

Farabee

Mechanical

Safety

Manual

Injury Prevention Program

Philosophy Statement

It is the policy of Farabee to provide an environment that is safe, secure and healthful for all employees and associates. Our company is committed to placing safety as a number one priority. Our objective is to provide training, policies, procedures and professional consultation that will reduce the number of injuries to an absolute minimum. Our goal is zero accidents and injuries.

Purpose of Injury Prevention Program

The purpose of this injury prevention program is solely designed to be used as a guide, and to provide clarification of safety policies and practices that are presently in effect. As condition of employment you are required to receive training on/or review a copy of the injury prevention program. This program should be used as a guide and tool that will enhance employer and employee health and safety.

Disclaimer & Employment-At-Will clause

Nothing in this injury prevention program in any way creates an expressed or implied contract of employment between Farabee and its employees. Rather it is intended to foster a safer work place for everyone.

Farabee at its sole and absolute discretion, without prior notice, at anytime, may change, rescind, add or delete any policies or practices described in the injury prevention program.

Safety Committee

Farabee shall endeavor to comply with all federal and state regulations (LB 757) that are designed to promote a safe work environment. Because such rules and regulations are extensive, each employee, supervisor, manager should consult with a member of the company's safety committee or safety director regarding questions affecting employee health and safety.

The safety committee is intended to assist the company to be making recommendations addressing safety and health hazards at each worksite. The safety committee shall include an equal number of representatives of management and employees. All employees have an opportunity to be committee members. Employee members will be selected at random from among the volunteers.

The safety committee and management shall work together to establish rules and programs designed to promote safety. These rules and programs will be in

compliance with all federal and state laws and will be made known to all employees. The safety committee shall, but not limited to:

Provide instruction and orientation training to all new employees. Provide the new employee with a copy of this injury prevention program. Instruct new employees in all rules and guidelines that pertain to their work.

Make available training (through instruction, video and educators) necessary for fulltime and part-time employees to perform their task safely. Offer refresher courses yearly. Provide at least quarterly safety training.

Provide PPE and first-aid equipment to all employees when required.

Record all instances of violations and investigate accidents.

Discipline any employee (after consulting with management) who fails to comply with OSHA, State or Farabee policies and procedures.

Conduct regular jobsite safety inspections.

Annually conduct a review of this injury prevention program.

Bring forward unsafe job conditions as reported.

Require all visitors to comply with all safety rules.

Be aware of all safety requirements and plan all work activities to comply with safe working practices.

Ensure prompt medical attention for any injured employee.

Ensure all accidents are reported ASAP to management and an accident form is completed. Any serious accident or fatality must be reported to OSHA within 8 hours.

Foreman or supervisors are responsible to see that all reporting and emergency procedures are followed.

Discipline/Employee Reprimand

In order to be compliant with OSHA Farabee will discipline its employees for not following safety procedures spelled out in this manual. However the company is not obligated in every situation to apply the same discipline. No two situations are alike.

Verbal Warning: This warning shall be given during an interview conducted by management. It is to inform the employee of the safety violation, hear the employee's position and discuss how to prevent the problem from occurring again.

Written Warning: A written warning is given by management informing the employee of the rule violation and is more serious than a verbal warning. One copy will be given to the employee and the other put in the employees personnel file. The employee shall acknowledge the warning by signing and dating the form.

Disciplinary Suspension: This is used to penalize employees for serious misconduct or repeated violations. A suspended employee will not work or receive wages while on suspension unless an investigation clears the employee of any wrong doing. The suspension will be on company letter head and document the infraction. Management may forego the proceeding steps if it deems it plausible.

Termination: Management may forego the proceeding steps and immediately terminate an employee. Examples of but not limited to include habitual negligence, acts that cause serious injury or property damage, gross negligence, reckless driving, driving under the influence of drugs and or alcohol, working while under the influence of drugs and or alcohol or failure to use PPE.

GENERAL POLICY

- 1. All employees of Farabee shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor/employer.**
- 2. Supervisors shall insist that employees observe and obey every rule, regulation and order necessary to the safe conduct of the work and take such action necessary to obtain compliance.**
- 3. All employees shall be given frequent accident prevention instructions. Instructions, practice drills, and articles concerning workplace safety and health shall be given at least once every _____ working days.**
- 4. Anyone known to be under the influence of alcohol and/or drugs shall be not be allowed on the job while in that condition. Persons with symptoms of alcohol and /or drug are encouraged to discuss personal or work-related problems with the supervisor/employer.**
- 5. No one shall knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose the individual or others to injury.**

6. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and they shall report deficiencies.
Approved protective equipment shall be worn in specified work areas.
7. First Aid Kits will be available on each job site and in transport vehicles.
8. Horseplay, scuffling and other acts that tend to endanger the safety or well-being of employees are prohibited.
9. Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects, employees should bend their knees and use the large muscles of the legs instead of the smaller muscles of the back.
10. Workers shall not handle or tamper with electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor/employer.
11. All injuries shall be reported promptly to a supervisor/employer so that arrangements can be made for medical and/or first aid treatment. First aid materials are located in _____; emergency, fire, ambulance, rescues squad and doctor's telephone numbers are located _____; and fire extinguishers are located at _____.
12. An accident will require the employee involved and their supervisor to fill out an accident investigation report and submit to management.

GENERAL WORK ENVIROMENT

1. All work areas will be kept clean, sanitary and orderly.
2. All work surfaces will be kept dry and appropriate means taken to assure surfaces are kept slip-resistant.
3. All spilled hazardous materials and liquids will be cleaned up immediately according to proper procedures.
4. When cleaning up flammable liquids, always dispose of the rages in a metal container with a tight-fitting lid.
5. All work areas will be properly illuminated.
6. All pits or floor openings will be properly covered or guarded.
7. All aisles and walk ways will be kept clear and marked appropriately.

8. All exits will be clearly marked. They will be maintained so that they are never blocked or obstructed.
9. Employees shall observe and obey all caution, danger signs, barricades, and safety permit tags that are placed on the job site or shop area.
10. A clean water station will be will marked, maintained and sanitary at all times.
11. MSDS sheets will be readily available and each employee will be instructed on how to read and use them.
12. All employees will notify a supervisor and/or employer immediately of any safety concerns in the general work environment.

WORKPLACE FIRE SAFETY

1. Each workplace building will have at least two means of escape remote from each other to be used in a fire emergency and all employees will no where those exits are.
2. Fire doors will not be blocked or locked to prevent emergency use when employees are in the buildings.
3. Exit routes from the buildings will be clear and free of obstructions and properly marked with signs designating exits from the building.
4. Each workplace building will have a fire extinguisher and employees will be instructed on how use them.
5. Fire Extinguishers will be checked monthly.
6. Fire alarms will be checked monthly.
7. Access to fire extinguishers and fire alarms will be free of obstruction at all times.
8. Flammable liquids will be kept to a minimum and always kept in tightly sealed and stored in cabinets away from any heat/ignition source.
9. Electrical equipment is never to be operated near easily ignitable material or flammable liquids.
10. Smoking is prohibited in or on the premises.
11. Portable electric heaters are prohibited.
12. Only one electrical device per outlet is aloud.
13. Only URL approved extension cords maybe aloud. If extension cord is damaged in anyway it may not be used.

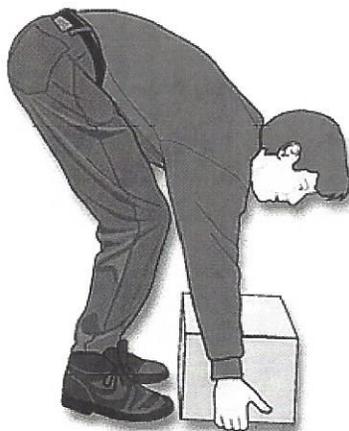


EMERGENCY EVACUATION PLAN

1. There will be floor plans prominently posted to provide clear exit paths and routes in all rooms/areas.
2. Paths to exits will be kept clear of all obstructions.
3. All emergency exit doors will be properly identified and all other doors will be marked "not an exit".
4. All employees will be verbally instructed on when, and where to exit in case of an emergency.
5. In case of an emergency evacuation all employees will meet in the employee parking lot and each supervisor will do a head count of there department.
6. An emergency evacuation will be practiced annually and all employees must participate.
7. In case of severe weather (tornado) all employees will go to _____ and supervisors will do a head count of there department.

HEAVY LIFTING PROCEDURES

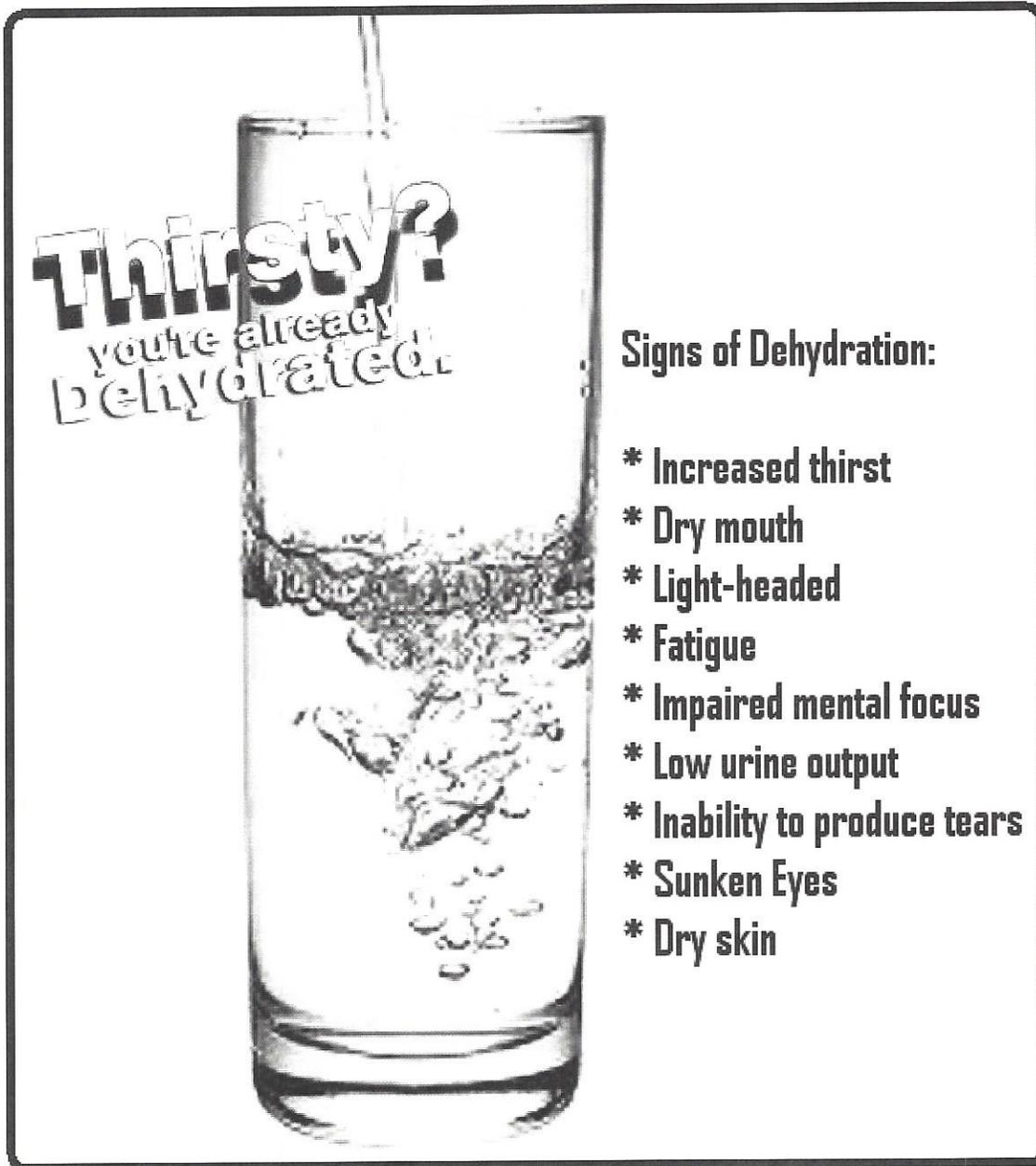
1. Use proper body mechanics when lifting. Employees should bend their knees and use the large muscles of the legs instead of the smaller muscles of the back.
2. Twisting or standing off balance when lifting can cause back injuries.
3. Get help. Well planned and supervised work prevents injuries.



The wrong way!



The right way!



Bloodborne Pathogen Exposure Control Plan

This plan has been developed to minimize and prevent exposure of employees to disease causing microorganisms in human blood. All employees who could be exposed to blood or infectious materials are involved in this program. The OSHA Bloodborne Pathogens Standard applies to those persons who first aid trained and those who would be exposed while not in a first aid capacity.

Bloodborne Pathogens

Those agents, primarily viruses, present in human blood, semen, vaginal secretions, internal body fluids, and any body fluid contaminated with blood. Urine, feces and vomit are not considered infectious unless contaminated with blood. The two worst pathogens are considered to be HIV/AIDS and HBV (hepatitis B virus). Of these two, HBV is the most prevalent and most contagious, while HIV/AIDS can be fatal.

Hazards

HIV and HBV can be spread in the workplace by blood contact with an open wound, blood contact with mucous membranes or being stuck with a used hypodermic needle.

Clothing and other materials can become contaminated and can be sites for infection. An employee can be exposed by using improperly cleaned equipment where blood and/or body fluids are present, such as touching and removing blood soaked clothing or bandages. Someone away from the job can also be affected, such as spouse or garbage collector who comes in contact with the contaminated material.

Prevention

PPE must be used during administration of first aid or CPR (deposable rubber gloves, eye protection, and mouthpiece or airway device). These must be readily available on the job site.

Handling: once-used rubber gloves must be disposed of. Employees must wash their hands immediately after removal of disposable gloves. Equipment in contact with blood or body fluids must be washed immediately with soap and water.

Clothing and Articles: personal clothing and equipment must be cleaned, laundered, disposed of or replaced, if contaminated. Consider calling the local health department or other medical authorities for disposal assistance. Sharp objects must be placed in puncture-proof bags.

Housekeeping: All equipment and work areas exposed to blood or other bodily fluids must be cleaned with a disinfectant. All tarps and protective covers should be cleaned or replaced, if contaminated. Eating, drinking, smoking and applying contact lenses are prohibited in work areas where there is a possibility of contact with human blood or body fluids.

Hepatitis B Vaccinations: Any person who has had occupational exposure has the right to request a series of three injections. This must be offered within the first 24

through a master list of chemical names, Material Safety Data Sheets (MSDS) kept on the job site in a booklet, proper labeling of containers, training for new employees and annual reviews for all employees.

The HACOM Program Coordinator for this company is _____.
The Coordinator is responsible for overseeing the program.

A complete list of any hazardous materials used on our job site is available at _____ (location). This list is updated as needed.

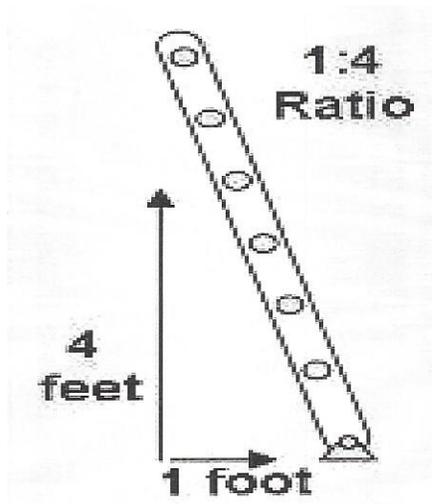
A list of common and frequently used hazardous materials is available at _____ (location). This kept with the MSDS file on the job site and has an MSDS for each chemical listed. First aid treatments are shown.

Information on hazardous materials found on the job site is available to any and all employees. The MSDS file id found on the job site at _____.

Hazardous material containers will be clearly labeled as to: contents, correct hazard warning or symbol, name and address or manufacturer. Labeling is not required for portable containers intended for immediate use.

TRAINING

1. New employees must attend a training session before working with hazardous materials. This training covers:
 - Information contained in MSDS
 - Physical and health hazards form the job site chemicals
 - How presence or release of material is detected
 - How to protect against hazards by PPE and special handling
2. All employees must receive annual refresher training in the above as well as immediate training if a new material is added or a new hazard is determined.
3. Supervisors must receive training adequate to answer employee questions and monitor job site hazards.
4. Any outside contractors will be advised of any hazards existing on the job site and the location of MSDS. Proper labeling and MSDS for any chemical brought on the job site must be present.



Hand Tools

Hand tools are non-powered tools. They include axes, wrenches, hammers, chisels, screw drivers, and other hand-operated mechanisms. Even though hand tool injuries tend to be less severe than power tool injuries, hand tool injuries are more common. Because people take everyday hand tools for granted, simple precautions for safety are easily forgotten.

The most common hand tool accidents are caused by the following:

- ➔ Failure to use the right tool
- ➔ Failure to use a tool correctly
- ➔ Failure to keep edged tools sharp
- ➔ Failure to replace or repair a defective tool
- ➔ Failure to safely store tools

IMPORTANT: Use the right tool for the job to complete a job safely, quickly, and efficiently.

Follow these guidelines for general hand tool safety:

1. Wear safety glasses whenever you hammer or cut, especially when working with surfaces that chip or splinter.
2. Do not use a screwdriver as a chisel. The tool can slip and cause a deep puncture wound.
3. Do not use a chisel as a screwdriver. The tip of the chisel may break and cause an injury.
4. Do not use a knife as a screwdriver. The blade can snap and cause an injury.
5. Never carry a screwdriver or chisel in your pocket. If you fall, the tool could cause a serious injury. Instead, use a tool belt.

6. Replace loose, splintered, or cracked handles. Loose hammer, axe, or maul heads can fly off defective handles.
7. Use the proper wrench to tighten or loosen nuts. Pliers can chew the corners off a nut.
8. When using a chisel, always chip or cut away from yourself.
9. Do not use a wrench if the jaws are sprung.
10. Do not use impact tools, such as chisels, wedges, or drift punches if their heads are mushroom shaped. The heads may shatter upon impact.
11. Direct saw blades, knives, and other tools away from aisle areas and other employees.
12. Keep knives and scissors sharp. Dull tools are more dangerous than sharp tools.
13. Iron and steel hand tools may cause sparks, which are hazardous around flammable substances. Use spark-resistant tools made from brass, plastic, aluminum, or wood when working around flammable hazards.

Improper tool storage is responsible for many shop accidents. Follow these guidelines to ensure proper tool storage:

1. Have a specific place for each tool.
2. Do not place unguarded cutting tools in a drawer. Many hand injuries are caused by rummaging through drawers that contain a jumbled assortment of sharp-edged tools.
3. Store knives or chisels in their scabbards.
4. Hang saws with the blades away from someone's reach.
5. Provide sturdy hooks to hang tools on.
6. Store heavy tools, such as axes and sledges, with the heavy end down.

Power Tools

Power tools can be extremely dangerous if they are used improperly. Each year, thousands of people are injured or killed by power tool accidents. Common accidents associated with power tools include abrasions, cuts, lacerations, amputations, burns, electrocution, and broken bones. These accidents are often caused by the following:

- ↘ Touching the cutting, drilling, or grinding components
- ↘ Getting caught in moving parts
- ↘ Suffering electrical shock due to improper grounding, equipment defects, or operator misuse
- ↘ Being struck by particles that normally eject during operation
- ↘ Touching hot tools or work pieces
- ↘ Falling in the work area
- ↘ Being struck by falling tools

When working around power tools, you must wear personal protective equipment and avoid wearing loose clothing or jewelry that could catch in moving machinery. In addition to general shop guidelines, follow these guidelines for working with power tools:

1. Use the correct tool for the job. Do not use a tool or an attachment for something it was not designed to do.
2. Select the correct bit, blade, cutter, or grinder wheel for the material at hand. This precaution will reduce the chance for an accident and improve the quality of your work.
3. Keep all guards in place. Cover exposed belts, pulleys, gears, and shafts that could cause injury.
4. Always operate tools at the correct speed for the job at hand. Working too slowly can cause an accident just as easily as working too fast.
5. Watch your work when operating power tools. Stop working if something distracts you.
6. Do not rely on strength to perform an operation. The correct tool, blade, and method should not require excessive force. If undue force is necessary, you may be using the wrong tool or have a dull blade.
7. Before clearing jams or blockages on power tools, disconnect from power source. Do not use your hand to clear jams or blockages, use an appropriate tool.
8. Never reach over equipment while it is running.
9. Never disable or tamper with safety releases or other automatic switches.
10. When the chance for operator injury is great, use a push stick to move material through a machine.
11. Disconnect power tools before performing maintenance or changing components.
12. Keep a firm grip on portable power tools. These tools tend to "get away" from operators and can be difficult to control.
13. Never leave chuck key in chuck.
14. Keep bystanders away from moving machinery.
15. Do not operate power tools when you are sick, fatigued, or taking strong medication.
16. When possible, secure work pieces with a clamp or vise to free the hands and minimize the chance of injury. Use a jig for pieces that are unstable or do not lie flat.

Guards

Moving machine parts must be safeguarded to protect operators from serious injury. Belts, gears, shafts, pulleys, fly wheels, chains, and other moving parts must be guarded if there is a chance they could contact an individual.

As mentioned before, the hazards associated with moving machinery can be deadly. Hazardous areas that must be guarded include the following:

1. **Point of operation.** Area where the machine either cuts, bends, molds, or forms the material.
2. **Pinch/nip point.** Area where moving machine parts can trap, pinch, or crush body parts (e.g., roller feeds, intermeshing gears, etc.)
3. **Sharp edges.**

There are three types of barrier guards that protect people from moving machinery. They consist of the following:

- ➔ Fixed guards
- ➔ Interlocked guards
- ➔ Adjustable guards

A fixed guard is a permanent machine part that completely encases potential hazards. Fixed guards provide maximum operator protection.

Interlock guards are connected to a machine's power source. If the guard is opened or removed, the machine automatically disengages. Interlocking guards are often preferable because they provide adequate protection to the operator, but they also allow easy machine maintenance. This is ideal for problems such as jams.

Self-adjusting guards change their position to allow materials to pass through the moving components of a power tool. These guards accommodate various types of materials, but they provide less protection to the operator.

IMPORTANT: Guards must be in place. If a guard is removed to perform maintenance or repairs, follow lockout/tagout procedures. Replace the guard after repairs are completed. Do not disable or move machine guards for any reason. If you notice that a guard is missing or damaged, contact your supervisor and have the guard replaced or repaired before beginning work.

NOTE: Hand-held power tools typically have less guarding in place than stationary power tools. Use extreme caution when working with hand-held power tools and always wear a face shield.

Welding and Cutting

Welding and cutting are two forms of hot metal work that require special safety considerations. Unless they are done in a designated shop area, welding and cutting are strictly prohibited without proper authorization.

Before conducting welding or cutting operations, inspect your equipment for the following:

1. **Welding leads must be completely insulated and in good condition.**

2. Cutting tools must be leak-free and equipped with proper fittings, gauges, regulators, and flashback devices.
3. Oxygen and acetylene tanks must be secured in a safe place.

In addition, follow these guidelines for most welding and cutting procedures:

1. Conduct welding and cutting operations in a designated area free from flammable materials. When welding or cutting is necessary in an undesignated or hazardous area, have someone nearby act as a fire attendant.
2. Periodically check welding and cutting areas for combustible atmospheres.
3. Take care to prevent sparks from starting a fire.
4. Remove unused gas cylinders from the welding and cutting area.
5. Keep hoses out of doorways and away from other people. A flattened hose can cause a flashback.
6. Mark hot metal with a sign or other warning when welding or cutting operations are complete.

Proper selection of personal protective equipment is very important when welding; make sure your welding helmet visor is dark enough to provide adequate protection. See the following table for OSHA regulations. Wear fireproof apron and gloves. In addition, take care to protect other people from the hazards of welding. For example, use a welding curtain to protect other people from UV radiation.

OSHA requirements - 1910.252:

Welding Operation	Shade Number
Shielded metal-arc welding - $\frac{1}{16}$, $\frac{3}{32}$, $\frac{1}{8}$ - inch	
$\frac{5}{32}$ - inch electrodes,	10
Gas-shielded arc welding (nonferrous) - $\frac{1}{16}$, $\frac{3}{32}$ - inch	
$\frac{1}{8}$, $\frac{5}{32}$ - inch electrodes,	11
Gas-shielded arc welding (ferrous) - $\frac{1}{16}$, $\frac{3}{32}$, $\frac{1}{8}$ - inch	
$\frac{5}{32}$ - inch electrodes, Shielded metal-arc welding	12
$\frac{3}{16}$, $\frac{7}{32}$, $\frac{1}{4}$ - inch electrodes	12
$\frac{5}{16}$, $\frac{3}{8}$ - inch electrodes	14
Atomic hydrogen welding	10-14
Carbon arc welding	14

Soldering	2
Torch brazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting, 1 to 6 inches	4 or 5
Heavy cutting, 6 inches and over	5 or 6
Gas welding (light) up to inch	4 or 5
Gas welding (medium) inch to ½ inch	5 or 6
Gas welding (heavy) ½ inch and over	6 or 8

There are three types of welders:

1. **AC Welders:** these welders are used for standard welding procedures. AC welders are powered by an electrical cord.
2. **DC Welders:** these are portable welders that are commonly used in manholes. DC welders have their own power supply.
3. **Wire-feed Welders:** these welders use inert gas for light metal work (e.g., stainless steel, aluminum, etc.)

Common hazards associated with welding include the following:

- ↘ **Electrocution**
- ↘ **Burns**
- ↘ **UV radiation exposure**
- ↘ **Oxygen depletion**
- ↘ **Sparking**

In addition to the general guidelines for welding and cutting, follow these specific guidelines for safe welding operations:

1. **Make sure the welding area has a non-reflective, noncombustible surface.**
2. **Ensure that adequate ventilation and exhaust are available.**
3. **Be aware of electrocution hazards, particularly in damp conditions. Be sure that electrical cords are properly grounded. It is advisable for cords to pull down from an overhead pulley.**

Cutting Guidelines

Gas welding and cutting equipment is often fueled by oxygen and acetylene gas cylinders. These tanks require special safety precautions to prevent explosions and

serious injuries. Follow the safety guidelines below, and refer to the Laboratory Safety chapter in this manual for more information on gas cylinder safety.

1. Ensure that acetylene/oxygen systems are equipped with flame or flashback arresters.
2. Store acetylene bottles upright and secured.
3. Keep cylinder fittings and hoses free from oil and grease.
4. Replace defective or damaged hoses.
5. Do not tamper or attempt to repair cylinders, valves, or regulators.
6. Do not interchange regulators or pressure gauges with other gas cylinders.
7. Carefully purge hoses and torches before connecting a cylinder.
8. Set acetylene pressure at or below 15 psig. Always use the minimum acceptable flow rate.
9. Never use a match to light a torch. Use an approved lighter.

ELECTRICAL

1. Electrical systems will be installed and maintained by a qualified electrician.
2. Electrical panels are readily accessible and labeled.
3. Circuit breakers and fuses are of the correct size.
4. Ground fault circuit interrupters installed where necessary.
5. Only extension cords and electrical tools which recognized by testing laborites are used.
6. Extension cords and electrical hand tools are discarded when damaged.

FORKLIFT SAFETY

1. All employees are to be properly trained before using any forklift. If an employee operates a forklift without proper training it will be grounds for dismissal.
2. No unauthorized personal are allowed to ride on any part of the forklift.
3. Seatbelts must be worn at all times when operating a forklift.
4. All employees are prohibited from standing or passing under elevated portions of trucks, whether loaded or empty.
5. Safe distances must be maintained at all times from the edges of elevated ramps or platforms.
6. A forklift must never be operated on uneven rough train. They are only to be used on smooth level surfaces.

7. Operators are prohibited from driving up to anyone standing in front of a fixed object.
8. Arms and legs are kept in the running lines of the forklift at all times.
9. Loads are never to exceed the rated capacity of the forklift.
10. When not in operation or parked forks are to be lowered to ground level. The parking brake must be on and key in the off position.
11. Horseplay is strictly forbidden when operating a forklift.
12. Trucks in need of repair should not be operated, reported to a supervisor for service and are removed from service immediately for repair.

Charging of forklift batteries

1. The charging of forklift batteries will only be done in the designated area by _____ employees. No other employees will be allowed in the designated area.
2. There will always be an eye wash station in the charging area and it will be maintained with clean water, never blocked and checked on a regular basis.
3. The area will be checked for ignition sources before the charging of any battery since charging batteries gives off hydrogen gas.
4. If battery or battery cables are damaged do not charge the battery.

Storage of Propane bottles

1. All propane bottles will be stored outside, upright in a locked cage.
2. It is forbidden by order of the State Fire Marshall to store propane bottles inside of any building.

GENERAL LOCKOUT/TAGOUT PROCEDURES

1. All machinery or equipment capable of movement will be required to be de-energized or disengaged and blocked or locked out during cleaning, service, adjustment, or setting up operations.
2. The locking out of control circuits instead of locking out main power will be prohibited.

3. **Stored energy will be released or blocked before equipment is locked out for repairs.**
4. **Then appropriate employee will be provided with individual personal safety locks.**
5. **Employees will be required to keep personal control of their keys while they have safety locks in use.**
6. **Only the employee exposed to the hazard can place or remove the safety lock.**
7. **It is required that the employee check the safety of the lockout by attempting a startup after making sure no one is exposed.**

LOCKOUT/TAGOUT FOR FORKLIFTS

1. **Equipment will be shutdown and placed in a zero energy state: Examples of energy include gravity (rolling of truck, falling of forks), hydraulic pressure (falling forks or boom, grapple closing), electrical (equipment switch on, shock), chemical (ignited fuel or oil) and air pressure (hoses and tires).**
2. **You will accomplish the above first by parking on level ground and shutting down the engine and the key will be placed in your pocket (no one else should ever have access to the key). You will then set the parking brake and blocking the wheels. If welding or cutting with a torch is to be done then the battery must be disconnected. Buckets/booms will be placed on the ground and grapples in the close position. If this cannot be accomplished then chain or block the lifting device with a positive means of support. De-energize all electrical, hydraulic, gas and air systems. Release or block springs that are under compression or tension.**
3. **Lockout/Tagout all hazardous forms of energy. Make sure only one key exists for each lock and only you hold the key. Verify by test that all energy sources are de-energized.**
4. **Inspect repair work before removing your lock and activating the equipment.**
5. **Make sure that only you remove the assigned lock. It will be grounds for immediate dismissal if another employee tries to remove a lock or start an engine that has been placed in Lockout/Tagout.**
6. **Make sure that you and your coworkers are clear of danger points before re-energizing the system.**

Mobile Crane Safety Procedure

This procedure describes the requirements for mobile cranes that can hoist, lower and horizontally move a suspended load. Only persons specifically designated by Farabee may operate mobile cranes. Because mobile cranes may be used in construction related activities, the following activities must conform to OSHA's Cranes and Derricks in Construction standard (29 CFR 1926.1400) and the National Commission for the Certification of Crane Operators (NCCCO) guidelines: inspections, operation, maintenance, training, and qualifications.

ROLES AND RESPONSIBILITIES

Crane Operators

- Are knowledgeable of applicable standards, capable of identifying existing and predictable hazards, and have authorization to take prompt corrective measures.
- Must meet applicable OSHA requirements, including:
 - Hoisting License of the appropriate class
 - Certification from a nationally accredited crane operator testing organization (must be renewed every 5 years), and
 - A DOT physical examination and a valid motor vehicle operator's license.
- Ensures that ground conditions at work locations are firm, drained, graded and provide adequate support.
- Crane Operator must know all of the locations of hazards beneath equipment (tanks, utilities, etc.)
- Ensures that contractors comply with all OSHA and State requirements.
- Ensures that all mobile cranes are inspected on a regular basis, by qualified inspectors, and that they are properly maintained.
- Ensures that modifications to a mobile crane are approved by the manufacturer or a Professional Engineer.

Qualified Rigger

A Qualified Rigger is a person that:

- Possesses a recognized degree, certificate, or professional standing, or
- Has extensive knowledge, training, and experience, and
- Can successfully demonstrate the ability to solve problems related to rigging loads.

One of the following options must be used to ensure a rigger is qualified:

- The Qualified Rigger has documentation from a third party qualified evaluator showing that he or she meets the qualification requirements; or
- The Foreman of the job determines if the individual meets the qualification requirements, and provides documentation of that determination.

Signal Person

A Signal Person is required when:

- The point of operation is not in full view of the operator;
- The operator's view is obstructed in the direction the equipment is traveling; and/or
- Either the operator or the person handling the load determines that a Signal Person is needed because of site-specific safety concerns.

One of the following options must be used to ensure a signal person is qualified:

- The Signal Person has documentation from a third party qualified evaluator showing that he or she meets the qualification requirements; or
- The Foreman of the job determines if the individual meets the qualification requirements, and provides documentation of that determination.

SAFE OPERATING PROCEDURES

- Crane operators shall not engage in any practice that will divert their attention while operating the equipment.
 - Operators, riggers, and signal persons must wear personal protective equipment, including hard hats and safety shoes when conducting hoisting activities and working within the lifting radius.
 - Prior to operating a mobile crane, the operator must make a complete walk around the equipment to ensure that people are clear of the equipment, all

equipment is in a safe condition, and to identify any overhead electrical hazards.

- **Confirm safe site conditions - checking for hazardous weather, excessive wind, and icing.**
- **Verify that ground conditions at work locations are firm, stable, drained, graded and provide adequate support. Ensure blocking is stable, adequately supported, and of sufficient strength.**
- **Barricades, warning signs or other methods must be used to prevent entry into a lift area or turn radius of the crane. Traffic patterns and pedestrian safety must be considered.**
- **All controls must be tested by the operator prior to operating the equipment. Any malfunctions must be corrected or repaired before operating the crane.**
- **Operators will respond to signals only from a trained Signal Person.**
- **All loads must be rigged by a Qualified Rigger.**
- **The operator is responsible to secure any unattended hoisting equipment.**
- **At no time shall persons work under a suspended load and suspended loads shall not be left unattended without proper safeguards.**
- **Rigging design and hoisting procedures should conform to OSHA requirements and the guidance found in Bob's Rigging & Crane Handbook (latest edition). For critical lifts, a critical lift plan must be developed and followed.**
- **Whenever there is any doubt as to safety, the operator has the authority and obligation to stop all hoisting activities and refuse to handle loads until safety has been assured.**

INSPECTIONS AND MAINTENANCE

Each mobile crane shall be maintained according to the manufacturer's specifications and inspected according to OSHA's required schedule (29 CFR 1926.1412) by a qualified inspector. Any deficiencies must be corrected before use. Inspections include:

- ***Before each use* - cranes must be visually inspected by the operator to make sure it is in safe operating condition, and all controls tested in accordance with 29 CFR 1926.1412(d).**

- *Monthly* – documented inspection in accordance with 29 CFR 1926.1412(e)
- *Annual/Comprehensive* - documented inspection in accordance with 29 CFR 1926.1412(f)
- *Equipment not in regular use* – equipment that has been idle for three (3) months or more must have a documented inspection according to 29 CFR 1926.1412(e) before it can be returned to service.

BRIDGE CRANE SAFETY

General Requirements

- All overhead cranes installed after August 31, 1971, must meet the specifications of the American National Standard Institute (ANSI) / American Society of Mechanical Engineers (ASME) Safety Code for Overhead and Gantry Cranes, ANSI B30.2.
- Cranes can be modified and load capacity rerated as long as the modifications and associated structure is thoroughly checked for the new rated load by a qualified engineer or the equipment manufacturer.
- The rated load of the crane shall be plainly marked on each side of the crane. If more than one hoist is present, each hoist will have its rating shown.
- Clearance must be maintained above and to the side of cranes. Walkways cannot be placed in a crane operating zone that would compromise employee safety when the crane is in operation. Parallel cranes must have adequate clearance between the two bridges if no walls or structures are between them.
- Only designated personnel will be permitted to operate a crane.
- Do not operate without having read operator instructions.
- Do not operate unit until it is inspected before each shift.
- Do not lift people or carry loads over people.
- Do not lift more than the rated load capacity.
- Do not operate a malfunctioning unit or one with an “out of order” and follow lockout/tagout procedures.
- Do not lift for other than designated purposes.
- Do not lift load higher than necessary or leave it suspended unattended.
- Do not use lifter when load capacity, weight and safety markings are missing.
- Do not make alterations or modifications to lifter.
- Do not lift a load that is not balanced for tilting.
- Do not remove warning labels.

Inspection Requirements

- Due to the large and heavy objects often being transported by overhead cranes, routine inspections are necessary to ensure continued operation of the crane and the safety of the employees around the crane. An initial inspection of the crane prior to initial use of new and altered cranes is necessary. Once placed into service, overhead cranes will require two different types of inspections. Frequent inspections are done at daily to monthly intervals, while periodic inspections are completed at monthly to annual intervals. The purpose of the two inspection types is to detect critical components of the crane and to determine the extent of wear, deterioration or malfunction.

Initial Inspection

- Hoisting and lowering
- Trolley travel
- Bridge travel
- Limit switches, locking and safety devices
- Load test of not more than 125% of rated load

Frequent Inspections

- Operating mechanisms for maladjustment
Daily
- Deterioration or leakage in pneumatic and hydraulic parts
Daily
- Hooks with deformation or cracks (visual)
Daily
- Hooks with deformation or racks (written record with signature of inspector and date) Monthly
- * Hoist chains and end connections for wear, twist or distortion (visual)
Daily
- Hoist chains and end connections for wear, twist, or distortion (written record with signature of inspector and date)
Monthly
- Running Rope and end connections for wear, broken strands,

etc. (written record with signature of inspector, rope identity and date)

Monthly

- **Functional operating mechanisms for excessive wear needed** As
- **Rope revving according to manufacturers recommendations**
As recommended

Periodic Inspections

- **Deformed, cracked or corroded members**
- **Loose bolts or rivets**
- **Cracked or worn sheaves and drums**
- **Worn, cracked or distorted parts such as bearings, gears, rollers, etc.**
- **Excessive wear on brake system parts**
- **Inaccuracies in load, wind and other indicators**
- **Electric or fossil-fuel motors**
- **Excessive wear of chain drive sprockets and chain**
- **Deteriorated electrical components such as pushbuttons, limit switches or contactors**

Maintenance Requirements

- **Preventive maintenance program based on the crane manufacturer's recommendations must be implemented. If any deteriorated components or unsafe conditions are detected during the required inspections, they must be completed before the crane is allowed to be used. Only designated personnel may perform the required maintenance and repairs. The requirements of OSHA 's 29 CFR 1910.147, the Control of Hazardous Energy or lockout/tagout, should be used to de-energize the crane**

Operation

- **The manufacturer's instructions must be followed when operating the crane. Attach the load to the block hook by means of slings or other approved devices, making sure the sling is clear of all obstacles. Once the load is properly secured and balanced in the untwisted sling, slowly raise the load. Horizontal movement must also begin slowly to prevent the load from swinging or coming into contact with other obstacles.**
- **The crane warning signal or horn must be sounded when the load or hook comes near or over personnel. Carrying loads over personnel is not recommended. A load should not be left suspended.**
- **Audible and discernible voice communication should be kept with the operator at all times. If this cannot be accomplished, a signal system should be used. Standard signals as shown on the next page; however, it may be**

necessary to create special signals in certain circumstances. In these circumstances, the signals must be understood and agreed upon by all individuals using the crane.

Dangerous misconceptions about crane safety

- **Misconception.** I don't need to worry about overloading the crane; the manufacturer built a big safety factor into the design.
- **Fact.** This is the single most dangerous misconception about overhead cranes. Although some parts of an overhead crane are designed with a built-in safety factor, this is not true of the whole crane system. Furthermore, the crane is attached to a building that does not have these same safety factors. Picture an overloaded crane sitting on the floor amid a collapsed building because the crane's safety factors were greater than the building's.
- **Misconception.** As long as the hoist has enough rope, I can pull a small piece of steel out of the adjoining bay without a problem. After all, the piece I'm picking up is well below capacity.
- **Fact.** This is one of the most common mistakes made with overhead cranes. According to the Hoist Manufacturers Institute and the Crane Manufacturers Association of America, hoists and cranes are designed to lift straight up and lower straight down only. Side pull causes a number of dangerous conditions. First, the wire rope often comes out of its grooves and "scrubs" against the remaining rope or drum, resulting in damaged rope. Sometimes the rope actually jumps the drum and tangles itself around the shaft, resulting in stress to the rope.
- **Misconception.** When I lift, I need all the height I can get, so I must lift until I hit the upper limit switch.
- **Fact.** Again, this seems like common sense, but it's dead wrong. The upper limit switch in a hoist is designed to prevent the hook assembly from colliding with the drum. It is a safety device, not an operational device. If the ultimate upper limit switch fails, the hook block and the drum will collide and the wire rope probably will fail, dropping the load. If you need an operational upper limit switch, install a second switch that is wired in a fail-safe mode. That way, if the operational limit switch fails and the ultimate upper limit is struck, the hoist still will turn off. Failure of the ultimate limit switch shuts down the hoist in the full up position, telling the operator to get help. If you don't wire it in this manner, you won't be able to tell when the first switch has failed until they both fail and the crane drops the load.
- **Misconception.** All hoists have a secondary brake, so I can work underneath a load without fear of injury.
- **Fact.** Like the previous misconceptions, this one seems to be common sense too, but the practice is terribly dangerous. All hoists are required to have a primary and a secondary brake. All electric hoists have a primary brake that usually is a fail-safe disk brake or drum brake. This means that if you have a

power failure, the brake will continue to hold the load until power is restored. For the secondary brake, some hoist manufacturers use a mechanical load brake. Others—about 80 percent—use a regenerative brake. A mechanical load brake will hold the load if the primary brake fails. However, this brake generates a lot of heat and usually isn't used for applications with more than 30 tons or for high-usage applications of any capacity. Also, it is expensive and seldom used anymore. The critical fact about a regenerative brake is that it does not hold the load in the event of primary brake failure, but rather will lower the load at its normal operating speed. You should never stand under a loaded hoist. Doing so will definitely "split your skull," whether the load is free-falling or falling at a so-called "controlled speed."

- **Misconception.** When the crane is traveling in one direction, the easiest way for me to control velocity is to "feather" the reverse button.
- **Fact.** In the old days this was a reasonable method to control speed. Motors and contactors were much larger and heavier. They could take the abuse and were big enough to dissipate the heat. Modern motors and contactors are much more compact, and heat means premature component failure. The Occupational Safety and Health Administration (OSHA) legally mandated crane brakes in the 1970s. Although this mandate was intended to increase safety, it just compounded the problem with hard decelerations and swinging loads. Adjusting the brakes for one speed and load results in wild gyrations at another speed and load. In an effort to protect more delicate electric components and OSHA-mandated motor braking, manufacturers have developed various methods of soft start and soft stop, usually with variable AC inverters. These devices provide definable acceleration and deceleration curves. They also eliminate motor contactors and provide dynamic braking. Reverse plugging is no longer an option. You can push the reverse button all you want, but until the crane comes to a complete stop, the reverse button does not work. With older hoists, the load stops immediately. With new inverter-controlled hoists, every stop and every start goes through a prescribed deceleration ramp. It's much like driving a car—you have to decelerate before stopping and accelerate before hitting top speed.
- **Misconception.** The crane worked yesterday, so I can assume it will work today.
- **Fact.** Daily inspection is the simplest but most overlooked rule of crane operation. OSHA requires it, but few companies comply. This inspection doesn't require a maintenance person, just a commonsense check list. It should take one operator about one minute at the beginning of each shift:
- **Look.** Take a quick survey of the area. Does the crane look to be in operable condition? Have any parts fallen to the floor? Is anything hanging? Are there any signs of collisions or damage?
- **Listen.** Start running up the hoist. Do you hear any unusual sounds? Does the hook stop when it hits the upper limit switch or when it is lowered to the ground? (Not all hoists have lower limit switches, so check with a supervisor

before performing this test.) Does the trolley and bridge movement sound right? Does the hoist appear to be working in all directions, and are the buttons' directions consistent with the movement? (Remember, if the power phases have been reversed, the directions buttons will be wrong, and all safety circuits will be disabled.) Are the end stops in place and functioning?

- **Document.** On the daily inspection sheet, check off that the crane looks and sounds operational and that it performed normally. Afterward write your initials

How do you calculate the stopping distance of a bridge crane?

- One option is to determine 10% of the distance in feet. Put a full load on your crane and traverse the bridge or trolley at full speed for one minute. Mark the distance. Most trolleys will run out of room long before one minute passes. Take 10 percent (10%) of that distance. This would be the maximum "drift" distance allowed after putting the controls in the off or neutral position with the crane traveling at full speed with a full load. This approach is what many people try to do. It can be tedious.
- A better option might be to determine 10% of a minute. The standard states "10% of full load speed in *feet per minute*." 6 seconds is 10% of a minute. When traveling at full speed with a full load the bridge or trolley should stop within 6 seconds after going to the neutral or off position. With less than a rated load, the bridge or trolley will drift shorter distances/less than 6 seconds.

HOT WORK

A permit will be required for all employees or contractors performing hot work. Hot work includes electrical or gas welding, cutting, brazing, or similar flame-producing operations.

1. Welding leads must be completely insulated and in good conditions.
2. Cutting tools must be leak-free and equipped with proper fittings, gauges, regulators and flashback devises.
3. Oxygen and acetylene tanks will be stored upright in a secure location.
4. Conduct welding and cutting operations in a designated area free from flammable materials.
5. Ensure of adequate ventilation.
6. Repair or replace defective hoses before use.
7. Do not tamper or attempt to repair cylinders, valves or regulators.
8. Never light a torch with a match, use an approved lighter.

PERSONAL PROTECTIVE EQUIPMENT

- 1. Protective goggles or face shields will be worn where there is danger of flying particles or corrosive materials or there is a risk of eye injuries from punctures, abrasions, contusions or burns.**
- 2. When electrical or gas welding and or cutting a NIOSH approved welding helmet, heavy duty welding gloves, long sleeves and pants will be worn. Never look in the direction of another person who is welding.**
- 3. Gloves should be worn when moving, loading/unloading of stock or when handling any sharp or abrasive objects. Gloves should fit snugly and the proper glove should be worn the job (rubber gloves for handling chemicals & leather gloves for handling sharp or abrasive objects).**
- 4. Personnel should wear work shoes or boots with slip resistant and puncture resistant soles.**
- 5. Do not wear rings, bracelets, watches or necklaces when working around moving machinery or electrical equipment.**
- 6. Hard hats will be worn when ever there is a hazard of falling material from above or the worker's head could come in contract with any type of electrical hazard.**

Workplace Cell Phone Policy

Work interruptions are a distraction that can result in work errors or accidents. Cell phones are distracting not only because they require attention to operate but because the conversation itself engages the worker's mind on something other than the job at hand. For example a worker might loosen hearing or head protection to speak on the phone or remove their safety gloves to send a text.

OSHA laws have a general duty clause that requires employers to take steps to guard against know risk which could include use of cell phones on the job especially if you know it to cause a safety hazard.

Negligence Laws: A company may face liability for negligence when it fails to take reasonable steps to protect individuals from foreseeable risks and somebody gets hurt as a result. Failing to take reasonable steps might include allowing workers to do their jobs while talking on cell phones.

For the above reasons the following Cell Phone Policy will now be enforced.

Employees may carry personal cell phones with them on company time or while using company equipment, subject to the following restrictions:

- **Prior to carrying personal cell phones during work hours, employees will inform their immediate supervisors.**
- **All phone calls/text will be received or made during break periods or lunch periods only.**
- **Except for break periods, employees will neither take incoming nor make outgoing call/text during work hours except in case of emergency.**
- **Employees will not use cell phones while operating company equipment.**
- **The company assumes no liability for loss or damage to employees' personal property, including cell phones carried on company equipment or left on company property.**
- **Employees will be held personally and financially responsible for all damages and litigation in event of an accident involving company-owned equipment resulting from employees' use of cell phone.**
- **Anytime the company or supervisor receives a complaint or suspects that an employee is violating this policy, the company or that supervisor may require the employee to furnish cell phone records for time frame in question so that company can verify or negate the complaint or suspected abuse.**
- **Employees in violation of this policy may be subject to disciplinary action.**

Cell Phone Uses While Driving

Electronic devices such as cell phones, IPODS and PDA's can be a source of serious distractions while driving a motor vehicle. Motor vehicle crashes are the No. 1 cause of workplace death and the No. 1 cause of death for people ages 1-35, accounting for about 40,000 deaths each year in the United States.

The two major implications are the safety of the employees and the employer liability. Allowing employees to conduct business on cell phones while driving is to allow a four time increase in crash risk. Recent jury awards have ranged from 2- 22 million for accidents cause by drivers using cell phones.

For the above reasons the following Cell Phone Policy will be enforced.

Employees may carry personal cell phones with them on company time or while using company equipment, subject to the following restrictions:

- **Prior to carrying personal cell phones during work hours, employees will inform their immediate supervisors.**

- All employees who drive a company vehicle will be prohibited from receiving or making calls/text while they are driving the vehicle.
- To receive or make a call/text the employee must pull the vehicle off the roadway safely and to a complete stop. The side of the road or shoulder is not considered safe. A parking lot or rest stop is acceptable.
- Employees will be held personally and financially responsible for all damages and litigation in event of an accident involving company-owned equipment resulting from employees' use of cell phone.
- Anytime the company or supervisor receives a complaint or suspects that an employee is violating this policy, the company or that supervisor may require the employee to furnish cell phone records for time frame in question so that company can verify or negate the complaint or suspected abuse.
- Employees in violation of this policy may be subject to disciplinary action.

FUELING

1. No employee will fuel an internal combustion engine with flammable liquid while the engine is running.
2. Fuel caps will be replaced and secured before engine is started.
3. When fueling there will always be metal contact between the container and fuel tank.
4. There will be no handling or transfer of gasoline in an open container.
5. There will be no open lights, open flames, sparking or arcing equipment near fueling or transfer or fuel operations.
6. Smoking is prohibited in the vicinity of fueling operations.
7. There will be no fueling in buildings or other enclosed areas that are not specifically ventilated for this purpose.

LOCKOUT/TAGOUT FOR ALL HEAVY TRUCKS

1. Trucks will be shut down and place a zero state of energy.
2. You will accomplish the above first parking on level ground and shutting down the engine and the key will be placed in your pocket (no one else should ever have access to the key). You will then set the parking break and block the wheels. If welding or cutting with a torch is to be done then the battery

must be disconnected. All hoist or truck beds must be in the down position. If this cannot be accomplished then chain or block the lifting device with a positive means of support. De-energize all electrical, gas and air systems. Release and block springs that are under compression or tension.

3. Lockout/Tagout all forms of hazardous energy. Make sure only one key exist for each lock and only you hold the key. Verify by testing that all energy sources are de-energized.
4. Inspect the repair work before removing the Lockout/Tagout.
5. Make sure only you remove the assign lock. It will be grounds for immediate dismissal if any other employee tries to remove a lock or start an engine that has been placed in Lockout/Tagout.
6. Make sure you and your employees are clear of any danger points before re-energizing the system.

DRIVER SAFETY

1. All employees who operate a motor vehicle on public thoroughfares will have the proper operator's license or CDL.
2. Any combination of vehicles with Gross Combination Weight Rating (GCWR) of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is excess of 10,000 pounds or a single vehicle with GVWR, or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds or a single vehicle less than 26,001 pounds GVWR, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR, comprising of vehicles required to be placarded for hazardous materials or any bus designed to transport 16 or more passengers including the driver *will be required to have the proper CDL.*
3. Employees will be required to carry the proper CDL endorsement: Hazardous materials, tank vehicle, double/triples or combination tank vehicle and hazardous materials.
4. No employee will be allowed to operate any motor vehicle while under the influence of alcohol or drugs.
5. All employees will notify employer of any accidents while in a company vehicle immediately.
6. An employee operating a commercial vehicle that is in an accident will submit to a drug/alcohol test in accordance to the law.
7. Any CDL operator who is put in out-of-service will notify your employer immediately.

- 8. You will be required to give Farabee information on all driving jobs you have held for the past 10 years if you are applying for a position driving a commercial vehicle.**
- 9. All employees driving commercial vehicles will be required to perform a pre and post trip inspection, keep correct log book information, will not text or talk on cell phone while driving, drive above the posted speed limit, never over load the vehicle, always make sure the cargo is properly secured and follow all other state and federal laws which pertain to commercial vehicles.**
- 10. All maintenance problems on any vehicle will be turned into management immediately and that vehicle will be placed out of service until the problem is corrected.**
- 11. All employees will wear seat belts when ever they are behind the wheel of a company vehicle.**
- 12. A qualified supervisor will ride with drivers periodically to evaluate their abilities.**
- 13. Farabee will do periodic reviews of all driving records and driver's health records (Only CDL holders).**
- 14. Supervisors will do periodical cross checks of driver's logs with odometer readings, fuel receipts and weight scale tickets.**

Company Drug and Alcohol Policy

As a condition of employment, I hereby agree to following rules and regulations pertaining to illegal drugs, alcohol and legally prescribed medical drugs:

1. I agree to notify my employer of the need for me to take any prescription drug.
2. I agree not to operate any equipment or motor vehicle while taking a prescribed drug that may impair the safe performance of my duties.
3. I agree never to drink alcohol when operating equipment o the job.
4. I agree never to use any illegal or controlled substance while employed.
5. I agree never to report for work while under the influence of alcohol or illegal drugs. I will advise my supervisor upon reporting to work if I am taking medication prescribed by a doctor.
6. I agree to take a pre-employment drug test, a drug test after any accident on the job or a random drug test if there is just cause.
7. I agree that if I am asked to take a test for illegal drugs or a controlled substance and refuse, that refusal will constitute my immediate voluntary resignation.
8. I agree that if I violate any of the above rules and regulations, my employment will be terminated immediately.

Date: _____

Employee: _____

Management: _____

Witness: _____

Policy Statement for Return-to-Work Process

Farabee is committed to providing and promoting a safe and healthy workplace for our employees. Preventing accidents, injuries and illnesses is our primary objective.

When an employee is injured on the job, Farabee will use our return-to-work process to assist the employee in returning to work as medically feasible. We will arrange for immediate, appropriate medical attention for employees who are injured on the job. We will attempt to create opportunities for them to return to a safe, transitional work assignment as soon as medically possible.

The process may have different names (return-to-work, modified work program, transitional work); however, our goal remains the same: to return injured employees to safe work.

Our ultimate goal is to return our injured employees to their original jobs. If an injured employee is unable to perform all the task of the original job, Farabee will make every effort to provide a transitional assignment that meets the injured worker's capabilities.

The success of this process involves the combined efforts of management, employees, our designated medical provider and our workers' compensation insurance carrier.

Management: _____

Employee: _____

Witness: _____

Harassment in the Workplace Policy

Every employee of Farabee has the right to a workplace free from harassment. Harassment of anyone on the bases of race, religion, color, national origin, age, sex, or physical or mental disability is prohibited by law and by the policies of this company. Harassment because of sexual orientation, personal appearance, marital status or other personal characteristics, is disrespectful and also prohibited by company policies.

Harassment can include such behavior as slurs, demeaning jokes or comments, innuendoes, unwelcome compliments, cartoons, pictures, pranks, hazing, stereotypical comments, derogatory descriptions or other verbal or physical conduct. Such behavior is considered harassment when it has the purpose or effect of creating an intimidating, hostile, or offensive working environment; unreasonably interferes with an individual's work performance; or affects an individual's workplace opportunities.

Sexual harassment is a type of harassment that occurs when the verbal or physical conduct described above is sexual in nature or gender-based. Sexual harassment involves making unwelcome sexual advances, or requests for sexual favors or other conduct of a sexual nature, a condition of employment; or making submission to or rejection of such conduct the basis for employment decisions; or creating an intimidating, offensive, or hostile working environment by such conduct.

Any member who believes that he or she has been the subject of unwelcome harassment from another member, a supervisor or manager, or from an outside party in the association, or who has observed harassment in the workplace, is encouraged to identify the offensive behavior and request that it stop. If you are unable to address the matter directly to the harasser, or if you do and the behavior continues, report the matter directly to a member of management.

All complaints will be investigated promptly, impartially, and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. If any member is found by the company to have harassed another member, appropriate corrective action will be taken. This could range from a disciplinary warning up to and including termination.

No member will suffer retaliation for reporting alleged instances of harassment. Members and management must work together to prevent and stop harassing conduct in the workplace.

We trust that employees of Farabee will act responsibly to maintain a safe workplace, will treat each other with dignity and respect, and will work to maintain a workplace free of discrimination and harassment.

DISCRIMINATION POLICY STATEMENT & COMPLAINT PROCEDURE

The State of Nebraska assures applicants, employees and visitors an equal opportunity in employment and accessibility to facilities or services without regard to that person's age, race, color, sex, religious creed, national origin, political opinion, affiliation, marital status, or disability. The sole exception would be when job requirements constitute a bona fide occupational qualification necessary to perform essential job tasks. Equal employment opportunity will be attained using both objective and subjective merit principles and shall apply to agency employment practices.

The State of Nebraska acknowledges the federal guidelines' definition of Sexual Harassment as a request for sexual favors, unwelcome sexual advances, or other verbal or physical conduct of a sexual nature or in relation to employment, when submission to such conduct is made either explicitly or implicitly a term or condition of employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting the employee; or the conduct unreasonably interferes with the employee's work performance or creates an intimidating, hostile, or offensive work environment.

The State of Nebraska further acknowledges the Americans with Disabilities Act, which states, in part, "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity or employment.

The State of Nebraska is committed to the achievement of its Affirmative Action goals. Employees are informed of the agency's policy regarding the Affirmative Action Program, sexual harassment and the Americans' with Disabilities Act via training conducted by the Bureau of Personnel Services on a regular basis at various locations statewide.

**Complaints of discrimination may be addressed to the
Lincoln**

(Main Office)

Nebraska State Office Building

301 Centennial Mall South, 5th Floor

P.O. Box 94934

Lincoln, NE 68509-4934

Telephone: (402) 471-2024

Toll Free Number: 1-800-642-6112

Fax: (402) 471-4059

within 365 calendar days; or to the Equal Employment Opportunity Commission within 300 calendar days. Time frames for filing are calculated beginning with the date of the action giving rise to the complaint. All complaints shall be treated in accordance with the procedures set forth by law.

DISCRIMINATION COMPLAINT FORM

The State of Nebraska acknowledges and is committed to providing a discrimination free environment. However, if you feel you have been the victim of discrimination, including unlawful harassment, please complete the following information, and send this document to the address below for Department review.

NAME:

DATE:

WORK LOCATION\ADDRESS and PHONE NUMBER:

—

BASIS OF DISCRIMINATION: (mark the applicable box(es))

Age: _____ Race: _____ Color: _____ Sex: _____

Religion: _____ Disability: _____ National Origin: _____

EVENT(S) LEADING TO FILING THIS COMPLAINT: (Specify relevant dates, times, location(s) and pertinent activities/events.)

Your complaint will be carefully reviewed and a determination made regarding the need for an investigation. Thank you for providing the Department with an opportunity to promote a work environment free from discrimination. Please contact the office of the Inspector General regarding any information on the status of an investigation of this complaint. Complaints may be mailed to either of the following DEP offices:

Lincoln
(Main Office)
Nebraska State Office Building
301 Centennial Mall South, 5th Floor

Accident Investigation Report

Employee Name		Job Title	
Date of Accident		Time of Accident	
Location of Accident		Department	
All safety rules being observed? <input type="checkbox"/> Yes <input type="checkbox"/> No PPE being utilized properly? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Description of Accident:			
Description of the Injury/Illness (Include body part injured)			
Witness(s) account of accident:			
Witness Name:	Title:	Phone number :	
Task being performed:			
Describe all contributing factors:			
Description of work area:			
What were the basic causes of the accident (usually multiple causes)?			
Corrective actions taken: (What should be done, what has been done thus far?)			
How will this help prevent future accidents?			
Investigator's Name:		Date of investigation:	
Estimated last wage and Medical expenses: Damage to property and equipment costs: Other Costs:		See Calculator for total cost of W/C injury.	

