



**Real Soft, Inc**

**Employee Handbook**

Prepared by:  
Real Soft, Inc  
in association with:  
U.S. Compliance Systems, Inc.

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Disclaimer: This Employee Handbook has been prepared exclusively for:

**Real Soft, Inc**  
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**Monmouth Junction, NJ 08852**  
**609-409-3636**

To the best of our knowledge, the information contained herein is accurate.

U.S. Compliance Systems, Inc. accepts no responsibility for errors or omissions.

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## **Safety Commitment**

Real Soft, Inc is committed to ensuring that you do not work in an environment that is unsanitary, hazardous, or dangerous to your health or safety. You will be instructed on the recognition and avoidance of unsafe conditions and the regulations applicable to your work environment to control or eliminate any hazards or other exposure to illness or injury.

Using the safety and health training programs provided by the Occupational Safety and Health Administration (OSHA), as well as other reference materials, company safety training, policies, and procedures will be developed and implemented as needed.

Frequent and regular inspections of our facilities, materials, and equipment will be made by Shaili Desai, our Safety Program Administrator, or designated persons.

You may operate equipment or machinery only if you are qualified by training or experience. Machinery, tools, material, or equipment that you find either not in compliance with a particular OSHA standard or that you determine is unsafe will be identified as such by tagging; locking the controls; or physically removing it from its place of operation.

Safety takes a commitment from all persons from senior management to the newest hire. It is expected that you will actively participate in safety training and perform your work in a safe manner.

The person who benefits most directly by safety involvement is you. You are the person who will not sustain an occupational injury or illness.

If confronted with a new task for which you do not know the proper safety procedures, ask for instruction from your supervisor before proceeding.

Do not hesitate to point out observed safety deficiencies to your supervisor, you may prevent an injury to yourself or a fellow employee.

OSHA standards that are applicable to the work you do are readily accessible.

## Safety Considerations

You should have a working understanding of the below safety principles/topics as they apply in all workplace situations. Safety procedures for specific tasks will be addressed through formal or on-the-job training depending on the task.

### Housekeeping

You are to maintain a neat and orderly work area *as far as practical*. Housekeeping and general cleanliness have a direct effect on safety and health. Proper housekeeping can prevent slips and falls, allow unhampered egress in the event of an emergency, prevent falling object injuries, enhance fire safety, and prevent the infestation of vermin. Listed below are general housekeeping rules:

- a. All walking/working surfaces shall be kept clean and dry.
- b. Do not allow debris to accumulate.
- c. All stored materials will be neatly stacked.
- d. All containers, when not in use, will be sealed.
- e. No objects will be left unattended on stairways.
- f. Entrances and exits will be properly marked and not blocked.

### Emergency Medical Response

**DO NOT PROVIDE ANY MEDICAL ASSISTANCE FOR  
WHICH YOU ARE NOT QUALIFIED BY CERTIFIED  
TRAINING**

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in the order given:

1. Call the posted emergency response number.
2. Provide any medical assistance you are trained and certified to do.  
Do not provide any medical assistance you are not trained to do.
3. Designate an individual to direct the emergency responders to the injured party and provide Safety Data Sheets, if applicable.
4. Notify your supervisor who, in turn, will notify the office.

## Fire Prevention

Fire prevention deals not with handling a fire emergency, but rather preventing a fire in the first place. To reduce the likelihood of a fire, you must adhere to the following rules:

1. Smoking is allowed only in designated areas and smoking materials will be totally extinguished and placed in appropriate receptacles.
2. All chemical products will be handled and stored in accordance with the procedures noted on their individual SDS.
3. Heat producing equipment will be properly maintained and operated per the manufacturer's instructions to prevent accidental ignition of combustible materials.
4. Precautions will be taken when working with an open flame and those areas will be made fire safe by removing or protecting combustibles from ignition.
5. Combustible liquids must be stored in approved containers.
6. Chemical spills -- particularly combustible and reactive liquids -- must be cleaned up immediately. Damaged chemical containers and cleanup materials must be properly disposed.

**Note:** Exercise care! Information on appropriate personal protective equipment; proper disposal; proper cleanup procedures; required ventilation; etc. is found on the product's SDS.

7. Combustible liquids and trash must be segregated and kept from ignition sources.
8. Keep clear access to fire hydrants as well as portable fire extinguishers.
9. Practice good housekeeping!

## Portable Fire Extinguishers

Know the location of fire extinguishers, what class of fire extinguisher is appropriate for what type of fire, and how to safely use a fire extinguisher. Portable fire extinguishers will be located allowing for ease of accessibility. Portable fire extinguishers will be distributed as indicated below:

<b>Class</b>	<b>Distribution</b>	<b>Notes</b>
A "A" on a green triangle	75 feet or less travel distance between the employee and the extinguisher	For use on wood, paper, trash, etc.
B "B" on a red square	50 feet or less travel distance between hazard area and the extinguisher	For use on flammable liquid, gas, etc.
C "C" on a blue circle	Based on the appropriate pattern for the existing Class A or Class B hazards	For use on electrical fires
D "D" on a yellow star	75 feet or less travel distance between the combustible metal working area and the extinguisher or other containers or Class D extinguishing agent	For use on combustible metals

Using the wrong fire extinguisher on some fires can actually spread the fire. Using a Type 'A' extinguisher on an electrical fire, for example, could cause serious injury. It is imperative to use the proper extinguisher.

### Fire Protection

The phone number of the local fire department as well as our facility address will be posted or readily accessible.

If a fire should occur, all personnel and the local fire department will be notified. In all emergency situations, you should:

- a. Remain calm.
- b. Speak clearly and slowly.
- c. Give the exact location.
- d. Describe the situation.
- e. Give the phone number from where you are calling.
- f. Do not hang up until told to do so.

## First Aid & First Aid Kits

Should a medical emergency occur, call 911 or the emergency medical response phone number posted at the workplace if 911 service is not available. Explain the situation clearly and follow the emergency response team's instructions.

If an emergency vehicle is being sent to the workplace, establish easy access and keep on-lookers away.

Employees will not expose themselves to blood or other bodily fluids of other employees at any time unless they are trained and licensed in CPR/first aid and are designated first aid providers as an additional job identified in the company bloodborne pathogen program.

Per OSHA, first aid is limited to:

- a. Using a non-prescription medication, such as aspirin, at non-prescription strength.
- b. Cleaning, flushing or soaking wounds on the surface of the skin;
- c. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™.
- d. Using hot or cold therapy.
- e. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- f. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- g. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- h. Using eye patches.
- i. Removing foreign bodies from the eye using only irrigation or a cotton swab.
- j. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- k. Using finger guards.
- l. Using massages.
- m. Drinking fluids for relief of heat stress.

You must know the location and contents of first aid kits. These kits are worthless if not readily accessible. First aid kits will not be locked up.

First aid supplies generally include: adhesive bandages, bandage compresses, scissors, tweezers, triangular bandages, antiseptic soap or pads, eye dressing, and other items that are appropriate for the work we do.

First aid kits will be replenished as items are used. Sterile items will be wrapped and sealed and used only once. Other items such as tape or scissors can be reused and should be kept clean. In the absence of plentiful amounts of clean water, eye flush will be available.

## **Fluids**

From a safety standpoint, you must not neglect your need for potable (drinkable) fluids.

At the workplace, exertion and heat dictate the need for plenty of water.

From a life process standpoint, fluid intake is keeping you healthy by allowing your body to maintain its core body temperature at the appropriate level, as well as transporting nourishment, gases, and waste within your body.

Imagine your body as a water-based chemical factory that functions only within a narrow temperature range. Sweating (water loss) cools your body and this fluid must be replaced.

Drink plenty of water!

## **Lifting, Pushing & Pulling**

Back injuries are often caused by the obvious -- lifting an object that is too heavy or by putting excessive strain on the lower back while bending, twisting or lifting.

However, lifting injuries are also caused by less obvious reasons:

- a. poor physical condition
- b. poor posture
- c. poor judgment (lifting, pulling, pushing an object that is obviously too heavy or awkward without seeking assistance or using a mechanical lifting device.)
- d. lack of exercise
- e. excessive body weight

Proper lifting techniques are important for your safety. Below are lifting techniques that will reduce your likelihood of injury:

- a. Lift objects comfortably.
- b. Lift, push, and pull with your legs, not your arms or back.
- c. When changing direction while moving an object, turn with your feet, not by twisting at the waist.
- d. Avoid lifting an object higher than your shoulder.
- e. When standing while working, stand straight.
- f. When walking, maintain an erect posture; and wear slip-resistant, supportive shoes.
- g. When carrying heavy objects, carry them close to the body and avoid carrying them in one hand.
- h. When heavy or bulky objects need to be moved, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc.
- i. When stepping down from a height of more than eight inches, step down backwards, not forward.
- j. Handle heavy objects close to the body. Avoid reaching out.
- k. Lift gradually and smoothly. Avoid jerky motions.
- l. Maintain a clear line of vision.

### **Slips, Trips, & Falls**

Slips, trips, and falls are among the most common occupational accidents. Below are some of the causes of slips, trips, and falls:

- a. Running within our facilities.
- b. Engaging in horseplay.
- c. Working off a ladder that is not firmly positioned.
- d. Carrying an object that blocks line of vision.
- e. Footwear not laced or buckled.
- f. Not using hand rails on steps.
- g. Working in messy areas with debris strewn about.
- h. Not paying attention to what one is doing.

You can prevent the above easily by adherence to standard safety procedures, common sense, and awareness of potential hazards.

## Basic Tools

Much is written about powered tools and the importance of guards and other safety related topics. Seldom addressed are the hazards associated with simple, non-powered tools. Every tool is potentially dangerous if not properly used. Basic tools would include, but not be limited to: hammers, screwdrivers, shovels, shears, utility knives, and wrenches.

Below are five guidelines for basic tool use.

1. Never use a tool for a purpose other than that for which it was designed!

Improper use of a tool will certainly damage it and may result in injury if the tool slips or breaks.

2. Never exceed a tool's design limits.

If a tool cannot do the job being properly used, you've got the wrong tool. Exceeding a tool's design limits will certainly damage the tool.

3. Inspect each tool before use.

Cracked or splintered handles, loose heads, "mushroomed" striking surfaces, dull chisels/blades, bent shafts, worn or deformed ends -- all are potentially dangerous conditions. Either repair or replace damaged tools -- do not use them!

4. Clean each tool after use.

It is much easier to clean and/or lubricate a tool immediately after use rather than waiting until the tool becomes rusty or encrusted with gunk.

5. Store each tool properly.

If tools are properly stored automatically, you, over time, will save hours not having to look for tools. From a safety standpoint, you have the right tool at the right time. You will not have to reach into a tool box and, while rummaging around, cut yourself on an exposed sharp edge.

## Powered Tools

You may operate powered tools only if authorized. This authorization will be granted after it has been demonstrated that you have the ability to safely operate specific powered tools through training or experience.

Seemingly simple powered tools, misused, can cause serious injury. Understand the operator's manual and never bypass any guards.

## **General Electrical Safety:**

Daily, prior to use, all electrical equipment will be inspected and defective items will be tagged out of service and not used.

With the exception of double insulated tools (with UL approval), all electrical tools and equipment will be grounded.

Tools will not be hoisted by their flexible electrical cords.

Hands will be dry when working on electrical equipment including plugging in extension cords.

When working around any electrical power circuit, employees will:

1. Protect themselves by de-energizing the circuit and grounding it or by establishing insulation between themselves and the current.
2. Ensure that conductive materials and equipment that are in contact with any part of their body are handled in a manner that precludes contact with exposed energized conductors or circuit parts.
3. Use portable ladders that have non-conductive side rails.
4. Remove or insulate conductive articles of jewelry and clothing that might contact exposed energized parts.

### **Ground Fault Circuit Interrupters (GFCI):**

A GFCI provides protection for all 120-volt, 15-, 20-, and 30-ampere receptacle outlets that are not a part of the permanent wiring by detecting lost current resulting from a short, overheating, and/or ground fault. It should be noted that an extension cord into which electrical devices are plugged are not part of the permanent wiring; therefore GFCI's are required.

A GFCI will "trip" when the amount of current going to an electrical device in the hot conductor and the amount of current returning from an electrical device differ by approximately 5 milliamps. The GFCI can interrupt the current within as little as 1/40th of a second.

The current that is missing is being lost through a ground fault, whether it is in the actual grounding, a short in the equipment, or electricity going through the employee to the ground.

A GFCI will not protect an employee who comes in contact with two hot wires or a hot wire and a neutral wire. A GFCI will provide protection against fires, overheating, damage to insulation, and, the most common form of electrical shock hazard -- the ground fault. GFCI's must be tested before use.

## **Extension Cords:**

Extension cords (temporary wiring), temporary electrical power, and lighting installations of 600 volts nominal or less may be used only as follows:

- a. during remodeling, maintenance, or repair of buildings, structures, or equipment, and similar activities.
- b. for a period not to exceed 90 days for Christmas decorative lighting and similar purposes.
- c. during emergencies.

Temporary wiring shall be removed immediately upon completion of the project or purpose for which the wiring was installed.

Extension cords shall not replace permanent wiring and the following safety precautions will be adhered to:

- a. Extension cords will be kept off of walking/working surfaces or be covered to prevent tripping. Cords will not be placed in vehicle traffic lanes.
- b. Electrical cords will not be suspended with staples, hung from nails, or suspended by wire.
- c. Worn or frayed electric cords or cables will not be used.

Prior to using an extension cord, an employee must:

- a. Inspect the cord for cracks and cuts and a defective cord will be tagged and removed from service.
- b. Ensure the cord has a three prong plug for grounding.
- c. Use the shortest continuous length of cord possible. Cords may not be spliced together.
- d. Make certain the cord does not lay in water.
- e. Ensure cord is properly rated for the job.

## **Signs & Tags**

You must pay heed to the various signs and tags found throughout our facility. Color coding assists in determining the level of danger:

red = danger

yellow = caution

orange = warning

white = safety instruction

fluorescent orange = biological hazard

## **Adequate Lighting**

You must see what you are doing. A simple guideline for adequate lighting is this: if you are not sure if you have enough light for your work, you don't!

## **Appropriate Clothing**

Wear clothing that is appropriate for your work. You may be exposed to heat, cold, rain, or snow. Wear clothing that provides comfort yet will not snag on equipment.

## **Person Hygiene**

You will have access to restroom facilities as needed. Do not take workplace chemicals home with you on your skin or clothing.

## **Drugs & Alcohol**

With the exception of over the counter drugs such as aspirin or drugs prescribed by a physician, you may have no drugs or alcohol within our facility. Alcohol and drug abuse cause an unacceptable level of safety hazard. If you are found to be under the influence of drugs and/or alcohol, you will be immediately removed from your work assignment by your supervisor and further disciplinary action will be taken by the Safety Director.

If you are taking prescription medication that reduces motor skills, you should report this to your supervisor for appropriate work assignment.

## **Accident Investigation**

The purpose of Accident Investigation is to prevent the same type of accident from recurring. An accident investigation will begin immediately after the medical crisis is resolved.

Near-miss mishaps, events which result in no injury or damage, will be investigated because, even though the outcomes are different, the causes are the same.

Your responsibility, should you be involved as a witness in an accident investigation, is to fully answer questions that may be asked of you so that future accidents may be prevented.

## Postings

There will be a prominently displayed bulletin board or area for postings. You must be aware of the location of the following posted items:

- a. OSHA Form 3165, *It's the law!*.
- b. Emergency phone numbers & facility address for emergency response.
- c. During the period from 1 February through April 30, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, must be posted for work-related injuries and illnesses which have occurred during the previous year.

If appropriate, the following will be posted:

- a. OSHA citations.
- b. Notice of informal hearing conference.
- c. Names and location of assigned first aid providers.
- d. Air or wipe sampling results.
- e. Emergency action plan.

## Safety Meetings

Depending on the work at hand, safety meetings may be held during the work shift. Successful safety meetings demand interactive participation by the presenter as well as those attending. Pay attention, feel free to ask questions, and ensure that, at the completion of a safety meeting, you have no unanswered safety questions.

## Enforcement

It is expected that all employees will abide by our safety rules and guidelines not only to protect themselves, but also to protect their fellow workers from harm. Should a safety violation occur, the following steps will be taken by the employee's immediate supervisor:

Minor Safety Violations: Violations which would not reasonably be expected to result in serious injury.

1. The hazardous situation will be corrected.
2. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
4. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.

Major Safety Violations: Violations which would reasonably be expected to result in serious injury or death.

1. The hazardous situation will be corrected.
2. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.
3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.

Willful Major Safety Violations: Intentional violation of a safety rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.

1. The hazardous situation will be corrected.
2. The employee will be removed from the workplace, the event will be documented and forwarded to the Safety Director, and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

**Schedule of Enforcement Actions for Violations within a 1 Year Period**

**Minor Violation**

<b>Offense</b>	<b>Action</b>	<b>Repeat of Same Offense</b>	<b>Action</b>
1st	Written Notice	1st	1 Day Off
2nd	Written Notice	2nd	3 Days Off
3rd	1 Day Off	3rd	Dismissal
4th	2 Days Off		
5th	3 Days Off		
6th	Dismissal		

**Major Violation**

<b>Offense</b>	<b>Action</b>	<b>Repeat of Same Offense</b>	<b>Action</b>
1st	Written Notice	1st	4 Days Off
2nd	2 Days Off	2nd	Dismissal
3rd	4 Days Off		
4th	Dismissal		

**Hazardous Workplace Materials**

When working in or around older structures, potential asbestos and lead hazards may exist. At many workplaces, the potential for crystalline silica exposure may exist. The presence of these hazards, and the appropriate PPE and respiratory protection requirements, will be disclosed before any work begins.

Should these materials be “discovered” as work progresses, we will protect our employees from these hazards by:

- a. Identification of these items by the competent person.
- b. Informing the owner, project designer, or engineer of the hazards.
- c. Securing the areas in question until testing proves samples to be negative.

**Asbestos** can be found in pipe, wall, and boiler insulation; exterior sheeting; and flooring. Friable or crumbling asbestos presents the most hazard as it can float in the air and be inhaled into the respiratory system. Without respiratory protection, the microscopic asbestos fibers can enter the deepest portion of the lung, causing scar tissue to develop and stiffen the lung. The net result is a reduction of gas exchange -- a condition called asbestosis.

**Lead** can be found in water pipes, soldering, and paint. Lead is a heavy, toxic metal which can be absorbed into your body by ingestion and/or inhalation. It is a cumulative poison which can stay in your body for decades.

While massive doses of lead can kill in a matter of days, the more likely scenario at a workplace is moderate exposure to asbestos or lead which probably would not create any health problems for years -- if at all.

**Crystalline Silica** can be readily found at many workplaces in rocks as well as many concrete and masonry products. Crystalline silica can be released in the air when employees are performing such tasks as:

- a. Chipping, hammering, drilling, crushing, or hauling rock.
- b. Abrasive blasting.
- c. Sawing, hammering, drilling, or sweeping concrete or masonry.

Unprotected respiratory exposure to crystalline silica may cause a lung disease called silicosis.

Because of the chronic (long term) nature of these hazards, detrimental health effects due to exposure would not be immediately noticed.

The competent person on site will prevent exposure to these materials.

Areas that contain the above materials will be cordoned off and protected with appropriate warning signs. Do not enter any restricted area unless dictated by job assignment and only after specific training for dealing with these hazards. The training would include PPE, respiratory protection, work procedures, medical surveillance, containment, hygiene, handling, testing, and labeling.

## Specific OSHA Compliance Programs

When you are confronted by situations listed below, you must perform your tasks in accordance with our written programs which comply with specific OSHA standards. Below is an overview of each program.

### Control of Hazardous Energy - Lockout/Tagout

**Applicable:** to servicing and maintenance of machines and equipment where the unexpected energization, start up or release of stored energy could occur and cause injury.

**Not Applicable:** to routine, repetitive, integral procedures such as minor adjustments & tool changes. Work on cord and plug connected equipment where unplugging negates the hazard and the plug is in the control of the person doing the work.

**Hazard:** possibility of being crushed, dismembered, mangled, paralyzed, electrocuted, sliced, or punctured by the sudden release of energy such as the following sources: capacitor, chemical, counter weight, electrical, engine, flywheel, hydraulic, pneumatic, spring, thermal, or gravity.

### Procedures

**Preparation for Shutdown:** Using the Energy Source Evaluation, all isolating devices must be located.

**Equipment Shutdown:** Inform the affected person and use normal shutdown procedures.

**Equipment Isolation:** Physically isolate the equipment from its energy source(s) -- there may be more than one.

**Device application:** Apply color coded locks and/or tags to hold the isolating devices in a "Neutral" or "Off" position.

**Release of Stored Energy:** Dissipate stored energy.

**Verification of Isolation:** Prior to work, operate machine controls and ensure the machine will not operate.

**Release from Lockout/Tagout:** The person who applied the devices is the one who removes them after ensuring the area is clear and affected employees are informed.

## Exposure Control Plan

**Applicable:** when emergency medical response is not available within a reasonable time frame. This program applies to designated first aid providers whose first aid duties are considered an additional job.

**Not Applicable:** to full time first aid providers.

**Hazard:** the possibility of infection resulting from exposure to blood-borne pathogens or other infectious materials while providing first aid to a trauma victim or cleaning up bodily fluids.

First aid providers must understand:

- a. The hazards of bloodborne pathogens and other infectious materials.
- b. Engineering & work practice controls to minimize possible exposure such as:
  1. Handwashing equipment & procedures.
  2. Eating, drinking & smoking prohibitions.
  3. The containment of contaminated sharps.
  4. The containment of other regulated waste.
  5. The disposal of contaminated sharps & regulated waste.
  6. Controlling splashing/spraying of potentially infectious materials.
  7. The prohibition of mouth pipetting (the mouth suction of blood through a tube).
- c. As a statement of policy, Universal Precautions will be used. Each trauma victim's blood, bodily fluids, and other potentially infectious materials will be treated as if they are known to be infectious.
- d. Appropriate PPE will be used to place an impermeable barrier between potentially infectious materials and the provider's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes such as:
  1. Disposable gloves
  2. Utility gloves
  3. Eye & respiratory protection
  4. Protective body clothing
- e. The importance of housekeeping.
- f. hepatitis B epidemiology and the transmission of bloodborne pathogens.
- g. The importance of hepatitis B vaccination within 24 hours of possible exposure.
- h. The preparation of incident reports and the importance of completing them, in writing, before the end of the work shift.

## **Forklifts**

**Applicable:** if you are going to operate fork trucks; tractors; platform lift trucks; motorized hand trucks; or other specialized industrial trucks powered by electric motors or internal combustion engines.

**Not Applicable:** when operating trucks intended primarily for earth moving or over-the-road hauling.

**Hazards:** the primary hazards involved in truck operation are:

1. Physically hitting a person/object with the truck or load.
2. Having a load fall and hit the operator or other person.
3. Having the truck tip and crush the operator or other person.
4. Fire or explosion during refueling/recharging.

The Program Administrator will ensure that authorization to operate a truck is given only after an operator has successfully demonstrated their understanding of proper procedures for truck inspection, use, and refueling/recharging. Authority to operate a truck will be revoked if unsafe acts are observed or it is apparent that the operator has not retained the knowledge and job skills necessary to safely perform truck operations.

## **Hazard Communication**

**Applicable:** when you are using chemicals or chemical products.

**Not Applicable:** when you are using chemical products governed by agencies other than OSHA or you are using chemical products in the same manner and amounts as a normal consumer.

**Hazard:** practically all chemical products have physical or health hazards if improperly used.

The Program Administrator will ensure that all personnel understand:

1. The importance and use of labels; safety data sheets (SDS); and the ready accessibility of the SDS.
2. The physical & health hazards of chemicals used in the workplace.
3. The methods used to detect the release of a hazardous chemical.
4. The methods to protect oneself from chemical hazards including PPE; work practices; & emergency procedures.

## Hearing Conservation

Applicable: if you are exposed to an 8-hour time-weighted average of 85 dB or greater.

### PERMISSIBLE NOISE EXPOSURES

<u>Duration per day, hours</u>	<u>dBA slow response</u>
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

Not Applicable: if you are wearing ear plugs for comfort.

Hazard: permanent hearing loss.

The Program Administrator will ensure that applicable standards are posted, medical surveillance and noise monitoring are instituted, and that all affected personnel understand the process of hearing and the importance of preventing hearing loss.

## Permit-Required Confined Space

Applicable: if you are to enter a confined space which contains either a physical or atmospheric hazard.

Not Applicable: confined space entry with no recognized hazards.

Definitions: A **confined space** is a space that:

Is large enough and so configured that an employee can bodily enter and perform assigned work; and

Has limited or restricted means for entry or exit. These spaces may include: ventilation or exhaust ducts, bins and tanks, boilers, sewers, tunnels and open top spaces more than 4 feet in depth such as pits, tubs, and vessels; and

Is not designed for continuous employee occupancy.

A **permit-required confined space** is:

A confined space that contains any recognized serious safety or health hazards.

Hazards: engulfment by materials; entrapment by space shape; inhalation of hazardous (possibly fatal) atmospheres.

This Program Administrator will ensure that employees understand:

1. The need to identify and evaluate permit space hazards before entry.
2. The need to test conditions before entry and monitor conditions during entry.
3. How to prevent unauthorized entry.
4. How to eliminate or control hazards for safe permit-space entry operations.
5. The need to ensure that at least one attendant is stationed outside the permit-required space for the duration of the entry operations.
6. How to coordinate and monitor entry operations when we are working with employees of an outside contractor within a permit-required confined space.
7. Our procedures for emergency rescue.
8. The establishment of a written procedure for preparation, issuance, use, and cancellation of entry permits.

### **Respiratory Protection**

- Applicable: when you are exposed to atmospheres that do not contain clean, breathable air free from contaminants that exceed permissible exposure limits
- Not Applicable: when you are wearing a dust mask for personal comfort to negate the effects of nuisance dust.
- Hazards: respiratory hazards that can range from mildly irritating to fatal.

The Program Administrator will ensure that employees understand:

1. The importance of medical approval for respiratory use.
2. The respirator selection process.
3. How to determine the service life of particulate filters.
4. Fit testing.
5. User seal tests.
6. The importance of work area surveillance.
7. Cleaning, inspection & maintenance of respirators.

Employees may wear dust masks for personal comfort. Supervisors should caution those wearing dust masks that they do not offer true respiratory protection.

OSHA standards require that if an employer provides respirators for employee voluntary use or if you provide your own respirator, you must be provided Appendix D of 29 CFR 1910.134. This appendix is printed below and all employees must read it.

**Standard Number: 1910.134 App D**

Standard Title: (Mandatory) Information for Employees Using Respirators When not Required Under Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following: 1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations. 2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you. 3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke. 4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

## Employee Acknowledgment

PLEASE READ, SIGN, & RETURN THIS FORM TO YOUR SUPERVISOR OR Shaili Desai, OUR SAFETY PROGRAM ADMINISTRATOR.

I have read and understand the contents of this Employee Handbook.

I will, to the best of my ability, work in a safe manner and follow established work rules and procedures.

I will ask for clarification of safety procedures of which I am not sure prior to performing a task.

I will report to the job site supervisor or competent person any unsafe acts or procedures and will ensure they are addressed and resolved before continuing work.

I understand that the complete safety program is located at:

68 Culver Road

Monmouth Junction, NJ 08852

609-409-3636

and is available for my review.

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**(Employee Name)**

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**(Signature)**

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**(Date)**