SHERMAN'S

Employee Safety Manual

An Employee Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment

v. 10.0 January 1, 2025

Employee Safety Responsibilities

The primary responsibility of the employees of Sherman's is to perform their duties in a safe manner to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Sherman's rules and established policies for health, safety, and preventing injuries while at 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, he or she is under instruction ***NOT*** to begin the task until he or she discusses the situation with his or her supervisor. Together they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact Human Resources.

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

Conduct

Sherman's wants to ensure that our employees remain safe and injury-free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior, and negligent actions. While working, employees must observe safety precautions for their safety and the safety of others. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Please refer to Sherman's Drug Free Workplace Program found in Appendix F of the Employee Handbook.

Infectious Diseases

Please refer to the Infectious Disease Policy found in Appendix G of the Employee Handbook.

Electronic Devices

It is important to remain alert to your surroundings at all times. Ear buds, Ipods, cell phones, etc. can be distracting in areas where safety sensitive duties are performed, such as warehouse and service areas. Ears buds may be allowed in these areas, but in only one ear at a time. One ear must remain free from obstruction to assist the wearer in maintaining his/her situational awareness. Management has the discretion to limit the use of electronic devices within their department. Failure to adhere to department limitation may be subject to disciplinary action up to and including termination of employment. Exception will be made for the utilization of required hearing protection. Sound levels should be kept to a minimum and not serve as a distraction to others. Cell phones may be used only for work-related purposes in these work areas. Personal calls, texts, and other usage for non-work-related purposes must be reserved for meal periods and/or rest breaks when the employee is not in the work area. IL law prohibits the operator of a motor vehicle from wearing a headset, ear buds, or any device that allows the wearer to hear or receive electronic communications.

Housekeeping

You are responsible to keep your work area clean and safe. Sanitize workstations, shared equipment and clean up several times throughout the day, dispose of trash and waste in approved containers, wipe up any drips/spills immediately, and put equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles, entrance/exit doorways
- Fire extinguishers and emergency equipment
- All electrical breakers, boxes, controls, and switches
- All marked-off and/or "no drop" zones

Off-Site Safety

a. Employees of Sherman's are required to follow all off-site safety and security procedures during customer/client visits.

b. If your customer/client does not advise you regarding safety hazards, consider the following:
   - Emergency exit location(s);
   - The presence of pets and/or small children;
   - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact when possible (hand on rail and feet on stairs);
   - Wear shoes that support your feet and minimize slips.

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

Safety Orientation Training

Sherman's is committed to providing safety related training for all employees. Sherman's will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. 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. Proper lifting techniques
7. Employee accident reporting procedures
8. Any OSHA required training not included or addressed above

Incident Reporting

1. Report accidents, injuries, and illnesses to a supervisor or Human Resources generally within 24 hours, even if you are not sure whether it truly is work-related. A 'Report of Injury or Illness' form must be completed regardless of the severity of the injury.

2. Following the initial post-injury doctor appointment and each subsequent follow-up appointment relating to the on-the-job accident/injury/illness, the employee must report to his/her supervisor and Human Resources to review his/her progress.

3. Drug/alcohol screening will be performed in applicable post-accident and post-injury cases.

4. Incidents generally are brought to the attention of the Safety Committee (SHARP) at its regular meeting to discuss what may have caused an incident to occur and to consider potential applicable preventative measures.

Return to Work Program

Sherman's has a workers' compensation program available for employees who have suffered work-related injuries.

The third-party program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Sherman's generally provides modified duty work for employees recovering from injury. Employees are required to return to modified duty work immediately upon medical release provided there is work available that meets the employee's modified duty work restriction. The Return to Work program is temporary and generally does not exceed six months of modified duty.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
  - Fire/Police/Ambulance 911
- Know where the exits are located.
- Do not hesitate to call or alert others if you believe that an emergency is occurring.
- First aid supplies and emergency equipment are located in every store and warehouse facility. Your supervisor can identify the specific location in your facility.

Fire Safety

- Call 911.
- Alert other persons in the immediate hazard area.
- Have someone notify the Supervisor on duty of where the emergency is located. He/she will relay this information to the fire department.
- Activate a fire alarm.
- Use stairs to exit the building. NEVER use the elevator or vertical freight lift.
- You may 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.*

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 rescue personnel. Often two units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts rescue 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 who has suffered the medical emergency.

Severe Weather

- Supervisors and store managers will monitor weather alerts. If a severe weather report is issued, she/he will immediately notify all employees.
- Employees will shut down all equipment and will be instructed where to go for safety. When the severe weather warning is cancelled, employees will be advised that it is safe to return to work areas. A general announcement will also be made.
- Use stairs to reach lower levels of the building, NEVER use the elevator or vertical freight lift.

OSHA Compliance Programs

Hazard Communication

1. All Sherman's employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely. See Appendix A.

2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. Your supervisor can direct you to the MSDS collection site. Employees are free to utilize the MSDS as needed.

3. General rules for handling chemicals are:
    - Read all label warnings and instructions.
    - Follow instructions for quantity. More is not 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 following.
    - Any questions or concerns regarding chemicals should be reported to your Supervisor and Human Resources.

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 also to do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact with 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. Contact a supervisor, the Facilities & Maintenance Manager, or Human Resources immediately for instructions.

Personal Protective equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Fire Prevention & Electrical Safety

Fire Prevention

1. Smoking (tobacco) is only allowed in designated exterior smoking areas. Used smoking (tobacco) materials must be disposed of in the appropriate containers provided. Employees observed not using appropriate disposal containers will be subject to disciplinary action up to and including termination. Refer to Section VII, par. S, of the Employee Handbook for complete Smoking policy.
2. No candles are allowed within any facility. Other use of open flame and/or hotwork is limited to work-related purposes by qualified service and maintenance technicians, using flashguards as appropriate.
3. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off and unplug the unit when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
4. Employees requiring the use of personal portable oxygen devices must inform their supervisor and Human Resources prior to using the device in a facility. Medical certification may be required.
5. Flammable chemicals with a work-related use must be housed in flame resistant cabinets. Contact your supervisor for guidance on Hazard Communication and fire safety.
6. In the event of fire, exit the building using the stairs, NEVER use the elevator or vertical freight lift.

Electrical Safety

1. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
2. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Follow lockout/tagout procedures. See Appendix B.
7. Any electrical problems should be reported immediately.
8. The following areas must remain clear and unobstructed at all times:
    - Entrance/exit doors
    - Aisles
    - Electrical panels and boxes
    - Fire extinguishers
    - All marked-off and/or "no drop" zones

Elevator & Vertical Freight Lift Safety

Elevator Safety

1. Stand clear of the elevator doors – keep clothing and carry-ons away from the opening.
2. Watch your step, the elevator car may not be perfectly level with the floor.
3. Do not exceed the load limit capacity. Take the combined weight of the worker(s), product, tools and materials into account when calculating the load.
4. Hold the handrail, if available.
5. Pay attention to the floor indicators and be prepared to exit at your destination.
6. Exit immediately at your floor. Watch your step.
7. If the doors do not open when the elevator stops, push the DOOR OPEN button. If the doors still don't open, ring the ALARM button and/or use the telephone or intercom. Do not force open the elevator doors. Do not attempt to leave the elevator. You are safe and there is plenty of air. Relax and wait for help. NEVER climb out of a stalled elevator.
8. Follow lockout/tagout procedures. See Appendix B.
9. In the event of fire or other situation that could lead to a disruption in electrical services, NEVER use the elevator to reach lower levels or exit the building, USE THE STAIRS.

Vertical Freight Lift Safety

1. Observe posted No Rider signs. The lift is for freight only, no personnel.
2. Do not exceed the load limit capacity.
3. Ensure loaded items do not extend beyond the guardrail or gate.
4. Do not stack items on the lift.
5. Do not lean items against the lift enclosure.
6. Properly secure items before operating.
7. Ensure that access gates or openings are closed properly prior to operating and when the lift is not in use.
8. Do not attempt to dislodge the apparatus if it becomes stuck. First contact Maintenance for assistance.
9. Follow lockout/tagout procedures. See Appendix B.
10. In the event of fire or other situation that could lead to a disruption in electrical services, NEVER use the lift to reach lower levels or exit the building, USE THE STAIRS.

General Safety Precautions

Lifting

1. Plan the move before lifting; 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. Bend at the knees, not at the back and keep your back straight. Do not twist at the waist.
6. Perform lifting movements smoothly and gradually; do not jerk the load.

Ladders & Stepladders

1. Read and follow the manufacturer's instruction label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have been visibly damaged.
3. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
4. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the top landing.
5. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
6. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.

Housekeeping

1. Do not place material such as boxes, trash, furniture blankets, or returned merchandise in marked walkways and passageways or in marked off and/or "no drop" zones.
2. Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
3. Straighten or remove rugs and mats that do not lie flat on the floor.
4. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
5. All styrofoam must be removed from any work areas and surfaces.

Unpacking Merchandise

1. Store box cutters, utility knives, or other tools without cutting edges exposed when they are not in use.
2. When cutting with a blade, always cut away from you and your co-workers.
3. Visually inspect for sharp objects or other hazards before reaching into a container such as a garbage can, box, bag or sink.
4. Remove or bend nails and staples from crates before unpacking.

Stocking Shelves

1. When manually stocking shelves, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
2. Place heavier loads on the lower or middle shelves.
3. Remove one object at a time from shelves.
4. Place items on shelves so that they lie flat and do not lean against each other.
5. Do not let items overhang from shelves into walkways.
6. Use an order picker to stock heavy items on shelves above head height.
7. Climbing on racks, unsecured, to stock or retrieve product is strictly prohibited.

Compactor Safety

1. If present, safety gates should not be opened.
2. Follow lockout/tagout procedures. See Appendix B.
3. Open the compactor loading door and place empty cartons and other trash into the loading chute.
4. Do not load chemicals, flammable materials, bodily or hazardous waste into the compactor.
5. Check the gauge frequently to ascertain when the compactor is full.
6. Make sure the compactor loading door is closed and the interlocks are engaged before starting the compactor.
7. Never climb inside the compactor unit.

Loading Docks

1. Do not begin loading or unloading until the supply truck has come to a complete stop or the parking brake is engaged, and the engine has been turned off.
2. Engage the dock plate as appropriate. Do not load/unload product or walk on/off truck without the dock plate in place.
3. Guide equipment straight across the dock plates, not at an angle, when entering or exiting the trailer.
4. Do not push loads from behind.
5. Use dock lights when working in a dark trailer.
6. Follow lockout/tagout procedures. See Appendix B.

Electrical Powered Tools

1. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
2. Do not carry plugged in equipment or appliances with your finger on the switch.
3. Disconnect the appliance from the outlet by pulling on the plug, not the cord.
4. Turn the power switch of appliances to "off" before plugging or unplugging them.
5. Follow lockout/tagout procedures. See Appendix B.
6. Do not handle or operate electrical appliances when your hands are wet or when you are standing on wet floors.

Hand Tool Safety

1. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
2. Do not perform "make-shift" repairs to tools.
3. Do not throw tools from one location to another or from one employee to another.

Machine Safety

1. Read and obey safety warnings posted on or near any machinery.
2. Follow lockout/tagout procedures. See Appendix B.
3. Do not remove, alter, or bypass any safety guards or devices when operating mechanical equipment such as table saws or drills.
4. Replace guards after making adjustments or repairing the machine before starting the machine.
5. Do not wear loose clothing or jewelry and keep long hair under a hat or head covering regardless of gender.

Order Picker Safety

1. Only employer authorized trained personnel may operate or be on order pickers.
2. The safety harness ***must be worn and properly secured to the safety lanyard at all times*** while on an order picker.
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to an order picker.
4. Do not raise or lower a load while you are enroute outside of a rack aisle. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. Do not drive over objects in your pathway.
6. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
7. When driving the unit through water, drive straight do not turn. Continue driving straight without turning until the tires no longer leave water marks.
8. Obey all traffic rules and signs.
9. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
10. Do not exceed a working speed of five miles per hour and slow down in congested areas.
11. Look in the direction that you are driving; proceed when you have a clear path. Watch for pedestrians.
12. Do not drive loaded order pickers on ramps.
13. Observe “No Picker Traffic” signs and be aware of pathway obstructions.
14. Pedestrians should be aware of moving equipment and observe any marked walkways.

Scissor Lift Safety

1. Only employer authorized trained personnel may operate or be on the scissor lift.
2. Select work locations with firm and level surfaces away from hazards that can cause the lift to be unstable (e.g. drop-offs or holes, slopes, soft ground, bumps or ground obstructions, or debris).
3. Select work locations that have a clearance of at least 10 feet from electrical power sources (e.g. power lines, transformers) and other overhead hazards (e.g. other utilities, branches, overhangs, etc.).
4. Operate the lift only during weather conditions that are safe for use (e.g. not in high winds, rain, snow, sleet, etc.).
5. Move the lift to/from a work location safely, with the lift lowered, unless following safe practices allowed by the manufacturer.
6. Set the brakes and stabilize the lift before raising it.
7. Ensure the lift is not overloaded.
8. Work safely from the lift. Do not remove guardrails or stand on them for extra height. Do not excessively reach or lean over the guardrail.
9. Cone off an appropriate safety area surrounding the scissor lift when it is in operation.

Hand Truck (Dolly) Safety

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. Push the load so that the weight will be carried by the axle and not the handles.
5. If your view is obstructed, ask a spotter to assist in guiding the load.
6. Do not walk backward with the hand truck, unless going up ramps.
7. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
8. Never leave hand trucks standing.

APPENDIX A

HAZARD COMMUNICATION PROGRAM

I. PURPOSE

The purpose of this guideline is to protect all Sherman's employees from the harmful effects of exposure to hazardous materials used in the workplace. This program has been developed to comply with the Occupational Safety and Health Administration, 29 CFR 1910.1200 - Hazard Communication Standard.

II. SCOPE

This program applies to all employees who are, or may be, exposed to hazardous materials that are used in the workplace. All materials will be treated and handled as if hazardous.

III. RESPONSIBILITIES

A. The Facilities and Maintenance Manager is the designated Hazard Communication Program Coordinator, and is responsible for the following:

1. Develop and administer the written Hazard Communication Program that is specific to the facility.
2. Ensure that Safety Data Sheets (SDS's) are obtained from suppliers for each material that is used in the facility.
3. Review and approve an SDS for each product that is brought into the facility.
4. Ensure that all containers of materials are labeled with the manufacturer's label or the in-plant labeling system.
5. Coordinate training for all employees, including management, on the basics of the Hazard Communication Standard, the requirements of the facility's Hazard Communication Program, and the specific hazards associated with the materials they are using or potentially exposed to. All training must be documented and maintained for 3 years.
6. Maintain an up to date Materials Inventory in collaboration with department managers.
7. Ensure that the facility SDS binders are kept up to date and are available for all employees to view.

B. Department Managers are responsible for the following:

1. Request SDS's from suppliers for each material used in the department or work area.
2. Coordinate training with Program Coordinator.
3. Assist Program Coordinator with an annual materials inventory for their department or work area.
4. Notify the Program Coordinator whenever a new material is introduced to the facility.
5. Coordinate training for the affected employee(s) on the hazards and protective measures of using a new material, prior to initial use.

C. Employees are responsible for the following:

1. Use all personal protective equipment as described in the SDS.
2. Inform the Department Manager or the Program Coordinator of any signs or symptoms of overexposure.

3. Inform the Department Manager of any incorrect or missing container labels.

4. Actively participate in all hazard communication training sessions.

IV. ANNUAL MATERIALS INVENTORY

A. The Program Coordinator and Department Managers should conduct an annual inventory of the materials used at the facility.

B. The annual materials inventory will be conducted as follows:

1. All materials in each department and storage area must be inventoried.

2. The current Annual Materials Inventory List should be compared to the previous year's inventory to determine what materials were added or removed from the department or storage area.

3. All materials that have been removed from departments or storage areas and are not going to be used must have their corresponding SDS removed from the SDS file. These SDS's must be placed in an inactive file and retained by the Program Coordinator for forty (40) years from the last date of known use. The date that the product use was discontinued will be marked on the SDS before placing it in the inactive file.

4. If, during the annual materials inventory, materials are found that do not have SDS's on file, the supplier must be contacted by the Department Manager to obtain a copy of the SDS.

V. LABELING

A. The Program Coordinator and the Department Managers are responsible for assuring that all incoming materials are properly labeled.

B. The facility will use the manufacturer's label whenever possible.

C. The Department Manager is responsible for ensuring that all limited or secondary use containers used to store or transport materials in the work area are properly labeled. Limited or secondary use containers used to store or transport materials must be labeled with the name of the material in the container that is traceable to the SDS. The label must also include the GHS hazard rating.

VI. SAFETY DATA SHEETS (SDS's)

SDS's are a very important part of the Hazard Communication Program. They provide detailed information regarding the material such as safe handling and use procedures, first aid measures, personal protective equipment, and procedures to be taken when a product is accidentally spilled or released.

A. Supplier's Responsibility

1. Prepare SDS's.

2. Provide SDS's to the facility using their products with the initial shipment, whenever there is an update, or upon request.

B. Facility's Responsibility

1. The Program Coordinator ensures SDS's are received from the supplier and maintained. The SDS's are reviewed for safety and health implications and the Program Coordinator will initiate any needed changes in workplace practices with the Department Managers.
2. If a supplier does not send a copy of the SDS, the following steps should be taken: call the supplier and request that the SDS be faxed to the facility within two working days. This phone call should be documented using the SDS Request Log. If the supplier fails to fax an SDS within two working days, a second request should be made in writing. If the supplier fails to respond to the letter within five working days, the material should be removed from the facility and an alternative material or supplier should be used. A copy of the letter or documentation of a phone call to the supplier will be provided to the Program Coordinator to retain as examples of good faith efforts to acquire SDS's.

3. The Program Coordinator will develop and maintain the facility's written Hazard Communication Program and SDS's for easy access in an emergency and at the employee's request. Employees can make an SDS request with their Department Manager or peruse the SDS information in the hanging folders located in each facility. Information will be located at all properties in close proximity to where the chemicals/materials are to be used. Department Managers are to make sure all employees know where the binders are located in case of emergency.

VII. TRAINING

A. The primary objective of OSHA's Hazard Communication Standard is to inform employees about the materials they are using (or may be exposed to), the hazards associated with those materials, and the measures they can take to protect themselves from such hazards. Employees also need to be trained on how to detect the presence or release of the materials in their work area, and how to properly handle and work with these materials. To aid employees, the facility will provide training to new employees, transferred employees, or when new materials are brought into the facility. The Program Coordinator, Department Manager, and Human Resources are responsible for conducting hazard communication training, and also for ensuring that all employees receive training. Every employee who potentially will be exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard before starting work.

B. Employees will be trained specifically about the hazards of materials in their work area including oils, lubricants, solvents, metals, etc. The training will be conducted by the Department Manager during the new/transferred employee on-the-job training, or whenever a new product is introduced to the job. This training will be documented, and consist of the following:

1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;

2. The physical and health hazards of the chemicals in work areas;

3. The use of personal protective equipment, and the measures employees should take to protect themselves from hazards.

4. The details of the hazard communication program, including an explanation of labels and SDS, and how employees can obtain and use appropriate information.

VIII. NON-ROUTINE TASKS

A non-routine task is one which an employee may occasionally be asked to perform but is not a typical job assignment. The reason for this section is that sometimes employees assigned to non-routine tasks may involve the use of new materials, working in a hostile environment such as a confined space, or require the employee to wear unfamiliar personal protective equipment.

A. Employees must be trained by the Program Coordinator or the Department Manager directing the employee when asked to perform a non-routine task which they are not familiar with. This will involve a verbal description of the hazards prior to the start of the task.

B. Training for non-routine tasks will address the following:

1. Specific hazards associated with the material(s).

2. Personal protective equipment and safety measures the employee must take to lessen the risk of exposure to hazardous material.

IX. EXCHANGE OF INFORMATION

A. Facility

The facility has the responsibility to request a copy of the contractor's Hazard Communication Program and any SDS for materials the contractor is working with while in the facility. The Program Coordinator will obtain the SDS's from the contractor. The information regarding potential hazards of the product will be provided to any affected employees, along with instruction on any personal protective equipment as needed, **prior to the start of the project**.

B. Contractors

Contractors performing work in the facility have the right to request a copy of our Hazard Communication Program and any SDS's for the materials used in the area where the contractor is working. The Program Coordinator will provide this information to the contractor.

OSHA® QUICK CARD™

Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard. The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment** (Non-Mandatory)  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

For more information:

OSHA® Occupational Safety and Health Administration

www.osha.gov

OSHA3491-01R

APPENDIX B

LOCKOUT/TAGOUT PROCEDURE

A. Purpose. This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

B. Hardware. Every employee authorized to perform lockout procedures will be assigned the lock(s) needed to safely lockout and repair company equipment. Each lock used for lockout will identify the person using it. The company will purchase all lockout hardware and employees are responsible for using it properly. Lockout hardware will be used ONLY for lockout. It will not be used on toolboxes, lockers or for any other reason.

C. Compliance with this Program. All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance will not attempt to start, energize, or use that machine or equipment.

D. Cord-n-plug Connected Equipment. Potentially hazardous energy in cord and plug connected equipment must be controlled by the employee. Employees can protect themselves by preventing the equipment from becoming re-energized during the servicing operation. Follow either of these two procedures.

1. Unplug the equipment from its electrical socket. Place a lockable cover over the plug. Place your lock on the plug cover.

2. Unplug equipment from its electrical socket. Keep the plug in your possession at all times during equipment servicing; **OR** keep the plug within arm's reach and in your line of sight at all times during equipment servicing.

E. Sequence of Lockout. Lockout procedures, other than cord-n-plug, will follow this sequence.

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

2. The authorized employee will refer to the specific procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, will understand the hazards of the energy, and know the methods to control the energy.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

5. Lock out the energy isolating device(s) with assigned individual lock(s).

6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

   Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

F. Testing or Positioning of Machines. In situations where the lockout/tagout device must be temporarily removed and the machine or equipment is to be energized in order to test or position the machine, the following will apply:

1. Clear the machine/equipment of all tools and materials;
2. Remove employees from the machine/equipment area;
3. Remove the lockout/tagout device;
4. Energize and perform the testing or positioning of the machine/equipment;
5. De-energize machine/equipment and reapply the lockout/tagout device.

G. Restoring Equipment to Service. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken.

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices.
5. Re-energize the machine or equipment.
6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

H. Electrical Lockout. Authorized employees who perform electrical maintenance where the electrical circuit has been locked out, will follow these procedures. No work is to be done on live parts.

1. A tag used without a lock will be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.
2. A qualified person will use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and will verify that the circuit elements and equipment parts are de-energized. The test will also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage backfeed even though specific parts of the circuit have been de--energized and presumed to be safe. If the circuit to be tested is over 500 volts, nominal, the test equipment will be checked for proper operation immediately after this test.

I. Procedure Involving More than One Person. Every employee servicing a piece of equipment that must be locked out is required to be protected from accidental machine movement or startup with his or her own personal lock.

In the preceding steps, if more than one individual is required to lockout/tagout equipment, each will place his/her own personal lockout device or tagout device on the energy isolating devices. When an energy isolating device cannot accept multiple locks/tags, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his/her lockout protection, that person will remove his/her lock from the box or cabinet.

J. Shift or Personnel Changes. In the event of a shift/personnel change, the on-coming authorized person will check out the machine/equipment and ensure proper lockout procedures have been followed and will apply their personal lock when the procedures have been verified.

K. Lock Removal. An employee will never remove another person's lockout without management approval and/or supervision. If an employee forgets to remove a lockout/tagout device and goes home, the company management will make every effort to get in touch with the authorized employee. If the employee cannot be contacted, another authorized employee and the supervisor will check out the equipment and make sure there is no danger in removing the lock. A supervisor will remove the device. The absent authorized employee will be notified that his lock was removed before he returns to work.

L. Lockout/tagout Procedures for Outside Contractors. Outside contractors will use the lockout/tagout procedure enforced by their own company. If the outside contractor does not have procedures regarding control of hazardous energy, they may use our procedures. The outside contractor will provide us a copy or description of their procedure so that we can ensure that our employees understand and comply with the restrictions and prohibitions of the outside contractor's lockout procedures.

M. Training. All employees will be trained in our lockout/tagout procedures. Levels of training will depend upon each employee's involvement with our procedures. All training will be documented and placed in the OSHA binder located in the warehouse.

1. "Authorized" employees are those who perform machine maintenance and servicing that requires lockout. They are the only individuals who will lockout equipment and will be expected to know our lockout procedures. Training for authorized employees will include the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

2. "Affected" employees are those who work in areas where lockout may take place. They will not perform lockout procedures, nor service or repair any locked out equipment. Training for affected employees will include the purpose and use of the energy control procedure.

3. "Other" employees are those whose work may require them to be in areas where lockout is used. Training for other employees will include the procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked or tagged out.

N. Periodic Inspection. At least annually, there will be an inspection conducted by an authorized employee not involved with the specific lockout/tagout procedures to ensure that requirements of our procedures are being followed.
The annual inspection is to be conducted by an authorized employee (other than the ones using the lockout/tagout procedure) and is intended to ensure that the energy control procedures continue to be implemented properly and that employees involved are familiar with their responsibilities. It is also intended to identify and correct any deviations or inadequacies observed. The inspector must be able to determine: whether the steps in the energy control procedure are being followed; whether the employees involved know their responsibilities under the procedures; and whether the procedure is adequate to provide the necessary protection and what changes, if any, are needed.

This inspection will be documented and will include the following:

1. Identity of the machine or equipment on which the energy control procedure was being utilized;

2. Date of the inspection;

3. Employees included in the inspection; and

4. Name of person performing the inspection.

O. Equipment Replacement, Repair and Modification. To meet all OSHA requirements and provide equipment capable of being locked out effectively and safely, controls that can accept locks and lockout devices will be installed whenever new equipment is purchased, or old equipment undergoes major repair or modification. This policy applies to production machinery, auxiliary equipment, and any other devices or machines that must be locked out during servicing or repair to prevent accidental machine movement or startup that could injure employees.