COMMITMENT TO SAFETY

Tussey Mountain School District recognizes that our employees are our most important asset. Consequently, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by District employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important that employee health and safety.

Tussey Mountain School District is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Tussey Mountain School District.

Employees are encouraged to report any and all 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.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Tussey Mountain School District policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Tussey Mountain School District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or know potential hazards. Additionally, we subscribe to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business
4. The administration is responsible for providing the safest possible workplace for employees.
5. Employees are responsible for following safe work practices and District rules, and for preventing accidents and injuries.
6. The administration of the District will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this institution. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

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Dr. Gary Dawson Matt McCahan

Superintendent Chairperson, Safety Committee

**SAFETY COMMITTEE RESPONSIBILITIES**

In order to promote better communication between employees and the administration, a Safety Committee has been established for Tussey Mountain School District’s operations. Its function is to serve as a channel of communication and to promote safety awareness throughout the District.

**ORGANIZATION;** The Safety Committee will consist of:

Safety Chairperson

Secretary

Committee members representative from Administration, Board of Education, Custodial staff,

Cafeteria staff, Office staff.

The Employee Safety Committee will meet monthly. The meeting will be chaired by the Safety Chairperson. Should a scheduled meeting have to be postponed, it will be held later in the month, on a date and time determined by the Safety Chairperson.

**FUNCTION:** The Safety Committee has the following functions:

1. Conduct Safety/Housekeeping inspection(s) of each school at least once per year, preferably oftener.
2. Review accident incidents reports and suggest means for preventing future occurrences.
3. Convey, review, and comment on safety suggestions submitted by employees.
4. Promote safety awareness among all employees through day-to-day interactions.

Written documentation of Safety Committee meetings must be maintained. A log or written minutes should be taken at each meeting. Meetings must follow a standard agenda.

**EMPLOYEE SAFETY RESPONSIBILITIES**

The primary responsibility of every employee of Tussey Mountain School District is to perform his/her duties in a safe manner in order to prevent injury to himself/herself and others.

As a condition of employment, employees MUST become familiar with, observe, and obey District rules and established polices for health, safety, and injury prevention while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee must review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Committee Chairperson.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause either injury or a health risk to himself/herself or others.

**EMPLOYEE SAFETY RULES**

**Conduct**

- horseplay, ‘practical jokes, ‘etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden. Employees who engage in prohibited activities will be subject to discipline, up to and including discharge.

**Drugs and Alcohol**

* Use and/or possession of illegal drugs or alcohol on this property or on District time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden. Employees who violate this policy will be subject to discipline up to and including discharge.

**Housekeeping**

* You are responsible to keep your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

* Hallways/exits
* Fire extinguishers and emergency equipment
* All electrical breakers, controls and switches
* Storage rooms and storage shelving
* Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

**Personal Protective Equipment (PPE):**

Inspect PPE prior to each use. Do not use damaged PPE. Employees are required to maintain and keep PPE clean.

* Safety Glasses-must be worn at all times whenever designated by the task
* Gloves-appropriate gloves must be worn at all times when handling sharp or rough stock, using sharp objects or performing other jobs which could cause hand injuries. Synthetic gloves must be worn when handling chemicals, detergents, etc. Disposable gloves must be worn in the presence of bodily fluids per universal precautions and disposed of afterward.
* Respirators-only employees trained and authorized to use respirators are permitted to do so. Respirators must be cleaned and stored in an appropriate manner after each use.
* Chemical protection is required whenever chemicals are used or transformed. This includes safety glasses, rubber gloves and, when appropriate, rubber aprons.
* Appropriate clothing, i.e., long pants, no opened toed shoes, etc. must be worn by custodial/maintenance staff.

**Equipment Operation:**

Employees must be trained, qualified and authorized by their supervisor to operate the following:

* Forklifts,
* Machine and power tools
* Paint Sprayers,
* Cranes/hoists
* Dump trucks
* Back Hoes
* Push and drive-on mowers and tractors

When operating machines; loose clothing must be changed; long hair be tied up and back; jewelry must be removed; sleeves must either be rolled all the way up or all the way down and buttoned if possible.

Employees must never operate damaged or defective equipment. The machine must be turned off and reported to their supervisor immediately.

Employees must never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operation. Machines that are required to have guards must never be operated without the required guard in place. Employees who remove guards and then operate equipment will be disciplined.

Employees must never reach into an operating machine.

**Ladders:**

* Inspect all ladders prior to each use;
* Ladders must be placed on secure footing
* Only one person is permitted on a ladder at a time;
* Never stand on the top two steps of a stepladder;
* Never reach beyond arms length when working on a ladder;
* Never use metal ladders when working on or around electrical equipment, and
* Maintain the appropriate height to distance from wall ratio. One (1) foot from wall for every four (4) feet in height,
* Tie off both top and bottom of extension ladders.

**Cranes/Hoists/Lifting Devices:**

* Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
* Never walk under a load suspended form a hoist or crane
* Keep all personnel clear of the ‘fall zone’ of the crane/hoist
* Know the weight of material being lifted. Never overload a crane/hoist.

**Lockout/Tagout**

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, mechanical, pneumatic, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Only Authorized employees may place or remove a lockout/tagout device. If an authorized employee fails to remove a lockout/tagout device, the Maintenance Supervisor will be the only individual authorized to remove the device and only after he/she has initiated contact with the Authorized employee who installed the device to determine the employee’s location.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER-DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, “**KEEP YOUR HANDS OFF.”**

**Hazard Communication:**

* All district employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
* A Material Safety Data Sheet (MSDS) must be secured for all chemicals and materials purchased or brought on site including those used in chemistry classes. Employees have a right to access MSDS’s which are located in each maintenance supply room at the various buildings. The Maintenance Supervisor must insure that a process exists to inventory chemicals and dispose of them. The principals in the High School will support the Maintenance Supervisor by insuring the chemistry labs adhere to these requirements.
* Follow all label and MSDS instructions.
* Do not mix chemicals unless authorized to do so
* Keep all chemicals in closed containers
* Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
* Wear required Personal Protective Equipment and minimize contact with the chemical
* Do not eat, drink, or smoke while using chemicals. Always wash hand after handling chemicals
* All employees who work with chemicals must be trained in the hazards associated with these chemicals, including PPE, proper handling/storage/disposal and spill remediation.
* Chemicals must have a disposal date and must be removed from the premises on the date noted. Disposal methods must conform to applicable federal, state and county regulations.

**Blood borne Pathogens**

**`** Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.

* Because we cannot tell by looking at a person if he/she is infected with a pathogenic disease, we must take precautions following an injury when bodily fluids are released.
* In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the injured person to support him/her, just be sure to stay out of contact any bodily fluids.
* In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself.

**Emergencies:**

In the event of an emergency, employees must adhere to the following:

* Stay calm and think through your actions
* Know where the exits are located.
* Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not “get in trouble”.
* In the event of any serious injury or fire call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.
* Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
* When the evacuation signal is given, all employees must immediately turn off equipment, close doors, and evacuate to their designated evacuation areas.
* Employees must not attempt to fight any fire which is uncontained, too hot, too smoky, or if they are too frightened
* 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 of a fire extinguisher to your supervisor

* Employees must not touch blood or any other bodily fluid during or following an incident. Employees certified to administer first aid are the only authorized first responders.

**District Vehicles and Driver Safety:**

* Only employees authorized by the District are permitted to operate Tussey Mountain School District vehicles.
* ‘Side trips’ or personal use of District vehicles are not permitted
* Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
* All local and state traffic regulations and signs must be followed
* Unauthorized riders, hitchhikers, etc. are not permitted
* All moving violations must be reported to a supervisor
* Driving while under the influence of alcohol or other drugs is forbidden
* Employees driving their personal vehicles on District business must follow steps ‘c-g; shown above

**Electrical Safety:**

* Never operate or tamper with the electrical main switch or breakers. Employees are authorized to operate switches/disconnects on/off for individual machines only!
* All electrical problems and suspected problems must be reported to your supervisor
* All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact
* All plugs, cords, and portable equipment must be inspected prior to use.
* Damaged electrical equipment must be reported to your supervisor. Only authorized personnel are permitted to make repairs
* Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.

**Lifting**

* Plan the move before lifting; ensure that you have an unobstructed pathway.
* If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, carts or

Request assistance if you need help moving material.

* Employees must use leg muscles when lifting by squatting close to the load, preserving the curve in their back, spreading their feet and lifting with their legs, keeping the load close to their body
* Move feet, and do not twist whenever turning while holding an object

**Trenching**

* Only trained, certified and authorized employees are permitted to operate trenching equipment
* Trenches/holes deeper than five (5) feet must be either shored or have sidewalls sloped according to OSHA requirements
* Employees are never to enter trenches in excess of five (5) feet that are not shored properly

**Food Services**

There are specific rules for employees who work in the school cafeteria. No one is permitted to use any equipment (cutters, ovens, etc.) or perform any tasks (cutting meats, cheeses, etc.) until he/she has received these rules, reviewed them and been cleared by the Director of Food Services.

* Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
* Wear closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
* Do not store cleaning products along with food products.
* Store cleaning equipment such as brooms, mops, carts, and pails in the utility closet.
* When handling knife blades and other sharp tools, direct sharp points and edges away from you.
* Cut in the direction away from your body when using knives.
* Store knives in knife blocks or in sheaths after using the knives
* Use the knife that has been sharpened; do not use knives that have dull blades
* Do not attempt to catch a falling knife
* Use knives for the operation for which they are named
* When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
* Do not use knives that have broken or loose handles
* Do not use knives as screwdrivers, pry bars, can openers or ice picks.
* Do not leave knives in sinks full of water
* Do not pick up knives by their blades.
* Carry knives with their tip pointed towards the floor.

**OFFICE SAFETY**

* Never reach into office machines without turning them off and unplugging them first.
* Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
* Do not stand on a swivel chair.
* Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
* Do not compact material in the waste basket with your hands or your feet
* Do not leave file drawers open; always use the handles to close them.
* Do not stack file cabinets on top of one another.
* Do not stack heavy or bulky object on top of cabinets.
* Open one file cabinet drawer at a time.
* Put heavy files in the bottom drawers of file cabinets.
* Keep your work area free of trip hazards.

**LAB SAFETY**

* Do not store reagents on the lab bench
* Do not eat or drink, or chew gum in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratory.
* Safety glasses must be worn when working the lab area.
* Wash your hands before and after working in the lab, and after spill cleanups.
* Wear you lab smock when you are working in the lab.
* Never leave gas burners, hot plates, heating mantles, or other heat sources unattended, when they are “on”.
* Do not mix chemicals in the sink drain
* Obtain and read the Material Safety Data Sheets (MSDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment (PPE)
* Wear your safety goggles while working in the lab.
* Do not block the access to the laboratory eye wash, fire alarm pull box, or fire extinguishers.
* Wear shoes or boot that cover your feet completely; do not wear open-toed shoes or sandals.
* Do not block any escape routes in the lab
* Never store materials in lab or storage area aisles.

**WORKPLACE VIOLENCE**

* Any employee who feels that she/he has been threatened should immediately report their concern to their supervisor and to Human Resource
* If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
* Depending upon the level of concern, the police department (911) should be called immediately.
* Never attempt to confront any person exhibiting threatening behavior.

**SEXUAL HARASSMENT POLICY**

Tussey Mountain School District does not tolerate harassment of our employees, clients, guests, vendors, customers, students or persons doing business with us. Any form of harassment related to an employee’s race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes-but is not limited to-slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, sex, religion or national origin; sexual advances, requests for sexual favors; and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

* Unwelcome sexual flirtation, advances or propositions;
* Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation;
* Explicit or degrading verbal comments about another individual or his/her appearance;
* The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
* Any sexually offensive or abusive physical conduct;
* Displaying cartoons or telling jokes that relate to an individual’s age, race, gender, color, religion, national origin, disability or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

* If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and he/she must stop.
* Report the incident immediately to your supervisor or the Human Resources department
* Report any additional incidences that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Tussey Mountain School District’s obligation to investigate and act upon reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

**Staying Safe:**

Report any unsafe conditions or situations to a supervisor. If an employee has suggestions on improving any aspect of safety in the facility, discuss it with a supervisor. If employees are unsure of how to operate a piece of equipment or complete an assignment, they must **ask for help.** Asking for help reduces the chance of injury.

These rules have been established to help employees remain safe and injury free. Violation of the above rules, or conduct that does not meet minimum acceptable work standards, will result in discipline, up to and including termination.

**Periodic Inspections**

It is a requirement of the Safety Committee that workplaces are subject to periodic safety inspections to ensure implementation and execution of our policies and procedures. Employees are responsible for cooperating during these inspections and the Administration are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

**Injury Reporting**

All work related injuries must be reported to your supervisor immediately and a Workman’ Compensation form must be filed and given to Human Resource Department within twenty-four **(24) hours**. Failure to immediately report injuries can result in loss of Workers’ Compensation benefits. The injured employee will be given a Physician’s Panel upon completion of the Injury Report. You must see one of the physician’s on the panel in order to qualify for payment of medical expenses under worker’s compensation. After each medical appointment resulting from a work-related injury, you must contact your supervisor and the Human Resource Department to discuss your progress. You must also give any paperwork that you received at your appointment.

**Return to Work**

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both the District and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work. When an employee is off work due to work-related injury and is ready to return to work they must provide a statement to the Human Resource Department from their physician saying that they may return to work “**WITHOUT RESTRICTIONS**” and indicate the date they may return.

**EMERGENCY CONTACT INFORMATION**

FIRE, POLICE, AMBULANCE : 911

PSP-Bedford Sub-Station 623-6133

POISON CONTROL CENTER (24 hours) 1-800-222-1222

ENVIRONMENTAL EMERGENCY (Report toxic chemical & oil spills)

Toll free 1-800-424-8802

Bedford County Control 623-1105

**CONSIDERATIONS FOLLOWING A SERIOUS ACCIDENT**

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for the administration. Below are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators:

1. Be prepared to talk to local police, officials, district attorney investigators, coroners and local compliance officers. Be aware that police and District solicitor can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information or theories to anyone including the media.
2. The Superintendent will contact the employee’s next of kin to inform her/him of the circumstances. If possible this contact should be made in person. Offer to provide transportation and/or other support.
3. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
4. Render safe any hazards created by the accident scene. (I.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a “tourist attraction.”
5. Conduct an initial investigation
6. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
7. Follow Tussey Mountain School District’s procedure for blood borne pathogens in removing any bodily fluid spills.
8. Consider meeting with employees in small groups to discuss, in general terms:
9. The serious accident that occurred
10. The steps that were taken to care for the person involved
11. That an accident investigation is being performed
12. That all employees will be kept informed
13. Provide encouragement and request that employees work safely.
14. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.

**EMPLOYEE ACKNOWLEDGEMENT**

Tussey Mountain School District is firmly committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community, and the Tussey Mountain School District.

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A key factor in implementing this policy will be the strict compliance to all applicable district policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Additionally, Tussey Mountain School District supports these principles:

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7. Our safety program applies to all employees and persons affected or associated in any way by the scope of the District.

Everyone at Tussey Mountain School District must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Tussey Mountain School District’s employee safety manual. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies. I understand that my failure to adhere to the policies, programs and actions described herein may result in discipline up to and including my dismissal.

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Employee Signature Date

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**TUSSEY MOUNTAIN SCHOOL DISTRICT**

**EMLOYEE SAFETY MANUAL**

An Employee Guide to Safety Policies & Procedures

To Support a Safety-Conscious Work Environment

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