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COMPENSATION INSURANCE CARRIER PROVIDES THIS

EMPLOYEE SAFETY GUIDELINES HANDBOOK



Safety requires constant
vigilance and care.

This handbook is provided to help and
guide you with work safety and
avoid accidents by providing a
framework to establish

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EMPLOYEE SAFETY RESPONSIBILITIES

The primary responsibility of all employees is to perform his or her duties in a safe manner in order to prevent personal injury and that of others. While this Handbook covers the majority of safety topics, it may not be all-inclusive. Other applicable administrative directives may exist.

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

If, after discussing a safety situation with his or her supervisor, an employee that may still have questions or concerns, he or she should contact your company/employer.

If an employee has questions about how to safely complete a task, he or she should **NOT** begin the task until discussing the situation with his or her supervisor. Together, they will determine the safest way to do the job.



As a condition of employment, all employees must become familiar with, observe and obey the rules, as well as established policies for health, safety and injury prevention while at work. Additionally, employees must learn approved safe practices and procedures that apply to their daily job responsibilities. All staff can be provided an electronic copy of this handbook. Additionally it is available on PBIC website at [pacificbasininsurance.com](https://www.pacificbasininsurance.com)



EMPLOYEE SAFETY RESPONSIBILITIES

Injury Reporting:

All work-related injuries must be reported immediately. **Failure to immediately report injuries may result in loss of benefits entitlement.**

A *Report of Injury* form must be completed by your employer. Employees should not complete their own *Report of Injury* form. If applicable, a *Witness Statement* may be necessary. All documentation should be submitted to your employer's Workers' Compensation insurance carrier within 24 hours.

After each medical appointment resulting from a work related injury, you must contact your employer to discuss progress. Provide copies of all paperwork received from each appointment. Your employer shall support a *transitional return to work* concept (light duty) for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while he or she remains productive. Employees are required to return to work immediately upon receiving the medical doctor's release.

Alcohol/Drugs:

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if there is a reasonable suspicion the employee has consumed alcohol or drugs.

Responsible to keep you work area clean and safe:

The following areas and surrounding spaces must remain clear of all obstructions

Fire extinguishers and emergency equipment

Electrical breakers, controls, and switches

Eye wash stations/safety showers



EMPLOYEE SAFETY RESPONSIBILITIES

Slip/Trip/Fall Prevention:

Wear appropriate footwear for weather conditions (ie. rainy days) and appropriate footwear for daily activities.

Do not stand on chairs; use a stepladder or footstool. Avoid looking at cell phones or reading while walking. Avoid walking backwards.

Take corrective action when spills are identified.

Never stretch cords across aisles or areas where others may trip over them.

Notify your employer if you should notice any potential hazards.

Lifting:

Stand close to the load to lift, spreading your feet at least shoulder width apart. Bend at the knees keeping your back relatively straight, and grasp hold of the load firmly with both hands.

Lift with your legs, keeping load close to your body.

When turning while holding an object, move your feet; *do not twist your back*.

If you need help moving material, ask for it. Contact appropriate staff for lifting and transporting heavy objects.

Use team lifting as necessary.

Use material handling equipment, such as a hand truck (dolly) or cart, when appropriate and available.

Do not overload boxes when packing; this can be detrimental to those who will lift or move these items.

Teach and remind others to use proper lifting techniques.

EMPLOYEE SAFETY RESPONSIBILITIES

Personal Protective Equipment (PPE):

Inspect PPE prior to each use. Do not use damaged PPE. If you are required to have/use a PPE, keeping it safe, clean and sanitized.

Safety glasses:

Goggles or other protective eye covering must be worn in designated areas at all times while performing any job where the risk of eye/facial injuries exists.

Gloves

Appropriate work gloves must be worn at all times when handling sharp or rough stock, or performing any job where the risk of eye/facial injuries exists.

Ladders:

Inspect ladders prior to each use; Ladders must be placed on secure ground with anti-slip safety footings.

Only one person is allowed on a ladder at one time.

Maintain a “three-point” control” when working on ladders (at least two hands and One foot or two feet and one hand, with reliable hand grip support).

Never reach beyond arm length when working on a ladder.

Never stand on the top step or top cap of a stepladder.

Do not set a ladder in front of a door that may open toward the ladder.



EMPLOYEE SAFETY RESPONSIBILITIES

Electrical Safety:

Inspect all plugs, cords and portable equipment prior to use.

Extension cords should only be used for temporary applications. Do not run cords under rugs/mats or through walls.

Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches and disconnects for individual equipment.

All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.

Report all electrical problems and suspected problems, as well as damaged electrical equipment to your supervisor.

Only authorized personnel are permitted to make repairs.












EMPLOYEE SAFETY RESPONSIBILITIES

Hazard Communication:

In addition to the chemical name and manufacturer's information, labels now include:

Harmonized signal words to communicate the severity of hazard. Only used if required, so there may not be a signal word on every label. There are two words that can appear: **Danger** (Serious) and **Warning** (Less Serious).

1 = Most Severe; 4 = Least Severe

| | | |
|---|---|---|
| <p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity | <p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides | <p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory) |
| <p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under Pressure | <p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals | <p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides |
| <p>Flame over Circle</p>  <ul style="list-style-type: none"> • Oxidizers | <p>Environment *(Non Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity | <p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic) |

EMPLOYEE SAFETY RESPONSIBILITIES

Hazard Communication Continued...

A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought onsite. You have a right to access all SDS; ask your supervisor.

Follow all label and SDS instructions – including measured amounts.

Keep all chemicals in properly identified closed containers.

All secondary containers must be labeled appropriately to identify the contents.

Do not mix chemicals unless authorized to do so.

Store all flammable liquids in safety cabinets or safety cans. Never use chemicals around ignition sources, such as BBQ grills/smokers, pilot lights, or arcing/sparking electrical equipment.

Wear required Personal Protective Equipment (PPE) to minimize contact with all chemicals.

Do not eat, drink, or smoke while using chemicals.

Always wash your hands after handling chemicals.



EMPLOYEE SAFETY RESPONSIBILITIES

Emergencies:

In the event of any serious injury or fire, call 911.

If in doubt, call 911.

In case of fire, alert others in immediate danger; activate facility-wide fire alarm.

Do not attempt to extinguish any fire which is uncontained, too hot, too smoky, or if you are not comfortable doing so.

To use a fire extinguisher, remember PASS:

P = Pull (the safety pin)

A = Aim (at the base of the fire)

S = Squeeze (the lever)

S = Sweep (side to side)



If you use a fire extinguisher, remember:

Stay low;

Keep yourself between the fire and an exit;

Do not turn your back on a fire; and,

Immediately report the use to your supervisor.

When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and evacuate to designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until you receive further instructions.

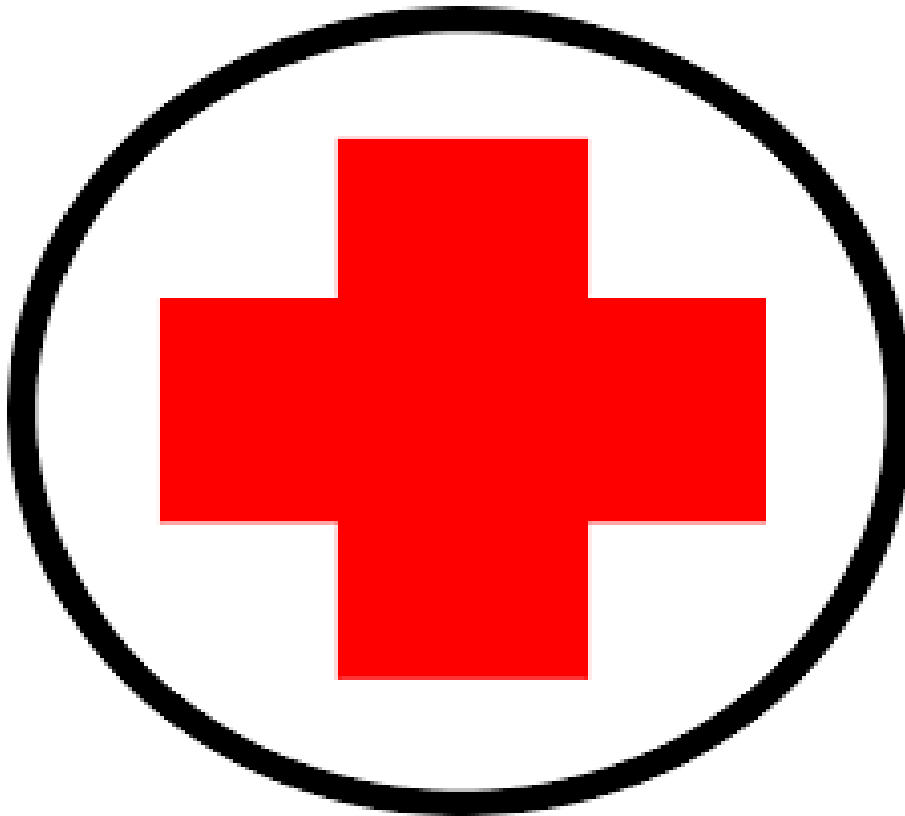
EMPLOYEE SAFETY RESPONSIBILITIES

Do not touch blood or any other bodily fluid during or following an incident without wearing gloves.

If you think that you have been exposed to bodily fluids, wash the area with soap and water immediately. If secretions are in the eye, flush with water/saline immediately.

Notify your employer/supervisor immediately.

If you are trained to administer first aid, use gloves and other protective barriers located with first aid equipment.



EMPLOYEE SAFETY RESPONSIBILITIES

Vehicles and Driver Safety:

Only employees authorized by your company are permitted to operate company vehicles.

No personal use of company vehicles is permitted. *(ie. No "side trips" home)*

Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.

All local and state traffic regulations and signs must be followed; All traffic violations resulting in points assessed against your driver's license must be reported to your supervisor.

No unauthorized riders are allowed. *(ie. No hitchhikers)*

Driving while under the influence of alcohol or drugs that may impair driving is strictly forbidden.

No employee will operate a motor vehicle while using either a personal cell phone, by call or text, or allow any distraction from safe operations of vehicles/equipment.



EMPLOYEE SAFETY RESPONSIBILITIES

Building Safety:

Never leave file drawers open. Do not open multiple file drawers at once.

Do not stack heavy or bulky objects on top of cabinets.

Do not store frequently used objects above shoulder height or below knee height.

Never reach into office machines without turning them off and unplugging them.

Keep work area free of trip hazards. *(ie. No cords across aisles and no storage items in walkways)*

Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.

Never use defective or broken equipment. Report problems to your supervisor.



EMPLOYEE SAFETY RESPONSIBILITIES

Personal Security:

Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.

Avoid looking at cell phones or reading while walking.

When parking, remove all valuables from sight and lock car doors.

Do not enter an elevator car if concerned about other riders; wait for the next car.

Keep all valuables (money, purses, jewelry, etc.) out of sight when at your desk.

Do not bring large sums of money or other valuables to the jobsite.

Secure lap top computers, tablets, and other electronic mobile devices

before leaving your office or desk for extended periods of time (*ie. going to lunch*).

Immediately report any suspicious activity, person or thefts to your supervisor.



EMPLOYEE SAFETY RESPONSIBILITIES

Your company should do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

Your company value you, not only as an employee, but also as a human being critical to the success of your family and the community.

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

A key factor in implementing this policy will be the strict compliance to all applicable federal, local laws, and your company policies and procedures.

Failure to comply with these policies may result in disciplinary action.



EMPLOYEE SAFETY RESPONSIBILITIES

Additionally, subscribe to these principles:

Accidents are preventable through implementation of effective safety and health control policies and programs.

Safety and health controls are a major part of our everyday work.

Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, in higher regard with customers, and increases productivity. This is why you must comply with all safety and health regulations which apply to the course and scope of operations.

Employees are responsible for following safe work practices for preventing accidents and injuries.





EMPLOYEE SAFETY RESPONSIBILITIES

Safety program should apply to all employees and persons affected or associated in any way by the scope of the business. Everyone's goal must be to constantly improve

MISSION STATEMENT

Your employer/company promotes a safe working environment for everyone by creating and maintaining a proactive culture of safety. Each employee is empowered to minimize accident frequency throughout and identify corrective measures to control or eliminate recognized safety hazards.