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Provided by: Utica National Insurance Group

**The following template for an Employee Safety Manual sets out a range of provisions that could be included and/or customized as appropriate for your operation/business.**

[Insert your business name] recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by [Insert your business name]’s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

[Insert your business name] is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all employees.

We value our employees, not only as employees, but also as human beings critical to the success of their families and the local community.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and [Insert your business name] policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, [Insert your business name] will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, [Insert your business name] subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds [Insert your business name] in higher regard with patients and increases productivity. This is why [Insert your business name] will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of [Insert your business name] is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of [Insert your business name] will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, along with working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at [Insert your business name] must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

President Risk Manager

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The primary responsibility of the employees of [Insert your business name] is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey ’s rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction ***NOT*** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

***NO EMPLOYEE IS EVER REQUIRED*** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

**General Safety Rules**

**Cellphone Use**

* Use of cellphones while driving is strictly prohibited. This includes all functions of the device including, but not limited to, phone calls, text messaging/SMS, email, MMS, internet use and camera use.
* Regular callers must be informed that the driver will not be available while driving and should be notified beforehand of the best times to call based on driving schedule.
* Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker to call back at a more appropriate time.
* [Insert your business name] is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee’s responsibility, even if the ticket is issued while conducting business for [Insert your business name].
* Note that cellphone driving laws vary greatly by state, and it is the employee’s responsibility to be familiar with and abide by such laws. This is especially important for employees who travel on company business. Some states have laws banning all drivers from talking on handsets but permit the use of headsets.

**Conduct**

Horseplay is forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

**Drugs and Alcohol**

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

**Housekeeping**

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

* Aisles and exits
* Fire extinguishers and emergency equipment
* All electrical breakers, controls, and switches

**Injury Reporting**

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of Workers’ Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

[Insert your business name] provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor’s care while she/he remains productive. Employees are required to return to work immediately upon release.

**Seat Belts**

Seat belt laws vary by state. Regardless of state rules, [Insert your business name] requires the driver and all passengers to wear a seat belt.

**Off-Site Safety**

1. Employees of [Insert your business name] are required to follow all safety and security procedures during off-site visits.
2. If your contact person does not advise you regarding safety hazards, consider the following:

* Emergency exit location(s);
* Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs);
* When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment will be in the possession of the [Insert your business name] employee and not provided by the client;
* Wear shoes that support your feet and are slip resistant;
* Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

[Insert your business name] is committed to providing safety and health related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return-to-work program
9. Any OSHA required training not included or addressed above

**Periodic Inspections**

It is the policy of [Insert your business name] that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of all safety policies and procedures.

All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

**Incident Reporting**

1. Any work-related injury or suspected injury must be reported to your supervisor, Job Site Foreman and to Human Resources. A **[insert form name]** form must be completed. Failure to promptly report an injury may result in a loss of workers’ compensation benefits or disciplinary action.
2. Human Resources will issue a **[insert form name]** for the injured employee to take to the treating medical practitioner. The employee must return this form to Human Resources by the next business day.
3. After each practitioner appointment, the employee must report to their supervisor and Human Resources to review their progress.
4. [Insert your business name] provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We believe that such absences cost both [Insert your business name] and our employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

[Insert your business name] has a workers’ compensation program available for employees who have suffered work-related injuries. The program’s administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

[Insert your business name] wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return-to-Work program, which includes transitional or light duty work. The Return-to-Work program is temporary, not to exceed six months.

**Employee Procedures**

* All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
* If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
* You must complete and sign a Report of Injury or Illness form.
* When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return-to-Work Evaluation form. Regardless of the choice of physicians, the Return-to-Work form must be completed for each practitioner visit. [Insert your business name] will not accept a general note stating only that you are to be off work.
* Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
* If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers’ compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
* Employees who are unable to work and whose absences [Insert your business name] approves, must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
* If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return-to-Work Evaluation form and Return-to-Work Request / Physician’s Authorization form.
* Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
* Employees must provide a Return-to-Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
* Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the Human Resources Department.

**General Emergency Guidelines**

* Stay calm and think through your actions
* Know the emergency numbers:
* Fire/Police/Ambulance 911
* Internal Emergency Number **(Insert number if applicable)**
* Human Resources **(Insert number or extension)**
* Page **(Insert number and instructions if applicable)**
* Operator “0”
* Know where the exits are located.
* In the event of any emergency, do not take elevators; use the stairs.
* Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not be reprimanded if you act in good faith, and it turns out to be a false alarm.”
* First aid supplies and emergency equipment are located **(insert location)** for use by those who are authorized and properly trained.

**Evacuation**

* Employees will be notified of a possible fire either by the fire alarm system or by a paged announcement.
* Upon becoming aware of a possible fire, employees should immediately evacuate the jobsite. 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. (Note: never use elevators during possible fire situations).
* Supervisors should be the last persons to leave the area. Check the jobsite 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 through Human Resources.
* Upon exiting the building, all personnel should report for a head count.
* If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
* Employees should stay together in a group so that periodic updates on the situation can be issued.
* The order to re-occupy a jobsite or building will be issued by the incident commander.
* In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

**Fire Safety**

* Alert other persons in the immediate hazard area.
* Activate a fire alarm or call **(insert name)** to page an emergency announcement.
* If you have been trained, you can decide to use a fire extinguisher following these instructions:

**P**=Pull the safety pin.

**A**=Aim the nozzle at the base of the fire.

**S**=Squeeze the operating lever.

**S**=Sweep side to side covering the base of the fire.

*\* When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\* Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

* Have someone notify the incident commander of where the emergency is located. They will relay this information to the fire department.

**Medical Emergency**

* Upon discovering a medical emergency, call 911.
* Notify the supervisor 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.
* Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
* Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
* Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

**Severe Weather**

* The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately page the following announcement: **[insert announcement]**. (This announcement will be repeated three times).
* Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with them. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

**FIRE DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POLICE DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMERGENCY MEDICAL SERVICES (AMBULANCE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOSPITAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOCTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Insert your business name] does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or other persons doing business with us. Any form of harassment related to an employee’s race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, or national origin; sexual advances; requests for sexual favors; and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

* Unwelcome sexual flirtation, advances or propositions;
* Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability or sexual orientation;
* Explicit or degrading verbal comments about another individual or their appearance;
* The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
* Any sexually offensive or abusive physical conduct;
* The taking of or the refusal to take any personnel action based on an employee’s submission to or referral of sexual overtures; and
* Displaying cartoons or telling jokes that relate to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough to do so, tell the harasser that their actions are not welcome, and they must stop.
2. Report the incident immediately to your supervisor or the Human Resources department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given [Insert your business name]’s obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

[Insert your business name] has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination.

* Any employee who feels that they have been threatened should immediately report their concern to their supervisor and to Human 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 Human Resources 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.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by [Insert your business name] upon request.

The following chart serves as a guideline for evaluating an employee’s motor vehicle record (MVR). An employee with an MVR grade of “poor” may not be insurable by our insurance carrier. If driving is a required part of an employee’s position at [Insert your business name], the inability to be insured could jeopardize employment. Note that any major violation will result in a poor score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minor Violations** | **Number of at-fault accidents** | | | |
|  | 0 | 1 | 2 | 3 |
| 0 | Clear | Acceptable | Borderline | Poor |
| 1 | Acceptable | Acceptable | Borderline | Poor |
| 2 | Acceptable | Borderline | Poor | Poor |
| 3 | Borderline | Poor | Poor | Poor |
| 4 | Poor | Poor | Poor | Poor |
| Any major violation | Poor | Poor | Poor | Poor |

##### 

|  |  |
| --- | --- |
| **Minor Violations** | **Major Violations** |
| All moving violations not listed as a major violation. | * Driving under influence of alcohol/drugs * Failure to stop/report an accident * Reckless driving/speeding contest * Driving while impaired * Making a false accident report * Homicide, manslaughter or assault arising out of the use of a vehicle * Driving while license is suspended/revoked * Careless driving * Attempting to elude a police officer |

**Hazard Communication**

1. All [Insert your business name] employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards, and general safe handling guidelines. At [Insert your business name], the SDS collection is located at [insert location]. Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals:

* Read all label warnings and instructions.
* Follow instructions for quantity. More does not mean better.
* Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
* Always wash your hands after handling chemicals.
* If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
* Any questions or concerns regarding chemicals should be reported to your jobsite manager and Human Resources.

1. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Health Hazard**  Description: Health Hazard  • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity | **Flame**  Description: Flame  • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides | **Exclamation Mark**  Description: Exclamation Mark  • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer | **Gas Cylinder**  Description: Gas Cylinder  • Gases under pressure | **Corrosion**  Description: Corrosion  • Skin corrosion/burns • Eye damage • Corrosive to metals | **Exploding Bomb**  Description: Exploding Bomb  • Explosives • Self-reactives • Organic peroxides |
| **Flame Over Circle**  Description: Flame Over Circle  • Oxidizers | **Environment\***  Description: Environment  • Aquatic toxicity  *\*under EPA jurisdiction* | **Skull & Crossbones**  Description: Skull and Crossbones  • Acute toxicity (fatal or toxic) |

**Bloodborne Pathogens**

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

**Respiratory Protection**

1. Do not perform operations requiring respirators unless you have been approved for use of respirators, fitted, and trained in the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
4. Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
5. Store respiratory equipment in a clean and sanitary location.

**Lockout/Tagout**

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER - DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag or both applied to an energy control device it means “Keep your hands off.”

1. Do not perform any maintenance, inspection, cleaning, adjusting, or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and your personal key with you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working on or in the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use their own padlock along with lock-out tongs to lock out the equipment. When the work is completed, they must remove only their own lock.)
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

**Personal Protective Equipment (PPE)**

Inspect PPE prior to each use and never use damaged PPE. You are required to maintain and keep PPE clean.

1. Safety Glasses – Must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.
2. Gloves – Work gloves must be worn at all times when handling sharp objects, welding or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
3. Welding – Appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
4. Respirators – Only employees trained and authorized to use respirators are allowed to perform jobs that require them.
5. *Hearing Protection* – Required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss). This is less noise output than that of average traffic, most power tools, or a shotgun blast. Tinnitus (also known as “ringing in the ears”) is a common injury when working in areas with excess noise without wearing proper hearing protection. This can be permanent in addition to hearing loss, so protection is a must.

**Respirable Crystalline Silica**

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 µg/m3) came into effect on June 23, 2018. Starting on this date, employees must follow ’s written exposure plan for respirable silica at all times. Also starting on this date, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year will be offered medical examinations at least once every three years. These medical examinations will be offered to employees exposed to silica levels at or above OSHA’s action level for respirable silica (25 µg/m3) for 30 or more days a year beginning on June 23, 2020.

**Fire Prevention**

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within any facility.
3. Hot work must be approved prior to the start of work.

**Electrical Safety**

1. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
2. Turn electrical appliances off with the switch, not by pulling out the plug.
3. Turn all appliances off before leaving for the day.
4. Never run cords under rugs or other floor coverings.
5. Any electrical problems should be reported immediately.
6. The following areas must remain clear and unobstructed at all times:

* Exit doors
* Aisles
* Electrical panels
* Fire extinguishers

**Lifting**

1. Plan the move before lifting to ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.
5. Position your feet 6-12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand in an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. 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.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. 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.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

**Using Lifts, Hoists and Jacks**

1. Check oil levels before using machinery.
2. Do not block lift or hoist control valves in open or shut positions.
3. Place machines in neutral and then release the parking brake when operating with an electric vehicle pusher.
4. Use the correct jack for the task at hand.
5. Do not go underneath a machine that is not properly supported.

**Housekeeping**

1. Do not place materials, such as boxes or trash, in walkways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dustpan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment, such as fire extinguishers or fire alarms.
6. Straighten or remove rugs and mats that do not lie flat on the floor.
7. Remove protruding nails.
8. Return tools to their storage places after using them.
9. Use caution signs or cones to barricade slippery areas, such as freshly mopped floors.

**Machine Guarding**

1. It is your responsibility to know who is permitted to remove a safeguard and under what circumstances it is acceptable to remove it.
2. Ask your supervisor who to contact if a safeguard is damaged, missing, provides inadequate protection or has become a hazard.
3. Employees may face disciplinary actions for removing or tampering with guards.
4. Replace guards before starting the machine, after making adjustments or repairs.

**Flammable and Combustible Liquids**

Employees at [Insert your business name] may use gasoline, diesel fuel, solvents, thinners, cleaners, adhesives, paints, waxes, and polishes as part of the job. These products can cause fires that result in serious injuries, if not handled properly. Follow these work practices when handling flammable or combustible liquids:

1. Do not store flammable liquid containers next to exit aisles and doors.
2. Always comply with [Insert your business name] drainage procedures to control spills.
3. Flammable and combustible liquids may only be dispensed with the approved pumps.
4. Do not transfer liquid unless another employee is available to stop the transfer in the event of a spill.
5. Welding, flame cutting, soldering and any other flame-, heat- or spark-producing work is not allowed within 25 feet of flammable liquids (storage and use areas).
6. Smoking is strictly prohibited around these chemicals.

**Welding/Cutting/Brazing**

1. Obey all signs posted in the welding area.
2. Do not leave oily rags and paper in the welding, cutting or brazing area.
3. Do not perform "hot work” within 50 feet of containers labeled "Flammable" or "Combustible."
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease, or other lubricants on the regulator.
7. "Blow Out" hoses before attaching the torch.
8. Ignite torches with friction lighters only; do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work-shift.
11. Do not wear contact lenses when welding.
12. Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
13. Wear clothing made of cotton, wool or non-synthetic fibers and long sleeve shirts, long pants, boots, and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding, place the floor fan behind you to keep fumes away from your face.
16. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

**General Auto Body Rules**

1. No smoking or eating while performing work.
2. Before eating or drinking, wash your hands with soap and water.
3. Wear safety glasses when working on a brake drum or rotor.
4. Use the rear engine start and stop buttons to control the engine when making repairs.
5. When reaching in and around the engine or changing oil, apply barrier cream on your arms to prevent oil from penetrating your skin.
6. Use flexible tubing to vent exhaust fumes to the outdoors when running an engine while the shop doors are closed.
7. Keep your work area clean and tidy at all times.
8. Always have emergency safety devices nearby in case you need them, including fire extinguishers.
9. Know how to use your tools for the task for which they are designed.
10. Do not attempt to make repairs if you are not physically strong enough to complete them. If you have any physical limitations that may cause you to not be able to complete your work, alert your supervisor immediately.
11. Do not crawl underneath an improperly supported vehicle.
12. Disconnect one of the battery cables or remove power fuses when doing electrical repairs. This will prevent shorts that can start a fire or damage the wiring.
13. Do not disconnect or unplug electrical connectors while an engine is running.
14. Loose clothing, jewelry and bulky gloves are prohibited. If your hair is long, it must be tied back to prevent tangling injuries.
15. Always keep an eye out for moving parts – drive belts, pulleys, fans, etc.
16. Do not open a radiator cap when the engine is hot.
17. Always wear some form of eye protection to keep dirt and debris, acid, metal chips and refrigerant out of your eyes.
18. Hearing protection must be worn when working with pneumatic tools or when grinding, sawing, drilling, etc.
19. An OSHA-approved breathing protection device must be worn when working with chemicals that give off aromatic compounds. This mask will be provided for you.
20. Use caution when opening fuel lines on a fuel-injected vehicle.

**Working with Hydraulic Lifts**

1. Follow the operating instructions provided by the lift's manufacturer.
2. Wear eye protection when working under vehicles to block dirt, debris, and parts from entering your eyes.
3. Use, and never by-pass, the safety latches on the hydraulic lift contact pads.
4. Do not stand in front of vehicles that are being driven onto the lift.
5. Do not raise the lift with anyone inside the vehicle.
6. 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 vehicle into your service bay.
7. Do not use a lift that has cracked contact pads, cracked lift arms or any other visible damage.
8. Do not leave the controls unattended while the lift is in motion.
9. Do not block or "tie open" the lift's control while the lift is in motion.
10. Do not use the engine or transmission supports or stands as a substitute for jack stands.
11. If the vehicle begins to slip off the lift, run in the opposite direction of the fall, but not toward a wall or work bench where you could become trapped between the object and the vehicle.
12. Before you lower the vehicle, remove tool trays, jack, engine, and transmission stands and any other obstruction from under the vehicle.

**General Machine Safety**

1. Do not remove, alter, or bypass any safety guards or devices when operating mechanical equipment, such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mills, punch presses or when bending or forming materials.
2. Do not try to stop a workpiece as it goes through a machine. If the machine becomes jammed, disconnect the power before clearing.
3. Read and obey safety warnings posted on or near machinery.
4. Do not wear loose clothing, jewelry, or ties in the machine shop.
5. Long hair must be contained under a hat or hair net, regardless of gender.

**Hand Tool Safety**

1. Tag worn, damaged or defective tools as "Out of Service" and do not use them.
2. Do not use a tool if the handle surface has splinters, burrs, cracks, or splits.
3. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels, or files in your pocket unless the tool or your pocket is sheathed.
6. Do not perform "make-shift" repairs to tools.
7. Do not throw tools from one location to another or from one employee to another.
8. Transport hand tools in toolboxes or tool belts; do not carry tools in your hand or clothing when climbing.

**Spray Booth Painting and Paint Mixing Safety**

Spray painting tasks put you at risk of exposure to hazardous substances contained in the paints. You are also exposed to the risk of fire, explosions, and excess noise from machinery. These exposures can cause nausea, skin irritation, rashes, burns, lung problems and even death.

1. Use a spray booth to guard against vapors and debris within your breathing zone. A spray booth can also provide maximum protection against explosion hazards, as coatings contain flammable substances that are aerosolized when sprayed with power equipment.
2. Hearing protection must be worn when working with air powered tools. Safety goggles and dust masks or respirators must also be worn to protect against dust particles that form when using grinding and sanding equipment.
3. Personal protective equipment (PPE) must be worn during spray painting tasks. This includes a half-mask respirator with an organic vapor cartridge, eye protection, a paint suit and chemical protective gloves.

* Respirators must form a tight seal on your face.
* Gloves must be changed on a regular basis to ensure that you are receiving optimal protection.
* Goggles or a face shield must be worn when using a half-mask; otherwise, a full face respirator will suffice.

1. Label all unused or surplus substances and label all chemicals that are moved from their original containers.
2. All spray-painting supplies must be kept in the designated storage area.
3. Spray guns must be cleaned according to the manufacturer’s recommendations.
4. Always keep paint and solvent containers covered to reduce chemical emissions into the air.

**General Spray-Painting**

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray-painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled “Flammable" or in an explosive atmosphere, such as paint spray booths or rooms.
5. Perform all spray-painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

**Fueling**

1. Turn the vehicle off before refueling.
2. Do not smoke while refueling a vehicle.
3. If you spill fuel on your hands, wash them with soap and water.
4. Clean up small spills from around fuel tanks with paper towels. If a large fuel spill occurs, do not walk through it; follow the company's reporting and cleaning procedure.

**Asbestos Dangers**

Many brakes and clutches used in more recent models of automobiles do not contain asbestos; however, this dangerous chemical has not been completely eliminated from auto parts. [Insert your business name] requires employees to take precautions against asbestos dangers to protect your health and safety, including:

1. Cleaning up spills of brake dust or contaminated solutions by HEPA vacuuming or wet mopping.
2. Brake dust systems will be maintained on a regular basis by checking and replacing seals, nozzles and other hardware, contaminated filters, and solutions.
3. Reporting mechanical problems immediately to your supervisor.
4. Disposing of asbestos-contaminated materials in accordance with state and federal regulations.
5. No eating, drinking, or smoking is permitted in the brake and clutch work area.
6. Frequently washing your hands, as well as changing clothes that are soiled, will reduce asbestos dangers. It is also recommended that you change your clothes before leaving for the day to avoid bringing asbestos into your home environment.

**Occupational Dermatitis Dangers**

Occupational dermatitis is classified as an inflammation of the skin that results after exposure to irritating chemicals in the workplace. The skin reacts in one of two ways: (1) Contact Dermatitis – irritants cause an immediate reaction on the skin that occurs only once. (2) Sensitization Dermatitis – irritants cause a delayed reaction after repeated exposure to dangerous chemicals. Chemicals such as crude petroleum can cause dermatitis, if you do not take the necessary precautions to protect your skin, including:

1. Keeping the work area clean and tidy. All floors and machines will be cleaned on a daily basis.
2. Containers must be clearly labeled, notifying of any hazards and precautions required when working with the chemical.
3. Employees are required to attend company trainings on how to properly handle dangerous chemicals. These sessions will address the following: precautions, processes acceptable in remaining safe and minimizing exposure strategies.
4. PPE must be worn to minimize skin irritation. Select protection that is made of materials that are appropriate for the chemical(s) being used.
5. Keep PPE clean and in good repair.
6. Use protective creams for added protection against chemicals. Thoroughly wash your hands and arms before applying these products.
7. Wash your hands at least every two hours when handling chemicals.

Cellphone/Electronic Device Use

Location:

Effective Date:

Revision Number: 2

Purpose

[Insert your business name] recognizes that employees are our most valuable asset and that they are the most important contributors to our continued growth and success. Thus, we are firmly committed to employee safety and will do everything possible to prevent workplace accidents.

Crashes attributed to driver distraction are quickly on the rise, in large part because of widespread use of cellphone and other portable electronic devices behind the wheel. In fact, according to the National Highway Traffic Safety Administration, each year distraction-related deaths represented about 16 percent of total traffic fatalities. Researchers across the country have found that response times and attentiveness while using a mobile device are as low as those of drunk drivers. In fact, because of the dramatically increased risk of injury and death that comes with texting while driving, the Occupational Safety and Health Administration (OSHA) has stated that companies’ legal obligation to create and maintain a safe and healthful workplace includes having a clear, unequivocal, and enforced policy against the hazard of texting while driving. To protect employees driving on company business as well as others on the road, [Insert your business name] developed this Cellphone/Electronic Device Use Policy, effective [insert date].

Scope and Applicability

The Cellphone/Electronic Device Use Policy applies to all employees of [Insert your business name] who fit any or all of the following criteria:

Driving on [Insert your business name] business in any vehicle, personal or otherwise

Driving a company car, whether on company business or not

Placing work-related calls, whether driving on company business or not

Using a company-issued cellphone or other electronic device while driving

Definitions

Cellphone (also known as a mobile phone, smart phone, handheld cell, or handset): A mobile electronic device that engages in telecommunications including voice calls, text messaging/short message service (SMS) and/or email. Cellphones also may include features like complete Internet access, games, multimedia messaging service (MMS), instant messaging (IM) service, cameras, radios, and global positioning systems (GPS). Any device that engages in these functions is included in this policy.

Electronic device: In this policy, electronic device means any portable apparatus that involves user interaction. This includes, but is not limited to, laptops, GPS systems, and cameras.

Headset (also known as hands-free): An extension of the cellphone either connected to the handset via cord or wirelessly through Bluetooth technology that allows the user to engage in voice communication without holding onto the cellphone itself.

Procedures

The following procedures apply to all [Insert your business name] employees falling under the conditions outlined above in “Scope and Applicability.”

State Laws

[Insert your business name] is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee’s responsibility, even if the ticket is issued while conducting business for [Insert your business name].

Note that cellphone driving laws vary greatly by state, and it is the employee’s responsibility to be familiar with and abide by such laws. This is especially important for employees who travel on company business. Some states have laws banning all drivers from talking on handsets but permit the use of headsets.

As of October 2018, text messaging is banned for all drivers in 47 states and the District of Columbia, and 16 states have banned all hand-held use of cellphones. However, all [Insert your business name] employees must comply with the company Cellphone/Electronic Device Use Policy on top of abiding by any state or local regulations addressing the matter.

Commercial Truck Drivers

Federal legislation prohibits drivers operating Commercial Motor Vehicles (CMV) from texting using electronic devices and provides sanctions including fines and possible license suspension for drivers convicted of texting while operating CMVs.

For CMV drivers, texting includes the following:

Short message service

Emailing

Instant messaging

Commands or requests to access a website

Engaging in any other form of electronic text retrieval or electronic text entry for present or future communication.

Texting does not include the following:

Reading, selecting or entering a telephone number, an extension number or voicemail retrieval codes and commands into an electronic device to make or receive a telephone call

Using voice commands to make or receive a telephone call

Inputting, selecting or reading information on a global positioning system or navigation system

Using a device capable of performing multiple functions (e.g., fleet management systems, dispatching devices, smartphones, citizens band radios and music players) for purposes other than texting

All [Insert your business name] drivers must follow these federal regulations.

General Procedures

Use of cellphones while driving is strictly prohibited: This includes all functions of the cellphone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use, camera use.

Use of electronic devices—including laptops and GPS—while driving is strictly prohibited unless specifically outlined below.

Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.

Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver’s performance.

Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.

Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

Headset/Hands-free Use

The use of headsets or hands-free devices while driving is permissible under the following conditions:

Device is pre-approved by [Insert your business name] for use

Use of the device does not cause distraction (e.g., fiddling with the device or taking eyes off road to get it to function properly)

Any dialing or use of the handset is handled while stopped or pulled to the side of the road

Conversations do not interfere with the driver’s ability to drive safely

Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the cellphone use policy is calls placed to 911. If placing or accepting an emergency call, keep it short and use a hands-free option if available. Pull over if practicable.

GPS Systems

[Insert your business name] understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

Mounted GPS systems may not block or obstruct the driver’s view in any way.

GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions.

Employees may not program the system while in motion.

Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

Audio Devices

Worrying about music selection or touching dials and buttons on the radio or cell phone is dangerous. It takes eyes and concentration off the road, which is not permissible under this policy. [Insert your business name] does allow employee use of personal, portable audio devices. However, while the company does not want to eliminate employees’ ability to enjoy music while behind the wheel, certain guidelines are in place:

Employees may not take eyes off the road to adjust music settings.

Programming music settings while stopped, pulled off the road or before departing is permissible behavior.

Employees may not under any circumstances use handheld electronic audio devices with headphone— not only is it illegal in most states, it also impedes the driver’s ability to properly hear warning signs, signals or sirens.

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| Cellphone/Electronic Device Use Policy  The number one on-the-job fatality is transportation incidents, and at [Insert your business name], it is our job to enforce procedures that mitigate this risk. It is for your safety, as well as the safety of everyone else on the road, that the company has put this Cellphone/Electronic Device Use Policy in place.  All employees are expected to understand when this policy applies and follow all procedures. As technology evolves, [Insert your business name] also expects employees to use common sense and err on the side of caution when assessing electronic device use while driving. The company encourages all employees to take a proactive approach to road safety, so [Insert your business name] expects employees to report any problems or known violations of this policy to their supervisor.  Prior to working on any [Insert your business name] job site, each employee is expected to have read the entire Cellphone/Electronic Device Use Policy, which includes the following:  Purpose  Scope and Applicability  Definitions  Procedures   * State Laws * General Procedures * Headset/Hands-free Use * Emergency Calls * GPS Systems   If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the [Insert your business name] Cellphone/Electronic Device Use Policy.  I have read and understand [Insert your business name]’s Cellphone/Electronic Device Use Policy, and I understand the requirements and expectations of me as an employee. I agree to adhere to all provisions and procedures outlined in the policy, and I understand that failure to do so will result in discipline up to and including termination.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Employee signature Date

### To: All drivers of [Insert your business name].

Effective: [Insert date]

This policy applies to:

* Vehicles owned, leased, or rented to [Insert your business name].
* Personally owned vehicles driven by employees on behalf of [Insert your business name].

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and [Insert your business name].

* All drivers must have a valid driver’s license.
* Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier’s guidelines of an ‘unacceptable driver,’ your employment may be terminated.
* Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for [Insert your business name] business:

* Your Personal Auto Liability insurance is the primary payer. [Insert your business name]’s insurance is in excess of your coverage.
* You should carry at least $**(insert amount)** per occurrence liability coverage. Evidence of insurance coverage is to be provided to [Insert your business name] each year, by a copy of your policy’s Declaration page or a Certificate of Insurance.
* [Insert your business name] is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
* Report your mileage for expense reimbursement.

In the event of an accident:

* Take necessary steps to protect the lives of yourself and others.
* Comply with police instructions.
* Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
* Report the accident to [Insert your business name] as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

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Employee’s Signature Date

[Insert your business name] is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee, but also as a human being critical to the success of your family, the local community and [Insert your business name]. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and [Insert your business name] policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, [Insert your business name] will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, [Insert your business name] subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds [Insert your business name] in higher regard with customers and increases productivity. This is why [Insert your business name] will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of [Insert your business name] is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of [Insert your business name] will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company’s safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons who are in any way associated with or affected by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at [Insert your business name] must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of ’s employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature Date