
ACH of America, LLC

EMPLOYEE SAFETY & HEALTH HANDBOOK

SAFETY AND YOU

ACH of America, LLC (ACH) is committed to ensuring that each employee has a safe and healthy work environment. This handbook covers many of our policies to ensure a safe healthy workplace.

You are expected to comply with all Client Company and ACH policies and rules, including those pertaining to safety & health. Failure to do so may result in disciplinary action, including termination.

Please read all the information presented by the Client Company and ACH. If you have any questions about this handbook, the policies we have posted, or the safety of your job, please ask your supervisor.

REMEMBER: Safety is a top priority!! You should report any unsafe conditions or practices to your supervisor.

SAFE CONDUCT

As an employee of ACH, you are expected to act in a manner that promotes a safe workplace for you and other employees. The following actions by you are prohibited and may be cause for immediate disciplinary action or termination:

- Any conduct endangering the life, safety, or health of yourself, other employees, or the general public.
- Use of, possession of, or being under the influence of illegal drugs at any time, whether or not on company premises or while performing duties for the company.
- Performance of duties in a careless or unsafe manner.
- Failure to follow and obey company rules, regulations, policies and procedures.
- Use of or possession of firearms or any weapons on company premises or while performing duties for the company.
- Theft of company or another employee's property.

SAFETY RULES

In order to do your job in the safest way, always observe the following guidelines:

- Report any unsafe acts, conditions, incidents, machinery, or equipment to your supervisor.
- Obey all equipment safety regulations, and heed all warning signs.
- Arrive at work rested and in good health so you can give full attention to your job.
- Learn where safety equipment is stored and how to use it.
- Pre-plan and practice what to do in case of a fire.
- Maintain good housekeeping.
- Avoid horseplay and practical jokes.
- Report any illness, injury, or infections to your supervisor.
- Attend to injuries immediately.
- Get medical attention for any injury.

PROTECTIVE GEAR

Employees must wear clothing and protective gear appropriate for their job. Additional precautions must be taken with certain work, such as:

- Wear gloves when handling rough or sharp materials, chemicals, and hot objects.
- Wear respirators when spray painting or when exposed to toxic vapors, gasses, mists, or dusts.
- Wear proper eye protection when exposed to flying particles, chemicals, or hot splashing metal.

CHEMICALS

Chemicals pose special dangers. When dealing with them, take the following precautions:

- Store fuel and Chemicals in appropriate covered containers & use properly.
- Read labels carefully and follow all instructions before using.

MACHINERY & EQUIPMENT

All machinery and equipment must be operated with care. Always follow these rules:

- Do not use unsafe equipment. Report any unsafe conditions or defective equipment to your supervisor.
- Only operate equipment which you have been trained and authorized to use.
- Do not touch or talk to an employee while operating a machine or power tool.
- Inspect power equipment for defects prior to use.
- After using water or solvents to clean equipment, be sure the surrounding area is dry.
- Never attempt to perform, maintain or repair work on equipment without authorization.
- Never adjust or repair machinery while it is in use or motion.
- Do not ride on moving vehicles or mobile equipment such as forklifts, if you are not the driver.
- Always secure and never leave keys in unattended vehicles.
- Observe all safety procedures and manufacturer's recommendations. When in doubt, consult your supervisor.
- Never remove or inactivate protective guards or safety devices.

REPORTING ACCIDENTS

Any accident that causes or could cause injury and/or property damage must be reported immediately. You should call ACH @ (800) 215-7112 or (407) 788-7112. Failure to or delay in reporting an accident may result in possible loss of Workers' Compensation Benefits or Disciplinary action.

HANDLING MATERIALS

Handling materials properly is necessary to avoid injury and maintain a safe workplace. Always keep these guidelines in mind:

LIFTING

- Bend the knees and keep the back as straight as possible. Grasp the object firmly and pull it toward your chin.
- Never attempt to lift more than you feel comfortable with. Get Help!
- Never lift more than 20 pounds over your head.

CARRYING LOADS

- Be sure you can safely handle the load and see clearly ahead. Keep in step.
- When carrying a load with other employees, give adequate warning of any direction change.

PILING MATERIALS

- Build a solid, sturdy pile. Crosstie bagged material.
- Pile material on a solid, firm foundation in a manner that is not too high.
- Do not pile or store materials in areas such as walkways or aisles that would block access to fire or safety materials, eyewashes, electrical circuits, and exits.

ELECTRICITY

Electricity is another hazard that requires special precautions. Misuse of electricity can lead to serious injury or even death.

- Keep water and electricity apart. Keep hands dry and prevent dampness near electrical equipment.
- Properly insulate and guard current-carrying parts of electrically operated equipment.
- Never remove the third prong of a three-prong plug.
- Prevent contact between metal objects and electrical lines.

OPERATION OF COMPANY MOTOR VEHICLES

- Only authorized employees may operate company vehicles.
- Obey all traffic regulations.
- Traffic citations are the responsibility of the operator.
- Drivers and passengers must wear seat belts at all times. IT'S THE LAW!!
- Inspect vehicles for operating safety and notify your supervisor if problems are found.
- Any criminal drug and/or alcohol conviction must be reported to the company no later than 5 calendar days after such conviction.

This policy is important for the safety and well being of all our employees. Please follow these procedures in reporting accidents:

1. Report the accident to your supervisor or another authorized person immediately.
2. Fill out an accident report immediately.
3. If involved in or a witness to an accident, provide full information for the report. The supervisor is responsible for completing an accident report and obtaining the signatures of the employees and any witnesses as soon as possible. Delays, even by a few hours, may permit information to be forgotten and items to be removed or destroyed. Prompt reporting is essential in initiating proper corrective actions. Ask your supervisor for an accident report.
4. A drug and/or alcohol test is required for all employees involved in an accident, which results in a Workers' Compensation Claim.

DRUG AND ALCOHOL TESTING

Alcohol and drug abuse in the workplace will not be tolerated. Employees who use alcohol or drugs in the workplace endanger the safety of the workplace and the health of themselves and of the other employees. Our policy must be read and signed by each new employee.

In line with our policy on drug and alcohol abuse we may use drug testing in the following circumstances:

- **Pre-Employment Testing**
All applicants will be required to be tested for drug use prior to employment. The company will not discriminate against applicants because of past drug and/or alcohol abuse.
- **Random Testing**
Each year a percentage of the company's work force may be tested at random.
- **Post-accident Testing**
Any employee involved in an accident must submit to a drug and/or alcohol test within 24 hours of the work-related injury.
- **Reasonable Cause Testing**
If an employee's behavior provides reasonable cause to believe that he/she is "under the influence", the employee will be tested.
- **Refusal To Test**
Any employee who refuses to cooperate with the terms of this policy, including refusal to submit to a drug and/or alcohol test, is in violation of the company's drug and alcohol testing policy and could be subject to discharge.
- **Right To Privacy**
All drug and alcohol test results are reported to the company and will remain confidential. Results will be retained in a secure location with controlled access. The release of an individual's test results will only be provided in accordance with an individual's written authorization or as required by the federal or state law.

SAFETY POLICY

ACH of America, LLC management is committed to the safety of all our employees. It is the responsibility of management and supervisors to see that every employee is provided with a safe work environment and observe all safety regulations. No management policy can be effective, however, if each employee does not also have a commitment to the safety policies of ACH of America, LLC. To ensure the safety and health of ACH's employees, ACH has developed, and shall implement, the following disciplinary policies:

Any infraction of ACH safety policies and/or Federal, State, or Local Regulations by an ACH employee will result in disciplinary actions.

1. A first infraction will result in a verbal warning and the infraction will be documented and become part of the employee's work record. If, during the investigation, it is determined that the employee's first infraction causes or could cause serious harm to themselves and/or another employee, the result may be other disciplinary actions, including dismissal.
2. A second infraction may result in suspension from work. The duration of the suspension will be determined on a case-by-case basis, will be commensurate with the seriousness of the infraction, and may result in dismissal. The infraction will be documented and become part of the employee's work record.
3. A third infraction may result in dismissal. This will be documented and become part of the employee's work record, and the employee's name shall be placed on a "not to rehire" list maintained by the company. All information and documentation will be retained by ACH and will not be available to other employers.

ACH of America, LLC safety policies and regulations were developed to protect each employee, however, **it is every employee's responsibility to observe and follow the company's safety policies.**

I have been notified of, received, and understand ACH's safety policies and acknowledge the disciplinary actions, which may be taken as a result of non-compliance with such policies.

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ACKNOWLEDGEMENT

The company recognizes that alcohol and drug abuse in the workplace has become a major concern. Therefore, the company adopted a policy toward alcohol and drug abuse that provides a safe and healthy workplace for all employees.

While on company premises or company business, employees are strictly prohibited from the use, possession, sale transfer, or offer for sale, or purchase of intoxicants of any kind. The illegal use of any controlled substance is also strictly prohibited, whether or not on company business or property.

Employees must not report for duty or be on company property while under the influence of or have in their possession while on company property, any:

- Intoxicating liquor
- Marijuana or illegally obtained drug
- Narcotic or other illegal substance
- Any guns or weapons of any kind

However, nothing in this policy precluded the appropriate use of legally prescribed medications that do not affect the ability to work safely.

I have read and understand this policy. I agree to conduct my actions so as not to violate this policy. I understand that violation of this policy is grounds for immediate dismissal from employment. I further grant the company the right to conduct drug/or alcohol tests to determine whether I have violated this policy. In the event of a post-accident test result, the test result may also be provided to my workers' compensation insurance carrier.

X _____
Signed

Date

X _____
Witness

Date

DRUGS DO NOT WORK AT ACH OF AMERICA, LLC

cc: Employee File
Please fax a copy to ACH Human Resources Department
407-788-0180