



Con-Serv Manufacturing Health, Safety and Environmental Handbook

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SECTION 1



CON-SERV MANUFACTURING HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Con-Serv Manufacturing is committed to managing health, safety and environmental (HS&E) matters as an integral part of our business. In particular, it is our policy to assure the HS&E integrity of our processes and facilities at all times and at all places. We will do so by adhering to the following principles:

COMPLIANCE

We will comply with applicable laws and regulations and will implement programs and procedures to assure compliance. Compliance with HS&E standards will be a key ingredient in the training, performance reviews, and incentives of all employees.

RISK REDUCTION, PREVENTION, RESOURCE MANAGEMENT

We will seek opportunities, beyond regulatory compliance requirements, for reducing risk to human health and the environment, and we will establish and meet our own HS&E quality standards where appropriate.

We will employ management systems and procedures specifically designed to prevent activities and / or conditions that pose a threat to human health, safety, or the environment. We will look for ways to minimize risk and protect our employees and the communities in which we operate by employing clean technology, including safe technologies and operating procedures, as well as being prepared for emergencies.

We will strive to minimize releases to the air, land, or water through use of cleaner technologies and the safer use of chemicals. We will minimize the amount and toxicity of waste generated and will ensure the safe treatment and disposal of waste.

We will manage scarce resources, such as water, energy, land, forests, in an environmentally sensitive manner.



COMMUNICATION

We will communicate our commitment to HS&E quality and to our company's environmental performance to our employees, vendors, and customers. We will solicit their input in meeting our HS&E goals and in turn will offer assistance to meet their goals.

CONTINUOUS IMPROVEMENT

We will measure our progress as best we can. We will review our progress at least on an annual basis. We will continuously seek opportunities to improve our adherence to these principles and to improving our environmental performance, and we will periodically report progress to our stakeholders.

President

Date



SECTION 2



Con-Serv Manufacturing Health and Safety Policy

Policy Objective

Con-Serv Manufacturing designs, implements and promotes effective, health and safety programs that strive for healthy employees, continuous program improvement, reduction of occupational injuries and illnesses and compliance with regulatory and company requirements. It is the company's expectation that all employees will conduct their duties in a safe manner, in accordance with health and safety practices, procedures and applicable regulations.

Policy Statement

Con-Serv Manufacturing is responsible for establishing, implementing, promoting and managing safety programs and activities that enable continued safety improvement, injury reduction and compliance with applicable Federal, state and local requirements. Company safety programs have many elements and are developed in accordance with company policy and practices to address specific issues and needs within each operation. Safety programs developed under this Policy include:

- Supporting practices that are developed, reviewed and updated to provide guidance on safe performance of activities in the workplace and are reflective of changes in organizational, operational and regulatory needs
- Strategy and priority development and implementation of safety improvements based on risk analysis of work places, work tasks and related potential injuries and incidents
- Development of, and measurement against, specific Company safety performance targets and safety accountabilities for employees at all levels of the organization
- Ongoing assessment and review of processes, activities and supporting safety programs to gauge effectiveness and identify opportunities for continued improvement
- Consistency of implementation and compliance with Company and regulatory requirements

Policy Scope

This policy applies to all employees of Con-Serv Manufacturing.



Con-Serv Manufacturing Environmental Policy

Policy Objective

The objective of this policy is to clearly outline the roles and responsibilities of Con-Serv Manufacturing in carrying out its operations in a manner that limits the impact that the company has on the environment.

Policy Statement

Under its Environmental Policy, Con-Serv Manufacturing commits to:

- Ensuring compliance with all relevant environmental laws, regulations, and standards.
- Sustaining the environment through responsible business practices which promote environmental stewardship with a holistic approach to the prevention of pollution.
- Ensuring effective and efficient use of natural resources, including energy.

Given the above commitments, Con-Serv Manufacturing is responsible for identifying and managing its environmental impacts through the implementation of an Environmental Management Plan that includes:

- Establishing responsibility for environmental management within the business unit
- Establishing environmental objectives and training to meet regulatory requirements and enhance environmental stewardship;
- Monitoring and reporting on performance and taking corrective action where necessary;
- Undertaking an annual management review to ensure performance is continually improved

Policy Scope

This policy applies to all personnel and all functional areas within Con-Serv Manufacturing.



SECTION 3



Con-Serv Manufacturing Code of Ethics

Policy Objective

Con-Serv Manufacturing Code of Ethics sets out basic principles of ethical conduct. It establishes minimum goals and guidelines to assist us in accomplishing those goals. It does not cover all ethical or legal situations, but provides a guide to determining a responsible course of action.

Policy Statement

Con-Serv Manufacturing Code of Ethics sets out basic principles of ethical conduct. It establishes minimum goals and guidelines to assist employees in accomplishing those goals. It does not cover all ethical or legal situations, but provides a guide to determining a responsible course of action. Every employee who knows, or has a reasonable belief that a violation of this Code of Ethics has occurred or may occur must report it as promptly as possible to Management.

Avoiding Conflicts of Interest

All employees have a duty to act in the best interest of Con-Serv Manufacturing. If your personal interests compromise or appear to compromise that duty, you may have and must avoid a conflict of interest.

Fair Dealing

Con-Serv Manufacturing reputation and success depends upon its employees conducting business with honesty and integrity. This means that we must act ethically and respectfully toward our customers, vendors and others.

Handling Sensitive Information

Among our most valuable assets is information that is vital to Con-Serv Manufacturing success. Employees are responsible for safeguarding business information that is confidential and



proprietary. Sensitive information should never be disclosed to non-authorized individuals, inside or outside Con-Serv Manufacturing, without permission.

Safeguarding Financial Records and Controls

The integrity of Con-Serv Manufacturing financial records is critical to the operation of our business and is a key factor in maintaining the confidence and trust of our employees and stakeholders. We must ensure that all transactions are recorded properly and that all records and data owned, used and managed by the company are accurate and complete.

Government Relations

All Con-Serv Manufacturing dealings with government officials should be marked by honesty and professionalism. Employees representing Con-Serv Manufacturing on government matters should be thoroughly familiar with all applicable laws and regulations for dealing with government agencies and officials.

Conduct in the Workplace

All employees are expected to adhere to the highest standards of personal conduct. To meet this expectation, employees must comply with all company policies as well as all federal, state, and local laws.

Policy Scope

Every full- and part-time employee is required to conduct Con-Serv Manufacturing business with uncompromising integrity and to observe all applicable laws, regulations and Con-Serv Manufacturing policies and procedures. Every Con-Serv Manufacturing employee is required to be familiar with and to follow the Code of Ethics as well as Con-Serv Manufacturing policies and procedures.



Con-Serv Manufacturing Workplace Conduct and Behavior Policy

Policy Objective

It is the intent of Con-Serv Manufacturing that its employees maintain a working environment that encourages mutual respect among employees and is free from all forms of harassment and violence.

Policy Statement

Con-Serv Manufacturing employees are expected to conduct themselves in a professional and appropriate manner, consistent with Con-Serv Manufacturing policies. Employees should be able to conduct their work without disorderly or undue interference from other employees. Employees are responsible for assuring the security of company confidential and/or proprietary material in their possession and similarly maintaining the security of company-provided equipment.

Employees are responsible for complying with the Con-Serv Manufacturing Code of Ethics. Those who observe or have knowledge of any violations of the Code of Ethics must report it. Employees are expected to abide by all company policies, whether corporate or local, as well as all legal and regulatory requirements.

Policy Scope

Except as stated otherwise, this policy covers all employees of Con-Serv Manufacturing.



Con-Serv Manufacturing Harassment Free Workplace Policy

Policy Objective

Con-Serv Manufacturing is committed to a workplace free of discrimination and harassment of any kind. Offensive or harassing behavior will not be tolerated against any employee, vendor, customer or visitor.

Policy Statement

Con-Serv Manufacturing prohibits discrimination or harassment of any individual on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sexual orientation, military or veteran status, gender, gender identity or expression, or any other characteristic prohibited by law. Such actions are unacceptable and will not be tolerated. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in their workplace.

Policy Scope

This policy covers all employees of Con-Serv Manufacturing. This policy covers vendors, customers, or others who enter any Con-Serv Manufacturing workplace.



Con-Serv Manufacturing No Retaliation Policy

Policy Objective

It is the intent of Con-Serv Manufacturing to encourage employees to report alleged wrongful conduct and to prohibit any adverse action against an employee who has made a good faith disclosure of alleged wrongful conduct.

Policy Statement

Con-Serv Manufacturing employees are encouraged to promptly report alleged wrongful conduct. No adverse action may be taken against an employee for any good faith disclosure of alleged wrongful conduct including, but not limited to the employee's good faith belief that he or she has evidenced: a violation of any law; fraudulent or criminal conduct or activities; questionable accounting or auditing matters; misappropriation of company funds; or violations of provisions of the company's Code of Ethics.

No employee shall take or recommend an adverse action against an employee or otherwise retaliate against an employee for disclosing alleged wrongful conduct. An employee who becomes aware of alleged wrongful conduct is encouraged to make a disclosure to the President as soon as possible.

An employee's protection under this policy is in addition to any protections to any applicable state or federal law and this policy shall not be construed as limiting any of such protections.

Policy Scope

This policy covers all employees of Con-Serv Manufacturing.



Con-Serv Manufacturing Equal Employment Opportunity (EEO) Policy

Policy Objective

Con-Serv Manufacturing is committed to providing a work environment that is free from all forms of discrimination and conduct that could be considered harassing, coercive or disruptive. Con-Serv Manufacturing is an equal opportunity employer.

Policy Statement

It is the policy of Con-Serv Manufacturing to provide equal opportunities to qualified individuals without regard to race, religion, color, national origin, ancestry, disability, marital status, age, sexual orientation, military or veteran status, gender, gender identity or expression, or any other characteristic prohibited by law. The company is committed to providing reasonable accommodations where necessary, feasible and required by applicable law.

This policy applies to all terms and conditions of employment, including, but not limited to, application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the company.

Policy Scope

This policy covers all employees of Con-Serv Manufacturing. This policy covers vendors, customers, or others who enter Con-Serv Manufacturing.



Con-Serv Manufacturing Drug and Alcohol-Free Workplace Policy

Policy Objective

The purpose of this policy is to state the Con-Serv Manufacturing position regarding drugs and alcohol in the workplace and its commitment to provide a safe and productive environment for all of its employees, customers and visitors free from impairment due to drugs and alcohol. Any impairment of employees in the workplace is dangerous and may result in serious consequences for the employee, co-workers or anyone else present.

Policy Statement

Employees, vendors, contractors and other visitors may not, under any circumstances use, sell, buy, distribute or possess illegal drugs or consume alcohol during working hours or while on company premises. In no event shall any employee work while under the influence of drugs or alcohol.

Policy Scope

This policy covers all employees of Con-Serv Manufacturing. This policy also applies to vendors, contractors and applicants for employment.



Con-Serv Manufacturing Workplace Housekeeping

Dust and Dirt Removal

In some jobs, enclosures and exhaust ventilation systems may fail to collect dust, dirt and chips adequately. Vacuum cleaners are suitable for removing light dust and dirt. Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard-to-reach places where dust and dirt may accumulate.

Special-purpose vacuums are useful for removing hazardous substances. For example, vacuum cleaners fitted with HEPA (high efficiency particulate air) filters may be used to capture fine particles of asbestos or fiberglass.

Dampening (wetting) floors or using sweeping compounds before sweeping reduces the amount of airborne dust. The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards and lockers may require manual cleaning.

Compressed air should not be used for removing dust, dirt or chips from equipment or work surfaces.

Employee Facilities

Employee facilities need to be adequate, clean and well maintained. Washroom facilities require cleaning regularly. They also need to have a good supply of soap, towels plus disinfectants, if needed.

Surfaces

Floors: Poor floor conditions are a leading cause of accidents so cleaning up spilled oil and other liquids at once is important. Allowing chips, shavings and dust to accumulate can also cause accidents. Trapping chips, shavings and dust before they reach the floor or cleaning them up regularly can prevent their accumulation. Areas that cannot be cleaned continuously, such as entrance ways, should have anti-slip flooring. Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard.



Work Surface /workbench: Allowing chips, shavings and dust to accumulate can also cause accidents. Trapping chips, shavings and dust before they reach the floor or cleaning them up regularly can prevent their accumulation. Replace all tools to their proper location.

Maintain Light Fixtures

Dirty light fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly.

Aisles and Stairways

Aisles should be wide enough to accommodate people and vehicles comfortably and safely. Aisle space allows for the movement of people, products and materials. Warning signs and mirrors can improve sight-lines in blind corners. Arranging aisles properly encourages people to use them so that they do not take shortcuts through hazardous areas.

Keeping aisles and stairways clear is important. They should not be used for temporary "overflow" or "bottleneck" storage. Stairways and aisles also require adequate lighting.

Spill Control

The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to clean them up immediately. Absorbent materials are useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.

Tools and Equipment

Tool housekeeping is very important, whether in the tool room, on the rack, in the yard, or on the bench. Tools require suitable fixtures with marked locations to provide orderly arrangement, both in the tool room and near the work bench. Returning them promptly after use reduces the chance of being misplaced or lost. Workers should regularly inspect, clean and repair all tools and take any damaged or worn tools out of service.



Maintenance

The maintenance of buildings and equipment may be the most important element of good housekeeping. Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. This includes maintaining sanitary facilities and regularly painting and cleaning walls. Broken windows, damaged doors, defective plumbing and broken floor surfaces can make a workplace look neglected; these conditions can cause accidents and affect work practices. So it is important to replace or fix broken or damaged items as quickly as possible. A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes.

Waste Disposal

The regular collection, grading and sorting of scrap contribute to good housekeeping practices. It also makes it possible to separate materials that can be recycled from those going to waste disposal facilities.

Allowing material to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labelled (e.g., recyclable glass, plastic, scrap metal, etc.).

Storage

Good organization of stored materials is essential for overcoming material storage problems whether on a temporary or permanent basis. There will also be fewer strain injuries if the amount of handling is reduced, especially if less manual materials handling is required. The location of the stockpiles should not interfere with work but they should still be readily available when required. Stored materials should allow at least three feet of clear space under sprinkler heads. Stored materials should not obstruct aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first aid stations. All storage areas should be clearly marked.



SECTION 4



Con-Serv Manufacturing Safety Rules

General Shop Safety Rules

1. **Safety glasses, cover goggles, or face shields** are required when in any shop area, **whether working or not!!**
2. Shoes must be worn in shop area. No one **wearing sandals** will be allowed to enter the shop area. **The minimum footwear must cover the entire foot.**
3. Do not operate any item of equipment unless you are familiar with its operation and have been authorized to operate it. If you have any question regarding the use of equipment ask the area supervisor.
4. No work may be performed using power tools unless at least two people are in the shop area and they can see each other.
5. Avoid excessive use of compressed air to blow dirt or chips from machinery to avoid scattering chips. **Never use compressed air guns to clean clothing, hair, or aim at another person.**
6. In case of injury, no matter how slight, report it to the shop supervisor.
7. **Do not attempt to remove foreign objects from eye or body.** Report to the student health service for medical treatment. If chemicals get in eye(s), wash for 15 minutes in an open flow of water before proceeding for medical treatment. **Notify Supervisor.**
8. Machine **must** be shut off and not moving when you are cleaning, repairing, oiling, or when you leave the area.
9. Do not wear ties, loose clothing, jewelry, gloves, etc. around moving or rotating machinery. Long hair must be tied back or covered to keep it away from moving machinery. Hand protection in the form of suitable gloves should be used for handling hot objects, glass, or sharp-edged items.
10. Make sure to wear appropriate clothing for the job (i.e. do not wear short sleeve shirts or short pants when welding).
11. Do not work in the shop if you are **tired, upset, drugged,** or in a **hurry.**



12. **Never** indulge in horseplay in the shop areas.
13. All machines must be operated with all required guards and shields in place.
14. A brush, hook, or special tool is preferred for removal of chips, shavings, etc. from the work area. **Never use the hands.**
15. Keep fingers clear of the point of operation of machines by using special tool or devices, such as, push sticks, hooks, pliers, etc. **Never use a rag near moving machinery!**
16. A hard hammer should not be used to strike a hardened tool or any machine part. Use a soft-faced hammer.
17. Practice cleanliness and orderliness in the shop areas.
18. Keep the floor around the machines clean, dry, and free from trip hazards. Do not allow chips to accumulate.
19. Think through the entire job before starting.
20. Before starting a machine, always check it for correct setup and always check to see if machine is clear by operating it manually, if possible.
21. **Do not rush or take chances, Obey all safety rules.**
22. If you have not worked with a particular material before, check the hazardous materials data sheet book for any specific precautions to be taken while working with the material.
23. You should perform heavy sanding and painting in a well-ventilated area, preferably outside by the crane.
24. Follow all appropriate precautions when working with solvents, paints, adhesives, or other chemicals, **Use appropriate protective equipment.**
25. Check the power cords and plugs on portable tools for damage before using them.
26. Use equipment for its intended purpose.



27. **Never** leave a machine running unattended.
28. **Do not** talk to, or permit anyone to fool around with equipment while you are operating it.
29. Get help in lifting or moving any heavy tool, attachment, or equipment.
30. Take care not to make loud and/or sudden noises.

Drill Press Safety Rules

1. Run drill at correct RPM for diameter of drill bit and material. Ask shop personnel for the correct Rpm's if not listed in your information book.
2. **Always** hold work in vise or clamp it to the drill table.
3. Use a correct ground drill bit for the material being drilled. Shop personnel will help select the correct drill.
4. Use the proper cutting fluid for the material being drilled. Ask the shop supervisor about the appropriate fluid for the material you are machining.
5. Remove chips with a brush. **Never by hand or with a rag.**
6. Ease up on drilling as the drill starts to break through the bottom of the material.
7. Do not use a dull or cracked drill. Inspect the drill before using it.
8. Do not drill with excessive pressure.
9. Always try to support part on parallels or a backing board when drilling through material.
10. **Never** place a taper shank tool, such as large diameter drill or tapered shank reamers in drill chuck. Only straight shank tool such as standard drills can be clamped in chucks.



11. Always clean drill shank and/or drill sleeve, and spindle bore before mounting.
12. **Never** try to loosen the drill chuck while the power is on.
13. Lower the drill spindle close to the table when releasing the drill chuck or taper shank drill to reduce the risk of damage to the drill and/or machine in the event of a fall. If the drill is large place a piece of wood on the table for the drill to drop on to.
14. **Never clean the machine while in motion!**



15. If the drill binds in a hole, stop the machine and turn the spindle backwards by **hand** to release the bit.
16. When drilling a deep hole withdraw the drill bit **frequent** to clear chips. If a chip sticks to the drill use an **acid brush** to remove them.
17. **Always remove** the drill chuck key or the drill drift from the spindle **immediately after using**.
18. **Wear safety eye protection while drilling.**
19. Let the spindle stop of its **own accord** after turning the power off. **Never try to stop the spindle with your hands.**
20. Sheet metal, Plexiglas and other brittle plastics can be difficult to drill. Ask the shop supervisor for advice on the proper drills and coolant selection.

Lathe Safety Rules

1. Make sure that the chuck or faceplate is securely tightened onto the late spindle.
2. Move the tool bit a safe distance from the Collet or chuck when inserting or removing work.
3. Don't run the machine faster than the proper cutting speed.
4. In setting up the tool holder, place it to the left side of the compound slide to prevent the compound slide from running into the chuck or spindle attachments.
5. Always clamp the tool bit as short as possible in the tool holder to prevent it from breaking or chattering.
6. Always make sure that the tool bit is sharp and has the proper clearance. Ask for assistance making adjustment.
7. If any filing is done on work revolving in the lathe, file left handed to prevent slipping into the chuck. **Never use a file without a handle.**



8. If work is turned between centers, make sure that the proper adjustments are made between centers and that the tailstock is locked in place.
9. If work is being turning between center and expands due to heat generated from cutting, readjust centers to avoid excessive fraction.
10. Do not grasp or touch chips or turnings with your fingers, but get rid of them using a blunt instrument. It is safer to turn off the lathe before clearing chips then to leave it running.
11. Set the tool bit on the centerline of work to prevent work from climbing over tool or cutting above center and dragging.
12. Don't cut work completely through when turning between centers.
13. **Remove chuck key from chuck immediately after using.**
14. Turn chuck or face plate through by hand before turning on the power to be sure there is no binding or clearance problem.
15. **Stop** the machine before taking measurements.
16. Before cleaning the lathe remove tools from the tool post and tailstock.
17. **Never use a rag to clean the machine or part, when it is in motion!**

Grinding Safety Rules

1. Abrasive wheel machinery shall not be operated without the appropriate guards in place.
2. Tool rests on bench or pedestal grinders shall be set no more than 1/8 inch from the wheel.
3. **Never** use a wheel that has been dropped or has received a heavy blow, even through there may be no apparent damage. Such wheels may have internal fractures and will explode upon startup.
4. Stand to one side when starting machine.



5. Do not grind on the side of the wheel unless wheel is specifically designed for such use.
6. Do not use excessive pressure while grinding. Do not exceed .0005 inch down-feed at any time on the surface grinder.
7. Report to the area supervisor immediately any cracked, broken or otherwise defected wheels.
8. Have the area supervisor mount and balance new wheels.
9. Keep the grinding wheel dressed. Dressing a small amount frequently is better than having to dress a lot later and will allow the wheel to cut faster, cooler, and with a better surface finish. Dressing is cleaning and smoothing the surface of the grinding wheel.
10. Hold work securely while grinding, use the tool rest to support the work when offhand grinding on a bench or pedestal grinders.
11. Do not grind aluminum or magnesium. Aluminum will compact into the wheel's pores and cause it to explode and magnesium is extremely flammable.
12. Wear goggles or face shield over safety glasses when grinding on bench or pedestal grinders
13. If a magnetic chuck is being used on the surface grinder, make sure it is holding work securely before starting the grinder.

Band Saw Safety Rules

1. The upper guide and guard should be set within $\frac{1}{4}$ of an inch or as close to the work as possible.
2. If the blade break, immediately shut off the power and stand clear until the machine has come to a complete stop.
3. Examine the blade for excessive wear or cracks. Do not install a cracked blade. If blade is cracked or has excessive wear notify a supervisor immediately.
4. Use the proper pitch blade for the thickness of the material to be cut. There should be



two teeth in the material when cutting aluminum. Use three teeth when cutting steel.

5. Do not run the band saw at a higher speed than recommended for the material being cut. Always refer to speed chart.
6. If the saw stalls in the work piece, turn the power off and reverse the blade by hand (use the drive wheel to do this) to free the blade from the work piece.

Table Saw Safety Rules

1. Stand to one side of the work being fed through the saw. Never stand directly in line of the work.
2. Use the proper blade for the material and the type of cut. Do not saw a rip blade for cross cutting or a crosscut blade for rip sawing. Do not use a plywood blade for anything but plywood.
3. Inspect the blade before using it. Make sure it is the proper blade. Make sure blade is sharp and free from cracks or defects.
4. Never allow your fingers to get near the blade when sawing. Use a pusher stick to rip narrow pieces of stock. Do not use pusher stick to remove scrap. For scrap removal, shut off machine and wait until blade stops, then remove scrapes.
5. **Appropriate guards must be in place at all times.**
6. If the piece of material you are cutting is large, get someone to assist in “tailing-off” for you. Never try to do it alone. “Tailing-off” refers to supporting a large work-piece by supporting it underneath with your hands. **Do not grasp it just support it.**
7. If you are “tailing-off” for someone else let them guide the work through the saw. You should just support the work without influencing the cut.
8. Never reach over the saw to obtain something from the other side.
9. When shutting off the power, never attempt to stop the saw by shoving an object, piece of work, or anything else against the blade. Make sure the saw has stopped completely before leaving work area.
10. Never make any adjustments to the saw while it is running. Always turn power off



and make sure saw has completely stopped rotating before making any adjustments.

11. Do not allow material to collect on or around the saw table. Sweep up all sawdust and material scrapes regularly while working to minimize chances of slipping or stumbling.
12. Make sure that work area is cleaned up thoroughly. Unclean work areas can cause accidents to others.
13. The blade of the circular saw should always be set to 1/8 of an inch above the work.
14. Always obtain shop approval and permission before using the saw.

Power Hand (Skill) Saw Safety Rules

1. Before using any power tool, inspect it make sure the cord is not damaged in any way. This includes examining the ground pin, making sure it is intact and checking blades are sharp and undamaged. All damages should be reported to your supervisor immediately.
2. Do not use the saw in or near a wet area.
3. Do not run the extension cord across walkways or anywhere else where there is a danger of someone tripping over the cord or where cord can be run over or damaged.
4. Keep your hand out of the path of particles thrown out by the blade. **Always wear eye protection.**
5. Disconnect the power cord before cleaning, changing blades, or making any adjustments to the saw. Never pull or yank the cord to unplug extension cord from the wall.
6. When it is necessary to raise the guard for certain types of cuts, always use the guard lever.
7. **Never wedge**, wire, or otherwise jam the guard to prevent it from working. This is a particularly dangerous practice and will cause your permission to work in the machine shop to be revoked immediately.
8. Wait until the saw stops completely before lifting it a cut.



9. Before setting the saw down, make sure the guard is closed. Blades may still be rotating.
10. Don't carry the saw with your fingers on the switch trigger.
11. Don't pull the saw backward in a cut if you can avoid it.
12. Use the proper blade for the type of cut to be made.
13. Do not use the cord to move or drag the saw.
14. Do not use the power hand saw for cuts if you cannot keep a firm and secure grip on the saw and the work being cut. A handsaw is still the best for some kinds of work and often faster.
15. Always consult shop personal before cutting smaller work pieces.

Disc and Belt Sander Safety Rules

1. Do not operate sanders without the guard(s) in place.
2. On the disc sander always use the downward motion side of the disc to sand, **never the upward motion side**; this can throw your work upward with tremendous force.
3. Always attempt to place your work against the rest on the disc or belt sanders.
4. On the horizontal belt sander, always sand so that the belt motion is away from you.
5. Do not operate machine with torn or ripped belt or disks.

Welding Safety Rules

1. Shop staff approval is required before using any welding equipment.
2. Welders, assistants, and anyone else in the welding area must wear proper glasses or shields of recommended shades during welding operations. Proper face shielding prevents burns to the retina of the eyes that can cause blindness.



3. Welders are prohibited to wear any contact lens. Lens can be fused to the cornea of the eyes, which may also cause blindness.
4. A screen shall be erected around the welding area to protect other personnel in the shop from injury or accident.
5. Always inspect all welding equipment to be used, for any possible damage. Report any damage to your supervisor immediately.
6. Avoid handling oxygen bottles with greasy hands, gloves, or rags. Fatal explosions have resulted from this cause.
7. Always strap tanks to a welding cart or a fixed object. Never allow a gas cylinder to be freestanding. Replace the safety cap on all cylinders when not in use.
8. When arc welding, make sure work and/or worktable is properly grounded.
9. Do not arc weld in a wet area.
10. Be alert to all possible fire hazards. Move the object to be welded to a safe location or remove all flammable materials from the work area.
11. Never weld in the same area where degreasing or other cleaning operations are being performed.
12. Keep suitable fire extinguishing equipment nearby and know how to operate it.
13. Shut off the cylinder valves when the job is completed, release pressure from the regulators by opening the torch valves momentarily, and back out regulator adjusting valves. Never leave the torch unattended with the pressure in the hoses.
14. Utilize all protective equipment and clothing. Do not arc weld with any part of the body uncovered. The arc light is actinic light (excessive ultraviolet) and will cause severe burns to the skin.
15. Never weld inside drums or enclosed spaces without adequate ventilation; or the use of airline respirators or self-contained breathing apparatus.



16. Check the ventilation system before starting to weld and periodically thereafter to insure adequate performance. Welding fumes should not be allowed to get into the rest of the shop working areas.
17. Never cut or weld any container that has held explosive or flammable materials. Use prescribed methods for cleaning or flooding.
18. Never use wrenches or any other type of tools except those provided or approved by the gas cylinder manufacturer to open valves. Never use a hammer to open or close valves.
19. Abide by any other safety measures required for each particular type of welding.
20. Allow for proper ventilation when brazing or soldering. The fumes are acidic and toxic.
21. Do not weld on a painted, galvanized, or greasy oil metals. Not only can the fumes be toxic; the welds will not be satisfactory and will eventually fail in use.

Safety Rules for Working with Solvents and Resins

1. Avoid skin contact. Wear latex gloves.
2. Work in a fume hood if possible. Respirators are available when necessary.
3. Avoid using solvents around hot metals surfaces and flames.
4. Do not smoke or light flames in or near any areas where solvents are used or stored.
5. Report and clean up all spills immediately.
6. Do not work with solvents in confined or unventilated areas.
7. Do not drink alcoholic beverages or take medications containing alcohol before or during working with solvents. Alcohol in the bloodstream can cause synergistic reactions with various solvents that can lead to the loss of consciousness and even possible death.
8. Report all ill effects and skin disorders to the area supervisor immediately.



9. Develop and maintain good personal hygiene habits. Remove protective equipment and wash thoroughly after contact with solvents.
10. Mix resins in small batches.

Workplace Electrical Safety Rules

1. Plan every job and think about what could go wrong.
2. Use the right tools for the job.
3. Use procedures, drawings, and other documents to do the job.
4. Isolate equipment from energy sources.
5. Identify the electric shock and arc flash, as well as other hazards that may be present.
6. Minimize hazards by guarding or establishing approach limitations.
7. Test every circuit and every conductor every time before you touch it.
8. Use personal protective equipment (PPE) as a last line of defense in case something goes wrong.
9. Be sure you are properly trained and qualified for the job.
10. Work on electrical equipment and conductors only when deenergized, unless procedures and safeguards have been established to ensure zero exposure for the worker and other people in the area.
11. Lockout/tagout and ground (where appropriate) before working on equipment.
12. Treat deenergized electrical equipment and conductors as energized until lockout/tagout, test, and ground procedures (where appropriate) are implemented.
13. Wear protective clothing and equipment and use insulated tools in areas where there are possible electrical hazards.



14. Deenergize and visibly guard (where possible) whenever contact with uninsulated overhead power lines is possible.
15. Check and double check safety regulations when a ladder or parts of any vehicle or mechanical equipment structure will be elevated near energized overhead power lines. Call your local electric utility for assistance. People standing on the ground may be particularly vulnerable to possible injury.
16. Cords, Equipment, and Tool Grounding
17. Make sure all equipment and extension cords bear the mark of an independent testing laboratory such as UL, CSA, ETL or MET Labs.
18. Protect flexible cords and cables from physical damage. Check cords for cut, broken, or cracked insulation.
19. Keep slack in flexible cords to prevent tension on electrical terminals.
20. Make sure the insulating qualities of a splice are equal to or greater than the original cord.
21. Extension cords are for temporary use. Install permanent wiring when use is no longer temporary.
22. Verify that all three-wire tools and equipment are grounded.
23. Water, electrical equipment, and power cords do not mix! Use GFCI protection in wet or damp environments.
24. Ground exposed parts of fixed equipment that could be energized.
25. Use non-conductive tools whenever possible.
26. Always double check the operation of your voltage testers by testing a live circuit.
27. Other Considerations
28. Verify location of all buried or embedded electrical circuits before digging or cutting.



29. Determine the reason that a fuse operated or circuit breaker tripped before replacing or resetting.
30. Know where your overcurrent devices are (i.e. circuit breakers and fuses) so they can be easily and quickly reached in case of emergency.
31. When replacing lamps and bulbs, verify that the replacement matches fixture requirements.



Con-Serv Manufacturing Arc Welding Safety

Background

Arc welding includes shielded metal-arc, gas-shielded, and resistance welding. Arc welding equipment varies in size and type, so it is important to read and follow the manufacturer's recommendations.

General Arc Welding Safety

- Read all warning labels and instruction manuals, especially if this is the first time you're using the equipment.
- Proper eye protection is mandatory.
- Before starting any welding, make a complete inspection of the welder.
- Remove all potential fire hazards from the welding area.
- Always have a fire extinguisher ready.
- Equip welding machines with power disconnect switches for quick shut off.
- Disconnect the power to the machine before making repairs.
- Proper grounding of welding machines is essential.
- Electrode holders should not be used if they have:
 - Loose cable connections
 - Defective jaws
 - Poor insulation
- Remove rods when the job is finished.
- Do not strike an arc if someone without proper eye protection is nearby.

Personal Protective Equipment

- Infrared radiation can burn your retinas. It can also cause cataracts. Protect your eyes and face with a welding helmet properly fitted and with the proper grade of filter plate.
- Protect your body from welding spatter and arc flash with protective clothing such as:
 - Woolen clothing
 - Flameproof jacket



- Flameproof apron
- Gloves
- Properly fitted clothing — not frayed or worn
- Long-sleeve shirts
- Straight-legged trousers that cover shoes
- Fire resistant cape or shoulder covers for overhead work
- Check protective clothing before each use to make sure it is in good condition.
- Keep clothes free of grease and oil.

Proper Ventilation

Sometimes workers weld in confined areas with barriers to air movement. Be sure there is adequate ventilation available. Natural drafts, fans, and positioning of the head can help keep fumes away from the welder's face.

When Is Natural Ventilation Sufficient?

- If the room or welding area contains at least 10,000 cubic feet for each welder.
- If the ceiling height is not less than 16 feet.
- If partitions, equipment, or other structural barriers do not block cross ventilation.
- If welding is not done in a confined space.
- If requirements for natural ventilation are not met, then the area needs to be mechanically ventilated. Ventilation must exhaust at least 2,000 cubic feet per minute of air for each welder, except:
 - Where local exhaust hoods or booths are used.
 - Where air-line respirators are used.

Avoiding Electrical Shock

Electrical shock can kill. To prevent electrical shock:

- Use well insulated electrode holders and cables.
- The electrode holder, or stinger, should be in good condition with no cracks or missing insulation.
- Never leave the welding electrode in the electrode holder, or stinger, when not attending the work.
- Make sure welding cables are dry and free of grease and oil.
- Keep welding cables away from power supply cables.



- Wear dry hole-free gloves.
- Clothing should also be dry.
- Insulate the welder from the ground by using dry insulation, such as a rubber mat or dry wood boards.
- Ground frames of welding units.
- Never change electrodes with bare hands or wet gloves.

Review These Important Points

- Proper personal protection equipment is important.
- Electrical shock can be deadly.
- If ventilation is not sufficient, the welding area should be mechanically ventilated.
- Always have a fire extinguisher ready for immediate use.



Con-Serv Manufacturing Forklift Safety

Background

A forklift or powered industrial truck can be dangerous if operated by untrained workers. The driver or bystanders can be seriously injured or killed if an accident should occur. Forklifts can also cause damage to the employer's property. Good safety procedures for operating a forklift should be followed at all times.

Safety: Before Operating

- Do not operate a forklift if you have not been properly trained in all operations and safety procedures.
- Never operate a forklift without permission from a supervisor.
- Check brakes, steering, controls, forks, hoist, fire extinguisher, warning devices, and lights at the beginning and end of each shift. Do not operate a forklift if any item on the checklist fails inspection. Report all problems to your supervisor. **oody Hayes Drive, Columbus, OH 3210**
- Pay attention to maximum load limits. Never overload.
- All forklifts should be equipped with a multi-purpose dry chemical fire extinguisher.

Safety: During Transport

- No riders on forklifts!
- Make sure the load is balanced before and during transport.
- Check the ground or floor for uneven areas and debris.
- Always travel at a safe speed.
- Tilt the forklift masts back when driving the forklift. This will lessen the chance of the load becoming unbalanced.
- Never reach through the mast for any reason. If a load has shifted, stop the forklift, lower the forks, put the forklift into park, and set the brake. If necessary, have another worker help you reposition the load.
- Keep the forks about 4 to 6 inches above the ground when moving a load.
- If you cannot see because of the size of the load, drive in reverse slowly. If necessary, have another worker guide you and serve as a lookout.
- Use standard hand signals for communication. For details, see the Tailgate Safety Training module *Hand Signals for Vehicle Safety*.
- Do not speed. The forklift should be driven at about 5 miles per hour. This speed is the same as a normal walk.



- Watch out for other forklifts and workers.
- Always back the forklift down a ramp. Keep the load in front when going uphill.
- Always keep your head, arms, and legs inside the driving compartment.
- Operators should always wear hard hats in high lift areas.
- Never lift people.
- Never lift a load above workers. Never allow workers to stand under a raised load.
- Sound the horn when approaching a corner.
- Remember that when you turn a corner, the rear of the forklift makes a wide swing. Watch for clearance on both sides of the aisle.
- Check side and overhead clearances when loading and unloading.
- Watch for water, oil, or other liquids on the floor. Report any wet surface to your supervisor.
- Watch out for overhead hazards such as pipes, beams, lights, sprinklers, door casings, cable wires, and signs.
- Always be careful around loading docks. Do not operate the forklift too close to the edge of the dock. Many forklift accidents occur when a forklift backs off a dock.
- Do not turn the wheels too fast. This can cause the forklift to overturn.

Safety: Stacking Materials

- Always stack materials so they are tied in. For example, if you have six loads to stack, put three on the floor, two on the second tier, and one on the top. This forms a pyramid and lessens the possibility of materials falling.
- Do not stack materials too high. This can cause materials to fall.
- Make sure that stacked materials do not block the building's sprinkler system.

Review These Important Points

- All employees need to be properly trained before operating a forklift.
- Do a forklift safety check before and after each shift.
- Do not overload the forklift.
- Check all clearances while operating a forklift.
- Watch out for other forklifts and workers while operating a forklift.
- Never allow anyone to ride on the forklift.
- Use caution when turning corners.
- Never speed while operating a forklift.
- Always be alert around loading docks.



Con-Serv Manufacturing Horizontal Band Saw Safety

Potential Safety Hazards

Contact with sharp blades is the most common cause of injury when using a horizontal band saw. Flying debris can cause injuries to the skin and eyes. Noise can be excessive, especially for those who work often with the saw. Dust is also a potential hazard, depending on the type of materials being cut or the allergies of the person using the machine.

Horizontal band saw users, whether on the job or for personal use, can take safety precautions to reduce the risk of injury.

Personal Safety Equipment and Clothing Issues

Band saws present two different clothing issues:

First, the operator should be careful of what NOT to wear:

Take off jewelry from neck, arms, ears, or fingers; Tie back long hair and don't wear hair decorations hanging loosely. Shirts or other clothing should not have sleeves or any parts loose enough to catch in the saw operating parts or the blade.

There are protective equipment items a band saw operator SHOULD wear:

Always wear safety goggles to keep debris from flying into the eyes. Ear plugs will help reduce excessive noise that could cause hearing problems. A face mask will help keep toxic dust or other particles out of the lungs.

Preparation and Inspection of Saw

Before using a horizontal band saw, prepare the saw for maximum safety. Fasten the saw securely fastened to non-tip and non-slip surface. Use the proper blades for the job at hand. And, install or retain the machine guarding and protective covers to prevent tangles in the saw parts or cuts from the sharp blades.

Inspect the saw before each use. The blades should have the tension correctly. Loose or broken parts of the saw and machine guarding should be corrected or replaced.



Safe Saw Operation

Do not touch the blade while machine is turned on, even if the blade is not moving. Hold cutting material flat on the saw surface, with your hands braced against the table.

Place hands to the side of the blade, not directly in line with the sharp edges.

Adjustments to blades or materials should not be made when the saw is running.

Materials should not be removed from the machine until it is completely stopped.

Additional Safety Tips

Read the specific saw's operating and safety manual. If using a horizontal band saw on the job, obtain the proper OSHA training for saws, power tools, and cutting machines.

Follow these additional safety tips:

- Keep floor clear of clutter and spills to prevent falling into the saw.
- Stop the blade if backing the work piece out is necessary.
- Never walk away and leave a band saw running.
- Use a push stick rather than hands when the end of the piece is nearing the blade.



SECTION 5



HEALTH, SAFETY AND ENVIRONMENTAL HANDBOOK ACKNOWLEDGEMENT FORM

The Health, Safety and Environmental Handbook describes important information about the company, and I understand that I should consult my immediate supervisor regarding any questions not answered in the handbook.

Since the information and policies described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that the revised information may supersede, modify, or eliminate existing policies. Only the president of the Company has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

A copy of this handbook will be available in a common area for all employees to review as necessary.

_____ EMPLOYEE'S SIGNATURE	_____ EMPLOYEE'S NAME	_____ DATE
_____ EMPLOYEE'S SIGNATURE	_____ EMPLOYEE'S NAME	_____ DATE
_____ EMPLOYEE'S SIGNATURE	_____ EMPLOYEE'S NAME	_____ DATE
_____ EMPLOYEE'S SIGNATURE	_____ EMPLOYEE'S NAME	_____ DATE
_____ EMPLOYEE'S SIGNATURE	_____ EMPLOYEE'S NAME	_____ DATE
_____ EMPLOYEE'S SIGNATURE	_____ EMPLOYEE'S NAME	_____ DATE



**HEALTH, SAFETY AND ENVIRONMENTAL
HANDBOOK ACKNOWLEDGEMENT FORM
(Continued)**

EMPLOYEE'S SIGNATURE

EMPLOYEE'S NAME

DATE



SECTION 6



Accident Reporting Form

Employee(s) Name(s): _____

Employee Job Title(s): _____

Date of accident: _____ Time of accident: _____ AM PM

Supervisor/lead person: _____

Witnesses: _____

Brief description of the accident or incident: _____

Indicate body part affected: _____

Did the injured employee(s) see a doctor? () Yes () No

If yes, did you file an employer's portion of a worker's compensation form? () Yes () No

Did the injured employee(s) go home during their work shift? () Yes () No

If yes, list the date and time injured employee(s) left job(s): _____

Supervisor's Comments: _____

What could have been done to prevent this accident/incident? _____

Have the unsafe conditions been corrected? () Yes () No

If yes, what has been done? _____



Accident Reporting Form (Page 2)

If no, what needs to be done? _____

Employer or Supervisor's signature: _____ Date: _____

Additional comments/notes:

Date Received by Con-Serv Manufacturing President: _____

Signature of Con-Serv Manufacturing President to indicate receipt: _____



Workplace Harassment Reporting Form

CONFIDENTIAL

This form assists the Manager in documenting informal or formal complaint(s) reported by a worker. If informal resolution is not possible, the Manager shall forward the completed form to the President to initiate a formal investigation.

SECTION A: REPORT DETAILS			
Report Initiation Date:		Report Completed by:	
SECTION B: WORKER/COMPLAINANT INFORMATION			
Last Name:		First Name:	
Position/Job Title:			
SECTION C: RESPONDENT INFORMATION			
Last Name:		First Name:	
Respondent Position/Job Title:			
Relationship between the Complainant and Respondent, if any (eg. co-worker, student, client, member of public):			
Exact location of Respondent during incident:			
SECTION D: WITNESS INFORMATION (if applicable)			
1. Witness Name:		Location & Date of Incident:	
2. Witness Name:		Location & Date of Incident:	
SECTION E: COMPLAINANT'S DESCRIPTION OF INCIDENT			
Date of Incident:		Time of Incident:	AM/PM
Exact location of incident:			
Incident Date(s) over a certain period of time (eg. three times in the last month):			
Activities of Complainant, Respondent and Witness/Participants before, during and after incident(s):			
Complainant's detailed explanation of events in order of sequence of occurrence:			
Unusual activity or behavior that may have contributed to the incident:			

Signature of Complainant

Date

Signature of Manager/President

Date



Safety Hazard Reporting Form

Con-Serv Manufacturing is committed to maintaining a safe work environment. A safe work environment is one which is free from accidents, injuries and work-related illnesses. All employees must work together to create and maintain a safe environment for all employees and visitors. Con-Serv Manufacturing is committed to strict compliance of all Federal, State and Local Laws concerning worker health and safety.

Con-Serv Manufacturing employees may use this form to report safety issues to the President of Con-Serv Manufacturing. The President will investigate the safety issue/complaint to determine what action needs to be taken. This form can be submitted anonymously. Employees are advised that it is illegal for an employer to take any action against an employee in reprisal for exercising their rights to report safety issues.

Date: _____ Time: _____ AM PM

Employee's Name: _____
(Optional)

Department: _____
(Optional)

Phone # and/or Email: _____
(Optional)

Describe the unsafe condition or practice: _____

Location: _____

Has this matter been reported to your supervisor? Yes No

Do you wish to be notified of action taken: Yes No (If yes, please make sure contact information is available).

(Send completed form to the President of Con-Serv Manufacturing.)

Date Received by Con-Serv Manufacturing President: _____

Signature of Con-Serv Manufacturing President to indicate receipt: _____



SECTION 7



EMERGENCY NUMBERS

Emergency (Medical)	9.1.1
Police	863.834.6966
Fire Department	863.519.3744
Lakeland Regional Medical Center	863.687.1100
Environmental Services	863.534.7377
Lakeland Electric	863.834.9535
Lakeland Electric & Water Emergency	863. 834.4248
Polk County Emergency Management	863.534.5600