

## **Employee Safety Indoctrination**

### **Employee Conduct**

- Safety is a responsibility of each employee
- Report unsafe conditions or equipment
- Horseplay/running is not allowed
- ZERO TOLERANCE for workplace violence
- Drug/ Alcohol Free Workplace
- Keep your work area clean
- Do not store materials in aisles or block exit routes.
- Maintain privacy in all record keeping practices

### **Injury Reporting**

- Report ALL injuries/illnesses immediately
- Provide all documentation from doctors
- RTW program

### **Emergency Action Plan (EAP)**

- Location of first aid kit
- Review emergency evacuation/shelter maps
- Know emergency numbers
- Listen for instructions from management

### **Fire Safety**

- Observe “no smoking” signs
- Know the location and use of fire extinguishers
- Space heaters used only with approval

### **Hazard Communication/MSDS**

- Access to Exposure & Medical Records
- Location of MSDS book
- Explain importance of hazard chemical labeling

### **Electrical Safety**

- Do not tamper with or try to service equipment
- Report broken machinery/exposed electrical wires

### **Lockout/Tagout**

- Only authorized employees allowed to LOTO
- Keep “hands off”

### **Machine Safety**

- Use of guards/bypassing guards
- Report needed service/cleaning
- No loose clothing, jewelry
- Tie up long hair

### **Hand Tools**

- Use the right tool
- Keep tools in good condition

### **Personal Protective Equipment**

- Use glasses, gloves, earplugs etc. where required
- Ask supervisor to supply/replace equipment

### **Equipment Operation (Forklift)**

- Authorization/training is needed
- Certification may be required
- Stack & lift material safely/properly
- Be on the lookout for others
- Company vehicles are not for personal use
- LP Gas Safety

### **Blood Borne Pathogens**

- Location of personal protective equipment
- Procedure for accidents
- “Good Samaritan” policy

All information provided in this handbook is in strict compliance with all applicable federal, state and local health and safety regulations. By signing this document, I confirm the receipt of Ascot Enterprises, Inc.’s employee safety handbook. I acknowledge that I am responsible for reading and understanding all policies, programs, and actions as described, and agree to comply with these set policies. In addition, I am verifying that this handbook provides me with the information necessary to safely perform the duties of my job.

I understand that, failure to comply with these policies may result in disciplinary actions.

Signed:

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Trainer

Date: \_\_\_\_\_