



Employee Safety Handbook

DIAMOND PEO

SAFETY POLICY STATEMENT

It is the policy of this **Company** that accident prevention shall be considered a prime goal of DIAMOND PEO and its employees.

It is the intention of DIAMOND PEO to provide safe working conditions and to insist upon safe practices at all times by all employees.

Every effort will be made to provide adequate training to employees in doing their job safely. All employees will be instructed to follow the safety rules, regulations and procedures as set down by DIAMOND PEO.

Any injury that occurs on the job, no matter how slight, must be reported as soon as possible. Incidents will be investigated and provisions made to prevent re-occurrence.

When you have an accident, everyone loses; you, your family, your fellow workers and DIAMOND PEO. Please work safely. It's good for everyone.

Signature _____

DIAMOND PEO

CODE OF SAFE PRACTICES

To help prevent employee accidents and illnesses, we have developed a CODE OF SAFE PRACTICES. All employees must follow this code while they are on the job. We have developed this code to help make your job safer. In order to meet the goal of a safe place to work, these safety rules will be enforced.

JOBSITE CODE

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days. When applicable, the accident prevention instructions shall also include specific instruction on the safe use, care and maintenance of fall protection equipment (i.e. fall arrest systems, positioning device systems, safety nets, etc.) used at the jobsite.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

11. Workers shall not handle or tamper with any 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 foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Employees should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
21. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the foreman and repaired before use.

USE OF TOOLS AND EQUIPMENT

22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
24. Only appropriate tools shall be used for the job.
26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with handles in an upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.

31. Electric cords shall not be exposed to damage from vehicles.

32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength

MACHINERY AND VEHICLES

33. Only authorized persons shall operate machinery or equipment.

34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.

35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

EMPLOYEE ACKNOWLEDGMENT FORM

CODE OF SAFE PRACTICES

I _____ (print) hereby acknowledge that I have received, read, and understand the "Code of Safe Practices"

I agree to conform to all Company practices, rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

- a. It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.
- b. I am encouraged to inform my immediate supervisor of any hazards at the worksite without fear or reprisal, and that should my assistance create any such action or related intimidation, that I am encouraged to contact his/her supervisor or Safety Coordinator.

Signature of Employee

Date

Signature of Supervisor

Date

DIAMOND PEO

INJURY AND ILLNESS PREVENTION PROGRAM

1. PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE PLAN:

- a. The Safety Officer (**SO**), _____, shall have responsibility for plan implementation and continuation.
- b. Specific portions of the plan shall be assigned to specific individuals as stated in the operation portion of the plan.

2. SAFETY COMPLIANCE:

- a. Safety rules will be developed for all jobs. All employees will receive and sign for copies of these forms and receive training in their job as outlined in the training section of this program.
- b. Failure of any employee to abide by the safety rules, general or specific, will be handled through the progressive discipline procedures.
- c. Management shall develop a library of safety publications, handouts, letters, posters, "tailgate" training subjects, formal safety presentations and other materials and maintain it as a safety resource, notifying employees of its location.
- d. A Hazards Communication Program will be written, placed with the Safety Data Sheets (SDSs) and employees notified of its location.

3. SAFETY TRAINING PROGRAM FOR EMPLOYEES:

- a. New employees training, at the time of hire but prior to being placed on the job, will consist of the following:
 - i. General safety and orientation training.
 - ii. Hazard communication and hazardous material training.
- b. Employees reassigned to new jobs will be given steps 3a (2) that pertain to their new jobs prior to being placed on the job.
- c. On entering the job, the employee will receive "hands-on" training in job safety, hazards and procedures.
- d. The employer shall arrange for key personnel to receive certified training in **1st aid and CPR**.
- e. The SO shall periodically review and upgrade the following items as relates to current work practices, procedures, tools, equipment, supplies and materials:
 - i. Safety training.
 - ii. Safety rules.

- iii. Safety postings and warning signs.
 - iv. Hazardous materials inventory and training.
- f. The SO/Supervisor(s) shall be responsible for scheduling safety-training meetings that will vary from "tailgate" sessions to formal sessions complete with audiovisual presentations and/or hand-outs for the employees. There will be at least one formal session per year. All sessions will be documented on a training log form complete with the employee's signature. If an employee misses a session, a make-up will be scheduled.

4. EMPLOYEE COMMUNICATIONS:

- a. The required bulletins will be posted on the bulletin board, as will safety materials, a copy of the Safety Rules, the Emergency Evacuation Plan and the locations of the Written Safety Program, the Hazards Communication Program and the SDSs.
- b. All machines and equipment will be appropriately posted and signed. Employees will be required to use safety procedures and personal protective gear and devices.
- c. All employees will be encouraged to immediately advise the SO/Supervisor(s) of any safety violation or safety hazard. A means of making safety suggestions will be made available for employees to make safety suggestions anonymously.
- d. Employee safety sessions will be scheduled on a regular basis. Employee feedback and suggestions will be encouraged.

5. IDENTIFICATION AND CORRECTION OF WORK PLACE HAZARDS:

- a. There shall be an identification of work place hazards as follows:
 - i. The SO/Supervisor(s) will conduct a safety inspection of each area on a regular basis.
 - ii. The SO will check the suggestion box on a weekly basis for any unidentified hazards.
- b. If work place hazards are identified in the inspection process or brought to the attention of the SO/Supervisor(s), the hazard will be classified and corrected as follows:
 - i. **IMMINENT DANGER:**
 - a. Restrict access.
 - b. Determine time to correct.
 - c. Assign person to correct.
 - d. Assign follow-up dates to monitor progress.
 - e. Place note of action in self-inspection file for all action taken and date hazard corrected.
 - ii. **HAZARDOUS:**
 - a. Restrict access if necessary.
 - b. Determine time to correct.
 - c. Assign person to correct.
 - d. Assign follow-up dates to monitor progress.

- e. Place note of action in self-inspection file for all action taken and date hazard corrected.
- iii. NOT IMMEDIATELY HAZARDOUS:
 - a. Assign person to correct.
 - b. Place note of action in self-inspection file for all action taken and date corrected.

6. ACCIDENT INVESTIGATION:

- a. Using a specifically developed accident investigation form, all accidents and near misses will be investigated as soon as possible after the incident by the SO/ Supervisor(s).
- b. If a Lost Work Day Incident (**LWDI**) or a Reportable Work Incident (RWI), the investigation form will be attached and become a part of the employers first report of injury and will be transmitted to the insurance carrier with a copy of the job description for examination by the claims adjuster.

7. ANNUAL REVIEW:

- a. Prior to March 1 of each year, there shall be an annual review and analysis developed from the prior years OSHA 300, the first reports of accidents and the accident investigation form, along with the insurance carrier's summary of injuries. The analysis shall determine the following:
 - i. Number of **LWSIs** as compared with the previous Program year.
 - ii. Number of RWIs as compared with the previous Program year.
 - iii. Number of non-injury incidents as compared with the previous Program year.
- b. If the program does not meet or reduce the last plan years' experience, the SO shall develop additional means, procedures and programs to implement a reduction in experience. If the program has met or exceeded these goals, the program shall be re-evaluated for the next program year.

DISCIPLINARY POLICY

INTRODUCTION

This policy is intended to provide rules and guidelines for administering disciplinary action to employees who violate safety rules and procedures or who, by their record or actions, indicate a disregard for safety.

Safety related disciplinary action will be administered through the Safety Coordinator.

PURPOSE

The purpose of this policy is to enhance safety awareness in all employees, and to motivate them to perform their work safely, in accordance with established safety rules, procedures, and instructions.

CIRCUMSTANCES LEADING TO DISCIPLINARY ACTION

Listed below are conditions that could be considered for disciplinary action under the provisions of this policy:

1. Violation of a supervisor's safety related instructions.
2. Violation of established safety rules and/or procedures.
3. Violation of instructions on posted safety related signs.
4. Accumulation of an excessive number of injuries (3 or more within a 24 month period).
5. Obvious unsafe actions as may be indicated by the improper use of equipment, horseplay or practical joking, poor housekeeping practices, etc.
6. Lack of concern toward safety instructions and programs.
7. The above circumstances are not intended to be all inclusive. Any other circumstances that indicate an employee's disregard for their own safety, the safety of others, or the neglect of proper care for equipment, may also result in disciplinary action under the provisions of this policy.

PROCEDURES:

1. This program is effective as of January 24, 2019 (Revised: Jan-19)
2. The twelve (12) month period is a continuous period.
3. Whenever a supervisor, or other member of management observes an employee committing an unsafe act or creating or allowing a hazardous condition to exist, a Safety Violation Notice should be completed. A copy of the violation form should be retained in the employee's personnel folder, and each time a new violation form is received, the employee's file will be reviewed for previous violations. Where previous violations appear during a 12 month period, the sanctions listed below will be implemented.
4. The Safety Coordinator will investigate any violation of the safety procedures and any accident where the cause is not clear. Their recommendation as to cause, preventable or non-preventable, will be made to the management.
5. If the employee feels they have been treated unjustly, they will be allowed to appeal the decision. The appeal will be reviewed by the Safety Coordinator, and the employee's supervisor.

EMPLOYEE SANCTIONS:

The following sanctions apply for violations of safety procedures or involvement in a preventable accident:

- A. First Incident - Verbal warning with documentation.
- B. Second Incident - Written warning with possible suspension.
- C. Third Incident - Disciplinary action up to AND including discharge.
- D. Fourth Incident - Discharge.

SUPERVISION SANCTIONS:

The above sanctions also apply to supervision who may also be subject to disciplinary action: when their employee receives some form of disciplinary action as noted above, or who demonstrate negligence in their implementation or enforcement of written policy. Any member of supervision may be subject to these disciplinary guidelines as an individual or as a member of management.

SUMMARY

The above disciplinary actions are a minimal guideline. Depending on the circumstances or the severity of the violation or incident, any level of discipline which is most appropriate for the time and action, up to and including termination of employee or supervision may be implemented.

Approved by: _____
PRESIDENT

DIAMOND PEO

OFFICE SAFETY RULES

1. Always keep aisles clear.
2. Always return file cabinet and desk drawers to closed.
3. Never open more than one file cabinet drawer at a time.
4. Never overload electric plugs.
5. Never use an extension cord on a space heater.
6. Always report any unsafe condition, defective equipment, frayed electrical cords, broken plugs, or any unsafe act to your supervisor immediately.
7. Always lift correctly. Get help if object too heavy.
8. Never store heavy objects on the top of cabinets.
9. Always clean up spills and keep work area clean.
10. Never have liquids around computers or electrical equipment.
11. Always know where your fire extinguishers are and how to use them.
12. Always use the correct type of extinguisher for electrical and computer fires.
13. Always report any unsafe condition or act to your supervisor immediately.
14. ALWAYS REPORT ANY INJURY, NO MATTER HOW SLIGHT, TO YOUR SUPERVISOR IMMEDIATELY.

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FIRE PREVENTION PLAN

1. All potential fire hazards and potential ignition sources will be identified and inspected on a regular basis. The SO (Safety Officer) will be responsible for the maintenance of and/or the inspection of the fire equipment and for the regular inspections of the work place for potential fire hazards.
2. All combustible waste materials will be placed in fire-proof containers and disposed of on a regular basis. The SO will be responsible for the control of the accumulation of flammable materials.
3. All employees will be instructed in fire hazards, combustible materials, flammable waste, fire extinguishers, emergency procedures, etc., as relates to their specific job classification. If employees change jobs, they will be given training specific to their new job.
4. The SO will review this program on a regular basis to ensure the continuation of all facets of the program are being carried out. All activities will be documented and records kept in file with the OSHA/Safety Inspections/Safety Training records.

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VIOLENCE PREVENTION PLAN

For this plan to be effective, supervision must be trained in Co. policy and in how to deal with problems when they arise. The elements necessary in an effective plan are:

1. **New employee screening.** Use an employment form that goes back far enough to detect a gap in employment (ask about the gap). Always check references (ask the question "Is there any reason we shouldn't hire?"). You may not get a response but log the question anyway).
2. **Detection.** Supervisors must be sensitive to employees who exhibit signs of stress or who, by the supervisor's judgment, may be prone to violence. The following are some of the signs:
 - * Employees who have been disciplined and became upset or highly agitated, or have made vague or specific threats.
 - * Employees with severe personal problems who appear to be under a great deal of stress.
 - * Employees who report to work under the influence of drugs and/or alcohol.
 - * Disputes between employees over work or non-work related issues.
 - * Graffiti in the bathrooms singling out employee or supervisor.
 - * Anyone who does not belong on the property or otherwise does not have business being on Company property, particularly if they are acting suspiciously, erratically or appear to be under the influence.
3. **Prevention:** The best prevention is early detection. The next best prevention is addressing problems as they arise. Follow employee relations guidelines for supervision (use the golden rule and treat people the way you would want to be treated), listen to employee problems and supervise within the policies, rules and regulations of DIAMOND PEO. Give employees an outlet for their feelings and give DIAMOND PEO early warning of possible problems. Report everything to Mgmt.
4. **Reaction:** Once a problem is detected or some type of violence has occurred, it must be addressed. The employee must receive counseling, be taken out of the situation, disciplined, or discharged. The Co. is under legal obligation to react to protect other employees. Have a list of numbers to call if a situation occurs. Have a working relationship with local law enforcement and make them familiar with your business.

SHOULD VIOLENCE OCCUR:

- i. Do not place yourself or other employees at risk.
- ii. Notify management immediately and, if necessary, call 911.
- iii. If there is a physical fight between two employees, intercede only if you can do so without undue risk to yourself or others and then only after you have notified someone else of the situation so they may help or get help.
- iv. If there is a person armed with a knife or gun, avoid confronting them. Notify the police and management immediately and evacuate the area as safely as possible.

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HAZARDS COMMUNICATION PROGRAM

1. PERSON(S) RESPONSIBLE FOR THE PLAN:

The Safety Officer (**SO**), _____, shall be responsible for the development and maintenance of the Hazards Communication Program, the inventory of hazardous substances and the material safety data sheets (SDSs). Other employees may be named to be responsible for portions of the Program and for up-dating information and maintaining material logs, and for doing employee training.

2. LOCATION AND AVAILABILITY OF PLAN:

A copy of the Program will be located in the office, where all employees may see the Program, the inventory of hazardous substances and the SDSs at any time.

3. MEETING SDS REQUIREMENTS:

The SO shall be responsible for the order of SDSs for every substance on the hazard substances inventory list that does not have an SDS on file. This shall be done by using the letter of request or request follow-up forms. If the vendor fails to comply with the request, a "Directors Notice of No Response" form shall be sent to the State Director of Industrial Relations.

The SO/Supervisor(s) shall be responsible for the identification of any new hazardous substance(s) to be introduced into the work place. Vendors will be requested to provide SDSs prior to the receipt of the substance(s) so that employees can be training in the safe handling of the substance(s).

4. LABELING PROCEDURES:

The SO/Supervisor(s) shall be responsible for the labeling of any container of hazardous substance(s) that enter(s) the work place and will inspect each container to see that it is properly labeled with the trade or common name, the chemical name and the CAS number. If there is not a hazard warning on the label, the SDS will be consulted and a rating number assigned as follows:

0 = LEAST HAZARDOUS

1 = SLIGHT HAZARD

2 = MODERATE HAZARD

3 = HIGH HAZARD

4 = EXTREME HAZARD

This number will be placed on the container next to the label with a 4X5 card. If the container is unlabeled, a label with the trade or common name, the chemical name and the CAS number and a hazard warning number will be placed on the container.

The SO/Supervisor(s) shall be responsible for seeing that each time a hazardous substance is placed in a secondary container, other than a small portable container designed for an individuals personal use, that a label containing the above information is placed on the container as -soon as the transfer is made and prior to its storage or use.

5. TRAINING OF EMPLOYEES:

At the time of hire but prior to being placed on the job, the employee will receive Orientation and Hazards Communication training covering all hazardous substance(s) to which they may be exposed. Training logs will be maintained covering initial training and specific job related training. The SO/Supervisor(s) shall be responsible for training employees in hazardous substance handling or exposure on the job site. If an employee is moved to a new job, training will be given on any new hazard(s).

6. INFORMING EMPLOYEES OF NON-ROUTINE HAZARDS:

The SO/Supervisor(s) shall be responsible for determining the non-routine tasks involving hazardous substances that the employees are exposed to or potentially exposed to and prior to starting the task, will train the employees in detection and protective measures to be taken during the performance of the task. This information will come from the SDSs of the substances to be encountered and all will be documented.

7. INFORMING OUTSIDE CONTRACTORS OF HAZARDS:

Each time an outside contractor is contracted to provide services at the work place, the SO shall determine the area in which the contractor and his employee(s) will be allowed to work and do the following:

- i. Determine the hazardous substance(s) that the contractor and his employee(s) may be exposed to, and;
- ii. List those hazardous substances on the "Notice to Contractors" memo, and;
- iii. Deliver this memo to the contractor or his representative prior to the commencement of work by the contractor or his employee(s).

DIAMOND PEO

SAFETY RULES

In order to operate this business as safely as possible, we have devised a few simple rules. Your cooperation is necessary for these rules to be effective in preventing accidents. Please read the following carefully, and remember, these rules are for your benefit.

WHEN MOVING TO AND FROM YOUR JOB, ALWAYS USE CAUTION ON STAIRS, ETC. WHEN DOING YOUR JOB, FOLLOW THE RULES LISTED BELOW.

GOOD HOUSEKEEPING:

1. Put all rubbish and trash in proper containers.
2. Maintain all aisles clear of obstructions and clean.
3. Keep loose tools, materials and equipment picked up off the floor at all times.
4. Clean up water spills and other slippery materials immediately.
5. Maintain workstation clean and orderly at all times.

PERSONAL ACTIONS:

1. Turn off all equipment when not in use.
2. Use stairs and walkways - don't jump over or crawl under equipment.
3. No employee is to operate any machinery or power equipment until they have received training on how to operate the equipment.
4. Walk - don't run - on the job.
5. Use handrails on stairs.
6. Don't use any equipment for uses other than its intended purpose.
7. Report faulty equipment and unsafe conditions immediately.
8. Report all unsafe practices immediately.
9. Report all injuries, no matter how slight, to your supervisor immediately.
10. Learn how to lift properly - get help to handle anything too heavy for you.
11. Smoke only in designated areas (parking lot only).
12. Do not use liquids around electrical equipment.
13. Check all power cords and plugs. Never use a broken receptacle.
14. The consumption of or the reporting to work under the influence of intoxicating liquors or habit-forming drugs is prohibited.

CLOTHING AND DRESS:

1. Hair longer than shoulder length must be tied up close to the head or contained by a cap.
2. Do not wear loose clothing around moving machinery or equipment.
3. Sandals, high heels and platform or open-toe shoes are not permitted on the job. You are to wear non-skid type shoe soles.
4. Always wear safety gear required by the job. Rubber gloves must be worn at all times when handling liquids other than water.

PLEASE give us your suggestions for improving safety. BE CONSTANTLY ALERT so your actions don't cause injury to yourself or to your fellow employees. OBEY these safety rules. THEY ARE MEANT FOR YOUR PROTECTION.

DIAMOND PEO

Portable Ladders

Most workers injured in falls from ladders are less than 10 feet above the ladder's base!

1. **Inspect your ladder for tight joints between steps and side rails, cracks, rust, broken rungs and rails, and oily or greasy rungs.**
2. **Ensure non-slip safety feet on each ladder or, secure ladder to prevent it from sliding on slippery surfaces.**
3. **Step ladders must have a metal spreader bar.**
4. **Extend ladder at least 36 inches (3 feet) above the surface served. See Diagram.**
5. **Check the ladder's rating and don't subject it to a load greater than its rated capacity.**
6. **Use only non-conductive ladders near electrical conductors.**
7. **Set the ladder on solid footing, against a solid support.**
8. **Place the base of non-self supporting ladders out away from the wall or edge of the upper level one foot for every four feet of vertical height.**
9. **Never increase the height of a ladder by standing it on other objects, such as boxes, barrels, or by splicing two ladders together.**
10. **Keep ladders away from doorways or walkways, unless they can be protected by barriers.**
11. **Climb the ladder carefully, facing it and using both hands. Use a tool belt or hand line to carry materials.**
12. **Keep your body centered. Never let your belt buckle pass beyond either ladder rail. If something is out of reach, get down and move the ladder.**
13. **Never use ladders as sideways platforms, runways or scaffolds.**

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Safe Lifting Procedures

Lifting and moving items from one place to another is a very simple operation. However, if this is done incorrectly, it may cause you an injury. You can wrench your back or pull a muscle, or crush or pinch your hands or feet. Learn how to lift properly and protect yourself.

1. Face the load.
2. Put one foot alongside the object, and one foot behind.
3. Bend at the knees. Let your legs do the work.
4. Keep back straight and the load as close as possible.
5. Get a good, firm grip with the palms of your hands, and then lift by straightening your legs.
6. Avoid twisting as you turn with a load. Shift your feet instead.
7. Do not try to lift something above waist level in one motion. Set the load on a table or bench, then change your grip for lifting higher.
8. To put the object down, first follow the lifting procedure, but in reverse.
9. If it is too big or too heavy for you to handle alone, get help.

It's Your Back - Protect It!