

Safety Policy

for

_____ **Company**

Reviewed and Revised

Date:	Signature:

Provided as a resource for our policyholders by:



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Safety Policy for _____ Company

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Safety Policy for _____ Company

SAFETY POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthy workplace. It is the policy of this organization that employees report unsafe conditions and do not perform unsafe work tasks. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. Reporting these will never result in disciplinary action.

If approached by workers who appear to have a true concern regarding a safety or health issue, the Safety Director, supervisors or managers need to act accordingly and give attention to the matter.

Employee recommendations to improve safety and health conditions will be given thorough consideration by this company. Management will give true attention to these recommendations and provide the financial resources for the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express _____ Company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

Signature of CEO/President

Date

Safety Policy for _____ Company

RESPONSIBILITIES

Senior Staff/Managers

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the department.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Supervisors/Safety Director or any other personnel with the safety process as needed or as requested. This can include periodic formal worksite inspections.
- Uphold and enforce all known safe work practices.

Safety Director/Supervisors

- Ensure new-hire orientation is given to new employees, or is followed up at the work level.
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate a qualified person to conduct-- regular inspections of the workplace.
- Conduct frequent (if possible, daily is the preferred frequency) work discussions prior to the start of work that include safe work practices.
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of safe work performance and disciplinary action when workers blatantly perform unsafe acts, or continually perform tasks in an unsafe manner.
- Investigate all accidents and take immediate corrective action to prevent re-occurrence.
- Provide safety meetings on a regular basis and require attendance of all workers.

All Employees

- Follow safe work practices. If they are unsure of what is the correct/safe way to perform a task or a job, they are to ask the Safety Director, their supervisor or a manager.
- Immediately report all unsafe equipment or tools to the Safety Director, their supervisor or a manager. This includes reporting unsafe behavior of other workers.
- Uphold the safe work practices this company has established.
- Immediately inform the Safety Director, their supervisor or a manager if they become injured or ill on the job.

WORKSITE ANALYSIS

- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. These inspections should be conducted by the Safety Director/Supervisor. Each inspection may not be required to be a formal (written) inspection, although regular written completed inspections are necessary and will be expected.
- When new equipment or tools are purchased or workstations or equipment are re-worked/retrofitted, a worksite analysis must also be completed to ensure that safety and health has been considered.
- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) to avoid injury or illness.

HAZARD PREVENTION AND CONTROL

- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed and employees will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE will be provided as necessary, and its use enforced by Supervisory and Management staff.
- If feasible, administrative controls, such as reducing the duration of exposure will be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or explosion.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job. Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible to inform all employees that compliance with the safe work practices is required.

Job-Specific Training

- Managers and Supervisors should receive basic safety and health training as it relates to their positions.
- Supervisors with the assistance of the Safety Director will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safe work practices, policies and procedures, and when changes are made to the written safety program.

If necessary, individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor or the Safety Director observes employees displaying unsafe acts, practices, or behaviors.

FIRST AID AND MEDICAL ASSISTANCE

There will be adequate first aid supplies and /or an adequate first aid kit available at each workplace. In the event of an emergency, when medical assistance cannot arrive within a few minutes, there will be a designated certified first aid and CPR trained employee who can assist until help arrives. Employees who receive work related injuries or illnesses will be given immediate attention in regards to the nature of their injury or illness.

ACCIDENT INVESTIGATION

All accidents (this includes property damage, equipment damage, accidents involving injury or illnesses, and near-miss type accidents) need to be investigated. In most cases, the Safety Director along with the department manager or supervisor will complete these investigations. Employees will be involved as necessary or when requested.

Accidents that involve injuries and/or illnesses will be evaluated and analyzed for trends, common causes, and patterns so as to prevent further accidents.

Accident Investigation Procedures

The supervisor at the location where the accident occurred will perform an accident investigation. Accidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the accident, not to place blame on employees. Accident investigation procedures need to include a minimum of the following:

- Implement (temporary) control measures to prevent any further injuries to employees, the public or damage to property or equipment.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.
- Verify that corrective actions taken will help to prevent this type of accident from occurring again in the future.

Accident investigation reports must be submitted to the Safety Director and other select management personnel as soon as possible after the accident.

Accident Report Form

The accident report form should be a simple format for the supervisor to complete in a timely manner. You can utilize OSHA form 301 or similar document for this purpose. To correctly assess the nature and causes of the accident, the following are some of the questions that should be answered:

- What was the employee doing just prior to the accident?
- Were there any witnesses? What were their names? Did the witnesses provide statements of the accident?
- What happened? ("Ladder kicked out and employee fell to floor", "forklift struck wall, wall collapsed.")
- What part of the body was affected by the accident? (eye, arm, leg, fingers, hand, etc.)
- What was the nature of the injury? (object in eyes, fractured arm, sprained leg, lacerated finger, cut in right hand, etc.)
- What was the object or substance that directly harmed the employee? (if substance/object is known)

RECORD KEEPING PROCEDURES

The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data will be maintained on the Injury and Illness Log and Summary of Work-Related Injuries and Illnesses will be completed and posted in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-Related Injuries and Illnesses (OSHA form 300)
- Summary of Work-Related Injuries and Illnesses (OSHA form 300A)
- Accident Investigation Reports (OSHA form 301 or similar)
- Workers' Compensation Notice of Injury

SAFETY COMMITTEE

Safety Committee Organization

- The safety committee is established as a management tool to recommend improvements to workplace safety programs and to identify corrective measures needed to eliminate or control recognized safety and health hazards.
- Safety committee employer representatives will not exceed employee representatives.
- The Safety Director will be a visible part of the safety committee.

Responsibilities

- The safety committee will be responsible for assisting management in:
 - communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
 - reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
 - updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
 - evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
 - monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- Safety committee members will participate in safety training.
- Management will provide written responses to the safety committee's written recommendations.

Meetings

- Safety committee meetings are held quarterly or more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.
- Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.
- All safety committee records will be maintained for not less than three calendar years.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) includes all clothing and accessories designed to protect against workplace hazards. Personal Protective Equipment will be provided when Engineering Controls are not available or not feasible. In some situations the only available protection for employees will be the use of PPE. In some emergency situations PPE may be required for the safety of the workers.

Personal Protective Equipment is often essential for the protection of the eyes, ears, face and other body parts when working around hazardous machinery and equipment. All PPE must meet established standards (ANSI, NIOSH)

All Personal Protective Equipment (PPE) is provided by _____ Company. Employees are not allowed to provide their own PPE unless authorized by the Safety Director. As a general rule, only company provided PPE is allowed.

Hazard Assessments have been completed throughout the production and warehouse areas of _____ Company. The Hazard Assessments are located _____.

As a result of the Hazard Assessments, PPE is required in the following areas:

General Production Areas

Approved eye protection is required of all who enter the shop. Eye protection for visitors is available in the main office as well as next to _____ and _____ entrance.

_____ Company will reimburse employees (maximum - \$____) every __ months for the purchase of approved steel-toed boots/shoes.

_____ Company will provide prescription eye wear (approved safety eye protection with side shields) for those individuals requiring this. Please contact the Safety Director for additional information.

Additional Areas Requiring PPE and their requirements should be Entered Here

SAFETY RULES

All safety rules must be obeyed. Failure to do so will result in strict disciplinary action.

- All injuries must be reported as soon as possible.
- No horseplay, alcohol, or drugs are allowed on _____ Company premises.
- No alcohol usage is allowed during the lunch break.
- PPE must be worn as prescribed by management.
- All tools/equipment must be maintained in good condition.
- Only appropriate tools shall be used for specific jobs.
- All guards must be kept in place.
- No spliced electrical cords/wiring allowed.
- Only authorized personnel can operate forklift vehicles.
- Smoking is prohibited in and around the premises of _____ Company.
- Seat belt use is required of all drivers/passengers.
- All OSHA Safety Standards will be followed for job processes requiring respiratory protection. ***SEE SEPARATE WRITTEN RESPIRATORY PROTECTION PROGRAM.**
- All OSHA Safety Standards concerning Lockout/Tag-out of energized equipment will be followed. ***SEE SEPARATE WRITTEN LOCKOUT/TAGOUT PROGRAM.**
- All OSHA Safety Standards concerning Hazard Communication will be followed. ***SEE SEPARATE WRITTEN HAZARD COMMUNICATION PROGRAM.**
- All OSHA Safety Standards concerning Forklift Safety will be followed. ***SEE SEPARATE WRITTEN FORKLIFT SAFETY PROGRAM.**

EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) is in place to ensure employee safety from fire and other emergencies. At the time of an emergency, all employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In some emergencies total and immediate evacuation will be necessary. In other emergencies, only a partial evacuation may be necessary.

When a fire is detected it is necessary that the fire alarm pull station be activated as soon as possible. The fire alarm will notify the emergency response team who will perform assigned duties. The activation of the alarm will also notify the local fire department.

In the event of bomb threat, toxic chemical release, hazardous weather, or other emergencies – notification will be made over the public address system.

In the event of fire, bomb threat, or toxic chemical release; employees are to proceed to the nearest available safe exit as soon as possible. Floor plans (maps) and exits have been posted in each department.

It is critical that Supervisors (or the EAP Coordinator) account for all employees and visitors.

Production area employees are to meet in the _____ Parking Lot on _____ Street. Secondary location is the intersection of _____ and _____ Street.

Office employees are to meet in the _____ Parking lot on _____ Street. Secondary location is the intersection of _____ and _____ Street.

In the event of weather emergencies all employees (and visitors) are to evacuate their assigned area and report to _____.

It is critical that Supervisors (or the EAP Coordinator) account for all employees and visitors.

Supervisors within each area shall take a head count at the designated meeting areas. It is the responsibility of each supervisor to advise fire and police departments of any missing persons.

There will be evacuation training each April and October (full evacuation to designated areas).

HOUSEKEEPING & MATERIAL STORAGE

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents.

Management and Employee Responsibility

All employees share the responsibility for maintaining good housekeeping practice and following established housekeeping procedures. The manager, supervisors, Safety Director and the safety committee are responsible to monitor housekeeping as part of their facility safety inspection procedures, note any hazards or areas of non-compliance, initiate clean-up procedures and provide follow-up. Management has the additional responsibility to provide disciplinary action when necessary to reinforce compliance with this program.

Housekeeping Procedures

Office areas are to be kept neat and orderly.

The following general rules apply to prevent injuries and maintain a professional appearance:

- Storage areas will be maintained in an orderly condition at all times. When supplies are received, the supplies will be stored promptly and properly.
- Spills will be cleaned up immediately and wastes disposed of properly.
- All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling. Custodial employees will use rubber gloves when handling wastes.
- Keep file and desk drawers closed when not attended to avoid injuries. Open only one drawer at a time to prevent the tipping of file cabinets.

Production areas will be kept neat and orderly, during operations and as follows:

- All aisles, exits, eye wash stations, etc., will be kept clear (a minimum of three feet in front of and to either side) of product storage, material storage, fork trucks and pallet jacks at all times.
- All process leaks will be reported to supervision and maintenance for immediate repair and clean-up.
- Employees will be responsible to keep aisles and work floors clear of excessive debris and waste materials during the shift, on breaks and at shift change or, as directed by their supervisor.
- Employees are responsible to communicate slippery floors to their supervisor for immediate clean-up.
- All refuse and waste materials will be placed in recognized waste containers for disposal.

The following rules will apply:

- Rest rooms, locker rooms and break areas are provided as a convenience for all employees. Employees are expected to clean-up after themselves when using these areas as a common courtesy to fellow employees.
- Personal food items will not be stored in lockers or break rooms overnight.
- All refuse and waste materials will be placed in the recognized waste containers for disposal.

Maintenance Areas

- All aisles, exits, etc., will be kept clear (a minimum of three feet on either side) of material storage (temporary and permanent) at all times.
- Storage areas will be maintained orderly at all times:
 - Pipe stock stored horizontally on racks and sorted by size
 - Metal stock stored horizontally on racks and sorted by size
 - Sheet metal stock stored vertically in racks and sorted by type
 - All fittings, etc., stored in bins on shelves and sorted by type and use
- Spills will be cleaned up immediately by the person responsible and wastes disposed properly.
- All refuse and waste materials will be placed in the recognized waste containers for disposal.

Grounds

The grounds surrounding _____ Company are an extension of the workplace. Grounds that are kept neat and orderly show pride by _____ Company for their employees, customers and neighbors to enjoy.

The following general rules will apply:

- All trash will be discarded only in the waste containers provided.
- Park only in the designated assigned area.
- The Maintenance Department will be responsible for grounds keeping (mowing, trimming, etc.) as needed. Maintenance will also follow procedures for ice/snow removal, when necessary, prior to operations each day.

Material Storage

Proper storage procedures are required for dry, raw materials and finished product to keep exits and aisles clear and avoid injuries and illnesses. General rules for material storage are as follows:

- Passageways and aisle will be properly marked and a minimum of six feet in width. Materials, fork lifts, pallet jacks, etc., may not be stored in aisles or passageways.
- Aisles and passageways will be kept clear of debris. All spills of materials will be immediately cleaned-up by the person responsible.
- All platforms and racks will have maximum load capacity displayed. The weight of stored material will not exceed the rated load capacity.

FIRE PREVENTION & PROTECTION

Good housekeeping efforts are also a part of the company fire prevention and protection program.

The following general rules apply to prevent fires:

- All aisles, emergency exits and fire extinguishers, etc., will be kept clear (a minimum of three feet on either side) of material storage (temporary and permanent) at all times.
- At the end of the business day, turn off all office equipment (area heaters, lamps, coffee-maker, PCs, etc.) and lights to save energy and prevent fires. All space heaters are to be unplugged at the end of the day to assure they have been turned-off.
- Flammable materials (fire works, explosives, gasoline, etc.) may not be stored in lockers or brought on company property.
- There will be an 18 inch clearance below all sprinkler heads to allow for discharge from the sprinklers to overlap and pre-wet combustibles to effectively contain a fire.

Proper storage procedures are required for flammable materials and compressed gas storage to prevent fires and avoid injuries and illnesses.

Flammable Material Storage

- A minimum of 3 feet side clearance will be maintained around doorways and emergency exits. Passageways and aisles will be properly marked with a minimum of six feet in width. Materials, fork lifts, pallet jacks, etc., may not be stored in aisles or passageways.
- All small quantities of flammable and combustible liquids (less than 5 gallons) will be stored in UL listed fire cabinets (when not in use) or in UL listed self-closing cans (when in use).
- Larger quantities of flammable and combustible liquids will be stored in UL listed flammable storage cabinets or stored outside (at least 50 feet from any structure).
- Fuels, solvents and other flammable and combustible liquids (not stored in original shipping containers) will be stored in UL listed self-closing containers with flame arresters. Flammables may not be stored in open containers (such as open parts washers).
- Flammable storage areas will be kept dry and well ventilated. No storage of combustible materials, open flames or exposed electrical components is permitted in the flammable storage area.
- Flammable or combustible materials may not be stored in electrical rooms. Electrical rooms must be kept clean and dry at all times.

Compressed Gas Labeling

- Compressed gas cylinders that do not clearly identify its contents by name should not be accepted for use.
- Color-coding is not a reliable means of identification; cylinder colors vary from supplier to supplier, and labels on caps have no value because many caps are interchangeable.
- Tags should be attached to the gas cylinders on which the names of the users and dates of use can be entered.
- If the labeling on the gas cylinder becomes unclear or defaced so that the contents cannot be identified, the cylinder should be marked "contents unknown" and the manufacturer should be contacted regarding appropriate procedures for removal.

Compressed Gas Cylinder Handling

Serious accidents may result from the misuse, abuse, or mishandling of compressed gas cylinders. Workers assigned to the handling of cylinders under pressure should be properly trained. Workers should be trained to handle cylinders of compressed gases as high-energy sources and therefore as potential explosives.

The following rules will help control hazards while handling compressed gas cylinders:

- Accept only cylinders approved for use in interstate commerce for transportation of compressed gases.
- Workers should wear safety goggles/glasses when handling and using compressed gases. In some cases, a face shield should also be worn.
- Cylinders must always be transported on wheeled cylinder carts with retaining straps or chains.
- Cylinders should be secured in a boot or by a chain to a fixed support to prevent them from being dropped or from falling over.
- Do not remove or change numbers or marks stamped on cylinders.
- Cylinders should not be banged, dropped or permitted to strike each other or against other hard surfaces.
- Never use compressed gas to dust off clothing. This could cause injury to the eyes or body and create a fire hazard. Clothing can become saturated and burst into flames if touched by an ignition source such as a spark or cigarette.
- Do not use the valve cover to lift cylinders; they could be damaged and become unattached causing the cylinder to drop on a hard surface possibly resulting in an explosion.

Compressed Gas Cylinder Storage

The rules listed below will minimize hazards when storing compressed gas cylinders.

- Store cylinders upright and secure them with a chain, strap, or cable to a stationary building support (i.e. structural beam) or to a cylinder cart to prevent cylinders from tipping or falling.
- Liquefied flammable gas cylinders should be stored in an upright position, or so the pressure relief valve is allowed to remain in the gas phase. Cylinders loaded with liquefied gas are not completely filled; a small vapor space is left to allow for expansion if the cylinder is heated.
- Use only approved containers to store and transport liquid nitrogen. Containers should have vented lids to prevent spillage when carried.
- Oxygen cylinders should be kept at a minimum of 25 feet away from fuel-gas cylinders, such as acetylene and combustible materials, or separated by a non-combustible barrier (such as a wall) at least 5 feet high with a fire-resistance rating of at least one-half hour.
- Flammable gas cylinders should not be stored with oxygen, or nitrous oxide cylinders, or adjacent to oxygen charging facilities.
- Store cylinders in a dry, well-ventilated area away from flames, sparks, or any source of heat or ignition.
- Mark the cylinder storage areas with proper precautionary signs, such as "Storage of flammable, oxidizer, or toxic materials."
- Place cylinders in a location where they will not be subject to mechanical or physical damage, heat, or electrical circuits to prevent possible explosion or fire.
- Segregate empty cylinders from full cylinders.
- Caps used for valve protection should be kept on the cylinders at all times, except when the cylinder is actually being used or charged. Cylinder valves should remain closed.
- Never plug, remove, or tamper with any pressure relief device. Under normal conditions, these containers will periodically vent the product.
- Cylinders should not be exposed to an open flame or to any temperature above 125 degrees Fahrenheit.

- Cylinders should not be exposed to continuous dampness, stored near salt or other corrosive chemicals or fumes. Corrosion may damage cylinders and cause their valve protection caps to stick.
- When empty cylinders are to be returned to the vendor, mark them "Empty" or "MT."

Transporting a Compressed Gas Cylinder

- Cylinders transported by wheeled truck must be fastened securely in an upright position so that they will not fall or strike against each other.
- Cylinders should not be transported without safety caps. A cylinder's cap should be screwed all the way down on the cylinder's neck ring and should fit securely. Do not lift cylinders by the cap. The cap is for valve protection only.
- Cylinders should not be transported with the regulator attached to the cylinder.
- Always use a cylinder cart to move compressed gas cylinders. Refrain from sliding, dragging, or rolling cylinders on their edge.
- Only one cylinder should be handled (moved) at a time.
- If the cylinder is to be shipped by an interstate carrier, it must have a D.O.T. label.

Transporting a Compressed Gas Cylinder

- Cylinders transported by wheeled truck must be fastened securely in an upright position so that they will not fall or strike one another.
 - Cylinders should not be transported without safety caps. A cylinder's cap should be screwed all the way down on the cylinder's neck ring and should fit securely. Do not lift cylinders by the cap. The cap is for valve protection only.
 - Cylinders should not be transported with the regulator attached to the cylinder.
 - Always use a cylinder cart to move compressed gas cylinders. Refrain from sliding, dragging, or rolling cylinders on their edge.
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 - If the cylinder is to be shipped by an interstate carrier, it must have a D.O.T. label.
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EMPLOYEE CONFIRMATION OF SAFETY PROGRAM

This is to certify that I, _____, have read and will observe the safety practices as outlined in this booklet and other rules presented to me during my employment with _____ Company. I understand that the safety practices listed are not the only procedures and/or rules that I will be called upon to follow.

I also understand that it is a requirement of my employment that any injury/illness be reported to my supervisor immediately.

SIGNED _____

WITNESS _____

DATE _____

This form to be filed in employee's personnel file

**ADDITIONAL PROGRAM SECTIONS AVAILABLE TO COMPLETE
COMPANY'S SAFETY PROGRAM**

Additional Program Sections (to be requested and added as necessary)

- Bloodborne Pathogens Program
- Company Vehicle Program
- Electrical Safety Program
- Fall Protection Program
- Forklift Truck Safety Program
- Hazard Communication Program
- Hearing Conservation Program
- Lockout Tag-out Program
- Personal Protective Equipment- Hazard Assessment
- Respiratory Protection Program