



## **RCI Custom Products Employee Safety Manual**

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

## Commitment to Safety

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

RCI Custom is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents, and we are committed to providing a safe working environment for all employees.

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

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

A key factor in implementing this policy will be the strict compliance to all applicable federal, provincial and local laws, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, RCI Custom will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, RCI Custom subscribes to these principles:

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

Everyone at RCI Custom must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

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President

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Safety Manager Manager

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## Employee Safety Responsibilities

The primary responsibility of the employees of RCI Custom is to perform their duties in a safe manner in order to prevent injury to themselves and others.

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

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

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until a discussion has taken place with the supervisor. Together, they will determine the safest way to perform the job.

If, after discussing a safety situation with the supervisor, an employee still has questions or concerns, he or she is required to contact the safety coordinator.

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

### Conduct

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

### Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden, and will result in discipline that may include termination.

### Housekeeping

Employees are responsible to keep work areas clean and safe. Cleanup should occur several times throughout the day, with trash and waste disposed of in approved containers, drips and spills wiped up immediately, and equipment and tools put away as work is completed.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical panels, breakers, controls and switches

### Injury Reporting

All work-related injuries must be reported to a supervisor immediately. After each medical appointment resulting from a work-related injury, the employee must contact the supervisor to discuss progress. The supervisor must be given any paperwork received at the appointment.

RCI provides transitional return to work (light-duty) jobs for employees injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while he or she remains productive. Employees are required to return to work immediately upon release.

### Off-site Safety

Employees of are required to follow all safety and security procedures during off-site visits. If the on-site contact person does not advise regarding safety hazards, the employee should consider emergency exit location(s), proper personal protective equipment and proper work attire.

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

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

## Safety Orientation Training

### Purpose

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

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

- Company-specific accident and incident data
- Hazards associated with the work area
- Hazards associated with a specific job or task
- Operation of specific equipment
- Personal protective equipment
- Emergency procedures
- Employee accident reporting requirements
- Return to work program
- Any required OH&S training not included or addressed above

### Periodic Inspections

It is the policy of our company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors and vendors.

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

### Incident Reporting

- Any work-related injury or suspected injury must be reported immediately to your supervisor, and to human resources. A first report of injury form must be completed. Failure to promptly report an injury may result in disciplinary action.
- The employee must bring written clearance from any and all treating medical practitioners before returning to work.
- After each practitioner appointment, the employee must report to his or her supervisor and human resources to review his or her progress.
- RCI provides light-duty work for employees recovering from injury. Employees are required to return to light-duty work immediately upon release.
- An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

## Return to Work Policy

### Purpose

This policy is in place to ensure RCI Custom provides meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties. This policy applies to employees suffering from either work- or non-work-related injury or illness. The goal is to allow injured company employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Studies show that a well-constructed return to work policy reduces lost time away from work, allows workers to recover more quickly and makes for a more positive work environment.

### Scope

All active employees who become temporarily unable to perform their regular job due to a work-related or non-work-related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:

- Changed duties within the scope of the employee's current position
- Other available jobs for which the employee qualifies outside the scope of his or her current position
- An altered schedule of work hours

### Definitions

- **Transitional duty** is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though RCI permits multiple 90-day assignments back-to-back if it is medically warranted.
- **Alternate duty** is a part of RCI's return to work policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

### Applicability

#### Length of Duty

If work is available that meets the limitations or restrictions set forth by the employee's attending practitioner, that employee may be assigned transitional or modified work for a period not to exceed 90 days. Transitional or light-duty work is a *temporary program*, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

#### Daily Application

An employee's limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.

#### Qualification

Transitional or modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the return to work evaluation form by the employee's attending medical professional. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations within the department.

### Responsibilities

The following responsibilities apply to various levels within the company.

- Senior management will ensure the policy's enforcement among all levels at and will actively promote and support this policy and the return to work program as a whole.
- Supervisors will support the employee's return to work by identifying appropriate modified assignments and ensuring the employee does not exceed the physician's set restrictions. Supervisors will also stay in regular contact with absent employees and communicate 's attendance expectations clearly. They are also responsible for reporting any problems with employees and this policy to the return to work manager or program supervisor.

## Return to Work Policy

- Injured or ill workers will notify their supervisors in a timely manner when their condition requires an absence. They will closely follow their physician's medical treatment plan and actively participate in 's return to work program, which includes following all of the guidelines of this policy. Injured employees will also help supervisors identify potential options for transitional duties that they discover. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with RCI about their condition and status. The injured worker will complete all the required paperwork in a timely manner.

### Work Schedule

RCI will do everything possible to tailor the restricted work schedule to the injured employee's normal, precondition work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions.

### Communication Expectations

If an employee is unable to work in any capacity, the employee must stay in constant communication with their direct supervisor or . RCI must receive an update of the employee's medical status on at least a weekly basis.

### Medical Appointments

RCI does not allow employees to schedule medical appointments that interfere with working hours. Employees may use time off for medical appointments if they have it available and if they coordinate the absence in advance with their supervisor. Nonemergency medical appointments that are not scheduled in advance may result in time off being denied.

The employee's physician must validate in writing each visit to evaluate the impairment. It is the employee's responsibility to inform RCI of his or her medical status after each doctor visit. This applies to both work-related and non-work-related injuries and illnesses that interfere with assigned duties.

### Employee Procedures

- In the event an injury or illness is work-related, report it to your supervisor immediately, or no later than the end of the shift on which the injury occurs.
- Complete and sign a report of injury form.
- Let your supervisor know that you are seeking medical treatment and obtain a return to work evaluation form. The return to work evaluation form must be completed for each practitioner visited regardless of your choice of physician and regardless whether the condition is work-related.
- Participate in the return to work program on temporary transitional work for up to 90 days while your physician and supervisor continuously review your condition.

### Refusal to Participate

If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Employees who choose not to participate in the return to work program or follow all regulations in this return to work policy may become ineligible for provincial workers' compensation benefits, and, in some cases, refusal to participate may be a basis for termination.

# Emergency Action Plan

## General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
  - o Fire/police/ambulance: 911
  - o Internal emergency number: PAGE ALL , #1 , FROM ANY DESKTOP PHONE
  - o Human resources manager: **Ext 222**
  - o Page: PAGE ALL, BUTTON #1 on DESK PHONES
- 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 the shop, just inside the break room doors for use by those who are authorized and properly trained.

## Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through
- Supervisors should be last to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any employee with difficulty in mobility, visual, hearing, or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
- Upon exiting the building, all personnel should report to the pre-designated fire emergency location for a headcount.
- If any employee is missing, an immediate report should be made to a manager, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to reoccupy a job site or building will be issued by an RCI Manager.
- In the event of inclement weather, the manager will make arrangements for all personnel to move to shelter.

## Fire Safety

- Alert individuals in the immediate hazard area.
- Activate a fire alarm or call any manager to page an emergency announcement.
- If you have been trained, you can 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 to cover 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.*



# Emergency Action Plan

## Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify a manager 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 people (greeters) to the entrance to await the fire department. Sometimes two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human resources will make any necessary notifications to family members of the person suffering the medical emergency.

## Severe Weather

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, he or she will immediately notify all employees by a company page or in person.
- Employees will shut down all equipment and will be instructed where to go for safety. A supervisor will monitor the weather visibly and by any other means possible. When the severe weather warning is cancelled, the supervisor will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

## Workplace Violence:

- Any employee who feels that he or she has been threatened should immediately report the incident to his or her supervisor and human resources.
- If you observe anyone exhibiting threatening behavior or making threatening statements, warn others in the area and immediately notify human resources—stay away from the person exhibiting the threatening behavior.
- Depending upon the level of concern, 911 may be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are strongly urged to confidentially discuss the issue with human resources so that a prevention plan can be developed.

## Active Shooter:

**Threats from inside or outside of RCI are, unfortunately, a real possibility. Take ALL threats seriously.**

1. Domestic Situation (disgruntled ex-spouse, boyfriend/girlfriend, etc.)
  - a. All staff are encouraged to report to their supervisor any real or potential threats, or concerns regarding possible violent actions from spouses, ex-spouses, significant others, etc.
  - b. Supervisors should gather as much information about the situation as possible from the employee, including a description of the individual (current photo is ideal), vehicle they may be driving (including license plate, if possible), any outstanding restraining/protection orders.
  - c. Call a managers meeting, and inform all of them of the situation. Share information including descriptions of individual, vehicle, etc. Make plans to “lockdown” the center, and contact police immediately if the person is seen on the property or in the immediate area.
2. Disgruntled former employees/family members, etc.
  - a. If a direct threat of violence is made towards the company or employees, contact the police by dialing 911 on a company or cellular phone.
  - b. Assemble the management team at earliest possible convenience to discuss the situation, and plan for lockdown of the building if necessary. An order of protection may be advisable.
  - c. IF THE PERSON MAKING THE THREAT IS SEEN ON THE CAMPUS OR IN THE IMMEDIATE AREA, contact law enforcement (911) and begin lockdown procedure for the center, immediately, by first announcing “THREAT OUTSIDE LOCKDOWN” over the paging system (repeating announcement several

## Emergency Action Plan

times). "Threat Outside Lockdown" means that the threatening person has not yet entered the building, and the center must take IMMEDIATE action to lock all means of entry into the building.

- 1) All entrances will be locked and no one is allowed to leave until the "ALL CLEAR" is given by law enforcement or the administrator/director.
- 2) Clear hallways and keep everyone away from doors and windows.
- 3) Be prepared to move to an inner room that can be properly secured.

### 3. ARMED INTRUDER/ACTIVE SHOOTER

If this extremely dangerous situation develops or appears to be developing TAKE ACTION IMMEDIATELY:

- a. Do not confront or attempt to reason with the individual.
- b. Announce over paging system the code word/location of the situation. "THREAT INSIDE LOCKDOWN/DINING ROOM (for example)" repeat announcement several times, giving the location of the intruder, if known. "Threat Inside Lockdown" means that there is already someone in the building attempting to cause harm. DO NOT lock exterior doors as this will impede law enforcement when they arrive on the scene.
- c. RUN: If a safe passage is available, leave the area immediately, to a pre-designated location well away from the building, assisting any residents, if possible. Dial 911 as soon as possible. Be prepared to give as many details of the situation as you can to the dispatcher, such as how many perpetrators, location of the person(s) and their description, types of weapons being used, any hostages/casualties, etc.
- d. HIDE: If you are unable to safely leave the building, attempt to seek shelter in a nearby room, that is capable of being locked from the inside, assisting residents if possible. If the door does not have a lock, attempt to barricade the door with furniture, etc., and remain very quiet. Shut off TVs and radios and set cell phones on vibrate/muted. TRY NOT TO hide under a desk or anywhere else that may impede your ability to move about or escape if necessary, unless there is nowhere else to go. Hiding under desks has proven to be ineffective.
- e. Remain quiet and hidden, until authorities give an "ALL CLEAR."
- f. Fight: If none of the above options are available to you, and you are directly faced with the shooter/intruder, as a last resort, FIGHT BACK! Chairs, coffee cups, staplers, cellphones, pictures, chairs, etc., can be used as weapons, in an attempt to "take out" the shooter/intruder and defend yourself.

**ALL staff should be trained on this procedure, just as with all emergency procedures, during initial orientation and at least annually thereafter. It is recommended that at least one annual drill be performed with all staff regarding this procedure.**

## Emergency Contact Information

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### EMERGENCY TELEPHONE NUMBERS:

**FIRE DEPARTMENT: FREDERICK FIRE DEPARTMENT  
TELEPHONE: 911**

**POLICE DEPARTMENT: FREDERICK POLICE DEPARTMENT  
TELEPHONE: 911**

**EMERGENCY MEDICAL SERVICES (AMBULANCE):  
TELEPHONE: 911**

**HOSPITAL: FREDERICK MEMORIAL HOSPITAL  
TELEPHONE: 240-566-3300**

**RCI MAIN/PRIMARY NUMBER : 301-620-9130**

**ADDRESS: 801 N East Street, Suite 2A, Frederick MD 21701**

### **SUPERVISOR / CELL NUMBERS:**

**GARY SAUR - 301-385-5023**

**BILL SIMMONS - 301-221-4002**

**NANCY COX - 301-385-5024**

**DOUG MACUCH - 301-854-6710**

# Workplace Abuse and Harassment Policy

## Purpose

The purpose of this policy is to address issues of workplace abuse and harassment that arise at RCI . Workplace abuse and harassment is not tolerated at RCI, and any parties suspected of workplace abuse and harassment will be subject to investigation and disciplinary action.

It is the policy of RCI to maintain a work environment that is free from harassment based on race, color, religion, sex (harassment of a sexual nature, including same-gender and gender-identity harassment), national origin, age, disability (mental or physical) and sexual orientation, and also to maintain an environment that is free from retaliatory harassment based on opposition to discrimination or participation in the discrimination complaint process.

In addition, it is the policy of RCI that no retaliation will be tolerated against any employee for reporting harassment under this or any other policy or procedure, or for assisting in any inquiry about such a report.

## Scope

This policy applies to interactions between employees at RCI Custom . Employees who violate this policy are subject to disciplinary action. Supervisors who do not act on reports of workplace abuse or harassment are also subject to disciplinary action.

While vendors and clients will not attend RCI 's training or be subject to disciplinary action, employees are strongly encouraged to report any claims of workplace abuse and harassment that involve these parties.

Workplace abuse and harassment can occur at the worksite or workplace, in transit to the worksite or workplace, or through email or social media outlets. Abuse and harassment in any of these locations or mediums are forbidden.

## Definitions

Workplace abuse can take the form of:

- Workplace Bullying
  - Abusive or offensive language
  - Unwelcome behavior
  - Unreasonable insults or criticism
  - Teasing and/or spreading rumors
  - Trivializing of work or achievements
  - Exclusion or isolation
- Workplace Violence
  - Unwanted physical contact or proximity
  - Threatening words and/or actions
  - Damage to an individual's personal property
- Sexual Harassment
  - Requests for favors
  - Unwanted verbal or physical advances
  - Derogatory or suggestive comments
  - Offensive gestures, images or language
  - Employee's Responsibility

RCI does not tolerate workplace abuse in any form. Employees who witness workplace abuse or are themselves involved in an abusive situation are required to report the details of the situation to management immediately. If the abusive situation involves the employee's direct manager, the employee may issue the report of abuse with another manager of his or her choosing .

## Workplace Abuse and Harassment Policy

### Employer's Responsibility

Any reports of abuse will be followed up immediately with a thorough investigation and, when necessary, corrective action will be taken. RCI will:

- Listen to any charges issued by employees and treat all claims seriously.
- Maintain a professional and respectful relationship with the reporting employee.
- Focus solely on facts without issuing judgment.
- Investigate immediately.
- Maintain confidentiality throughout the investigation.
- Prepare a chronology of the incident.
- Gather information about other incidents, if the incident is not isolated.
- Interview the claimant, the accused and any available witnesses.
- Administer disciplinary action as appropriate to the case.
- Conduct follow-up interviews with the claimant to ensure abuse and/or harassment has ceased.

### Disciplinary Action

Appropriate to the severity and frequency of the incident, disciplinary action may be administered. Discipline may take the form of the following:

- Written warning
- Required completion of a workplace bullying or sexual harassment seminar or class
- Temporary suspension from work environment
- Probation
- Transfer to a different position or department
- Demotion
- Dismissal

### Ongoing Methods to Combat Workplace Violence

RCI provides all new employees with training on the importance of maintaining respectful and safe working relationships. Retraining is provided for current employees as deemed necessary and upon any changes to the workplace abuse and harassment policy. Following training, the employee must review and sign RCI's policy.

# Hazardous Substance Spill Response Policy

## Purpose

This policy establishes how RCI will protect employees in the event of a hazardous substance spill or release. It will outline the emergency action plan as well as the roles employees are expected to take on. The policy is in place to keep RCI's staff safe, but also to prevent environmental contamination.

After reading this policy, employees will understand:

- How to identify a hazardous substance spill or release
- What immediate actions he or she should take
- How his or her actions fit within the larger scope of 's emergency response plan

## Scope

This policy applies to all employees who may witness or accidentally cause a hazardous substance spill or release.

## What Qualifies as an Emergency Spill?

Not all spills are necessarily emergencies, even if they do involve hazardous substances. Incidental releases are spills that do not pose immediate or short-term safety or health hazards to employees in the vicinity or to those cleaning it up. However, the following will always constitute as emergency situations and require adherence to 's emergency response plan:

- High concentrations of toxic substances, whether because of a spill or leak
- Any situation involving hazardous substances that could cause injury or be life-threatening
- Environments that present imminent danger to life and health (IDLH situations)
- Accidents that result in an oxygen-deficient atmosphere
- Conditions that pose a fire or explosion hazard
- Any situation that requires evacuation of an area or that requires immediate attention because of the danger posed to employees in that area

## What Qualifies as a Hazardous Substance?

Each employee and contractor performing work for is expected to know and understand what a hazardous substance is:

- A biological or other disease-causing agent
- Able to cause, or reasonably anticipated or expected to cause after release into the environment, death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions or physiological deformations in people or their offspring upon exposure, ingestion, inhalation and/or assimilation
- Released by deposit, injection, dumping, spilling, leaking or placing near a site where the substance could feasibly enter the environment

## How Hazardous Substances Will Be Identified

Each employee and contractor performing work for RCI is expected to understand how to identify a hazardous substance, as well as:

- Use RCI 's labelling system and Safety Data Sheets (SDS) to recognize a hazardous substance emergency
- Assess the potential outcomes associated with the hazardous substance emergency
- Have the ability to realize the need for additional resources and make appropriate notifications

## First Responder Awareness Level

Individuals who are likely to witness a hazardous substance release but whose only responsibility is to notify the proper authorities must demonstrate the following:

## Hazardous Substance Spill Response Policy

- Knowledge of hazardous substance risks, how they should be handled and the potential outcomes associated with the situation
- The ability to specifically identify the hazardous substances, if possible

### First Responder Operations Level

Individuals who have the responsibility of responding to hazardous substance releases for the purpose of protecting nearby people, property or environment from damage must demonstrate the following:

- Understanding and knowledge of all requirements of the First Responder Awareness Level
- Knowledge of RCI's emergency response plan and how to implement it
- Knowledge of hazard and risk assessment
- Knowledge of personal protective equipment (PPE) appropriate for the situation and how to use it
- Ability to classify, identify and verify known and unknown materials
- Knowledge of basic control, containment and/or confinement operations
- Knowledge of basic chemical and toxicological terminology and behavior

### Training

- Training will be provided until each employee understands and is able to demonstrate the knowledge required for his or her position.
- Training shall be provided not only for employees, but also for contractors who have the reasonable possibility of being present during a hazardous chemical release or spill.
- Staff will receive additional, refresher training on these roles and responsibilities annually.

### Incidental Spills

In the event a spill presents no immediate danger to the health and safety of employees or the environment:

- Inform those in the immediate area that a spill has occurred.
- If the chemical is flammable, eliminate any possible sources of ignition that may be in the area.
- If anyone has come into direct contact with the chemical, a trained first responder must be contacted to assess the individual.
- Determine what PPE is required to handle the hazardous material using the appropriate SDS.
- Follow the cleanup and control methods listed in the appropriate SDS.
- Make sure the area is completely decontaminated before work in that location resumes.
- Notify your immediate supervisor of the incident so he or she may report it to the appropriate RCI Manager

### Unknown Material Spills or Large spills

If a spill is very large or if the exact makeup or effects of the spilled chemical are unknown:

- Immediately inform those in the area that a spill has occurred and that they must evacuate.
- If the chemical is flammable, or if you are unsure whether it is flammable, eliminate any possible sources of ignition that may be in the area.
- Leave any containers in the area to aid the first responder identifying the spill.
- Close all doors to that area to keep the spill as contained as possible.
- Notify the Shop Manager so they may send the appropriate assistance.
- Do not attempt to clean up the spill yourself; wait until the first responders arrive to assess the situation.

## Hazardous Substance Spill Response Policy

- If the first responders determine that the severity of the spill goes beyond their containment abilities, they will contact the local authorities.

### Spills Creating an Immediate Health Threat

In the event a spill creates an immediate health threat to employees, patrons, visitors or any other witnesses in the area:

- Evacuate the area immediately.
- Leave everything in place and close all doors on the way out to isolate the area.
- Report to local fire or police department
- Once clear of the affected area, immediately notify any RCI Manager of the situation so they may send assistance.
- Wait in a safe area near the entrance to the building until the local authorities arrive so you can explain the details of the situation.

### Reporting

All employees will be trained on and must comply with state and federal reporting standards for spills of hazardous substances.

### Employee Knowledge

Both employees and hired contractors working with the reasonable possibility of being around a hazardous chemical release will be made aware of the Hazardous Substance Spill Emergency Response Plan and understand each of its parts, which include vital information on:

- Pre-emergency planning, including recognition and prevention
- Personnel roles, lines of authority, training and communication standards
- Safe distances and places of refuge in case of emergency
- Site security and control standards
- Evacuation routes and procedures
- Decontamination procedures
- Emergency medical treatment and first-aid procedures
- Emergency alerting and response procedures



## Vehicle Use Policy

To: All drivers of RCI Vehicles, or drivers using their personal vehicle for company business

Effective: January 2019

This policy applies to:

- Vehicles owned, leased or rented to RCI .
- Personally owned vehicles driven by employees on behalf of RCI .

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and .

- All drivers must have a valid driver's licence.
- Driving records will be checked periodically. Driving privileges may be suspended or terminated if an employee's record indicates an unacceptable number of accidents or violations. Should the employee's record fall into 's insurance carrier's guidelines of an "unacceptable driver," his or her employment may be terminated.
- The supervisor must be notified of any change in an employee's licence status or driving record.

When operating a private vehicle for business:

- The employee's Personal Auto Liability insurance is the primary payer. RCI 's insurance is in excess of the employee's coverage.
- The employee should carry liability coverage that at least meets the minimum required by their state. Evidence of insurance coverage is to be provided to RCI each year, by a copy of the policy's Declaration page or a Certificate of Insurance.
- RCI is not responsible for any physical damage to the employee's vehicle. Employees must carry their own collision and comprehensive coverage.
- Employees must report mileage for expense reimbursement unless a flat rate fee has been arranged.

In the event of an accident, the employee should:

- Take necessary steps to protect the lives of him- or herself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to as soon as possible.

# General Computer Security and Use Policy

## Purpose

The General Computer Security and Use Policy forms the foundation of the corporate Information Security Program. Information security policies are the principles that direct managerial decision-making and facilitate secure business operations. A concise set of security policies enables the IT team to manage the security of information assets and maintain accountability. These policies provide the security framework upon which all subsequent security efforts will be based. They define the appropriate and authorized behaviour for personnel approved to use information assets.

## Scope

The General Computer Security and Use Policy applies to all employees, interns, contractors, vendors and anyone using assets. Policies are the organizational mechanism used to manage the confidentiality, integrity and availability issues associated with information assets. Information assets are defined as any information system (hardware or software), data, networks and components owned or leased by or its designated representatives.

## Guidelines

All employees, contractors, vendors and any other person using or accessing information or information systems must adhere to the following policies.

- All information systems within are the property of and will be used in compliance with policy statements.
- Any personal information placed on information system resources becomes the property of .
- Any attempt to circumvent security policy statements and procedures (i.e., disconnecting or tunnelling a protocol through a firewall) is strictly prohibited.
- Unauthorized use, destruction, modification and/or distribution of information or information systems is prohibited.
- All users will acknowledge understanding and acceptance by signing the appropriate policy statements prior to use of information assets and information systems.
- At a minimum, all users will be responsible for understanding and complying with the following policy statements (in subsequent pages):
  - System Security Policy
  - Internet Acceptable Use Policy
  - Personal Equipment Policy
- All users will report any irregularities found in information or information systems to the IT team immediately upon detection.
- RCI information systems and information will be subject to monitoring at all times. Use of information systems constitutes acceptance of this monitoring policy.
- Use of any information system or dissemination of information in a manner bringing disrepute, damage or ill-will against is not authorized.
- Release of information will be in accordance with policy statements.
- Users will not attach their own computer or test equipment to computers or networks without prior approval of the IT team or its designated representative.

## System Security Policy

RCI's System Security Policy addresses access control, use of hardware, operating systems, software, servers and backup requirements for all systems maintained and operated by .

## Applicability

The System Security Policy applies to all employees, contractors, vendors and any other person using or accessing information or information systems. Exceptions to this policy must be approved by the company.

### Password System Security

In today's information age, poorly selected, reusable passwords represent the most vulnerable aspects of information security. In fact, computer security experts estimate that 96 per cent of all security breaches occur because of inadequate safeguards of network usernames and passwords. has adopted this policy to ensure that the private information of our clients and our proprietary corporate data are kept secure at all times. 's authorized users must comply with creation, usage and storage policies to minimize risk to corporate information assets.

- Passwords will conform to the following criteria:
  - Passwords will be a minimum of seven characters.
  - Passwords must use at least one uppercase letter, one lowercase letter and one number.
- The sharing of passwords is prohibited.
- Any suspicious queries regarding passwords will be reported to the IT team.
- Passwords will be protected as proprietary information. Writing them down or storing them unencrypted on the information system is prohibited.
- Users will be required to change passwords every 90 days and may reuse passwords only after 10 different passwords have been used.
- Accounts will be locked out after five failed password attempts in a 30-minute time period. Accounts can be reset by contacting the IT team or by waiting 30 minutes for the account to reset automatically.
- Users will be forced to unlock their computers using their network password after 60 minutes of inactivity on their desktops.
- All system passwords will be changed within 24 hours after a possible compromise.
- When users leave the organization, their accounts will be immediately disabled or deleted.
- If the user leaving the organization was a privileged user or a network administrator, all system passwords will be changed immediately.

### Internet Acceptable Use Policy

Internet access is provided to employees to conduct business. While these resources are to be used primarily for business, the company realizes that employees may occasionally use them for personal matters and therefore provides access to nonoffensive personal sites during nonbusiness hours.

- Nonbusiness Internet activity will be restricted to nonbusiness hours. actively blocks nonbusiness sites during working hours. Working hours are defined as Monday through Friday from 7 a.m. to noon and from 12:45 p.m. to 5:00 p.m.
- The definition of nonbusiness sites is at the sole discretion of the IT team. This definition can, and will, change without notice as the Internet continues to evolve.
- Internet activity will be monitored for misuse.
- Internet activities that can be attributed to a domain address (such as posting to newsgroups, use of chat facilities and participation in mail lists) must not bring disrepute to or associate with controversial issues (e.g., sexually explicit materials).
- Internet use must not have a negative effect on operations.
- Users will not make unauthorized purchases or business commitments through the Internet.
- Internet services will not be used for personal gain.
- Internet users will make full attribution of sources for materials collected from the Internet. Plagiarism or violation of copyright is prohibited.
- Release of proprietary information to the Internet (e.g., posting information to a newsgroup) is prohibited.
- All Internet users will immediately notify the IT team of any suspicious activity.
- All remote access to the internal network through the Internet will be encrypted and authenticated in a manner authorized by the IT team.

- Accessing personal social networking accounts (including but not limited to Facebook®, Twitter®, Google+®, MySpace®, LinkedIn®, Foursquare® and TUMBLR®) or using email for social networking purposes is prohibited during working hours. The use of social networking sites for specific business purposes must be pre-approved or assigned by a manager or supervisor.

### Email Security Policy

The Email Security Policy specifies mechanisms for the protection of information sent or retrieved through email. In addition, the policy guides representatives of in the acceptable use of email. For this policy, email is described as any computer-based messaging including notes, memos, letters and data files that may be sent as attachments.

### Applicability

The Email Security Policy applies to all employees, contractors, vendors and any other person using or accessing information or information systems. Exceptions to this policy must be approved by the CIO or his or her designated representative.

### Policy

Authorized users are required to adhere to the following policies. Violators of any policy are subject to disciplinary actions, up to and including termination. The following items are the corporate policy statements for access controls:

- All email on the information systems, including personal email, is the property of . As such, all email can and will be periodically monitored for compliance with this policy.
- Individual email accounts are intended to be used only by the person to whom they are assigned. Special arrangements can be made to share information between team members, such as between a producer and an account representative. In all other cases, no user is authorized to open or read the email of another without the express consent of senior management (i.e., CEO, COO, CFO, CIO or VP of HR).
- Email is provided to the users of primarily to enhance their ability to conduct business.
- Email will be stored in the system for up to a maximum of 75 MB per mailbox. Mailbox is defined as the combined total of deleted items, inbox, sent items and any user-created email folders. Users will receive a warning message stating that they need to clear out space when their mailbox size reaches 50 MB. However, once the mailbox storage space exceeds 75 MB, users will not be able to send new mail messages until the mailbox size falls below the 75 MB limit. However, in all cases, users will continue to receive incoming messages.
- The maximum size of any individual incoming email message will be 20 MB.
- Terminated employees will have all email access immediately blocked.
- Users who leave the company will have all new emails automatically forwarded to their supervisor, or their designated representative, for 30 days.
- The former employee's supervisor is responsible for disseminating stored emails to the appropriate party. Thirty days after the date of termination, the former employee's mailbox will be permanently removed from the system.

### The following items are the corporate policy statements for content:

- Use of profane, inappropriate, pornographic, slanderous or misleading content in email is prohibited.
- Use of email to spam (i.e., global send, mail barrage) is prohibited. This includes the forwarding of chain letters.
- Use of email to communicate sexual or other harassment is prohibited. Users may not include any words or phrases that may be construed as derogatory based on race, colour, sex, age, disability, national origin or any other category.
- Use of email to send unprofessional or derogatory messages is prohibited.
- Forging of email content (e.g., identification, addresses) is prohibited.
- All outgoing email will automatically include the following statement: "This email is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing or other use of

this email by individuals or entities other than the addressee is prohibited. If you have received this email in error, please contact the sender immediately, and delete the material from your computer.”

**The following items are the corporate policy statements for usage:**

- Any email activity that is in violation of policy statements or that constitutes suspicious or threatening internal or external activity will be reported.
- When sending email, users should verify all recipients to whom they are sending the message(s).
- Be aware that deleting an email message does not necessarily mean it has been deleted from the system.

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### Purpose

The purpose of this policy is to insure that all employees can identify chemical and other hazards that may exist within the workplace.

- All employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
  - Safety Data Sheets (SDS) are documents provided by the supplier of a chemical that detail the chemical contents, associated hazards and general safe-handling guidelines. At RCI, the SDS collection is located in the breakroom, and Business Manager's office. It may also be found online at <http://www.rcicustom.com/>, or at <https://secureweb.infotrac.net/sds/rci>. Employees are free to utilize the SDS as needed.
  - General rules for handling chemicals in an office environment are:
    - Read all label warnings and instructions.
    - Follow instructions for quantity.
    - 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 with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
    - Any questions or concerns regarding chemicals should be reported to your supervisor and human resources.
  - Most labels use numbers to rank the hazard level in three important GHS groups:
    - **PHYSICAL HAZARDS** – materials that pose the risk of flammability, explosion, or other similar physical threat
    - **HEALTH HAZARDS** – for any health risks posed by the material to handlers
    - **ENVIRONMENTAL HAZARDS** – for materials that may be harmful to the aquatic environment or ozone layer
- After each hazard (Physical, Health, and Environmental), a number from 1 to 5 will be assigned. The number reflects the degree (or amount) of hazard, 1 being Minimal and 5 being Most Serious

### Blood-borne Pathogens

- Blood and other bodily fluids can carry pathogens, which are capable of spreading diseases to others. This includes HIV—which leads to AIDS—and hepatitis.
- 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.
- In the event of a person losing bodily fluids, avoid the area and warn others to do the same.
- In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt to clean it up by yourself. Call a supervisor immediately for instructions.

## General Safety Precautions

### Personal Protective Equipment (PPE)

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

- Safety glasses – must be worn at all times in designated areas.
- Gloves – must be worn at all times when handling sharp or rough stock, welding or while performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- Respirators – only employees trained and authorized to use respirators are allowed to do so.
- Hearing protection – required in areas where noise exposure is more than 90dBA (85dBA if you have already experienced a hearing loss).

### Lockout/Tag Out

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

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

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

### Confined Space

Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. Confined spaces are not meant for human occupancy, areas that have limited means of entry and exit, and have electrical, chemical, thermal, atmospheric or entrapment hazards.

### Respiratory Protection

- Do not perform an operation requiring a respirator unless you have been fitted, trained and approved to use a respirator.
- Inspect respirators for cracked or worn parts before and after each use and after cleaning.
- Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
- Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
- Clean and sanitize respiratory equipment according to the manufacturer's recommendations after each use.
- Store respiratory equipment in a clean and sanitary location.
- Fire Prevention
- Smoking is only allowed in designated exterior smoking areas.

## General Safety Precautions

- No candles or open flames are allowed within the office facility.
- Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
- No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on hazard communication and fire safety.

## Electrical Safety

- With the exception of independently fused multi-tap cords for computers, extension cords are not allowed in office areas.
- Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
- Turn electrical appliances off with the switch, not by pulling out the plug.
- Turn all appliances off before leaving for the day.
- Never run cords under rugs or other floor coverings.
- Any electrical problems should be reported immediately.
- The following areas must remain clear and unobstructed at all times:
  - Exit doors
  - Aisles
  - Electrical panels
  - Fire extinguishers

## Lifting

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- 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.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 180 to 360 centimetres apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.



## General Safety Precautions

- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### Ladders & Stepladders

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure of how to use the ladder.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- 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.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or step stool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of centre.
- When using a straight or extension ladder, extend the top of the ladder at least 1 metre above the edge of the landing.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- Do not move a rolling ladder while someone is on it.
- Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- Do not carry items in your hands while climbing up or down a ladder.

### Housekeeping

- Do not place materials such as boxes or trash in walkways and passageways.
- Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
- Mop up water found anywhere immediately. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Do not block walking surfaces with tools or materials that are not being used.
- Straighten or remove rugs and mats that do not lie flat on the floor.
- Remove protruding nails or bend them down into lumber by using a claw hammer.
- Return tools to their storage places after using them.
- Do not use gasoline for cleaning purposes.

### Machine Safety

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

### Power Saws

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
2. Turn the saw power off before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
5. If the saw becomes jammed, turn the saw off before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

### Abrasive Cut-off Saws and Chop Saws

1. Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
2. Allow the saw to return to its stored position before removing the cut material from the table.
3. Lay the material squarely and solidly down before sawing it.
4. Use a clamp to secure cylindrical materials to the saw table before cutting.
5. Do not use the abrasive cut-off saw for grinding or sharpening any tool or material.

### Grinders and Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
4. Adjust the tongue guard so that it is no more than 1 centimetre from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1 centimetre from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel if its labelled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder off when you have finished working with it, and remain at the machine until it has completely stopped turning.

### Drill Press

1. Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
2. Make sure the press table is locked into place and the depth adjustment is set before turning on the power.

## Job-specific Safety Precautions

3. Remove the chuck key before turning on the power.
4. Clamp small pieces of stock that are to be drilled in the drill vise or to the work bench.
5. Do not wear rings, wristwatches or gloves when working with the drill press.
6. Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
7. Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
8. When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

### Portable Grinders

1. Do not use a portable hand held grinder with a wheel diameter larger than 2 inches unless the grinder has a positive action switch to ensure the switch cannot be locked in the "on" position.
2. Do not use a portable grinder if the grinding wheel guard is missing.
3. Do not clamp a portable grinder in a vice to use it as a bench grinder.

### Pneumatic and Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent use of the defective or damaged tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guard before using the compressor.
5. Turn the tool off and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

### Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged-in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are on unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark-inducing tools such as grinders near containers labelled "Flammable."
11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
12. Do not use extension cords or other three-pronged power cords that have a missing prong.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not run extension cords through doorways or through holes in ceilings, walls or floors.
15. Do not drive over, drag, step on or place objects on a cord.
16. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
17. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
18. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

### Hand Tool Safety

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

### Hand Truck Safety

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rate 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. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the centre of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf or table.

### Compressed Gas Cylinders – Storage and Handling

1. Do not handle oxygen or argon cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position, chained to a secure fixture.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labelled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

### Electrical TIG Welding

1. Obey all signs posted in the welding area.
2. Use the welding screen to shield other employees from flying slag and intense light.
3. Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.
4. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.

## Job-specific Safety Precautions

5. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

### **Welding, Cutting and Brazing**

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
3. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, **near any area in which exposed readily ignitable materials are stored, or near containers labelled "Flammable" or "Combustible."**
4. Do not use worn, burned or cracked hoses.
5. Do not use oil, grease or other lubricants on the regulator.
6. Bleed welding gas lines at the end of your shift.
7. Do not wear contact lenses when welding.
8. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants.
9. Wear clothing made of cotton, wool, or nonsynthetic fibres. Wear long sleeve shirts, long pants, boots and gloves.
10. Use the welding screen to shield other employees from intense light.

### **Warehouse Safety**

1. When stocking shelves by hand, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
2. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
3. Remove or bend nails and staples from crates before unpacking the crates.
4. When cutting shrink wrap with a blade, always cut away from you and your co-workers.
5. Do not try to kick objects out of pathways. Push or carry them out of the way.
6. Do not let items overhang from shelves into walkways.
7. Move slowly when approaching blind corners.
8. Place heavier loads on the lower or middle shelves.
9. Remove one object at a time from shelves.
10. Place items on shelves so that they lie flat and do not wobble.

### **Loading Docks**

1. Keep the loading docks clear of obstruction at all times.
2. Loading dock doors shall remain unlocked during business hours and when any work is being performed by any persons within the shop