

Employee Safety

Handbook

Safety Handbook Acknowledgement

Name

Date of Hire

Signature

Date

(Remove and retain this sheet in the Employee's Personnel File)

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Employee Safety Handbook

At Vision Pickling & Processing / QC Metal Pickling, our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving Vision Pickling & Processing / QC Metal Pickling properties and assets. Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out company wide to make this policy work.

The Safety and Health Program will assist management and employees in controlling hazards which will minimize employee and customer injuries, damage to customer's property and damage to Vision Pickling & Processing / QC Metal Pickling property.

All employees will follow this program

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the team, and we care about your safety.

Safety and Health Requirements

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

- Drinking alcohol, and/or drug abuse prior to or during working hours
- Fighting
- Theft
- Willful damage to property
- Failure to wear eye protection, hearing protection, arm guards, etc.
- Not using safety harnesses and lanyards when there is a potential for falling
- Removing and/or making inoperative safety guards on tools and equipment
- Removing barriers and/or guardrails and not replacing them
- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Failure to notify Vision Pickling & Processing / QC Metal Pickling of a hazardous situation

The following safety and accident activities will be adhered to:

- 1) Report all injuries immediately to your supervisor
- 2) Notify your supervisor should you become ill while on the job
- 3) Inform your supervisor if you have a disability or physical handicap
- 4) Never move an injured or ill person, unless to prevent further injury

Disciplinary Action is addressed in QCMP / VPP's Employee Handbook. Minor safety violations will be subject to disciplinary action that may include: 1) Verbal Warning, 2) Written Warning, 3) Suspension with or without pay, and 4) Termination.

Accident and Incident Reporting

Generally, accidents involving associates in the course of employment are insured under the Workers' Compensation Act. Regardless of the apparent insignificance of the injury or damage, and regardless of fault or responsibility, the associate must report the incident to management **immediately**. If a non-emergency, the associate must report the injury **prior** to seeking medical treatment. Associates will be required to provide written documentation of the time, place, circumstances, names of persons involved and witnesses.

In the event of an on-the-job accident, associates may be required to submit to mandatory drug and alcohol screening if the accident results in:

- injury requiring medical treatment
- injury resulting in restriction of work or motion
- loss of consciousness; or
- damage to property reasonably estimated to exceed \$1,000

An associate who refuses medical care or who seeks care from an unapproved medical provider risks forfeiting Workers' Compensation coverage. In addition, associates who violate the provisions of this policy may be subject to disciplinary action, including suspension and termination of employment.

In the event an accident occurs, the Safety and Health Manager will fill out the Liability Report Form on the next page, and maintain a record thereof.

Liability Report Form

Date: _____

Claimant's Name: _____ Age: _____ Phone: _____

Address: _____

Description of Occurrence: _____

Injuries: _____ Medical Care? YES NO

Ambulance? YES NO Hospital or Doctor: _____

Property Damage? YES NO describe same: _____

Is a Product Involved? YES NO Name and Size: _____

Name and Address of Manufacturer: _____

Did Claimant Slip, Fall, or Trip? _____ Was Area Inspected? YES NO

Foreign Matter or Debris Found on Floor? YES NO Describe: _____

Witnesses: Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Photos Taken? YES NO Additional Remarks: _____

Report Prepared By: _____

First Aid and Medical Treatment

Vision Pickling & Processing / QC Metal Pickling provides a First Aid Kit on the premises. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work related injury or illnesses that requires professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

FIRST AID PROCEDURES AND INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

EMERGENCY PHONE NUMBERS are on the "Emergency Information" form that is posted throughout the plant.

Minor First Aid Treatment

First aid kits are available on site . If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the Liability Report Form.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the Liability report Form.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures-

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.

Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

Do not rub your eyes.

Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

If a particle is stuck in the eye, do not attempt to remove it.

Cover both eyes with bandage.

Chemical

Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

Loosen the victim's tight clothing.

Give the victim "sips" of cool water.

Make the victim lie down in a cooler place with the feet raised.

BLOODBORNE PATHOGENS

It is imperative that management photocopies these four pages and gives them to all employees during a training session. All employees shall be trained on the risk of bloodborne pathogens and the proper handling of blood and other bodily fluids.

What Everyone Needs to Know

Bloodborne pathogens are microorganisms carried by human blood (and other body fluids) and cannot be seen with the naked eye. They can be spread through contact with infected blood. If they get into the bloodstream, an individual may become infected and sick.

Most personnel cannot reasonably anticipate coming into contact with blood during their day-to-day work duties. That's why it's imperative that all personnel understand the danger of exposure to bloodborne pathogens and ways to minimize their risk.

Bloodborne pathogens may be present in blood and other materials, such as:

- body fluids containing visible blood
- semen and vaginal secretions
- torn or loose skin

Bloodborne pathogens can cause infection by entering the body through:

- open cuts and nicks
- skin abrasions
- dermatitis
- acne
- mucous membranes of the mouth, eyes or nose

WORKPLACE TRANSMISSION

The most common bloodborne pathogens are HIV, Hepatitis B, and Hepatitis C:

HIV (AIDS)

HIV, the human immune-deficiency virus, attacks the body's immune system causing it to weaken and become vulnerable to infections that can lead to a diagnosis of acquired immune deficiency syndrome or AIDS.

HIV is transmitted mainly through sexual contact and sharing contaminated needles, but also may be spread by contact with infected blood and body fluids. HIV is NOT transmitted indirectly by touching or working around people who are HIV-positive.

Employees can prevent getting HIV by stopping the passage of the virus from a person who has HIV to them. In many instances, the employee has control over the activities that can transmit HIV. Since HIV is most frequently transmitted by sharing needles or through sexual intercourse, employees can stop transmission by refusing to engage in these behaviors.

Hepatitis B

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis B is a serious, sometimes fatal disease, caused by a virus that infects and attacks the liver. The virus is transmitted through direct contact with infected blood, semen, or vaginal fluid. It is primarily spread through sexual contact.
- In studies that examine transmission following injections into the skin, HBV is 100 times more contagious than HIV.
- **HBV can also be transmitted indirectly because it can survive on surfaces dried and at room temperature for at least a week!** That's why contaminated surfaces are a major factor in the spread of HBV.
- Each year there are up to 200,000 new infections and 5,000 hepatitis B related deaths in the U.S. (compared to 40,000 new HIV infections per year).
- One in approximately 20 persons now has, or will one day have, hepatitis B
- Transmission of hepatitis B is preventable:
 - Use latex condoms during sex
 - Do not share needles
 - Use universal precautions in the workplace
 - Get the hepatitis B vaccination

Hepatitis C

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis C is a serious, often fatal disease, caused by a virus that infects and attacks the liver. HCV is more common than hepatitis B and ranks slightly below alcoholism as a cause of liver disease.
- However, HCV is not as infectious as HBV because there are generally lower levels of the hepatitis C virus in the blood than of the hepatitis B virus
- HCV is primarily transmitted through blood-to-blood contact -- most commonly through shared needles. The risk of transmitting HCV through sexual contact appears to be low, but precautions should be taken anyway. HCV cannot be transmitted by casual contact such as shaking hands or sharing bathroom facilities.
- Up to 180,000 people may become infected with HCV each year in the U.S.
- Transmission of hepatitis C is preventable:
 - Use latex condoms during sex
 - Do not share needles
 - Use universal precautions in the workplace
 - **HOWEVER**, unlike hepatitis B, currently there is **NO VACCINE** for hepatitis C. And also unlike HBV, there is no drug to prevent HCV infection after an exposure.

Guidelines for Handling Blood and Other Bodily Fluids

Many personnel are concerned that HIV may be spread through contact with blood and other body fluids when an accident occurs at work.

HIV, as noted earlier, has been found in significant concentrations in blood, semen, vaginal secretions, and breast milk. Other body fluids, such as feces, urine, vomit, nasal secretions, tears, sputum, sweat, and saliva do not transmit HIV unless they contain visible blood.

However, these body fluids do contain potentially infectious germs from diseases other than AIDS. **If an individual has contact with any of these body fluids, they are at risk of infection from these germs.** It should be remembered that the risk of transmission of these germs depends on many factors, including the type of fluid contacted, the type of contact made, and the duration of the contact.

Very simply, it is good hygiene policy to treat all spills of body fluids as *infectious* in order to protect personnel from becoming infected with any germs and viruses. The procedures outlined below offer protection from all types of infection, and should be followed routinely.

How Should Blood and Body Fluid Spills be Handled?

Whenever possible, employees shall wear disposable, waterproof gloves when they expect to come into direct hand contact with body fluids (when treating bloody noses, handling clothes soiled by incontinence, or cleaning small spills by hand). Gloves used for this purpose shall be put in a plastic bag or lined trash can, secured, and disposed of daily. Hands should always be washed after gloves are removed, even if the gloves appear to be intact.

If an employee has unexpected contact with body fluids or if gloves are not available (for example, applying pressure to a bleeding wound), the employee shall wash their hands and other affected skin for at least 30 seconds with soap and water after the direct contact has ended. This precaution is recommended to prevent exposure to other pathogens, not just HIV. As has been discussed, blood, semen, vaginal secretions, and blood-contaminated body fluids transmit HIV. Wiping a runny nose, saliva, or vomit does not pose a risk for HIV transmission.

Handwashing

Proper handwashing requires the use of soap and warm water and vigorous washing under a stream of running water for at least 30 seconds. If hands remain visibly soiled, more washing is required. Scrubbing hands with soap will suspend easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse your hands under running water and dry them thoroughly with paper towels or a blow dryer. When hand-washing facilities are not available, use a waterless antiseptic cleanser, following the manufacturer's directions for use.

Disinfectants

An EPA approved germicide or a solution of 99 parts water to 1 part household bleach (or ¼ cup bleach to one gallon of water) will inactivate HIV, and should be used to clean all body fluid spills. Higher concentrations of bleach can be corrosive, and are unnecessary. Surfaces should be cleaned thoroughly prior to disinfection.

Disinfecting Hard Surfaces and Caring for Equipment

Although hard surfaces have not been found to be a means of transmitting HIV, it is good hygiene policy to clean any soiled hard surfaces thoroughly. To do this, scrub the surface to remove any soil and apply a germicide (like the bleach/water solution described above) to the equipment used. Mops should be soaked in this solution after use and rinsed thoroughly with warm water. The solution should be promptly disposed of down a drainpipe. Remove gloves and discard them in appropriate receptacles, and wash hands as described above.

Laundry Instructions for Clothing Soiled with Body Fluids

It is important to remember that laundry has never been implicated in the transmission of HIV. To ensure safety from transmission of other germs, contaminated clothes must be laundered with soap and water to eliminate potentially infectious agents. The addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids may be washed separately from other items. Pre-soaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual, following the directions provided by the manufacturer of the laundry detergent. If the material can be bleached, add ½ cup of household bleach to the wash cycle. If the material is not colorfast, add ½ cup of non-chlorine bleach to the wash cycle.

It is good hygiene to treat all bodily fluids as infectious.

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts you or someone else in unnecessary danger of serious injury, or requires you to perform a task which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

Your Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.
- The responsibility of asking about the safety rules you are not sure about.

Employee Safety Rules

- 1) Employees must wear safety glasses at all times while in factory areas, and ensure that all visitors and other non-employees wear safety glasses, as well. Employees are required to direct all factory visitors to the Office to obtain safety glasses.
- 2) While working, all shop employees must wear safety shoes and long-sleeved shirts or short-sleeved shirts with arm guards.
- 3) Machine operators must wear short or buttoned sleeves and snug-fitting clothing.
- 4) Machine operators must remove all jewelry and keep their hair up and out of the way of machinery.
- 5) All employees must wear the appropriate protective equipment required for their particular job at all times while working, including safety glasses, arm guards and gloves. The Company also provides earplugs for employees if they choose to wear them.
- 6) Only authorized employees **18 years of age or older** who have been properly trained and approved by a supervisor may operate machinery and equipment, including forklifts and other dangerous equipment.
- 7) Defective equipment must be reported immediately and may not be operated until in proper working order and cleared for operation by a supervisor.
- 8) Chemicals, grease, solvents or other liquid spills must be cleaned up immediately.
- 9) Employees must shut off machines before cleaning, adjusting or walking away from them.
- 10) Employees lifting heavy loads must lift properly and work in teams.
- 11) Employees feeling ill or unable to safely perform their job duties must immediately notify their supervisors.
- 12) Employees may not operate machinery or equipment while taking prescription or over-the-counter medication that may interfere with or inhibit safe operation.
- 13) Employees are required to notify their supervisors or management of any prescription or over-the-counter medication that may pose a safety risk.
- 14) Horseplay or conduct in disregard of safety rules around machinery, equipment or in work areas is strictly prohibited, including pointing compressed air guns at others and startling or distracting others.

- 15) All accidents must be reported to management immediately, regardless of severity or lack of apparent injury, in accordance with the ***Accident and Incident Reporting policy above.***

PROTECTIVE EQUIPMENT

Certain jobs may require the wearing of specialized protective equipment. The Company will provide certain protective equipment, including arm guards, gloves and earplugs. Safety shoes and prescription safety glasses must be purchased by the employee.

All required protective equipment must be properly worn at all times while in the factory and while operating the particular machinery. Employees are responsible for the care and proper handling of protective equipment in their possession. Damage or loss due to negligent care or intentional disregard of policies and procedures will result in disciplinary action, up to and including termination of employment.

REPORTING SAFETY HAZARDS

All employees are responsible for immediately reporting to a supervisor any unsafe work practice, hazardous condition or defective equipment they become aware of, regardless of whether the hazard exists in their assigned departments. If an employee believes the supervisor has failed to promptly or adequately address the safety concern, then the employee must notify upper management.

FIRE PREVENTION

Fire poses a very serious and ever-present danger to our operations, threatening lives, jobs and the well-being of the business. All employees are required to observe the no-smoking rules, keep work areas clean and free from hazards, keep all flammable materials in proper containers and report any potentially hazardous conditions.

Employees are also required to acquaint themselves with the location of all exits and fire extinguishers. **Prior to fighting any fire, employees are required to call the fire department by dialing 9-1-1.**

TORNADO SAFETY

In the event of a tornado, the safest places are generally in areas without windows, including restrooms and storage areas. Employees who become aware of tornado sirens, except during regular siren testing, must notify a supervisor and co-workers so all employees can take appropriate safety measures.