

Employee Health and Safety Handbook

Operation Threshold, Inc.

**A Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment**

Approved by Operation Threshold's Board of Directors on November 18, 2010

Operation Threshold recognizes that our people drive the agency. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Operation Threshold's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Operation Threshold 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 Operation Threshold.

Employees are encouraged to report any 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 or to the Human Resource Director.

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

Respecting this, Operation Threshold will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Operation Threshold subscribes 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. It minimizes human suffering, promotes better working conditions for everyone, holds Operation Threshold in higher regard with clients, and increases productivity. This is why Operation Threshold will comply with all safety and health regulations which apply to the course and scope of services.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Operation Threshold is committed to allocating and providing resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and agency rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management, supervisors, and team leaders of Operation Threshold will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company health and safety performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Operation Threshold 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.

PREFACE----- 2

TABLE OF CONTENTS----- 3

EMPLOYEE HEALTH and SAFETY POLICY----- 4

- Conduct ----- 4
- Smoking-----4
- Alcohol/Illegal Substances-----5-6
- Keys-----6
- Facility & Office Safety-----6
- Safety Drills-----7
- Company Vehicles and Driver Safety-----7
- Work at Client Homes----- 8
- Hazard Communication-----8
- Reporting Injuries-----8

EMPLOYEE HEALTH and SAFETY PROCEDURES

General Health and Safety Procedures-----9

- Conduct-----9
- Smoking-----9
- Substance and Alcohol Abuse-----9-10
- Keys-----10
- Facility and Office Safety-----10
- Fire Prevention and Electrical Safety -----10-11
- General Security Guidelines -----11
- Safety Drills -----11
- Severe Weather -----12
- Company Vehicles and Driver Safety-----12
- Work at Client Homes-----12
- Hazard Communication -----13
- Reporting Injuries -----13

GENERAL EMERGENCY PROCEDURES----- 14-16

HOUSING DEPARTMENT HEALTH AND SAFETY PROCEDURES

- Personal Protective Equipment -----17
- Equipment Operation -----17
- Ladders -----17
- Hazard Communication -----18
- Confined Space Entry -----18
- Electrical Safety -----18-19

EMPLOYEE ACKNOWLEDGEMENT FORM----- 20

General Safety – Certain general standards have been enacted to assure the safety and well-being of persons employed by Operation Threshold. Failure to abide by these standards can result in corrective action which may include termination.

The primary responsibility of the employees of Operation Threshold (OT) is to perform their duties in a safe manner in order to prevent injury to themselves and others. As a condition of employment, employees must follow OT's established health and safety policies and procedures.

Certain programs may have more restrictive and/or more detailed policies and standards. You will be given this information during your initial training by your Supervisor or Department Director. Check with your Department Director. Employees must learn and follow the approved safe practices and procedures that apply to their specific jobs.

CONDUCT

Employees are required to work in an injury-free manner displaying accepted levels of behavior, avoid behaviors which jeopardize health, safety or security. This includes, but is not limited to, horseplay, 'practical jokes', acts of violence, threats of violence or fighting. Any conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden. These are considered serious misconduct and will normally result in disciplinary action, which may include immediate termination.

Dangerous items, including firearms, ammunition, other weapons or similar articles are strictly forbidden at OT worksites, in OT vehicles, or in one's personal possession when representing Operation Threshold.

Use and/or possession of illegal drugs or alcohol on company property or on company time is forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

SMOKING

In line with our commitment to providing a healthy and safe work environment, smoking is not permitted in the following locations:

- inside any OT owned or inside an OT controlled space (e.g. rental office, clinic space)
- inside any OT owned vehicle
- inside the home of a family served by OT

Smoking is only allowed in outdoor areas designated as "smoking areas". This applies to all employees, volunteers and consultants.

ALCOHOL/ILLEGAL SUBSTANCES

OT is also committed to ensuring that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner and to create a work place environment free from the adverse effects of drug abuse or alcohol abuse or misuse, and prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances.

In line with these commitments, alcohol and illegal substances are not permitted in the following locations:

- on any OT property or any OT controlled space (e.g. rental office, clinic space)
- inside any OT vehicle
- on any property housing OT activities
- in the house or on the grounds of a family served by OT (when its supplied/brought by an OT employee)

This applies to all employees, volunteers and consultants.

Manufacture, Trafficking, Possession and Use

Any person engaging in the manufacture, distribution, dispensing, possession or use of prohibited substances on Operation Threshold premises, which includes all offices or worksites, in agency vehicles, or while on agency business, will be subject to disciplinary action up to and including termination. Law enforcement agencies shall be notified, as appropriate, where criminal activity is suspected.

Under the Influence

Any employee who is reasonably suspected of being impaired, or under the influence of a prohibited substance (e.g., having a prohibited substance in the body) shall be suspended from job duties pending an investigation and verification of their condition. Employees may be asked to submit to drug testing. Employees who fail to pass a drug test, as verified by Allen Occupational Health, shall be removed from their position and referred to a substance abuse professional. A law enforcement agency may be notified and the employee shall be subject to disciplinary action, up to and including termination.

Any employee reasonably suspected of the misuse of alcohol shall be removed from duty and may be required to submit to a breath alcohol test as conducted by Allen Occupational Health. A confirmed Breath Alcohol Concentration (BAC) of 0.02 to 0.039 shall result in that employee's removal from their position for a minimum of one working day. If the test result is 0.04 or higher, the employee will be removed from their position for a minimum of 3 working days and will be referred to a substance abuse professional. The employee's return to duty will occur **ONLY** upon the recommendation of the substance abuse professional.

Refusal to submit to a drug or alcohol test shall be treated as failure to pass the test and the employee shall be subject to disciplinary action, up to and including termination.

Treatment Requirements

All employees are encouraged to make use of available resources for treatment of substance abuse or alcohol misuse issues. Under certain circumstances, employees may be required to undergo treatment for substance abuse. Any employee who refuses or fails to comply with Operation Threshold requirements for treatment, after-care, or return to duty shall be subject to disciplinary action, up to and including termination.

Notification of a Criminal Drug Conviction

Any employee who fails to notify Operation Threshold of any drug or alcohol conviction occurring in the workplace within five days after such conviction shall be subject to disciplinary action, up to and including termination.

Proper Application of the Policy

Operation Threshold is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors must use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

KEYS/ACCESS

Some areas of our facilities are locked for security purposes. Access is granted to those employees who should properly have access to these areas. Keys or combination numbers are not to be loaned or given to any person other than those designated to have them. Duplication of any such keys is strictly forbidden. Requests for keys and reports of lost keys should be made to your Department Director who will notify the appropriate parties. All keys must be surrendered at the time of separation from the agency.

FACILITY & OFFICE SAFETY

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Personal space heaters are only allowed in rare situations and must be approved by the Housing Director and Executive Director prior to use.

You are responsible to keep your work area clean and safe.

- Immediately report any unsafe conditions to your immediate supervisor and/or Department Director.

SAFETY DRILLS

All staff are responsible for knowing the location of fire extinguishers, alarms, first aid kits, tornado shelters and safety exits at their worksites.

All staff are expected to fully cooperate in emergency drills and emergency situations.

Any employee having a mobility, visual, hearing, or other condition which may hinder them from becoming aware of an emergency or evacuation, should have an evacuation assistance plan in place. The assistance plan should be developed with the Department Director and employee's supervisor in consultation with the Human Resource Director.

COMPANY VEHICLES AND DRIVER SAFETY

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Operation Threshold.

This policy applies to vehicles owned, leased, or rented to Operation Threshold and personally owned vehicles driven by employees on behalf of OT.

Only employees authorized by Operation Threshold, Inc. are permitted to operate Operation Threshold vehicles. Any others must be authorized by the Executive Director.

- All drivers must have a valid driver's license.
- Your Department Director must be notified of any change in your license status or driving record.
- Motor Vehicle Records may be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver', your authorization to drive for OT business will be terminated, which could also affect your employment status at OT.
- Your Personal Auto Liability insurance is the primary payer. Operation Threshold's insurance is in excess of your coverage.
- Evidence of insurance coverage is to be provided to OT once a year. The documentation can be a copy of your policy's Declaration page or a Certificate of Insurance. The OT Personnel Policy Manual provides additional requirements for coverage minimums.
- Operation Threshold is not responsible for any physical damage to your vehicle.

When operating an OT vehicle:

- a. No 'side trips' or personal use of company vehicles are permitted. No unauthorized riders, hitchhikers, etc., are allowed.
- b. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- c. All local and state traffic regulations and signs must be followed.
- d. Driving while under the influence of alcohol or other drugs is forbidden.
- e. No texting or emailing while the car is in motion.
- f. No smoking.

Employees driving their personal vehicles on company business must follow items "b" through "e" shown above.

WORK AT CLIENT HOMES

1. Employees of Operation Threshold are required to follow all client safety and security procedures when working at client homes.
2. Prior to an employee leaving to work at a client's home, they must notify a supervisor or other individual about their schedule and the home location.

HAZARD COMMUNICATION

All Operation Threshold employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.

Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. A Material Safety Data Sheet (MSDS) must be secured for all chemicals purchased or brought on site. At Operation Threshold, the MSDS collection is located in the office of the Housing Director. Employees are free to access the MSDS as needed.

REPORTING INJURIES

Report all work-related injuries, no matter how slight, to your supervisor and/or HR Director immediately. Complete a Workers' Compensation first report of injury within 24 hours of the incident. Failure to immediately report injuries can result in loss of Workers' Compensation benefits.

Assume responsibility for your own safety. *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 injury or a health risk to themselves or others.

General Safety – Certain general standards have been enacted to assure the safety and well-being of persons employed by Operation Threshold. Failure to abide by these standards can result in disciplinary action up to and including termination.

General Health and Safety Procedures

CONDUCT

Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden. Any employee who is subjected to or who witnesses such behavior should report the incident immediately to his or her supervisor or a member of the management team. The individual who receives the incident report should contact Human Resources or the Executive Director as soon as possible.

Never attempt to confront any person exhibiting threatening behavior. Stay away from the person and warn others in the area. Depending on the level of concern, dial 911. Notify a management team member immediately.

Any employee who reports to work under the influence of illegal drugs or alcohol should be asked to leave immediately and report to Allen Occupational Health. However, the individual should not be allowed to drive their own vehicle. The supervisor should contact HR, and arrange for transport of the affected employee.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Weapons, including firearms, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), clubs, and other dangerous weapons, are not allowed on Operation Threshold property or in OT vehicles.

SMOKING

Any employee found in violation of OT's policy that prohibits smoking inside any OT property, in any OT vehicle, inside any property housing OT activities, or in the home or on the grounds of a family served by OT will receive disciplinary action up to and including termination.

SUBSTANCE AND ALCOHOL ABUSE

Instructions for Collection of Specimen for Drug Testing Purposes

Under the Influence

Any employee who is reasonably suspected of being impaired, or under the influence of a prohibited substance (e.g., having a prohibited substance in the body) shall be suspended from job duties pending an investigation and verification of condition. Employees who fail to pass a drug test, as verified by Allen Hospital Occupational Health shall be removed from their position and referred to a substance abuse professional. A law enforcement agency may be notified and the employee shall be subject to disciplinary action, up to and including termination.

Any employee reasonably suspected of the misuse of alcohol shall be removed from duty and required to submit to a breath alcohol test. A confirmed Breath Alcohol Concentration (BAC) of 0.02 to 0.039 shall result in that employee's removal from their position for a minimum of one working day. If the test result is 0.04 or higher, the employee will be removed from their position for a minimum of three working days and

referred to a Substance Abuse Professional.

Refusal to submit to a drug or alcohol test shall be interpreted as failure to pass the test and the employee shall be subject to disciplinary action, up to and including termination.

KEYS/ACCESS

Employees may request a key by notifying their Department Director. Keys will be issued only to those employees who should properly have access to our facilities and specific locations within them.

Keys/access should not be given to any person other than those designated to have them. Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination. The Human Resources Director should be notified of any violations.

FACILITY & OFFICE SAFETY

Office Safety

Each person is responsible for keeping his or her work space safe

- Keep exits and aisles free of obstructions. Extension cords should be placed away from aisles or walking spaces. If extension cords must be used in aisles or walking spaces, they must be taped down with a heavy duty tape or covered with an extension cord mat.
- Never leave file drawers open or 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 if possible.
- 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 these problems to your supervisor.

Lifting

- If you need help moving material, request assistance.
- When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- When you turn holding an object, move your feet, and do not twist.

FIRE PREVENTION AND ELECTRICAL SAFETY

1. Smoking is not allowed in any interior area of our facilities. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within OT facilities.
3. Hot work: contractors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc.) must contact the Housing Director for approval prior to the start of the work.

4. Personal space heaters will only be allowed in rare circumstances and must be approved by the Housing Director and Executive Director prior to their use. Approved space heaters will be tagged and initialed by the Housing Director.
5. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
6. If you feel that there is a work-related need to use a flammable chemical inside the building, contact the Housing Director for guidance.
7. Electrical safety:
 - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
 - Turn electrical appliances off with the switch, not by pulling out the plug.
 - Turn all appliances and space heaters off before leaving for the day.
 - Personal electrical devices used in offices must be in good repair. Operation Threshold reserves the right to instruct you to remove personal electrical devices at any time.
 - Never run cords under rugs or other floor coverings.
 - Any electrical problems should be reported immediately to the Housing Director.

GENERAL SECURITY GUIDELINES

1. Always be aware of your surroundings. Keep your head up and hands free while walking to and from your car.
2. Immediately report any suspicious activity or persons to your Department Director. Immediately report any theft to your Department Director.
3. When parking, remove all valuables from sight and lock car doors.
4. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
5. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
6. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
 - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all equipment, lights, etc., after use.

SAFETY DRILLS

- All staff are responsible for knowing the location of fire extinguishers, alarms, first aid kits, tornado shelters and safety exits at their worksites.
- Never tamper with safety equipment, such as fire extinguishers, alarms, etc.
- All staff are expected to fully cooperate in emergency drills.

SEVERE WEATHER

All staff are responsible for knowing the location of tornado shelters at their worksites.

- All staff are expected to fully cooperate in emergency drills.
- If a severe weather warning is issued, employees should proceed immediately to designated shelter areas.
- If a weather radio is available it should be brought to the shelter area. When the severe weather warning is cancelled, everyone will spread the word that it is safe to return to your normal work areas. A general announcement will also be made, if possible.

COMPANY VEHICLES AND DRIVER SAFETY

These procedures apply to vehicles owned, leased, or rented to Operation Threshold and personally owned vehicles driven by employees on behalf of Operation Threshold.

Only employees authorized by Operation Threshold are permitted to operate Operation Threshold vehicles. Any others must be authorized by the Executive Director.

- All drivers must have a valid driver's license. Employees must maintain a current driver's license with the appropriate classifications and endorsements.
- Your Department Director must be notified of any change in your license status or driving record.
- Some positions may require driving background checks.
- Evidence of insurance coverage is to be provided to OT once a year. The documentation can be a copy of your policy's Declaration page or a Certificate of Insurance. The OT Personnel Policy Manual provides additional requirements for coverage minimums.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to your Department Director or HR Director as soon as possible.

WORK AT CLIENT HOMES

Employees of Operation Threshold are required to follow all client safety and security procedures when working at client homes.

If your client host does not advise you regarding safety hazards consider the following:

- Emergency exit location(s);
- Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
- When visiting weatherization and/or construction sites, eye protection, hearing protection, and hard hats are to be worn as appropriate. This equipment will be in the possession of the Operation Threshold employee and will not be provided by the client.
- If you will be touring a weatherization or construction site, dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.
- Prior to an employee leaving to work at a client's home, they must notify appropriate department personnel about their schedule and the home location.

HAZARD COMMUNICATION

All Operation Threshold employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.

Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. A Material Safety Data Sheet (MSDS) must be secured for all chemicals purchased or brought on site. At Operation Threshold, the MSDS collection is located in the office of the Housing Director. Employees are free to access the MSDS as needed.

General rules for handling chemicals in an office environment are:

- Read all label warnings
- Follow all label and MSDS instructions – including amount instructions.
- When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
- Follow instructions for quantity. More is not better.
- Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
- Always wash your hands after handling chemicals.
- If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
- Any questions or concerns regarding chemicals should be reported to the Housing Director, HR Director, or Department Director.

REPORTING INJURIES

- Immediately report any work-related injury or suspected injury, no matter how slight, to your Department Director or HR Director.
- Complete a Workers' Compensation first report of injury as soon as possible after the incident. Failure to immediately report injuries can result in loss of Workers' Compensation benefits.
- Following a work-related injury that is seen by Allen Occupational Health, a doctor's release from Allen Occupational Health must be given to Human Resources before the employee is allowed back to work.
- If warranted, an accident investigation will be conducted to determine the root cause of the accident. The injured employee may be asked to participate in the investigation.
- Employees are urged to report hazardous conditions and "near miss" incidents to their supervisor and/or Department Director before injuries result.
- Any attempt to defraud Operation Threshold with a false Workers' Compensation claim will result in disciplinary action. The case can also be referred to the authorities for possible prosecution.

GENERAL EMERGENCY GUIDELINES

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Operator “0”
- Know where the exits are located
- Do not hesitate to call/alert others if you believe that an emergency is occurring — you will not “get in trouble.”
- Know where emergency equipment is located.

FIRE

Employee Discovering a Fire:

Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm/warning. From a safe location, call 911 as soon as possible.

- Send two persons (greeters) to the building entrance to await the fire department. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter directs or escorts the fire dept. personnel to the scene.

Evacuation:

Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest exit. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).

- If time and conditions allow, employees should check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated. However, in no circumstances are any individuals asked to assume any undue risk.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuation, should have an evacuation assistance plan in place. The assistance plan should be developed with the employee’s Department Director and HR Director.
- Upon exiting the building, personnel should report to their supervisor for a headcount. All personnel should gather and be accounted for by the Department Directors.
- If any employee is missing, an immediate report should be made to the highest ranked individual who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the highest ranked individual or designated team member.
- In the event of inclement weather, the highest ranked individual or designated team member will attempt to make arrangements for all personnel to move to shelter.

Fire Extinguishers

Never feel that using a fire extinguisher is required. If you choose to use a fire extinguisher, follow these instructions:

- P = Pull (the safety pin)
- A = Aim (at the base of the fire)
- S = Squeeze (the lever)
- S = Sweep (side to side)

Fire Extinguishers (cont.)

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 or Department Director.
- Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.

MEDICAL EMERGENCY (chest pains, loss of consciousness, fall from a height, etc.)

- Upon discovering a medical emergency, call 911. (Many office phone systems require that you first dial a 9 to get an outside line.)
- Stay with the injured person, being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others.
- Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or 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 ill/injured person to support him/her, just be sure to stay out of contact with any bodily fluids.
- Administer first aid on an emergency basis only. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your Department Director or HR Director immediately.
- If circumstances allow, call a Director at the worksite and report the nature of the medical emergency and location. Also send someone to the building entrance to await the EMTs.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- At all times, when discarding lancets or needles, place them in a sharps container that is closeable, puncture-resistant, appropriately labeled and leak proof on the sides and bottom.
- Human Resources will make any necessary notifications to family members of the employee suffering the medical emergency.

CONSIDERATIONS FOLLOWING A SERIOUS ACCIDENT

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

- 1) If time and circumstances allow, contact the Human Resources Department so they can contact the employee's emergency contact person and inform her/him of the circumstances.
- 2) Incidents resulting in three or more employees receiving inpatient hospitalization, or any number of fatalities, must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742. OT's Human Resource Director or Executive Director will make this contact.

- 3) Rope off or otherwise isolate the accident scene early on to prevent it from becoming a “tourist attraction.” Do not disturb or alter the accident scene itself until a complete investigation of the incident has been completed.
- 4) Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
- 5) Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
- 6) If equipment and/or duties directly involved in the accident are duplicated elsewhere in the agency, take immediate steps to assure that there will be no re-occurrence of the accident.
- 7) Be prepared to talk to any investigative officials, which might include local police officials, investigators, coroners, and OSHA compliance officers. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. (Be aware that police and investigators can conduct criminal investigations. Consult with legal advisors if in doubt.)
- 8) Do not talk to any news media. The only individuals who should ever make statements to the media are the Planning & Compliance Director and the Executive Director.
- 9) Department Directors & Center Supervisors should meeting with employees in small groups to discuss, in general terms:
 - a) The serious accident that occurred.
 - b) That all the necessary steps were taken to care for the person involved.
 - c) That an accident investigation is being performed.
 - d) That all employees will be kept informed.
 - e) Provide encouragement and request that employees work safely.
- 10) Supervisors should 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.

STAYING SAFE

Report any unsafe conditions or situations to your Department Director. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, ask for help. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet accepted work standards, may result in discipline, up to and including discharge. These are general safety procedures.

A complete description of all procedures, including specific programmatic procedures for the Housing Department, can be found in the following section of this handbook.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

- Safety Glasses – must be worn at all times in designated areas or environments.
- Hard Hats – must be worn at all times in designated areas or environments.
- Gloves – work gloves must be worn at all times when handling sharp or rough stock, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals and bio-hazard material.
- Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

EQUIPMENT OPERATION

You must specifically be trained and authorized to operate the following:

- Company vehicles
- Forklifts/Lifting Devices:
 - Inspect all forklifts and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
 - Never walk under a load suspended from a lifting device.
 - Keep all personnel clear of the ‘fall zone’ of the lifting device.
 - Know the weight of material being lifted. Never overload a lifting device.
- When operating machines: do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.
- Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.
- Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.
- Never reach into an operating machine or moving machine part.

LADDERS/STEP-STOOLS

- Inspect all ladders/step-stools prior to each use;
- Ladders/step-stools must be placed on secure footing;
- Only one person is allowed on a ladder at a time unless it is rated for two;
- Never stand on the top two steps of a stepladder;
- Always maintain 3-point contact when working on ladders/step-stools;
- Never reach beyond arm length when working on a ladder/step-stool; and
- Never use metal ladders/step-stools when working on or around electrical equipment.

HAZARD COMMUNICATION

1. All Operation Threshold employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. A Material Safety Data Sheet (MSDS) must be secured for all chemicals purchased or brought on site. At OT, the MSDS collection is located in the office of the Housing Director. Employees are free to access the MSDS as needed.
3. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - FIRE** (red background color) - will the material burn?
 - HEALTH** (blue background) - is the material dangerous to my body?
 - REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard category listed above (Fire, Health, Reactivity), a number from 0-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious
- 4 Severe

4. Do not mix chemicals unless authorized to do so.
5. Keep all chemicals in closed containers.
6. 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.
7. Wear required Personal Protective Equipment and minimize contact with the chemical.
8. Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.

CONFINED SPACE ENTRY

Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards.

Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work.

ELECTRICAL SAFETY

Do not tamper with the electrical main switch or breakers.

- Report all electrical problems and suspected problems to your supervisor/Department Director.

- All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- Inspect all plugs, cords, and portable equipment prior to use.
- Report any damaged electrical equipment 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.
- Personal space heaters must be approved by OT's Housing Director and Executive Director prior to use.
- All electrical panels must remain closed.

STAYING SAFE

When working at a client location, employees are required to follow the above rules, as well as all client rules and procedures, and work in a manner that reflects positively on the agency. Before operating any equipment at a client location, permission must first be secured from the client contact.

As a condition of employment, employees **MUST** follow Operation Threshold's established health and safety policies and procedures. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their specific jobs.

Before beginning special work or new assignments, an employee should 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 or Department Director. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her Department Director, an employee still has questions or concerns, he or she is required to contact the HR Director.

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 injury or a health risk to themselves or others.

Operation Threshold is firmly committed to your safety. 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 Operation Threshold. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the Department Director and/or HR Director.

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

Respecting this, Operation Threshold will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Operation Threshold subscribes 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. It minimizes human suffering, promotes better working conditions for everyone, holds Operation Threshold in higher regard with clients, and increases productivity. This is why Operation Threshold will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Operation Threshold is committed to the greatest extent possible to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Operation Threshold will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Operation Threshold 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 Operation Threshold's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature

Date