinders: Keep valves closed, replace caps securely; mark.
- MT; keep them separate from FULLS and return promptly.
- Never use a cylinder or its contents for other than its intended use; NEVER as a support or roller.
- Chain or secure cylinders upright when a regulator (and hose) are connected to it.
- Keep cylinders clear of areas where they may be struck.
- Do NOT lift cylinders off the ground by their valves or caps, or by chains, slings or magnets.
- Do NOT expose cylinders to excessive heat, sparks, slag and flame, etc. that may cause rupture.



### ***Compressed Gas Equipment-Pressure Regulators continued***

- Do not allow contents to exceed 130°F. Cool with water spray where such exposure exists.
- Do NOT use a hammer or metal wrench to open a cylinder valve that cannot be opened by hand. Notify your supplier.
- Never try to mix any gases in a cylinder.
- Never refill any cylinder.
- Cylinder fittings should never be modified or exchanged.

### **Hose**

- Never use hose other than that designed for the specified gas.
- Use ferrules or clamps designed for the hose (not ordinary wire or other substitute), as a binding to connect hoses to fittings.
- No copper tubing splices. Use only standard brass fittings.
- Avoid long runs to prevent kinks and abuse. Suspend hose off ground to keep it from being run over and/or stepped on.
- Coil excess hose to prevent kinks and tangles.
- Protect hose from damage by sharp edges, and by sparks, slag, and open flame.
- Examine hose regularly for leaks, wear, and loose connections. Immerse pressured hose in water; bubbles indicate leaks. Do NOT use tape for repair.

### **BENCH GRINDERS**

- Examine grinding wheels for cracks or other damage before operating.
- Do not over-tighten wheel nuts.
- Use only wheel flanges furnished with grinder.
- Mount the grinder securely to prevent damage.
- Do not force work against the grinding wheel!
- Stop grinder before making adjustments.
- Always use guards and eye shields.
- Adjust distance between wheel and work rest to maintain 1/16 inch or less separation as the diameter of the wheel decreases with use.
- Use grinding wheel suitable for speed of grinder.
- Do not operate grinder when flammable fumes are present. Sparks from the grinding wheel or motor brush could ignite fumes.

### **DRILL PRESSES**

- Always use protective goggles or glasses.
- See to it that the work piece is securely fastened at the table. Never use your hand to hold the work piece.
- See to it that the switch is in the OFF position when changing tools or when cleaning the machine.
- Use faultless tools and the correct speed and feed for the tool.
- See to it that the drill head and the table are thoroughly damped before starting up the machine.

### ELECTRICAL POWERED TOOLS

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, sheers, knives, grinders, irons and presses.
- Do not carry plugged-in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray-booth.
- Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not connect multiple electrical tools into a single outlet.
- Do not run extension cords through doorways, holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cord.
- Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
- Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
- Do not operate a power hand tool or portable appliance if the ground pin from the three pronged power plug is missing or has been removed.

### GARAGE DOORS

- *Do not adjust or modify the garage door spring. Call for professional maintenance.*
- Do not operate the garage door when persons or other objects are in its path of closure.

### HAND TOOLS

- Use tied-off containers to keep tools from falling off of scaffolds and other elevated work platforms.
- Keep the blades of all cutting tools sharp.
- Tag worn, damaged or defective tools "Out of Service" and do not use them.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.

### HAND TOOLS continued...

- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not use "cheaters" on load binders or "boomers".
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

#### **Chisels**

- Keep the cutting edge of the chisel sharp.
- Do not use chisels with damaged striking ferrules.
- Hold a chisel with a tool holder if possible.
- Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel.

#### **Clamps**

- Do not use the C-clamp for hoisting materials.
- Do not use the C-clamp as a permanent fastening device.

#### **Files/Rasps**

- Do not use a file as a pry bar, hammer, screwdriver or chisel.
- When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.

#### **Hammers**

- Use a claw hammer for pulling nails and driving nails.
- Do not strike nails or other objects with the cheek of the hammer.
- Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
- Do not strike one hammer against another hammer.
- Do not use a hammer if your hands are oily, greasy or wet.
- Do not use a hammer as a wedge, a pry bar or for pulling large spikes.
- Use only a sledge-type hammer on a striking face wrench. Do not hammer on a file.

#### **Knives/Sharp instruments**

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Store knives in knife blocks or in sheaths after use. Retract utility blades into handle. Do not use knives with dull blades.
- Do not use honing steels that do not have disc guards.
- Do not attempt to catch a falling knife.

### **Knives/Sharp instruments continued...**

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Store knives in knife blocks or in sheaths after use. Retract utility blades into handle.
- Do not use knives with dull blades.
- Do not use honing steels that do not have disc guards.
- Do not attempt to catch a falling knife.

### **Pliers**

- Do not attempt to force pliers by using a hammer on them.
- Do not slip a pipe over the handles of pliers to increase leverage.
- Use pliers with insulated handles for electrical work.
- Do not use pliers that are cracked, broken or sprung.
- When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

### **Snips**

- Wear safety glasses or safety goggles when using snips to cut materials.
- Wear work gloves when cutting materials with snips.
- Do not use straight cut snips to cut curves.
- Keep the blade aligned by tightening the nut and bolt on the snips.
- Do not use snips as a hammer, screwdriver or pry bar.
- Use the locking clip on the snips after use.

### **SAWS – GENERAL**

- Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw if the blade is not taut.
- Do not use a saw that has dull saw blades.
- Keep hands and fingers away from the saw blade while using the saw.
- Do not carry a saw by the blade.
- When using a hand saw, hold the work piece firmly against the work table.
- Do not use woodworking equipment such as circular saws, radial saws or jointers if they do not have guards on the saw blade.
- Keep control of saws by decreasing downward pressure at the end of the stroke.
- Clamp work when using a hole saw.

### **Screwdrivers**

- Always match the size and type of screwdriver blade to fit the head of the screw.
- Do not hold the work piece against your body while using a screwdriver.
- Do not put your fingers near the blade of the screwdriver when tightening a screw.
- Use an awl, drill or a nail to make a starting hole for screws.
- Do not force a screwdriver by using a hammer or plier on it.
- Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
- Use a screwdriver that has an insulated handle for electrical work.
- Do not use a screwdriver if your hands are wet, oily or greasy.
- Do not use a screwdriver to test the charge of a battery.
- When using a spiral ratchet screwdriver, push down firmly and slowly.

### **Vises**

- When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, saw horse or box.
- Position the work piece in the vise so that the entire face of the jaw supports the work piece.
- Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
- Do not slip a pipe over the handle of a vise to gain extra leverage.

### HAZARDOUS MATERIALS

- Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
- Do not use chemicals from unlabeled containers and unmarked cylinders.

### HOUSEKEEPING

- Do not place material such as boxes or trash in walkways and passageways.
- Sweep up shavings from around equipment such as drill presses, or by using a broom and a dustpan.
- Do not block or obstruct exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Keep walking surfaces of elevated platforms such as storage shelves clear of tools that are not being used.
- Remove protruding nails or bend them down into the lumber by using a claw hammer.
- Return tools to their storage places after use.
- Do not use gasoline for cleaning purposes.

### LADDERS AND STEP LADDERS

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right.
- When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- Do not move a rolling ladder while someone is on it.
- Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- Do not carry items in your hands while climbing up or down a ladder.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
- Do not use a ladder as a horizontal platform.

### LIFTING PROCEDURES

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or ask for assistance from a co-worker.
- If assistance is required to perform a lift, use hoist, overhead crane, forklift or dolly as needed.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges.
- Hold objects as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.

### LIFTING PROCEDURES continued...

- 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.
- Set down objects in the same manner as you picked them up, except in reverse.
- 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.
- Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck.
- Do not lift over the walls or tailgate of the truck bed.

### PERSONAL PROTECTIVE EQUIPMENT

- Approved safety glasses must be worn at all times in production areas. Visitors must be provided with and wear approved safety glasses through the duration of their visit.
- Steel-toed boots are required while working in production areas.
- Wear approved face shields and protective clothing including gloves and apron when operating welding equipment.
- Wear earplugs or earmuffs in areas where equipment is being operated.

### PNEUMATIC TOOLS

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the airline before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect airline when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

### SAWS SPECIFIC

#### **TABLE SAW**

- Keep guards in place and in working order.
- Always wear eye protection.
- Ground all tools.
- Remove adjusting keys and wrenches before operation.
- Keep work area clean.
- Don't use in damp or wet locations.
- Don't force the tool.
- No loose clothing, gloves, neckties, rings, bracelets, or other jewelry which can get caught in moving parts. Wear protective hair covering to contain long hair.

SAWS SPECIFIC continued...

### **CIRCULAR SAWS**

- Always hold the work firmly against the miter gage or fence.
- Never use the fence as a cut-off gage when cross-cutting.
- Move the rip fence out of the way when cross-cutting.
- Always use a push stick for ripping narrow stock.
- Avoid kickbacks (work thrown back toward you) by:
  - 1) Keeping blade sharp.
  - 2) Keeping rip fence parallel to saw blade.
  - 3) Keeping splitter and anti-kickback fingers and guard in place when operating.
  - 4) Not releasing work before it is pushed all the way past the saw blade.
  - 5) Not ripping work that is twisted or warped or does not have a straight edge to guide along the fence.
- Avoid awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool.
- Always keep hands and fingers away from the blade. Never stand or have any part of your body in line with the path of the saw blade.
- Never reach behind or over the cutting tool with either hand for any reason.
- Feed work into blade or cutter against the direction or rotation of the blade of cutter only.
- Do not feed the material too fast while cutting. Feed the material only fast enough for the blade to cut.
- Never attempt to free a stalled saw blade without first turning the saw OFF.
- Never start the saw with the workpiece pressed against the blade.
- Never turn the saw ON before clearing the table of all objects (tools, scraps of wood, etc.).
- Always stop the saw before removing scrap pieces from the table.
- Never perform layout, assembly or set-up work on the table while the saw is operating.
- Provide adequate support to the rear and sides of the saw table for wide or long work pieces.
- Never use solvents to clean plastic parts. Only a soft, damp cloth should be used.

### **BAND SAWS**

- Never wear gloves while operating.
- Never operate machine without safety glasses.
- Never operate machine without saw blade guards in place.
- Never operate machine before closing band wheel door covers.
- Never operate machine from rear.
- Never remove cut-off pieces while machine is running.
- Avoid contact with coolant, especially guard your eyes.
- Bring adjustable saw guide and guard as close to your work as possible.
- Disconnect all electrical power before servicing.
- Do not service, repair or adjust machine without proper instruction from your supervisor and without reading and fully understanding the instruction manual.
- Secure band wheel cover door before changing saw blades or repairing machine.



SAWS SPECIFIC continued...

### **BAND SAWS continued...**

- Close and secure band wheel covers before tensioning band or starting machine.
- Keep hands away from moving saw blades and vise area.
- Use extreme care in handling blades.
- Do not measure, position or feed material with the saw blade running.
- Do not use a tool or attachment to do a job for which it is not recommended. Do not alter a tool.
- Check for and replace damaged parts.
- Avoid accidental starting by ensuring that the tool is in the OFF position before plugging it in.
- Do not abuse the cord. Never carry by the cord or unplug it by yanking cord from outlet. Keep cord away from heat, oil, sharp objects, cutting edges and moving parts.

### **RADIAL ARM SAW**

- Keep guards in place and in proper alignment and working order.
- Remove adjusting keys and wrenches.
- Don't force tool.
- Do not wear loose clothing or jewelry.
- Use safety goggles or glasses with side shields.
- Use face or dust mask if cutting operation is dusty.
- Wear ear plugs or muffs during extended periods of operation (beyond one minute).
- Don't overreach.
- Use clamps or a vise to hold work when practical.
- Avoid damp or wet locations.
- Make sure switch is in the OFF position before plugging in.
- Never stand on tool.
- Feed work into a blade or cutter against the directions of rotation of the blade or cutter only.
- Never leave tool running unattended.
- 

### **PANEL SAW**

- Make sure the power unit is grounded through the three wire cord that comes on the unit.
- Use safety glasses or face mask when running machine.
- Do not wear gloves or loose clothing or jewelry.
- Keep hands away from and out from under saw carriage at all times.
- Disconnect and lock power off before changing saw blades or making any adjustments.
- Always use a sharp saw blade; if in doubt, replace it with a new blade.
- Heavy material must not be dropped onto the roller carriage.
- Panels being cut horizontally must always be fed against the rotation of the saw blade.

# Deltech, Inc. Safety Rules

I, (print name) \_\_\_\_\_, understand the safety rules of Deltech, Inc. and agree to act in accordance with the safety rules at all times while working. I am aware that the violation of any rule is cause for stern disciplinary action, which could include termination of employment.

**Employee Signature:**

**Date:**

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# Deltech, Inc.

## Office Safety Rules

### General Safety Rules

- Report all safety problems immediately.
- Do not attempt to repair any office equipment or systems.
- Maintain a neat and sanitary office environment.

### Electrical Safety

- Electrical cords should be examined on a routine basis for fraying and exposed wiring. Particular attention should be paid to connections behind furniture because files and bookcases may be pushed tightly against electrical outlets, severely bending the cords at the plugs.
- Electrical appliances must be designed and used in accordance with UL requirements.

### Use of Extension Cords

- Extension cords are for temporary use only and are not to be used as replacements for permanent wiring.
- Extension cords shall be kept in good repair, free from defects in their insulation. They will not be kinked, knotted, abraded or cut.
- Extension cords shall be placed so that they do not present a tripping or slipping hazard.
- Extension cords shall not be placed through the doorways of doors that can be closed, which could damage the cords.
- All extension cords shall be of the grounding type (three-conductor type).

### Housekeeping

Good housekeeping is an important element of accident prevention in offices. Poor housekeeping may lead to fires, injuries to personnel or unhealthy working conditions. Mishaps caused by the fall of heavy cartons, office equipment and supplies could also be a source of serious injuries to personnel.

- Passageways in offices should be free and clear of obstructions. Proper layout, spacing and arrangement of equipment, furniture and machinery are essential.
  - All aisles within the office should be kept free of obstructions.
  - Chairs, files, bookcases and desks must be replaced or repaired if they become damaged. Damaged chairs can be especially hazardous. Filing cabinet drawers should always be kept closed when not in use. Heavy files should be placed in the bottom file drawers.
  - Materials stored within supply rooms must be neatly stacked and readily reachable by adequate aisles. Care should be taken to stack materials so that they will not topple over. Under no circumstances will materials be stacked within 18 inches of ceiling fire sprinkler heads or Halon nozzles. Materials shall not be stored so that they project into aisles or passageways in a manner that could cause tripping or hinder emergency evacuation.
-

# GENERAL SAFETY INSPECTION CHECKLIST

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

	YES	NO	N/A	COMMENTS/ACTIONS
<b>GENERAL</b>				
1. Job safety and health poster, and communications and emergency numbers posted				
2. Records of recent inspections and safety meetings available				
3. Adequate provisions for first aid and/or medical attention				
<b>HOUSEKEEPING &amp; FACILITIES</b>				
1. Are stairways, aisles and access ways kept clear				
2. Are trash containers provided and emptied on a regular basis				
3. Are materials stored properly				
4. Are spills cleaned up immediately				
5. Are walkways to the facility clear of ice and snow and illuminated				
6. Are the gutters/downspouts adequate to draw water/ice away from walkways				
7. Are open-sided edges longer than 4 feet protected by guardrails or covers				
<b>PERSONAL PROTECTIVE EQUIPMENT</b>				
1. Eye protection is being used and adequate				
2. Head protection is utilized as needed				
3. Respirators are used when needed and stored correctly at other times				
4. Gloves are being used when needed				
5. Proper clothing is being worn, including foot protection				
6. Hearing protection is available and used				
7. All PPE kept in sanitary and reliable condition				
<b>HAZARD COMMUNICATON</b>				
1. Does the facility have a written hazard communication program				
2. Does the facility have a complete list of SDSs available				
3. Are chemicals properly labeled				
4. Have employees received hazard communication training				
<b>HAND &amp; POWER TOOLS</b>				
1. Are proper tools being used for the job				
2. Are tools being maintained in a safe condition				
3. Are mechanical guards in place				
4. Is proper training provided for users of the tool(s)				
<b>ELECTRICAL</b>				
1. Are electrical panels/circuits labeled and free of storage in front of panels				
2. Are electrical extension cords in good repair, grounded and not used as permanent wiring				
3. Are energized electrical parts protected from contact with other hazards				
4. Are outdoor receptacles GFCI protected and are receptacles within 6 feet of water GFCI protected				
<b>MATERIAL HANDLING</b>				
1. Have all chains and/or slings been inspected for defects and labeled or taken out of service if inadequate				
2. Have all forklifts been inspected before use				
<b>FIRE PROTECTION</b>				
1. Are flammable/combustible liquids stored in approved storage cabinets				
2. Have the facility sprinkler/ fire alarm systems been inspected within the past 12 months				
3. Do sprinklers have 18 inches of vertical clearance from stored materials				
4. Are building evacuation maps posted				
5. Are fire extinguishers and emergency lighting fixtures properly placed				
6. Is access to fire hydrants and extinguishers unobstructed				
7. Are doors/ passages unobstructed				

**Other comments or recommendations:**

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# OFFICE SAFETY INSPECTION CHECKLIST

Facility Location: \_\_\_\_\_ Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

	YES	NO	CORRECTIVE ACTION	PERSON RESPONSIBLE	DUE DATE
<b>HOUSEKEEPING/STORAGE</b>					
Are all stairways, aisles and access ways kept clear of trip hazards and not used for storage?					
Are walkways in each room, office, cubicle, and hallway free of trips hazards, such as cords, boxes, and files?					
Is lighting adequate in stairways, walkways, storage rooms, closets, and housekeeping areas to prevent a trip/fall?					
Is general housekeeping in good order? <i>Look for unnecessary debris, trip hazards, loose carpet, excessive accumulations of dust, standing water, other spilled liquids, etc.</i>					
Are file cabinets loaded properly to avoid being too top heavy creating a tipping hazard?					
Are materials stored properly to avoid falling? Are materials stored on shelves properly to avoid falling? Are heavy materials stored between knee and chest height to prevent shoulder and back strains?					
Are parking lots, sidewalks, or other exterior walking surfaces free from defects that could cause a trip/fall?					
<b>WINTER HOUSEKEEPING</b>					
Are walkways leading to and from the facility adequately maintained to minimize slips and falls from ice and snow?					
Are entryways maintained to minimize slips and falls from water and melted ice or snow?					
Are the building's gutters, downspouts and ice melting cords in proper condition and adequate to draw water and ice accumulation away from walkways?					
Is ice melt or sand readily available near exits that are likely to accumulate ice?					
<b>EMERGENCY PREPAREDNESS/FIRE PROTECTION</b>					
Are building evacuation drawings that indicate exit routes and staging areas for assembly outside the building up to date and posted near doorways?					
Are all fire doors to storage, telephone equipment and power rooms in working order, unobstructed and closed? <i>Open fire doors increase the speed at which fire spreads and allow smoke to circulate more freely, causing an increased risk to both occupants and equipment.</i>					
Are doors and passageways that may be mistaken for emergency exits marked "Not An Exit" to minimize possible confusion?					
Are fire extinguishers installed in appropriate locations? Are extinguishers clearly marked and unobstructed by equipment or materials? <i>ABC-rated dry chemical extinguishers are appropriate in most areas. Extinguishers should be distributed to limit employee travel distance to 75 feet or less.</i>					
Are hand-held extinguishers mounted on walls as opposed to being stored on the ground or in file cabinets? <i>OSHA requires portable fire extinguishers to be mounted on a wall. Extinguishers stored on the ground are likely to be moved and not returned to the same location, causing the extinguisher to not be located where expected when needed during an emergency.</i>					
Are wall, floor and ceiling penetrations for cables, wires, pipes and mechanical systems, such as ductwork, sealed to prevent the spread of fire and smoke? <i>Sealed wall penetrations prevent the spread of fire and smoke from one room to another. Penetrations can be sealed with drywall, fire retardant pipe seal or firestop pillows.</i>					

	YES	NO	CORRECTIVE ACTION	PERSON RESPONSIBLE	DUE DATE
<b>EMERGENCY PREPAREDNESS/FIRE PROTECTION (CONTINUED)</b>					
<p><b>Have the facility's sprinkler and/or fire alarm systems been inspected in the past 12 months? Is the fire suppression system tagged to verify this inspection?</b>  <i>Additional inspection requirements may apply according to local regulations.</i></p>					
<p><b>Have fire extinguishers been inspected within the past 12 months?</b>  <i>Extinguishers should each have attached inspection tags indicating that they have been inspected within the last 12 months.</i></p>					
<b>ELECTRICAL</b>					
<p><b>Are electrical panels and circuit breakers labeled?</b>  <i>The wording on the label of a panel or circuit should adequately identify the panel and circuits so emergency personnel or the operating engineer can rapidly identify them for emergency shutdown or disaster recovery. Standardize names given to on-site panels to avoid confusion.</i></p>					
<p><b>Are all circuit panels unobstructed and accessible to employees? Is the space in front of all circuit panels not less than 36 inches deep and 30 inches wide and free of stored materials?</b></p>					
<p><b>Are extension cords used for temporary use only?</b>  <i>OSHA and the National Electric Code do not allow extension cords to be used as permanent wiring. Only use surge protectors on equipment (computers, printers, etc.) when recommended by the manufacturer.</i></p>					
<p><b>Are receptacles located within six feet of a water supply (sink, shower, pool) protected by ground fault circuit interrupters (GFCIs)?</b>  <i>Ground fault protection is required in these areas due to the additional electrical hazards in wet environments.</i></p>					
<p><b>Are electrical appliances grounded?</b>  <i>Look for missing ground prongs on cord ends.</i></p>					
<p><b>Are computer and other equipment cords in proper condition?</b>  <i>Look for damaged cord insulation, missing ground prongs on cord ends, and cord repairs made with tape.</i></p>					
<p><b>Are surge protectors or electrical receptacles not overloaded with cords? Check for daisy chaining of surge protectors or cords.</b></p>					
<p><b>Are portable space heaters used? Are they UL listed? Is there adequate space surrounding the heater for heat dissipation?</b></p>					
<b>MISCELLANEOUS SAFETY ISSUES</b>					

## Facility Safety Inspection Checklist

Facility Location: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Preparedness	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are building evacuation drawings that indicate exit routes and staging areas for assembly outside the building up to date and posted near doorways?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are all fire doors to storage, telephone equipment and power rooms in working order, unobstructed and closed?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Open fire doors increase the speed at which fire spreads and allow smoke to circulate more freely, causing an increased risk to both occupants and equipment.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are doors and passageways that may be mistaken for emergency exits marked "Not an Exit" to minimize possible confusion?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are fire extinguishers installed in appropriate locations and not further than 150 feet apart? Are extinguishers clearly marked and unobstructed by equipment or materials? Have the extinguishers been inspected within the past 12 months?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>ABC-rated dry chemical extinguishers are appropriate in most areas. They should each have attached inspection tags that indicate they have been inspected within the last 12 months.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are hand-held extinguishers mounted on walls as opposed to being stored on the ground or in file cabinets?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>OSHA requires portable fire extinguishers to be mounted on a wall. Extinguishers stored on the ground are likely to be moved and not replaced in the same location, causing the extinguisher to not be where expected when needed during an emergency.</p>

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## Facility Safety Inspection Checklist

Fire Protection	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are wall, floor and ceiling penetrations for cables, wires, pipes and mechanical systems (such as ductwork) sealed to prevent the spread of fire and smoke?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Sealed wall penetrations prevent the spread of fire and smoke from one room to another. Penetrations can be sealed with drywall, fire retardant pipe seal or firestop pillows.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Are flammable and combustible liquids stored in approved flammable storage cabinets?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Quantities of flammable and combustible liquids in excess of the following quantities should be stored in approved flammables storage cabinets:</p> <ul style="list-style-type: none"> <li>25 gallons of Class IA liquids (flashpoint below 73 degrees F. and boiling point below 100 degrees F.)*</li> <li>120 gallons of Class IB, IC, II or III (flashpoint below 73 degrees F. and boiling point above 100 degrees F.)*</li> </ul> <p>*Refer to the product's Material Safety Data Sheet (MSDS) to determine its flammability/combustibility class.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Have the facility's sprinkler and/or fire alarm systems been inspected in the past 12 months? Is the fire suppression system tagged to verify this inspection?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Additional inspection requirements may apply according to local regulations.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Do sprinkler heads have at least 18 inches of vertical clearance from material stored below?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>This clearance is required by OSHA and is necessary for proper functioning of the sprinkler system.</p>

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## Facility Safety Inspection Checklist

Hazard Communication	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Does the facility have a written Hazard Communication program, including a complete chemical list and file of Material Safety Data Sheets (MSDSs) for chemicals used and stored in the facility? Are these MSDSs accessible to all employees, visitors and contractors for review upon request? Does the written program describe how the employer will meet the requirements of OSHA's Hazard Communication standard?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>MSDSs should be on file for solvents, fuels, batteries, cleaners, lubricants and other potentially hazardous materials.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are all chemical containers properly labeled with the identity of the chemical, the name and address of the manufacturer, and appropriate hazard warnings such as corrosiveness, toxicity or flammability?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Have all employees received training on the hazardous chemicals in their work area?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>OSHA's Hazard Communication standard requires employers to provide training to employees that addresses:</p> <ul style="list-style-type: none"> <li>The requirements of the OSHA Hazard Communication standard.</li> <li>Location of the company's written Hazard Communication program, Material Safety Data Sheets and chemical lists.</li> <li>Methods to detect the presence or release of a hazardous chemical in the work area.</li> <li>The physical and health hazards of the chemicals in the work area.</li> <li>Measurements employees can take to protect themselves from these hazards.</li> <li>A detail of the employer's chemical labeling system.</li> </ul> <p>Refer to 29 CFR 1910.1200, OSHA's Hazard Communication standard, for more information and a complete list of requirements.</p>

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## Facility Safety Inspection Checklist

Housekeeping	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are all stairways, aisles and access ways kept clear of trip hazards and not used for storage?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are walking/working surfaces and storage areas free of potential fall hazards? Are open-sided edges or other fall hazards in excess of four feet protected by handrails, guardrails or covers?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Areas to look out for include stairways, mezzanines, loading docks and mechanic's pits.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Is general housekeeping in good order?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Look for unnecessary debris, trip hazards, excessive accumulations of dust, standing water, other spilled liquids, etc.</p>

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## Facility Safety Inspection Checklist

Winter Housekeeping	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Are walkways leading to and from the facility adequately maintained to minimize slips and falls from ice and snow?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Are the building's gutters, downspouts and ice-melting cords in proper condition and adequate to draw water and ice accumulation away from walkways?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Is ice melt or sand readily available near exits that are likely to accumulate ice?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>

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## Facility Safety Inspection Checklist

Electrical	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are electrical panels and circuit breakers labeled? Are outdoor circuit breaker panels secured with locks?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>The wording on the label of a panel or circuit should adequately identify the panel and circuits so emergency personnel or the operating engineer can rapidly identify them for emergency shutdown or disaster recovery. Standardize names given to on-site panels to avoid confusion.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are all circuit panels unobstructed and accessible to employees? Is the space in front of all circuit panels not less than 36 inches deep and 30 inches wide and free of stored materials?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are extension cords used only temporarily?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>OSHA and the National Electric Code do not allow extension cords to be used as permanent wiring. Only use surge protectors on equipment (computers, printers, etc.) when recommended by the manufacturer.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are outdoor receptacles and receptacles located within six feet of a water supply (sink, shower, pool) protected by ground fault circuit interrupters (GFCIs)?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Ground fault protection is required in these areas due to the additional electrical hazards in wet environments.</p>

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## Facility Safety Inspection Checklist

Tools and Equipment	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are tool and equipment cords in proper condition?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Look for damaged cord insulation, missing ground prongs on cord ends and cord repairs made with tape.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Do tools and equipment have appropriate guarding in place?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Saw blades, flywheels, belts, chains, pulleys, gears and electrical conductors are examples of equipment typically requiring guarding.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><b>Are tools and equipment in proper condition?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Look for dull or damaged tools, damaged ladders, "homemade" equipment modifications, etc.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>Is eye protection available and worn during operations that create hazards from flying particles, liquid chemicals or potentially injurious light radiation?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>Eye protection should be worn while performing any cutting, grinding, nailing, spraying or welding operations. The ANSI Z87.1 designation on the eyewear indicates approved eye protection.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p><b>If respiratory protection is required, has the employer established and implemented a written respiratory protection program with site-specific procedures?</b></p> <p>Corrective Action: _____</p> <p>Person Responsible: _____ Due Date: _____</p> <p>For information on respiratory protection programs, consult 29 CFR 1910.134(c) of OSHA's safety regulations. If respiratory protection is not required but used voluntarily by employees, the employer should provide the employees with a copy of Appendix D of 29 CFR 1910.134, OSHA's Respiratory Protection standard.</p>

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# Facility Safety Inspection Checklist

Miscellaneous Safety Issues
<b>Safety Issue:</b> _____ Corrective Action: _____ Person Responsible: _____ Due Date: _____
<b>Safety Issue:</b> _____ Corrective Action: _____ Person Responsible: _____ Due Date: _____
<b>Safety Issue:</b> _____ Corrective Action: _____ Person Responsible: _____ Due Date: _____
<b>Safety Issue:</b> _____ Corrective Action: _____ Person Responsible: _____ Due Date: _____
<b>Safety Issue:</b> _____ Corrective Action: _____ Person Responsible: _____ Due Date: _____

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# FIRE SAFETY INSPECTION CHECKLIST

Facility: \_\_\_\_\_ Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

*Taken from the OSHA Small Business Handbook, U.S. Dept. of Labor*

**This checklist is by no means all-inclusive. You should add to it as necessary and delete portions or items that do not apply to your operations.**

	YES	NO	N/A	COMMENTS/ACTIONS
<b>GENERAL WORK ENVIRONMENT</b>				
1. Is your local fire department acquainted with your facilities				
2. If you have a fire alarm system, is it certified as required				
3. If you have a fire alarm system, is it tested at least annually				
4. Are fire doors and shutters in good operating condition				
5. Are fire exits unobstructed and protected against obstructions				
6. Are fire door and shutter fusible links in place				
7. Are sprinkler heads protected by metal when exposed to potential damage				
8. Is an 18-inch clearance maintained below sprinkler heads				
9. Are fire extinguishers mounted in readily accessible locations				
10. Are fire extinguishers recharged regularly and noted in inspection log				
11. Are fire extinguishers checked monthly when flammables are present				
12. Are all work sites clean and orderly				
13. Is combustible scrap/debris stored safely and removed from worksite				
14. Is combustible dust cleaned up with a vacuum system				
15. Are covered metal waste cans used for oily and paint-soaked waste				
16. Are paint spray booths, dip tanks, etc., cleaned regularly				
17. Are fire watchers assigned during welding				
18. Before hot work is begun, are used drums, barrels, tanks and other containers so thoroughly cleaned that no substances remain that could explode, ignite or produce toxic vapors				
<b>WALKWAYS</b>				
1. Are aisles and passageways kept clear				
2. Are changes of direction or elevations readily identifiable				
<b>EXITS OR EGRESS</b>				
1. Are all exits marked with signs and illuminated by lights				
2. For exits that are not apparent, are the directions marked with signs				
3. Are doors/stairways that are neither exits nor access to exits, but could be mistaken for exits, marked NOT AN EXIT				
4. Are EXIT sign letters at least 5 inches high and ½ inch wide				
5. Are exit doors side-hinged				
6. Are exits kept free of obstruction				
7. Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive or explosive substances				
8. Are there sufficient exits to permit prompt escape in case of emergency				
9. Do exit doors open outward, to a level surface or stairs				
10. Are emergency lights provided and inspected				
11. Do all exits operate during a power failure				
12. Are exits checked regularly for blockage from outside				
<b>EXIT DOORS</b>				
1. Are doors that are required to serve as exits designed and constructed so that the direction of exit travel is obvious and direct				
2. Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort				
3. Is a revolving, sliding or overhead door prohibited from serving as a required exit door				
4. Where panic hardware is installed on a required exit door, will it allow the door to open when a force of 15 pounds or less is applied				
5. Are doors on cold storage rooms provided with an inside release mechanism that releases the latch and opens the door even if locked				
6. Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic				



	YES	NO	N/A	COMMENTS/ACTIONS
<b>SPRAYING OPERATIONS</b>				
1. Is adequate ventilation ensured before spray operations are started				
2. Is mechanical ventilation provided during spraying				
3. Is the spray area free of hot surfaces				
4. Is the spray area at least 20 feet from flames/sparks/ignition sources				
5. Do solvents used for cleaning have a flash point of 100 F or more				
6. Are fire control sprinkler heads kept clean				
7. Are NO SMOKING signs posted in spray areas				
8. Is the spray area kept clean of combustible residue				
9. Are spray booths constructed of metal/masonry or other noncombustible material				
10. Are spray booth floors and baffles noncombustible and easily cleaned				
11. Is the spray booth completely ventilated before use of drying apparatus				
12. Are lighting fixtures located outside spray booth, and are interior lights sealed				
13. Are the electric motors for exhaust fans placed outside booth or ducts				
14. Are belts and pulleys inside the booth fully enclosed				
15. Do ducts have access doors to allow cleaning				
16. Do all drying spaces have adequate ventilation				
<b>FLAMMABLE &amp; COMBUSTIBLE MATERIALS</b>				
1. Are combustible scrap, debris and waste stored in covered metal receptacles and removed from the worksite promptly				
2. Are approved labeled containers and safety cans used for the storage and handling of flammable and combustible liquids				
3. Are all connections on drums and combustible liquid piping vapor- and liquid-tight				
4. Are all flammables kept in closed containers when not in use				
5. Are bulk drums of flammables grounded/bonded to containers during dispensing				
6. Do storage rooms for flammables have explosion-proof lights				
7. Do storage rooms for flammables have mechanical or gravity ventilation				
8. Is liquefied petroleum stored/handled in accordance with safe practice				
9. Are NO SMOKING signs posted on liquefied petroleum tanks				
10. Are liquefied petroleum tanks guarded to prevent damage from vehicles				
11. Are solvent wastes kept in fire-resistant, covered containers until they are removed from the worksite				
12. Are fuel gas cylinders and oxygen cylinders separated by a 20-foot distance, or by fire-resistant barriers while in storage				
13. Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammables and within 10 feet of inside storage				
14. Are extinguishers free from obstructions or blockage				
15. Are NO SMOKING signs posted where appropriate in areas where flammable or combustible materials are used or stored				
16. Are all spills of flammable liquids cleaned up promptly				
17. Are NO SMOKING rules enforced in hazardous flammable areas				
<b>ELECTRICAL</b>				
1. Are multiple plug adaptors prohibited				
2. Are extension cords prohibited from being run through doors/windows				
3. If you have electrical installations in hazardous dust or vapor areas, do they meet the National Electric Code for hazardous locations				
4. Is exposed wiring/frayed cord repaired and replaced promptly				
5. Are flexible cords and cables free of splicing or taps				

		YES	NO	N/A	COMMENTS/ACTIONS
<b>FUELING</b>					
1.	Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running				
2.	Are fueling operations done so that spillage will be minimal				
3.	When spillage occurs during fueling, is the spilled fuel washed away completely (or are other measures taken to control vapors) before restarting the engine				
4.	In fueling operations, is there always metal contact between the container and the fuel tank				
5.	Are fueling hoses of a type designed to handle the specific fuel				
6.	Is it prohibited to handle or transfer gasoline in open containers				
7.	Are smoking, open lights, open flames, sparking or arcing equipment prohibited near fueling or fuel transfer operations				
8.	Are fueling operations prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose				
9.	Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type				
10.	Are TURN OFF ENGINE and NO SMOKING signs posted at fuel islands				
11.	Is a fire extinguisher available in case of emergency				
12.	Are fuel tanks properly labeled NO SMOKING				
13.	Are aboveground tanks protected from spills				

# Deltech, Inc.

## >> Job Hazard Analysis Worksheet

Job:

Analysis by:

Reviewed by:

Approved by:

Date:

Date:

Date:

**Sequence of Tasks**

**Potential Accidents or Hazards**

**Preventative Measures**

# Deltech, Inc.

## >> Safety Rule Violation

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TYPE OF VIOLATION:**

\_\_\_\_\_

**RESULT OF VIOLATION:**

\_\_\_\_\_

**DISCIPLINARY ACTION:**

\_\_\_\_\_

Upon hire, I, (print name) \_\_\_\_\_, agreed to act in accordance with the safety rules of Deltech, Inc. at all times while on the job, and I understand that the disciplinary action I am receiving is a result of my violation of one or more of the organization's safety rules.

Workers' compensation benefits, by law, can be reduced by 50 percent if a work-related injury or illness is a result of a safety rule violation. In addition, any future safety rule violations may result in suspension without pay and/or termination.

**Employee signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Deltech, Inc.

## >> Claims Management Procedures

- 1) In the event of a work-related injury or illness, the injured worker must report it to his/her supervisor immediately.
- 2) If the injured employee needs immediate medical attention, he/she will be driven or sent to the nearest hospital or clinic.
- 3) Once notified of an injury, the supervisor will give the injured worker a copy of the Designated Provider List Notification Letter. *Be sure to have the employee sign and date this letter. Keep a copy in your personnel files and give a copy to the employee.*
- 4) If the injury is not an emergency, an appointment will be made with the injured worker's selection of the designated medical provider as soon as possible.
- 5) Report the claim within 24 hours to Pinnacol Assurance. This can be done on Pinnacol's website ([www.pinnacol.com](http://www.pinnacol.com)), by phone at 800.873.7242, or by fax at 800.361.5000.
- 6) In the event of a work-related fatality, OSHA (800.321.6742) must be notified within eight hours and work-related in-patient hospitalizations, amputations, or an employee's loss of an eye must be reported to OSHA within 24 hours.
- 7) In the event of an injury that results in a fatality or an accident in which three or more employees are injured, the Colorado Division of Workers' Compensation (303.318.8700) must be notified immediately.
- 8) Documented accident investigations will be conducted following all work-related injuries. The supervisor or safety coordinator will be responsible for interviewing the injured employee and all witnesses.
- 9) Management will use information from the accident investigation to identify and implement changes that may help prevent future incidents.
- 10) For an employee who is not working due to an injury, management will contact the injured employee at least once a week to answer questions, keep the injured employee informed of organization activities and discuss return-to-work options.
- 11) Following an injured worker's medical visit, the employer will obtain a copy of the medical providers' status report.
- 12) Modified duty procedures will be as follows:
  - The employee's supervisor will determine if the employee can return to his/her regular job duties within his/her medical restrictions.
  - If the employee is unable to return to regular job duties, the supervisor will determine if the employee's position can be temporarily modified to accommodate the restrictions.
  - If the job cannot be modified, management will evaluate other tasks the employee may be able to perform until the employee is released to regular work duty or placed at maximum medical improvement (MMI).
  - If the employee is unable to return to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee returns to work as soon as possible.
- 13) If required, an entry will be made on the OSHA 300 Log for all cases involving medical treatment.
- 14) Complete records will be kept for all workers' compensation claims.

**Claims Administrator's signature:**

**Date:**

# Deltech, Inc.

## >> Employee Accident Report

To be completed by the injured employee.

Employee name:

Phone:

Employer: Deltech, Inc.

Title:

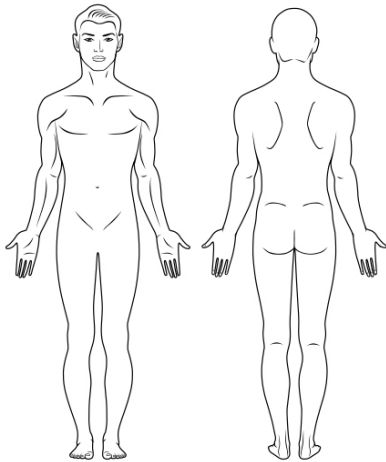
Date of accident:

Time of accident:

Address and location of accident:

Please explain step-by-step how the accident occurred:

Describe the affected body parts:



Identify possible causes for the accident and if/how it could have been avoided:

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Deltech, Inc.

## >> Witness Statement

Witness name:

Phone:

Date of accident:

Time of accident:

Address and location of accident:

---

I saw the accident. Please explain step-by-step how the accident occurred:

---

I did not see the accident occur but can provide additional information about the scene and other factors and/or unusual conditions that may have led up to the accident:

---

Identify possible causes for the accident and if/how it could have been avoided:

---

Identify witnesses or others in the surrounding area:

---

Witness signature: \_\_\_\_\_

Date: \_\_\_\_\_

Statement take by (name of interviewer if applicable): \_\_\_\_\_

---

**If applicable please draw a diagram of the accident below:**



# >> Management Accident Investigation Report

- Injury – first aid only
- Injury – medical treatment

- Property damage
- Near miss – record only

Injured employee:  
Assigned department:  
Date of accident:  
Date accident was reported:  
Address and location of accident:

Occupation:  
Supervisor:  
Time of accident:  
Witnesses:

**SUMMARY:** Describe the accident. Use photos or sketches if necessary.

**ANALYSIS:** Identify possible causes for the accident and if/how it could have been avoided.

**RECOMMENDATIONS:** Outline any possible corrective actions that may prevent the recurrence of similar accidents.

**ACTION TAKEN:** Describe measures taken by management to improve the system (employee training, new equipment, changes in safety policies, changes in operating procedures, etc.) and to prevent occurrence of similar accidents.

CORRECTIVE ACTION	ASSIGNED TO	DATE IMPLEMENTED	NOTES

Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Report reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## >> Sample Accident Investigation Questions

### HOW

- How does the injured employee feel now?
- How did the injury occur?
- How could this accident have been prevented?

### WHO

- Who was injured?
- Who saw the accident?
- Who was working with the injured person?
- Who had assigned the person to the work task?
- Who had trained the person on the hazards and protective measures for this task?
- Who else was involved?

### WHAT

- What were the causal factors of the accident?
- What were the injuries?
- What was the person doing when injured?
- What had the person been instructed to do?
- What tools was the person using?
- What machinery was involved?
- What training had been given?
- What specific precautions were necessary?
- What personal protective equipment was being used?
- What personal protective equipment should have been used?
- What will be done to prevent a recurrence?
- What safety rules were in place to prevent this type of accident?
- What safety rules were being followed?
- What were the environmental conditions (e.g., lighting, floor surface, etc.)?

### WHEN

- When did the accident occur?
- When did the person start this task?
- When was the person assigned to this department?
- When had the supervisor last checked on the job progress?

### WHY

- Why was the person injured?
- Why did the person do what he/she did?
- Why wasn't protective equipment used?
- Why weren't specific instructions issued?
- Why didn't the person check with the supervisor when he/she noted things weren't as they should be?
- Why did the person continue to work under these circumstances?

### WHERE

- Where did the accident occur?
- Where was the person at the time of the accident?
- Where was the supervisor at the time?
- Where were fellow workers at the time?