

Employee Safety and Training Manual

(Forms may be used as a master or photocopies made. Signed forms should be kept with employees personnel file.)

Safety Policy

Safety Policy for

ANNUALLY

(Insert company name)

It is the policy of _____ that safety is a number one priority and to provide as safe a workplace as possible for our employees. Accidents and injuries are preventable.

Our policy included the following:

1. A responsible employee in a position of authority will be appointed Safety Coordinator. _____ has been appointed to fill this position.
2. Owners, supervisors, foreman and employees are responsible for implementing this policy by working in a safe manner.
3. Regularly scheduled safety meetings will be held with all employees.
4. All accidents will be reported, investigated and actions taken to prevent reoccurrence.
5. All new employees will be trained in safe working practices for the particular jobs and closely supervised until they are fully capable of safe performance.
6. All employees are required to use personal protective equipment (PPE) provided by this company or the employee. Equipment will be kept in good condition.
7. Employees will report any and all accidents to their immediate supervisor.
8. All employees are expected to cooperate in keeping work areas clean and free of hazards. Employees will report any observed hazard to their immediate supervisor.
9. Each employee is required to keep a safe distance from other employees while moving equipment and other hazards.
10. Employees will operate equipment as instructed in safe and reasonable manner.
11. _____

Minimum Safety Requirements

12. _____

Minimum Safety Rules for

ANNUALLY

(Insert company name)

1. All accidents, no matter how slight, must be reported to your supervisor IMMEDIATELY.
2. Any employee injured on the job or requiring medical treatment must first report the injury to her/his supervisor. A medical emergency is an open wound requiring stitches, loss of consciousness, or any injury involving broken bones. If you go to the Emergency Room or to a physician on your own, you may have to pay your own bill. The company has the right to refuse payment when the company has approved a medical provider for treatment and you elect to use the services of another physician without obtaining consent from the company.

3. Personal protective equipment (PPE) (i.e. hard hats, chaps, eye protection, ear protection, gloves, etc.) will be provided and MUST be worn in designated areas at ALL times.

Designated areas where personal protective equipment (PPE) is required are as follows:

4. All workers must wear adequate footwear. Tennis shoes, platform shoes, sandals, etc. are not acceptable.
5. Use of alcohol and/or illegal drugs on the job or the debilitating effects of their prior use shall not be permitted and shall be grounds for immediate termination of employment.
6. Machine guards and/or protective shields, barricades, safety devices, etc. shall not be removed except by authorized personnel such as mechanics, maintenance personnel, etc. and shall be re-installed as soon as maintenance activities are completed.
7. Machine and equipment operators must insure that all guards and shields are in place and in proper working condition prior to beginning and during operations.
8. Equipment shall be LOCKED and TAGGED OUT prior to performing any maintenance, making any adjustments, or removing debris. Allow coast down time for all parts to completely stop moving before starting work.

9. When “jump starting” mobile equipment, employees must insure that its running gear is in neutral, brakes are locked, head/blades and/or buckets are lowered, and that no safety device designed to prevent machine movement is being by-passed.
10. HORSEPLAY and running shall not be permitted on the premises, to include all work areas in/out side the buildings and parking lots.
11. If you are familiar with an operation or machine, you must first check with your supervisor prior to proceeding.
12. Any unsafe condition noted must be reported to your supervisor, who is responsible for having the conditions corrected prior to proceeding.
13. When mobile equipment i.e., skidders, dozers, front end loaders, feller bunchers, etc. are not in operation or parked , blades, buckets, cutting heads, etc., must be lowered to ground level.
14. Operators must wear seat belts when mobile equipment is being operated. Seat belts must be worn by all employees when driving or riding in all motor vehicles.
15. Hitching a ride on any mobile equipment, i.e., skidders, dozers, front-end loaders, feller bunchers, etc., is NOT allowed.
16. Employees shall not talk, signal, or distract in any manner another employee while they or you are operating moving and/or mobile equipment, i.e., chain saws, skidders, loaders, feller bunchers, etc.
17. Before starting manual felling, the employee cutting the tree must make sure all other employees are a distance from the stump of at least twice the height of the tree being felled.
18. Workers must keep a minimum distance of at least two tree lengths between themselves and mobile equipment and/or felling operations.
19. Never leave a lodged or hung tree. The area in which the lodged tree is located is to be flagged and the skidder operator notified to pull the hazardous tree to the ground immediately.
20. Employees working on the ground, i.e., stumpers, limbers, skidder operators, etc. shall always observe for overhead hazards, i.e., lodged trees, hung limbs, etc.
21. Employees cutting down trees shall have a clear path of retreat before beginning a cut to ensure that a line of escape is available.

22. Always plan the direction of fall of any tree being felled. Proper undercut must be made on all trees where necessary. Never cut a standing tree completely through. Sufficient wood should be left between the undercut and the felling cut that the tree can hinge to prevent kickback.
23. Chain saw operators must always grip the saw firmly with both hands, wrap the front hand hold bard with the thumb and never ct with the tip of the chain saw blade.
24. All chain saws must be equipped with a properly functioning chain brake.
25. Employees shall avoid standing between logs that may roll while being bucked or position themselves so as to be thrown or struck while logs or the loader is moving poles.
26. Knucklebloom loader operators must never swing the boom over employees.
27. Loader operators shall never load log trucks more than ½ the height of the diameter of the outer logs over stationary standards. The load may be rounded in the middle so as to secure and balance the load.
28. Truck drivers must be at a safe distance away from the truck during loading or unloading operation.
29. When in the immediate vicinity of a log truck each employee shall constantly be aware of, and position himself in such a manner so as to insure that he will not be struck by material falling from the truck.
30. All truck drivers must comply with ALL State and Federal laws, statutes, and regulations relating to highway safety (i.e., speed and weight limits, driving time, stop signs, etc.)
31. Each employee will be trained in, and required to use, proper lifting techniques and body mechanics. When confronted with lifting and/or moving any object for which the employees must exert more force than required in the normal performance of his routine duties, he is to either seek the assistance of an adequate number of employees to lift and/or move the object in a safe manner, or lift and/or move it by mechanical means.

NOTE: These safety rules have been developed for the protection of your safety and health. Abiding by these rules will make our operation more efficient and successful, however, repeated violation of these safety rules will be grounds for termination of employment. The following actions may be taken for repeated violations:

First Offense	_____
Second Offense	_____
Third Offense	_____

Other disciplinary actions:

I have read and understand the safety rules listed above and agree to comply with the company's safety requirements.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

DATE

DATE

Drug and Alcohol Policy

Drug and Alcohol Policy for

ANNUALLY

(Insert company name)

In consideration for employment I hereby agree to the following rules and regulations pertaining to illegal drugs, alcohol and legally prescribed medical drugs:

1. I agree to notify my employer of the need for me to take any prescription drug(s) that may impair the safe performance of my duties.
2. I agree not to operate any equipment or motor vehicle(s) while taking a prescribed drug that may impair the safe performance of my duties.
3. I agree never to drink alcohol when operating employer owned or leased vehicles or equipment.
4. I agree never to use any illegal or controlled substance while employed.
5. I agree to never to report for work while under the influence of alcohol or illegal drugs. I will advise my supervisor upon reporting to work, if I am taking medication prescribed by my doctor that may impair the safe performance of my duties.
6. I agree that if I am asked to take a test for illegal or controlled substances and refuse, that it will constitute my voluntary resignation immediately.
7. I agree that if I violate any of the above rules and regulations, my employment will be terminated immediately.

EMPLOYEE:

(Employee signature)

(Print name)

(Dated)

WITNESS:

(Employee signature)

(Print name)

(Dated)