



Safety Manual

2013



SAFETY MANUAL

Safety Policy and Manual

It is the intent of Royce LTD to provide a safe environment for employees and contractors. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. A well-managed workplace safety program can benefit Royce LTD and its people in countless ways.

In order for Royce LTD to achieve our goals, we have developed a workplace safety program outlining the policies and procedures regarding employee health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

While management [the workplace safety officer] will be responsible for developing and organizing this program, its success will depend on the involvement of each employee or contractor. We look forward to their cooperation and participation.



Addressing Safety and Health Hazards in the Workplace

To make the workplace safer, Royce LTD has to acknowledge which potential health and safety hazards are present. Or determine *where* and *what* and *how* a worker is likely to become injured or ill. It starts with analyzing individual workstations and worksites for hazards—the potential for harm—be it a frayed electrical cord, repetitive motion, toxic chemicals, mold, lead paint or lifting heavy objects.



Job hazard analysis

OSHA describes a job hazard analysis as a technique that focuses on job tasks to identify hazards before they occur. Royce LTD Risk Management Center thinks of it as looking at the parts to strengthen the whole. From either view, the analysis examines the relationship between the worker, the task, the tools and the work environment.

Depending on the nature Royce LTD senior management may have to help workers manage specific hazards associated with their tasks:

- chemical (toxic, flammable, corrosive, explosive)
- electrical (shock/short circuit, fire, static, loss of power)

- ergonomics (strain, human error)
- excavation (collapse)
- explosion (chemical reaction, over pressurization)
- fall (condition results in slip/trip from heights or on walking surfaces—poor housekeeping, uneven surfaces, exposed ledges)
- fire/heat (burns to skin and other organs)
- mechanical (vibration, chaffing, material fatigue, failure, body part exposed to damage)
- noise (hearing damage, inability to communicate, stress)
- radiation (X-rays, microwave ovens, microwave towers for radio or TV stations or wireless technology)
- struck by (falling objects and projectiles injure body)
- struck against (injury to body part when action causes contact with a surface, as when screwdriver slips)
- temperature extreme (heat stress, exhaustion, hypothermia)
- visibility (lack of lighting or obstructed vision that results in error or injury)
- weather phenomena (snow, rain, wind, ice that increases or creates a hazard)

Workplace safety program

Any policy, procedure or training used by Royce LTD to further the safety of employees and contractors while working for Royce LTD is considered part of a workplace safety program. Workplace safety programs to reduce work-related injury and illness are concerned with:

- promoting and rewarding safe practices at work
- reducing injuries and illnesses at work
- eliminating fatalities at work

Workplace injury and illness prevention

According to OSHA, work-related injury and illness prevention falls into three categories in order of priority: engineering controls, administrative controls, and personal protective equipment controls.

Workplace safety initiatives can be as simple as closing and locking the door; replacing burned out lights inside and out; closing drawers before walking away from the desk or file cabinet; knowing and using proper lifting techniques; providing adjustable workstations to accommodate differences in people's stature and weight to eliminate repetitive motion, back, neck and shoulder injury; and using the proper tool for the job in an appropriate fashion. These and other basics should be universally adopted safety procedures in any workplace.

Size does not matter

Workplace safety programs are important to all organizations no matter how few or many employees they have. Remember: employees and contractors are Royce LTD's most important asset.

Create ownership of the program

Royce LTD employee's health and safety are affected not only by their own actions but by those of their co-workers. Senior management must help employees manage hazards associated with their work (tasks or responsibilities). They also need to make certain employees are fit for work. Fitness for work involves drug and alcohol issues, physical and emotional well-being, fatigue, and stress.

People need to be engaged with the creation and implementation of the safety program for it to succeed. For example, Royce LTD is responsible for supplying employees with appropriate safety equipment, and requiring contractor to have their safety equipment, but workers and contractors are responsible for wearing it at the right times and places. Royce LTD does provide employees with training to help them carry out their assignments, but these workers are responsible for attending this training, asking questions and telling supervisors if they do not understand what is being explained. This may require staff members to act assertively—to speak up for themselves—and say: “I do not understand how to use these, could you please show me.” Senior staff is instrumental in encouraging and supporting such behavior.

Measure performance

In safety and health, continuous improvement involves seeking better ways to work, measuring performance and reporting against set targets. It is also about systematically evaluating compliance with procedures, standards and regulations; understanding the causes of incidents and injuries; and openly acknowledging and promptly correcting any deficiencies.

Performance can be measured by:

- reduction in lost-time injury frequency
- reduction in medical treatment injury frequency (beyond first aid care)
- reduction in sick days used
- lower workers' compensation costs
- lower medical benefits payments (doctor's visits, prescription drugs)



Safety Rules and Guidelines

To ensure your safety, and that of your co-workers, please observe and obey the rules and guidelines appropriate to the general populace or specific jobs:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from someone else's eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.

- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc. that is appropriate for the task.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, fire fighting equipment, electric lighting or power panel, valves, etc. **Fire Doors and Aisles Must be Kept Clear!**
- Keep your work area clean.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool around with it.
- Observe “no smoking” regulations.
- Shut down your machine before cleaning, repairing, or leaving it.
- Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors.
- Do not exceed a speed that is safe for existing conditions.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any unsafe condition or acts to your supervisor.
- Help to prevent accidents.
- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- Lift properly—use your leg muscles, not your back muscles. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended places.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Wear hard-sole shoes and appropriate clothing (i.e., shorts or mini dresses are not permitted).
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

Safety Checklist

It is every employee’s responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Open, loose or broken windows

- Dangerously piled supplies or equipment
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, other liquids
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Safety equipment

Your supervisor will see that you receive or informed of the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence and fined for not having required safety equipment.

Safety shoes

The Royce LTD will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes. A reliable safety shoe vendor will visit the department periodically. Notices will be posted prior to the visits.

Safety glasses

The wearing of safety glasses by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

Seat belts

All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on Royce LTD business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good housekeeping

Your work location should be kept clean and orderly. Keep machines and other objects (track, wire, roller, merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall over upon con



Specific Safety Programs

Those safety programs that are required by law (applicable OSHA requirements, fire codes, and state departments of health) or required by Royce LTD in response to high accident frequency or potential at Royce LTD.

Specific safety programs include:

- Back Injury Prevention
- Bloodborne Pathogen
- Fire Evacuation
- Hazard Communication
- Fleet Safety (transportation)
- Emergency Response
- Accident Investigation

Workplace safety programs are included in Royce LTD's safety manual. The programs will be reviewed and updated as necessary to ensure quality, effectiveness and compliance with all applicable codes.

Safety Meetings

Meetings will be documented and kept on file for at least three years for reference. Duties of the safety committee vary, depending on Royce LTD's size and the nature and severity of the location's hazards. To keep meetings on target and timely, we will distribute an agenda to attendees before each meeting. We will record and file minutes of each meeting and try to keep the meetings effective and focused on safety of our personnel and customers.

The safety meeting agenda include:

- Review or accident and investigation reports
- Overview of accident/incident trends
- Summation of in-service training sessions
- Results/findings of inspections
- New and outstanding safety issues
- Safety topics

Facility Safety Inspections

Workplace safety inspections and documentation help monitor adherence to workplace safety programs. A member of Royce LTD leadership will lead the inspection. Focus inspections on physical hazards and unsafe acts or operations. Start with areas or operations that show up as

causes of accidents/incidents in previous safety inspections and in the quarterly loss analysis. Include fire hazards, security and other life-threatening areas. Correct any unsafe acts or conditions. Report the inspection results at the safety committee meeting. Create a “To Do” list of the committee’s recommendations and assign people to correct them.

Loss Analysis Report

Before Royce LTD can make the workplace safer; it needs to identify accident trends and causes making it unsafe. This is the role of the loss analysis report, which goes into more detail than the loss analysis that is part of the safety meeting. Royce LTD will follow-up on and correct any cause or trend identified.

Safety In-Services

In-service training sessions increase safety and health awareness among staff, educate them about changes in procedure, and address specific areas of concern identified by the safety inspection. A schedule should be developed to ensure all content is covered. Additional in-services can be provided as necessary, prompted by such factors as high frequency of accidents, turnover of employees, or expansion or reduction of staff. Document all training and attendance and keep it on file. In addition, each employee’s personal file should have a cumulative record of the in-service meetings attended.

Annual Safety Report

The Royce LTD will produce a report that summarizes its findings regarding safety and accidents as necessary. The reports serve as guideposts for future Royce LTD meetings. Submit the report to the president or chief operating officer of Royce LTD, administrator or risk manager for review and comment. Include:

- Year’s accomplishments
- Continuing accident and incident trends
- Action plans to modify trends or significant safety issues
- In-service schedule for the next year



Workplace Safety Rules

Your safety is the constant concern of this organization. Every precaution has been taken to provide a safe workplace. Royce LTD president and supervisors makes regular inspections and holds safety meetings. Royce LTD also will plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal or stop work order. Royce LTD is sincerely concerned for the health and well being of each employee and contractor doing business with us.

The cooperation of every staff member is necessary to make Royce LTD a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor or Royce LTD president. Give earnest consideration to the rules of safety presented to you by posters, signs, discussions with your supervisor, posted department rules, and regulations published in the handbook. Begin right away by always thinking of safety as you perform your job, or as you learn a new one.

Accident reporting

Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first-aid attention. Serious conditions often arise from small injuries if they are not cared for at once.



Equipment Maintenance

Maintenance is vital to any facility if it is to operate in a safe and effective manner. Maintenance can be a costly element of facility operations in terms of dollars and impact on operations. Maintenance can also be a potential workplace safety issue if not properly addressed.

There are three common types of maintenance:

- emergency repairs when something breaks
- preventative maintenance, which is carried out on a piece of equipment at a certain interval and
- predictive maintenance, which is carried out when tests indicate that maintenance is needed.

Regardless of the type of maintenance, a number of important activities must take place if the maintenance is to be carried out in a safe manner:

- Equipment selected to have maintenance carried out must be isolated. This includes insuring that all sources of electrical power to the equipment are disconnected and tagged "OFF" (The power source should be tagged "OFF—UNIT UNDER REPAIR" with date and signature of person authorizing the procedure.) so someone does not turn the power on until work is completed. The equipment must also be isolated from the other equipment in the same system.
- Maintenance procedures must be developed for all equipment. These procedures should follow the manufacturer's recommendations and include all instructions, drawings and list of parts needed.
- Maintenance activities must be planned, even emergency repairs. The time it takes to plan a job, read the maintenance procedures and get the needed safety equipment will be made up in the safety of the job and the ease in completing the job. A little planning goes a long way in doing safe maintenance. To rush into an emergency repair is to invite disaster.

- Maintenance personnel must be trained on the equipment. The proper equipment must be used to safely carry out maintenance. Proper safety equipment such as gloves, eye protection, foot protection and hard hats should always be used.
- Any safety devices or shields removed during maintenance MUST be reinstalled on the equipment prior to completion of maintenance. Any shields and safety devices originally installed on a piece of equipment must not be left off to “make it easier to fix the next time.”
- Prior to returning the equipment to service, a supervisor who is familiar with the equipment and the maintenance, should check the equipment to insure that the maintenance is complete, the equipment is properly reassembled, all safety equipment and any tools used in the maintenance have been removed.

General Housekeeping

- It is everyone’s responsibility to pick up trash, debris and materials.
- All spills are cleaned appropriately immediately after they occur to avoid slips.
- Worksites are vacuumed/sweep when finished for the day to gather stray materials and debris.
- Proper air circulation is provided throughout interior worksites, especially in areas that have come into contact with paint, sawdust, or other materials that could be hazardous when inhaled.

Slips & Falls

- Walking/working surfaces are inspected to make sure they are clean and dry, if possible.
- Signs are posted to alert workers to wet, icy, greasy or otherwise slippery areas.
- The worksite is cleaned up at day’s end to avoid creating tripping hazards.
- A clear pathway is kept through a work area at all times.
- Ladders and step stools are inspected to ensure that they are in sound working order.
- Workers do not compromise their safety while on a roof or other high area by reaching, leaning, or otherwise being without sure footing.

Ladder Safety

- Ladders are inspected before use to make sure they are clean and undamaged.
- Ladders are only set up on a dry, stable surface.
- Employees are to position ladder so that its feet are approximately one (1) foot from the base of the building for every four (4) feet of the building’s height.
- If there’s any chance the ladder’s feet will slip, dig a small trench for the feet or secure them another way.
- Proper ladder use instruction tell employees to extend the top of the ladder three (3) feet above the top of the roof, or whatever surface it is leaning against.
- Employees tie off the ladder to prevent it from slipping.
- Employees are trained to face the ladder when climbing and keep both hands on the ladder.
- Employees are instructed not stretch or reach while on the ladder—come down and move the ladder to the desired location.
- Employees are instructed to hold the base of the ladder as someone descends. And if someone else is descending without support to assist them.

Material Handling

- Posters on site can remind workers about proper lifting techniques: Bend at the knees, grab an object securely; hold it close to the body.
- Employees are warned to be cognizant of health and ability to handle heavy objects/labor intensive or strenuous tasks and not take on more than they are physically able to handle.
- Employees are instructed when they are transporting heavy/awkward objects to confirm that pathway is clear of debris and safe to walk on.
- Employees are instructed to keep an eye on both ends of long objects like wood beams, ladders, and railings whether carrying them or working near them. They are told not to back up with object in hand without checking for obstacles such as windows, ladders, or people.
- When putting debris from upper levels into dumpsters on the ground, appropriate closed shoots are used.
- Trash is carefully handled to avoid lacerations from glass or contact with other unsafe items within the bag.

Personal Protective Equipment

- Appropriate PPE are provided for each task.
- For any job that requires specific types of PPE, employees are told what they should wear and to make sure they receive the proper PPE and any necessary instruction on how to use the equipment.
- PPE is replaced if its effectiveness is compromised.
- PPE is discarded appropriately; any hazardous material encountered could also be on the equipment.

Hazardous Materials

- Employees are instructed what to do in the event of a mishap.
- Materials are kept in proper containers and labeled properly.
- Gloves, masks or other PPE are provided and worn by employees as appropriate.
- MSDSs are available on the work site; a person is assigned to this task.
- Materials are discarded in appropriate manner—many materials require special disposal and should not be flushed down sinks, poured into the ground, or thrown in the trash.
- Employees are instructed to thoroughly wash hands and work area after handling hazardous materials, even if wearing PPE. There is still the danger of transporting the material to their eyes, mouth, or someone else unless everything is cleaned.

Electrical Safety

- Tools are inspected to make sure they have guards, grounding prongs, and are undamaged.
- Power tools are only used by those trained to operate each specific tool.
- Extension cords are inspected to make sure they are undamaged and are three-pronged.
- Power is turned off before working on lighting or other wiring projects.
- Employees know to watch for overhead power lines when working outside.

Power Tool Safety

- Employees are instructed how to use tools prior to use; only employees trained on a specific tool are allowed to operate that tool.
- Employees check that power cord does not pose a tripping or electrical hazard.
- Employees stay focused on task at hand; no horseplay is allowed on the site.
- Employees do not shoot nails in wood when there are people behind wood beam, check walls for wiring/plumbing before contact, and do not operate anything electrical in the rain.
- Employees avoid wearing loose fitting clothes that could get caught in a tool or machinery.
- Employees are taught to use caution in “wind-down” mode—when most power tool accidents happen.
- Employees are instructed not use cords to hoist or lower tools.
- Employees make sure the tool is in the OFF position before plugging in the cord, passing to another worker, or setting the tool on the ground.

Fire Prevention

- Do not smoke on a work site.
- Be aware of the nearest fire extinguishers on site.
- Employees using gas-powered equipment let engines or motors cool before refueling.
- Electricity and gas are shut off before starting major construction projects.

Water Damage Prevention

- Employees clean up spills immediately after they occur.
- Water is shut off before working on any plumbing job.
- Locate water pipes before beginning major construction (doorway widening, replacing dry wall, installing fixtures or grab bars, replacing appliances, etc.)

Environmental Awareness

- Employees know to check the condition of the floor, steps, or other materials before putting weight on them.
- Employees pay attention to traffic or other neighborhood hazards.
- Sensitive employees know to check for plants such as poison ivy/oak, thorns, or other items that might cause an allergic reaction (bees, pollens, etc.) and carry appropriate medications, such as abuterol and Epinephrine auto-injector.
- Employees watch for tripping hazards inside and out, including pipes, loose bricks, roots, extension cords, hoses and uneven ground.
- Employees use caution when entering/leaving work area in a motor vehicle—check for other cars and people, as well as tools, lumber or other worksite material that might be in the way.
- When removing tree limbs or beams overhead, employee’s check what is below that could be damaged by falling materials—including other people.
- Many accidents happen while someone is angry or distracted. Those who stay cool and focus on the job at hand remain safer. Supervisors know when to intercede and tell an employee to take time out and cool down.
- If paint is suspected of being lead-based, proper precautions are used to remove it.
- Proper hardhats, work shoes, gloves, respirators, goggles, face shields are used for the assigned task

Fall From Elevations Prevention

Scaffolding

- All scaffolding that is elevated 10 feet or more must be equipped with a safety railing.
- All scaffolds must be equipped with a toeboard to eliminate the possibility that tools or debris will be kicked or pushed onto people below.
- A scaffold must be designed to support four times the weight of the workers and the materials resting on it.
- Scaffolding components that are not designed to be compatible should not be mixed.
- Inspect all scaffolding each day before using it. Never use damaged or defective equipment and avoid rusted parts since their strength is unknown.
- When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade.
- Make sure to plumb and level scaffolding and do not force end braces when constructing the scaffolding.
- Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking.

Ladders

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

Lifting

Construction often involves bending, lifting and carrying supplies. It is particularly important that the public Royce LTD helps its employees prevent injury to the lower back.

Recommendations

The rules for safe bending, lifting and carrying are important, even for lifting light objects:

- Place feet apart for good balance

- Bend knees
- Hold the objects as close to the body as possible
- Lift smoothly and slowly
- Pivot with feet; don't twist the back
- Push, rather than pull a load
- Share the load, work with a partner
- Get mechanical assistance for heavy loads.

Power Tools

Hazards

Power tools can be hazardous when not used properly.

Recommendations

- Never carry a tool by the cord or hose.
- Never yank the cord or hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil and sharp edges.
- Disconnect tools from the power source before servicing or changing accessories.
- Keep all observers at a safe distance away from the work site.
- Use both hands to operate the tool; secure work with clamps or a vise.
- Keep finger off the on switch button unless operating the tool.
- Follow manufacturer's instructions for lubrication and changing accessories.
- Keep good footing and maintain good balance when using a power tool.
- Wear proper clothing; avoid any clothing or accessory that could become caught in moving parts.
- Remove all damaged portable electric tools from use and tag "Do Not Use."

Guards

Safety guards must never be removed when a power tool is in use.

Safety Switches

Certain hand-held power tools require either a momentary contact "on-off" control switch, a positive "on-off" control switch, or a constant pressure switch.

Electric Tools

- Tools must either have a 3-wire cord with ground and be grounded, or be double insulated, or be powered by a low-voltage isolation transformer.
- Only operate electric tools within their design limitations.
- Wear gloves and safety shoes or boots.
- Store tools in dry place.
- Do not use power tools in damp or wet sites.
- Light work areas well.

Powered Abrasive Wheel Tools

Grinding, cutting, polishing and wire buffing wheels may throw off fragments.

- Always use eye protection.
- Never stand directly in front of the wheel until it reaches full operating speed.
- Before mounting the wheel, inspect it closely and sound- or ring-test to be sure free from cracks and defects.
- Be sure safety guards are in place.
- Make certain wheel fits freely on the spindle.
- When not using the tool, turn off the power.
- Never clamp a hand-held grinder in a vise.

Pneumatic Tools

Such tools as chippers, drills, hammers and sanders are powered by compressed air. Users may get hit by one of the tool's attachments or a fastener.

- Wear eye protection, a face guard and ear protection.
- Check that hose is fastened securely; a short-wire or positive locking device is an added safeguard.
- Install a safety clip or retainer to prevent attachments from being shot from the barrel.
- Set up screens to protect nearby workers from being struck by fragments or fasteners.
- Never point compressed air guns against the user or anyone else.

Powder-Actuated Tools

Treat powder-actuated tools as loaded guns: extremely dangerous. They must only be operated by specially trained employees.

Hydraulic Tools

- Use only approved fire-resistant fluid that will retain its characteristics at the highest temperatures to which it will be exposed.
- Do not exceed the manufacturer's recommended operating pressure for any part.

Jacks

- All jacks must have a safety device that stops them from going up too high.
- Manufacturer's load limit must be permanently marked in a prominent place and not be exceeded.
- Immediately block a lifted load once it reaches the proper height.
- Make sure the base rests on a firm, level surface, the jack is correctly centered, the jack heads bear against a level surface, and the lift force is applied evenly.
- Lubricate regularly (with adequate antifreeze liquid if exposed to freezing temperatures).
- Inspect before each use.

Recommendations

To avoid the hazards associated with using power tools, workers must learn to recognize the hazards associated with each type of tool used and the safety precautions necessary to prevent those hazards.

Instruct employees in the proper use of all tools. Employees should understand the risks and the safety precautions.

The trainee should use the power tool in the presence of the qualified instructor, until the instructor is satisfied that the trainee knows how to use the power tool properly.

Employees should use only tools provided by the employer; Royce LTD cannot ensure the safety of using tools that it does not maintain.

Employees who are exposed to falling, flying, abrasive and splashing objects; or to harmful dusts, fumes, mists, vapors or gases must be provided with appropriate personal protective equipment when using hand and power tools.

Employees and employers are responsible for working together to establish safe working procedures. Hazardous situations should be immediately brought to the attention of the appropriate person.

Dress to

The Hazard Assessment

A first critical step in developing a comprehensive safety and health program is to identify physical and health hazards in the workplace. This process is known as a *hazard assessment*. Potential hazards may be physical or health-related and a comprehensive hazard assessment should identify hazards in both categories. Examples of physical hazards include moving objects, fluctuating temperatures, high intensity lighting, rolling or pinching objects, electrical connections and sharp edges. Examples of health hazards include overexposure to harmful dusts, chemicals or radiation.

The hazard assessment should begin with a walk-through survey of the facility to develop a list of potential hazards in the following basic categories:

- Impact,
- Penetration,
- Compression (roll-over),
- Chemical,
- Heat/cold,
- Harmful dust,
- Light (optical) radiation, and
- Biologic.

During the walk-through survey, note the basic layout of the facility and review any history of occupational illnesses or injuries, and look for:

- Sources of electricity.
- Sources of motion, such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
- Sources of high temperatures that could result in burns, eye injuries or fire.
- Types of chemicals used in the workplace.
- Sources of harmful dusts.
- Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- The potential for falling or dropping objects.
- Sharp objects that could poke, cut, stab or puncture.
- Biologic hazards such as blood or other potentially infected material.

Emergency Contacts and Communications

Another essential component of preparing for an accident is having emergency contact information and communication plans in place. During training, employees should be told who to contact and how to contact the person in case of an accident. In the case of an auto or other offsite accident, the employee may need to call 911 or other emergency response professionals first and then contact the Royce LTD designee regarding the accident. Employees on work sites may require wireless communications devices or other emergency communications equipment and should be trained in their safe and appropriate use.

Responding to an Accident

Depending on the situation, Royce LTD may or may not need all the steps listed below, but this outline works in nearly all situations:

- *Get to a safe place*
Regardless of the situation, getting to a safe place after an accident will help prevent any additional accidents or injuries from occurring. This will allow senior management to assess the situation and proceed.
- *Assess the situation*
Is anyone injured? Do you need to call 911? Has any property been damaged? Answering these basic questions will determine the next steps.
- *Call for help*
In any case of injury, getting professional help immediately will minimize the risks of the situation and prevent injuries from getting worse. Know the limits of what can and cannot be handled internally. If anything beyond very simple first aid is required, always get EMS or other professionals involved right away.
- *Assist the injured*
Provide first aid where possible; stabilize those with major injuries.
- *Get information*
Record the details of the accident while they are fresh in the minds of those involved and who witness the event. Time can change the way the incident is viewed and people's memories of it, so write down all information immediately. Get contact information from others involved whenever possible, and get insurance information where necessary.
- *Keep the evidence*
Never destroy potential evidence in an attempt to prevent further accidents. Always keep people away from potentially hazardous equipment, but do not discard or destroy it.

- *Prevent further accidents*
Following an accident, the safety officer and/or the Safety Committee should quickly take action to assess the situation to prevent any further injuries. The Safety Committee may recommend long-term changes, but the Royce LTD management should always do what they can to keep others safe in the short term, as well.
- *Follow up*
File the appropriate paperwork as required by federal or state OSHA and the Royce LTD's insurance Royce LTD, and provide any assistance necessary as requested by the Safety Committee or human resources department.

Accident Reporting, Investigation and Analysis

Accident Investigation Procedures

The supervisor available at the accident scene or the first such staff member notified should complete the appropriate investigation reporting form (accident, incident, near miss). The completed form should be submitted to Royce LTD president. When an employee is injured:

1. Get the person professional medical attention.
2. Protect others.
3. Minimize property damage.
4. Stabilize the situation.
5. Conduct an investigation.

General guidelines for investigating accidents:

- Go to the scene of the accident while the facts are fresh.
- Inspect and record any changed physical characteristics or conditions of the accident site.
- Preserve any physical evidence, such as potentially defective equipment.
- Take photos to help preserve the scene (i.e., puddles on the floor, overturned storage shelves and spilled contents).
- Talk to the injured person, if possible.
- Talk to any eyewitnesses.
- Ask simple open-ended questions, one question at a time, and attempt to have events related chronologically to ensure thorough coverage.
- Distinguish a person's actual knowledge from hearsay.
- Ask when, where, who, how, and what was said or done.
- Avoid opinions, judgments or conclusions and be as objective as possible.
- Avoid commenting on the information gathered except to confirm your understanding or to clarify.
- Stress getting the facts.
- Do not comment on liability or fault during the investigation, but listen for clues in the conversation around you.
- Unsolicited comments often have merit.
- Review and finalize any notes immediately upon completion of your inspection and any interview or other communication with those involved.
- Fill out the appropriate accident, incident or near-miss form, giving an accurate account of the facts.

- Send the form to the safety coordinator and safety committee for their review.



Accident Reporting Policy

Approved by: _____

President: _____

Date: _____

1. Purposely comply with regulations, ensure the necessary action to prevent any recurrence and to enable Royce LTD to maintain proper records.
2. Scope [accident, incident, near-miss; employee, others]
3. Definitions [of terms]
4. Accident Reporting [timeline, to whom, how (phone, e-mail, fax)—OSHA, NIOSH?]
5. Absence resulting from an accident [who to report to, Return-to work]
6. Accident Investigation [who investigates, what to do with resulting recommendations]
7. Forms [Names, where to find them]
8. Reportable Diseases [communicable diseases listed where?]

Accident Investigation Form—1

Vehicular

Name of Injured Employee _____

Date of Accident _____

Job Title _____

Time of Accident _____

Department _____

Location of Accident _____

Name of Witness(s) _____

Description of Accident _____

Task Being Performed _____

Equipment, Tools, Personal Protective Equipment, Procedures Being Used

Description of Injury/Illness (include accident type, injury type and body part injured)

Describe All Contributing Factors _____

Description of Work Area _____

Injured Employee's Account of Accident _____

Witness's Account of Accident: (Name, title, address, phone number)

What Were the Basic Causes of the Accident (usually multiple causes)?

Corrective Measures to be Implemented to Prevent Similar Reoccurrence

Investigator's Name _____

Date of Investigation _____

Accident Evaluation Form

General

Date _____

Department _____

Type _____

Injuries _____

Medical Cost _____

Report for _____ to _____ 20 ____

Date	Dept.	Type of Accident	Injuries	Med \$
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Reporting Near Miss Form

Department _____

Date _____

Name of the employee _____

Name of the departmental supervisor _____

Nature of incident _____

Why was this incident considered a “near miss”? _____

Was the employee or contractor counseled/reprimanded?

Why or why not? _____

Remedial activities or training recommended _____



Safety Violations Reporting Form

Department _____

Date _____

Name of the employee _____

Name of the departmental supervisor _____

Nature of safety violation _____

Consequences for this violation _____

Was the employee or contractor put on probation?

Why or why not? _____

Remedial activities or training recommended _____
