

# **INJURY AND ILLNESS PREVENTION PROGRAM**

## **AND**

# **SAFETY PROGRAM**

---

**Onsite Energy Corporation**  
**2701 Loker Avenue West, Suite 107**  
**Carlsbad, CA 92010**  
**Phone: (760) 931-2400**  
**Fax: (760) 931-2405**

**June 2017**

This Injury Prevention Plan and Safety Program are not intended to provide legal opinions or legal advice whatsoever. The definitions and explanations used in this program represent interpretations by the authors and may be affected by various changes in the administrative process and/or applicable State Law. If any questions arise about the legal implications of any general or specific issue in this program, the user is advised to contact an attorney specializing in employment law.

## Contents

|  |    |
|--|----|
| <i>INJURY AND ILLNESS PREVENTION PROGRAM</i> .....           | 3  |
| COMPLIANCE .....   | 4  |
| COMMUNICATING WITH EMPLOYEES ON SAFETY & HEALTH ISSUES ..... | 4  |
| ACCIDENT/EXPOSURE INVESTIGATIONS .....                       | 6  |
| REPORTING UNSAFE WORK CONDITIONS .....                       | 7  |
| SAFETY AND HEALTH TRAINING .....                             | 7  |
| ACCIDENT INVESTIGATION .....                                 | 8  |
| FIRST AID AND MEDICAL ATTENTION .....                        | 9  |
| REPORTING WORK-RELATED INJURIES AND ILLNESSES .....          | 10 |
| GENERAL SAFETY RULES .....                                   | 10 |
| HAZARDOUS COMMUNICATION PROGRAM .....                        | 11 |
| HAZARD ASSESSMENT .....                                      | 12 |
| HAZARD CORRECTION .....                                      | 12 |
| EMERGENCY ACTION PLAN .....                                  | 12 |
| CODE OF SAFE PRACTICES .....                                 | 16 |
| SECURITY .....   | 16 |
| FIRE PREVENTION .....  | 17 |
| LIFTING .....  | 18 |
| ERGONOMICS .....   | 19 |
| PERSONAL PROTECTION EQUIPMENT AND CLOTHING .....             | 20 |
| EXITS .....  | 22 |
| WALKWAYS .....   | 22 |
| STAIRS AND STAIRWAYS .....                                   | 23 |
| ELEVATED SURFACES .....                                      | 23 |
| FLOOR OPENINGS .....   | 23 |
| ELECTRICAL .....   | 24 |
| VEHICLE SAFETY .....   | 24 |
| FORKLIFTS .....  | 25 |
| FUELING .....  | 26 |
| MATERIAL HANDLING .....                                      | 26 |
| HOISTS AND LIFTS .....                                       | 27 |
| HAND TOOLS .....   | 27 |
| PORTABLE POWER TOOLS .....                                   | 29 |
| PORTABLE LADDERS .....                                       | 30 |
| ABRASIVE WHEEL GRINDERS .....                                | 30 |
| AIR COMPRESSORS AND RECEIVERS .....                          | 31 |
| WELDING, CUTTING AND BRAZING .....                           | 32 |
| COMPRESSED GAS CYLINDERS .....                               | 34 |
| LOCKOUT/BLOCKOUT/TAGOUT PROCEDURES .....                     | 34 |
| ENTERING CONFINED SPACES .....                               | 35 |
| PAINT SPRAYING OPERATIONS .....                              | 35 |
| HOUSEKEEPING ASSIGNMENTS .....                               | 36 |
| MACHINERY OPERATION .....                                    | 37 |
| HEAT ILLNESS PREVENTION .....                                | 38 |
| EARTHQUAKES .....  | 39 |
| MATERIAL SAFETY DATA SHEETS .....                            | 40 |

## ***INJURY AND ILLNESS PREVENTION PROGRAM***

It is Onsite Energy Corporation's ("Onsite" or the "Company") goal to provide a safe and healthy work place for all employees and to eliminate occupational injuries and illnesses. The priority of workplace safety and health is of such importance that it is placed above operating, efficiency and productivity whenever necessary.

To obtain this goal, Onsite's Injury and Illness Prevention (IIPP) program has been adopted in compliance with Labor Code Section 6401.7; General Industry Safety Order Section 3203; and other applicable local, state, and federal laws. The program includes training and instruction concerning safety and health, work practices applicable to the job as systems for investigating work-related injuries and illnesses, identifying and evaluating workplace hazards, and correcting unsafe work conditions.

To be successful, the program requires cooperation in all safety and health matters, not only between supervisor and employees, but also between each employee and his or her coworker. It is the obligation of every employee to comply with the requirements of the injury and illness prevention program at all times.

Employees who fail to adhere to job safety and health standards are subject to disciplinary action, including, but not limited to verbal reprimands, written warnings, suspension, and/or immediate discharge. The degree of discipline in any instance is at the sole discretion of management. Nothing in our injury and illness prevention program, however, shall alter the right of any employee or the employer to terminate employment at any time with or without cause or notice.

The Injury and Illness Prevention Program administrator, the Human Resources Manager, has the authority and the responsibility for implementing and maintaining this IIP Program for Onsite Energy Corporation and its direct and indirect subsidiaries. Managers and Supervisors are responsible for implementing and maintaining the IIPP Program in their work establishments and for answering employee questions about the Program.

## COMPLIANCE

All Employees, including Managers and Supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following checked practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

## COMMUNICATING WITH EMPLOYEES ON SAFETY & HEALTH ISSUES

Onsite believes that communication with employees concerning work place hazards and the methods used to control them will help create the safest possible work environment. The Company places a great deal of importance on communicating with employees about health and safety issues.

The Company's system for communicating with employees on safety and health issues includes one or more of the following:

Orientation: New employee orientation including a discussion of safety and health policies and procedures.

Safety Material: A copy of this manual is provided to every employee. Employees are required to read and be familiar with its policies and procedures. Posted or distributed safety information.

Safety Meetings: Safety meetings will be conducted quarterly. During these meetings, issues such as the following will be discussed:

1. New hazards that have been introduced or discovered in the work place;
2. Causes of any recent accidents or injuries and the methods adopted by the Company to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the manager to deserve reinforcement.

These safety meetings will be documented using a Safety Meeting Report Form.

Construction Site Safety Meetings: With ongoing construction projects, where Onsite employees are present at the site for over a 2 week period, Safety Meetings at the construction site will be conducted once every ten days.

Training The Company has training requirements assigned to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job.

Employee safety responsibilities also include the following:

- Reporting to work in a technically, mentally, and physically fit condition;
- Performing all activities safely;
- Following all safety rules and practices outlined in this Manual;
- Undertaking only those assignments they fully understand and are trained and qualified to perform;
- Refusing to perform any unsafe assignment or task regardless of supervision issuing such direction;
- Correctly wearing and using Personal Protective Equipment (PPE);
- Immediately notifying supervision of potential hazards and conditions;
- Reporting all injuries, illnesses, and work restrictions to their immediate supervisor; and
- Identifying, evaluating, and correcting hazards that may occur during the work, including testing or sampling for atmospheric hazards.

Employee Medical Records The Company stores any employee medical records (including health care professional notes, health coverage/benefit status, and other sensitive information), in an employee medical file; separate from the employee's personnel file. The separation of the files allows the Company to maintain sensitive medical information as confidential. Medical records are kept on file for a minimum of 7 years past term of employment. If medical records contain exposure, biological, or other hazardous or serious incident records, files will be stored for 30 years. If the company were to be purchased, all medical records will be relinquished to new owners, and kept on file as stated above.

Employee medical records are available to the employee upon request. The Human Resources Manager can provide access to these records at the Carlsbad office, within 2 business days of the request. Copies are also available to the employee, when requested.

Hazard Reporting by Employee The Company encourages all employees to be aware of their surroundings. If a safety hazard is noticed, it should be reported to a supervisor immediately. Hazards are to be reported verbally or in a written memo to a supervisor or the Human Resources Manager. Hazards will be addressed by the Company as they arise.

Employees will not experience any retaliation when they raise safety and health concerns; report injuries, illnesses, and hazards; participate in the program; or exercise safety and health rights.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

Periodic inspections around the office take place, where hazards may be identified. Hazards are then documented, and corrected.

In case of exposure to chemical or biological hazards, environmental and/or biological monitoring may be required. If monitoring is required, a copy of the monitored results will be kept with employee's medical records, as outlined in section above in 'Employee Medical Records.'

Such hazard exposure will require extended recordkeeping. The provision of recordkeeping shall be communicated with employee's upon hire, and annually thereafter.

## REPORTING UNSAFE WORK CONDITIONS

Employees have the OBLIGATION and RIGHT to report unsafe conditions, unrecognized safety hazards, or safety violations of others. If you wish to make such a report, it may be made orally to your supervisor, to another member of management or to the Human Resources department, or you may submit your concern in writing, either signed or anonymously. An Employee Report of Safety/ Health Hazard Form may be used for this purpose. You also have the right to report any such matter to the California Division of Occupational Safety and Health. Employees who report unsafe work conditions or practices are protected by law and may do so without fear of reprisal. All reports are considered whether or not signed.

## SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the work place. The Company is committed to instructing employees in safe and healthful work practices. To achieve this goal, training is provided to employees on general safety procedures and on any specific safety procedures for each employee's job.

Training will be provided as follows: Upon hiring; whenever an employee is given a new job assignment for which training has not previously been provided; whenever new substances, processes, procedures, or equipment which represent a new hazard are introduced into the work place; whenever the Company is made aware of a new or previously unrecognized hazard; and whenever the Company believes that additional training is necessary.

Areas of Training for Employees: All employees will receive training, on the specific hazards associated with their jobs and on the following subjects:

### 1. General Safe Work Practices

All employee's are key in contributing to a safe work environment. Employee's safety responsibilities while at work, include:

- Reporting to work in a technically, mentally, and physically fit condition;
- Performing all activities safely;
- Following all safety rules and practices outlined in this Manual;
- Undertaking only those assignments they fully understand and are trained and qualified to perform;
- Refusing to perform any unsafe assignment or task regardless of supervision issuing such direction;
- Correctly wearing and using Personal Protective Equipment (PPE);
- Immediately notifying supervision of potential hazards and conditions;
- Reporting all injuries, illnesses, and work restrictions to their immediate supervisor; and
- Identifying, evaluating, and correcting hazards that may occur during the work.

### 2. Emergency Action Plan

### 3. Earthquake Procedures

4. Fire Procedures
5. Safety Rules - Customer Site Safety
6. Personal Protective Equipment (PPE's)
7. Reporting Accidents
8. First Aid
9. Heat Illness Prevention
10. Other Topics as Identified

## ACCIDENT INVESTIGATION

Company Policy. All work-related accidents will be investigated by the Company in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future.

Responsibility for Accident Investigation: The Program Administrator must investigate all work-related accidents involving their employees. After investigating an accident, the Program Administrator will ensure that the investigation was thorough and that proper action has been taken to avoid similar accidents in the future.

Procedures for Investigating Accidents: All accidents shall be investigated as promptly as possible. In conducting his or her inquiry, the person investigating the accident, at a minimum shall:

1. Visit the accident scene as soon as possible. This will ensure that the facts are still fresh in the witnesses' minds.
2. The investigator should interview the employee as soon as he or she is physically and mentally able.
3. Interview witnesses to the accident either at the scene or as soon after the accident as possible.
4. Obtain signed statements from witnesses.
5. Document details graphically, using photographs, sketches, or diagrams wherever appropriate.
6. Complete an Accident Report Form and send it to the Program Administrator.
7. Save or preserve all physical evidence.

Correcting the Hazard and Preventing Recurrences: The Program Administrator will ensure that the proper personnel are assigned responsibilities to take all steps necessary to correct the hazard and avoid similar accidents in the future. Preventive action will include, if necessary:

1. Replacing all defective or broken tools and equipment.
2. Replacing unsafe procedures with safe ones.
3. Re-training employees.

4. Monitoring the hazard to ensure that it remains corrected or controlled.

## FIRST AID AND MEDICAL ATTENTION

In the event of a medical emergency, the following procedures should be observed to ensure the safety of individuals needing medical attention.

- Remain as calm as possible. This will help the victim to relax.
  - Try to ascertain as much information about the injury as possible.
  - Proper treatment must be obtained for all injuries and illnesses, no matter how slight:
1. Basic first aid is ordinarily adequate treatment for minor cuts, abrasions, and similar injuries. More comprehensive emergency medical attention must be obtained in the case of more serious injuries or illnesses. The following actions should be taken as required by the extent of the injury:
    - a. First aid should be administered if needed to control bleeding or prevent further injury. Persons who have broken bones should not be moved unless absolutely necessary. If the victim is in contact with a live electric current, the electricity should be turned off before rescue contact is made. If you are not trained in first aid procedures or CPR, do not move or attempt to aid the victim unless it is obvious that failure to do so would be life threatening to the victim.
    - b. The appropriate emergency response personnel (fire department, ambulance, etc.) must be notified immediately if on-site medical attention and/or transport to an emergency hospital is required because of the seriousness of the injury. Describe the exact location of the injured, the possible nature of the emergency and condition of the victim.
    - c. If because of the lesser degree of injury, emergency response personnel are **not** needed for transportation, the injured should be transported for treatment to an approved licensed medical professional and/or facility approved by management.
  2. If a toxic or hazardous material comes in contact with the body, the applicable treatment must be administered in accordance with the Material Safety Data Sheet for the substance. While injury to the eyes or skin caused by chemical contact normally is best treated by flushing with water, there may be exceptions. MSDS instructions and professional medical advice must be followed.

### **In case of emergency, please call 911!**

Rescue and medical procedures are, first to identify an emergency, assess the situation, call for immediate help, and respond as necessary. Once the emergency has been resolved, the event must be reported to the Human Resources Manager and Supervisor. The event will then be recorded, reported, and a safety investigation will take place.

For non-emergency accidents and injuries, a first-aid kit is located in the office break room. In case of cardiac arrest an AED (Automatic External Defibrillator), is located in the break room. If the AED is needed, use instructions located in the case, and follow the voice prompts.

**While using the AED, have someone else call 911.**

Please do not use the AED if you are not familiar with this piece of equipment, and/or do not feel confident in using it.

In the event that someone is found unconscious, over half of Onsite personnel are CPR trained, and may use their training to assist someone in this condition.

Onsite personnel have the option of attending company sponsored CPR and First Aid training every two years. CPR and First Aid Training coincide with Onsite's quarterly safety meetings, which allows for most employees to be in attendance.

## REPORTING WORK-RELATED INJURIES AND ILLNESSES

All work-related injuries and illnesses, regardless of their type or seriousness, must be reported to management **IMMEDIATELY**.

If you are injured or become ill because of your job, you may be entitled to workers' compensation benefits. Except in the case of minor, "first aid only" injuries, the injured employee must immediately complete the "Employee" section of an EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (DWC Form 1) and give the form to your supervisor. You should keep the copy marked "Employee's Temporary Receipt" until you receive the dated copy from your employer. An explanation of workers' compensation benefits is included on the reverse of the form.

**NOTE:** Employees who report work-related injuries and illnesses are protected by law and may do so without fear of reprisal.

## GENERAL SAFETY RULES

A good safety record is the result of safe working conditions combined with an awareness and common sense of safe and healthy work practices. Compliance with the following general safety rules is important for accident prevention:

1. Sound judgment and safe practices must be exercised in the work habits of all employees.
2. No person shall knowingly be allowed on the job with illegal drugs in his/her system or if his/her ability to safely perform the assigned task is impaired by the use of alcohol or prescription drugs.
3. Personal safety protection equipment must be used as required by management.
4. Equipment is only to be operated by those authorized as a result of their knowledge, training and experience.
5. Guards and safety devices installed over a point of operation, moving parts, or electric connections must be in place at all times.
6. Fire protection and prevention practices, including the clearance of passage aisles and doorways, proper storage of flammable materials, and control of smoking and open flames must be observed at all times.

In addition to the general rules listed above and the practices listed in this Safety Handbook, other more specific safe and healthy work practices may apply to your assignment. If so, you are required to know and follow them carefully. All employees must comply with laws, rules and regulations concerning safe and healthy work practices as published by governmental agencies having jurisdiction over such matters.

## HAZARDOUS COMMUNICATION PROGRAM

This program applies to all work operations in our company where you may be exposed to hazardous substances under normal working conditions or during an emergency situation. This program is designed to inform you of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals. You will also be informed of the hazards associated with non-routine tasks. The Safety Coordinator for your facility is charged with making a list of all hazardous chemicals and related work practices used in the facility and will update the list as necessary. Each list identifies the corresponding Material Safety Data Sheets (“MSDS”) for each chemical. A list of these chemicals for your facility is available from the master list maintained by the Program Administrator at Corporate. The Safety Coordinator for your facility will ensure that all hazardous chemicals in the facility are properly labeled and updated as necessary.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Safety Coordinator for your facility. A program that uses both audiovisual materials and written correspondence is acceptable. Regular safety meetings will also be used to review the information presented in the initial training.

## HAZARD ASSESSMENT

Periodic inspections shall be performed by a competent observer in all areas of our workplace. These inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur, and
5. Whenever workplace conditions warrant an inspection.

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

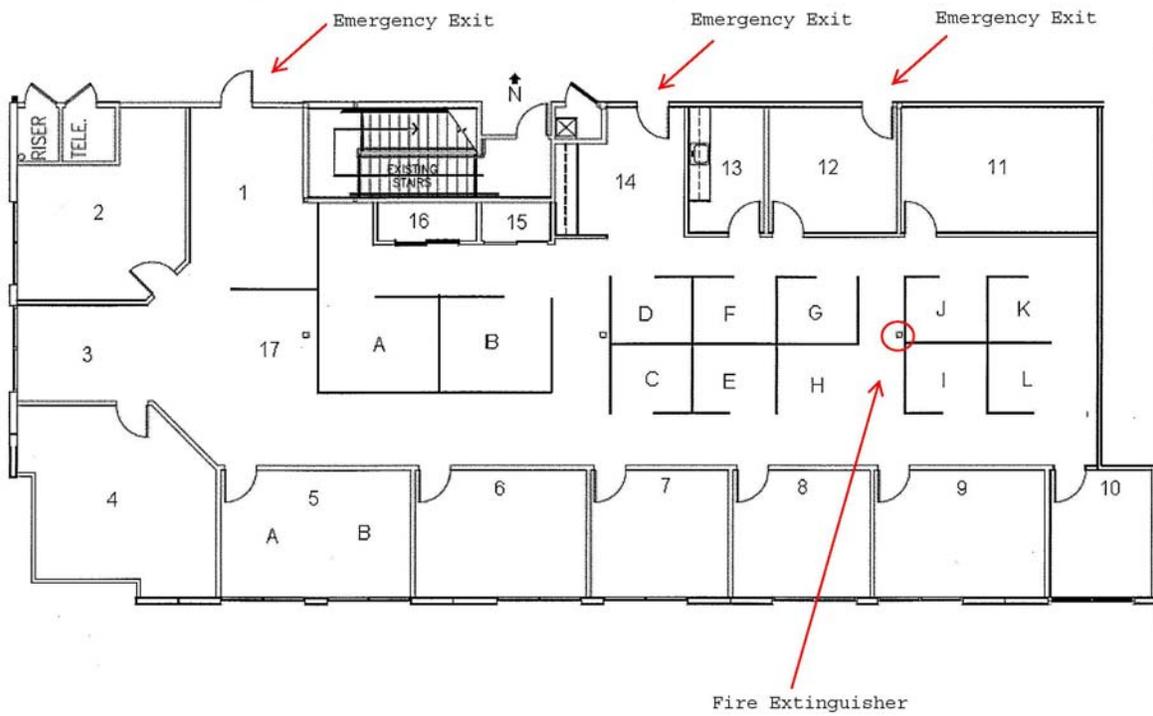
## EMERGENCY ACTION PLAN

An emergency action plan has been developed to designate the actions that must be taken to ensure employee safety from fire and other emergencies. It includes:

1. Emergency escape procedures and emergency route assignments.

Onsite's Evacuation Route from the building is reviewed every year at companywide employee meetings. Evacuation maps are posted in the office as a constant reminder.

The three available emergency exits are labeled with lit EXIT signs above the interior doors. The emergency exit doors are noted below, as well as the permanent location for the fire extinguisher. For more information on the fire extinguisher, see Fire Safety section below.



The route to exit the building, once outside the suite, is shown below:



The building has four marked exits, lit by EXIT signs above the doorways. The exit door closest to Onsite's suite is the recommended emergency route, however, other exits are available (and should be taken) if the closest route is blocked.

In case of Emergency Evacuation, please call 911 and notify emergency responders of cause.

2. Procedures to be followed by employees who remain to perform critical operations before they evacuate.

In case of emergency evacuation, all personal work items are okay to be left behind. Personal work items include, computers, laptops, other electronic devices, etc.

Onsite's server is backed-up locally, then transported off-site on a weekly basis. All critical work is saved to the server, and recoverable in an emergency situation.

3. Procedures to account for all employees after emergency evacuation have been completed.

The procedure to account for employees, once evacuated from the building, is to meet at the South West corner of the parking lot. From there, Onsite has identified that either the Human Resources Manager, or Office Manager will account for all personnel on-site that day, wait for

emergency responders, let emergency responders know immediately if anyone is left in the building, and contact supervisors to notify them of the event. If the emergency evacuation was caused within Onsite's suite, a thorough safety inspection and evaluation will be performed as a follow-up to the event.

All employee's that evacuate the building are required to check-in with their supervisor and/or Human Resources Manager before leaving the meeting site. It is asked that all personnel stay on-site until supervisors give the okay to leave. All employees are to be accounted for, and any that are missing are presumed still in the building.

4. Rescue and medical duties for employees who are to perform them.

**In case of emergency, please call 911!**

Rescue and medical procedures are, first to identify an emergency, assess the situation, call for immediate help, and respond as necessary. Once the emergency has been resolved, the event must be reported to the Human Resources Manager and Supervisor. The event will then be recorded, reported, and a safety investigation will take place.

For non-emergency accidents and injuries, a first-aid kit is located in the office break room. In case of cardiac arrest an AED (Automatic External Defibrillator), is located in the break room. If the AED is needed, use instructions located in the case, and follow the voice prompts.

**While using the AED, have someone else call 911.**

Please do not use the AED if you are not familiar with this piece of equipment, and/or do not feel confident in using it.

In the event that someone is found unconscious, over half of Onsite personnel are CPR trained, and may use their training to assist someone in this condition.

Onsite personnel have the option of attending company sponsored CPR and First Aid training every two years. CPR and First Aid Training coincide with Onsite's quarterly safety meetings, which allows for most employees to be in attendance.

5. The preferred means of reporting fires and other emergencies.

Call 911 for any serious emergency.

Once the emergency or incident has been taken care of, notify your supervisor and the Human Resources Manager. An accident investigation report will need to be completed.

6. Names or job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Contact the Human Resources Manager with any questions regarding the Emergency Action Plan.

## CODE OF SAFE PRACTICES

All work areas must be kept clean and orderly.

When meals are eaten on the premises, they must be eaten in areas where there is no exposure to toxic materials or other health hazards.

All spilled materials or liquids must be cleaned up immediately. Work surfaces must be kept dry or appropriate means taken to assure that surfaces are slip-resistant.

Waste, scrap, and debris must be stored safely and removed from the work site regularly.

Toilets and washing, facilities must be kept clean and sanitary

## SECURITY

**Bomb Threats:** This covers not only telephone bomb threats but also how to deal with any suspicious letters or parcels which you think might be a bomb. **In all instances, you should never disturb or tamper with any suspicious item. Instead, the Company management and building security should be immediately notified and they, in turn, will handle the situation.**

If you receive a telephone bomb threat, **remain clam** and try to get as much information as possible from the caller. After the call, notify your supervisor who will notify the Building Management, giving all the information you have received from the caller. Building Management will determine if it is necessary to notify the bomb squad. Be as descriptive and accurate as possible. Other than notifying the above described individuals, keep the information received as confidential as possible.

All staff should be instructed to remain where they are pending instructions from Company management and/or the building personnel. If the threat is considered to be serious (i.e., not a hoax), a decision to search the floor will most likely be made. Having staff remain at their desk will assist in identifying personal belongings so as to speed up the search for the potential bomb. If you are part of the search team, you should visually search only stairwells, bathrooms, ashtrays, garbage cans, ceilings (for disturbed tiles), under desks, in closets, or any other place where the bomb might have been left. Employees should also be asked if they noticed any strange individuals or maintenance and/or other workers on their floor. Occasionally, bombers pose as maintenance and/or other workers in order to gain access to place a bomb.

If a decision is made to evacuate, you will be advised to do so by the public address system and your Floor Warden. When evacuating, personnel should take all personal items with them (i.e., purses, packages, coats, books, shopping bags, lunch sacks, etc.).

**Robberies or Violent Behavior:** In the event of a robbery or violent behavior by an individual, do not resist or argue. Remain calm and provide the assailant with whatever he/she requests. Stay alert and try to remember the assailant's description including identifying characteristics, clothes or jewelry. As soon as you believe it is safe to do so, notify your supervisor, who may,

in turn, notify Building Management. Write down what you recall about the assailant (including hair color, eye color, height, weight, distinguishing characteristics, what clothing or jewelry was worn what was said by the assailant, what was taken, description of vehicle used, license plate, etc.).

**Suspicious Persons:** To safeguard the premises and the welfare of employees, you should be alert to persons whose presence appears to be of a suspicious nature not typically expected of an ordinary visitor. If you have doubts concerning the intentions of any person on the premises, quietly notify your supervisor and/or follow other established security, procedures.

**Keys:** Keys to the building, offices, or storage units must be kept where they are securely in your possession at all times. They should not be loaned to others and may not be duplicated.

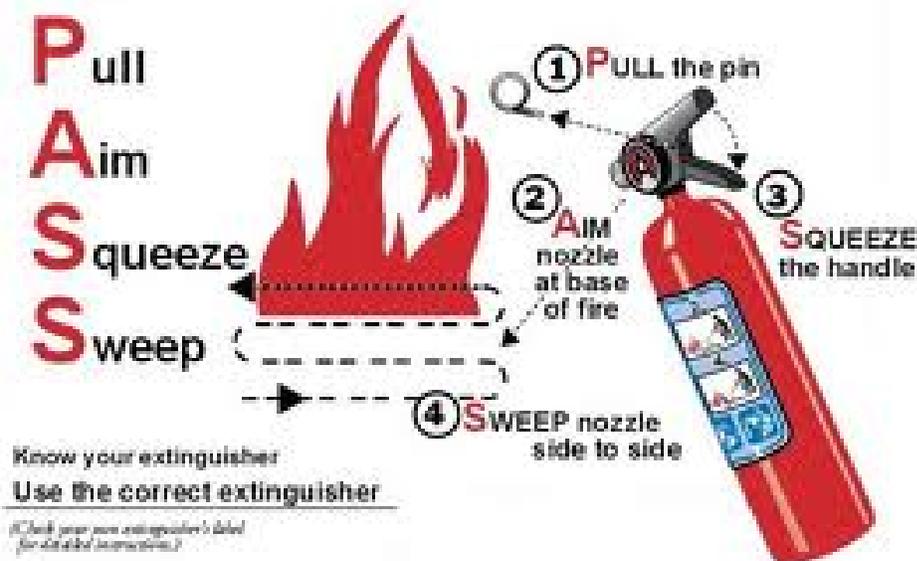
## FIRE PREVENTION

### Emergency Fire Instructions.

The office is equipped to meet current building and fire codes. The building is fully sprinklered. Fire extinguishers are located throughout the building in common areas, as well as inside the office suite (back column in the back of the office). Should a minor fire occur, an immediate attempt to put it out, (i.e. smothering a wastebasket fire) usually will prevent it from getting out of control.

To use a Fire Extinguisher:

### To operate an extinguisher:



**Immediately** notify your supervisor who will, in turn, notify the Building Management Office.

SMOKING is not allowed in areas involving the storage and/or use of hazardous, flammable or combustible materials. Smoking is not permitted indoors.

Fire extinguishers must be used as directed by the manufacturers' instructions. Standard classes are as follows:

- Class A: Ordinary combustible material fires.
- Class B: Flammable liquid, gas or grease fires.
- Class C: Energized-electrical equipment fires.

However, if you do not feel comfortable using a fire extinguisher and/or have not received training on how to properly engage an extinguisher, please evacuate the building and call 911 for the fire department. For evacuation, please see current evacuation plan.

Fire doors and shutters must be unobstructed. Proper clearance must be maintained below sprinkler heads and they must be protected by metal guards when exposed to physical damage.

Combustible scrap, debris, and waste must be stored safely and removed from the work site promptly. Covered metal waste cans must be used for oil and paint-soaked waste. Accumulations of combustible dust must be routinely removed from elevated surfaces.

Flammable liquids must be kept in closed, fire-resistant containers when not in use or until removed from the work site. All spills of flammable or combustible liquids must be cleaned up promptly.

Vacuuming should be used whenever possible rather than blowing or sweeping combustible dust. Vacuum systems provided to prevent combustible dust from going into suspension must be operated whenever dust is produced. Metallic or conductive dust must be prevented from entering or accumulating on or around electrical enclosures or equipment.

Firm separators should be placed between containers of combustible or flammable material when stacked one upon another to assure their support and stability. While in storage, fuel gas cylinders and oxygen cylinders should be separated by distance or by fire resistant barriers.

All connections on drums and combustible liquid or vapor piping must be tight. Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.

## LIFTING

Back injuries can happen as quickly as one wrong move. Lifting and carrying objects can be safer if:

1. When lifting items from below arm level, bend your knees, not your back to lower your body to the object.
2. Bring the load as close as possible to the body before lifting.
3. Grip firmly with your hands (not just fingers) and keep your arms and elbows tucked in for more strength.
4. Lift by letting your legs push you up, not your back.
5. Be sure you can see where you are going and move slowly enough to avoid bumping into other objects.
6. Do not twist your body while carrying heavy objects. Twisting is a major cause of injury. If you need to change directions, move your feet in that direction first.

Lifting is safest when you keep your back straight and your stomach muscle tight. Staying in good physical condition and getting proper exercise are also important.

Loads should be broken down to movable weights, routes planned, and legs used to do the work. If an object is too heavy, help should be obtained or use the assistance of a handcart or devise.

## **ERGONOMICS**

Work should be performed in a position that eliminates eyestrain and/or glare.

Work should be performed so that prolonged raising of the arms is not required and so that the neck and shoulders do not have to stoop to view the task.

Equipment should be positioned so tasks can be performed comfortably. Furniture should be adjusted and arranged to minimize strain on all parts of the body

Work should be performed in a way that eliminates pressure points on parts of the body (wrists, forearms, back of thighs, etc.).

## **VIDEO DISPLAY TERMINALS ("VDTs")**

VDT screens (computer monitors) should be placed approximately 12 to 18 inches from the operator's face with the top line of the display just below eye level. Positioning the screen to eliminate backlight and glare is helpful in eliminating eyestrain. A document holder should be positioned at the same height as the screen.

Keyboards should be tilted to a comfortable angle that allows access to all keys. Wrists should be as straight as possible and elbows at a 90-degree angle so that the operator's hands and lower arms are parallel to the floor.

Chairs should be adjusted so that keyboard operators sit with their back straight and eyes level. Feet should be on the floor or on a footrest. The backs of knees should be at a 90-degree angle and slightly higher than the chair seat. The lower back should be supported to allow for a natural inward curve.

Before and periodically during VDT and keyboard use, the operator should stretch and exercise the hands and forearms.

**Suggested Exercises:** You may want to try some of the following exercises for 3 minutes or so after several hours at a VDT.

Deep Breathing: Breathe in slowly through the nose. Hold for two seconds then exhale through mouth. Repeat several times.

Head or Neck: Turn head slowly from side to side holding each turn for the count of 3. Repeat 5-10 times.

Eyes: Several times an hour focus on an object at least 20 feet away for at least five seconds. Close eyes and cup hands over them for five seconds several times a day

Upper Back: With arms bent at shoulder height, push elbows back. Hold five seconds. Repeat 5-10 times.

Shoulders: Roll shoulders forward five times using a wide, circular motion. Then roll shoulders backwards five times. Repeat cycle 5-10 times.

Fingers and Hands: Make a tight fist. Hold for a second then spread fingers apart as far as you can. Hold for five seconds.

Lower Back: While sitting, slowly bend upper body between your knees. Hold for a few seconds, then sit up and relax.

Legs: Grasp shin of leg and pull slowly toward your chest. Hold for five seconds then do the other leg. Repeat several times.

## PERSONAL PROTECTION EQUIPMENT AND CLOTHING

Personal protective equipment (PPE) and clothing must be maintained in a sanitary condition and ready for use. Interchanging personal protective clothing or equipment between employees is prohibited unless it has been properly cleaned.

Approved safety glasses must be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns. Protective goggles or face shields must be worn where there is any danger of flying particles or corrosive materials.

Types of Safety Lenses:

- Glass Lenses:
  - Are not easily scratched
  - Can be used around harsh chemicals
  - Can be made in corrective prescriptions
  - Are sometimes heavy and uncomfortable
- Plastic Lenses
  - Lightweight
  - Protect against welding splatter
  - Are not likely to fog
  - Not as scratch resistant as glass
- Polycarbonate Lenses
  - Lightweight
  - Protect against welding splatter
  - Are not likely to fog
  - Stronger than glass or plastic
  - More impact resistant than glass or plastic
  - Not as scratch resistant as glass

Protection against the effects of occupational noise exposure (ears, etc.) must be listed when sound levels exceed those of the Cal/OSHA noise standard.

Hard hats must be worn where danger of falling objects exists. They should be inspected periodically for damage to the shell and suspension system.

Hard hats are divided into three categories:

- **Class A:** provide impact and penetration resistance along with limited voltage protection (up to 2,200 volts)
- **Class B:** provide the highest level of protection against electrical hazards, with high-voltage shock and burn protection (up to 20,000 volts). They also provide protection from impact and penetration hazards by flying / falling objects
- **Class C:** provide lightweight comfort and impact protection but offer no protection from electrical hazards

Hard Hats should have a 1 to 1 ¼” clearance between the shell and your head to cushion impact and provide ventilation during wear. Proper size and adjustment should also be considered in selecting a hard hat. All hard hats should have adjustable suspension and instructions for replacement of suspension. Hard Hats should be able to resist penetration by objects and be water-resistant and slow burning. Hard Hats should be replaced at least every 5 years.

Protective gloves, aprons, shields, or other means must be used as needed to protect against cuts, corrosive liquids, and chemicals. Appropriate foot protection is required where there is a risk of foot injuries from hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions.

Approved respirators must be listed for regular emergency use where needed.

The Company provides employees with properly fitting PPE's, and are replaced as needed. In the case of suitable footwear, these items may be purchased by the employee, and reimbursed by the Company - to ensure a proper fit.

Defective equipment is not to be used by employees.

Eye wash facilities or a quick drench shower must be used when there is exposure to injurious corrosive materials unless otherwise directed by the MSDS for a particular material.

Onsite holds safety trainings on a quarterly basis. Training on proper PPE usage is in the regular training rotation, and is reviewed with all employees once a year. As with all safety training, PPE training is documented.

## EXITS

All exit doors and passages must be clear and free of obstruction.

Exit signs, and their illumination light sources must be kept clear of obstruction and in place at all times.

At least two means of exits must be kept open from elevated platforms, pits, or rooms where the absence of a second exit sign would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable or explosive substances.

## WALKWAYS

Aisles and passageways must be kept clear of obstruction. Materials spilled on walkways must be cleaned up immediately. When present, markings on aisles and walkways must be observed.

Materials or equipment must be stored in such a way that sharp projectiles will not interfere with walkways. Materials must be stored so that adequate headroom is protected for the entire length of any aisle or walkway.

Safe clearance must be allowed for walking in aisles where motorized or mechanical handling equipment is operating.

Bridges over conveyors and similar hazards must be kept in place.

## STAIRS AND STAIRWAYS

Handrails on stairways must be used to prevent falling. Steps should be taken one at a time.

Slip resistant material applied on the surface of steps must not be removed.

Where stairs or stairways exit directly into any area where vehicles may be operated, barriers and warnings must be observed to prevent stepping into the path of traffic.

## ELEVATED SURFACES

The load capacity of elevated surfaces must not be exceeded.

Guardrails, toe boards, and other protective devices on elevated surfaces must be kept in place.

Means of access and egress provided to elevated storage and work surfaces must not be removed.

Material on elevated surfaces must be piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading,

Dock boards or bridge plates must be used when transferring, materials between docks and trucks or rail cars.

## FLOOR OPENINGS

Floor openings and pits must be covered or otherwise protected by a guardrail or equivalent on all sides (except at the entrance to stairways or ladders).

Grates or other covers over floor drains, manholes, and similar openings must be kept in place.

The unused portions of service pits and pits not actually in use either must be covered or protected by guardrails or equivalent.

## ELECTRICAL

All employees are required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines. Preliminary inspections and/or appropriate tests must be made to determine what conditions exist before starting work on electrical equipment or lines.

All machines, equipment, appliances, portable electrical tools, and extension cords must be grounded or have a grounding conductor as applicable. Multiple plug adapters are prohibited.

In wet or damp locations, electrical tools and equipment must be appropriately protected.

The location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) must be determined before digging, drilling, or similar work is begun

Metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited where they could come in contact with energized parts of equipment or circuit conductors.

The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, textures, or circuit conductors.

All disconnecting means must be opened before fuses are replaced.

Employees are prohibited from working alone on energized lines or equipment over 600 volts.

## VEHICLE SAFETY

Because vehicle accidents are a leading cause of work-related injuries and deaths, vehicle operation while in the course of your employment must display safe driving habits and not reflect exhibitions of speed or recklessness. Compliance with all local, state, and federal traffic laws is required.

You should drive defensively at all times by continually watching for hazardous conditions, understanding how to defend against them, and taking action in time to avoid problems. Keep your eyes and attention on the road and others, and adjust your speed and driving to changing weather and traffic conditions.

**DRIVER'S LICENSES AND DRIVING RECORDS:** All employees who, as a part of their duties, have need to operate vehicles on public roads must hold a valid, properly classed driver's

license and possess a driving record acceptable to management. Failure to do so may result in loss of driving privileges, change of assignment or disciplinary, action, up to and including discharge.

**SEAT BELTS:** Employees are required to wear seat belts at all times while operating or riding in an employer-owned vehicle and/or when operating or riding as a passenger in any other vehicle during the course of their employment.

**ALCOHOL AND DRUGS:** The consumption of alcohol or drugs (even over-the-counter medications and prescriptions) can slow reactions, blur vision, reduce ability to determine distance, and impair judgment. Therefore, it is a violation of our safety policy for any employee to operate a vehicle with illegal drugs in his/her system or while impaired by alcohol, prescription drugs, or over-the-counter medications.

## **TRANSPORTATION OF EMPLOYEES**

When seven or more employees are regularly transported in a van, bus or truck, the operator's license must be appropriate for the class of vehicle being driven.

Each van, bus, or truck used regularly to transport employees must be equipped with an adequate number of seats.

Vehicles used to transport employees must be equipped with lights, brakes, horns, mirrors, windshields and turn signals in proper working condition.

Transport vehicles must be provided with handrails, steps, stirrups, or similar devices, so placed and arranged that employees can safely enter and exit.

Employee transport vehicles must be equipped at all times with at least two reflective type flares.

A full charged fire extinguisher, in good condition, with at least a 4 B:C rating must be maintained in each employee transport vehicle.

When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, they must be placed in closed boxes or containers which are secured in place.

Employees are prohibited from riding on top of any load that can shift, topple, or otherwise become unstable.

## **FORKLIFTS**

Only those employees who have been trained in the proper use of forklifts are authorized to operate them.

Forklifts must be inspected daily and any problems corrected before operation. Refueling or recharging must occur in designated areas only.

If a forklift does not have adequate overhead protection, a hard hat must be used.

Forklifts must never be loaded beyond their rated capacity. Loads should be kept low and balanced with the mast tilted slightly back. Wide loads must be centered. Loads should not be raised or lowered while the forklift is moving and a load must not be so tall that it can cause the forklift to tip over. If traveling on inclines, the load must be on the uphill side. If a load blocks the view of the operator, driving should be in reverse. When unloading, the operator should back out slowly, checking for traffic or obstacles. When traveling unloaded, the forks should be lowered.

Passengers must never be lifted or carried unless the forklift has an approved man-lift device. No one should be allowed to walk under raised forks, whether loaded or unloaded.

When not in use, forklifts should be parked on flat surfaces with the forks lowered and flattened. The parking brake must be set. If parked on a slope, the wheels must be blocked.

## FUELING

It is prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running. SMOKING is not allowed in the vicinity of fueling operations.

Fueling operations must be done in such a manner that likelihood of spillage will be minimal. When spillage occurs during fueling operations, the spilled fuel must be washed away completely, evaporated, or other measures taken to control vapors before restarting the engine.

Fuel tank caps must be replaced and secured before starting the engine.

In fueling operations, there must always be metal contact between the container and the fuel tank.

Gasoline may not be handled or transferred to open containers.

Open lights, open flames, or sparking or arcing equipment are prohibited near fueling or transfer of fuel operations.

Fueling operations are prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose.

## MATERIAL HANDLING

Motorized vehicles and mechanized equipment used for loading, moving, and unloading material must be inspected daily prior to its first use.

Vehicles should be shut off and brakes set prior to loading or unloading.

Containers of combustibles or flammables, when stacked while being moved, should always be separated by dunnage sufficient to provide stability.

Dock boards (bridge plates) must be used when loading or unloading operations are taking place between vehicles and docks.

Trucks and trailers must be secured from movement during loading and unloading operations.

Pallets should be inspected before being loaded or moved.

Hooks with safety latches or other arrangements should be used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks.

Securing chains, ropes, chockers, or slings must be adequate for the job to be performed.

When hoisting material or equipment, provisions must be made to assure no one will be passing under the suspended loads.

## HOISTS AND LIFTS

Only those employees who have been trained in the proper use of hoists and lifts are allowed to operate them.

Stops provided at the safe limits of travel must be kept in place. Controls must be plainly marked to indicate the direction of travel or motion. The rated load of each hoist or lift must be legibly marked, visible to the operator, and never exceeded.

All hoist chains, cables, or ropes must be of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times. The hoist chain, cable, or rope must never be wrapped around the load as a substitute for a sling. Slings must not be kinked or twisted.

Carrying loads over people with a hoist must be avoided.

## HAND TOOLS

All hand tools and equipment (both employer and employee owned) used by employees at the workplace must be in good condition. Worn or bent tools must be replaced. Broken or fractured handles on any hand tool must be replaced promptly. Appropriate handles must be used on files

and similar tools. Tool handles must be wedged tightly in the head of all tools. Tool cutting edges must be kept sharp so the tool will move smoothly without binding or skipping.

Appropriate safety glasses, face shields, etc. must be used while using hand tools or equipment that might produce flying materials or be subject to breakage.

**HAMMERS:** The appropriate hammer must be used for the job. One hammer must never be used to strike a second hammer in order to gain additional striking power. Hammers should be grasped firmly, close to the end of the handle. Objects should be struck with the full face of the hammer. Broken or fractured handles must be replaced promptly. Hammers with loose heads must be repaired before use. Those with chipped or mushroomed faces should be discarded.

**PLIERS/CUTTERS/PRYBARS:** Plastic or vinyl covered plier handles are not intended to act as insulation; they must not be used on live electrical circuits. Pliers or cutters should be used for cutting hardened wire only if they were designed for that purpose. Cuts should always be made at right angles. Prybars must never be used as a chisel, punch, or hammer.

**WRENCHES:** The proper wrench must be used for the job. A pipe is never to be used as an extension on a wrench handle. If possible, always pull toward you with the wrench handle, and adjust your stance to prevent a fall if something lets go - never cock a wrench. Never use a hammer on any wrench (other than a "striking face" wrench) or use a pipe wrench to bend, raise, or lift a pipe. Discard any wrench with broken or battered points.

**SOCKETS AND RATCHETS:** Select the ratchet size socket for the job- never cock any wrench or socket. Sockets should be kept clean and those showing cracks or wear should be discarded. Only "impact sockets" should be used with air or electric impact wrenches, "hand sockets" must not be used on power or impact wrenches. Approved eye protection must be worn when using power or impact sockets.

Ratchet mechanisms should be cleaned and lubricated periodically with light grade oil. A ratchet head should be supported when using socket extensions. When breaking loose a fastener, a small amount of pressure should be applied as a test to be sure gear wheel is engaged with the pawl. A hammer should never be used on a ratchet nor should a pipe be used to extend the handle for added leverage.

**PUNCHES/CHISELS:** A punch or chisel with a chipped or mushroomed end must not be used. Mushrooms should be dressed with a file. Punches and chisels should be held with a tool holder if possible. When using a chisel on a small piece, the piece should be clamped firmly in a vise and the chipping made toward the stationary jaw.

**SCREWDRIVERS:** The proper type of screwdriver must be used for the job and the tip matched to the fastener. Pozidrive, Phillips, and Reed and Prince screwdrivers should not be interchanged. Screwdrivers must not be used for prying, punching, chiseling, scoring, or scraping. Screwdriver handles are not intended to act as insulation and must not be used on live electrical circuits. Screwdrivers with rounded edges should be redressed with a file.

**TOOL STORAGE UNITS:** No more than one loaded drawer should be open at a time. Each drawer should be closed before opening the next. Lids should be closed and drawers locked before storage units are moved. They should be moved by pushing, not pulling. Once in place, the brakes on locking casters must be set.

## PORTABLE POWER TOOLS

Power tools must be used with the correct shield, guard, or attachment as recommended by the manufacturer.

The safety guards on grinders, saws and similar equipment must be in place during operation.

Portable circular saws must be equipped with guards above and below the base shoe.

Circular saw guards should be checked to assure that they are not wedged up, thus leaving the lower portion of the blade unguarded.

Portable equipment with rotating or moving parts must be used in such a manner as to prevent physical contact during operation.

All cord-connected, electrically-operated tools and equipment must be effectively grounded or of the approved double insulated type.

Guards must be in place over all belts, pulleys, chains, and sprockets on all portable tools and equipment.

Portable fans must be guarded with crates or screens having openings of 1/2 inch or less.

If hoisting equipment is available and used for lifting heavy objects, its ratings and characteristics must be appropriate for the task.

Pneumatic and hydraulic hoses on power-operated tools must be checked regularly for deterioration or damage.

Only recommended accessories with proper capacity ratings may be used on portable power tools. Air pressure ratings must not be exceeded on any power tool.

The air supply line to air hammers should be disconnected before attaching bits. Bits should be against a work surface before air hammers are operated.

Air tools must never be pointed at oneself or at another person.

## PORTABLE LADDERS

All ladders must be maintained in good condition, with joints between steps and side rails tight. All hardware, fittings, and non-slip safety feet must be securely attached; and movable parts operating freely without binding or undue play.

Ladder rungs and steps must be free of grease and oil.

Ladders may not be placed in front of doors opening toward the ladder except the door is blocked open, locked, or guarded.

Ladders may not be placed on boxes, barrels, or other unstable bases to obtain additional height.

Ladders that are broken, missing steps, rungs, or cleats; or have broken side rails or other faulty equipment may not be used. The top portion of an ordinary stepladder must not be used as a step.

When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least three feet above the elevated surface.

When portable rung or cleat type ladders are used, the base must be placed, lashed, or otherwise held in place so that slipping will not occur.

Ladders may not be used as braces, skids, gin poles, or for other than their intended purposes.

Extension ladders must only be adjusted while standing at a base (not while standing on the ladder or from a position above the ladder).

## ABRASIVE WHEEL GRINDERS

Cleanliness must be maintained around grinders.

The work rest on grinders must be used and kept to within 1/8 inch of the wheel. The adjustable tongue on the top side of a grinder must be used and kept to within 1/4 inch of the wheel. Side guards on grinders must cover the spindle, nut, and flange and 75% of the wheel diameter.

Bench and pedestal grinders must be permanently mounted before being used. They must be connected to their electrical supply system with metallic conduit or other permanent wiring method.

Goggles or face shields must be worn when grinding.

Before new abrasive wheels are mounted, they must be visually inspected and rung tested.

Dust collectors and powered exhausts provided on grinders must be used in operations that produce dust. Splash guards mounted on riders that use coolant must be used to prevent the coolant from reaching the operator.

## AIR COMPRESSORS AND RECEIVERS

Compressors must be equipped with pressure relief valves and pressure gauges.

Compressor air intakes must be installed and equipped so as to ensure that only clean uncontaminated air enters the compressor. Air filters must be installed on the compressor intake.

Safety devices on compressed air systems must be checked frequently. Compressors must be operated and lubricated in accordance with the manufacturer's recommendations.

Before any repair work is done on the pressure system of a compressor, the pressure must be bled off and the system locked-out.

Signs posted to warn of the automatic starting feature of compressors must not be removed or blocked from view.

The belt drive system of compressors must be totally enclosed to provide protection for the front, back, top, and sides.

It is strictly prohibited to direct compressed air towards a person.

Highly compressed air may not be used for cleaning purposes. If compressed air is used for cleaning off clothing, the pressure must be reduced to less than 10 psi. When using compressed air for cleaning, employees must wear protective chip guarding and personal protective equipment. It is prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard.

Safety chains or other suitable locking devices must be used at couplings of high-pressure hose lines where a connection failure would create a hazard.

Before compressed air is used to empty containers of liquid, the safe working pressure of the container must be checked.

When compressed air is used with abrasive blast cleaning equipment, the operating valve must be of a type that is held open manually.

When compressed air is used to inflate auto tires, a clip-on chuck and an inline regulator preset to 40 psi is required.

The inlet of air receivers and piping systems must be kept free of accumulated oil and carbonaceous materials.

## WELDING, CUTTING AND BRAZING

Only authorized and trained personnel are permitted to use welding, cutting, or brazing equipment.

Compressed air cylinders must be regularly examined for obvious signs of defects, deep rusting, or leakage.

Care must be used in handling and storage of cylinders, safety valves, etc., to prevent damage.

Precautions must be taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.

Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used.

Cylinders must be kept away from sources of heat.

Cylinders must be kept away from elevators, stairs, or gangways.

It is prohibited to use cylinders as rollers or supports.

Empty cylinders must be appropriately marked and their valves closed.

Cylinders, cylinder valves, couplings, regulators, hoses, and apparatus must be kept free of oily or greasy substances.

Care must be taken not to drop or strike cylinders. Unless secured on special trucks, regulators must be removed and valve-protection caps put in place before moving cylinders.

Cylinders without fixed hand wheels must have keys, handles, or non-adjustable wrenches on stem valves when in service.

Liquefied gases must be stored and shipped valve-end up with valve covers in place. A fuel-gas cylinder valve must never be cracked near the source of ignition.

Before a regulator is removed, the valve must be closed and as released from the regulator.

**Red** is used to identify an acetylene (and other fuel gas) hose, **green** for the oxygen hose, and **black** for an inert gas and air hose.

Pressure-reducing regulators must be used only for the as and pressures for which they are intended.

The open circuit (No Load) voltage of arc welding and cutting machines must be as low as possible and not in excess of the recommended limits.

Under wet conditions, automatic controls for reducing no load voltage must be used.

The machine frame and safety ground connections of portable welding machines must be checked periodically.

Electrodes must be removed from the holders of welders when not in use.

Electric power to a welder must be shut off when no one is in attendance.

Suitable fire extinguishing equipment must be available for immediate use at the site of welding operations.

Welders may not coil or loop welding electrode cable around their bodies.

Wet machines must be thoroughly dried and tested before being used.

Work and electrode lead cables must be frequently inspected for wear and damage, and replaced when needed.

The means for connecting cable lengths must have adequate insulation.

When the object to be welded cannot be moved and fire hazards cannot be removed, shields must be used to confine heat, sparks, and slag.

Fire watchers must be assigned when welding or cutting is performed in locations where a serious fire might develop.

Combustible floors must be kept wet, covered by damp sand, or protected by fire-resistant shields.

When floors are wet down, procedures must be taken to protect personnel from possible electrical shock.

When welding is done on metal walls, precautions must be taken to protect combustibles on the other side.

Before hot work is begun, used drums, barrels, tanks, and other containers must be so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors.

Employees exposed to the hazards created by welding, cutting or brazing operations must be protected with personal protective equipment and clothing. Eye protection helmets, hand shields, and/or goggles that meet appropriate standards must be used during all welding, cutting and brazing operations.

There must be adequate ventilation in and where welding or cutting is performed.

When working in confined places, environmental monitoring tests must be taken and means provided for quick removal of welders in case of an emergency.

## COMPRESSED GAS CYLINDERS

Cylinders must be legibly marked to clearly, identify the gas contained.

Compressed gas cylinders must be stored in areas that are protected from external light sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines. They must be located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons and must be stored and transported in a manner to prevent them from creating a hazard by tipping, falling or rolling.

Cylinders containing liquefied fuel gas must be stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder.

All valves must be closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job. Valve protectors always must be placed on cylinders when the cylinders are not in use or connected for use.

Low pressure fuel-gas cylinders must be checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service. The periodic check must include a close inspection of the cylinders' bottom.

## LOCKOUT/BLOCKOUT/TAGOUT PROCEDURES

All machinery or equipment capable of movement must be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting, or setting up operations. The main power must be locked-out, not just a control circuit. Stored energy (mechanical, hydraulic, air, etc.) must be released or blocked.

All employees who are working on locked-out equipment must be identified by their locks or accompanying tags and must keep control of their keys while their safety locks are in use. Only the employee exposed to the hazard is permitted to place or remove a safety lock during a lockout/blockout procedure.

The employee exposed to the hazard should check the safety of the lockout by attempting a start up after making sure no one is exposed.

When machine operations, configuration, or size requires the operator to leave his/her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, such element must be separately locked or blocked out.

In the event that equipment or lines cannot be shut down, locked-out, and tagged, a safe procedure directed by management for that particular situation must be followed.

The control circuit stop button should be pushed prior to re-energizing the main power switch.

## ENTERING CONFINED SPACES

Before entry, confined spaces must be thoroughly emptied of any corrosive, toxic, hazardous, or flammable substances or gasses.

All lines to a confined space containing inert, toxic, flammable or corrosive materials must be valved off and blanked or disconnected and separated before entry.

All impellers, agitators or other moving equipment inside confined spaces must be locked-out if they present a hazard.

Either natural or mechanical ventilation must be provided prior to confined space entry. There must be adequate illumination when working inside a confined space.

When required, there must be an appropriately trained safety standby employee outside of the confined space whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance.

All portable electrical equipment used inside confined spaces must be both grounded and insulated, or equipped with ground fault protection.

Before gas welding or burning is started in a confined space, hoses must be checked for leaks (compressed gas bottles must be kept outside of the confined space) and the confined area tested for an explosive atmosphere. Torches must be lighted outside of the confined area and then taken into the confined space.

When oxygen consuming equipment such as torches, furnaces, etc., are used in a confined space, sufficient air must be provided to assure combustion without reducing the oxygen concentration of the atmosphere below approved levels.

## PAINT SPRAYING OPERATIONS

All spraying operations must be completed in approved locations or facilities. **SMOKING** is not allowed in spray areas, paint rooms, paint booths, and paint storage areas.

Approved respiratory equipment must be used when appropriate during spraying operations. Adequate ventilation must be assured before spray operations are started. Drying spaces also must have adequate ventilation.

The spray area must be free of hot surfaces and must be at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources. Infrared drying apparatuses must be kept out of the spray area during spraying operations.

Only portable lamps that are suitable in a hazardous location may be used in spray areas.

Spray areas must be kept clean of combustible residue. Solvents used for cleaning must have a flash point of 100 degrees F or more.

## HOUSEKEEPING ASSIGNMENTS

Lights should be turned on before entering a dark room.

Spilled materials must be cleaned up immediately.

The contents of wastebaskets should be emptied into rubbish receptacles or onto open newspaper for careful disposal. Hands should not be put into a wastebasket.

Broken glass, razor blades, or other sharp objects should not be picked up with bare hands, a broom and a pan should be used.

All items must be stacked and stored in such a manner as to prevent tipping, toppling, shifting, slipping or falling. Standing on the edge of a tub or washbowl is not allowed. A step stool or ladder must be used to reach high areas.

To avoid electric shock, hands should be dry before switching on lights or handling electric appliances.

Mops, brooms, buckets, etc. must be stored in safe places; they are not to be left in halls, passageways, or on stairs where they may cause falling accidents.

Electrical cords and wires must be positioned so they do not pose a tripping hazard. When used in corridors, vacuum cleaner hoses and cords must be placed where they will not cause trips. Hoses should be kept against the walls whenever possible.

All hallways and walkways must be kept free and clear of boxes and other items.

Open only one drawer of a file cabinet at a time. Close file drawers when finished.

## MACHINERY OPERATION

### Office Machines and Equipment:

Do not use any machine or equipment unless you have received training and authorization to do so.

Do not attempt to repair any machine or equipment without proper authorization or training.

Do not wear loose clothing or jewelry around any machinery or equipment with moving parts.

Do not retrieve or deactivate any machine guarding or protective equipment.

All machines and equipment must be de-energized prior to repair, service, or maintenance work.

### Use of Telephone Equipment

Improper use of telephone equipment can cause discomfort and/or cumulative injury.

Do not "cradle" a telephone handset between your neck and shoulder for long periods of time or repeatedly throughout the day. If you find that you are doing so while carrying on a telephone conversation and taking notes or dictation, etc.), you may request a telephone headset. The use of a headset eliminates the need to "cradle" a handset by freeing up your hands.

Receptionists, switchboard attendants (or others) should experiment with alternating between use of telephone headsets and handsets to find a combination/use level that is most comfortable for them. Such a combination may help alleviate repeated stress in necks, backs, and shoulder areas.

Receptionists and switchboard attendants should alternate hands in manipulating switchboard keys. This switch of hands may help prevent the strain of repetitive action.

Most importantly good posture while using the switchboard or any telephone:

- a. Feet flat on the floor.
- b. Knees should be at about a 90-degree angle (or more).
- c. Footrests are available, if desired.
- d. Adjust chair to provide lower back support.
- e. Shift position throughout the day to keep muscles loose and ease tension.
- f. Experiment to find what is comfortable to you.

## HEAT ILLNESS PREVENTION

Most of the Company's work is performed at the office, inside a building with operational air conditioning and heating. However, travel to customer sites may leave employees exposed to high heat conditions, and heat illness. During warm or hot weather, high heat or a heat wave it is necessary for supervisors and employees to be particularly attentive to each other and communicate on a frequent basis about how they are feeling. It is important to encourage employees not to discount any discomfort or symptoms they are experiencing and to report these problems immediately to their supervisor and coworkers. Employees and supervisors should be fully trained on effective modes of communication for the prevention of heat illness during warm or hot weather, and high heat or a heat wave.

It is encouraged that all employees carry drinking water in their cars when traveling to customer sites. Carrying drinking water, and drinking plenty of water can prevent dehydration, and other heat related illnesses.

Employees are encouraged to find shade while visiting customer sites during high heat days.

In high-heat conditions, employees are cautioned at customer sites. Employee's are encouraged to avoid visiting customer sites on high-heat days, when possible. However, when employees must be at customer sites on high heat days, employees are trained to take more precautions, by drinking plenty of water, dressing in layers, resting in the shade periodically throughout the visit, and avoid participating in over strenuous activities.

Employees are encouraged to be aware of these symptoms, in case of heat illness:

### Heat Exhaustion

- Dizziness
- Headache
- Sweaty Skin
- Weakness
- Cramps
- Nausea, Vomiting
- Fast Heart Beat

### Heat Stroke

- Red, Hot, Dry Skin
- High Temperature
- Confusion
- Convulsions
- Fainting

In case of heat exhaustion or heat stroke, employees are trained to call 911, or seek help immediately.

## EARTHQUAKES

It is recommended that everyone maintain in his or her work area a bag containing his or her own personal earthquake kit that should include:

1. Heavyweight clothes (i.e. sweats, top and pants)
2. Socks
3. Sturdy, thick, flat-soled shoes
4. Pair of heavy gloves
5. Change of underwear
6. Towel, soap, deodorant, toothbrush and paste, other personal hygiene supplies
7. Flashlight and spare batteries
8. Portable radio with spare batteries
9. Pocket knife
10. Any essential medications

DURING AN EARTHQUAKE: Extinguish all cigars or cigarettes. Take shelter and stay there until shaking stops. Expect aftershocks.

If In An Office Area: Seek shelter under solid desk (away from windows) or in doorframe. Stay away from windows, glass partitions, bookcases, hanging objects and anything that could topple over onto you. Do not enter elevators.

If In An Elevator: Do not push the red emergency stop button -- it will kill power, lock the elevator brakes, cut intercom and delay your exit because only an elevator mechanic can release car.

If in Bathroom: Do not run tap water (conserve water supply). After quake, unless visible leaks or Building Management instructs otherwise, continue to use bathrooms.

If in Stairwell: Sit down, hold onto door or rail.

If in Hallway: Kneel down against nearest wall, tuck your head to your knees and cover your head with hands and arms.

If Outdoors: Move away from buildings, trees, and power lines. Watch out for falling glass (high-rise glass usually falls in sheets).

If in Car: Stop driving and stay in car until shaking stops. Avoid stopping near trees and power lines or under overpasses.

When exiting your immediate work area, if possible:

1. Turn off or unplug electrical lights.
2. Hang up phone and place on floor to protect phone from aftershocks.
3. Take your personal earthquake kit with you.

If you cannot leave because of injury or damage, shout for help.

## MATERIAL SAFETY DATA SHEETS

Governmental regulations require that you have one easy reference for important information regarding hazardous substances in the work place. This information is contained on labels and in a Material Safety Data Sheet (“MSDS”) for each such substance in your workplace. The MSDS is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling use, emergency and first-aid procedures, and control measures. Employers must maintain a complete and accurate MSDS for each hazardous chemical that is used in the facility. They are entitled to obtain this information automatically upon purchase of the material. When new and significant information becomes available concerning a product’s hazards or ways to protect against the hazards, chemical manufacturers, importers or distributors must add it to their MSDS within three months and provide it to their customers with the next shipment of the chemical. If there are multiple suppliers of the same chemical, there is no need to retain multiple MSDS’s for that chemical. When an employer is unable to obtain a MSDS from a supplier or manufacturer, he/she should submit a written complaint, with complete background information, to the nearest OSHS area office. OSHA will then contact the supplier to obtain the information. If the supplier fails to respond, OSHA will take appropriate enforcement action.

The MSDS must be in English and must include at least the following information:

1. The name of the substance and the name, address, and emergency telephone number of its manufacturer. The chemical and
2. The substance's hazardous components, chemical ID and common names, worker exposure limits, and other recommended safe exposure limits.
3. A description of the substance's boiling, point and melting point; vapor pressure, vapor density, and evaporation rate; solubility in water and specific gravity; and normal appearance and odor.
4. The flash point, flammability levels, type of equipment needed to put out a fire, and special fire-fighting procedures to follow.
5. Reactivity Data. Information regarding the chemicals and substances with which the chemical is incompatible, or with which it reacts. Information on any hazardous decomposition products, such as carbon monoxide, must be included.
6. Possible health hazards, signs and symptoms of exposure, medical conditions generally aggravated by exposure, and emergency and first aid procedures. The specific types of chemical health hazards defined in the standard include carcinogens, corrosives, toxins, irritants, sensitizers, mutagens, teratogens and effects on target organs.

7. What to do in case of a spill, leak, or any accidental release; waste disposal method, and precautions to be taken in handling, and storing,
8. Type of protective equipment and safe work practices to be used and followed when working with the substance.

You must review the MSDS before starting any job using a hazardous material about which you are not familiar. Read labels and the MSDS carefully, follow warnings and instructions, use the correct protective clothing and equipment when directed, learn emergency procedures, and practice safe work habits. If you have questions about a hazardous material, ask your supervisor for a complete explanation. Failure to comply with the requirements of a MSDS may result in disciplinary action up to and including immediate discharge.

This handbook is intended to cover some of the more major safety issues that may arise. However, because there is no way to address each unique situation, you should check with your supervisor and/or the Plan Administrator if you have any questions or concerns.

**ADMINISTRATION AND FORMS**

The information and forms on the following pages will assist you in compliance with the safety program.

## WHAT TO DO WHEN AN EMPLOYEE IS INJURED

When an employee is injured, if it is a simple first-aid injury you do not have to complete a WORKERS COMPENSATION claim form. However, you should **complete an incident report** and keep it with your OSHA log for reference in completing the log, and **forward a copy of the report to Human Resources.**

A first-aid injury is defined as a one-time incident that may or may not require initial treatment but would NOT need future treatment.

If the injury is more serious, after receiving first aid, the employee should be referred to the physician or medical facility designated by the Company to provide occupational injury treatment. If the employee is not able to drive, the supervisor must designate somebody to accompany the employee for treatment and wait with them until they are released or other arrangements are made. The employee should be provided with a referral slip for the medical facility, which will facilitate authorization for treatment.

**Whenever there is a serious injury, including loss of consciousness, 911 should be called.**

### PLEASE NOTE:

The employee is entitled to be treated by their own personal physician if he/she has notified the employer of the doctor's name and address in writing *BEFORE* the injury. If he/she does not have a pre-designated physician prior to the injury, the employee may switch to his/her own physician after the employer's medical control expires. This can range from 30 days to a year after reporting the injury, and will be determined by the claim administrator.

## FORMS TO BE COMPLETED

When an employee is injured, other than a minor first aid type injury, they are to be given a DWC-1 EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS form to be completed. **THIS FORM MUST BE PROVIDED TO THE EMPLOYEE WITHIN 24 HOURS OF RECEIVING NOTICE OR KNOWLEDGE OF INJURY. FAILURE TO PROVIDE THIS FORM COULD RESULT IN PENALTIES TO THE COMPANY.** Within one working day of receipt of a claim form, the employer shall date the claim form and provide a dated copy of the completed form to the employee and the employer's claim administrator. **UNDER NO CIRCUMSTANCES SHOULD TREATMENT OF AN INJURY BE WITHHELD BECAUSE THE FORM HAS NOT BEEN COMPLETED IN A TIMELY MANNER.**

A Form 5020 Employer's Report of Occupational injury or Illness is to be completed by the employer and be submitted to the claim administrator within five days of knowledge of injury. The claim administrator will submit two copies to the insurance carrier and a copy will be retained in the employee's file. Prompt reporting of injuries is essential, not only to be in

compliance with laws regulating workers compensation but to allow the insurance carrier to promptly pay benefits due, decrease potential of litigation, and save employer money.

An INCIDENT REPORT FORM is to be completed by the employee describing in as much detail as possible on how the injury occurred, the condition of the workplace where in injury occurred and making note of any other contributing factors.

Additionally, the supervisor should interview any witnesses to an injury and complete an ACCIDENT INVESTIGATION REPORT for every person interviewed.

Upon completion, these forms are to be forwarded to the claims administrator who will make them available to the insurance carrier. This information, along with medical condition information is used in evaluating disability claims resulting from occupational injuries. Any knowledge that could affect a claim should be reported to the claims administrator, including information that might cause you to doubt the validity of a claim. The submission of an Employer's Report of Injury no way constitutes any admission that a claim is valid.

## **CASE MANAGEMENT**

The claims administrator is the Human Resource department and is responsible for the timely submission of claim forms as required by law. When an employee is placed on a Workers' Compensation leave of absence, all communication with the employee will be through the claims administrator, the insurance carrier or anyone designated by these entities. When an employee is released to return to work, the employee must provide the claims administrator with a release signed by the doctor who provided medical care stating that the employee may return to work and if the return is conditional in any way.

The insurance carrier is CIGNA Property and Casualty Company. They are responsible for managing the claim, paying medical bills, issuing benefit checks, evaluating disability and determining settlement of the claim.

## **WORKERS COMPENSATION**

All employees of Onsite Energy are covered by Workers' Compensation. Coverage includes injuries that are caused by the job including certain job-related illnesses. Coverage begins the immediately upon being on the job and continues during the work period.

Benefits include medical care to cure the injury; temporary disability payments generally equal two-thirds of the employee's wages. A waiting period of the first three days of injury applies in which the employee will not be paid unless he/she is hospitalized or is unable to work for more than 14 days. Should injuries cause a permanent disability, benefits will be determined and recommended by the insurance carrier. The submission of an Employer's Report of injury in no way constitutes an admission that a claim is valid.

Dear Employee:

The Company has been advised that you have reported a job-related injury. The Company through Workers' Compensation insurance will provide medical treatment, and we encourage you to utilize this benefit. In order to ensure that your claim is handled promptly, the following information is being provided:

- ✓ Facts about Workers' Compensation
- ✓ Facts for Injured Workers

These brochures have been provided to answer basic questions you may have about Workers' Compensation insurance and what benefits are available to you.

Also enclosed are forms that must be completed (if you have not already done so) and returned to the claims administrator, which is the Human Resources department. It is imperative that you complete these forms and return them as soon as possible to prevent any delays in paying medical bills on your behalf and providing you with disability benefits if you are unable to work for any period of time.

- ✓ Form 5020-Employer's Report of Occupational Injury or Illness is required by law and must be completed by the injured employee or their designee to start a benefit claim, Sections 7 through 37A must be completed to the best of your knowledge and the form returned to the claims administrator who will date the form and return a copy to your for your records.
- ✓ An Incident Report Form must be completed and detail of the accident provided to the best of your ability. This will help the insurance carrier evaluate your claims and provide the Company with information that could help prevent injury to other employees. This completed form should be returned to the claims administrator

You are entitled to be treated by your own personal physician if you have advised the Company of your preference and your doctor's name and address, in writing, previous to your injury. If you have not pre-designated a physician, you will be referred to a medical facility designated by the Company. You may switch to your own physician after the employer's medical control expires. Copies of any forms or releases given to you by the medical provider in charge of treating your injury should be forwarded to the claims administrator. When you are ready to return to work, you must submit a release form signed by your physician stating that you are released to return to work and are able to perform your job duties. If your release is conditional, the limitations must be clearly defined. You may not return to work without this release.

If you have any questions or concerns regarding your Workers' Compensation coverage or any of your employee benefits, please contact the claims administrator. The Company, as part of its commitments to its employees, supports every effort to provide a safe working environment and ensure that you receive prompt service and consideration for your personal welfare.

## **IMPORTANT NOTICE ON REPORTING OF DEATHS**

### **INVOLVING EMPLOYEES (California Only)**

Effective March 7, 1973, the California Workers' Compensation Law requires an employer or his Workers' Compensation insurance carrier to notify the Division of Industrial Accidents of the death of every employee who leaves no surviving dependents *regardless of the cause of death*. Such deaths must be reported within 60 days of the employer's notice of knowledge of the employee's death.

This does not change the requirement on work-connected deaths where a report is to be made to the insurance carrier or Division of Labor Statistics Research within 24 hours and to the nearest office of OSHA within 48 hours.

CIGNA Property & Casualty is prepared to assist you in complying with this new law and we request that you contact Workers' Compensation Claims Center at one of the offices listed below to report a death or if you have any questions.

Northern California Regional Workers  
Compensation Claims Center  
P.O. Box 5025  
Fremont, CA 94537

Southern California Regional  
Workers' Compensation Claims Center  
P.O. Box 2228  
Chatsworth, CA 91311

**WORKERS' COMPENSATION  
MEDICAL TREATMENT AUTHORIZATION SLIP**

The employee shown below is being referred for medical treatment as required:

Name of Employee: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Employer Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

The above employee claims injury on or about the date shown above. He/she is referred to you in accordance with the terms and conditions of the Workers' Compensation law. Please make your report to our insurer, CIGNA Property & Casualty.

**ONSITE ENERGY**

**SAFETY PROGRAM**

**EMPLOYEE REPORT OF SAFETY/HEALTH HAZARD**

When completing this report, please provide as much detail as possible to assist the Company in correcting this situation. **EMPLOYEES WHO REPORT UNSAFE WORK CONDITIONS OR PRACTICES ARE PROTECTED BY LAW. THIS REPORT MAY BE SUBMITTED WITHOUT FEAR OF REPRISAL. ALL REPORTS ARE CONFIDENTIAL AND WILL BE CONSIDERED WHETHER OR NOT THE REPORT IS SIGNED.**

**DOES THIS HAZARD INCLUDE: (check all that apply)**

WORKING CONDITIONS     EQUIPMENT     TOOLS  
 JOB SITE     PROCEDURES     OTHER (explain)

**DESCRIBE THE HAZARD:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHERE IS THE HAZARD LOCATED?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW CAN THIS HAZARD BE CORRECTED?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORTED BY: (optional)** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Material Safety Data Sheet

Note: Blank spaces are not permitted. If any item is not applicable, or no information is available, the space must be marked to indicate that.

## SECTION I – IDENTITY (As used on Label and List)

Name of product \_\_\_\_\_

Manufacturer's Name \_\_\_\_\_

Address (Street, City, State and Zip) \_\_\_\_\_

Telephone Number for Information \_\_\_\_\_

Date Prepared \_\_\_\_\_

Signature of Preparer \_\_\_\_\_

## SECTION II – HAZARDOUS INGREDIENTS/IDENTITY INFORMATION

Hazardous Components (Specific Chemical Identity; Common Name(s)) OSHA PEL ACGIH TLV Recommended

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION III – PHYSICAL/CHEMICAL CHARACTERISTICS

|                         |  |   |  |
|-------------------------|--|---|--|
| Boiling Point           |  | Specify Gravity (H <sub>2</sub> O)      |  |
| Vapor Pressure (mm Hg)  |  | Melting Point                           |  |
| Vapor Density (AIR = 1) |  | Evaporation Rate<br>(Butyl Acetate = 1) |  |
| Solubility in Water     |  |   |  |
| Appearance and Odor     |  |   |  |

|  |
|--|
| <b>SECTION IV – FIRE AND EXPLOSION HAZARD DATA</b> |
|--|

| Flash Point (Method Used)              | Flammable Limits | LEL | UEL |
|--|------------------|-----|-----|
| Extinguishing Media                    |                  |     |     |
| Special Fire Fighting Procedure        |                  |     |     |
| Unusual Fire and Explosion Information |                  |     |     |

**SECTION V – REACTIVITY DATA**

|           |          |  |                     |
|-----------|----------|--|---------------------|
| Stability | Unstable |  | Conditions to Avoid |
|           | Stable   |  |                     |

Incompatibility (*Materials to Avoid*)

\_\_\_\_\_  
Hazardous Decomposition or Byproducts  
\_\_\_\_\_

|                          |                |  |                     |
|--------------------------|----------------|--|---------------------|
| Hazardous Polymerization | May Occur      |  | Conditions to Avoid |
|                          | Will Not Occur |  |                     |

**SECTION VI – HEALTH HAZARD DATA**

Route(s) of Entry:    Inhalation?    Skin?    Ingestion?  
\_\_\_\_\_

Health Hazards (*Acute and Chronic*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Carcinogenicity:    NTP?    IARC Monographs?    OSHA Regulation?  
\_\_\_\_\_  
\_\_\_\_\_

Signs and Symptoms of Exposure  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical Conditions Generally Aggravated by Exposure  
\_\_\_\_\_  
\_\_\_\_\_

Emergency and First Aid Procedures  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION VII – PRECAUTIONS FOR SAFE HANDLING AND USE**

---

Steps to Be Taken in Case Material is Released or Spilled

---

---

Waste Disposal Method

---

Precautions to be Taken in Handling and Storing

---

---

Other Precautions

---

---

|  |
|--|
| <b>SECTION VIII – CONTROL MEASURES</b> |
|--|

Respiratory Protection (*Specify Type*)

|  |                               |                |
|--|-------------------------------|----------------|
| Ventilation                            | Local Exhaust                 | Special        |
|  | Mechanical ( <i>General</i> ) | Other          |
| Protective Gloves                      |                               | Eye Protection |
| Other Protective Clothing or Equipment |                               |                |
| Work/Hygienic Practices                |                               |                |

## Sample Letter Requesting a Material Safety Data Sheet

ABC Company  
123 Main Street  
San Diego, CA 92119

Dear Sir or Madam:

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (29 CFR 1910.1200) requires employers be provided Material Safety Data Sheets (MSDS's) for all hazardous substances used in their facility, and to make these MSDS's available to employees potentially exposed to these hazardous substances.

We, therefore, request a copy of the MSDS for your product listed as Stock Number \_\_\_\_\_. We did receive a MSDS with the initial shipment of the \_\_\_\_\_ (name of the product) we received from you on \_\_\_ (date). We also request any additional information, supplemental MSDS's or any other relevant data that your company or supplier has concerning the safety and health aspects of this product.

Please consider this letter as a standing request to your company for any information concerning the safety and health aspects of using this product that may become known in the future.

The MSDS and any other relevant information should be sent to us within 14 business days. Delays in receiving the MSDS information may prevent use of your product. Please send the requested information to my attention at the address listed on this letterhead.

Please be advised that if we do not receive the MSDS on the above chemical within 14 business days, we may have to notify OSHA of our inability to obtain this information. It is our intent to comply with all provisions of the Hazard Communication Standard (1910.1200) and the MSDS's are integral to this effort.

Your cooperation is greatly appreciated. Thank you for your timely response to this request. If you have any questions concerning this matter, please contact me immediately.

Sincerely,

(Your name)  
(Company Name)