

# Employee Safety Manual

**JW Draperies, Inc.**



Effective 1 Apr 2012

Date: 04/01/2012

# TABLE OF CONTENTS

<b>Subject</b>	<b>Page</b>
Safety Policy Letter	3
Safety Program Outline	4
Self-inspection	5
Safety Disciplinary Policy	5
General Safety Work Practices	6
Electrical	6
Ladder safety	6
Motorized Vehicles and Equipment	8
Appendix:	
Employee Orientation Checklist	9

## **Safety Policy for JW Draperies, Inc.**

The purpose of this policy is to develop a high standard of safety throughout all operations of **JW Draperies, Inc.**

We believe that each employee has the right to seek personal satisfaction from his/her job and the prevention of occupational injury or illness is critical to that it will be given top priority at all times.

It is our intention here at JW Draperies to initiate and maintain complete accident prevention and safety training programs. Every employee is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of each other and the company.

**Jim Witten**  
**President**

# Safety Program Outline

## JW Draperies, Inc.

Safety Orientation: Each employee will be given a safety orientation by Craig, or Patrick when first hired. The orientation will cover the following items:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard.
- Good housekeeping helps prevent accidents.
- Know how and when to report injuries, including first aid kits and their locations
- If you are injured or become ill on the job, report this to your immediate supervisor
- We have first aid qualified workers here but we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.
- If first aid trained personnel are involved in a situation involving blood, they should:
  - Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
  - Remove clothing, etc. with blood on it after rendering help.
  - Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
  - Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).

First aid kit locations at this jobsite include:

- Sewing Room
- Spotting Area

What to do in an emergency including how to exit the workplace:

- An evacuation map for the building is posted in the back fabric room. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

Fire Emergency

- A fire extinguisher or fire extinguishers will be covered as part of this orientation.
- If you discover a fire:
  - Tell another person immediately.
  - Call or have them call 911 and a supervisor.
  - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
  - If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

Identification of hazardous chemicals used at this location:

- Safe use and emergency actions to take following an accidental exposure.
- We use a limited number of chemicals. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

On-the-job training about what you need to know to perform the job safely:

- Before you are first assigned a task, your supervisor – Patrick, Ron or Craig will show you what to do along with safety instructions.
- Do not use equipment unless you have been shown how to operate them safely.

### **Self-Inspections**

We should all be aware of the need for safety, therefore, each individual should make sure his/her workspace is free from hazards.

### **Safety Disciplinary Policy**

JW Draperies, Inc. seeks to detect, prevent and correct all hazardous and unsafe conditions which may be the cause of accidents. We need to have the active cooperation of everyone in order to eliminate these types of conditions. Please become aware of all safety rules and all regulations and obey them.

Please remember these safety regulations still may not prevent all accidents. There is not a substitute for good common practical sense. Remember that when you are not working safely, you are often jeopardizing your co-workers' safety. Help to encourage your co-worker to work safe as well. In addition, the violation of safety rules and regulations could be grounds for dismissal.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

## General Safe Work Practices

- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.

### Electrical

- Electric cords will be inspected daily and repaired or replaced as necessary.
- Do not operate any power tool or equipment unless you are trained in its operation.
- Use tools only for their designed purpose.

### Ladder safety

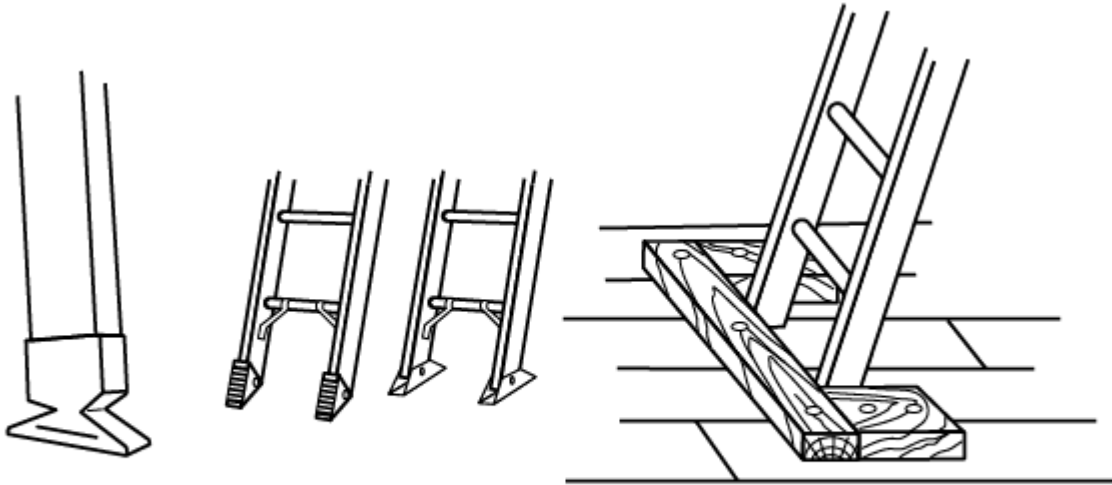
- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- Always face the ladder when ascending and descending.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

### Stepadders

- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

## Straight type or extension ladders

- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All ladders must be equipped with safety (non-skid) feet.



Rubber Safety Feet	Spikes	Cleats Nailed to the Floor
Ladders with supports on the bottom.		

## **Motorized vehicles and equipment**

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.



# Job Orientation Guide

Company: JW Draperies, Inc.                      Employee: (Enter Employee Name)  
 Trainer: (Enter Name of Trainer)              Hire Date: (Enter Employee's Hire Date)  
 Date (Enter Date of Orientation)              Position: (Enter Employee's Job Title)

This checklist is a guideline for conducting employee safety orientations for employees new to JW Draperies. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
3. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of fire fighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_