

This section of the SAFETY & HEALTH PROGRAM provides employees some basic guidelines for their work areas. This may not be extensive enough. If an employee faces hazards for which guidelines are not provided here, he or she should discuss this with their supervisor and not work in a hazardous environment until safe work practices can be decided upon and implemented.

FIRST AID AND MEDICAL TREATMENT

First aid supplies are provided on the jobsite. Qualified personnel are available to render minor treatment and to maintain required records. Make sure you know where the first aid supplies are located on the jobsite.

- Report all injuries **immediately**, no matter how minor, to your supervisor and or jobsite office. Treatment will be forthcoming and the incident will be recorded.
- You must notify your supervisor and or the jobsite office prior to leaving the jobsite because of an injury or illness, whether personal or work related.
- All medical treatment for work related injuries must be obtained from the workers compensation clinic or urgent care clinic authorized for the jobsite, unless you have received PRIOR WRITTEN AUTHORIZATION from the management to use a different facility.
- Prior to returning to work after a lost time injury or illness, you must present a medical clearance to the jobsite office or safety department from the attending physician.
- If you have a physical handicap, such as diabetes, impaired eyesight, or hearing, back or heart trouble, hernia, or aversion to heights, tell your supervisor. You won't be expected to do a job, which might result in injury to yourself or someone else.
- In the event of an emergency, call 911. Never move an injured or seriously ill person unless necessary to prevent further injury. First aid should not be administered by non-designated employees except in cases of severe bleeding or cessation of breathing.
- When an accident is reported late, it will be challenged for that reason.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The company provides all employees with required PPE to suit the task and known hazards.

General Policy

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. Personal Protective Equipment that is recommended by SDS sheets or tool manufactures must be adhered to. Company policy may dictate PPE, which exceeds the requirements of the above-mentioned sources.

General Rules

Design—All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

Hazard assessment and equipment selection—Hazard analysis procedures shall be used to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the following actions will be taken:

- Select, and have each affected employee use, the proper PPE
- Communicate selection decisions to each affected employee
- Select PPE that properly fits each affected employee.

Defective and damaged equipment—Defective or damaged personal protective equipment shall not be used.

Head Protection

- Workers must wear hard hats when overhead, falling, or flying hazards exist or when danger of electrical shock is present.
- Inspect hard hats routinely for dents, cracks, or deterioration.
- If a hard hat has taken a heavy blow or electrical shock, you must replace it even when you detect no visible damage.
- Maintain hard hats in good condition; do not drill; clean with strong detergents or solvents; paint; or store them in extreme temperatures.

Eye and Face Protection

- Workers must wear safety glasses and/or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete and/or harmful chemicals.
- Eye and face protectors are designed for particular hazards so be sure to select the type to match the hazard.
- Replace poorly fitting or damaged safety glasses.

Foot Protection

- Workers must wear shoes or boots with slip-resistant and puncture-resistant soles (to prevent slipping and puncture wounds).
- Safety-toed shoes are recommended to prevent crushed toes when working with heavy rolling equipment or falling objects.

Hand Protection

- High-quality gloves can prevent injury.
- Gloves should fit snugly.
- Glove gauntlets should be taped for working with fiberglass materials.
- Workers should always wear the right gloves for the job (for example, heavy-duty rubber for concrete work, welding gloves for welding).

HOUSEKEEPING AND ACCESS AT SITE

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents. This part covers items not discussed in other areas and is not intended to cover all specific housekeeping requirements. Good housekeeping efforts are a vital part of the company's SAFETY & HEALTH PROGRAM.

Hazards

Improper housekeeping and material storage can create or hide numerous hazards such as:

- Slip & trip hazards
- Chemical exposure
- Contact with sharp objects
- Fire & Explosion hazards
- Over loading of storage shelves and bins

Hazard Control

- Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping.
- Keep boxes, scrap lumber and other materials picked up. Put them in a dumpster or trash/debris area to prevent fire and tripping hazards.
- Provide enough light for workers to see and to prevent accidents.

FALL PROTECTION

Falls are the leading cause of death in the construction industry. OSHA requires fall protection be provided anytime a fall hazard of six (6) feet or more exists. OSHA recognizes conventional fall protection to be: Personal Fall Arrest Systems, Guardrails and Safety Net Systems. Additional methods of fall protection include floor hole covers, fall restraint systems and administrative controls.

Prior to construction, the fall protection system utilized should be pre-planned and during construction, the fall protection system should be continually monitored and adjusted as necessary. The following hierarchy of fall protection should be followed:

- Hazard Elimination: eliminating the hazard is the first and most preferred option. Can the fall hazard be eliminated? Can different process be used to keep the workers from being exposed to fall hazards?
- Passive Fall Protection: physical barriers such as guardrail systems and floor hole covers are considered passive fall protection. These systems, once installed, provide continued protection for the employees.
- Fall Restraint Systems: devices that prevent access to the fall area for the worker. These would physically limit a worker from getting to the edge of a roof or other fall hazard.
- Fall Arrest Systems: these are the traditional Personal Fall Arrest Systems that include an anchor point, full body harness and lanyard/lifeline. A PFAS is designed to stop the worker after a fall. These devices have other issues because injury can still occur to the worker during the fall and once the fall is stopped, how are you going to rescue the worker.

- **Administrative Controls:** these are basically just rules employees are expected to follow to prevent falls. These are the least likely to prevent a fall and the least preferred method. OSHA is likely to issue citations to companies who rely on administrative controls for their fall protection systems.

Personal Fall Arrest Systems (PFAS)

These consist of an anchorage point, full body harness and lanyard/lifeline. If a personal fall arrest system is used for fall protection, it must do the following:

- Limit maximum arresting force on an employee to 1,800 pounds
- Be rigged so that an employee can neither free fall more than 6 feet nor contact any lower level
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet
- Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration.
- Workers must be trained in the use and maintenance of the equipment they are using.

Rescue planning should be undertaken prior to allowing any worker to work in a PFAS.

Guardrails and Hole Covers

Openings in floors and walls are often found on the jobsite due to the nature of construction. Keeping these areas safe is a requirement at all times. The following should be followed:

- Approved guardrails or covers must protect floor openings and/or holes. If covers are used, they must be able to support 2 times the intended loads imposed upon them, must be marked and must be secured to prevent accidental displacement.
- Do not remove covers on floor openings without approval from your supervisor. When a cover has been removed to bring in equipment or material, replace the opening immediately upon completion of material handling.
- Install guardrails around openings in floors and across openings in walls when the fall distance is 6 feet or more. Be sure the top rails can withstand a 200-lb load.
- Construct guardrails with a top rail approximately 42 inches high with a midrail about half that high at 21 inches.
- Install toe boards when other workers are to be below the work area.

STAIRWAYS

Stairs can be great ways to access other levels on the jobsite. Stairs are often easier to use and safer than ladders. However, when used prematurely or improperly, stairs can be very hazardous.

- Install permanent or temporary stair rails on stairs before stairs are used for general access between levels to prevent someone from falling or stepping off edges. The top edge of the stair rails should be 36" above the stair tread and the midrail installed at 18".
- Block off access to stairs that are not ready to be used.
- Do not store materials on stairways that are used for general access between levels.

- Keep hazardous projections such as protruding nails, large splinters, etc. out of the stairs, treads or handrails.
- Correct any slippery conditions on stairways before they are used.
- Stairs with 4 or more risers shall be equipped with at least one handrail at 36”.

LADDERS

Ladders that your work requires should be available on the work site. There is no excuse for using a makeshift means of access to a work area. If the appropriate ladder is not available, discuss with your supervisor. In addition to using the correct ladder for the job, follow these guidelines:

- Keep all ladders in good condition and free of defects.
- Inspect ladders before use for broken rungs or other defects so falls don't happen. Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged “DO NOT USE.”
- Secure ladders near the top and/or at the bottom to prevent them from slipping and causing falls.
- When you can't tie the ladder off, be sure the ladder is on a stable and level surface so it cannot be knocked over or the bottom of it kicked out.
- Place ladders at the proper angle (1 foot out from the base for every 4 feet of vertical rise).
- Extend ladders at least 3 feet above the landing to provide a handhold or for balance when getting on and off the ladder from other surfaces.
- Do not set up a ladder near passageways or high traffic areas where it could be knocked over.
- The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash, and electrical cords.
- Use ladders only for what they were made and not as a platform, runway, or as scaffold planks.
- Always face the ladder and maintain 3 points of contact when climbing or descending a ladder.
- Be sure that your shoes are free of mud, grease, or other substances, which could cause a slip or fall.
- Do not carry materials up a ladder. Use a hand line or other means to get materials to a higher level.
- Always move the ladder to avoid over reaching, the midline of your body should never extend beyond the ladders side rail.
- Do not splice together short ladders to make a longer ladder.
- Stepladders must be fully opened to permit the spreader to lock, they are not allowed to lean on a wall.
- You are prohibited from standing on the top two steps of a stepladder.
- Metal ladders must not be used for electrical work or in areas where they could contact energized wiring. The use of metal ladders is restricted to special applications where the heavier wooded ladders are not practical.
- Use only Type I or Type II ladders. Type III ladders are never to be used as they are designed for household use.

TOOL SAFETY

Use of tools makes many tasks easier. However, the same tools that assist us, if improperly used or maintained, can create significant hazards in our work areas. Employees who use tools must be properly trained to use, adjust, store and maintain tools properly. This part covers hand & power, pneumatic and powder driven tool safety.

Hand & Power Tools

Only tools in safe working condition should be used. You must observe the following safe practices:

- Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be removed from the jobsite immediately.
- Power saws, grinders, and other power tools must have proper guards in place at all times.
- Power tools should be hoisted or lowered by a hand line, never by the cord or hose.
- Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard for employees or to be subjected to damage from equipment or materials.
- Electrically powered tools and equipment must be grounded at all times when in use.
- Hand tools should be used for their intended purpose only. The design capacity of hand tools should not be exceeded by unauthorized attachments.
- When using the tool listed below or working near others using such tools, you must use personal protective equipment. If you have questions about the protective equipment or safety rules, discuss this with your supervisor.
- Use GFCI protection at all times.

Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, nailers, and sanders. There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool. Eye protection is required and face protection is recommended for employees working with pneumatic tools. Working with noisy tools such as jackhammers requires proper, effective use of hearing protection.

- When using pneumatic tools, employees are to check to see that they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.
- A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.
- Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.
- Compressed air guns should never be pointed toward anyone. Users should never "dead-end" it against themselves or anyone else.

Powder-Actuated Tools

Powder-actuated tools operate like a loaded gun and should be treated with the same respect and precautions. In fact, they are so dangerous that they must be operated only by specially trained employees. These employees should have proof of training with them when using these tools to prove their training.

- These tools should not be used in an explosive or flammable atmosphere.

- Before using the tool, the worker should inspect it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions.
- The tool should never be pointed at anybody.
- The operator and others in the vicinity should wear eye protection and hearing protection at a minimum.
- The tool should not be loaded unless it is to be used immediately. A loaded tool should not be left unattended, especially where it would be available to unauthorized persons.
- Hands should be kept clear of the barrel end. To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position, and another to pull the trigger. The tools must not be able to operate until they are pressed against the work surface with a force of at least 5 pounds greater than the total weight of the tool.
- Unexpended powder strips should not be left laying around the jobsite. They should be collected and the powder made unusable by placing in water for 24 hours or another system before being discarded.

ELECTRICAL SAFETY

This part is designed to prevent electrically related injuries and property damage. Exercise caution when working with and around electricity. Getting to know electricity “inside and out” is the only way to be safe.

The force carried by electricity is measured in volts.

- Volts provide the power to keep tools and machines running.
- Most power tools and appliances run on 120 volts.

Current is the Flow of electricity.

- The intensity of the current is measured in “Amperes” (Amps).
- Most household and industrial electrical lines can safely carry 15 to 20 Amps.
- To carry more current (Amps) electrical lines need to have thicker wires.

It doesn't take much current to cause a serious injury.

- Exposure to .06 Amps (the electricity needed to light a Christmas tree bulb) can be fatal.
- Household circuit breakers do not trip until 15 or 20 Amps. They are not designed to protect humans.

Electricity flows when a circuit is completed.

- A circuit is an uninterrupted path of electricity from power source to equipment and back.
- When a circuit is completed, tools and machines are powered.
- By turning on a switch to a machine the circuit is complete and electricity flows. When the switch is turned off, the flow of electricity is broken.

The flow of electricity can be broken by a fuse or “circuit breaker.

- These devices stop the flow of electricity when wires become overloaded.
- Don't try to override fuse or circuit breaker systems by installing higher rated Fuses or Breakers.
- Before turning a breaker back on, talk to your supervisor.

The earth's gravity is always pulling electricity toward the ground (grounding).

- This can lead to shock if you are in its path.
- Humans are conductors of electricity and can easily be in the path to ground.

Controlled grounding provides a safeguard.

- If electricity leaks through defective wiring in a tool, the ground wire will direct the electricity back to ground.
- The ground wire is easily visible in three-pronged plugs.
- In order for a ground wire to be effective, it must be pulled into a grounded outlet.
- You can't tell if an outlet is grounded just by looking at it (it must be tested).

Ground Fault Circuit Interrupters (GFCI) provide additional safety for the worker.

- They immediately shut off the flow of electricity when they sense a change in the strength of the current.
- If a defective tool leaks electricity that might cause a shock, a GFCI will cut off the power.
- Always plug your tools into GFCI protected outlets.

Electrical Hazards most often result in:

- Fires
- Shocks
- Burns

A number of hazards are the result of faulty wiring.

- Check all power cords for cracks and other defects.
- Report problems or have faulty cords replaced or serviced.
- Don't overload circuits (too much current will cause wiring to heat up).
- Limit the use of extension cords to temporary situations.
- Choose an extension cord that can handle the amperage you are using.

Remember that electrical equipment should be properly grounded.

- Never alter three-pronged plugs to fit into two-pronged outlets.
- Temporary wiring must be GFCI protected.

You should also exercise caution when selecting and working with electrical equipment.

- Use double-insulated tools whenever possible.
- Look for sparks being thrown off by electrical equipment.
- Unless you are qualified, don't try to fix problems yourself.
- Tell your supervisor and contact a repair person.

Qualified electrical workers most often disconnect all power sources before making repairs or adjustments on electrical equipment.

- This means practicing proper Lock-Out-Tag-Out techniques.
- If a machine has been locked and tagged, don't try to restore power until repairs have been made.
- Never override special safety devices like electrical interlocks.
- Consult your supervisor if you have any questions about things like Lock-Out-Tag-Out.

Water and Electricity are a dangerous combination.

- Water conducts electricity, and can lead to shock.
- Never plug in cords that are wet.
- Don't touch electrical equipment if your hands are wet.
- If you encounter water, remove it.
- Use safety devices like double-insulated tools and GFCIs when working around water.

Working around overhead power lines can also be dangerous.

- Always maintain a safe distance. Most overhead power lines require clearance of at least 10 feet.
- Only Qualified electrical workers can actually work on high voltage lines.

It is also important to select the correct type of Ladder when working in and around electricity.

- Don't use metal ladders near power lines, wiring or energized machinery.
- Use fiberglass or wooden ladders.
- Make sure ladders have non-conductive side rails.

All electrical cords and tools must be in good repair.

- Do not splice 120v or 220v wires.
- Tools that have had their electrical cords replaced shall be done with factory cords, no extension cord shall be wired to a tool.
- No exposed wires shall be exposed. This includes ground wires.
- Extension cords going through doorways or windows shall be protected from being damaged.
- Temporary lighting shall be hung by OSHA and manufacturers standards. Never hang from a conductive item such as a nail.
- All 120v systems shall be protected by a breaker and a GFCI.
- Use only 3-wire type extension cords designed for hard or junior hard service. (Look for any of the following letters imprinted on the casing: S, ST, SO, STO, SJ, SJT, SJO, SJTO.)

FIRE PREVENTION

Fires on the jobsite can have catastrophic results. Working to prevent fires is critical at all times on the jobsites. Fire and explosion hazards can exist in almost any work area. Potential hazards include:

- Improper operation or maintenance of gas fired equipment
- Improper storage or use of flammable liquids

- Smoking in prohibited areas
- Accumulation of trash
- Unauthorized Hot Work operations

Hazard Control

Elimination of Ignition Sources

All nonessential ignition sources must be eliminated where flammable liquids are used or stored. The following is a list of some of the more common potential ignition sources:

- Open flames, such as cutting and welding torches, furnaces, matches, and heaters-these sources should be kept away from flammable liquids operations. Cutting or welding on flammable liquids equipment should not be performed unless the equipment has been properly emptied and purged with a neutral gas such as nitrogen.
- Chemical sources of ignition such as d.c. motors, switched, and circuit breakers-these sources should be eliminated where flammable liquids are handled or stored. Only approved explosion-proof devices should be used in these areas.
- Mechanical sparks-these sparks can be produced as a result of friction. Only nonsparking tools should be used in areas where flammable liquids are stored or handled.
- Static sparks-these sparks can be generated as a result of electron transfer between two contacting surfaces. The electrons can discharge in a small volume, raising the temperature to above the ignition temperature. Every effort should be made to eliminate the possibility of static sparks. Also proper bonding and grounding procedures must be followed when flammable liquids are transferred or transported.

Removal of Incompatibles

Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids. Examples are oxidizers and organic peroxides, which, on decomposition, can generate large amounts of oxygen.

Control of Flammable Gases

Generally, flammable gases pose the same type of fire hazards as flammable liquids and their vapors. Many of the safeguards for flammable liquids also apply to flammable gases, other properties such as toxicity, reactivity, and corrosivity also must be taken into account. Also, a gas that is flammable could produce toxic combustion products.

Fire Extinguishers

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

Classification of Fires and Selection of Extinguishers

Fires are classified into four general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

Class A fires involve materials such as wood, paper, and cloth which produce glowing embers or char.

Class B fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.

Class C fires involve fires in live electrical equipment or in materials near electrically powered equipment.

Class D fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.

Extinguishers will be selected according to the potential fire hazard, the construction and occupancy of facilities, hazard to be protected, and other factors pertinent to the situation.

VEHICLES AND MOBILE EQUIPMENT

- Train workers to stay clear of backing and turning vehicles and equipment with rotating cabs.
- Be sure that all off-road equipment used on site is equipped with rollover protection (ROPS).
- Maintain back-up alarms for equipment with limited rear view or use someone to help guide them back.
- Be sure that all vehicles have fully operational braking systems and brake lights.
- Use seat belts when transporting workers in motor and construction vehicles.
- Maintain at least a 10-foot clearance from overhead power lines when operating equipment.
- Block up the raised bed when inspecting or repairing dump trucks.
- Verify experience or provide training to equipment operators.

WELDING & BURNING OPERATIONS

Welding and burning operations have a high potential for personal injuries and fires. When doing either, you must follow these precautions:

- Before starting to burn or weld, you must inspect your work area to ensure that sparks or molten metal won't fall on combustible materials. If you can't provide the necessary safeguards, check with your supervisor.
- You must not weld or burn in a hazardous area without obtaining written authorization from the responsible authority.
- You must make certain that suitable fire extinguishing equipment is available in your work area.
- You are responsible for maintaining your burning or welding equipment in a safe operating condition.
- When burning or welding, you must wear approved eye protection, with suitable filter lenses.
- Keep all welding leads and burning hoses off floors, walkways, and stairways. You are responsible that your equipment complies with safe practices at all times.
- Never weld or burn on barrels, tanks, piping, or other systems, which may have contained either combustible or unknown products without first obtaining approval from your Safety Representative or other responsible authority.
- Fire blankets must be used to prevent hot material from falling on persons or combustible materials.

Welding

- If your eyes are exposed to flying objects from chipping slag or other weld cleaning activity, you must wear approved eye protection.

- When you are welding near other workers, they must be protected from the arc rays by noncombustible screens or must wear adequate eye protection.
- The frames of all welding machines must be grounded (except reverse polarity types).

Burning

- Do not use matches to light torches. Spark igniters must be used. Torches must not be used to light cigarettes, etc.
- You must wear appropriate gloves.
- When a crescent or special wrench is required to operate the acetylene cylinder valve, the wrench must be kept in position on the valve.

Storage & Handling of Cylinders

- The protective caps must be kept on all cylinders, not in actual use.
- All cylinders must be properly secured to prevent tipping.
- Cylinders must not be taken into confined spaces.

MATERIAL STORAGE & HANDLING

- All material must be properly stacked and secured to prevent sliding, falling, or collapse. Aisles, stairs, passageways must be kept clear at all times.
- Protruding nails must be bent or pulled when stripping forms or uncrating materials.
- Pipe, conduit and bar stock should be stored in racks or stacked and blocked to prevent movement.
- Materials or scrap should never be dropped from elevated levels without trash chutes.
- Stored materials must not block any exit from a building.

MANUAL LIFTING

- Leg muscles are stronger than back muscles. Lift with your legs, not your back. Bend knees, keep your back straight.
- Plan before you pick up, consider weight, size, shape, path of travel, and set down location.
- Protect your hands and fingers from rough edges, sharp corners, metal straps. Keep hands and fingers out of pinch points between the load and other objects.

WORKPLACE VIOLENCE PREVENTION

The company recognizes that workplace violence is an occupational hazard and that a proactive approach in preventing workplace violence is necessary. It is the policy of the company to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. The company is committed to maintaining a safe, healthful, and efficient working environment where employees and the public are free from the threat of workplace violence. When these workplace violence hazards are recognized and identified then proper training and appropriate security measures will be implemented.

Prohibited Behavior

Prohibited behaviors are those behaviors that:

- Threaten the safety of an employee and/or customer.
- Affect the health, life, or well-being of an employee and/or customer.
- Result in damage to company, employee, or public property (excluding vehicle and equipment accidents).

Such acts include, but are not limited to:

- Threatening, intimidating, coercing, harassing, or assaulting an employee or the public.
- Sexually harassing an employee or the public.
- Allowing unauthorized people access to buildings without management permission.
- Using, duplicating, or possessing keys to buildings or offices within the building without authorization.
- Damaging, or attempting to damage, property of the company, an employee, or the public.
- Carrying weapons (concealed or exposed) on company property.

Reporting & Investigation

Any employee (including a supervisor or manager) who has been threatened, is a victim of a violent act, witnesses any threats or violent acts, or learns of any threats or violent acts, is to report immediately such activity to their supervisor or the HR Manager. Each report will be promptly evaluated and investigated by the management to determine what follow-up actions are necessary. Management has the authority and responsibility to request law enforcement intervention if it is thought to be necessary.

Confidentiality

Information about an incident or threat will be disclosed only on a needs-to-know basis, so that a fair and thorough investigation can be conducted and appropriate corrective action can be taken. The company will make every effort to ensure the safety and privacy of the individuals involved.

Discipline

An employee who engages in prohibited behavior will be subject to appropriate disciplinary action, as determined by the findings of the investigation. Such discipline may include warnings, demotion, suspension, or immediate dismissal. In addition, certain actions may cause the employee to be held legally liable under state or federal law.

Retaliation

Episodes of workplace violence can only be eliminated if employees are willing and able to report threats, violent acts and other unsafe conditions. To encourage employees to come forward without the fear of retaliation, the company promises to promptly investigate all complaints of retaliation and impose appropriate disciplinary action, up to and including dismissal.

Counseling

Dealing with or being exposed to a violent or abusive situation can be emotionally unsettling. The company will provide for appropriate counseling to reduce tension and stress. Follow-up counseling services may be provided and arranged by employee's supervisors as requested to affected employees. If employees prefer external counseling for emotional and/or family support, they should be encouraged to contact the HR Manager. In all instances, confidentiality is assured.