



SAFETY MANUAL
Revised 12.10.2013



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Policy Statement

This Safety Manual has been developed to expand on the safety and health section of the employee handbook and to act as a guideline for maintaining a safe work environment. Job safety in the workplace is of the highest priority at **GERMFREE**, and it is imperative that all employees adhere to the guidelines set forth in this program. It is also of vital importance that any infractions to our safety guidelines be reported immediately to the proper authority in order that appropriate action may be taken. All management, foremen, or safety representatives are authorized to strictly enforce this policy.

GERMFREE urges all of its employees to support this program so that we may continue to provide a safe workplace. The elimination of accidents can be an easy task if each employee adopts a cooperative attitude and participates fully in this program as a member of our safety team. We believe that it is the responsibility of every employee to help maintain a safe workplace. We encourage any suggestions that may in any way improve our program and/or the safety of our employees.

Thank you for your participation and support.

Germfree Laboratories, Inc.

Safety Program

- 1) **GERMFREE** has a strict policy with regard to safety. This policy is for the protection of all employees who are involved in any projects of the company. Should any employee of **GERMFREE** be found not observing **GERMFREE** safety policies, they will be subject to disciplinary action as stated in the Employee Handbook Disciplinary Policy & Procedures section 301:1. All employees shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to management.
- 2) All Foremen and, or Lead-men shall be familiar with, and rigorously enforce the safety policies set forth by **GERMFREE**.
- 3) Foremen and or, Lead-men shall insist that employees observe and obey every rule, regulation, and order, as is necessary for the safe conduct of the work performed, and shall take action as is necessary to insure compliance with the policies set forth by **GERMFREE**.
- 4) Foremen and/or a designated safety representative shall be responsible for inspecting work areas daily for both unsafe physical conditions, including methods and processes, and the unsafe actions of employees. Should any Foreman or safety representative deem any work unsafe, or that safety procedures are deficient in any way, all work affected by such deficiency shall immediately cease until such deficiency is corrected. A deficiency report shall be immediately submitted to the **GERMFREE** Safety Specialist for complete investigation.
- 5) Each employee shall be instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to control or eliminate any hazards or exposure to injury or illness, particularly those regarding hazards and safety precautions applicable to their type of work. Instructions shall be given that will correspond with the progress of the job. Should an Accident or Near Miss occur, the employee must report it to their supervisor immediately according the workers compensation injury reporting section of the Employee Handbook, section 317:1. An Accident / Near Miss Report shall be completed as soon as possible and turned into the **GERMFREE** Safety Officer for complete investigation.
- 6) "Toolbox" safety meetings shall be conducted in each shop on the first Monday of each month. These safety meetings shall include all shop employees of **GERMFREE**. Shop Foremen and/or safety representatives shall meet at least monthly with the Safety Specialist for discussion of safety problems and accidents that may have occurred.
- 7) **GERMFREE**. has a strict policy that prohibits substance abuse or impairment by substance abuse. "Impairment" means that an employee's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances. Any employee of **GERMFREE** taking prescription drugs is obligated to report this to the shop foreman or his/her immediate supervisor. This policy is for the protection of all employees and for safety purposes in the event of an adverse reaction to the drug while at work, and to prevent the employees from being falsely accused of taking an

Safety Program (continued)

illegal substance. Anyone suspected to be under the influence of intoxicating liquor or drugs shall not be permitted in the work place.

- 8) We expect all of our employees to be safety conscious and to assist us in identifying conditions that might cause an accident; and to report any such conditions to an immediate supervisor. We also expect them to:
 - a. Wear hardhats in lifting operations
 - b. Wear hard sole, non skid, steel-toe shoes
 - c. Wear gloves and goggles or helmets with proper lenses around welding operations.
 - d. Wear hearing protection where noise levels are at dangerous levels.
 - e. Wear safety glasses when chipping, grinding, drilling, sawing, or when using power actuated tools.
 - f. Inspect all tools, ladders, and extension cords prior to use.
 - g. Use all precautions when handling and storing flammable materials.
 - h. Use proper lifting technique when attempting to lift by hand; ascertain whether additional help is needed to lift the load.
- 9) No employee shall drive or operate any power lift equipment unless they are certified in the use of that equipment.
- 10) No employee may perform work on a scaffold unless a person qualified in the subject matter has trained him / her to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.
- 11) All temporary electrical outlets shall be GFCI type. All electrical cords must be UL listed and properly grounded. Any electrical cords that have the grounding pin removed shall be discarded.
- 12) "Protective Clothing" is required at all times in the shop and may vary with the type of work being performed. This includes the use of hard hats where overhead work is being performed. This regulation applies to visitors as well as workers.
- 13) All crating, boxes, scrap debris of all kinds shall be kept clear of work areas and disposed of in an appropriate container.
- 14) Open beverage containers are prohibited within the work area. Sports type spill proof containers are acceptable.
- 15) All injuries shall be reported promptly to the shop foreman or the Safety Specialist and Human Resources so that arrangements can be made for first aid treatment. The following shall be provided in each shop.
 - a. A properly stocked first aid kit.
 - b. Posted phone numbers of the nearest receiving hospital.
 - c. Clear directions to the nearest emergency center.
- 16) Horseplay will not be tolerated. Practical jokes and misuse of equipment for purposes of intended humor are prohibited and may result in a loss of benefits if any injury is incurred.

Safety Program (continued)

- 17) Where injuries are caused by the willful refusal of an employee to use a safety appliance or observe a safety rule, the worker's compensation payment may be substantially reduced.
- 18) No compensation is payable if the injury was caused:
 - a. Primarily by the intoxication of the employee.
 - b. By the influence of any narcotic drug not prescribed by a physician.
 - c. Willfully by the employee with the intent to injure himself or another.
- 19) Each new employee will be required to read and familiarize themselves with these safety requirements prior to starting work with the company.

Hazard Communication Program

Introduction

Revised 12/6/2013

GERMFREE is committed to providing all of their employees with a safe and healthy working environment. In this endeavor, it is our intention to provide information about hazardous chemicals or materials used in our workplace through our **HAZCOM** Program. This program includes: (i) Hazardous Chemicals listing, (ii) Safety Data Sheets (SDS), (iii) Container Labeling, (iv) Information Sharing, and (v) Employee training.

The Safety Specialist will have the overall responsibility for coordinating the HAZCOM program for **GERMFREE**. Upon request the Safety Specialist will make a written copy of our program available to: employees, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health, and the Director of the National Institute for Occupational Safety and Health. The Materials Coordinator will be responsible for maintaining and updating the Hazardous Chemicals List and SDS Master File in the Administrative Services Office, along with the Hazardous Chemicals List and SDS binders in both Shops.

Hazardous Chemicals List

A list of all hazardous chemicals used in our workshops will be compiled and updated periodically by reviewing container labels and Safety Data Sheets and information provided by our material suppliers. This list will be maintained in the Master SDS book as well as the SDS book in each shop.

SDS

Copies of Safety Data Sheets for all hazardous materials used or stored are maintained by the Materials Coordinator in the Master SDS book and the SDS book located in each shop and are readily accessible to employees during working hours.

Labeling

All containers of hazardous materials used or stored will be properly labeled. These labels will list the following standardized information:

- a. The product name.
- b. Appropriate hazard pictograms.
- c. Signal Word (i.e., “warning” or “danger”)
- d. The name and address of the manufacturer, importer, or other responsible party.
- e. Hazard statements
- f. Precautionary statements

In addition, it is our policy to label all secondary containers with either a copy of the manufacturer’s label or with: product name, signal word and hazard pictogram.

Hazard Communication Program *(continued)*

Information Sharing

To insure that employees of all subcontractors on our projects have access to the information on hazardous chemicals used in our shops, the Production Manager will provide the subcontractor with the following information.

- a. The location of the SDS file.
- b. The name and location of the hazardous chemicals that their employees may be exposed to, and any appropriate protective measures that may be required to minimize their exposure.
- c. An explanation of the SDS labeling system in use within the shop.

Any contractor or subcontractor that brings hazardous chemicals into the shop, to which an employee may be exposed, is required to furnish **GERMFREE** with the appropriate hazard information including the SDS.

Employee Training

Employees are to attend a training session on our HAZCOM program at the time of their initial work assignment and annually thereafter. This training will cover:

- a. An explanation of our HAZCOM Program including an overview of OSHA's hazard communication requirements.
- b. The location and availability of our written HAZCOM Program, hazardous chemicals list, and SDS files.
- c. Instruction on how to read labels and Safety Data Sheets to obtain appropriate hazard information.
- d. A review of chemicals present in their work place.
- e. Methods and observations that may be used to detect the presence of or release of hazardous chemicals in the work area.
- f. The physical hazards of chemicals in the work area.
- g. The health hazards associated with the chemicals in the work area and their related signs and symptoms of exposure to them. This shall include medical conditions known to be aggravated by exposure to them.
- h. Techniques to lessen or prevent exposure to hazardous materials by using good work practices, personal protective equipment, etc.
- i. Emergency procedures to follow if employees are exposed to hazardous chemicals.

As new products are introduced into the workplace, the Purchasing Assistant will request an SDS. The Purchasing Assistant will give the SDS to the Materials Coordinator. The Materials Coordinator will add the item to our Hazardous Chemical List and file the SDS in all locations. Any new hazardous chemicals will be discussed with Shop personnel prior to its use.

Lockout/Tagout Program

Purpose:

It is Germfree Laboratories' procedure that any individual engaging in the maintenance, repair, cleaning, servicing, or adjusting of machinery or equipment on company property and grounds will follow the procedures outlined in this document. These procedures are designed to meet or exceed applicable OSHA standards for safe work practices. The primary purpose is to help ensure that all individuals on the property are protected from injury or death resulting from the accidental or unexpected activation of equipment during maintenance, repairing, cleaning, servicing, or adjustments.

Definitions:

Lockout - The practice of using keyed or combination security devices ("locks") to prevent the unwanted activation of mechanical or electrical equipment.

Tagout - The practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated until such devices are removed. Tags will be non-reusable, attachable by hand, self-locking, and not easily removed.

Affected employee – an employee whose job requires him/her to operate or use equipment on which servicing or maintenance is being performed under the lockout or tagout. The job requires that this individual work in the area in which the servicing or maintenance is being performed. Affected employees must have received training on proper lockout/tagout work procedures.

Authorized employee – an employee who locks out or tags out equipment in order to perform servicing or maintenance and who has received training on lockout/tagout procedures.

Lockout/Tagout Program (continued)

Procedure:

Remove equipment from service:

- 1) An authorized employee must determine which equipment will need to be locked out or tagged out.
- 2) The initial lockout/tagout log entry must be made.
- 3) Affected equipment must be shutdown. All hazardous energy sources will need to be controlled. Ensure the correct piece of equipment is shut down. Potential energy (electricity or compressed air) must also be dissipated or minimized so that injury will not occur if released.
- 4) After the equipment is verified to be shut down and hazardous energy source(s) isolated, test the equipment to ensure that it will not run or start. Ensure that no one is exposed to the equipment when testing. After testing, return power switches to the off position.
- 5) Locks and/or tags used to indicate that equipment is not to be operated must be put in place.

Return equipment to service:

- 1) Verify that all work is complete. Ensure that everyone working on the equipment is notified that work has been completed and that equipment is to be returned to service. Area should be checked to ensure that no one would be exposed to hazards when restarting equipment. Ensure all tools/materials have been removed from equipment and area around equipment.
- 2) After all parties have been notified of work completion, lock(s) or tag(s) can be removed.
- 3) Equipment may be restarted. Once again ensure that no one is near enough to the equipment to be exposed to any hazards.
- 4) Clean up area and pick up any remaining tools.
- 5) Make final lockout/tagout log entry.

Lockout/Tagout Program (continued)

Training and Record Keeping

Training -

- ☐ Affected employees and all supervisors will receive annual lockout/tagout training and testing on basic procedures. Initial and refresher training is to be provided so that employees will understand the procedures and purpose as well as the skills and knowledge to perform work safely. Refresher training is to be provided annually by the Safety Specialist.
- ☐ Training is the responsibility of the Safety Specialist.
- ☐ Training and basic knowledge testing documentation will be maintained by the Safety Specialist for audit and institutional compliance review purposes, for a minimum of three years following the close of the active fiscal year. . Training records will include an outline of topics covered and a sign-in sheet of those employees attending.

Logout/Tagout Inspection Log -

- ☐ Germfree Laboratories will maintain a log record of all logout/tagout actions.
- ☐ At a minimum, the log will include the following information: Initial date of Lockout/Tagout; description of machinery or equipment being secured; hazard/malfunction; date that lockout/tagout cleared; comments (if any); initials of person making log entry.

Documentation -

- ☐ The Safety Specialist shall annually review this procedure with the production manager and make any changes as directed by OSHA or SORM.
- ☐ This procedure will be maintained in the Safety Manual.

Deficiency Reporting Program

The implementation of the Deficiency Reporting Program (DRP) is an essential component of the safety hazard identification process. Safety hazard identification consists of four activities related to workplace Health and Safety. They are:

1. Safety Deficiency Reporting.
2. Accident / Near Miss Reporting
3. Accident / Near Miss Investigation
4. Onsite Safety Loss Prevention Inspections.

In addition to the identification of safety hazards existing in any **GERMFREE** facility, the DRP will also:

1. Allow employees of **GERMFREE** the opportunity to take an active roll in accident prevention by encouraging them to report unsafe conditions or questionable procedures.
2. Pinpoint specific tasks or procedures that may warrant further investigation by conducting a Safety Deficiency Report investigation.
3. Provide a measure of accountability with which the management of **GERMFREE** can judge the performance of supervisory personnel in eliminating or correcting unsafe conditions.
4. Give the Safety Specialist and management the capability of identifying and affecting the necessary corrections before the unsafe condition or procedure contributes to an accident or injury.

Upon **GERMFREE's** receipt of a Safety Deficiency Report (SDR), the investigator will rank the unsafe condition or questionable procedure as to the danger it represents to **GERMFREE** and its employees. The investigation will rank the incident for CONSEQUENCE, PROBABILITY, EXPOSURE, and OVERALL.

I. CONSEQUENCE

This element will rank the unsafe condition or procedure as to the danger it presents to **GERMFREE**, and its employees.

1. Catastrophic – May cause death, severe occupational illness or loss of a facility.
2. Critical – May cause severe injury or major property damage.
3. Marginal – May cause minor injury or minor occupational illness, resulting in lost workday(s), or minor property damage.
4. Negligible – Probably would not affect personnel safety of health, less than a lost workday but never the less is a violation of specific criteria and / or regulations.

Deficiency Reporting Program (continued)

II.. PROBABILITY

This element will estimate the likelihood of an accident occurring as a direct result of the reported unsafe condition or procedure.

1. Likely to occur immediately or within a short period of time, when exposed to the hazard.
2. Probably will occur in time.
3. Possible to occur in time.
4. Unlikely to occur.

III EXPOSURE

This element identifies the number of employees who are regularly exposed to the effects of the unsafe conditions or procedures.

5. Greater than 50 employees regularly exposed to hazard.
6. From 10 to 49 employees regularly exposed to hazard.
7. From 5 to 9 employees regularly exposed to hazard.
8. Less then 5 employees regularly exposed to hazard.

IV. OVERALL

The Deficiency Report will be concluded with the assignment of the RISK Assignment Code, which by virtue of the aforementioned rankings, as to the consequence.

Probability and Exposure will identify the overall unsafe condition or procedure as:

1. CRITICAL
2. SERIOUS
3. MODERATE
4. MINOR
5. NEGLIGIBLE

After the Safety Specialist and / or Management have completed their investigation of the Safety Deficiency Report (SDR) and have “prioritized” the unsafe condition or procedure, they will then take the appropriate actions to see that the hazard is eliminated or the unsafe condition is corrected. In the case of an incorrect, inadequate, or conflicting procedure, they will research information at their disposal in order to develop a new and / or correct procedure. **GERMFREE** management will approve all policy and / or procedural changes.

All outstanding work orders to eliminate and / or correct unsafe conditions or hazards will be brought to the attention of management at regularly scheduled safety meetings. The supervisory personnel charged with the responsibility for the elimination, and/or correction of said unsafe conditions or hazards shall be held accountable.

SAFETY DEFICIENCY REPORT (SDR)

Date of Report:_____

Employee Name: _____

Employee Position: _____

Nature of deficiency: _____

Employee Signature:_____

Supervisor's Signature: _____ Today's Date: _____

EMPLOYEE ACCIDENT / NEAR MISS REPORT

Date of report:_____

() Accident () Near Miss

Employee Name:_____

Employee Position:_____

Supervisor's Name:_____

Date of incident:_____Time of incident:_____

Location of incident:_____

Task being performed:_____

Names of witnesses:_____

Describe how incident occurred:_____

Describe injury(s) in detail:_____

Did you receive first aid? (yes) (no) Explain:_____

Employee signature:_____

Today's date:_____

ACCIDENT / NEAR MISS REPORT INVESTIGATION

Task and activity at time of incident: _____

General type of task: _____

Specific activity: _____

Employee was working:

Alone:_____With Crew:_____With Co-worker:_____Other:_____

Supervision at time of incident:

Directly: _____ Indirectly: _____ None: _____ Not Feasible: _____

Explain: _____

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

CAUSAL FACTORS

Factors include conditions or events that may have contributed to the incident.

- | | |
|----------------|---|
| Yes () No () | Did employee recognize hazardous condition prior to incident? |
| Yes () No () | Did defective tools or equipment contribute to incident? |
| Yes () No () | Were the proper tools or equipment available and did the employee use them? |
| Yes () No () | Was the task too difficult to perform? |
| Yes () No () | Did the employee wear the appropriate personal protective equipment? |
| Yes () No () | Was the appropriate personal protective equipment available? |
| Yes () No () | Did the employee know which personal protective devices were required for the task? |
| Yes () No () | Was there a supervisor / employee review of the hazards involved in the task? |
| Yes () No () | Have supervisory responsibilities and accountability been explained? |
| Yes () No () | Was there a failure to initiate corrective action for a known hazardous condition that contributed to the incident? |

ENVIRONMENTAL FACTORS

Were environmental conditions a contributing factor?

- ☐ Illumination
- ☐ Noise Levels
- ☐ Air Contaminants
- ☐ Temperature Extremes
- ☐ Ventilation
- ☐ Other

Explain how environmental conditions contributed to the incident:

This incident was investigated and reported by the individual listed below. This individual acknowledges that the facts contained in this report have been reported to the best of their ability based upon the information readily available.

Germfree Laboratories Inc.

Signed: _____

Date: _____

RECEIPT OF SAFETY MANUAL ACKNOWLEDGEMENT

I, _____, (employee's printed name)
acknowledge receipt of my GERMFREE Safety Manual and understand that I am
responsible for reading and understanding its contents and keeping it updated with any
revisions provided to me.

Should I have questions regarding the contents of the manual, I will seek clarification
from my immediate supervisor, the Safety Specialist, or a member of the Management
Team.

☐ I have reviewed this Safety Manual with the Safety Specialist.

Employee Signature: _____

Date: _____

Safety Specialist Printed Name: _____

Safety Specialist Signature: _____

Date: _____