

## **Accident Prevention Program:**

### **Management's Responsibilities:**

- Devote the resources necessary to eliminate any and all hazards in the workplace.
- Participate as a member of the Safety Committee, and pay everyone on the Committee for the time spent on safety work.
- Have a system for hazard reporting that makes it easy for anyone to report any unsafe conditions, equipment or actions.
- Provide training on the Accident Prevention Plan (APP) and in how to do each job safely.

### **Employees' Responsibilities:**

- Read, understand and follow this Accident Prevention Plan.
- Never do anything that is unsafe in order to get the job done. If a job is unsafe, contact your supervisor or Safety Committee Representative. We will find a safer way to do that job.
- Report any unsafe conditions or actions to Safety Committee Representative or to a lead worker.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Obey all safety warning signs.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Use your personal protective equipment whenever it is required.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto state property.
- Smoking is not permitted inside the building or at the entry or ventilation in-taking place.
- Horseplay, running and fighting are prohibited

### **Safety and Health Orientation**

**Safety Orientation:** Each employee will be given a safety orientation by the *Safety Committee Representative* the first day of initial employment or job transfer. Each new employee shall be given a general safety orientation containing information common to all employees and appropriate to the business operations before they begin their regular duties. Our plan will include:

Workplace safety and health orientation includes the following:

- Accident and hazard reporting procedures
- Personal protective equipment (PPE)
- Worksite hazards
- First aid
- Preferred Provider Treatment
- Return to Work: Temporary Transitional Assignments

Each employee has access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job.

### **Job- or Task-Specific Training**

Safety training for employees will be conducted before they perform their job or task without direct supervision. This training will include:

- Before you are first assigned a task, the Safety Committee Representative will show you what to do along with safety instructions and required PPE.
- Specific safety rules, procedures and hazards.
- Identification of the employer's and employee's responsibilities regarding workplace safety.
- Conducted by personnel knowledgeable of the tasks.
- Conducted when the safety program is established, job assignments change, new substances are introduced into the workplace, and when a new hazard is identified.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

### **Regular Refresher Safety Training**

Regular refresher training will be conducted as outlined below:

- Be held on an annual basis or whenever necessary throughout the year.
- Contain material to maintain and expand knowledge and awareness of safety issues in the workplace.

### **Report injuries.**

- If you are injured or become ill on the job, report this to *the* Safety Committee Representative.
- There is a first aid kit located *at the hallway by the cafeteria.*
- We have also posted emergency phone numbers *at the hallway by the cafeteria.*
- Appropriate personal protective equipment (PPE) to prevent exposure to bloodborne pathogens is provided for the different types of accidents possible at the site. This equipment is located in the storage room.
- Persons needing emergency care are transported by supervisor's vehicle or community ambulance to the nearest hospital. These professionals ensure that employee medical records are kept confidentially so that diagnosis and treatment are not divulged.

As an employee, you must:

- Report any workplace injury that requires medical attention of any kind to *the* Safety Committee Representative immediately.
- Notify the physician of our Return to Work program and present a Work Status Form at the time of your initial exam (will be done by a supervisor in the event that the injured employee is medically unable).
- Check in with *the* Safety Committee Representative as soon as possible and maintain regular communication regarding your status and progress.

- Notify HR of any absence related to your occupational injury.
- Accept any temporary transitional assignments approved by your physician and offered by this company to facilitate your return to the workplace.

Questions regarding our Return to Work program and policies should be directed to the HR director

As a Management, you must:

- Train employees on the proper reporting and return to work procedures.
- If possible, accompany the injured worker to the nearest hospital and notify the provider about your agency's Return to Work (RTW) program and provide an explanatory letter.
- Complete Initial Incident Investigation Form.
- Develop alternative assignments to meet the medical provider's assessment of capabilities—be sure to consult management, the injured employee and the RTW Specialist.
- Communicate with the company RTW Specialist.
- Supervise returning employees to ensure ongoing success with transitional duties.

### **Return to Work**

**Codex** offers a Return to Work program for the health and benefit of our valued employees and our agency. Programs such as ours help injured employees return to meaningful, medically appropriate work—and their full compensation—sooner. They facilitate healing; help retain employees, lower medical and indemnity costs, and controls our agency's workers' compensation premiums.

### **Risk/Safety Committee**

#### **Safety committee:**

Our committee will consist of *Dr. Jimmy Lu, Dr. Wenshan Hao and Dr. Huailing Zhong*

- The Safety Committee will have one scheduled meeting each month. Other meetings may be called if urgent safety issues come up.
- Each meeting will have minutes recorded in writing. Copies of the minutes for the past two years will be available for review in the Employee Information bookcase.
- There will be at least one management representative and two employee representatives at each meeting. One person will be appointed as *the* Safety Committee Representative.

#### **General Considerations**

- Is there a safety bulletin board?
- Are Safety Committee/meeting minutes kept?
- Do employees know how to report unsafe working conditions?
- Are near miss and injury investigations conducted?
- Who tracks accident trends?
- Do employees know where the accident prevention program is and what it says?
- Are first aid kits well marked and accessible by employees at all times?
- Do employees know where and how to get first aid?
- Do employees know who your preferred provider is?
- Is each first aid kit complete? (A list of required items inside each kit is helpful)

- Who files work comp claims?

### **Employee Safety Meetings**

- They are typically held at the last Thursday of each month.
- All employees are required to attend.
- The leader of the meeting will designate a person to document attendance and the topics discussed.

#### ***Suggested documents to implement this element***

Preventive Maintenance Schedule

Disciplinary program and records

Site Rules

Written Programs mandated by OSHA

Maintenance records

Emergency drill procedures and critiques

Health surveillance and monitoring records

Reports and investigations of near misses, first aid, and OSHA 300 logs

#### **Training**

*Suggested documents to implement this element.*

List of yearly training topics with name of trainer and his/her qualifications;

Yearly training class schedule with attendance lists;

Individual employee training records with evidence of subject mastery.

### **Emergencies:**

- In case of fire:
  - Use the nearest alarm station to alert everyone else in the plant and the office.
  - If the fire is small and there isn't much smoke, you may try to put it out with a fire extinguisher.
  - If the fire is more than you want to deal with, evacuate the building and go to the assembly point between the parking lot and the street out in front of the building. Ensure someone has called 911.
  - Do a head-count on everyone from your work area and if anyone is missing, notify the responding fire personnel immediately when they arrive. Do not go back into a dangerous situation to look for anyone!
- In case of earthquake:
  - Before an earthquake happens, look around your work area and decide where it would be the safest – under a desk or workbench -- if heavy things started falling around you. Decide ahead of time what you would use as handholds if you had to use your “safety place.”
    - Keep your “safety place” clear of boxes, equipment, etc during the workday.
  - The first person who recognizes that the shock is an earthquake will shout “Earthquake!” as loudly as they can to give everyone else more time to react.
  - Drop into your “safety place” and hang on until you're sure the shaking has stopped.

- Ask if anyone is injured. If they are, ensure they get help – either immediate first aid or help evacuating the building. Don't try to evacuate anyone who is severely injured.
- Evacuate the building and go to the assembly point. There may be aftershocks.
- If there is an odor of gas, ensure someone turns off the gas at the meter on the West side of the building.

## **SAFETY CHECKLISTS**

### **Worksite Inspection Checklist**

#### **Emergency Evacuation & Emergency Exits**

TIP: Getting the evacuation map of your office will help you check and document any noted concerns.

- Are emergency phone numbers posted where they can be seen from telephones?
- Are all exits and paths to/from exits free of obstructions?
- Are exits clearly marked?
- Are exit routes clearly marked and well lit?
- Do emergency lights work?
- Are doors that could be mistaken for a way of exit marked "Not an Exit" or with the name of the room?
- Can all exits be opened from the inside without a key?
- Do emergency alarms work?
- Are evacuation/fire drills conducted regularly?
- Do employees know where to gather?

#### **Chemical Safety**

- Is there a written hazard communication program? Is it accessible?
- Are employees trained in the program, safe use, and hazards of the chemical that they are exposed to?
- Can an employee find the MSDS for a chemical he/she is using and tell you about the hazards and required PPE?
- Do all chemical boxes, bottles, bags, tanks, etc. have a label that has the chemical name and appropriate hazard warning?
- Is the chemical list current?

#### **Personal Protective Equipment**

- Has a Personal Protective Equipment (PPE) hazard assessment been conducted for the job?
- Are employees trained in the use and care of their PPE?
- Does the furnished PPE fit?
- Is the PPE in good condition?
- Is the PPE appropriate for the job?
- Do employees wear the PPE when required?
- Is documentation of the training available?
- Are safety glasses worn where there is a potential for flying particles or objects?
- Are goggles or face shield worn where there is a danger of corrosive material splash?

- Is safety-toed footwear worn where there is a potential for heavy objects to roll or fall on the feet?
- Is a hard hat worn where there is a potential for being struck by a falling or flying object?

### **Electrical**

- Are extension cords used only for temporary use?
- Are power cords free of splices, taps, and damaged insulation?
- Do all extension cords have ground pins in place?
- Are live electrical parts on tools, equipment, building wiring, and electrical panels enclosed to prevent contact?
- Do circuits become overloaded? If so why?
- Are breaker boxes clear and can they be accessed when needed?
- Are machines that have moisture (e.g.: refrigerators, air conditioners) or used outdoors or in industrial settings grounded?
- Do electrical cords and equipment used at wet locations have waterproof covers or seals to keep moisture out?

### **Work Stations**

- Are chairs are in good condition?
- Are the workstations adjusted for the person?
- Are materials stored safely?

### **Housekeeping**

- Are toilets and washing facilities clean and stocked with supplies (soap, towels toilet paper)?
- Is clean drinking water from a fountain or with individual drinking cups provided?
- If drinking water is supplied in containers, are they kept clean and closed?
- Are waste containers kept clean and emptied as needed?
- Is there effective drainage for wet areas?
- If you have nonpotable or not-fit-for-drinking water outlets, are they marked as such?
- Are scrap materials stored safely to prevent tripping, fire or pest hazards?
- Are spills cleaned up promptly?

### **Lighting**

- Is there sufficient lighting in work areas?
- Are parking areas equipped with sufficient security lighting?
- Are temporary lights protected from accidental breakage?

### **Walking Surfaces/Stairways**

- Are aisles and passageways kept clear of tripping hazards (cords, pipes, hoses etc.) and at least 28" wide?
- Is the floor free of holes, projections, or depressions that could cause trips, or let material fall on workers below?
- Are covers on holes or large openings in floors secure and capable of supporting the maximum load safely?
- Are floors able to hold the intended load safely?
- Are guardrails in place on the open sides of all walking surfaces 4' or more above an adjacent surface?

- Are guardrails 36" – 42" high and capable of withstanding 200 LB of force in any direction against the top rail?
- Are toe boards to catch debris installed on guardrails where people may work or walk on the surface below?
- Are stair tread surfaces non-slip, not excessively worn, and free of stored materials?
- Are walkways protected from or clearly visible to vehicle or forklift traffic?
- Are employees expected to work from heights? If yes, is fall protection provided?
- Are guardrails installed on stairways with four or more risers?
- Is there at least 7' of head room in all aisles and on all stairs?
- Is snow removal and ice melt application at appropriate levels?
- Are entrances, exits, and parking lots cleared during periods of high use?
- Do employees wear appropriate shoes during inclement weather?

### **Portable Ladders**

- Are ladders in good condition with tight joints between steps and rails, no missing parts, or damage?
- Are defective ladders removed from service?
- Are rungs and steps free of grease and oil?
- Do employees have both hands free when they are climbing up the ladder?
- Do employees use a longer ladder rather than use the top step of a stepladder?
- Do employees use a single or extension ladder rather than lean stepladder against a wall to climb?
- Are ladders raised at least 3' above an upper level if the employee will climb onto that level?
- Are ladders used at a 4 to 1 angle?
- Are employees using non-metallic ladders when working around electrical equipment?

### **Portable Tools**

- Has the employee been trained to use this tool?
- Are all the safe guards and devices there, working and working correctly?
- Is the employee wearing PPE?
- Is the extension cord safe?
- Is the tool the right tool for the job?
- Are hand-held tools properly grounded (3-wire cord) or marked as double insulated?
- Observe the work practice. Is it a safe one?

### **Sprinkler Systems and Portable Fire Extinguishers**

- Are fire extinguishers charged and mounted in their assigned, labeled locations? (Required monthly)
- Are fire extinguishers that do not pass inspection removed?
- Are defective fire extinguishers replaced?
- Are employees who are expected to use portable fire extinguishers trained?
- Is there a minimum 18" clearance below sprinkler heads?

### **Forklifts**

- Are only trained and authorized employees operating forklifts?
- Do employees inspect the forklift at the beginning of each shift?
- Are noted deficiencies corrected in a timely manner?
- Do forklifts have a readable load chart attached?

- Are all forklift controls labeled and functioning?
- Are forklift horn, lights, tires, and lifting mechanism in good condition?
- Are aisles kept clear and visible?
- Do operators obey the rules of the road?
- If they are working from heights, do employees use fall protection?

### **Storage**

- Are materials stored in a way that does not create a hazard (protected from slipping or collapse)?
- Are storage areas kept free of tripping and fire hazards?
- Are shelves capable of holding the intended load?
- Do employees have a safe way to stock and unstock the shelves?
- Do employees have to get on the shelves to get stock?
- If yes, are they using fall protection?
- Are storage racks tightly assembled and free of sagging from overload or damage by vehicle traffic?
- Is there safe clearance for forklifts through aisles and doorways and to allow placing and picking loads at elevation?
- Do employees use a safety cage with a forklift when necessary to manually retrieve materials from high shelves?

Are hand trucks, carts, or hoists available and used for routine lifting or carrying tasks?