

TEMPORARY EMPLOYEES SAFETY PROCEDURES

Temporary Agencies will ensure that any temporary employee sent to work at **Modern** will have received and understand the “**General Safety Rules**”.

GENERAL SAFETY RULES

Safety is a matter of vital concern to everyone at Modern Companies. The effectiveness of our safety program depends largely upon each individual employee. The following rules are for your guidance. Close adherence to them will help prevent accidents and injuries to yourself and others.

GENERAL

➤ DO EACH JOB THE SAFE WAY

Be sure you know the safe way to do your job. If not sure, ask your Supervisor. Complete instructions are available for every job.

➤ ATTITUDE

All employees/temporaries must always be seriously mindful of safety. As such, they are expected to report to work in good mental and physical condition to safely perform their assigned duties. Before starting any task, employees must consider the possible effects of their actions on themselves and others and take appropriate protective measures.

➤ REPORT ALL INJURIES

Neglected minor injuries can easily become infected, with serious results. In the case of a cut, bruise, scratch, sliver, or any other injury; no matter how slight, report to your Supervisor IMMEDIATELY. Your Supervisor will see that you receive prompt treatment.

➤ LIFTING

The safe way to lift, to avoid strains; is to bend your knees, keep your back vertical, and lift with your legs. Call for assistance when the load is too heavy or difficult to handle.

➤ ATTENTION TO THE JOB

Distraction of attention may cause injury. Do not talk to anyone while you are performing work that requires attention to prevent injury.

➤ HORSEPLAY

All disruptive activity usually referred to as "horseplay" is forbidden. No practical jokes or fights will be tolerated.

➤ **NEAR MISSES**

Reports all near accidents to your Supervisor.

➤ **RUNNING**

Do not run on company property. Running might result in an injury to you or a co-worker.

➤ **UNSAFE CONDITIONS**

Any condition or hazard that might result in a personal injury or loss should be immediately reported to your Supervisor so that it may be corrected. Safety is everyone's responsibility.

➤ **HAZARD COMMUNICATION**

Employees will receive training on their rights, duties and responsibilities under the Hazard Communication Standard. A copy of the company's program and the standard will be made available to all employees on request. Employees may review the Material Safety Data Sheets when working for the first time and anytime thereafter when a question arises. Safety precautions outlined on Material Safety Data Sheets are to be followed.

WORK DRESS

➤ **SAFE CLOTHING AND DRESS**

Loose clothing, long coats, and rings are hazardous and should not be worn around moving machinery. Check with your Supervisor about appropriate footwear for your job.

CONSULT WITH YOUR SUPERVISOR IF YOU HAVE ANY QUESTIONS AS TO THE PROPER CLOTHING AND SHOES FOR YOUR JOB.

➤ **PROTECTIVE EYEWEAR***

Protective eyewear **MUST** be worn at all times when performing certain operations or if you work in an area where eye hazards exist. Your Supervisor will instruct you as to the need for eye protection.

➤ **GLOVES***

Gloves may be worn only on jobs specified by Supervision. Never wear gloves near rotating machinery.

➤ **HEARING PROTECTION***

Hearing protection will be worn in areas where sound levels may exceed 85 decibels.

➤ **REFLECTIVE VESTS***

Wearing Reflective Vests are mandatory whenever working in Landfill or wherever posted.

***Supplied by Temporary Agency**

➤ **LADDERS**

Ladders must be equipped with the proper “feet” and must rest on a solid foundation. If there is danger of a ladder slipping or being knocked over, a second person must support the ladder. The use of ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction is prohibited. When ladders with such defect are discovered, withdraw them from service immediately and tag. Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing, or, where practical, provide grab rails. Secure against movement while in use.

➤ **LASERS**

Only trained employees will be allowed to operate lasers. Employees will wear proper eye protection where there is a potential exposure to laser light greater than 0.0005 watts (5 milliwatts).

Beam shutters or caps will be utilized or laser turned off when laser transmission is not actually required. When lasers are left unattended for a substantial period of time, turn them off.

FLAMMABLE LIQUID STORAGE

➤ **TANK AND CONTAINERS**

Only approved containers and portable tanks will be used for storage and dispensing of flammable and combustible liquids.

Approved safety cans must be used for small quantities of flammable and combustible liquids.

All tanks must be equipped with emergency venting devices.

FACILITIES

➤ **HOUSEKEEPING**

At the end of each work shift, return all tools and excess material to proper storage. Clean up all debris at the end of each shift. All employees are responsible for keeping their work areas clean.

➤ **SAFETY SIGNS**

Safety signs are for your guidance and protection. Heed their warnings and avoid injury.
Obey all Safety Signs.

➤ **ELECTRICAL – GENERAL**

All extension cords must be 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. No cord or tool with a damaged ground plug may be used. Splices must have soldered wire connections with insulation equal to the cable. Worn or frayed cables may not be used.

➤ **ELECTRICAL – REPAIR**

Only authorized persons are permitted to make electrical repairs. Report any need for electrical work to your supervisor immediately. Take no chances with electricity. Never attempt to make electrical repairs yourself.

➤ **COMPRESSED GAS CYLINDERS**

Put valve protection caps in place before compressed gas cylinders are transported, moved or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being moved.

Compressed gas cylinders will be secured in an upright position at all times. Keep cylinders at a safe distance or shield from welding or cutting operations and place where they cannot become part of an electrical circuit. Oxygen and acetylene must be stored 20 feet apart.

Oxygen and fuel gas regulators must be in proper working order while in use.

➤ **COMPRESSED AIR – USE OF**

Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. Exceptions to 30 psi are allowed only for concrete form, mill scale, and similar cleaning operations. The use of compressed air to clean off yourself or other workers is **STRICKLY PROHIBITED**.

➤ **OILING, ADJUSTING, REPAIRING, OR CLEARING MACHINERY**

Never attempt to oil, adjust, repair, clean, or clear a machine unless specifically trained to do so. Always shut down the machine and lock out the controls to prevent accidental; start-up while the machine is being worked on.

➤ **LOCKOUT / TAGOUT**

Modern Companies has established a Lockout/Tagout Program to protect its employees from the release of hazardous energy that may occur during maintenance and servicing. This program outlines procedures for locking and tagging out machinery, removal of locks and tags for normal start-up, emergency lock removal, training requirements and control forms to provide documentation whenever lockout/tagout procedures are implemented.

➤ **CONFINED SPACE ENTRY**

If it is determined that a company employee or an outside contractor must enter a space which would be considered a confined space, the Confined Space Entry Program will be utilized. The Confined Space Entry Program had developed guidelines that outline the minimum acceptable criteria to be utilized by company employees as well as outside contractors for all confined space entry. All projects requiring confined space entry must be reviewed thoroughly by the Safety Director to ensure proper confined space entry procedures are being followed.

➤ **RESPIRATOR USE**

A Respiratory Protection Program has been established for employees. The object of this policy is to protect employees from those occupational diseases that are caused by the inhalation of contaminated air (gases, fumes, vapors and/or particulates). This initially can be accomplished through the implementation of engineering controls such as ventilation enclosures, isolation, less hazardous materials. When engineering controls are not feasible, respirators may be required. Hence, the purpose of this program is to define the standard as they apply to the facilities respiratory protection program.

➤ **HEARING CONSERVATION**

Modern Companies has established a Hearing Conservation Program for its employees. The object of this policy is to protect employees from hearing loss from exposure to harmful levels of noise. This initially can be accomplished through the implementation of engineering controls such as machinery on isolation. When engineering controls are not feasible, hearing protection may be required. Observe all **“Hearing Required”** posting.

➤ **ELEVATED WORK**

Whenever work must be performed above floor level, appropriated ladders, man lifts and scaffolding are to be used and safety procedures are to be followed.

Ladders, man lifts and scaffolding are to be inspected and maintained according to established schedules. Unsafe equipment is to be removed from service.

All lifting devices, ladders and scaffolding are to be secured and checked before use in order to ensure employee safety.

➤ **RESPIRATORY PROTECTION**

In emergencies, or when feasible engineering or administrative controls are not effective in controlling toxic substances, approved respiratory protective equipment will be approved for the hazardous material involved and extend and nature of work requirements and conditions. Employees required to use respiratory protective devices will be thoroughly trained in their use, and be approved to wear respirators. Respiratory protective equipment will be inspected regularly and maintained in good condition.

TOOLS , EQUIPMENT , AND DEVICES

➤ **SAFETY DEVICES**

Guards, safety controls, or other safety devices are not to be removed or tampered with. If a safety device is missing, out of adjustment, or inadequate, report it to your Supervisor.

➤ **POWER EQUIPMENT**

Power equipment of any type, particularly power trucks, hoists, and elevators are dangerous in untrained hands. Only persons specifically authorized may operate them.

➤ **MOTOR VEHICLES AND MECHANIZED EQUIPMENT**

Check all vehicles in use at beginning of each shift to assure all parts, equipment, and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before putting vehicle in service.

➤ **SAFE TOOLS**

Only safe tools should be used. Report damaged, defective, or worn hand and power tools to your Supervisor. Use the proper tool for the job, e.g., do not use a knife in place of a screwdriver or wrench in place of a hammer.

➤ **HAND TOOLS**

Employees will not use unsafe hand tools. Wrenches may not be used when jaws are sprung to the point slippage occurs. Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle.

➤ **FIRE PREVENTION/HOT WORK**

In their efforts to prevent a catastrophic incident such as a fire, Modern Companies has instituted certain programs regarding fire prevention, protection, and hot work.

➤ **ELECTRICITY**

All electric wiring and electrically powered equipment are to be installed, inspected and maintained according to OSHA and National Electric Codes.

Each disconnecting means for motor, appliances and lighting shall be clearly marked. All electrically powered equipment will be installed or modified so that power sources may be locked out for servicing.

Training will be provided to all employees operating and/or maintaining electrically powered equipment.

➤ **FORKLIFT/POWERED INDUSTRIAL TRUCK**

Forklifts and powered industrial trucks are to operate only by trained operators. The safety of operators and other employees is a priority at all times.

Forklifts and other powered industrial trucks will be inspected and maintained according to set schedules in order to protect all employees from truck related accident and injury.

➤ **HAZARDOUS WASTE**

All hazardous waste that Modern Companies has generated, will be handled according to regulations set up by the New York State DEC, EPA, OSHA. Modern Companies' policy is to minimize hazardous waste whenever possible.

➤ **SPILL/RELEASE POLICY**

Modern Companies will prevent, whenever possible, spill release and spread of any hazardous materials on the job-site. It must be done according to DEC, OSHA, EPA.

➤ **AISLES AND EXITS**

Aisles and exits must be kept clear. In an emergency, a blocked aisle or exit could have serious consequences.

➤ **FIRE SAFETY**

You are required to observe and follow all of the fire prevention rules that are in effect. Special care should be taken to see that all fire extinguishers and fire-fighting equipment is readily accessible.

➤ **SMOKING**

Smoking is not allowed in any buildings. Follow all smoking rules carefully. If you are in doubt as to whether smoking is permitted, **DON'T SMOKE**.

I the undersigned have received a copy of **MODERN CORPORATION GENERAL SAFETY RULES** , which I have read and will abide by.

Date: _____

Name: _____
(Signature)

(Please Print)

Contractor: _____

This form must be forwarded to the Safety Department in all cases.