



**JR'S PLUMBING & DRAIN**  
**EMPLOYEE SAFETY MANUAL**

A Guide to Safety Policies & Procedures to Support a Safety-Conscious Work Environment

**TABLE OF CONTENTS**

**Jr’s Plumbing & Drain Employee Safety Manual.....1**

Table of Contents ..... 2

Preface ..... 4

Employee Safety Responsibilities ..... 5

Employee Safety Rules ..... 5

Safety Coordinator Responsibilities..... 9

Safety & Health Committee Responsibilities ..... 11

Client Visits..... 12

    Injury and Accident Response and Reporting Policy ..... 12

    Injury Reporting Steps ..... 12

Emergency Action Plan ..... 14

    General Emergency Guidelines..... 14

    Fire ..... 14

    Medical Emergency..... 15

    Severe Weather ..... 15

    Workplace Violence ..... 15

Emergency Contact Information..... 16

Jobsite Telephone Numbers ..... 16

Fire Prevention & Electrical Safety ..... 17

Return to Work Program ..... 17

Modified Duty Policy..... 17

    Employee Procedures ..... 19

Hazard Communication ..... 20

Office Safety & Security ..... 20

    Office Safety..... 20

    Security ..... 21

Sexual Harassment Policy ..... 21

    Other Types of Harassment ..... 22

    Retaliation..... 22

    Enforcement ..... 22

Harassment Complaint Procedure..... 23

Considerations Following a Serious Industrial Accident..... 23

Blood-Borne Pathogens ..... 24

Vehicle Use Policy ..... 25

Employee Acknowledgement Form..... 26

## PREFACE

**Jr's Plumbing & Drain** recognizes that our employees drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety.

All work conducted by **Jr's Plumbing & Drain** employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

**Jr's Plumbing & Drain** is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and **Jr's Plumbing & Drain**.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the management on duty.

A key factor in implementing this policy will be strict compliance to all applicable federal, state, and local laws, as well as company policies and procedures. Failure to comply with these requirements may result in disciplinary actions.

Respecting this, **Jr's Plumbing & Drain** will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, **Jr's Plumbing & Drain** subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds **Jr's Plumbing & Drain** in higher regard with customers, and increases productivity. This is why **Jr's Plumbing & Drain** will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, Management of **Jr's Plumbing & Drain** is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management of **Jr's Plumbing & Drain** will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must

monitor company safety and health performance, working environment, and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at **Jr's Plumbing & Drain** must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and health in the work that provides our livelihood.

#### **EMPLOYEE SAFETY RESPONSIBILITIES**

The primary responsibility of the employees of **Jr's Plumbing & Drain** is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **must** become familiar with, observe, and comply with **Jr's Plumbing & Drain** rules and established policies for health, safety, and preventing injuries while as work. Additionally, employees **must** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **not** to begin the task until they discuss the situation with their management. Together, they will determine a safe way to perform the job.

If, after discussing a safety situation with their management, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that they believe is unsafe, or that they think is likely to cause injury or a health risk to themselves or others.

#### **EMPLOYEE SAFETY RULES**

1. **Conduct:** Horseplay, 'practical jokes', etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
2. **Drugs and Alcohol:** Use and/or possession of illegal drugs, marijuana, or alcohol under state, federal, or local laws on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
3. **Housekeeping:** The following areas must remain clear of obstructions:
  - a. Aisles in the office
  - b. All vehicles

You are responsible for keeping your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips or spills immediately, and putting equipment and tools away after you are finished with them.

4. **Injury Reporting:** All work-related injuries must be reported to your management immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your management to discuss your progress. You must also give your management any paperwork that you received at the appointment.

**Jr's Plumbing & Drain** provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while they remain productive. Employees are required to return to work immediately upon release.

5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
  - a. Safety Glasses – must be worn at all times in designated areas in this facility.
  - b. Hard Hats – must be worn at all times in designated areas.
  - c. Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
  - d. Welding – appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
  - e. Respirators – only employees trained and authorized to use respirators are allowed to do so.
  - f. Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you have already experienced a hearing loss).
6. **Equipment Operation:** You must be trained and authorized by your management to operate the following:
  - a. Company vehicles
  - b. Inspection Camera
  - c. ProPress
  - d. Drum Machine
  - e. Water Jetter
  - f. Other General machine and power tools

When operating machines, do not wear loose clothing, keep long hair tied up and back, remove jewelry, and roll sleeves all the way up or all the way down. Never operate damaged or defective equipment. Turn the machine off and report it to your management immediately. Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

## **7. Ladders:**

- a. Inspect all ladders prior to each use;
- b. Ladders must be placed on secure footing;
- c. Only one person is allowed on a ladder at a time;
- d. Never stand on the top two steps of a stepladder;
- e. Always maintain 3-point contact when working on ladders;
- f. Never reach beyond arm length when working on a ladder; and
- g. Never use metal ladders when working on or around electrical equipment.

## **8. Cranes/Hoists/Lifting Devices:**

- a. Inspect all cranes, hoists, and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b. Never walk under a load suspended from a hoist or crane.
- c. Keep all personnel clear of the “fall zone” of the crane/hoist.
- d. Know the weight of material being lifted. Never overload a crane/hoist.

## **9. Lockout/Tag Out:** Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contract. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER – DO NOT OPERATE” may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device, it means “Keep your hands off.”

## **10. Hazard Communication:**

- a. All chemical containers must be labeled to identify contents and hazards.
- b. A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDSs – ask your management.
- c. Follow all label and SDS instructions – including amount instructions.
- d. Do not mix chemicals unless authorized to do so.
- e. Keep all chemicals in closed containers.
- f. Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
- g. Wear required Personal Protective Equipment and minimize contact with chemicals.
- h. Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.

## **11. Confined Space Entry:** Only trained and authorized employees are permitted to enter confined spaced. If you believe that your job requires confined space entry, contact your management prior to undertaking the work. Confined spaces are areas not meant for human occupancy,

have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards.

## **12. Emergencies:**

- a. In the event of any serious injury or a fire, call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.
- b. Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
- c. When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.
- d. Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.
- e. To use a fire extinguisher, remember PASS:
  - i. P= Pull (the safety pin)
  - ii. A= Aim (at the base of the fire)
  - iii. S= Squeeze (the lever)
  - iv. S= Sweep (side to side)
- f. If you use a fire extinguisher, remember:
  - i. Stay low,
  - ii. Keep yourself between the fire and an exit,
  - iii. Do not turn your back on a fire, and,
  - iv. Immediately report the use to your management.
- g. Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, you can find gloves and other barriers with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your management immediately.

## **13. Company Vehicles and Driver Safety:**

- a. Only employees authorized by **Jr's Plumbing & Drain** are permitted to operate **Jr's Plumbing & Drain** vehicles.
- b. No "side trips" or personal use of company vehicles are permitted.
- c. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- d. All local and state traffic regulations and signs must be followed.
- e. No unauthorized riders, hitchhikers, etc., are allowed.
- f. All moving violations resulting in points being assigned to your license must be reported to your management.
- g. Driving while under the influence of alcohol or other drugs, including prescription or over-the-counter medication that impacts personal safety is forbidden.

## **14. Electrical Safety:**

- a. Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.



- b. Report all electrical problems and suspected problems to your management.
- c. All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- d. Inspect all plugs, cords, and portable equipment prior to use.
- e. Report any damaged electrical equipment to your management. Only authorized personnel are permitted to make repairs.
- f. Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.
- g. Any personal electrical devices must be approved by **Jr's Plumbing & Drain** prior to use.

**15. Lifting:**

- a. If you need help moving material, request assistance.
- b. When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- c. When you turn holding an object, move your feet and do not twist.

**16. Staying Safe:** Report any unsafe conditions or situations to your management. If you have suggestions on improving any aspect of safety in the facility, discuss them. If you are unsure of how to operate a piece of equipment or complete an assignment, ask for help. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

**SAFETY COORDINATOR RESPONSIBILITIES**

**Lori Hurlbert** has been designated as **Jr's Plumbing & Drain** Safety and IIPP Coordinator. **Cedric W. Johnson** is designated as the Associate Safety and IIPP Coordinator. The Safety and IIPP Coordinators are responsible for implementation and compliance with the Safety and Health Policy of **Jr's Plumbing & Drain** and are accountable for results as measured by criteria, such as incident rates.

Other responsibilities include:

- Resolve questions.
- Approve and/or recommend necessary expenditures to correct unsafe conditions.
- Make regular shop, warehouse, office, and ground-job site inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
- Actively participate and follow the safety and health programs

- Plan, coordinate, perform, or delegate all safety training and testing given to management and employees. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.
- Review disciplinary actions with the employees and Management.
- Perform safety inspections, and review safety inspection reports and unsafe conditions reported by management, employees, or others. Make or obtain corrections as required to maintain a safe workplace and ensure compliance.
- Conduct regular safety meeting with employees to promote safety awareness and compliance with the Safety and Health Policies.
- Ensure safety awareness among workers through regular meetings.
- Ensure compliance with safe work practices and **Jr's Plumbing & Drain** safety rules. Take appropriate disciplinary action to ensure compliance. This includes, but is not limited to safe working procedures in flange and fitting machine shop operations saw shop operations, the warehouse, yard, and office operations.
- Investigate accidents and assist with completion of accident report forms when required.
- Review reports of first aid incident and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.
- Ensure that specific programs (i.e. hazard communication, protection from blood borne pathogens, hearing conservation, forklift safety/operator certification) are implemented and complied with consistently.

## **SAFETY & HEALTH COMMITTEE RESPONSIBILITIES**

In order to promote better communication between employees and management, a Safety & Health Committee may be established for Company operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

**Organization:** The Safety & Health Committee will consist of:

- Safety Managers
- Safety Coordinators

The Employee Safety & Health Committee will meet monthly. The meeting will be chaired by the Safety Coordinator and/or Associate Safety Coordinator. Should a scheduled meeting need to be postponed, it will be held later in the month, on a date and time determined by the Safety Coordinator.

**Function:** The Safety & Health Committee has the following functions:

1. Conduct Safety/House Keeping inspection(s) of one or more departments as part of each meeting.
2. Review and update safety rules and safe operating procedures.
3. Review accidents and “near miss” incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review, and comment on safety suggestions submitted by employees.
5. Plan and carry out various safety promotion activities (such as contests, award incentive programs, etc.).
6. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
7. Review safety impacts of equipment/facility changes.

Take into account an employee’s personal experience with safety when selecting Safety and Health Committee members. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the committee.

Volunteers or individuals who show they have an interest in safety are also good candidate. Likewise, individuals with a good safety record can bring their own experience to the group. Rotate membership so that members exposed to Safety & Health Committee issues are “circulated” back into the workforce and others are brought in.

Occasionally, specialist or consultants may be added to the committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular area of concern.

The Safety & Health Committee should also be involved with developing Safety Incentive Programs and in recognizing individual employees who have contributed to safety efforts and positive results.

Written documentation of Safety & Health Committee meeting should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

## **CLIENT VISITS**

Employees of **Jr's Plumbing & Drain** are required to follow all client safety and security procedures during client visits.

If your client host does not advise you regarding safety hazards, consider the following:

- Mark emergency exit location(s).
- Keep your eye on the path you are working and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs);
- When visiting manufacturing or construction sites, eye protection, hearing protection, and hard hats are frequently required. Ideally, this equipment will be in the possession of the **Jr's Plumbing & Drain** employee and not provided by the client.

If you will be touring a factory or construction site, dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constrictive or too loose; loose clothing can be caught in machinery or other equipment.

## **INJURY AND ACCIDENT RESPONSE AND REPORTING POLICY**

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available manager. Employees are to render any assistance requested by management. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to management as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by management or the designated Safety Coordinator. The employee may not return to work without the permission of the management or the Safety Coordinator.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a manager immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

### **Injury Reporting Steps**

1. Any work-related injury or suspected injury must be reported immediately to management.

2. The management will issue a detailed report regarding the injured employee to take to the treating medication practitioner. The employee must return this form to the management by the next business day.
3. After each practitioner appointment, the employee must report to their management to review their process.
4. **Jr's Plumbing & Drain** provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
6. Employees are urged to report hazardous conditions and "near miss" incidents to their management before injuries result. This assists the **Jr's Plumbing & Drain** in preventing future injuries or "near miss" reoccurrences.
7. Any attempt to defraud **Jr's Plumbing & Drain** with false worker's compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

## EMERGENCY ACTION PLAN

### General Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
  - Fire/Police/Ambulance: 911 (other emergency contacts provided later in this manual)
- Know where all exits, including stairwell exits, are located.
- In the event of any emergency, do not take elevators, use the stairs.
- Do not hesitate to call/alert others if you believe that an emergency is occurring – you will not get in trouble for such actions.
- Know where emergency equipment is located in your workplace.

### Fire

#### 1. Evacuation:

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Management should be the last persons to leave the area. Check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated.
- Any employee having a mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through the management.
- Upon exiting the building, personnel should proceed to the designated meeting area to report to a manager for a headcount.
- If any employee is missing, an immediate report should be made to the site manager who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the management or the Safety Coordinator.
- In the event of inclement weather, the site manager will make arrangements for all personnel to move to shelter.

#### 2. Employee Discovering a Fire:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call a manager to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - P= Pull (the safety pin)
  - A= Aim (at the base of the fire)
  - S= Squeeze (the lever)
  - S= Sweep (side to side)

- If you use a fire extinguisher, remember:
  - Stay low.
  - Keep yourself between the fire and an exit.
  - Never feel that using a fire extinguisher is required. If in doubt, evacuate.
- Have someone notify a manager where the emergency is located. They will relay this information to the fire department.

### **Medical Emergency**

- Upon discovering a medical emergency, call 911.
- Call the management and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come into contact with any bodily fluids, unless properly trained and equipped.
- Send two persons (greeters) to the building entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- The management will make any necessary notification to family members of the person suffering the medical emergency.

### **Severe Weather**

- The receptionist will monitor weather alerts through local news. If a severe weather report is issued, they will immediately share an announcement. This announcement will be repeated three times.
- Employees will shut down office equipment and will be instructed where to go for safety.
- The receptionist will continue to monitor weather conditions. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to office areas. A general announcement will also be made.

### **Workplace Violence**

- Any employee who feels that they have been threatened should immediately report their concern to their manager and to the management.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify the management and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the local police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with the management so that a prevention plan can be developed.

**EMERGENCY CONTACT INFORMATION**

Name	Phone Number
Immediate Emergency	911
Fire Department	911
Police Department	911 or 707-648-4321
Hospital	911 or 707-554-4444
Doctor	911 or 707-219-6274 or 707-432-2777

**JOBSITE TELEPHONE NUMBERS**

Name	Phone Number
Plumbing Services Manager	707-980-8010
Administrative Services Manager	707-718-7781 or 707-400-5532



## **FIRE PREVENTION & ELECTRICAL SAFETY**

1. Smoking is not allowed in any interior area of the building, or in company vehicles. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Hot work: contactors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc.) must contact or the Safety Coordinator for approval prior to the start of the work.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the management or the Safety Coordinator for guidance.
6. Electrical Safety:
  - a. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
  - b. Keep electric cords out of area where they will be damaged by stepping on/kicking them.
  - c. Turn electrical appliances off with the switch, not by pulling out the plug.
  - d. Cell phones, personal music players, etc. are the only personal electrical devices allowed to be used in offices/cubes. These devices must be in good repair. **Jr's Plumbing & Drain** reserves the right to instruct you to remove personal electrical devices at any time.
  - e. Never run cords under rugs or other floor coverings.
  - f. Any electrical concerns should be reported immediately to a manager.
8. The following must remain clear and unobstructed at all times:
  - g. Exit doors
  - h. Aisles
  - i. Electrical panel
  - j. Fire extinguishers

## **RETURN TO WORK PROGRAM**

**Jr's Plumbing & Drain** has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether an injured employee is eligible for wage loss or medical expenses under that program.

**Jr's Plumbing & Drain** wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

## **MODIFIED DUTY POLICY**

The Company may offer light, reduced, or modified duty adjustments to existing jobs or transfers to open positions for employees who are injured or temporarily unable to perform some job functions. Such work is offered on a temporary basis and subject to availability. The Company reserves the right to determine the availability, appropriateness, and continuation of all light duty transitional work

assignments. The intent of light duty is to provide temporary, transitional work until the employee can recover and return to their regular work duties.

For workplace injuries and accidents covered by Worker's Compensation, employees will be offered modified duty or a transfer to allow the employee to return to work except when not possible or not medically advisable. Refusal to accept valid and approved light or modified duty assignments may limit or reduce Worker's Compensation income replacement benefits.

Pregnant employees who request pregnancy disability accommodations will be granted the same access to light, reduced, or modified duty as employees injured on the job as described above. Employees returning from workplace injuries and employee requested pregnancy disability accommodations will receive the priority for light or reduced duty assignments.

Employees with disabilities, or with covered conditions that qualify as disabilities as defined under the Americans with Disabilities Act (ADA), may also be eligible for temporary adjustments to existing jobs or transfers to vacant openings for which the employee is qualified. However, if the Company receives notice from an employee's doctor of permanent or long term restrictions, then temporary light duty will not be offered. Instead the Company will engage the employee in the interactive process to pursue other forms of accommodation. Light or reduced duty will generally not be approved if it eliminates an essential function of a job. Transfers will only be allowed if a position for which the employee is eligible and qualified is available. The Company will attempt to provide a light or modified duty when it is feasible, medically necessary, and does not impose an undue hardship on the company under applicable federal, state, or local law.

The Company does not have a predetermined specified period of time in which modified, light duty or job transfers are granted. However, if a light duty assignment lasts for six months or longer, the Company will reevaluate the appropriateness of offering continued light duty work and may engage the employee in the interactive process under the ADA to see if other accommodations are needed. The Company will attempt to reasonably accommodate the needs of the employee as well as the needs of the Company. If light duty work is granted, any extensions will be subject to the same considerations.

The Company offers transfers to employees injured on the job who are eligible for a temporary assignment. In other circumstances, employees may request light, reduced, or modified duty and must do so by contacting the Safety and IIPP Coordinator or the management. That request should be accompanied by a doctor's statement identifying the work restrictions of the disability, the date, and the estimated date the employee can resume normal duties and, where appropriate, diagnosis or prognosis.

The Company will review the doctor's statement of work restrictions and will determine whether any productive light duty transitional work is available that meets the needs of the Company and the employee's physical capabilities.

Employees working light duty are not to go beyond their doctor's restrictions or exceed the duties of

the light duty transitional work assignment. Employees are expected to keep the Company informed concerning any changes in their medical status. If there are any changes to an employee's medical restrictions, then the employee must immediately notify the Company and provide a copy of the new medical release from their medical practitioner.

Prior to returning to regular employment with the Company, employees will be required to submit a written fitness for duty certification. This should detail ability to work and include any remaining restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

The Company observes and complies with all federal and state medical leave regulations that pertain to our employees. This includes federal and any state leave provisions that might apply. Please be assured that your disability records will be secured and maintained in accordance with applicable confidentiality requirements as delineated in the Americans with Disabilities Act.

We also ask that you not provide any genetic information when responding to the requests for medical information. "Genetic Information" as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### **Employee Procedures**

- All work-related injuries should always be reported immediately to your management.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their management that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. **Jr's Plumbing & Drain** will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is generally available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so may result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) or Americans with Disabilities Act (ADA) program. For this purpose, you need to complete a Family Medical Leave Request or Medical

Inquiry form and submit it to the management. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request/Physician's Authorization Form.

- Employees who are not eligible for leave under FMLA/ADA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your management.

### **HAZARD COMMUNICATION**

All **Jr's Plumbing & Drain** employees have a right to know what chemicals they work with, how to handle them safely, and what the hazards are.

Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At **Jr's Plumbing & Drain** the SDS collection is available online at [www.ilpi.com/msds/](http://www.ilpi.com/msds/) or can be retrieved and provided to you by the management. Employees are free to utilize the SDS as needed.

General rules for handling chemicals in an office environment are:

- Read all label warnings and instructions.
- When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
- Follow instructions for quantity. More is not better.
- Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
- Always wash your hands after handling chemicals.
- If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
- Any questions or concerns regarding chemicals should be reported to the management or the Safety Coordinator.

### **OFFICE SAFETY & SECURITY**

#### **Office Safety**

1. Never leave file drawers open, or open multiple file drawers at once.
2. Do not stack heavy or bulky objects on top of cabinets.
3. Do not store frequently used objects above shoulder height or below knee height.
4. Never reach into office machines without turning them off and unplugging them if possible.

5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
7. Never use defective or broken equipment. Report these problems to your management.

## **Security**

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons to the management. Immediately report any theft to the management.
3. When parking, remove all valuables from sight and lock car doors.
4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, cell phones, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
  - a. Be sure doors close and lock after you.
  - b. Turn on lights as you move throughout the building.
  - c. Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
  - d. Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
  - e. As you leave the office, be sure to turn off all equipment, lights, etc., after use.
8. Weapons, including firearms, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), and clubs, are not allowed on **Jr's Plumbing & Drain** property.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment and unlawful harassment are prohibited behavior and against Company policy. The Company is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- Unwanted sexual advances;

- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding and/or blocking movements;
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the Company, such as clients, customers or vendors.

### **Other Types of Harassment**

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Retaliation for reporting harassment or threatening to report harassment.

### **Retaliation**

It is against Company policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

### **Enforcement**

All managers are responsible for:

- Implementing the Company policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand the Company policy;
- Reporting any complaints of misconduct to the designated company representative so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and;
- Conducting themselves in a manner consistent with the policy.

## **Harassment Complaint Procedure**

The Company's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a manager who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising the Company's ability to conduct a good faith and thorough investigation.

If the Company determines that prohibited harassment has occurred, the Company will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

The Company recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. The Company encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

## **CONSIDERATIONS FOLLOWING A SERIOUS INDUSTRIAL ACCIDENT**

1. Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for all employees. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.
2. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also, be prepared for contacts from local news media. Direct media inquiries to the management. Consult with legal advisors if in doubt. Operate under the assumption that OSHA

will investigate. Management should take steps to be sure that the entire facility is as prepared as possible.

3. Fatalities and other serious injuries caused by work-related accidents must be reported to the local OSHA office. Fatalities must be reported within 8 hours; incidents resulting in in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye must be reported within 24 hours. Reports should be made to the nearest local OSHA office (list found on the site below), or by calling the 24-hour hotline, 1-800-321-OSHA (6742). If the local OSHA office is closed, report online at [www.osha.gov/report.html](http://www.osha.gov/report.html)
4. Have a representative of your company contact the employee's next of kin to inform them of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support. For example, providing a **Jr's Plumbing & Drain** representative at the hospital will convey the company's concern.
5. Get all witness names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
6. Render safe any hazards created by the accident scene (e.g., material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
7. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
8. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
9. Follow **Jr's Plumbing & Drain** procedure for blood borne pathogens in cleaning any bodily fluid spills.
10. Consider meeting with employees in small groups to discuss, in general terms:
  - a. The serious accident that occurred.
  - b. That all the necessary steps were taken to care for the person involved.
  - c. That an accident investigation is being performed.
  - d. That all employees will be kept informed.
  - e. The availability of the Employee Assistance Program (EAP) if applicable.
  - f. Provide encouragement and request that employees work safely.
11. Request your managers be alert for employees who may not be paying full attention to their jobs and thereby jeopardize their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
12. If your company has a physician on contract, have them follow the case.

### **BLOOD-BORNE PATHOGENS**

Blood and other bodily fluids can carry pathogens, which can cause diseases in others. This includes HIV, which leads to AIDS and hepatitis.

Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when body fluids are released.



In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support them, just be sure to stay out of contact with bodily fluids. If you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call the managers or the Safety Coordinator immediately for instructions.

**VEHICLE USE POLICY**

To: All drivers of **Jr's Plumbing & Drain**, effective **01-01-2019**

This policy applies to:

- Vehicles owned, leased, or rented to **Jr's Plumbing & Drain**
- Personally owned vehicles driven by employees on behalf of **Jr's Plumbing & Drain**

The following policy has been established to encourage sage operation of vehicles, and to clarify insurance issues relating to drivers and **Jr's Plumbing & Drain**:

- All drivers must have a valid driver's license.
- Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's definition of an unacceptable driver, your employment may be terminated.
- Your manager must be notified of any changes in your license status or driving record.

When operating your own vehicle for **Jr's Plumbing & Drain** business:

- Your Personal Auto Liability insurance is the primary payer.
- You should carry liability coverage. Evidence of insurance coverage is to be provided to **Jr's Plumbing & Drain** each year either by copy of your policy's Declaration page, or a Certificate of Insurance.
- **Jr's Plumbing & Drain** is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to **Jr's Plumbing & Drain** as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy, and will comply.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE ACKNOWLEDGEMENT FORM**

Jr's Plumbing & Drain is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe work environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, local community, and Jr's Plumbing & Drain. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the management on duty. A key factor in implementing this policy will be the strict compliance to all applicable federal, state, and local laws, as well as Jr's Plumbing & Drain policies and procedures. Failure to comply with these requirements may result in disciplinary actions.

Everyone at Jr's Plumbing & Drain must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides out livelihood. By signing this document, I confirm the receipt of Jr's Plumbing & Drain employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_