

# **501 Safety**

## **Purpose**

Community Services of Northeast Texas, Inc.](CSNT) has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all its employees. This program serves to outline the company's commitment to this philosophy and to provide guidance to all employees on the standards the company expects its employees to adhere to.

## **Fires and Other Emergencies**

The facility where employees are assigned has an emergency procedures and evacuation plan to follow in the event of fire or other disaster. This plan is prominently posted in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. All employees are expected to familiarize themselves with the location of such equipment.

## **On-the-Job Injuries and Illnesses**

Any job-related injury or illness, regardless of severity, must be reported immediately to an employee's supervisor or the Community Services safety coordinator for prompt and trained evaluation and medical attention as necessary. The employee's supervisor will complete an initial safety incident report and forward it to HR.

## **General Safety Rules**

CSNT employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

1. Use common sense in performing duties.
2. Report any work injury or illness to a supervisor immediately and obtain first aid to prevent further injury.
3. Report unsafe conditions to a supervisor or safety committee member.
4. Keep all fire exits clear and assessable at all times.
5. Never obstruct a breaker panel (3 feet clearance is required all around).
6. Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect judgment.
7. Keep the work area neat and tidy.
8. Use mechanical devices or request assistance in lifting heavy loads.
9. Wear seat belts when operating any company or rented vehicle or driving a personal vehicle while on company business.
10. Do not work on any electrical equipment without proper authorization and training, and use all safeguards.
11. Do not use tops of cabinets or bookcases for extra storage or displays.
12. Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
13. Keep paper clips, tacks, pins and other objects off the floors.

14. Properly store all sharp objects when not in use.
15. Open and close doors cautiously, and use extra caution at blind hallway intersections.
16. Open only one file cabinet drawer at a time to avoid tipping over the cabinet. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
17. Report or clean up all spills immediately.
18. Use stepstools, platforms or ladders for climbing. Never use chairs.
19. Report or replace frayed electrical cords.
20. No horse play is allowed.
21. Obey ALL warning signs.
22. Use cautions when lifting heavy loads. Lift with the legs instead of the back.
23. Caution should be exercised when walking on wet or slick surfaces.
24. Never move furniture or heavy equipment unless authorized to do so and with proper personal protection and other staff assistance.
25. Always be on the alert for and report any situations, which may cause an accident, personal injury or damage to equipment.

## **Emergency Evacuation Plans and Re-Entry**

In any emergency, employees should follow alarms or other alerts to evacuate the building or area near the premises. Employees should always follow the basic evacuation procedures and remember that personal safety is paramount and takes precedence. Employees should do the following:

- Check the work area for anything needing to be secured, and store it quickly.
- Secure locks on all secured containers and cabinets.
- Leave the work area, and report to the designated assembly area.

The supervisor at the location will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed to the employees.

## **Safety Data Sheets**

Required by the Occupational Safety and Health Administration (OSHA), a safety data sheet (SDS) is a detailed description of each hazardous chemical located in the workplace and includes information regarding potential health risks, symptoms and treatment measures to be taken if exposure occurs.

The company will keep SDSs on all hazardous substances and materials on its premises in areas adjacent to the equipment for which the SDS pertains. Employees should help ensure that MSDSs are kept in their respective areas or report missing ones to their supervisor or safety committee representative.

## **Improper Health and Safety Practices**

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of co-workers.

Infractions of company health and safety practices will be dealt with in accordance with the company's policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee or also co-workers.
- Whether the infraction was a first or repeat violation.

To further enhance our commitment to our Health and Safety program, the following procedures will be followed after any accident or injury that results in medical treatment being required.

1. Once the injured party has returned to work, they must contact the HR department to schedule safety training related to the incident. This must be done within 5 business days of the return to work.
2. Once this training is completed, all members of the department or team that the employee is part of will be scheduled for training with the HR department on safety topics related to the incident.

These procedures are implemented to bring awareness of potential hazards and to prevent future occurrences.